

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 8 JUNE 2020
(THE MEETING WAS HELD VIA VIDEO-LINK IN ACCORDANCE WITH
REGULATIONS INTRODUCED UNDER THE CORONAVIRUS ACT 2020)**

PRESENT:	Councillor M Theobald	Chairman
	Councillor J Davenport	Councillor M Docker
	Councillor S Ford	Councillor P Groves
	Councillor J Hillman	Councillor K Nord
ABSENT:	Councillor G Gwinn	
IN ATTENDANCE:	Borough Councillor Andrew Martin	

160 DECLARATIONS OF INTEREST

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

161 PUBLIC QUESTION TIME

Members of the public were able to ask a question of the Parish Council or make a statement.

There were no members of the public in attendance.

162 ACCOUNTS 2019-2020

162.1 Revision to Audit Regulations

The Parish Council was asked to approve the accounts for 2019-2020; the accounts were currently being audited by the Internal Auditor.

As a result of the pandemic, the audit regulations had been revised as follows:

- (a) The public inspection period must commence on or before 1 September 2020. This was formerly to include the first 10 working days of July.
- (b) The AGAR must be approved and published by 31 August 2020 at the latest.
- (c) A wet signature was still a requirement. When the accounts were returned, the Chairman would need to sign the AGAR.
- (d) The publication date for final, audited accounts had moved from 30 September to 30 November 2020 for all local authorities.
- (e) It was suggested that a meeting be arranged when the accounts had been audited, to enable the Parish Council to (a) comply with the regulations regarding the public inspection period, and (b) conduct a review of the effectiveness of the internal process for 2019-2020.

162.2 Accounts for Approval

The following documents were submitted:

- (a) Annual Governance and Accountability Return (AGAR) Part 3.
- (b) Copy of ledger for 2019-2020 showing expenditure for the year, together with a bank reconciliation.
- (c) Fixed Assets Register.

(d) A detailed copy of the receipts schedule.

This had been withheld from public circulation and deposit on the basis that individuals' names were given on the schedule and it was not in the public interest to disclose the information. The Parish Council was asked to formally exclude the press and public.

RESOLVED: That in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the receipts schedule for Community Hall income owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

The press and public were re-admitted to the meeting following consideration of the receipts schedule.

162.3 Annual Governance and Accountability Review (AGAR)

The order in which the sections of the AGAR were to be approved was specific and must be considered in a specific order.

162.4 Section 1 – Annual Governance Statement – 2019-2020

The Parish Council was asked to give consideration to points 1–9 as it was the Council's responsibility to ensure that there was a sound system of internal control including arrangements for the preparation of the accounting statements.

RESOLVED: That the Annual Governance Statement 2019-2020 be approved.

162.5 Section 2 – Accounting Statements – 2019-2020

RESOLVED: That the Accounting Statements 2019-2020 be approved.

163 PLANNING APPLICATION

The Parish Council was invited to submit comments on the following planning application by 1 July 2020.

20/2194N Stapeley Bank, 105 London Road, CW5 7JW
Proposed two-storey side extension to south facing elevation with a
single-storey side extension to the north facing elevation.

RESOLVED: That no observations be made on planning application No. 20/2194N.

(Note: During consideration of planning application 20/2194N, Councillor Groves stated that he was acquainted with the applicant.)

164 DATE OF NEXT MEETING

The next meeting would be arranged when the accounts had been returned from the Internal Auditor.

.....Chairman