

**NOTES OF A WARMINGHAM PARISH COUNCIL VIRTUAL EXTRAORDINARY MEETING HELD ON
WEDNESDAY 9th JUNE 2021 AT 7.30 PM**

PRESENT: Councillors James Richardson (Chairman), Simon Moss and Oliver Rowe
Gaynor Hawthornthwaite (Clerk)

There were no members of the public in attendance.

1. APOLOGIES FOR ABSENCE

Councillor Jo Price

2. DECLARATIONS OF INTEREST

None declared.

3. FINANCE

Approval of 2020/21 Annual Audit Return

- Completion of Section 1 – Annual Governance Statement 2020/21: The PC considered and voted on points 1-8 of the Statement in Section 1, which was approved and signed by the Chairman and the Clerk/Responsible Financial Officer.
- Completion of Section 2 – Accounting Statements 2020/21: The PC considered the Statement in Section 2, which was approved and signed by the Chairman and the Clerk/Responsible Financial Officer.
- Approval of Exemption Certificate After consideration of the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2020/21 did not exceed £25,000, the PC wished to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015. The form was signed by the Chairman and the Clerk/Responsible Financial Officer.

Action - Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the 2020/21 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, Certificate of Exemption and the Exercise of Public Rights Accounts to be displayed on the PC website.

Approval of Accounts and Internal Auditor's Report – 2020/2021

The end of year accounts were approved and the internal auditor's report was considered as follows:

1. Internal control objective (Objective M) in the AGAR internal audit certificate requires internal audit to conclude whether the Public Rights Notice during the previous Summer (2019/20 financial year) was compliant with the Regulations.
The public notice was announced on June 22nd, 2020. However, the notice must be announced to the public at least one day earlier than the commencement date of the notice period of June 22nd.
In addition, the inspection period must be for 30 working days, however, the council inspection period only covered 25 working days.
Therefore, we have concluded the council did not comply with the requirements for the Public Rights Notice for 2019/20.

Recommendation - The council should ensure compliance with the legal requirements for the Annual Notice of Public Rights.

The PC noted the dates for the Public Rights Notice for 2019/20 and agreed the dates for the 2020/21 Public Rights Notice – Date of Announcement: Friday 18th June 2021, Commencing on Monday 21st June 2021 and Ending on Friday 30th July 2021.

Action – Clerk to complete the 2020/21 Notice of Public Rights form and arrange for it to be published on the website.

2. The council Financial Regulations require the following with respect to medium term financial planning :

3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments

However, there is currently no three year rolling revenue and capital financial plan in place.

Recommendation - The council should either establish a rolling three year financial plan for revenue and capital as required by the current Financial Regulations (FRs) or update FRs to reflect the current annual budget procedure.

The PC considered and noted the recommendation and agreed to update the Financial Regulations to reflect the current annual budget procedure.

Action – Councillor Rowe to update the Financial Regulations as recommended.

3. A 'working from home' allowance is paid to the clerk which is not classified by the council as benefit in kind disclosed in a P11D. The latest Practitioner's Guide for Smaller Councils states that '*The following are not staff costs for the purpose of Line 4 (in the AGAR accounts) ; mileage and other travelling and subsistence allowances, "Homeworking allowance" that is, an allowance paid to cover the extra costs of working from home...'*

The Practitioner's Guide also states for staff costs that '*if there is a change of reporting basis, corresponding figures from the preceding year must be restated in a similar basis.'*

Recommendation - The Council should review the staff costs disclosure in the AGAR accounts with reference to the latest Practitioner's Guide for Smaller Councils, If the accounts are changed, the council should ensure the prior year is restated to ensure a consistent reporting basis.

The PC reviewed the staff costs in the 2019/20 and 2020/21 AGAR returns, which were updated and amended as recommended.

4. A laptop fixed asset addition has been added to the asset register at a value of £499. However, this is the cost price inclusive of VAT paid. The net figure of £416.66 is the correct value to include in the asset register.

Recommendation - The asset register should be corrected as noted. Fixed asset additions should be included net of VAT in the asset register when the VAT is reclaimable.

Action – Clerk to update the Asset Register as recommended.

5. The AGAR annual return does not cast correctly by £1.

Recommendation - The rounding error in the AGAR annual return should be resolved.

Action - The Clerk noted the rounding error in the AGAR annual Return and the amendment to the bank reconciliation as recommended.

6. The risk assessment does not address the risks of supplier (procurement) fraud.

Recommendation - The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.

Action – Councillor Rowe to obtain further information from Chalc and update the Risk Assessment accordingly.

The following were approved for payment and Cheques were signed :

- Payroll Services First Quarter – Shires Pay Services Limited - £52.80
- Reimbursement - Stationery (12 x first class stamps £10.20, 2 reams of Copier Papers £9.99, 2 x Envelopes £8.98 totalling £29.17 – Mrs G Hawthornthwaite
- Reimbursement - Planters – Warmingham Village - £286.88 – Mrs D Rowe
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5. DATE OF NEXT MEETING

The date of the next virtual meeting is **Wednesday 14th July 2021 at 7.30 pm** at Warmingham Village Hall.

The meeting closed at 8.30 pm