

# KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley  
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Kelbrook and Sough Annual Parish Council Meeting  
Thursday 8<sup>th</sup> May 2025  
7.00pm Kelbrook Village Hall

## **A25.08.05.1 Welcome**

The Chair of the Parish Council, Cllr Elley welcome all to the meeting at 7pm.

## **A25.08.05.2 Election of Parish Council Chair**

2.1 Proposed by Cllr Ashley, seconded by Cllr Wright, Cllr Elley was duly elected as the Parish Council Chair.

2.2 Cllr Elley signed the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agreed to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. Proper Officer countersigned the declaration.

## **A25.08.05.3 Election of Parish Council Vice-Chair**

3.1 Proposed by the Chair, Cllr Elley and seconded by Cllr Wright, Cllr Ashley was duly elected as the Parish Council Vice Chair.

3.2 Cllr Ashley signed the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agreed to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. Proper Officer countersigned the declaration.

## **A25.08.05.4 Attendance, Apologies and Non-attendance**

4.1 Recorded attendees were Cllr Elley, Cllr Ashley, Cllr Wright.

4.2 Apologies received and accepted from Cllr Mayers and Cllr Galway.

## **A25.08.05.5 Declarations of Interest**

None

## **A25.08.05.6 Public Participation**

Nothing raised.

## **A25.08.05.7 Minutes**

**Resolved** to accept and approve as an accurate representation, the draft minutes of the last Annual Parish Council Meeting held on 12<sup>th</sup> May 2024, previously circulated.

## **A25.08.05.8 Review of Representation**

**Resolved** that Cllr Wright will represent council at the WCAC meetings for the coming year.

## **A25.08.05.9 Review of Standing Orders**

**Resolved** to adopt updated version issued by NALC, March 2025.

## **A25.08.05.10 Review of Financial Regulations**

**Resolved** to adopt updated version issued by NALC, March 2025.

## **A25.08.05.11 First adoption of the following Governance Documents**

**Resolved** to adopt:

- Business Continuity Policy
- Risk Management Policy

- Internal Control Policy
- Internal Control Review – to be carried out quarterly
- Asset Register

#### **A25.08.05.12 Review of the following Policies**

**Resolved** to adopt:

- Asset Register Policy
- Data Protection Policy
- Email Policy
- GDPR Data Protection Policy

#### **A25.08.05.13 Review of Bank Mandate with Unity Trust for 2025/2026**

13.1 **Resolved** to approve Clerk/RFO as Kelbrook and Sough Parish Council's Internet Banking Administrator.

13.2 **Resolved** for the Administrator to give the following Banking Permissions:

- Clerk/RFO, Cllrs Elley, Mayers, Ashley, Wright and Galway to be able to VIEW the account and activity.
- Clerk/RFO, Cllrs Mayers, and Ashley to be able to set up payments and/or authorise according to the 2 factor authorisation requirements.

#### **A25.08.05.14 Full Year Accounts 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

14.1 **Resolved** to approve payments, receipts and invoices since the last meeting held 18<sup>th</sup> March 2025 to 31<sup>st</sup> March 2025. All documents duly signed.

14.2 **Resolved** to approve full year accounts from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025. All documents duly signed.

14.3 **Resolved** to approve full year bank reconciliation from 1<sup>st</sup> April to 31<sup>st</sup> March 2025. Document duly signed.

14.4 VAT Claim 126 submission from 1<sup>st</sup> April to 31<sup>st</sup> March 2025 **noted**.

14.5 **Resolved** to approve year end Bank Statement 31.03.2025. Document duly signed.

14.6 Year end Budget position **noted**.

#### **A25.08.05.15 Annual Governance and Accountability Return (AGAR) 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

15.1 **Noted** that the Internal Audit for 2024/25 was carried out on 11<sup>th</sup> April 2025. Full report received including the Internal Control Objective Report duly signed by the auditor.

15.2 **Reviewed** the Internal Control Objective Report and explanations for non-compliance.

15.3 **Reviewed, completed and approved** the assertions for Section 1 – Annual Governance Statement 2024/2025. **Document duly signed.**

15.4 **Reviewed and approved** Section 2 - Accounting Statements 2024/25, Bank Reconciliation Proforma and Explanation of Variances proforma. **Document duly signed.**

15.5 **Reviewed and approved** the Notice of Public Rights for the unaudited AGAR for 2024/25 and to note that notice will commence on Tuesday 3<sup>rd</sup> June 2025 and end on Monday 14<sup>th</sup> July 2025

**A25.08.05.16 Noted** that with a turnover of under £25k, the Council must adhere to the Transparency Code for Smaller Authorities 2014.

#### **A25.08.05.17 Meeting Schedule for 25/26**

Meeting schedule for the year **agreed**. Clerk/RFO to circulate dates to Cllrs and add to website.

#### **A25.08.05.18 Meeting Close**

The meeting closed at 7:45 pm.