

## DRAFT

### WARLEGGAN PARISH ANNUAL GENERAL MEETING THURSDAY 9<sup>TH</sup> APRIL 2020

Due to the evolving Coronavirus pandemic the AGM scheduled for Thursday 9<sup>th</sup> April at the Jubilee Hall, Mount will not take place.

However in order to deal with matters requiring attention, we have prepared proposed Draft Minutes as detailed below. These are being circulated to all parishioners where we have email addresses and posted on the Village Notice Boards at Mount and Warleggan. We would be grateful if you would consider these and by way of an email to [jkeastsurveyor@aol.com](mailto:jkeastsurveyor@aol.com) or telephone calls to your Clerk Andy M (01208 821607) or Chairman John K (01208 821494) confirm your approval to these Minutes or comment as appropriate.

#### **PLEASE RESPOND WITH ANY COMMENTS / CONFIRMATION BY THURSDAY 9<sup>TH</sup> APRIL**

The Parish sends its condolences to the families of Henry Jory and Peter Barnes following their recent deaths. In particular Henry will be remembered for his work on many Parish projects and his care of the War Memorial at Mount crossroads.

**THE MINUTES** of the Parish AGM of 18<sup>th</sup> April 2019 have been read and agreed as a true record. These Minutes are available on the Warleggan website.

**MATTERS ARISING** – to be dealt with at the next meeting.

**CHAIRMAN'S REPORT** – in this current crisis John K thanked everyone for the tremendous voluntary effort currently ongoing to ensure that the needs of all residents are looked after. In particular I praise Di W and her team at the Village Greens whom I understand last week distributed 35 boxes of produce. The distribution of a cooked meal to 16 residents in lieu of the Parish Lunch by Gill K, Eleanor W and John K was well received and I also thank the team that regularly cook for older parishioners.

**TREASURER'S REPORT** – Andy M presented a Statement as below referring to the attached Accounts.

#### **STATEMENT FROM ANDREW MARTIN, CLERK / TREASURER TO WARLEGGAN PARISH MEETING**

Under normal circumstances the Parish Meeting Accounts for 2019/20 would be presented at the Annual General Meeting for explanation and scrutiny. These are then passed to the Internal Auditor before being placed on the Parish Web-site for further scrutiny by any member of the parish.

However, the Government has yet to offer guidance to the External Auditors PKF Littlejohn LLP. They recognise that under "stringent lockdown measures in response to the coronavirus pandemic they are not issuing completion instructions until further guidance is received from the Government". Therefore we decided to publish some account information whilst we await further instructions.

Please note the £731.10 received from the Warleggan Carnival Committee is ring-fenced as per previous Parish Meetings.

I have also chosen to publish the Annual Governance Statement 2019/20 with which we need to comply to enable us to issue a "Certificate of Exemption – AGAR 2019/20 Part 2"

which enables us to publish our details again on line rather than sending them to the External Auditors to review at considerable expense to the Parish.  
I hope this is helpful.

These Accounts are approved by the Parish Meeting.

Regular expenditure items will remain the same as last year :

Chairperson expenses	£125.00
Clerk / Treasurer expenses	£125.00
Parish Website management	£100.00
Parish Magazine printing donation	£100.00
Voucher for Mr H parish work	£ 60.00

**ELECTION OF OFFICERS** – the existing officers are re-elected en bloc namely,

Chairman	Mr John K
Vice-Chairman	Mrs Emma T
Clerk / Treasurer	Mr Andy M

The Planning Sub Committee to comprise Mrs Veronica C, Mrs Diane W, Mrs Hannah C, Mrs Emma T, Mrs Julie G, Ms Karen M, Mrs Carolyn S, Mr Geoff S, Mr Andrew L, Mr John J.

**COUNTY COUNCILLOR'S REPORT** – to be given at the next meeting with updates provided in the Mount and Warleggan Life newsletter.

**PLANNING APPLICATION PA20/01049 ST BARTHOLOMEW'S CHURCH, WARLEGGAN** – proposed toilets and store. The application was supported.

### **CORONAVIRUS**

It is agreed that this Parish adopt the legislation which allows for us to delegate to an officer but not individual members and the wording of the resolution below reflects the law.

*That the Meeting delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure parish business continuity during the period of the pandemic Coronavirus, in consultation with the members of the Planning Sub-Committee.*

If there are any particular Parish matters on which assistance is required please contact John K or Andy M at the contact details above.

### **ANY OTHER BUSINESS**

No decision yet received on the Noel's Meadow planning appeal.

**WARLEGGAN PARISH MEETING ACCOUNTS 2019/20**

**INCOME**

08/04/2019	Cornwall Council Precept & Support Grant	£ 561.21			£ 125.00
09/08/2019	Closing Funds of Warleggan Carnival*	£ 731.10			£ 125.00
09/09/2019	Cornwall Council Precept & Support Grant	<u>£ 561.20</u>			£ 100.00

\* Ring fenced for specific expenditure

**EXPENDITURE**

15/05/2019	Chairman's Expenses				£ 125.00
15/05/2019	Clerk/Treasurer Expenses				£ 125.00
15/05/2019	Parish Web-site Management				£ 100.00
15/05/2019	Parish Magazine Contribution				£ 100.00
15/05/2019	K Hill donation grass mowing, etc				£ 60.00
23/07/2019	Supply & fix new light to Reading Room				£ 60.00
15/08/2019	Jubilee Hall hire				£ 20.00
24/08/2019	Planters, etc for War Memorial				£ 64.96
25/08/2019	Reading Room Electricity contribution				£ 50.00
02/09/2019	Donation to cost Warleggan Notice Board				£ 50.00
02/09/2019	Dog Fouling signs				£ 15.10
07/10/2019	Newland Hill traffic sign				£ 77.40
22/02/2020	Jubilee Hall hire				£ 20.00
02/03/2020	Duchy Defibrilators maintenance				<u>£ 192.00</u>

**TOTAL INCOME**

£ 1,853.51

**TOTAL EXPENDITURE**

£ 1,059.46

Opening Balance  
 Plus Income  
 Less Expenditure  
 Closing Balance

£ 2,937.56  
 £ 1,853.51  
 £ 1,059.46  
 £ 3,731.61

A Martin  
 Treasurer

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk