



Minutes of an Extra Ordinary meeting of the meeting of Hilldale Parish Council

Monday 23rd May 2022; 2.00pm at Hilldale Village Hall

Participants: Cllr G Ward (Chairman) (SA), Cllr I Bell (IB), Cllr S Ashcroft (Vice Chairman) and Trish Grimshaw (Parish Clerk) (PG)

1. **Apologies** – Apologies received from Cllr D Whittington
2. **Declarations of Interest and Dispensations**
 - a. **To receive declarations of interest from Councillors in relation to items on the agenda**
 - b. **To receive written requests for dispensations for disclosable pecuniary interests**
 - c. **To grant any requests for dispensation as appropriate**

None

3. To approve the AGAR timetable

It was resolved to approve the AGAR timetable (previously distributed) as follows:

Timetable for 2021/22 AGAR completion, approval, and submission is:

By 28/04/22 (completed) 2021/22 Accounting Statements prepared and signed by Clerk/RFO. Documentation to internal audit, to include draft/unapproved Annual Return documentation and draft 2022 Accounting Statements.

23/05/22 (EO Meeting): Approval of Internal Auditors report; Annual Governance Statement (Section 1) to be approved, Accounting Statements (Section 2) to be approved. Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements.

Before 06/06/22 HPC publishes on website:

- a) the Annual Internal Audit Report (recommended but not mandatory);
- b) the Annual Governance Statement;
- c) the Accounting Statements;
- d) a declaration that the accounts are as yet unaudited;
- e) details of the arrangements for the exercise of public rights;
- f) the name and address of the External Auditor. 06/06/22 to 15/07/21: Public rights 30 working days. Notices and documents on HPC noticeboards.

By 01/07/22 HPC sends to the PKF Littlejohn (External Auditor):

- a) the Annual Internal HILLDALE PARISH COUNCIL Page 4 of 7 Audit Report;

- b) the Annual Governance Statement;
- c) the Accounting Statements;
- d) an analysis of any significant year on year variances;
- e) a bank reconciliation as at 31 March 2022;
- f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested.

4. To receive and approve the Internal Auditors report for 2021/22

It was resolved to approve the internal auditors report (previously distributed).

5. To approve Section 1 Annual Governance Statement 2021/22 and Section 2 Accounting Statements 2021/22 being part of the Annual Governance and Accountability Return 2021/22 (enclosed) and authorise the Chairman and Clerk/RFO to sign them on behalf of Hilldale Parish Council.

It was resolved to approve Section 1 and Section 2 which were duly signed by the Chairman and Clerk/RFO.

6. To confirm the accounts will be available for public inspection for a period of 30 working days (Monday to Friday) for the period Monday 6th June to 15th July 2022.

It was resolved to approve the dates for public inspection as 6 June to 15 July 2022.

7. To request the Clerk contacts United Utilities requesting a site visit to look at the water running down Stoney Lane

It was resolved to report the water running down Stoney Lane and to liaise with Parbold Parish Council as this may also be on the Parbold border.

There being no further business the meeting closed at 14.20

Clerk: Trish Grimshaw

E mail: Clerk@hilldaleparishcouncil.com

Signed G Ward.....

G WARD, CHAIRMAN Dated ...28/07/22...