

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL FINANCE MEETING
Held on Wednesday 29 June 2022, at 1830, at Community Hall, St Martin's Close,
Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Mr R Wynn (RW); Mrs C Munday (CM); and Mrs J Parsons - Clerk/RFO (JP)

No members of public in attendance.

4295 Apologies for absence

Mr D Braddock; Dr B Ferguson; Mr J Benton

4296 Declarations of Interest and Dispensations

None

4297 FY21/22 Annual Governance and Accountability Return (AGAR) Part 2

- a) The Clerk reviewed with Members the Internal Auditor's Report for FY21/22 from the new auditor (R Lawrynowicz). Points to note: i) the auditor had made recommendations for improving the robustness of the forecasting spreadsheet to avoid errors and also keeping monthly copies of the Daybook for back-up/reference. RW suggested locking the cells which contain formula to avoid these being deleted and providing an annotation as a reminder of what the cells contain. ii) the auditor had noted that the bank reconciliations were incomplete and the Clerk had confirmed that although the balances were correct, details of payments to be made and any uncleared credits/ would be included going forward. All payments are also listed on the monthly meeting agenda, approved by two signatories and minuted following the meeting. Members were grateful for the new auditor's input, to ensure ongoing compliance and it was agreed that the Clerk would review the suggestions for improving the spreadsheets with the auditor and implement as necessary.
Action: Clerk to arrange meeting with auditor to follow up recommendations in IA Report for FY21/22.
- b) **Resolution: to approve Section 1 (Annual Governance Statement) of the Annual Return for FY21/22 as signed and presented by the RFO.** Proposed by RW and seconded by LH. Carried unan. This was signed by KB and the Clerk.
- c) **Resolution: to approve Section 2 (Accounting Statements) of the Annual Return for FY21/22 Section 2.** Proposed by CM and seconded by RW. Carried unan. This was signed by the Clerk and KB.
- d) **Resolution: to enable the redaction of the signatures on the web version of the AGAR to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns.** Proposed by KB and seconded by RW. Carried unan.
- e) The period for the exercise of public rights, following publication of the AGAR and associated documentation on the Parish website, will be 1 July – 11 August 2022 inclusive.

4298 Matters of Report, Questions and Items for the Next Meeting

None

4299 Date for Next Meeting

Monday 4 July 2022 at 6.30pm, Village Hall, Stowey Road, Fivehead

The meeting closed at 7.10pm.

Chairman.....

Dated.....