

Waddington Parish Council

Clerk: Chris Towers

clerk@waddingtonparishcouncil.org.uk

Local Government Act 1972 Meeting of Waddington Parish Council

Annual Parish Meeting held in person on **Monday 12 MAY 2025 at 6:30pm** in the Refectory meeting room at St Helen's Church Waddington

Minutes

1. To elect the Council Chairman (who will sign an Acceptance of Office)

One nomination was received in the named of Cllr Rattigan.

RESOLVED: to elect Cllr Rattigan as Chair of Council meetings in 2025-26.

2. To note attendance and to receive and accept any apologies for absence

Present: Cllrs J Rattigan, R Edmondson, I Dixon, R Harrison, L Kerrigan (joined meeting during agenda point 4), the Clerk and one member of the public.

Apologies: Received and accepted from Cllr S Whitwell

3. To note the minutes of the previous Annual Parish Meeting of Waddington Parish Council, held 13 May 2024

RESOLVED: to approve the minutes of 13 May 2024 as a correct record, with no amendments.

4. To consider and approve (including any amendments to) Council policies, Standing Orders and Terms of Reference

Councillors noted the bundle of policies, standing orders and terms of reference, which had been updated by the Clerk and distributed to all Councillors prior to the meeting. No queries or comments were raised by Councillors.

Cllr Kerrigan joined the meeting at 7:34 pm.

The Clerk suggested that the Council might wish to develop and adopt additional policies in respect of *Carers Leave*, *Compassionate Leave* and *IT*, all of which may be based on NALC model documents, as well as *Data Breach* and *Risk Management* policies.

RESOLVED: to adopt and publish on the Council's website, all existing policies, standing orders and terms of reference as updated and presented by the Clerk, and including the *Emergency & Dependants Leave*, *Whistleblowing* and new *Social Media* policies.

RESOLVED: to request the Clerk to draft *Carers Leave*, *Compassionate Leave*, *IT*, *Data Breach* and *Risk Management* policies.

5. To consider and agree that Waddington Parish Council may not operate under the General Power of Competence

The Clerk outlined the statutory criteria required to be met for the Council to adopt the General Power of Competence, namely the proportion of Council members who have been elected rather than co-opted, and evidence of adequate local government training held by the Clerk. Councillors noted that the Clerk has not undertaken the required technical training.

RESOLVED: to acknowledge formally that the Council may not currently operate under the General Power of Competence.

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6. To confirm compliance with statutory powers, laws and regulations

In support of Assertion #3 of the Council's Annual Governance Statement (as part of AGAR 2024-25) and in line with JPAG Practitioners' Guide 2024 – para 1.25, Councillors reflected on decisions made and activities undertaken during 2024-25 in relation to the Council's powers and applicable laws, regulations and proper practices.

RESOLVED: to confirm that the Council is satisfied that it did not take any decisions or authorise any actions during the year that exceeded its powers or contravened any laws, regulations or proper practices.

7. To confirm signatories of the Council's bank account

The Clerk reported that despite instructions previously issued to the bank, the former Clerk and one former Councillor remained as signatories on the mandate. Currently, four further signatories are registered, being Cllrs Rattigan, Harrison and Dixon and the current Clerk. Councillors discussed the virtues and practicalities of aligning signatories with membership of the Finance Committee.

RESOLVED: to request the Clerk to instruct the bank to remove the former Clerk and former Councillor from the mandate but to retain Cllrs Rattigan, Harrison and Dixon and the current Clerk as signatories.

8. To discuss and agree the findings of the RFO's Review of Internal Controls

The Clerk explained the purpose, scope and basis of preparation of the Internal Controls Review, which the Clerk | RFO had previously conducted and the findings of which had been shared with all Councillors prior to the meeting. Councillors acknowledged the review and its findings, with no questions or challenges raised.

9. To consider and approve the Annual Governance and Accounting Statements

9.1 Reflection of any 'Significant Events' (during 2024-25) in Accounting Statements

In support of Assertion #8 of the Council's Annual Governance Statement (as part of AGAR 2024-25) and in line with JPAG Practitioners' Guide 2024 – para 1.41, Councillors considered whether there have been any significant events that may require disclosure in the year end accounts for 2024-25.

RESOLVED: to confirm that the Council is satisfied that there have been no events during 2024-25 or after year end that have, or may have, financial consequences that should be reflected in the Council's accounts for the year.

