

MINUTES OF THE BITTERLEY PARISH COUNCIL MEETING HELD ON

WEDNESDAY 29TH JULY 2020

Clerk; Sue Jones Email ; Bitterleypc@gmail.com Tel ; 01584 890375
Website ; Bitterley.org.uk

PRESENT: Richard Osborne(Chairman), Mrs AM Holman, Mr P. Martin, Mr J. Gatehouse, Mr. C. Chillingworth, Mrs. K. Wheeler, and Mr. C. Mccamley,

IN ATTENDANCE: Sue Jones (Clerk) and Kevin Adams (Internal Auditor),

The Meeting commenced at 7.30pm

<u>ITEM</u>	<u>ACTION</u>
1. Apologies: Apologies – Mr HWJ Watkins, Mr R. Watkins and Mr D Rogers	<u>Apologies agreed</u>
2. Declarations of Interest: 2.1. None	
3. Public Participation 3.1 None	
4. 19/20 Audit 4.1 The adjournment of the approval of the 19/20 accounts was to clarify the situation with the Village Hall and the way it is being shown in the accounts. The Village Hall is showing on the Land Registry as being owned by the Parish Council so has been included in the accounts as being an asset. A Mortgage document has been passed to the Parish Council which states that the agreement was with South Shropshire District Council (now Shropshire Council) – The Lender, Bitterley Village Hall Charity – The Borrower and Bitterley Parish Council – The Custodian Trustee. The Parish Council do not appear to hold the deeds for the Hall, so the Clerk is going to find out what is held with Shropshire archives. 4.2 There is a document called “A Practitioners’ Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements” which states “The value of trust property must not be shown in the authority’s books of account and on the Annual Governance and Accountability Return as authority property. Trust assets held by the authority as custodian or managing trustee should, however, be recorded in the authority’s asset register and identified there as ‘charity assets held by the authority as trustee’ with their value excluded from the total.	Clerk to contact Shropshire Archives to see if documents are held with them Asset Register to be amended to say identified as ‘Charity Asset held by the Authority as a Trustee with its value excluded.

Risk Register to be reviewed and Item included

4.3 It was discussed that the Risk register when next reviewed should include what would happen if the conditions on the Mortgage were not met. The Clerk to find out when the Practical Completion of the Hall was to determine when the 28 years ends.

4.4 The conditions to be met:

(a) The Borrower shall ensure that: -

(i) the Village Hall shall be available for use by members of the public at all reasonable times.

(ii) use of the Village Hall shall not be restricted on the grounds of race religion gender or sexual orientation and

(iii) the Village Hall shall be and remain accessible for the use by persons with disabilities

(b) The Borrower will take out and maintain public liability insurance in the sum of at least two million pounds in respect of the use of the Village Hall by members of the public, such sum to be reviewed every five years by the Borrower and Lender jointly. In addition, the Borrower shall maintain insurance cover in respect of fire flood storm and tempest and such other insurable risks as the Lender shall reasonably deem appropriate in a sum equal to the full replacement value of the Village Hall. The Borrower will at all times maintain the insurance policy(ies) in effect and available for inspection by the Lender

(c) Charges to the public for the use of the Village Hall will be notified on request to the Lender for information in January of each year during the period of this Deed

(d) The Borrower shall not assign, convey, dispose of (mortgage, charge or otherwise deal with the Village without the written consent of the Lender such consent not to be unreasonably withheld

(e) The Borrower shall maintain the Village Hall in good repair to the satisfaction of the Lender

If any changes to the agreement need to be considered a solicitor would have to be engaged.

4.2 Consider Internal Auditors Report

No questions for the Auditor.

4.3 Consider and approve AGAR Section 1 Annual Governance Statement 2019/20

The statements were read out and completed. Proposed by AH and Seconded by CC. All Agreed

4.4 Consider and approve AGAR Section 2 Accounting Statements 2019/20

It was recommended that the bank statement would be shown at each meeting when the financial summary and balance. The statements

Clerk to add accounts on to the website along with the Public Notice of inspection.

<p>were read out and completed. Proposed by CM and Seconded by KW. All Agreed</p> <p>4.5 Consider and approve Certificate of Exemption AGAR Part 2 The statements was read out and completed. Proposed by PM and Seconded by AH. All Agreed</p>	<p>Clerk to send to external Auditors</p>
<p>5. Close of Meeting: 8.00 pm</p> <p>5.1 Next Meeting 9th September at 7.30pm</p>	

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