

HILDERSHAM PARISH COUNCIL

Clerk: Mrs. PM Harper  
17 Lewis Crescent, Great Abington, Cambridge CB21 6AG  
Telephone: 01223 892000  
Email: [harper802@btinternet.com](mailto:harper802@btinternet.com)

**A MEETING OF HILDERSHAM PARISH COUNCIL WAS HELD IN HILDERSHAM VILLAGE HALL ON TUESDAY 20<sup>th</sup> June 2023.**

Meeting started at 7.00pm

**Present:** Mark Logan, Rob Clay David Mercer, no members of the public and the Clerk.

**Apologies** - Billie Chapman and Darren Long sent apologies.

**1. Year end accounts audit**

- a) Review Internal Auditor's Report which had been circulated to Councillors. The items highlighted by the auditor and considered by councillors were:
- i) Clerk to investigate why the VAT reclaimed and paid last year was less than was claimed and to reclaim the VAT since this time.
  - ii) Standing Order, ensure the latest version is on the website (without the brackets), review it and include the new procurement contract details from Dec 2022. To be reviewed
  - iii) Financial Regulations – remove brackets from website version, include new legislation to contracts amounts and review it before next year end. To be reviewed
  - iv) Review Internal Control Statement- To be reviewed at July meeting.
  - v) General Reserves can only be equal to 3-12 months of the Net Revenue Expenditure. Noted but largest reserves were separate Trust funds.
  - vi) In budget minutes include final agreed budget; councillors thought this was already included each year.
  - vii) Asset Register- Clerk to add insurance values to it and include on the website.
  - viii) Items outstanding from previous Internal Audit- public right of inspection notice not on website last year, register with ICO as a Data Controller (action Mark) and adopt a publication scheme tailored to Hildersham- Clerk to investigate
  - ix) Ensure documents required on website are there by required timescales: list of councillors and their responsibilities, all expenditure over £100 and VAT not recoverable, the asset register and councillors interests forms- action Clerk.
  - x) Need Model Publication Scheme- Clerk to investigate
  - xi) Absences must be approved not just noted at meetings- Noted by all.
- b) Councillors completed Section 1 -Annual Governance Statement, considering each statement and unanimously agreed each entry. The Chairman and Clerk then signed the statement.
- c) The Council reviewed Section 2 -Accounting Statements for 2022/23 unanimously agreed the statement could be signed by Chairman and Clerk.

Items for meeting on 4<sup>th</sup> July meeting: Invoice GCP to end of June for use of South Holding by Clerk, pay Tees invoice, Reply to Sarah Tunnicliffe about offer of trees possibly for South Holding A1307 boundary, Trees overhanging path from Hildersham Hall near A1307 and condition of Christmas tree.

Meeting closed at approx.. 7.20pm