



## Skelsmergh and Scalthwaiterigg Parish Council

### Minutes of the Ordinary Meeting

Wednesday 26 May 2021, 7.30pm at Skelsmergh Community Hall

To comply with CV-19 restrictions, it was agreed to hold the meeting outside - social distancing was maintained.

**Present:**

**Parish Councillors:**

John Chapman (JC) – Chair  
Cllr Freyja Burrill (FB)  
Tim Maggs (TM)  
Danny Seddon-Roberts (DS-R)  
Angela Brand-Barker (AB-B)

**South Lakeland District Councillor:** Hazel Hodgson (HH)

**Clerk:** Karen Little (KL)

**Parish Residents:** No parish residents were present

Minute Number	Business Item	Lead Person
10/21	<b>Welcome and Apologies</b> Apologies were received from Cllr Hermann Moisl (HM) were not accepted. The meeting was quorate. County Councillor Stan Collins, and SLDC Councillors Pat Bell and Ali Jama sent their apologies. The objective of this meeting was to complete the annual accounts - all other non-urgent business was deferred to the next Parish Council meeting. Formal confirmation had been given to the Skelsmergh Hall Management Committee that the Parish Council would take full responsibility for adhering to all the prevailing CV-19 rules and restrictions. Prior to the start of the meeting, it was agreed that it was easier and safer to hold the meeting outside.	
11/21	<b>Declaration of Interests</b> None declared.	
12/21	<b>Minutes of the Previous Meeting, circulated in advance</b> <b>RESOLVED:</b> The minutes of the Parish meeting on 10.03.2021 were confirmed as a true and complete record. The Chair was authorised to sign them as such after the meeting.	
13/21	<b>2020-2021 Year-end accounts:</b> The 2020-2021 year-end accounts and completed AGAR return had been circulated prior to the meeting. <b>a. To receive and note the outcomes of the annual internal audit circulated in advance</b> <b>RESOLVED:</b> Mrs Lynda Barron's report was noted; the audit template as recommended by CALC had been completed. Mrs Barron signed the internal audit report (on page 4 of the Annual Governance and Accountability 2020-2021 Return) confirming that the PC is compliant with all eleven internal controls listed. Some minor administrative actions were identified, e.g. VAT claims, home working allowance and a suggestion to use a stock book to record the details and sale of woodland products. No accounting concerns were raised. <b>Action:</b> Kl to address the recommendations from the internal audit.	KL

Signed:

Date:

22nd September 2021

- b. To receive and approve the Annual Governance Statement (Section 1) for 2020 - 2021**  
**RESOLVED:** Unanimous agreement to approve all nine points (all were considered individually, the Chair asked for affirmation on each point) and confirm that there is robust internal control and accounting systems in place.
- c. To receive and approve the 2020-2021 year-end finance report**  
**RESOLVED:** To note and accept the in-year income and expenditure as presented - giving a carry forward of £3,053.03.
- d. To receive and approve the Accounting Statements (Section 2) for 2020-2021**  
**RESOLVED:** Unanimous agreement to agree and approve all eleven points (each was considered individually) of the accounting statement.
- e. To receive and approve the Certificate of Exemption**  
**RESOLVED:** Unanimous agreement that all the exemption criteria apply and that the gross expenditure does not exceed £25,000.
- f. Chair and Clerk to sign the Annual Governance Statement**  
**RESOLVED:** The Chair and Clerk were authorised to sign the Annual Governance Statement.
- g. Chair to sign the Accounting Statements**  
**RESOLVED:** The Chair was authorised to sign the statement on behalf of the Council. (The Clerk/RFO had signed this in advance of the meeting).
- h. RFO/Clerk to set the commencement date for the exercise of public rights**  
**RESOLVED:** The Parish Council accounts and all associated information (including the AGAR) will be made available on request to any parish resident (as per the agreed public rights notice for exempt authorities to be displayed on noticeboards and the PC website) from the 14.06.2021 to 23.07.2021.
- i. Chair and RFO/Clerk to sign the Certificate of Exemption**  
**RESOLVED:** The Chair and Clerk were authorised to sign and return the Certificate of Exception before the due date.

14/21

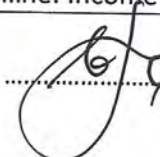
**2021-2022 Budget:**

- a. To consider payments to be made as per Clerk's report, circulated in advance**  
**RESOLVED:** To make the following payments:

Payee	Expenses/Services	Amount (£)
Karen Little	Clerk's salary 01.04.2021 to 31.05.2021 4 hours/week; LC1 point 17	441.31
Cumbria Payroll Services	Payroll - Clerk's wages (includes VAT)	14.40
Information Commissioner	Annual GDPR/Data protection fee	40.00
Lynda Barron	Internal audit services - 2020-2021 year end	25.00
CALC	Membership 2021-2022	156.02
	<b>TOTAL</b>	<b>676.73</b>
	Precept	4,845.54
Income received	Grant - SLDC	85.31
	John Chapman - sale of firewood	50.00
	AXA insurance - replacement parish sign	143.82
	<b>TOTAL</b>	<b>5,124.67</b>

- b. To receive and note the May 2021 budget statement, bank reconciliation and predicted 2021 - 2022 year-end position, circulated in advance**  
**RESOLVED:** Noted. The higher-than-expected carry-forward from 2020 - 2021 was due to the CV-19 pandemic. Expenditure was reduced as the restrictions limited opportunities for development projects and grant awards; savings were made on venue costs as all meetings were online. Income was significantly increased from the productive and profitable

Signed:



Date:

*22nd Sept. 2021*

	activities of numerous volunteers in the Parish woodland, under the management of Cllr Chapman.	
15/21	<p><b>Dates for Next Meetings</b> (venue: Skelsmergh Community Hall, commencing 7.30pm, subject to Government health and safety advice):</p> <ul style="list-style-type: none"> <li>• Wednesday 14 July 2021</li> <li>• Wednesday 22 September 2021</li> <li>• Wednesday 10 November 2021</li> <li>• Wednesday 19 January 2022</li> <li>• Wednesday 9 March 2022</li> </ul>	
	<p>Cllr Hodgson encouraged Councillors to note that all contributions to the public consultation on the Kendal cycle and walking proposals (07.05.2021 -28.05.2021) would be helpful: <a href="https://www.cumbria.gov.uk/eLibrary/Content/Internet/535/6004/44322193318.pdf">https://www.cumbria.gov.uk/eLibrary/Content/Internet/535/6004/44322193318.pdf</a>.</p> <p>It was also noted that the Kendal Town Hall refurbishment is now complete and the venue is available for public meetings.</p> <p>The Chair thanked Councillors for their contributions and closed the meeting at 20.04.</p>	

Signed: 

Date: 22nd September 2021