

Wickhambrook Parish Council

Minutes

Of an extraordinary meeting of the Parish Council held on **Thursday 3rd June 2021**

Present: Cllrs J Barton, P Couzens, J Norton, T Turner

Attending: Parish Clerk Hilary Workman, SC Cllr Bobby Bennett

This meeting was held in the Dulcie Smith Room, Wickhambrook Memorial Social Centre.

- EO21.06.01 **Noted:**
The following apologies for absence: Cllrs J Claydon, K Merritt, S Thwaite
- EO21.06.02 **Noted:**
2.1 That when any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, there were none.
2.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
2.3 There were no requests for dispensations
2.4 There were no additions and/or deletions to the Council's Register of Interests
- EO21.06.03 **Noted:** Public Forum – (**Open Session**) 6:40pm –
That there were no comments or questions on any Agenda item or matter of concern, there being no members of the public present.
Session to close on or before 7:15pm
- EO21.06.04 No item - error in agenda numbering.
- EO21.06.05 **Noted:**
That there was no correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
- EO21.06.06 **Noted:**
The meeting considered the outcome of the Internal Audit for the financial year 2020-2021 (previously circulated as **WPC.21.06.01**) and
- 6.1 Resolved**
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.21.06.01, 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).**
- 6.2 Resolved**
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.

Signed: Paul Couzens

Dated: 22/07/2021

6.3 Resolved

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 Resolved

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 Resolved

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

Noted:

That the period for public inspection of the Annual Accounts would be between Monday Monday 14 June – Friday 23 July 2021 and a notice will be published and posted to that effect.

EO21.06.08

Noted:

That when any other matters for information, to be noted or for inclusion on a future agenda were invited, the following:

- Social Media – a paper to be brought by the Clerk & Cllr T Turner

EO21.06.09

Noted:

Confirmation that the scheduled date for the next meeting was Thursday 29th July beginning at 7:00pm in the Dulcie Smith Room of the Wickhambrook Memorial Social Centre.

EO21.06.10

Noted:

Close of meeting at 6:46pm.

Signed: Paul Couzens

Dated: 22/07/2021