

**INKPEN PARISH COUNCIL**

***Extraordinary Parish Council Video Conference Meeting***

A meeting of the Parish Council was held on Thursday 2<sup>nd</sup> July at 11am by video conference due to Covid-19 and the urgency of the approval by Councillors of the Annual Accounts for 2019/2020.

Those attending the meeting were: Dr Thomas (Chairman), Mrs Edwards. Mr Hanna, Mrs Jones, Mrs Marriott, Mr May, and Mrs G Keene (Parish Clerk).

1. **Apologies** for absence were received from: Councillor Bates, who requested that future meetings were scheduled for evenings as daytime meetings are probably likely to clash with work commitments.

2. **Declarations of Interest:** None recorded.

2. **Details of the Annual Return for 2019/2020** had been circulated prior to the meeting to allow councillors to view and read the documents, which had been previously examined independently by the Examiner. Each document was examined for Councillors approval.

- To approve the Annual Governance & Accountability Return 2019/2020  
Approved.
- To approve the Summary of Receipts & Payment Account 2019/2020  
Approved
- To approve the Accounting Statement 2019/20  
Approved
- To approve the Annual Governance Statement 2019/2020  
Approved
- To approve the Certificate of Exemption  
Approved
- To consider any comments by the Internal Audit Report  
The only comment received was of a congratulatory nature ‘well done’
- To approve the Annual Return for 2019/2020  
– RFO and Chairman -wet signatures endorsed the Parish Council accounts.

3. Thanks were duly recorded to the Examiner, currently in lockdown, for his support and comprehensive annual examination of: cash book; receipts and payments; bank statements; parish council minutes; bank stubs; reference to previous accounting years; opening and closing statements; variance report and checks that the appropriate financial controls were in place.

4. Date of next meeting: – date to be agreed subject to Councillors availability.

Signature: .....Date: .....

**GLORIA KEENE**  
*Clerk to Inkpen Parish Council*