

**Minutes of Hovingham with Scackleton Parish Council**  
**Annual Parish Council Meeting held at 7.00pm on Wednesday 26th May**  
**2021.**

**Present.**

Councillor P. Chapman, Councillor Dr N. Robson, Councillor F. Colenso Councillor R. Wainwright, Councillor M. Wilson.

**Electors.** 1

**Clerk.** Miss S Farrow

**Election of Chairman.**

Councillor R. Wainwright proposed, Councillor M. Wilson seconded and it was unanimously agreed that Councillor P. Chapman be elected Chairman.

**Election of Vice Chairman.**

Councillor R. Wainwright proposed, Councillor P. Chapman seconded and it was unanimously agreed that Councillor M. Wilson be elected Vice Chairman.

**Apologies from Councillors unable to attend the meeting.**

Apologies from Councillor R. Matthews had been received and accepted.

**Co-opting Parish Councillors for Hovingham and Scackleton.**

Steve watched the meeting as he potentially would like to fill the vacancy of Councillor.

**Minutes of the Annual Parish Council Meeting held on 13<sup>th</sup> May 2020.**

It was agreed that the minutes of the meeting held on 13<sup>th</sup> May 2020 be signed as a true record.

**Presentation of Annual Accounts.**

The internally audited accounts for 2020/21 were presented to the meeting.

Copies had been circulated to all Councillors and are attached to these minutes.

a) **CERTIFICATE OF EXEMPTION:** To certify Hovingham with Scackleton Parish Council as exempt from external audit for fiscal year 2020/21 **RESOLVED** that Hovingham with Scackleton Parish Council on page 3 of the Annual Governance and Accountability Return 2020/21 is exempt from external audit for the year 2020/21 as its annual turn-over does not exceed £25,000.

b) **ANNUAL INTERNAL AUDIT REPORT 2020/21.** To note the Annual Internal Audit Report for 2020/21 on page 4 of the Annual Governance and Accountability Return 2020/21.

c) **ANNUAL GOVERNANCE STATEMENT:** To approve Section 1 Annual Governance Statement 2020/21 for Hovingham with Scackleton Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21 **RESOLVED** that Hovingham with Scackleton Parish Council approve Section 1 Annual Governance Statement 2020/21 for Hovingham with Scackleton Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.

d) **ACCOUNTING STATEMENTS 2020/21:** To approve Section 2 Accounting Statements 2020/21 for Hovingham with Scackleton Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21 **RESOLVED** that Hovingham with Scackleton Parish Council approve Section 2 – Accounting Statements 2020/21 for Hovingham with Scackleton Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21.

e) **PUBLICATION OF DOCUMENTS:** To approve the publication of documents required by Accounts and Audit Regulations 2015 the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. **RESOLVED** that in accordance with the Accounts and Audits Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and Transparency

Code for Smaller Authorities, Hovingham with Scackleton Parish Council will publish the following documents on a public website:

- Certificate of Exemption
- Annual Internal Audit Report 2020/21
- Section 1 Annual Governance Statement 2020/21
- Section 2 Accounting Statements 2020/21page 6
- Analysis of variances.
- Bank Reconciliation to 31<sup>st</sup> March 2021.
- Notice for the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**Signatures required for cheques.**

Current signatories Councillor M. Wilson and Councillor F Colenso.

**Appointment of an Internal Auditor.**

Mrs J. Vowles will inspect the 2021/22 accounts.

Agreed the clerk purchase a gift voucher for Marks and Spencer as a token of appreciation for auditing the accounts.

**Appointment of a Responsible Financial Officer.**

Councillor M. Wilson was appointed as Responsible Financial Officer.

The meeting closed at 7.20 pm and was followed by the first Hovingham with Scackleton Parish Council Meeting.