

LACKFORD PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING

Held on Tuesday 28th July 2020 at 7:30 PM via Zoom

Present Stan Green (Chairman)
Harry Lidster
Steve Jones
Naomi Palmer
Roland van Wijk
Andrew Ramsay
John F Sadler (RFO)
Vicky Bright (Clerk)

In attendance 1 member of the Public.

Statutory notices and the Agenda.

The Chairman ascertained that the statutory requirements for holding the meeting had been observed, there was a quorum (minimum 3 for the Council meeting).

Public Forum:

The issue of the clearance of overgrown vegetation on the public footpaths behind Kent Road and Holden Road. The Clerk is to liaise with Claire Dickson – PROW, SCC.

It was suggested that vegetation is obstructing the VAS units on the highway.

1. **Apologies** John Coldwell

2. **Declaration of Members Interests** None.

3. **INTERNAL AUDIT REPORT 2019/20**

*Refer to Appendix **Internal Audit Report 2019/20**. For review and consideration*

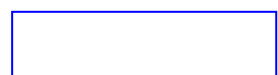
Resolved EM20/07/3.01

The Internal Audit report for 2019/20 was adopted by Full Council.

The comments made by the Internal Auditor were discussed and have been taken on board.

- The issues with the Financial Regulations have been rectified following adoption of new NALC Model Regulations on 13th July 2020. Regulations and procedures around payment authorisation and online banking have been amended and tightened.
- The concerns raised over the Financial Risk Assessment procedures and lack of a formal risk register have been addressed, and formal risk assessment for the current financial year 2020/21 has been adopted on 13th July 2020. The Clerk clarified that the Financial Risk Assessment has to be carried out during the financial year it applies to (1st April – March 31st).
- The VAT Reclaim for the church car park light can be easily rectified by asking the contractor/supplier to produce an invoice addressed to the PC, the Clerk is to action this ASAP.
- The Clerk is to address the Asset Register and make any additions/changes as needed for the October Agenda and ensure that the Council's Insurance Schedule includes the new VAS and Dell Computer.

The RFO, John Sadler made the following comments;



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- B - Financial Regulations - the March meeting was not postponed due to COVID.

Note: The item was deferred at the March meeting to the May meeting, the May meeting was then cancelled due to COVID-19.

- B - Check VAT - the auditor did not advise or require me to obtain an amended invoice from the supplier, which would have rectified the technical anomaly.

Note: The Invoice is to be requested from the supplier with the correct address by the Clerk/RFO.

- H - Asset insurance values - the implication of the audit's observation is that the radar speed sign is not included within "Street Furniture". This is not correct. The radar speed sign is considered to be Street furniture and this is confirmed by the Insurance company.

Note: The Clerk will add the second VAS and the Dell computer to the schedule, as these currently are not on the insurance schedule.

4. **i) ADOPTION OF THE ANNUAL ACCOUNTING STATEMENT (AGAR Sect.2) 2019/20**

Refer to Appendix Accounting Statement (AGAR Sect.2). To be adopted by Council

Resolved EM20/07/4.01

The AGAR Section 2 Accounting Statement 2019/20 was adopted by Full Council and duly signed by the Chair (SG) and RFO, John Sadler.

Concerns were raised by a resident that the Clerk's salary for 2019/20 had exceeded the budget by 71%. An explanation had previously been given to the resident. Additional costs were allocated against the budget for "Parish Clerk activities" which was for the work necessary for the handover to a new clerk in September 2019. The subsequent additional work required when the new clerk resigned on the morning of the December Council meeting. Then for John Sadler, following a request from the Chairman, who stepped in and at very short notice, prepared the documentation for that meeting. Further costs in unravelling the problems left by the new clerk. Then, following the January meeting preparing again and carrying out the necessary work for the handover to our new clerk Vicky Bright, all expenditure had been itemised and presented and approved by Council.

ii) COMPLETION AND SIGNATURE OF THE CERTIFICATE OF EXEMPTION (AGAR) 2019/20

Formality following approval of Accounting Statement above, to be signed by the Chairman

The Certificate of Exemption for the AGAR Audit 2019/20 was signed by the Chair (SG).

**Meeting Adjourned due to technical interference at 8:07pm, the meeting reconvened at 8:14pm.*

Present: Steve Jones, Harry Lidster, Roland van Wijk, Andrew Ramsay, Stan Green, Naomi Palmer, Vicky Bright, Clerk & J. Sadler, RFO. Plus, one member of the public.

5. **TO REVIEW BUDGET REPORT TO 4th July 2020**

Resolved EM20/07/5.01

The budget report was reviewed and adopted by Full Council and signed by the Chair (SG).

It was requested that the budget be itemised more clearly and reported quarterly to Full Council.

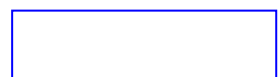
6. **REVIEW EFFECTIVENESS OF INTERNAL AUDIT PROCEDURE 2020/21**

Refer to Appendix Review of Effectiveness of Internal Audit. For review and to be adopted by Council. Appointment of Internal Auditor for the Financial year 2020/21

Resolved EM20/07/6.01

The Internal Audit procedures and effectiveness was reviewed and it was agreed to appoint Michael Williamson, Mijan Ltd as the Internal Auditor for 2020/21.

7. **APPROVAL AND TO AUTHORISE PAYMENTS OF OUTSTANDING INVOICES**



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Resolved EM20/07/7.01

It was agreed to approve the payments of the following outstanding invoices and the payments were authorized and signed by Cllr. S. Green and Cllr. S Jones.

Mrs V Bright	Mileage & expenses	S.111	£53.38

8. Items for the next meeting to be held on Monday 12th October 2020 at 7:30pm, venue to be confirmed.

- Asset Register

The Chairman offered on behalf of the Parish Council and the Village, greatest thanks to J. Sadler for his work as Clerk/RFO for the last 14 years.

Future Meetings Dates:

Monday 14th December 2020

Monday 8th March 2021

Meeting Closed: 8:30pm

