

**DAGLINGWORTH PARISH COUNCIL
MEETING OF THE COUNCIL**

TO BE HELD AT 7.30PM ON 14th August 2023

IN THE VILLAGE HALL

1.	Welcome and introductions –
2.	Attendance to be recorded (anticipated as Parish Councillors Graham White, Ross Sharpe, Roger Giles, Jocasta Bullock and Paul Lane, District Councillor Julia Judd, County Councillor Joe Harris) and members of the public
3.	Apologies for absence received to be accepted and recorded
4.	Declaration of Interest for matters on the agenda to be invited
5.	Minutes of the previous Parish Council Meeting held on 12th June 2023 to be approved
6.	Speaker from Bathurst Estate will be invited to speak to the Council
7.	Public Participation to be invited
8.	Council to invite report from District Councillor Judd
9.	Council to invite report from County Councillor Harris
10.	Council to consider outstanding planning matters
11.	Council to consider feedback on the branches etc which have been left in the Millennium Wood and other Millennium Green matters
12.	Council to consider footpath issues including potential additional costs for <ul style="list-style-type: none"> • extra work at the High Bank as additional strimming is requested, • 40-acre field footpath • top footpath along Overly Road
13.	Council to discuss Riparian responsibilities
14.	Council to discuss update from FWAG
15.	Council to discuss highway issues
16.	Council to discuss parking issues in the Village
17.	Council to consider <ul style="list-style-type: none"> • Confirmation of Snow Plough Operator and Snow Wardens or alternatively someone who is willing to fulfil this function for the community • stock of Bagged salt and request for delivery of new bags before this coming winter - deadline for bagged salt request... 1st September 2023 – • Winter Actions Plan –work with your Local Highways Manager to update this if required or prepare a new plan
18.	Council to approve the payment list Auditor £100 Hmrc to 31/7/23 £352.80

	Clerk expenses paid as part of s/o
19.	Council noted independent internal audit for 22/23 has been completed with no matters to be brought to Council's attention.
20.	Council to note that its next meetings commencing at 7.30pm are scheduled for November 13th (Precept/budget), February 12th, May 13th 2024 An additional meeting may be required during September 2023
21.	Council to note Town and Parish Council Forums to take place on Cirencester: Monday, 11 September 18:00 - 19:30 Moreton-in-Marsh: Thursday, 28 September 18:00 - 19:30
22.	Council to approve resolution to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment matters
23.	Council to consider and agree actions on the above matter
24.	Any other business for information purposes only followed by Close of meeting

ANNUAL MEETING OF THE COUNCIL

HELD AT 7.30PM ON 12th June 2023

IN THE VILLAGE HALL

1.	Welcome and introductions – by the present Chairman
2.	Election of Chairman- Cllr G White followed by signing of acceptance of office papers
3.	Election of Vice-Chairman- Cllr P Lane followed signing of acceptance of office papers
4.	Roger Giles & Jocasta Bullock were Co-opted to fill 2 vacancies followed by signing of acceptance of office papers
5.	Attendance recorded as Parish Councillors Graham White, Ross Sharpe and Paul Lane- No members of the public
6.	No Apologies for absence received District Councillor Julia Judd & County Councillor Joe Harris did not attend
7.	Declaration of Interest for matters on the agenda were invited- none
8.	Minutes of the previous Parish Council Meeting held on 24th April 2023 were approved
9.	Council agreed delegation to Clerk of authority to make submission of comments on planning matters where a meeting of the Council cannot be held
10.	Council agreed no changes are required to standing orders or financial regulations, Complaints, Freedom of Information or Data protection policies procedure
11.	Council agreed the asset register at £17523– see schedule
12.	Council agreed there were no representation on outside organisations
13.	Council agreed no changes are required to insurance policy for the coming year
14.	Council agreed no changes to banking mandate are required
15.	Council agreed to renew its subscription/contracts to GAPTC, Nick Mowing, Brian Brazington & PATA payroll for the forthcoming year A contractor for extra work at the High Bank to be considered as additional strimming is requested
16.	Council approved the financial reports and payment list as attached

	Council considered if the branches etc should have been left in the Millennium Wood and will seek further advice
17.	<p>Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms – Council has been granted an extension to 31st July 2023 to submit the exemption certificate</p> <p>Council noted that external auditors have advised Council to consider point 6 on the governance statement and to put a note on the website to accompany the form</p> <p>Council formally agreed to appoint an independent auditor for 22/23- Iain Selkirk appointed</p>
18.	<p>Council agreed that its meeting schedule shall be on 2nd Monday of the following months commencing at 7.30pm</p> <p>August 14th , November 13th(Precept/budget), February 12th, May 13th 2024</p> <p>An additional meeting may be required during July 2023</p>
19.	Public Participation -none
20.	<p>Close of meeting at 19.56</p> <p>Next meeting – Representative of Bathurst Estate</p>

Annual Internal Audit Report 2022/23

DAGLINGWORTH PARISH COUNCIL

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	/		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	/		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	/		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	/		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. <i>NO PETTY CASH</i>			/
G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	/		
H. Asset and investments registers were complete and accurate and properly maintained.	/		
I. Periodic bank account reconciliations were properly carried out during the year.	/		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	/		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')	/		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	/		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the date set).	/		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	/		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			/

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/7/23

Name of person who carried out the internal audit

IAN A. SELKIRK FCA

Signature of person who carried out the internal audit



Date 21/7/23

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF
DAGLINGWORTH PARISH COUNCIL
YEAR ENDED 31ST MARCH 2023

I have examined the Council's records in the areas detailed in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls are adequate for the purpose intended and there are no matters to be brought to your attention.



Iain Selkirk FCA
Appointed Independent Internal Auditor

July 2023