

ASHFORD PARISH COUNCIL.

DRAFT MINUTES OF MEETING HELD ON TUESDAY, 29th JUNE 2021 at 7pm.

This meeting was held at the home of the Chairman, Councillor Moss owing to the absence of a suitable public meeting place and the current restrictions associated with the Covid 19 pandemic.

The meeting was Chaired by Councillor Moss. Clerk - Katherine Cole.

Present:

Mrs. J. Bosley.

Mr. V. Lawson.

Mr. M. Moss.

Agenda:

1a. Final presentation of Accounts for the financial year 2020/21, for approval.

1b. To clarify that the requirements of the AGAR document have been met and maintained, and associated matters.

It was necessary to hold a finance meeting to comply with the conditions of the Annual Audit. A remote meeting had been conducted on the 28th June 2021 to allow Councillors and Parishioners to raise any questions regarding the annual accounts as well as the audit process.

Item:

1a.

Councillors had received copies of the accounts in adequate time to be familiar with the figures.

No queries had been raised at the remote meeting held on the 28th June 2021, by Councillors or members of the parish.

The Chairman requested formal approval of the accounts, which was proposed by Councillor Bosley and seconded by Councillor Lawson.

The Chairman duly signed the Certificate of Exemption – AGAR 2020/21 Part 2.

Action:

1b: **To clarify the requirements of the AGAR document have been met and maintained.**

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.

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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).

The specific requirements of the AGAR were discussed. The Chairman worked through the separate items, A-N above, before Councillors approved each point.

The Chairman signed Sections 1 and 2 of the Annual Governance statement as required.

Arrangements were made for the necessary information to be displayed on the Parish Council website to comply with the requirements of the audit.

1c: The notice of public rights and publication period dates for were confirmed as Thursday the 1st of July – Wednesday 11th August 2021.

1d: Councillors and the Clerk confirmed the reinstatement of regular internal financial controls by the financial officers of the Parish Council after the return of face to face meetings.

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1e: The Chairman requested that a minute note be made to ensure that the Parish Council website is up to date, by the end of August 2021, to to be fully compliant with the current requirements of the Transparency Code.

This concluded the business on the Agenda.

The Chairman thanked everyone for joining the meeting, which was declared closed at 19.45 hours.

Signed:

Dated:

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