

# MINUTES

For the Extraordinary meeting of Parish Council, held on Monday, 28<sup>th</sup> June 2021

Meeting Number 21.368

## 21.368.1 Apologies for Absence

Councillors Bohm (DB), Davis (SD), Donne (HD), Stafford Allen (RSA), Whitfield (RW) and Mullane (NM) were all present.

There were no members of the public present for the meeting.

## 21.368.2 Declarations of Interest

There were no declarations of interest from the Councillors relating to this meeting.

## 21.368.3 For Information: Review of Internal Audit Report and Parish Council Response (RW)

RW provided an overview of the Internal Auditor's observations report which was received by Weston on the Green Parish Council on 21<sup>st</sup> June 2021 and analyses the processes of the Parish Council.

There were four points highlighted, one relating to the Clerk not being CiLCA qualified, which will be considered by the HR group and a second advising that Parish Council bank signatories should be reviewed annually and this will be undertaken at the August Parish Council meeting. The final two points raised related to Staff Costs and amendments relating to the homeworking allowance not being classified as a staff cost but as general expenditure and the Clerk highlighted that this had already been accounted for on the Agar form for this year.

The finance group has agreed a response to the Internal Auditor on each point raised and the completed form will be sent to the Internal Auditor.

**Action:** Clerk to place all documents relating to the internal audit report onto the Parish Council website.

**Action:** Clerk to send the Parish Councils response to the Internal Audit observations back to the Internal Auditor.

**Action:** Clerk to add approval of bank signatories for PC bank account to August PC meeting agenda.

## 21.368.4 Resolution: To Approve Annual Governance and Accountability Return 2020-2021 (HD)

The Parish Council's combined precept and other income for 2020/21 fell into the income/expenditure that exceeds £25,000 - £6.5million bracket and therefore the annual accounts are subject to a limited assurance review by the external auditors and Annual Governance and Accountability Return 2020/21 Part 3 has therefore been completed.

HD, as the Parish Council's Responsible Finance Officer, confirmed he had signed Section 2 – Accounting Statements 2020/21 prior to the meeting on behalf of Weston on the Green Parish Council.

HD presented Section 1 – Annual Governance Statement 2020/21 to the Council for approval. The resolution to approve Section 1 – Annual Governance Statement 2020/21 of the AGAR form was proposed by HD and seconded by RW. It was supported unanimously by the Council.

The Chairman and clerk signed Section 1 of the AGAR form.

Section 2 – Accounting Statements 2020/21 was presented by HD to the Council for approval. The 31 March 2020 figures have been restated to take account of the removal from Staff Costs of the homeworking allowance paid to the clerk and a rounding difference.

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Approved:.....Dated.....

The resolution to approve Section 2 – Accounting Statements 2020/21 of the AGAR form was proposed by HD and seconded by RSA. It was supported unanimously by the Council.

The Chairman signed Section 2 of the AGAR form.

The Responsible Financial Officer (HD) confirmed that the Period of Exercise of Public Rights would run from Wednesday 30<sup>th</sup> June 2021 to Tuesday 10<sup>th</sup> August 2021. The public notice for advertising the Period of Exercise of Public Rights would be placed on the Parish Council noticeboard on 29<sup>th</sup> June 2021.

The signed AGAR form and required documents will be sent by email to the external auditor, Moore, before 1<sup>st</sup> July 2021 and will also be published on the Parish Council website by 1<sup>st</sup> July 2021.

**Action:** Clerk to send off signed AGAR form and documents to the external auditors before 1<sup>st</sup> July 2021.

**Action:** Clerk to ensure notice for the exercise of public rights is placed on village noticeboards and on the website.

**Action:** Clerk to upload all required finance documents to website before 1<sup>st</sup> July 2021.

**21.368.5 Resolution: To Approve** the following invoices for payment (HD)

HD requested approval of the following invoices detailed in the table below.

PC Ref	Paye	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2021-22 Budget Line
194*	Oxford Edens	Grass cutting 29/04/21 (playground & stocks/Ben Jonson) - Inv 8711	£150.00	Works-Grass Cutting/Village grass cutting-contractor	£2,350.00
195*	Oxford Edens	Grass cutting 11/05/21 (playground & stocks/Ben Jonson) - Inv 8763	£150.00	Works-Grass Cutting/Village grass cutting-contractor	£2,200.00
196*	123 Connect	PC website hosting fee	£118.80	IT/Website/domain hosting	£120.00
197*	Arthur J Gallagher (Came & Company)	PC Insurance Renewal 2021-22	£621.07	Insurance & Auditing/Insurance	£575.00
198*	Oxford Edens	Grass cutting 28/05/21 (playground & stocks/Ben Jonson) - Inv 8820	£150.00	Works-Grass Cutting/Village grass cutting-contractor	£2,050.00
199	Diane Bohm	D-Day Garden Bench Plaque	£21.00	Contingency	£2,052.96
200	Oxford Edens	Grass cutting 11/06/21 (playground & stocks/BenJonson) & 15/06/21 (verges) - Inv 8869	£450.00	Works-Grass Cutting/Village grass cutting-contractor	£1,900.00
201	Clerk (J Mullane)	Neighbourhood Made Plan Printing x10 copies (Instant Print)	£155.00	Neighbourhood Plan-Referendum	£1,535.14
202	Clerk (J Mullane)	A1 poster protector for noticeboards x3 (Green Magic)	£20.76	Sundries/Communication	£180.00
203	IAC Audit & Consultancy	Internal audit services for 2020-2021 annual return	£210.00	Insurance & Auditing/Audit Fees	£565.00

It was noted that invoices for PC Ref 194-198 have already been paid to avoid late payment fees.

The resolution to approve the invoices was proposed by HD and seconded by RSA. The motion was supported unanimously by the Council.

**Action:** Clerk to update invoice log with approvals.

**Action:** Clerk to initiate request for payments from Councillors and ensure payments authorised.

**Meeting closed:** 19.15

Minutes Approved:.....Dated.....
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