

MINUTES OF THE EXTRA ORDINARY MEETING FOR
BRIZLINCOTE PARISH COUNCIL
THURSDAY 30TH JULY 2020, 6PM
VIA THE PLATFORM ZOOM

PRESENT: Cllrs L Campion (Chair), A Cowan (Vice Chair), W Qneibi, S Moss, R Ludford-Brooks, R Page, P Marston, K Hyde, B Bidgood

IN ATTENDANCE: Mrs K Lear, Locum Clerk/Proper Officer

1/8 APOLOGIES

Resolved: that apologies and reasons absence were accepted for Cllrs B Judd and B Marsden

2/8 INTERNAL AUDITOR REPORT

Resolved: that the report was accepted by members. No matters of concern were raised by the internal auditor.

3/8 ANNUAL GOVERNANCE STATEMENT for 2019/20

Members approved the following:-

1. Prepared is accounting statements in accordance with the Accounts and Audit Regulations
2. Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. Has only done what it has the legal power to do and has complied with Proper Practices in doing so
4. During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
5. Considered and documented the financial and other risks it faces and dealt with them properly
6. Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority
7. Responded to matters brought to its attention by internal and external audit
8. Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant

Resolved: that the Annual Governance Statement is approved and be signed by the Chair and Locum Responsible Financial Officer.

4/8 **ACCOUNTING STATEMENTS 2019/20**

Resolved: that the Accounting Statements be approved, and be signed by the Chair and Locum Responsible Financial Officer

Fixed assets were noted as £2200 (clerk to establish ownership of the defibrillator)

Ear Marked Reserves were also agreed, £46000 :-

Future speed humps	£9000
Additional repairs/Nature Walk	£7000
Business contingency	£5000
Community Grants	£5000
Community Hub	£20000

Bank reconciliation – 31st March 2020 - £52947

5/8 **CERTIFICATE OF EXEMPTION**

Resolved: that the certificate of exemption was approved and be signed by the Chair and Locum Responsible Financial Officer

6/8 **DRAFT FINANCIAL REGULATIONS**

It was noted that some sections may not be appropriate at this moment in time.

Resolved: that members would look at the document and submit comments prior to the next available meeting, so that following amendments the policy will be adopted.

7/8 **DRAFT EXPENSES POLICY**

It was noted that section 5 would be removed

Resolved: that the policy be adopted with immediate effect subject to the changes proposed.

8/8 **ANNUAL RISK MANAGEMENT REVIEW**

It was noted that data back up systems could be explored as part of the authorities continuous improvements

Resolved: that the risk management review be adopted.

The Chair thanked everyone for attending.

Next meeting : 20th August 2020

**MRS L CAMPION
CHAIR – BRIZLINCOTE PARISH COUNCIL**