

EAST COWTON PARISH COUNCIL

Minutes of the Parish Council Meeting

held in the Village Hall

on Monday 28th June 2021 at 7.30pm

2106.01 Present

Councillors: E. Simpson (ES)(Chairman), A.Smith, N.Smith (NS), P.Stephenson, T Wild

In Attendance

District Councillor S. Waton, Clerk: J.Kilsby, and 1 Member of the Public

Apologies for Absence

County Councillor A. Wilkinson, Flood Warden B.Denley

2106.02 Disclosure of Interests

None.

2106.03 Minutes of the Meeting of the Parish Council on 6th May 2021

It was resolved that the minutes are approved and the Chairman duly signed them in order to verify approval.

2106.04 Chairman's Formal Announcements

None.

2106.05 Annual Governance and Accountability Return 2020-21("AGAR")

1) To note the Annual Internal Audit Report for 2020/21 included at page 4 of the AGAR

Councillors were advised that the Internal Auditor had indicated her approval of the Council's internal controls and the contents of the Annual Internal Audit Report for 2020/21 included at page 4 of the AGAR were noted.

2) Approval of Responses for Section 1-Annual Governance Statement

Councillors acknowledged their responsibility for ensuring a sound system of internal control and **resolved that:**

1) There were in place arrangements for effective financial management during 2020/21, and for the preparation of the accounting statements.

2) An adequate system of internal control was maintained including measures designed to prevent and detect fraud and corruption and its effectiveness had been reviewed.

3) All reasonable steps were taken to assure the Council 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 Parish Council to conduct its business or manage its finances.

4) A proper opportunity was provided during the year for the exercise of electors' rights in accordance with the Accounts and Audit Regulations.

5) An assessment had been carried out of the risks facing the Parish Council and appropriate steps taken to manage those risks including the introduction of internal controls and/or external insurance cover where required.

6) Throughout the year an adequate and effective system of internal audit of the accounting records and control systems was maintained.

7) Appropriate action on all matters raised in reports from audit was taken.

Chairman signed.....E.Simpson.....26th July 2021

8) Consideration had been given as to whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, had a financial impact on the Parish Council and, where appropriate, included them in the accounting statements.

9) The website is up to date and information required by the Transparency Code has been published

It was **resolved that** Section 1- Annual Governance Statement 2020/21 on page 5 of the AGAR be completed accordingly and **further resolved that** the Chairman and Clerk should sign it to signify the Parish Council's approval

3) To Approve Section 2-Accounting Statements

1) Councillors considered the accounting statements for the Parish Council for the year 2020/21 prepared and signed by the Clerk as Responsible Financial Officer (RFO)

2) **It was resolved that** the Council approved Section 2- Accounting Statements 2020/21 on page 6 of the AGAR.

3) **It was resolved that** the Chairman should sign the accounting statements to signify approval by Councillors.

4) Consideration of the Certificate of Exemption

It was resolved that the Parish Council is exempt from external audit for the year 2020/21 and that the Certificate of Exemption should be signed and returned to PKF Littlejohn LLP.

5) To Ensure Signature

The AGAR was signed accordingly

2106.06 Approval of the Publication of Documents

It was resolved that in accordance with The Accounts and Audit Regulations 2015, The Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities that the Council will publish the following documents on its website as seen and approved by councillors:

- Certificate of Exemption
- Annual Internal Audit Report 2020/21
- Section 1- Annual Governance Statement 2020/21
- Section 2- Accounting Statements 2020/21
- Analysis of Variances
- Bank Reconciliation to 31 March 2021
- Notice of the Period for the exercise of public rights
- Other information required by Regulation 15(2) Accounts and Audit Regulations 2015

It was further resolved that the dates for the exercise of public rights should be as proposed by the RFO namely Thursday 1 July to Wednesday 11 August 2021.

2106.07 Financial Accounts

a) Councillors **received and approved** statements of account for the current year to date and agreed the balances on the Parish Council's bank accounts which had been verified by NS as follows:

Community (Current) Account:	£9414.50
Less unrepresented cheques	-£ 734.08
Premium (Deposit) Account:	<u>£2988.25</u>
Total:	<u>£11668.67</u>

Chairman signed.....E.Simpson.....26th July 2021

b) **It was resolved that** cheques be authorised as follows:

Screwfix -sealant n/board repair (reimburse E S)	Local Government Act 1972, s111(1)
North Yorkshire Timber - plywood n/board repair (reimburse E S)	Local Government Act 1972, s111(1)

It was further resolved that the payments by cheque listed below be ratified:

£ 115.84	J.Kilsby- Clerk's Wages -May	Local Government Act 1972, s112(2)
£ 244.80	CE & CM Walker Ltd – Grasscutting-April	Highways Act 1980, s96 and Open Spaces Act 1906, s10(b)
£ 115.84	J.Kilsby- Clerk's Wages - June	Local Government Act 1972, s112(2)
£ 257.60	Zurich Municipal - Insurance premium	Local Government Act 1972, ss111(1),140; Employers Liability Compulsory Insurance Act 1969
£ 244.80	CE & CM Walker Ltd – Grasscutting - May	Highways Act 1980, s96 and Open Spaces Act 1906, s10(b)

2106.08 Date and Time of Next Meeting

It was resolved that the next meeting of the Parish Council will take place on Monday 26th July 2021 at 7.30pm in the Village Hall subject to an easing of coronavirus restrictions/guidance sufficient to accommodate all members of the public who may wish to attend.

2106.09 Meeting Closed

There being no further business, ES closed the meeting at 8.10 pm.