

**BOLTON BY BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL**

**MINUTES OF THE MEETING of 17 JULY 2023**

**HELD AT BOLTON BY BOWLAND VILLAGE HALL AT 7.30 PM**

**Present:** Cllrs A Yates (Chair), D Brady, H Fortune, L Marsden, S Mitchell, R Veitch,  
S Whittaker, P Wilson, Clerk

**In attendance:** Two members of the public

**1. To receive and approve apologies for absence**

Apologies for absence had been received from Cllrs Bunyan and Jenkins.

**2. To receive declarations of personal or pecuniary interest**

None

**3. Audit 2022/23**

- a. To receive the internal audit report for the year ended 31 March 2023**
- b. To consider the Annual Governance report for the year ended 31 March 2023**
- c. To consider the Annual Accounting Statements for the year ended 31 March 2023**

The Internal Audit Report for 2022/23 was received and noted. The Chair drew the attention of the meeting to the following statement made by the internal auditors:

“Due to the changes that have taken place within the year within the authority in regards to personnel there have been a significant number of regulations that have not been met in regards to the accounting procedures. Whilst we do not believe that these instances of non-compliance affect the true and fair view of the entity’s financial information all breaches to regulations have been brought to the entity’s attention in Appendix 1 of our report”.

The meeting considered the Annual Governance Statement and agreed that the following summarised matters could all be answered in the affirmative for the year under review, namely

1. there are no matters of actual or potential non-compliance which could have a significant effect on the ability of the council to conduct its affairs
2. there was proper opportunity during the year for the exercise of electors’ rights under appropriate regulations
3. a risk assessment has been undertaken
4. an adequate system of internal audit of the council’s records was maintained
5. the council has considered whether any litigation, liabilities or commitments could have a financial impact on the council

The Council agreed that the following summarised matters could not be answered in the affirmative for the year under review, namely

1. the statement of accounts was prepared in accordance with appropriate regulations
2. an adequate system of internal control was maintained
3. appropriate action has been taken on matters raised in internal and external audit reports

The Annual Governance Statement was accordingly approved by the meeting and Andrew Yates and Cathy Holmes proceeded to sign the Statement as Chair and Clerk respectively.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2023. The accounts were duly approved and signed by Andrew Yates and Cathy Holmes as Chairman and Clerk respectively.