

**ASHFORD PARISH COUNCIL.**

Parish Clerk: Mrs Katherine Cole, Densham Farm, Ashreigney, Chulmleigh, Devon. EX18 7NF.  
Tel: 01769 520273 or 078 172 30 815. [APCclerk@mail.com](mailto:APCclerk@mail.com)

Chairman: Councillor Michael Moss, West Winds, Higher Newclose Lane, Ashford,  
Barnstaple, EX31 4BT.

**To all Councillors:**

You are hereby summoned to a Parish Council Meeting, held by Zoom.

Ashford Parish Council invite you to a scheduled Zoom meeting.

Topic: APC Zoom Meeting

Time: Jun 28, 2021 07:25 PM London.

Join Zoom Meeting

<https://us02web.zoom.us/j/84929550756?pwd=U2o1SzcxN1MvRHFHUEtDbW5tWkJEZz09>

Meeting ID: 849 2955 0756

Passcode: 436425.

This public meeting is being held remotely due to the Coronavirus pandemic where social distancing must still be observed, and gatherings of people is currently restricted. This meeting is being held to meet the requirements for transparency. No formal resolutions will be proposed but discussions may take place.

Members of the public are welcome to join the Zoom meeting using the joining instructions provided which will also be published on the website and the parish notice board.

**PLEASE NOTE THIS MEETING WILL BE RECORDED TO FACILITATE ACCURATE  
NOTE TAKING OF DISCUSSIONS.**

There will be a single item of business on the Agenda as detailed below:

Katherine Cole – Parish Clerk.  
NO ITEM

22<sup>nd</sup> June 2021.

1.

1a: Presentation of Accounts for the year 2020/21.

The Clerk to present the Annual Accounts of Ashford Parish Council.

1b: To clarify the requirements of the AGAR Document:

A. Appropriate accounting records have been properly kept throughout the financial year.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

H. Asset and investments registers were complete and accurate and properly maintained.

I. Periodic bank account reconciliations were properly carried out during the year.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered").

L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.

M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).

This will conclude the business on the Agenda.

