

# SALTWOOD PARISH COUNCIL

## MINUTES OF A REMOTE EXTRAORDINARY MEETING

Held via Zoom on

WEDNESDAY 16<sup>TH</sup> SEPTEMBER 2020 at 1830

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### PRESENT:

Cllr. N. Matthews (Chairman), Cllr. L. Johnson, Cllr. M. Carter, Cllr. F. Boland, Cllr. L. Sadler.

Locum Clerk: C. Skinner

No members of the public

### 1.0 APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr N Russill-Roy

### WELCOME

Cllr Matthews declared the meeting open at 1832.

### 2.0 DECLARATIONS OF INTEREST

There were none

### 3.0 FINANCE

#### 3.01 To Receive Balances

It was resolved to accept the Balances Statement 1st April 2019 – 31st March 2020 as a true and accurate record. Proposed Cllr Boland, seconded Cllr Carter. all agreed.

#### 3.02 To Confirm Accounts Paid Since the Last Meeting

Harmers	£180.00
Zoom	£ 28.78
CPRE Subscription	£ 36.00
Water for fountain	£ 23.83
ROSPA Play Equipment Inspection	£115.80

It was resolved to approve the payments Proposed Cllr Sadler, seconded Cllr Boland, all agreed.

#### 3.03 To Approve Accounts Presented for Payment

Clerk's Expenses	£536.77
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It was resolved to approve the payment presented, Proposed Cllr Sadler, seconded Cllr Boland, all agreed.

SIGNED:

### **3.04 To Approve Income & Expenditure for 2019/2020**

It was resolved to accept the Income and Expenditure Statement 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 as a true and accurate record. Proposed Cllr Matthews, seconded Cllr Boland, all agreed. It was noted that there had not been a claim for refund of VAT made during this accounting period.

### **3.05 To Approve the AGAR for 2019/2020**

**3.05.1** It was resolved to approve the Annual Governance Statement, Proposed Cllr Boland, Seconded Cllr Sadler, all agreed.

**3.05.2** It was resolved to approve the Accounting Statement, Proposed Cllr Boland, Seconded Cllr Sadler, all agreed

**3.05.3** It was resolved to approve the Certificate of Exemption, Proposed Cllr Boland, Seconded Cllr Matthews, all agreed

**3.05.4** It was noted that an internal audit had not been undertaken and therefore page 4, Annual Internal Audit Report 2019/20 of the AGAR was not completed. Cllr Matthews asked the locum clerk to contact Mr Lionel Robbins and to ask if he could fulfil this service. It was resolved that Mr Robbins be asked to perform an internal audit for Saltwood Parish Council. Proposed Cllr Matthews, seconded Cllr Boland, all agreed.

**3.05.5** It was noted that the Notice of Public Rights and Publication of Unaudited Annual Governance had not been published – to be actioned as soon as possible.

### **4.0 PUBLIC CONTRIBUTION TIME**

No members of the public were present.

### **5.0 NEXT MEETING**

**Monday 5th October 2020 at 1830, via Zoom.**

### **6.0 CLOSE OF MEETING**

There being no further business, the meeting closed at 1925.

*Catherine Skinner*

Locum Clerk – 17<sup>th</sup> September 2020

SIGNED: