

Minutes of the Extraordinary Meeting of Carlton Scroop and Normanton Parish Council held at Carlton Scroop and Normanton Village Hall on Monday 27 February 2023

There was no public forum before the meeting.
The Chair opened the meeting at 7.35pm.

In attendance:

Councillor Alan Thomas (Chair), Councillor John England, Councillor Bridget Hankinson, Councillor Jo Worrell, Mrs Nikki Gascoigne, Clerk and RFO.

1. Welcome (22/02/01)

1.1. The Chair welcomed those present and thanked them for their attendance.

2. Apologies for Absence (22/02/02)

2.1. No apologies were received. Councillor Baines was not in attendance.

3. Declaration of Pecuniary Interest and Requests for Dispensations (22/02/03)

3.1. There were no declarations of pecuniary interests or requests for dispensations.

4. Annual Return (22/02/04)

4.1. Appointment of Internal Auditor

Councillor Thomas proposed that the Council ratify the appointment of Tracey Davis, (previously known as Tracey Broughton) as Internal Auditor, which was seconded by Councillor England.

Resolved: To ratify the appointment of Tracey Davis as Internal Auditor.

4.2. Internal Audit Report

Councillors considered the Internal Audit report for 2021/22, which had been circulated prior to the meeting. Each statement had been answered in the affirmative with the exception of Petty Cash which was not applicable as the Council did not hold a cash float.

4.3. Annual Governance Statement

The Chair read each statement of the Annual Governance Statement and Members agreed to answer "yes" to each statement with the exception on statement 9 regarding Trust Funds which was not applicable. Councillor Hankinson proposed that the Annual Governance Statement be approved, which was seconded by Councillor Worrell. Section 1 of the Annual Governance Return was duly signed and dated by the Chair and the Responsible Financial Officer (RFO).

Resolved: To approve Section 1 of the Annual Return for 2021/22.

4.4. Accounting Statement

The Accounting Statement had been circulated prior to the meeting, along with a detailed working paper, explanation of variances, bank reconciliation and asset register. Councillor Thomas proposed that the Accounting Statement for 2021/22 be approved, which was seconded by Councillor Worrell. The Chair and RFO duly signed and dated Section 2 of the Annual Return.

Resolved: To approved Section 2 of the Annual Return for 2021/22.

4.5. Certificate of Exemption

Councillor Worrell proposed that the Council declare exemption from external audit for 2021/22 as its income and expenditure were below £25k and all other conditions were met. This was seconded by Councillor Hankinson and the Certificate of Exemption was duly signed and dated by the Chair and RFO.

Resolved: To approve the Certificate of Exemption for 2021/22.

Action: The Clerk to publish the Annual Governance and Accountability Return on the Council's website and to submit the Certificate of Exemption to the external auditor.

5. Defibrillator Cabinet (22/02/05)

5.1. Councillor Worrell reported that she had obtained a further quote for a replacement defibrillator cabinet for Normanton including fitting of £580, the details of which had been circulated to Councillors. Councillor England proposed that the quote be accepted, which was seconded by

Councillor Hankinson. Councillor Thomas noted that replacement of the remaining cabinet in Charity Street and budgeting for replacement defibrillators at the end of their useful life would need to be considered as part of the review of the Parish Plan. Councillor Worrell asked that consideration be given to whether defibrillators capable of paediatric use should be purchased when replacements were bought, although these came with a price premium.

Resolved: To purchase a replacement defibrillator cabinet at a cost of £500 with fitting at a cost of up to £80.

Action: The Clerk to add review of the Parish Plan to the next agenda.

6. Community Hub(22/02/06)

6.1. Councillor Thomas reported that he had liaised with the Chairs of the Carlton Scroop Charities, the Village Hall and the Social Club to organise a Community Hub to be held on the first Thursday of every month at the Social Club. Refreshments and a light lunch would be provided free of charge, with the costs initially funded by the Carlton Scroop charities, although there may be a future application to the Parish Council for funding.

7. Dates of Future Meetings (22/02/07)

7.1. 20 March 2023

15 May 2023 (Annual Meeting of Council also Annual Parish Meeting).

31 July 2023

25 September 2023