

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Extraordinary Parish Council meeting held on Thursday 26th June 2025 at 6.00pm in Great Livermere Village Hall

Present. Cllrs A Norburn, A Johnston & T Redman.

1. Apologies for absence

Apologies for absence were received and agreed by the councillors from Cllrs S & R Chalton

2. Members Declarations of Interest and Dispensations:

2.1 To receive declarations of interest from councillors on items on the agenda. None.

2.2 To receive written requests for dispensations for disclosable pecuniary interests. None received.

2.3 To grant dispensations as appropriate under Section 33 of the Localism Act. N/A

3. Meeting Open to the Public

No members of public present.

4. End of Year Accounts, to include the Annual Governance Return (AGAR).

4.1 To receive Annual Internal audit Report and discuss the report of the Internal Auditor and note any recommendations made.

The accounts were found to be in good order. However with reference assertion 5 of the Annual governance Statement of the AGAR, it was agreed that the council would tick 'No' as there was no formal assessment of the council's risk assessment documentation for the year under review. It was noted however that, the documentation was seen and adopted by council at the May meeting in 2025 for the coming year and details in general terms the risks associated with the functioning of a smaller authority and the measures the Council will undertake to mitigate these risks.

The Council, are aware that there was no formal assessment of the Council's Standing Orders and Financial Regulation documentation for the year under review. It was noted that these documents were reviewed at the May 2025 Parish Council Meeting.

The internal auditor recommended that, In accordance with the Accounts and Audit Regulations 2015, the Parish Council should look to formally review the scope and effectiveness of its internal audit arrangements.. The Clerk will do some work on this.

The internal auditor noted that the Parish Council Asset Register as published on the website is dated 2025. Council needs to evidence that it has reviewed its asset register at least annually to ensure an up to date record is held. The asset Register was reviewed at the May 2025 meeting. The Clerk will update the document on the website to reflect this.

It was noted that the Parish Council had not approved the letter of engagement with SALC, regarding using their services to carry out the audit for 2024/25. It was confirmed that the Parish Council approved the letter of engagement.

4.2 To approve and sign section one, Annual Governance statement, of the AGAR 2024-25. Section one the Annual Governance statement, of the AGAR 2024-25 was agreed, approved and signed by the Chair and Clerk.

4.3 To approve and sign section two, Accounting Statement, of the AGAR 2024-25. Section two, the Accounting Statement, of the AGAR 2024-25 was agreed, approved and signed by the Chair and Clerk.

4.4 To accept and sign the Certificate of exemption 2024-25 for submission to the external auditor.

The Certificate of exemption, of the AGAR 2024-25, was agreed, approved and signed by the Chair and Clerk. The Clerk will submit this, alongside an explanation as to why 'No' has been ticked in Section 1 of the Annual Governance Statement, to the External Auditor within the timeframe allowed.

4.5 4 To note actions to be taken to be compliant with the Publication Requirements – Transparency Code.

The Clerk will ensure the Publication - Transparency Code requirements are met by ensuring the documents/notices required, by the Accounts and Audit Regulation 2015, the Local Audit (Smaller authorities) Regulations 2015, and the Transparency Code for Smaller Authorities are published/uploaded, within the required timeframe

5. Date of next meetings: 16th July 2025, 7pm in the Village Hall

6. To consider the exclusion of the public and press in the public interest for consideration of the following items:

6.1 Personnel Issues.

6.2 Legal Issues.