



Clerk to Council: Elizabeth Martin

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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Ogbourne St George Parish Council
held at Ogbourne St George Village Hall on Thursday 29th June 2023
commencing at 6:00pm.

MEMBERS PRESENT: Councillors Sam Frost [SF] Nathalie Collister [NC], Bob Tanner [BT]

OFFICER PRESENT: Elizabeth Martin [EM], Clerk to the Council

CHAIR: Sam Frost [SF]

APOLOGIES: Abigail Barratt [AB], Rachel Inglefield [RI], Nicholas Burnet [NB], Rob Green [RG]

Meeting Commenced: 18:05

FC23/24/030 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Apologies received from Cllr. Barratt, Cllr. Inglefield, Cllr. Burnet and Cllr Green
Proposed SF. Seconded NC. Passed
IT WAS RESOLVED THAT The Absence Of Cllrs. Barratt, Inglefield, Burnet and Green, Be Approved.

FC23/24/031 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None.

FC23/24/032 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2023**
Order Amended.

FC23/24/033 **To Receive The Internal Auditors Report**
Received.

The following areas were raised by the Auditor

B Insufficient evidence has been supplied to demonstrate that all invoices were properly examined and approved by Councillors before payment was made (Selected NO).



Most the invoices were sent to Councillors for electronic signature. Some invoices were not sent, and some invoices were sent but not signed (the e-signature system request expires if not completed within 30 days). EM will endeavour to improve this for the current year.

F No petty cash held (Selected as Not Applicable/ Not Covered)

This is as expected as the Council does not hold cash.

I Due to issues arising from changing banks bank statements were not available for a proportion of the year. Therefore, the Council was unable to perform bank reconciliations regularly. Bank reconciliations were however carried out when possible (Selected NO).

The change of banks in 2022 was a long drawn out and issue ridden exercise. Fortunately, this exercise is now complete. The Council changes it bankers due to failings in their processes and concern over their competence.

I I have not been provided with the bank statement for the savings account for 31 March 2023 and I have therefore been unable to check whether the year end bank reconciliation is correct.

Final savings statement missed from bundle.

L The signed 2021-22 Annual Return is not on the website as required by the Accounts and Audit Regulations 2015

The unsigned version has been posted. EM will find the signed version, can and post. The posting of signatures has been avoided, but as this is a requirement, it will be updated.

M The 2022 AGAR was approved after 30 June 2022, the inspection period did not include the first 10 working days of June and was only 26 working days when the requirement is 30 working days

Unfortunately, the Council were unable to meet Quorum (minimum of 3 Councillors in attendance) for the meeting planned for June 30th 2022. The first possible meeting to approve the AGAR was held on July 7th 2022.

The Council were not able to fulfil the requirement of having the notices and documents approved and posted for July 1st. Whilst the notice states an incorrect number of days (26 not 30) the notice did remain on the website until September 2022 and all required documents were posted.

N The signed 2021-22 Annual Return is not on the website as required by the Accounts and Audit Regulations 2015



See comments on L above

- O The Council is not a sole managing trustee (Selected as Not Applicable/ Not Covered)

This is as expected as the Council does not hold cash

EM updated the Council on the above issues raised by the Auditor. During 22/23 the Council moved banks (taking 6 months) and struggled with the change due to tight time-limits imposed on getting paperwork signed by all Councillors and processed by the banks. The Council also changed its website. The new website does contain all the audit material for the last 9 years and was commended for this. EM feels that now these changes are complete, the Council is well positioned to be back to a full compliance for the current year – although the audit is always very precise.

FC23/24/034 To Receive The Accounting Report For 2022/23

Received. See FC23/24/033 for explanations.

FC23/24/035 To Consider And Approve The Annual Governance Statement For 2022/23

Due to the findings detailed in FC23/24/033 the Council was advised to select NO to the following items in the Governance Statement

Assertion 2 – as access to banking records was not possible for the whole year and bank reconciliations could not be undertaken.

Assertion 3 – As the Council has not complied with relevant legislation including the Transparency Code for Smaller Authorities 2014 and the Accounts and Audit (England) Regulations 2015 with relation to the publication of the 2021-22 AGAR. The AGAR was not approved until July 7th for posting.

