

## **TERRINGTON PARISH COUNCIL**

### **Minutes of a Council Meeting held under delegated powers at Plump House on Friday 22 May 2020 at 16:00**

Present : Cllr Winning (Chair), Cllr Barnett (Acting Clerk and RFO)

Public : no members of the public were present

In view of Government advice regarding social distancing during the Covid 19 lockdown and the decision at the TPC meeting on 20 March 2020 to devolve decision making power to Cllr. Barnett (Acting Clerk) and Cllr Winning (Chair) the caucus was held in Cllr Winning's patio with over two metres distance between both those present.

#### **1. Minutes of Interim Caucus Meeting held on Friday 15 May**

The minutes were approved as a true and accurate record. The Acting Clerk confirmed that he has set up a formal register of signed and approved minutes as required by regulations and shared this with the meeting.

#### **2. Exemption from internal audit**

The meeting resolved to claim exemption from external audit as neither the council's income nor expenditure exceed £25,000, thus formally endorsing the decision made at the Interim Caucus held on 22 April

#### **3. Internal audit report**

The RFO tabled the formal AGAR audit document (AGAR page 4) together with a note containing comments made by the internal auditor. It was agreed to implement all of the suggestions made by the auditor – indeed this meeting is considering revised Financial Regulations and Standing Orders for adoption. The meeting also considered bank statements and invoices and signed these in duplicate as suggested.

#### **4. Annual Governance Statement**

The RFO presented the Annual Governance and Accountability Statement (AGAR) for 2019/20 as approved by the internal auditor. The meeting reviewed this (pages 1-6) and formally adopted it. The Chairman and RFO signed the AGAR as required.

#### **5. Accounting Statements**

The RFO presented the Accounting Statements:

AGAR – page 6

Analysis of variances

Bank reconciliation to 31.03.20

These were all agreed and adopted.

## **6. Public Display of Financial Statements**

The RFO presented the meeting with a “Notice of Public Rights and Publication Of Annual Governance and Accountability Return” notice. The council is required to publicly display the AGAR and the accounting documents noted in para. 5 above for a period of 30 working days. The RFO proposed that this period be from Monday June 1 to Monday July 13. The meeting agreed this proposed time period. The documents will be displayed on the parish website at [www.terringtonpc.co.uk](http://www.terringtonpc.co.uk) and available for viewing directly by prior arrangement with the RFO.

## **7. Provisional Standing Orders**

The Chairman presented an updated version of the Standing Orders bringing them in line with current guidance. This document had been circulated to all councillors prior to the meeting and two councillors had responded supporting their adoption on a provisional basis, with no objections received.

It was resolved to adopt these on a provisional basis, subject to review and confirmation at the next (post crisis) fully attended council meeting.

## **8. Provisional Financial Regulations**

The RFO presented an updated version of the Financial Regulations bringing them in line with current guidance. This document had been circulated to all councillors prior to the meeting and two councillors had responded supporting their adoption on a provisional basis, with no objections received.

It was resolved to adopt these also on a provisional basis, subject to review and confirmation at the next (post crisis) fully attended council meeting.

## **9. Any other business**

### **Financial Statement**

The RFO presented an up to date statement of the financial position, reconciled to the latest bank statement. The Chairman reviewed these and signed both statements.

### **Parish Clerk**

It was agreed to hold over the appointment of a new Parish Clerk until circumstances change enough to allow us to hold face to face interviews.

### **Risk Assessment and documentation updating programme**

The need for both a risk assessment and a Risk Management Policy was noted, and it was agreed that the RFO will progress both these items. Other necessary documentation (disciplinary procedure, grievance procedure, sickness policy etc) is being progressed by the Chairman.

## **10. Date and time of next meeting**

To be agreed between the Chairman and Acting Clerk when felt needed.

The meeting closed at 16:37.