



**Extraordinary meeting of Rockland St Mary with Hellington Parish Council
held on Wednesday 23rd June 2021 in the Parish Room, Rockland St Mary**

MINUTES (DRAFT)

Present: Cllrs Kate Bevington (Chair), Catherine McCormick, Paul Francis, Mike Hayward, Ernie Green and Jo Norris. Vanessa Sewell attended as Clerk.

18.130 Apologies for absence

Apologies had been received from Councillor Stone.

NOTED.

18.131 Declarations of interest

There were no declarations of interest.

NOTED.

18.132 To review the Annual Governance & Accountability Return (AGAR) 2020/21 Part 3:

18.132.1 To approve and Sign Section 1 Annual Governance Statement 2020/21 - the Clerk

had circulated to Councillors prior to the meeting the Annual Governance Statement, Bank Reconciliation as at 31 March 2020, accounts for the year ending 31 March 2021 and the breakdown of accounts. The Chair read through the Annual Governance Statement and Accounting Statements for 2021. On the proposal of Councillor Hayward, seconded by Councillor Green, Councillors unanimously agreed that all the relevant procedures were in place. The Chair signed the Annual Governance Statement verified by the Clerk.

AGREED AND NOTED.

18.132.2 To approve and Sign Section 2 Accounting Statements 2020/21 - the Clerk had circulated the Statement of Accounts to all Councillors prior to the meeting. On the proposal of Councillor Green, seconded by Councillor Hayward, the Statement of Accounts was unanimously approved. The Chair signed the relevant sections which were countersigned by the Clerk as Responsible Financial Officer.

AGREED AND NOTED.

It was noted in Section C of the internal auditor's report that the amount for tenders in the Parish Council's Standing Orders was listed as £60,000 but that in the Financial Regulations it was listed as £5,000. The two figures should be the same amount. On consideration, Councillors agreed to change the figure in the Standing Orders to £5,000 to ensure that both amounts were the same. The Clerk would submit the return to the external auditors PKF Littlejohn. A "Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability return for the Exercise of Public Rights" would be displayed. If any parishioner wished to examine the accounts the Clerk would make these available in the Parish Rooms to comply with current COVID 19 regulations and social distancing. It was further noted that the Clerk had experienced a delay in processing the end of year accounts, and that in order to meet the statutory accounts approval deadline requirements an alternative auditor had been commissioned to carry out the internal audit. The internal audit had been carried out satisfactorily and all statutory requirements would be met.

AGREED AND NOTED.

There being no further business, the meeting closed at 8.00 pm.

Date of next planned meeting – Wednesday 7th July 2021

Vanessa Sewell, Parish Clerk

Signed as a correct record by the Chair.....

Date