

BRERETON AND RAVENHILL PARISH COUNCIL

Minutes of an Extraordinary Meeting held at the Parish Hall, Ravenhill Park, Brereton, on Tuesday, 27th September 2022.

Present

Councillors: TA Jones [Chairman], K Ansell, Alderwoman Mrs P Ansell, Alderman R Easton, Councillors Ms IJ Brown, Mrs DM Easton, JC Harvey and Mrs G Harvey and DR Johnson.

Also present: GN Molineux [District Councillor] Mrs RM Davies and Mr J Smith [Responsible Finance Officer].

Apologies for absence were received from Councillors Ms C Hodgkiss and Mrs L Johnson.

1. APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2021/2022

RESOLVED

That the Annual Governance Statement 2021/2022 be approved.

2. APPROVAL OF THE AGAR [Annual Governance and Accountability Return]

RESOLVED

That the AGAR 2021/2022 be approved.

3. EXPLANATION BY THE CHAIRMAN OF THE PROCEDURES REGARDING THE RESPONSIBILITY OF THE PARISH COUNCIL

The Chairman explained the procedure with regard to the Parish Council's responsibilities regarding the audit.

Councillor Mrs DM Easton reported on a meeting that had taken place between herself, Alderman Ray Easton, Mr Peter Harrison [previous Parish Clerk], Mr J Smith [Responsible Finance Officer] and Mrs RM Davies, with regard to the preparation of paperwork to be sent to Mazars [the External Auditors]. A covering letter should be included with the following information:-

[A] Appropriate accounting records will be properly kept throughout the financial year.

[B] The Parish Council will obtain copies of all up-to-date financial regulations, to be done in conjunction with the internal auditor and will be kept up to date.

[C] The Parish Council will review the risk assessment each year and this will be thoroughly checked and updated.

[H] The asset and investments registers will be accurately completed each year and properly maintained. Zurich [the Parish Council's insurers] will be contacted for up-to-date information with regard to updating the insurance policy.

[I] Periodic bank reconciliations will be carried out during the year with advice obtained from the internal auditor.

[J] Accounting statements will be prepared and agreed to the cash book, supported by an adequate audit trail and, where appropriate, debtors and creditors properly recorded.

[L] The Parish Council will publicise on the web site up to date information and, if necessary, firm action will be taken against the Web Site Manager if this is not adhered to. Additions to the website will also include Standing Orders, updated Financial Regulations, Code of Conduct and Risk Assessments.

[N] Brereton and Ravenhill Parish Council will comply with the publication requirements for AGAR 2020/2021.

The meeting concluded at 9.30 pm.

[Chairman]