



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

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MINUTES OF THE EXTRA PARISH COUNCIL MEETING HELD ON WEDNESDAY 16TH SEPTEMBER 2020 AT 8.00PM VIA ZOOM

Present: Cllr. David Haley (Chair), Cllr. Chris Jones, Cllr. Jonathan Stowell, Cllr. Colin Alderman, Cllr. Jean King, Cllr. Ann Williams, Alexandra Molton (Clerk).

Apologies: Cllr. Sue Bicker

Parishioners present: 0

The meeting commenced at 8.10 pm because of technical issues and was chaired by Cllr. Jones.

1. Welcome / Members present and apologies for absence.

Apologies were sent and accepted from Cllr. Bicker.

2. Declaration of interest in agenda items.

None at this point in the meeting.

3. Parishioner's Public Participation (for questions and comments on agenda items).

None in attendance.

Cllr. Haley joined the meeting at 8.20pm and chaired the meeting from then on.

4. To consider and approve the final Statement of Accounts for 2019-20.

The RFO had provided the Detailed Statement of Accounts 2019-20 to the Council ahead of the meeting.

Cllr. Jones proposed accepting the final Statement of Accounts for 2019-20 and Cllr. Stowell seconded this, with all Councillors voting in agreement. The Council RESOLVED to accept the final Statement of Accounts for 2019-20.

Cllr. Haley asked for Cllr. King to provide a final validation check of the figures before the RFO sends the details to the external auditor. The Council asked for a more formal summary presentation of the Statement of Accounts to be available at the next Parish Council meeting.

5. To receive and consider the Internal Audit Report.

The RFO provided Councillors with a copy of the final Internal Audit report ahead of the meeting.

The RFO and Cllr. King have analysed the report from the internal auditor and added comments to explain queries and quantify issues raised by the auditor. The Council considered and discussed the findings of the internal auditor:

Line 6 on the internal auditor report queries why the RFO does not initial invoices as well as both signatories signing each invoice. The Council will put this into effect immediately.

Line 28 on the report queries whether there is a separate VAT column on the accounting spread sheet. The RFO confirmed that the system does not automatically include a column for this but that she was later able to provide this information to the auditor in a separate report and this will be provided to the external auditor.

Line 39 on the report queries whether the Financial Regulations have been reviewed and updated. The RFO confirmed that the Regulations were reviewed at the May Parish Council meeting with no up-date needed at that time. The RFO has already planned to review and update the Financial Regulations and bring these to the October Council meeting for review and ratification, as a new policy needs to be added regarding use of the Council debit card.

Line 42 on the report queries whether the Council will review a forecast of future budgets going forward. The Council do review the annual spend for previous years when setting a Precept for the next year. A plan for a future forecast is pending as part of internal control procedures.

ACTION: RFO to provide a copy of the Precept spread sheet to the external auditor to confirm that the Council does consider past spend when setting future budgets.

Line 46 on the internal audit report queries whether the Transparency requirements have been actioned. The Council confirmed that in connection with the internal control checks this year, signatories confirm to the Council that a paper trail exists for each transaction before signing cheques to issue payment. The RFO will also provide more detailed copies of her monthly payslip from the BACS system to the Council in order to be clear about payments made.

Cllr. King agreed to double check the Council's responses to the internal auditor report before the RFO sends this to the external auditor.

6. To consider and approve the Annual Governance Statement.

The Council considered each statement and agreed that a response of 'Yes' was applicable in each case.

Cllr. Stowell proposed signing the Annual Governance Statement; seconded by Cllr. Alderman and agreed unanimously. The Council RESOLVED to sign the Annual Governance Statement.

7. To consider and approve the Accounting Statements for 2019-20.

The Council had been presented with a detailed statement for 2019-20 before the meeting and the RFO explained the figures presented in the Accounting Statements for 2019-20.

The RFO also explained that the figures for 2018-19, which were presented to the external auditor last year, had been found to be inaccurate due to a mistake in the administration of the transfer of £3000 between the savings account and the community account; this showed a difference of £3000 between the figures in box 7 and 8 in the Accounting Statements for 2018-19 and the year-end bank reconciliation. Cllr. King confirmed that she had double checked the figures and agreed that this was the source of the error in the Accounting Statements for 2018-19. Cllr. King confirmed that she has also checked the Accounting Statements for 2019-20 and agrees with the figures presented.

Cllr. King proposed accepting the Accounting Statements for 2019-20; seconded by Cllr. Alderman and agreed unanimously. The Council RESOLVED to accept the Accounting Statements for 2019-20.

ACTION: RFO to complete a final internal auditor report to include comments from the Council and send this to the external auditor, together the completed AGAR form and an explanation of both the variances from 2018-19 to 2019-20 and the reasons behind the incorrect figures for 2018-19 which were presented last year.

ACTION: RFO to ensure that the final audited accounts are published on the Parish Council website by 30th November 2020.

Signed:

**Cllr. David Haley
Chairman**