Assertion 4 – as the Notice for Public Rights did not comply with the Accounts and Audit Regulations. The AGAR was not complete which is required before the Notice is published.

Assertion 7 - not all the payment dates in the cash book were correct, though everything was recorded, and this was brought to your attention in my report in 2022.

For Assertion 7, the Clerk records the payment date when it is submitted for payment using the online banking. The date the money leaves the bank is the working day after the second signer approves the payment. The Auditor has previously asked that we record the date of cheque signature as the payment date, which has been taken to be the equivalent to a submission date. EM will work with the auditor to try and understand this as it is contrary to other auditor advice and recording the date it leaves the bank is counter intuitive.



Proposed SF. Seconded BT. Passed

IT WAS RESOLVED THAT The Annual Governance Statement Be Approved.

FC23/24/036 **To Consider And Approve The Annual Accounting Statements For 2022/23**

Note, Box 3 for the 2022 column should read £36 not £36.43 (report should be whole numbers only)

An explanation of the variances between 2021/22 and 2022/23 are attached to these minutes and posted on the website as part of the AGAR pack.

EM agreed to email around the Explanation Of Variances following the meeting as requested.

Proposed SF. Seconded BT. Passed

IT WAS RESOLVED THAT The Annual Accounting Statement Be Approved.

FC23/24/037 **To Consider And Agree The Exemption Certificate**

Proposed NC. Seconded SF. Passed

IT WAS RESOLVED THAT The Exemption Certificate Be Approved.

FC23/24/038 **To Note The Dates For The Public To Exercise Their Rights Will Be From Friday 30th June 2023 To Friday 11th August 2023.**

Noted

These minutes are accepted as a true and accurate record: -

Signed S Frost

Date 07/19/2023


Meeting Concluded 18:40

Summary Of Public Participation Section

a) Public Participation

None


SIGNATURE CERTIFICATE



REFERENCE NUMBER
A0EED889-D751-477C-9441-6CE0405996D9

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number A0EED889-D751-477C-9441-6CE0405996D9</p> <p>Transaction Type Signature Request</p> <p>Sent At 07/14/2023 11:01 EDT</p> <p>Executed At 07/18/2023 19:08 EDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 39d590efa9b263df71f369ac9fba36addfe100c53abd7a0e194eeee4ec2b6b8b</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name Osg Mins 290623 Final</p> <p>Filename osg_mins_290623_final.pdf</p> <p>Pages 4 pages</p> <p>Content Type application/pdf</p> <p>File Size 148 KB</p> <p>Original Checksum a00f91499a560d5280fe0e8fda4c339b798b5e9227995d1e5466b96bed9f23a1</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Sam Frost</p> <p>Email sam.frost@ogbournestgeorge.org.uk</p> <p>Components 6</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 4bd0250abd3f6493093a710248c59777e44dbbfd3b54156c6da2cbcafdd825a6</p> <p>IP Address 81.187.253.110</p> <p>Device Safari via Mac</p> <p>Typed Signature </p> <p>Signature Reference ID A87566CA</p>	<p>Viewed At 07/18/2023 19:07 EDT</p> <p>Identity Authenticated At 07/18/2023 19:08 EDT</p> <p>Signed At 07/18/2023 19:08 EDT</p>

AUDITS

TIMESTAMP	AUDIT
07/14/2023 11:01 EDT	Elizabeth Martin (parishclerk@ogbournestgeorge.org.uk) created document 'osg_mins_290623_final.pdf' on Chrome via Mac from 217.32.112.22.
07/14/2023 11:01 EDT	Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a link to sign.
07/18/2023 19:02 EDT	Sam Frost (sam.frost@ogbournestgeorge.org.uk) was emailed a reminder.
07/18/2023 19:07 EDT	Sam Frost (sam.frost@ogbournestgeorge.org.uk) viewed the document on Safari via Mac from 81.187.253.110.
07/18/2023 19:08 EDT	Sam Frost (sam.frost@ogbournestgeorge.org.uk) authenticated via email on Safari via Mac from 81.187.253.110.
07/18/2023 19:08 EDT	Sam Frost (sam.frost@ogbournestgeorge.org.uk) signed the document on Safari via Mac from 81.187.253.110.