

Date & Time: Tuesday 24th June 2021 at 7pm

Present: Cllr S Mansell – Chairman (SM), Cllr P Pettit – Vice Chairman (PP), Cllr G Bate (GB), Cllr S Elliott (SE) Cllr J Lamming (JL) Cllr D O’Connell (DO), Cllr L Cressey (LC), Cllr H Robinson (HR) A Barker – Clerk (AB)

Members of the Public Present: None present

Public Forum - The Public Forum will commence at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.

AGENDA

2021/06/01	To note apologies for absence Cllr G Shields (GS) Cllr R Bate (RB) Cllr J Preston (JP)	
2021/06/02	To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests. Pecuniary: None Non-Pecuniary: None	
2021/06/03	To note and consider the Annual Internal Audit report for the financial year 2020/2021, which forms part of Annual Governance and Accountability Report (AGAR) Cllrs thanked Cara Young (Outgoing Locum RFO) for the work completed in conjunction with the internal auditor and AB to ensure the audit could be finalised within the prescribed time scale. The internal auditor D Waterson of Barrow Bookkeeping completed the internal audit on 20 th June 2021. Review completed of the Annual Internal Audit report. For responses marked as ‘No’ the implications considered, and the actions being taken to address any weaknesses in control identified. The internal audit detailed report discussed.	
2021/06/04	To consider and approve Section 1 – Annual Governance Statement of AGAR 2020/2021 The Parish Cllrs had previously received by E Mail on 19.06.21 the Annual Return Assertions Proforma, and the Governance and Accountability on 24.06.21. Review of the effectiveness of the system of internal control completed. Annual Governance Statement 2020/21 approved. Proposed: GB Seconded: HR Outcome: All Councillors voted in favour.	
2021/06/05	To consider and approve Section 2 – Annual Accounting Statements 2020/2021 and supporting documents for AGAR Review of the Annual Accounting Statement including supporting documentation completed and approved. Discussion completed with regards to the recording of the maturing savings account which has been recorded as income. It was agreed there were two opinions on how to record. Cllrs accept the figures as recorded. Proposed: LC Seconded: JL Outcome: All Councillors voted in favour. The dates set for the period of exercise of public rights commences on 28 th June 2021 and ends on 6 th August 2021. During this period, the Annual Governance Statement and Accounting Statements for 2020/21 will be available to view on the Parish noticeboards and the website. Update to the minutes approved 13.07.21. It was resolved that the minute should be updated to reflect the transfer of monies from the Fixed Rate Money Market Account to the HSBC Money Manager Account to read: Review of the Annual Accounting Statement including supporting documentation completed and approved. Discussion completed with regards to the recording of the maturing savings account in sections 3 (transfer receipt) and 6 (transfer payment). Cllrs accept the figures as recorded. Proposed: JL Seconded: LC Outcome: All Councillors voted in favour.	
2021/06/06	Finance – to agree payments in accordance with the budget. ▪ To approve schedule of payments	
	Payments requiring pre authorisation for payment:- ▪ Starboard Systems Limited (Scribe). £582.00 ▪ P Pettit – MS Office £79.99 ▪ P Pettit - Zoom Subscription £146.78 ▪ RoSPA Play Safety Inspection – To be completed Sept / Oct. Agreed future expenditure of £151 + VAT.	



	Proposed: HR Seconded: DO Outcome: All Councillors voted in favour. The Scribe Accounting package, which is purpose built for Parish and Town Councils, purchased initially for 12 months will be used with records uploaded, with effect from 1 st April 2021.	
	Next Full Parish Council Meeting Tuesday 13th July 2021 at 7pm – Newport Primary School – Hall Entrance	
	Meeting closed at 7.41pm	