**3019**

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| **PENNINGTON PARISH COUNCIL EXTRAORDINARY MEETING**  **Monday 24th August 2020 – 7pm**  **Pennington Parish Rooms**  **MINUTES** | | | | | | |
| **ATTENDEES** | Stephen Bertram (Chair)  Lorraine Thompson (Vice Chair)  Angela Scrogham | Harold Stretch  Eddie Thompson  Lynn Bell (Clerk) | |  | | |
| **ITEM** | **DISCUSSION** | | **ACTIONS** | | **OWNER** | **DUE** |
| 1. **Welcome and Apologies** | * Stephen Bertram welcomed all members to the meeting wishing everyone good health in light of the pandemic. * No apologies were received. | |  | |  |  |
| 1. **Declaration of Councillors Interests** | * It was confirmed that all council members have completed up to date Declaration of Interest forms. * There were no interests declared. | | * Lynn Bell to contact SLDC with updated Declarations. | | * Lynn Bell | * 7-9-20 |
| 1. **Allocation of Duties** | * It was agreed that the allocation of duties is to remain in place and will be re-visited at the next AGM. | | * Lynn Bell to add onto the Agenda | | * Lynn Bell | * AGM |
| 1. **Previous Minutes and Matters Arising** | * Due to the short notice of the meeting, it was agreed that the previous minutes will be agreed at the next meeting – 7th September 2020. | | * Whole Council to review at next meeting | | * All | * 7-9-20 |
| 1. **Vacancies** | * Ward of Swarthmoor – 2 Vacancies * Ward of Pennington - 0 Vacancies * Lynn Bell informed council members that there has been interest from a Swarthmoor resident for one of the Swarthmoor vacancies. * Lorraine Thompson agreed to contact a member of the Birkrigg Park Residents Group with a view to securing a link with the Parish Council. | | * Lynn Bell to invite resident to the next meeting and provide relevant paperwork. * Lorraine to contact Birkrigg Park Residents Group | | * Lynn Bell * Lorraine Thompson | * 7-9-20 * Ongoing |
| 1. **Internal Audit/ AGAR/ Remuneration Panel Report**   **6. Internal Audit/ AGAR/ Remuneration Panel Report ... cont** | * Due to the current Covid-19 pandemic, there has been a delay in arranging the internal audit, therefore the books are still to be approved by the internal auditor and his report will be sent to councillors as soon as it is received by the Clerk. An initial summary of the year end accounts have been given to the councillors. The Chairman proposed a resolution to approve section 1, the Annual Governance Statement of the Local Councils in England Annual Return. This was carried unanimously. The Chairman proposed a resolution to approve section 2, the Accounting Statement, of the Local Councils in England Annual Return for the year ended 31st March 2019. This was carried unanimously. The Chairman proposed a resolution to certify the council as exempt from a limited assurance review by the external auditor as the qualifying criteria had been met. This was carried unanimously. The Certificate of Exemption was signed. **Clerk to send Certificate of Exemption to the external auditor and continue to liaise with the internal auditor.** * Council Members accepted the recommendations of the Remuneration Panel. * A proposal was made by council members to increase the Clerk’s working hours by 1 hour per week. The vote was unanimously agreed. | | * Lynn Bell to forward the internal audit report as soon as it is received. * Lynn Bell to forward the Certificate of Exemption to PKF Littlejohn and upload relevant papers to the website. * Lynn Bell to arrange increase in wage. | | * Lynn Bell * Lynn Bell * Lynn Bell | **3020**   * ASAP * ASAP * Ongoing |
| 1. **Chairman’s Annual Report** | * It was agreed that the Chairman’s Report will be available at the next meeting – 7th September 2020. | | * Lynn Bell to forward the report by the next meeting. | | * Lynn Bell | * 7-9-20 |
| 1. **Date of Next Meeting** | Monday 7th September 2020 | | | | | |
| **Signed Clerk:** |  | | **Date:** | | | |
| **Signed Chairman:** |  | | **Date:** | | | |