

LODSWORTH PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of the Parish Council held at Lodsworth Village Hall On Monday 13th May 2024 at 7pm

Present: Councillors Caroline Neville (Chair), Paul Phillips, Jim Summers and Derrie Watchorn

In attendance: Mrs Helen Cruikshank, Parish Clerk

ANNUAL PARISH COUNCIL BUSINESS AGENDA

1. To Elect a Chair

Nominations for Chair were invited for the ensuing year. Caroline Neville was proposed by Jim Summers and seconded by Derrie Watchorn. There being no other nominations it was **RESOLVED** that Caroline Neville be elected as Chair of Lodsworth Parish Council.

2. To Elect a Vice-Chair

The Chair invited nominations for Vice-Chair and Jim Summers was proposed by Caroline Neville and duly seconded by Derrie Watchorn. There being no other nominations, it was **RESOLVED** Jim Summers be elected Vice-Chair for the ensuing year.

3. To Elect members of the Working Parties and Other Committees

It was agreed the responsibilities and Committees 2024/25 would be discussed further at July's meeting.

Highways: **TBD**

Allotment Management: Paul Phillips

Footpaths and Rights of Way: Parish Clerk

Play Area: Derrie Watchorn

Winter Plan: Caroline Neville and Mark Reed

Parish repairs: **TBD**

Health & Safety including Parish Annual Inspection: Mark Reed

Website: Parish Clerk

Specific projects:

Lickfold Bridge Flooding: Jim Summers

GREENHEAL (Parish Environmental Group): Jim Summers

Parish Tidy ups: **TBD**

Representatives:

Village Hall Committee: **TBD**

SDNP: Caroline Neville

Cowdray Estate liaison: James Rees (non-Councillor)

Committees

Planning: All Councillors

Finance: All Councillors

Bank signatories: Caroline Neville and Paul Phillips.

4. To affirm dates of future meetings 2024/25

The following meeting dates were agreed for the year:

Monday 8th July 2024

Monday 9th September 2024
Monday 11th November 2024
Monday 9th December 2024 (Finance/precept only meeting)
Monday 13th January 2025
Monday 10th March 2025
Monday 12th May 2025 (Annual Meeting)

All meetings are held at 7.30pm at Lodsworth Village Hall. Planning meetings are held as and when necessary. Contact the Clerk for details of these.

PARISH COUNCIL AGENDA

Comments and Questions from members of the Public

There were no members of the public present.

28/24 To note apologies for absence

Apologies had been received from Parish Councillor Mark Reed.

29/24 Declarations of interest/Code of Conduct

The Chair reminded members of the Code of Conduct.

30/24 Co-option of Councillor

Tim Holloway was co-opted as a Councillor. The Clerk to email him all the relevant documentation.

The Chair stated that two Councillors have resigned since the last meeting, James Rees and Tom Richardson. She thanked them both for their time on Lodsworth Parish Council and their invaluable support. There are now three vacancies.

31/24 Minutes of the previous Parish Council Meeting

The minutes of the meeting held on Monday 11th March 2024 were agreed and signed as a true record.

Mr Paul Phillips arrived at 7.10pm

32/24 Financial Matters

- The Council's current financial position of £30,030 was noted.
- The bank reconciliation as at 6th May 2024 was noted.
- The schedule of accounts submitted for payment was approved as follows; Mrs Jean Huggett (Internal Audit 23/24) @ £100.
- The Budget Monitoring sheet as at 6th May 2024 was noted.
- To sign off year end accounts and the annual return 2023/24.

The Clerk had distributed the Parish Council's finance pack for the financial year y/e 31st March 2024. The Parish Council's 2023/24 financial year started with an opening balance of £22,219. During the year, the Parish Council received an income of £23,839. This consisted of the precept at £17,743, allotment rents and grants and donations. The Parish Council spent £18,815 during the past financial year. This consisted of costs to maintain the Play Area and grounds, Clerk's Salary, Allotments, General Admin including insurance plus grants and donations of £4,850 for the year. This leaves a closing balance as at 31st March 2024 of £27,243. The Bank Reconciliation as at 31st March 2024 shows the year-end figures. The Parish Council accounts are in a healthy but not excessive state. The internal audit has been carried out by Mrs Jean Huggett and she agreed that all internal control objectives have been carried out throughout the year raising no concerns. Section 1 of the Annual Governance & Accountability Return is the Annual Governance Statement and Section 2 is the Accounting Statements 2023/24. The Explanation of Variances sheet details the differences between the figures from 2022/23 to 2023/24. As neither the income nor expenditure has

exceeded £25,000 in 2023/24, the Parish Council is able to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit Regulations 2015.

- The Income and Expenditure sheet y/e 31st March 2024, Bank reconciliation as at 31st March 2024, Sections 1 and 2 of the Annual Return 2023/24 and the Explanation of Variances 2023/24 were considered by the Councillors. The Annual Return statements and figures were duly proposed and seconded. Section 1 was approved and then Section 2 approved, both by Full Council and signed by the Chair.
- The Parish Council certified itself as exempt from a limited assurance review and the Certificate of Exemption was completed and signed by the Chair.
- All these documents will be uploaded onto the website with the notice of the period for the exercise of public rights. All legal information will be displayed on the notice board.

33/24 To consider urgent matters at the Chair's discretion

There were no urgent matters.

34/24 Items to be included in the next agenda

Please let the Clerk know of any additional items to be added to the agenda by Monday 1st July 2024

35/24 Date of next Parish Council meeting

Monday 8th July 2024 at 7.30pm

The Chairman closed the meeting at 7.20pm