

DRAFT Minutes of Luxulyan Parish's
ANNUAL PARISH MEETING

Luxulyan Memorial Institute

6.00 pm, Thursday 12th May 2022

Chaired by: Parish Council Chair, Michaela Linfoot

Present: Chair of Luxulyan Parish Council Michaela Linfoot, seven members of the public and Christine Wilson, Clerk to the Parish Council, Lockengate Ward Member Cllr Peter Guest, Luxulyan Ward Member Cllr Colin Martin.

Apologies: Bob Hatton.

MINUTES:

The Chair welcomed everyone and the meeting began at 6.00 o'clock.

- 1) It was **RESOLVED** that the minutes of the Parish Meeting held online via Zoom on 15th April 2021 are a true and correct record of the proceedings (proposed F Payne, seconded K Bilston) and they were duly signed by the Chair.
- 2) Reports from organisations in the parish
 - a) The Chair of the Parish Council read her report for the municipal year 2021-22 (copy attached).
 - b) The Clerk to the Parish Council presented the Financial Report for the fiscal year 2021-22 (copy attached).
 - c) No other parish organisations presented a report.
- 3) Electors of the Parish were invited to address the meeting on any topic, but no issues were raised.
- 4) The next scheduled Parish Meeting is the Annual Parish Meeting in April or May 2023, date to be confirmed. Other Parish Meetings may be called in the meantime if needed.

The Chair thanked everyone for attending and closed the meeting at 6.12 pm.

Christine Wilson ~ Clerk to the Parish Council ~ 19 May 2022

email: clerk@luxulyanpc.co.uk ~ website: luxulyanpc.co.uk

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____

Chairman's Report 2021-22

- First of all, I would like to thank my fellow councillors and the Parish Clerk for their support, dedication, enthusiasm and efforts throughout the past year.

- At the beginning of the municipal year in May 2021, Parish Council and Cornwall Council (Divisional) elections were held. Though only 7 parish councillors were elected, the council quickly co-opted three more, and I'm pleased to report that during the last year the council has usually been working with the full complement of 10 councillors. Furthermore, because 7 councillors (or two-thirds of the seats) were elected, and because the Clerk has completed the Certificate in Local Council Administration (CiLCA), Luxulyan Parish Council now holds the General Power of Competence.
 - In the twelve-month period since April 2021 there have been 14 Parish Council meetings, 1 Parish Meeting (meeting of the electors).
 - Luxulyan now has 2 Wards, in 2 different divisions and boasts 2 Cornwall Councillors. We have been working for a year with **Peter Guest, Ward Member for Roche & Bugle**, and **Colin Martin of Lostwithiel & Lanreath Division** and feel ourselves lucky to have two dedicated and conscientious Ward Members. We look forward to continuing a close working relationship with them.
 - COMMUNICATION. It is very important to the Parish Council to keep in touch with the parishioners. Our Facebook page (@LuxulyanPC) lets people know about upcoming meetings and Highways works, etc. The council continues to provide financial support to Granite Towers for publishing costs and the cost of postage to Luxulyan residents. The website continues to keep a record of the council's activities along with other happenings in the parish. On the website you can find a copy of the Neighbourhood Plan and information about the Luxulyan Parish Community Fund, Planning, Highways, and our own Grant Awarding Policy, etc, etc.
 - FINANCE. Parish Accounts for 2021/22 have been managed satisfactorily and the latest yearly Financial Briefing Note will be attached here and, along with other financial documents, will be available on the website shortly. In order to keep in line with inflation, the precept went up 3.9% this year. However, this means an annual increase of 15p per household, or £0.01 per month.
 - PROJECTS. In 2021/22 no major projects were needed; however, the playing field was refenced on the southwest side and other maintenance took place.
 - Once again my thanks go to all my fellow Councillors and our clerk Christine, for the amount of time and effort they commit to the Council, and without whom the task of being Chair would certainly be that much harder.
 - Best wishes to you all for the coming year.
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Financial Briefing Note of Luxulyan Parish Council, fiscal year 2021/2022

Financial Report Year End 2021-22

8 April 2022

Cash and Bank Reconciliation

The year-end bank reconciliation is complete and shows the year beginning with £71,772.64 in cash and ending with £69,892.62.

