

## BRANDESTON PARISH COUNCIL

The Minute of an Extraordinary meeting held on Tuesday 23<sup>rd</sup> April 2019 at 7.30pm in the Committee Room of the Village Hall.

*Present: Councillors Elson, Mitson-Woods and Norman. Also present Clerk/RFO Mary Mitson-Woods.*

**1/1920/1** The Chairman welcomed members to the meeting.

**1/1920/2** Apologies for absence were received from Councillors Buckingham, Churchill, Duffy and Kirton.

**1/1920/3** There were no declarations of interest.

**1/1920/4** It was resolved that the Chairman should sign the Minute of the meeting of 12<sup>th</sup> March 2019 as a true and accurate record.

### **1/1920/5 End of Year 2018/19 Financial procedure**

- a) Councillor Mitson-Woods had carried out an Internal Councillor Audit for the year 2018/19 and had inspected the Accounts file and was satisfied that the Accounts had been kept to the required standard. **It was resolved that the Council accepts this document.**
- b) The Clerk presented the SALC Internal Report for 2018/19. The following issues were raised and resolved: -
  - i. The Council's Financial Standing Orders were considered not to be customised to Brandeston PC but were actually in place and were updated at the 8<sup>th</sup> May 2018 Annual Parish Council Meeting. The Clerk/RFO has emailed the updated copy with an extract from the Minute that confirmed this and the auditor was satisfied with this response.
  - ii. SALC had not seen the letter from HMRC confirming the Clerk's self-employed status but had seen the 2017/18 copy and assumed the status remained self-employed.
  - iii. The Council's compliance with the GDPR needed completing by verifying it is able to show compliance with GDPR by ensuring that it has privacy notices on the website. Procedures dealing with a subject access request and data breaches and an up to date data and document policy. **It was resolved that this would be put in place as soon as possible.**
- c) The RFO presented the financial End of Year Statement of Accounts which she had signed. She went through the figures and identified where they could be confirmed in the Cashbook and how they were also confirmed in the bank statements. It was resolved that the Chairman was authorised to sign the statement of Accounts to signify Councils' approval and adoption of them.
- d) The Chairman led Councillors through each box on Section 1 of the AGAR – the Annual Governance and Accountability Return (AGAR). **Councillors resolved that each box could be ticked to demonstrate compliance with financial regulations.**
- e) The Chairman went through Section 2 of the AGAR Accounting Statements 2018/19 and checked that the figures matched those on the Statement of Accounts. **It was resolved that Section 2 was approved for the Chairman to sign.**
- f) **Councillors resolved that the Council met the requirements to return a Certificate of Exemption from a full audit and that the Chairman should sign it.**

g) The Clerk informed Council that the dates for the period of Public Inspection would be 17<sup>th</sup> June to 26<sup>th</sup> July 2019.

**1/1920/6.** There had been no applicants for the role of Clerk/RFO. **It was resolved that if nobody was found the Council would engage a locum Clerk via SALC for an initial period of 3 months.**

**1/1920/7** The annual Parish Council Meeting would take place on Tuesday 14<sup>th</sup> May 2019 when new Councillors would take office

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