9.2 Internal Audit Report for year ending 31 March 2025

The Clerk reported that the internal audit for 2024-25 remains work in progress and that the auditor's report is expected to be received before the end of May. On receipt, the report will be shared with all Councillors for formal consideration and acceptance in the Council's next meeting (9 June).

9.3 Annual Governance Statement for year ending 31 March 2025

The Clerk explained that in the absence of the internal audit report, it is not possible to prepare and conclude the Council's Annual Governance Statement. Accordingly, this will need to be reviewed and approved at the Council's next meeting (9 June).

9.4 Annual Accounting Statement for year ending 31 March 2025

The Clerk explained the basis and method of preparation of the Annual Accounting Statement and supporting schedule of variances, all of which align with and have been informed by instructions and guidance from the external auditors.

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The Clerk highlighted that based on the Council's draft accounts, there are three accounting balances that require year on year variance explanation, being *Total Other Assets*, *Staff Costs* and *Total Fixed Assets*. Explanations re other assets and staff costs have been provided by direct reference to the description of all relevant transactions recorded in both years' cashbooks.

A review of the Council's asset register has identified several assets that appear to have been reported in 2023-24 as if 'community assets' and as such, assigned a £1 nominal value. The Clerk proposed that two of these items should be reported at full value. Councillors discussed the accounting status of the sports pavilion, concluding that this asset should also be reported at full value for AGAR purposes. These changes, in addition to a £393 summing error in the 2023-24 submission, support an increase in the proposed fixed asset account balance of £157,910.

The Clerk confirmed that there is no suspicion of malfeasance and that this difference reflects variance in interpretation of accounting guidelines.

RESOLVED: to accept the explanation of accounting variances and difference arising, as provided by the Clerk.

Final review and approval of the Annual Accounting Statement and supporting schedule of variances was deferred to the next Council meeting (9 June), to allow for reflection of the currently outstanding internal audit report.

9.5 Period for Exercise of Public Rights

Deferred to next Council meeting (9 June).

10. To receive the Chairman's Report for 2024-25

Councillors acknowledged the Chair's Report for 2024-25 that had been distributed to all Councillors prior to the meeting, with no questions or challenges raised. In addition, the Chair expressed gratitude to the Vicar of St Helen's Church for use of the Refectory meeting room for Council meetings throughout the year.

11. Election of Officers

The following Councillors were elected **by resolution** to the following roles | memberships:

11.1 Vice Chair

Cllr I Dixon

11.2 Finance Committee members

Cllrs J Rattigan, S Whitwell, R Harrison, L Cox

11.3 Allotment Committee members

Cllrs J Rattigan, R Edmondson, L Kerrigan

11.4 Staff Working Party

Cllrs J Rattigan, L Cox

11.5 Recreational Field, Pavilion and Playground Working Party

Cllrs L Cox, R Harrison

11.6 Community Orchard Working Party

Cllrs S Whitwell, R Edmondson

11.7 Asset Register Working Party

Members discussed the continuing need for the working party, recognising that the Clerk assumed responsibility at the previous Council meeting (14 April) for further development of the register.

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RESOLVED: to disband the Asset Register Working Party.

11.8 Fun Day Working Party

Cllrs L Cox, R Harrison

11.9 Scarecrow Festival Working Party

Cllrs I Dixon, L Kerrigan

11.10 Social Media Officer

Cllr Kerrigan

11.11 LCC (including PCLC, NALC & LALC) liaison representatives

Councillors agreed to defer consideration of this role at the current time.

12. To confirm indicative dates and location for Parish Council Meetings during 2025-26

12.1 Dates for Council meetings during 2025-26:

12 May 2025

09 June 2025

14 July 2025

[No meeting in August]

08 September 2025

13 October 2025

10 November 2025

08 December 2025

12 January 2026

09 February 2026

09 March 2026

RESOLVED: to adopt the schedule of proposed dates per the agenda for the purposes of convening Council meetings during 2025-26.

12.2 All meetings to be held (provisionally) in the Refectory Meeting Room at St Helen's Church, Waddington

Councillors gratefully acknowledged confirmation received from Reverend Wood of St Helen's Church, that the Council may continue to use the meeting room and that the dates and times proposed on the agenda had been reserved for Council use.

RESOLVED: to convene Council meetings at the Refectory Meeting Room.

13. Any other Annual Parish Meeting business

None

C Towers (Clerk & RFO)

