



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Extraordinary Parish Council Meeting held at 7.00pm on Monday 28th June 2021 at the River Bourne Community Farm

MINUTES

Councillors present: Baker (Chair), Barker, Hayes, Jones, Maskell, McDonald, Schneider, Waller.

In attendance: Prince (Clerk), Deane (Deputy Clerk).

The Chair opened the meeting at 7.00pm. There were no members of the public present.

21.098 APOLOGIES. Apologies had been received from Cllr Rigiani and Cllr Tucker.

21.099 DECLARATIONS OF INTEREST. There were no declarations of interest.

21.100 APPROVAL OF INTERNAL AUDIT. The Clerk had previously circulated a Report on the Internal Audit and this was available online. He briefly explained the Internal Audit process. The list of observations from the audit was the second version. The first list had largely been dismissed by explanation. There were three outstanding observations. First that the Council needs to adopt a new Accounting System. This is being progressed. The second was a failure to agree the Accounting Statements. This has since been rectified. The third was the failure to have wet signatures on Bank Reconciliations because of Covid restrictions. This has also been rectified for the end-of-year reconciliation only.

Cllr Barker asked about the objectives that had not been covered in the audit. The Clerk explained why they were not applicable to this Council.

Resolved: To approve the Internal Audit Report and Observations.

21.101 APPROVAL OF ANNUAL GOVERNANCE STATEMENTS. The Chairman read out each of the eight statements to the Council and invited questions from Councillors. The ninth statement is not applicable to this Council.

Resolved: That the Council agree with each of the statements and approve the Annual Governance Statement 2020/21. The Statement was signed by the Chairman and Clerk.

21.102 APPROVAL OF ACCOUNTING STATEMENT. The Clerk and Responsible Financial Officer explained how the Accounting Statements were prepared. They had been confirmed by the Internal Auditor. He also explained the attached Reconciliation between Box 7 and Box 8.

Resolved: That the Council approve the Accounting Statements 2020/21. The Statement, which had been signed by the Responsible Financial Officer, was then signed by the Chairman.

21.103 AGAR Pt 3. EXPLANATION OF VARIANCES. The Clerk explained the further documentation that has to accompany the Annual Governance and Accounting Statements. He gave brief explanations of some of the variances.

The meeting closed at 7.25pm

NEXT MEETING. The next meeting of the Parish Council will be at 7pm on Monday 19th July 2021. Venue to be confirmed.