

# WILBERFOSS PARISH COUNCIL

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## **MINUTES OF THE ANNUAL MEETING OF THE WILBERFOSS PARISH COUNCIL Held on 15<sup>th</sup> May 2025 at Wilberfoss Community Centre, Main Street, Wilberfoss**

1. Present: The Chair Richard Rains and Councillors David Barnett, Colin Veitch, Stuart Savage, Alan Mercer, Gemma Gibbs, Ward Councillor Dale Needham and one member of the public

Apologies were received from Cllr Hoyle, who had resigned.

2. Cllr Richard Rains was proposed as Chairman by Cllr Veitch and seconded by Cllr Savage.
3. Cllr Colin Veitch was proposed as Vice Chair by Cllr Gibbs and seconded by Cllr Barnett.
4. Members confirmed adherence to the Council's Annual Governance Statement.
5. Following the Internal Auditor's inspection of the Accounts, minor administration issues were identified and corrected. A Corrective Action Report is attached. With annual income and expenditure exceeding £25,000, it was acknowledged that the Parish Council is due an external examination of the Annual Accounts. The AGAR (Annual Governance & Accountability Return) was duly completed and signed and will be displayed on the parish website ([www.wilberfoss-pc.gov.uk](http://www.wilberfoss-pc.gov.uk)). The period for the Exercise of Public Rights was set for 3<sup>rd</sup> June 2025 to the 14<sup>th</sup> July 2025.
- 6.

..... (Chairman)

..... S Wills (Clerk)

Meeting Closed at 19.21

## **Internal Auditor's Examination – Corrective Action Report**

*I have now completed my examination of the Parish Council's financial records for 2024/25 and am delighted to be able to confirm that the excellent standard of record-keeping seen over many years now has been maintained. Credit continues to be due to Sarah as Chief Financial Officer and to the Parish Council Team's support for the RFO.*

*There were no significant issues to report. The small number of minor or procedural matters are as follows.*

From expenditure / invoices: July 2024 HMRC was paid £158.30. Should have been £153.80.

**ACTION: The overpayment was corrected by HMRC.**

November 2024: The original Invoices for the month went missing. **ACTION: Copy invoices have been signed by two Councillors.**

January 2025: only one signature on payment authorisations / invoices. **ACTION: A second signature has now been added to the payments.**

March 2025: IONOS DDR £19.32. Queried by Clerk but if unsuccessful £3.22 VAT to reclaim.

**ACTION: Payment of £19.32 refunded by IONOS**

From the Council Minutes: November 2024, Easy Websites amount authorised £36.96.

Amount paid £55.44. **ACTION: Councillors voted for dedicated Parish Council email addresses, so the Direct Debit was adjusted to cover the cost.**

December 2024, payments made during the month when no Council meeting is held have in previous years been included in the following January Minutes for authorisation. This procedure was not followed this time round. **ACTION: Payments will be added and the correct Minutes displayed.**

Explanation of Variances: Opening balance 2024/25 shown as £10,110, should be £15,097.

**ACTION: Figure amended. £10,110 is the current year's opening balance.**

*In conclusion, none of the above discrepancies are, in my view, material and I consider the Parish Council's accounts continue to be in good order.*

David Smillie ACIB