

## Minutes of the High Hoyland Parish Meeting – Monday 15<sup>th</sup> February 2016, at the Cherry Tree, High Hoyland

**Chair:** David Roberts

**Clerk:** Joanna Roberts

**Present:** Marjorie Loy, Lucie Froggatt, Marcus and Joanna Dacre, Ruth Skupski, Vicky Jowett, Malcolm and Margaret Pursey, Peter Johnson

**Apologies:** William Jowett, John and Melanie Tobin, Joan Hall, Ellan Campbell-Swann, Harold and Jennifer Gore

### 1. Minutes of the meeting Monday 7<sup>th</sup> September 2015

The minutes of the meeting of Monday 7<sup>th</sup> September 2015 were read and were agreed to be a true record.

Proposed: Joanna Dacre

Seconded: Lucie Froggatt

### 2. Matters Arising

N/A

### 3. Financial Matters

It was confirmed that the bank account is £1.00. The Clerk advised the meeting that she has continued to communicate with the bank to the effect that there will be no movement on the account for the foreseeable future and that the Parish Meeting would like it to remain dormant in case financial activity is renewed. Furthermore in response to a comment from John Tobin whilst he was checking the risk assessment as part of the review exercise, she has received confirmation from the bank that there isn't, nor has there ever been, an overdraft facility for this account.

### 4. Precept 2016/2017

The Clerk confirmed that she had reviewed the income/expenditure requirements for the forthcoming year and in light of the exercise completed last financial year, predicted zero financial requirements for the Parish Meeting. As per the Parish Meeting's previous decision to operate without accounts, she has therefore written to BMBC advising them that High Hoyland Parish Meeting will not require a precept for the financial year 2016/17.

### 5. Review of risk assessment/assets documentation

The Clerk advised the meeting that the review of the risk assessment for the current year has been concluded. John Tobin and Peter Johnson have both checked it and the observations they made have been incorporated into the risk assessment the Clerk has circulated tonight for the Parish Meeting to read. Peter confirmed to the meeting that the newly reviewed risk assessment is now appropriate and proposed it should be accepted by the Parish Meeting.

With reference to the former assets, the Clerk now has written confirmation of responsibility from the heads of the departments that have taken over the assets transferred to BMBC. The only item not handed over to BMBC is the small metal bin in the churchyard and the Clerk has written confirmation from Clayton West All Saints church that they have taken responsibility for that bin. The Clerk advised the meeting that these confirmations leave the Parish Meeting sure that it is free of all responsibility for the formerly owned assets. As a matter of courtesy, the Clerk agreed that she will continue to check the assets and report any defects to the appropriate body for attention. When asked, she added that with all the steps taken to reform the Parish Meeting - no finances, no wages, no assets etc there is no longer any need for insurance as we have nothing now to insure.

#### **6. External audit – future obligations**

Changes to the audit arrangements were brought into force by the Local Audit and Accountability Act in 2014. The Act is relevant for “smaller authorities”, defined as any council or parish meeting that has income or expenditure of less than £6.5 million per annum. The Act requires that by 31 March 2016, a council or parish meeting will need to decide whether it is to remain automatically opted into the Sector Led Body (SLB) audit regime for audit purpose or if it is to opt out. If the meeting remains opted in, then it will be part of the smaller authorities group that will appoint auditors through an SLB, which will also manage audit contracts and set audit fees for smaller authorities from 2017. (The fees for High Hoyland PM would continue to be zero). This approach acknowledges the benefits of collective procurement. If the meeting decides to opt out then it will be High Hoyland Parish Meetings’ responsibility to appoint an auditor locally, and we may not have the resources or capacity to individually appoint a local auditor.

Peter Johnson proposed that the Parish Meeting elects to opt into the Sector Led Body audit regime. This was seconded by Ruth Skupski and agreed unanimously by all present.

The Clerk further confirmed that from 2017, smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for audit. As a smaller authority with zero expenditure the Clerk will be obliged to continue to confirm this annually to auditor requests, on behalf of High Hoyland Parish Meeting. In addition internal audit will remain the responsibility of the Parish Meeting and should continue to be robust and thorough in its scrutiny for accuracy of minutes, accounts, all aspects of financial management, operation procedures, handling of legal matters and obligations, and should consist of internal controls and checks by the internal auditor and by the members of the parish meeting itself.

#### **7. Any other business**

Nothing to report

#### **8. Date of next parish meeting**

Monday 19<sup>th</sup> May 2016

IT SHOULD BE NOTED THAT THESE MINUTES ARE IN DRAFT FORM ONLY AND WILL REMAIN SO UNTIL AGREED AT THE NEXT PARISH MEETING