

MINUTES OF THE SPECIAL MEETING OF ARMTHORPE PARISH  
COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE  
PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 22<sup>ND</sup> JUNE 2021

PRESENT:-

Chairman - Councillor C. Brodhurst-Brown  
Vice-Chairman - Councillor L.A. Donald

Councillors A. Barrington, N. Berry, C.A. Head, C. Joseph Jay,  
S. Knowles, T. Needham, E. North, T.A. Nowell, S. Pepper, V. Revell,  
F.J. Tyas and M. Walton.

APOLOGIES

An apology for absence was received from Councillor A.L. Dickson and her reason for absence through sickness was approved.

47. DECLARATIONS OF ACCEPTANCE OF OFFICE

RESOLVED it be noted that the 3 co-opted Members of the Council present at the meeting each signed a statutory Declaration of Acceptance to the Office of Councillor.

48. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

There were no declarations made at the meeting.

49. INTERNAL AUDIT

RESOLVED that the contents of a letter received from the Council's internal auditor, Mrs. M. Teasdale, together with the completed audit plan, be noted.

50. COUNCIL'S ACCOUNTS 2020/21

RESOLVED that

- (1) the Council's draft Accounts for the financial year ended 31<sup>st</sup> March 2021, which comprises the draft bank reconciliation, draft income and expenditure accounts, together with supporting notes relating to the same and the balance sheet (copies of which had previously been circulated to each Member), be noted and approved;
- (2) Section 1 - Annual Governance Statement in the Council's Annual Governance and Accountability Return 2020/21 Part 3 (copies of which had previously been circulated to each Member), be approved, which confirms that to the best of Members knowledge and belief with respect to the accounting statements shown below, for the year ended 31<sup>st</sup> March 2021, that the Council has:-

Initials

- (i) put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;
  - (ii) maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
  - (iii) taken all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances;
  - (iv) provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
  - (v) carried out an assessment of the risks facing it and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
  - (vi) maintained throughout the year an adequate and effective system of internal audit of the Council's accounting records and control systems;
  - (vii) taken appropriate action on all matters raised in reports from internal and external audit;
  - (viii) considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on it and, where appropriate, have included them in the accounting statements;
- (3) the Annual Governance Statement in Section 1 of the Annual Governance and Accountability Return 2020/21 Part 3 be signed on the Council's behalf by the Chairman of the meeting and the Clerk;
- (4) the Council certifies that for the year ended 31<sup>st</sup> March 2021 the Accounting Statements in Section 2 of the Annual Governance and Accountability Return 2020/21 have been prepared on an income and expenditure basis following the Guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this Council and that such Statements be approved and signed on the Council's behalf by the Chairman of the meeting.

*Initials*

51. CHRISTMAS FESTIVE DISPLAY

RESOLVED

- (1) that the contents of the report of the Chairman and Vice-Chairman of the Council (copies of which had previously been circulated to each Member), regarding revision of the proposed 3 year hire agreement for a festive lighting display with Christmas Plus Limited, (which had previously been approved by the Council), be noted;
- (2) that the revised proposals with a total cost of £84,242 for the same 3 year hire period for motifs, column wrapping and tree wrapping, be approved with all extra funding this year being met by virement from reserves and funding for years 2 and 3 being included in the budget figures in those years;
- (3) that approval be granted for necessary additional costs owed to Doncaster Borough Council for infrastructure works to street lighting columns, etc. and other incidental costs for additional tree wrapping.

52. MENTAL HEALTH SUPPORT GROUP

RESOLVED

- (1) that the contents of the proposal of Councillors A. Barrington and C.A. Head to establish an Armthorpe Mental Health Carers Support Group (the Group), at Armthorpe Community Centre (the Centre), be noted;
- (2) that approval be given to free user of a room in the Centre to hold meetings of the Group and Councillors A. Barrington and C.A. Head be thanked for their undertakings to facilitate meetings of the same;
- (3) that approval be granted for Councillors A. Barrington and C.A. Head to contact MIND and the Community Mental Health Team regarding the support group, which would primarily be for Armthorpe residents;
- (4) that the offer of Councillor V. Revell to help support the Group, be noted;
- (5) it was proposed that the Group would commence in September 2021 on Monday evenings between 6pm-8pm for an initial period of six months, when Councillors Barrington and Head would submit a review report for consideration by the Council.

Initials

53. SPORTS AND RECREATION OFFICER

RESOLVED that consent be granted to Mr. C. A. Hughes taking employment with Badsworth Parish Council (BPC) as its part-time Clerk for 20 hours per month, provided:-

- (a) he ensures there is no conflict of interest with his duties as the Sports and Recreation Officer of Armthorpe Parish Council (APC);
- (b) he does not pass on any confidential information of APC to BPC, as to do so is an act of gross misconduct and may result in disciplinary action;
- (c) he signs an indemnity form to the effect that any sickness or injury resulting from his employment with BPC will be discounted for the purposes of APC's occupational sick pay scheme.

*Signature*