

Herongate and Ingrave Parish Council



Clerk to the Council:
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Minutes of the Herongate and Ingrave Ordinary Parish Council Meeting held virtually via Zoom meetings, on 15th July 2020 which commenced at 8.00pm. The Chairman advised the meeting would be audio and video recorded.

In the Chair: Cllr Alan Kingsford

Present: Cllr. M. Pearson, Cllr. D. Watts, Cllr. D. Hills, Cllr. S. Piggott, Cllr. J. Elliss

Officers: Mrs. Stephanie Robinson (Clerk and RFO)

Members of the public: Cllr. Cat Tierney

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

Members agreed to adopt the virtual meeting protocol as circulated by the Clerk. **All Agreed.**

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

There were no declarations of interest in items on the agenda made.

20/21.003 Minutes

Members considered and approved the Minutes of the Ordinary Parish Council Meeting held on Wednesday, 26th February 2020. **All agreed.**

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

- a) Members noted that the Internal Auditor has now completed his audit and submitted his final report.
- b) Members reviewed the report as circulated by the Clerk in advance of the meeting and decided to implement recommendations made.
 - To review the standing orders of the council when circumstances permit
 - To review and re-issue the Clerk's employment contract to update the changes in the national pay scales and method of payment to the proposed Standing Order arrangement.
- c) Members agreed that Maurice Howard CPFA be appointed as Internal Auditor for the year 2020/21. **All agreed.**

20/21.005 Risk management Scheme.

Members reviewed the risk management scheme circulated by the Clerk in advance of the meeting and agreed that the systems of internal control were effective. **All agreed**

20/21.006 Annual Governance Statement

- Following the annual review the effectiveness of its systems of internal control, Members considered and completed the draft Annual Governance Statement (Section 1 of the Annual Return) a copy of which had been circulated by the Clerk prior to the meeting.
- Members reviewed the proposed Section 1 and approved the Annual Return 2019/20 and signed the Annual Governance Statement. **All agreed.**

20/21.007 Annual Accounting Statement

- Members considered the Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO.
- Members reviewed and approved the proposed Accounting Statement which was signed by the Chairman and Minuted accordingly. **All agreed.**

20/21.008 Public participation

No members of the public were present other than Cllr Cat Tierney. Cllr. Tierney and Cllr. Pearson both gave updates on projects they were working on in the parish and updates on planning and enforcement activity in the parish.

A handwritten signature in black ink, appearing to read "A. J. Kingsford". The signature is written in a cursive style with a large, looping initial 'A'.