

# Herongate and Ingrave Parish Council



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Members of the Council are hereby summoned to attend the Parish Council Meeting of Herongate and Ingrave Parish Council 15<sup>th</sup> July 2020 at 8.00pm being held virtually via Zoom meetings for the purpose of transacting the following business. Meeting ID: 921 3091 8138  
Password: 5aLsiS

Signed

Stephanie Robinson  
Clerk to Herongate and Ingrave Parish Council

9<sup>th</sup> July 2020

The Press and Public are also cordially invited to attend this meeting.

## AGENDA

**20/21.001 To discuss the adoption of the virtual meeting protocol as circulated by the Clerk.**

**20/21.002 To receive Members' Declarations of Interest in items on the agenda.**

**20/21.003 Minutes**

Members to consider and approve the Minutes of the Ordinary Parish Council Meeting held on Wednesday, 26<sup>th</sup> February 2020.

**20/21.004 Internal Audit Report for the year 2019/20**

- a) Members to note that the Internal Auditor has now completed his audit and submitted his final report.
- b) Members to review the report as circulated by the Clerk in advance of the meeting and decide whether to implement recommendations made.
- c) Members to agree that Maurice Howard CPFA be appointed as Internal Auditor for the year 2020/21.

**20/21.005 Risk management Scheme.**

Members to review the risk management scheme circulated by the Clerk in advance of the meeting and review the effectiveness of its systems of internal control.

**20/21.006 Annual Governance Statement**

- Following the annual review the effectiveness of its systems of internal control, Members to consider and complete the draft Annual Governance Statement (Section 1 of the Annual Return) a copy of which has been circulated by the Clerk prior to the meeting.
- Members to review the proposed Section 1 and approve the Annual Return 2019/20 and sign the Annual Governance Statement.

**20/21.007 Annual Accounting Statement**

- Members to consider the Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO.
- Members to review and approve the proposed Accounting Statement to be signed by the Chairman and Minuted accordingly.

**20/21.008 Public participation**