Reserves

The external auditor has explained that parish councils must not hold unearmarked funds. Therefore, all the cash at the end of the year is allocated into reserve funds. So, at the beginning of the year, reserves were £71,772.64 and ended at £69,892.62.

Earmarked reserves

Luxulyan Parish Council maintains earmarked reserves for its main assets: the playing field, the cemetery, the public toilets, and a general building reserve. It also maintains an election reserve in case of a contested election and a moderate contingency reserve for unspecified over-expenditure.

Each year the council budgets to top-up these reserves. £4K was added to these funds in 2021-22. During the year £4,120.71 was spent and at year end these reserves total: £22,341.14.

Grant ringfenced funds

The parish council has received grant funds which are ringfenced for grants and projects: the Bodwen Solar Park Fund, the Luxulyan Parish Council Grant Fund, a Community Chest grant and the Special Project fund. The Special Project fund was received last year as a one-off Covid grant and has not been allocated to a project yet.

Payments from these reserves was £1,925. At year end, the Grant ringfenced funds total: £47,551.48.

Budget & Precept

The budget for 2021-22 was £30,244, 3.8% less than the previous year. The 2021-22 precept was £27,110, 2.5% less than the previous year.

Precept

The Precept is a tax that parish councils charge parish taxpayers in order to meet their budget requirements. Parish Councils do not receive direct funding from central government and rely on their Precept and other receipts they receive. The precept is calculated each year by subtracting projected receipts from projected payments.

Parish councils monitor the precept increase at the Band D property level. The precept tax paid by a Band D property is the total precept divided by the taxbase. In 2021-22, though the precept fell 2.5%, the taxbase was particularly low because of the Covid pandemic and the precept tax paid by Band D properties in Luxulyan parish increased £0.03 over the whole year.

Budget Comparison

Reserve top-ups of £4,000 are subtracted from the Budget leaving £26,244.

Total payments were £31,884.88 (without VAT) and from this the payments from reserves (£6,045.71) must be subtracted, leaving £25,839.17.

Therefore, subtracting the payments against budget (£25,839.17) from the budget (£26,244) shows the parish council £404.76 under budget.

VAT

Parish councils do not take VAT into consideration for budgeting purposes because parish councils may reclaim VAT. A VAT claim through March 2022 for £960.92 has been submitted but has not yet been paid.

Transparency Code and audits

Luxulyan Parish Council voluntarily complies with the *Transparency Code for Smaller Authorities*, although its annual turnover has been over the £25,000 cut off for the last few years. In accordance with the Code, the council's financial details are published on its website and this includes a list of all payments. The Code requires a list of payments over £100 and Luxulyan publishes all payments.

External Audit and the Annual Return

In accordance with legislation for local councils with a turnover under £200K, Luxulyan Parish Council submits its Annual Return each year for a limited assurance external audit. The external auditor is *PKF Littlejohn*.

Audit dates

Local councils must publish on their website their unaudited Annual Return (or AGAR – Annual Governance and Accountability Return) along with the *Notice of Period for the Exercise of Public Rights* before July.

Once the external audit is complete, the auditor's comments are also published on the website.

Internal Audit

In accordance with Audit Regulations, all parish councils have an internal audit for assurance that the council is conducting its affairs lawfully and handling its public money properly. An independent and competent internal auditor is appointed by the council each year. The internal auditor's report forms part of the Annual Return, which is published on the council's website, and any issues raised by the internal auditor must be noted by the council for future action before it completes its Annual Governance Statement for the Annual Return.

Internal audit is the public's assurance that the council is proceeding lawfully and effectively.

Christine Wilson

Proper Officer and Responsible Financial Officer

Luxulyan Parish Council

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