

# **WICKHAMBROOK PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

You are hereby summonsed to attend an extra-ordinary meeting of the Council on

**Thursday 3<sup>rd</sup> June 2020**

at 6:30pm in the Dulcie Smith room at

Wickhambrook Memorial Social Centre

for the transaction of the business on the agenda below.

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## **MEMBERS OF THE PUBLIC**

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

Nb. Please note that this meeting will be recorded, the recording kept only until draft minutes are approved at the following meeting.

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## **AGENDA**

- EO21.06.01 To note or approve apologies for absence.
- EO21.06.02
- 2.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
  - 2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
  - 2.3 To receive requests for dispensations
  - 2.4 To note any additions and/or deletions to the Council's Register of Interests.
- EO21.06.03 Public Forum – (**Open Session**).
- EO21.06.04 To receive comment or question on any Agenda item or matter of concern from those members of the public present  
**Session to close on or before 7:15pm**
- EO21.06.05 To note that there has been no correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
- EO21.06.06 To consider the outcome of the Internal Audit for the financial year 2020-2021 (tabled and circulated as WPC.21.06.01) and take action
- 6.1 **Proposal: Cllr Couzens**  
**That this Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.21, as commissioned from Heelis & Lodge, (Min. 21.02.09.3 refers) and circulated and tabled as Appendix 1 of WPC.20.06.01, noting that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following comments or recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:**
    - i) **Review council's risk assessment to include reference to impact of General Data Protection Regulations (GDPR).**

**Hilary Workman, Clerk & RFO to the Council**

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## **6.2 Proposal: Cllr Couzens**

**That this Council receives and approves the Risk Assessments (circulated & tabled as Appendix 2 of WPC.21.06.01) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.**

## **6.3 Proposal: Cllr Couzens**

**That, as per the Annual Governance and Accountability Return under the Account and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.21, (circulated and tabled as Appendix 3 of WPC.21.06.01) and authorises the Chairman and the Responsible Finance Officer to sign them as approved.**

## **6.4 Proposal: Cllr Couzens**

**That this Council approves the Annual Governance Statement, (circulated and tabled as Section 1 of the Annual Return to the External Auditor, at Appendix 4 of WPC.21.06.01) as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.21 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.**

## **6.5 Proposal: Cllr Couzens;**

**That this Council approves the Accounting Statement, (circulated and tabled as Section 2 of the Annual Return to the External Auditor, at Appendix 5 of WPC.21.06.01) as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.21 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval**

- EO21.06.07 To note that the period for public inspection of the Annual Accounts will be between Monday Monday 14 June – Friday 23 July 2021 and a notice will be published and posted to that effect.
- EO21.06.08 Any other matters for information, to be noted or for inclusion on a future agenda
- EO21.06.09 To confirm that the scheduled date for the next meeting is Thursday 29<sup>th</sup> July beginning at 7:00pm in the Dulcie Smith Room of the Wickhambrook Memorial Social Centre.
- EO21.06.10 Close of meeting.

**Published & posted 27<sup>th</sup> May 2021**



**Paul Couzens  
Chair of the Council**