

**Wilby Parish Council**  
www.wilbyparishcouncil.gov.uk

**MINUTES**  
3<sup>rd</sup> June 2024

**Chairman:**  
Stephen Borrett  
Tel: (07484 265271)

**Clerk:**  
Vicky Smith

(01604 812239)Email: clerk@wilbyparishcouncil.gov.uk

**Minutes of the Parish Council Meeting held at 7.30pm on 3<sup>rd</sup> June 2024 at Wilby Parish Church**  
**Present: Cllrs Borrett, Thompson, Hodges, Stevenson, Stroud, Billington-Hughes;**  
**Clerk, Mrs Vicky Smith; No members of the public**

<b>16/24</b>	<p><b>Opening Procedures</b></p> <ul style="list-style-type: none"> <li>a.) Apologies were received from NNC Cllrs Lawman and Hallam</li> <li>b.) There were no declarations of interest declared</li> <li>c.) The minutes of the ordinary meeting 20<sup>th</sup> May 2024, were approved as an accurate record and duly signed by the chairman</li> </ul>	
<b>17/24</b>	<p><b>Public Time</b> No public present</p>	
<b>18/24</b>	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>a) The 2023-2024 y/e end accounts were approved</li> <li>b) The internal auditor's report and letter and review the recommendations therein were Received, acknowledged and considered - See Appendix A</li> <li>c) The AGAR exemption certificate was received and approved</li> <li>d) The Annual Governance Statement 2023-24 was received and approved. Reference was made to the incorrect understatement of the 30 working days on the Public Rights Notice required to comply with statement 4 which regrettably had to be answered 'no'.</li> <li>e) The Accounting Statement 2023-24 was received and approved</li> <li>f) The Explanation of Variances Notice was received and approved</li> <li>g) The Public Rights Notice was received and approved</li> <li>h) The Asset Register was received and the estimated replacement costs noted</li> </ul>	
<b>19/24</b>	<p><b>To agree costings and a plan to erect a plaque on the Wilby School building</b> <b>RESOLVED: Cllr Lora Lawman to unveil (23/7/24 tbc)</b> An Aluminum (or better still a cast iron) plaque approved approximately 20cm diameter. It was originally agreed as big as possible but having surveyed the site following the meeting 20cm was clearly maximum diameter that would fit. The budget of £150 net was agreed. Wording: This was the site of Wilby Church of England Primary School 1854 - 2024 Presented by Wilby Parish Council A round blue 'Heritage style' plaque is envisaged. <u>Get quotes from ETSY and <a href="http://www.sign-maker.co.uk">www.sign-maker.co.uk</a>.</u>  S.137 spending power</p>	
<b>20/24</b>	<p><b>To consider any new planning applications since the last meeting</b> There are no new planning applications to consider</p>	
	There being no other business, the meeting closed at 20:14.	

**Date of next Parish Council Meeting, Monday 15<sup>TH</sup> July, 2024 at 19:30, Wilby Parish Church**

**Chairman**.....

**Date**.....

*N.B. These minutes are in draft format until formally approved and signed by the Chairman*

**APPENDIX A**

<b>Year</b>	<b>Issue Raised in IAR</b>	<b>Action Required</b>
2022-23	Not allowing full 30 working days for public inspection	Follow pkf guidelines
2022-23	Reviewing budget v actual at least quarterly and minuting same	Add to every agenda and minute under finances
2022-23	Approving and recording in minutes the bank balance reconciliation	Add to agenda and minute under finance
2023-24	Public inspection period 30 working days minimum	Follow pkf guidelines
2023-24	Including a regular agenda item to remind members to keep their Register of Interests up to date at all times	Add to every agenda and minute under open procedure
2023-24	Recording virement in minutes when there is an overspend under a budget heading	Add suitable explanation to minutes whenever virement occurs
2023-24	Recording correct legal spending power is used when checking details of monthly schedule of payments	Powers have been added to published budget explanation. Add extra column to every payments schedule
2023-24	Establishing a rota, whereby the ICC is completed by a different councillor each time and recording in the minutes any findings reported to the council	Publish rota for the six meetings each year and add to each agenda/minutes