

INKPEN PARISH COUNCIL

An Extraordinary Parish Council Meeting was held on **Tuesday 23rd June 2021 at 7.30pm** at Inkpen Playing Field. Councillors agreed to meet outdoors due to current Covid restrictions on public gatherings, social distancing and constraints on the use of community meeting places. The meeting was required to meet the legal deadline to approve the Annual Governance & Accounting Return (AGAR).

Those attending the meeting of the full council were: Dr D Thomas (Chairman), Councillor Bates, Councillor Edwards, Councillor Hanna, Councillor Jones, Councillor Marriott, Councillor May and Mrs. G Keene (Parish Clerk).

1. Apologies: None – all Councillors were present.

2. To approve the Annual Governance & Accountability Return 2020/2021 (AGAR)

Copies of the AGAR had been circulated to Councillors prior to the meeting.

There were no questions arising from the papers.

2.1 The clerk clarified the checking process undertaken by the Examiner prior to the internal audit: all cash book entries; receipts and payments; reconciliation of the bank statement; cheques issued with financial control of two signatures; tax returns to HMRC; monthly bank statements; the setting of the precept based on end of year forecast; Parish Council minutes and approved expenditure recorded; variance analysis where expenditure was greater than 15% compared to the previous year; claim for the refund of VAT on non-business activities.

2.2 Chairman introduced each of the following papers for approval:

- a) Annual Internal Audit Report 2020/21 - circulated prior to the meeting, noted and approved.
- b) Annual Governance Statement 2020/21 – circulated prior to the meeting, noted and approved. signed by the Chairman and Clerk
- c) Annual Accounting Statements 2020/21 – signed by the RFO before being presented to the meeting, circulated, noted and approval confirmed by the Chairman.
- d) Certificate of Exemption AGAR 2020/21 – the certificate of exemption was signed to confirm that the annual gross income and expenditure for the year did not exceed £25k. The certificate is required by the external auditor no later than 30th June 2021.

Action: Secretary to action.

3. Grant application:

3.1 Councillor Hanna requested confirmation of the Grant for the Inkpen Cricket Club of £900 for the purchase of a lawn mower. The Chairman confirmed that the application details for the Grant, supporting bank account details and statement had been received as requested. The S137 Grant was confirmed as discussed and recorded in previous minutes.

Action: Secretary to circulate the amended details of the Grant application form and raise a cheque for signing by two councillors.

4. Date of Next Meeting – To be agreed depending on Councillors’ availability and the removal of Covid restrictions.

Councillors are asked to note that all items for discussion and decision must be recorded on the agenda, to allow due consideration to be given prior to the meeting and to inform residents.

Residents are requested to limit comments or questions for the public question time interval when Standing Orders are suspended. Written questions are requested by 2pm on the day of the meeting and should be forwarded to the Clerk.

Meeting closed at 8.30 pm

Signed:.....Date: