

Minutes of Extraordinary Parish Council Meeting

WEST DEREHAM PARISH COUNCIL

DATE: Thursday 24th June 2021
TIME: 7:00pm
PLACE: West Dereham Village Hall
PRESENT: Nick Drew (Chair), Stuart Glover, Keith Gore & Sue Pepper (Councillors)
PUBLIC: 0

1. To Receive Apologies for Absence

Apologies were received from Tim Glover.

2. To receive declarations of interest on agenda items

There were none.

3. Notice regarding use of social media, audio recording of Parish Council meeting and invitation for public contribution.

ND asked if anyone present would be filming, recording, blogging, or tweeting during the meeting. There was no response from the persons present.

4. Finance

ND thanked all present for attending this extraordinary official meeting and explained for the record that this additional meeting was called specifically to agree and sign off the End of Year Accounts and associated documents. Due to the ongoing illness of the present Clerk, the accounts had been internally audited and prepared by NPTS at short notice. Rather than seek an extension it was considered preferable to call an additional meeting so the Accounts and associated documents could be signed off by the Parish Council Committee prior to the deadline of 30th June 2021.

4.1 To consider the Internal Auditors report for year ending 31 March 2021.

A comprehensive Internal Auditors report completed by Di Dann of NPTS was tabled for consideration. The report highlighted a number of recommendations which the Committee agreed should be discussed and implemented with the new Clerk/RFO once appointed. This may require further input from NPTS.

4.2 To agree the Accounts for Year Ending 31st March 2021.

The End of Year Accounts have been prepared and completed by Julie King of NPTS. With the absence of the present Clerk due to illness, not all information was available, so the Accounts have been produced that simply categorise payments and receipts.

The Committee considered the highlights of the prepared accounts as follows:

Opening Balance @ 1st April 2020	:	£ 19,908.65
Total Income during year	:	£ 23,078.08
Total Expenditure during year	:	£ 22,025.10
Closing Balance @ 31st March 2021	:	£ 20,961.63
Represented by (Bank Accounts)		
Barclays Community – Main Account	:	£ 16,199.98
Savers Account (Cemetery)	:	£ 4,284.25
Allotment Deposits Account	:	£ 477.40
Unity Trust Bank (New On-line Account)		-
Total		£ 20,961.63

The Council unanimously agreed to sign off the Accounts.

4.3 To consider to be exempt from external Audit.

With the total gross income and total gross expenditure being under the threshold and not exceeding £25,000.00, West Dereham Parish Council are able to certify itself as exempt from submitting an Annual Governance and Accountability Return (AGAR) to the external auditor, this normally being submitted before 30th June 2021. This would represent a saving of £200.00 for the external audit fee.

Nick Drew therefore proposed the motion to apply for exemption, which was seconded by Keith Gore. The Council unanimously agreed and the Certificate of Exemption was signed by Nick Drew (Chair).

4.4 To consider the assertions on, and complete the Annual Governance Statement 2020/21.

ND read out the individual Accounting Statements contained on the Annual Governance Statement 2020/21 to all Councillors present. Items 1 to 8 of the Statement were answered “Yes” by all Councillors present and N/A to Item 9.

The Council unanimously agreed the Statement and it’s signing by the Chairman and Vice Chair in the absence of the Clerk.

The Annual Governance Statement 2020/21 was signed by Nick Drew & Sue Pepper.

4.5 To consider and approve the Accounting Statements 2020/21.

The Accounting Statements document has been completed by Julie King of NPTS in the absence of the Clerk.

Three of the Statement figures have been re-stated. This was because when preparing the accounts, it was found that a number of cheques for the April 2020 meeting had been written out on 3rd April 2020 that had been included in the 2020/21 year of account (the year ends 31st March 2021). These sums were therefore removed from the 2019/20 year and included in the 2020/21 year. This process required for the affected figures to be re-stated for the previous year.

The cheques for the meeting in April 2021 were written out on 31st March 2021 and correctly included in the year 2020/21. However, this means that cheques for the April 2020 and April 2021 meetings are both included in the 2020/21 year. There are therefore 13 months in the 2020/21 year and just 11 months in the 2019/20 year, which makes comparison difficult. It has been recommended by NPTS that in future years it may be best if the April payments are included in the new financial year. This is something to discuss and agree with the new Clerk/RFO when appointed.

The Council unanimously agreed to sign off the Accounting Statements doe 2020/21. ND signed and dated the document.

5. Open Forum for Public Participation

There was no public attendance, so the meeting was ended.

Meeting closed at 7.51 pm _____ (Chairperson)

_____ (Date)