

Little Bardfield Parish Council



www.littlebardfieldparish.org.uk

Annual Parish Meeting

Tuesday 30th June 2020

7.00pm

This meeting was held remotely due to the Covid19 pandemic

MINUTES OF MEETING

Present: Cllr Terry Cutmore, Cllr Andrew Davies, Cllr Clare Beeston, Liz Williamson (Clerk)
Members of the public: William Gardiner, Mary Gardiner, Mo Fitt

1. Apologies for absence

Cllr Colin Simpson; Cllr Simon Walsh

An email has been received from Mr William Gardiner dated Thursday 25 June 2020 who has announced his resignation from the Parish Council.

2. Declarations of Interest

None.

3. Minutes of meeting of 14th May 2019 (APM)

Minutes approved and accepted as an accurate record.

4. Matters arising

None.

5. Election of Chairman

This item was deferred. The current chairman, Cllr Gardiner, has resigned from the committee and as Cllr Simpson was unable to attend the meeting, it was decided the item would be discussed at a later date. Vice Chair, Cllr Terry Cutmore, chaired the meeting.

- Standing Orders – accepted and approved

- Financial Regulations – accepted and approved

6. Election of Vice Chair

This items was deferred. Please see minute item 5 for explanation.

7. Review of Asset Register

The register has been updated. A bench has been gifted to the Cricket Club and the defibrillator which was purchased last year has been included in the asset register. The net cost of the Parish Councils assets has been re-calculated to reflect the amendments.

8. Review of Risk Assessment

A review has been undertaken and all members were in agreement that the Risk Assessment was up-to-date and subsequently approved the document.

9. Acceptance of End of Year Accounts

Both the Treasurer's account and the community account were approved as an accurate representation of the parishes financial situation.

10. To note the Annual Internal Audit Report from the Internal Auditor
To approve the Annual Governance Statement

It was agreed that the audit was pleasing and that only a few minor recommendations were advised by the internal auditor. Cllr Cutmore and The Clerk were thanked by committee members for the introduction of a spreadsheets for monitoring the accounts. Following the audit report, the spreadsheet has been modified to record separately any VAT for services/purchases.

The Annual Internal Audit Report and the Annual Governance Statement were approved as an accurate representation of parish council finances and processes.

Meeting Closed at 7.11pm