



KINGS LANGLEY PARISH COUNCIL

MINUTES of the Extraordinary Meeting of the Council held virtually on Tuesday 18th August 2020.

Members present: Cllrs Anderson, Angiolini, Button (Chair), Collins, De Silva, Hubberstey, Johnson, McLean, Morrish and Rogers

Also present: Mrs Beverley Ross, Administrative Assistant.

1. Apologies for Absence

1.1 Apologies for absence had been received from Paul Dunham, Clerk to the Council.

2. Declarations of Interest

2.1 There were no Declarations of Interest.

3. Public Question Time

3.1 There were no members of the public present.

4. Accounts & Audit for Financial Year 2019-20:

4.1 Income and Expenditure Statement for the year ended 31st March 2020 and the Bank Reconciliation and Balance Sheet as at 31st March 2020.

4.1.1 It was proposed, seconded and RESOLVED:

That the audited accounts containing the Income and Expenditure Statement for the year ended 31st March 2020 and the Balance Sheet and Bank Reconciliation as at 31st March 2020 be approved.

The Chair then signed the Balance Sheet. The Bank Reconciliation had previously been approved and signed at the meeting of the 5th May 2020.

4.2 Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31st March 2020.

4.2.1 It was proposed, seconded and RESOLVED:

To approve the responses to Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31st March 2020.

The Chair then signed Section 1.

4.3 Section 2 (Accounting Statements) of the Annual Return for the year ended 31st March 2020.



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4.3.1 Cllr Rogers raised a question about solar panels to which Cllr Anderson stated that this meeting was not about what was in the budget but to confirm the audit.

4.3.2 It was proposed, seconded and RESOLVED:

To approve the figures entered by the Clerk, as the Responsible Financial Officer, in Section 2 (Accounting Statements) of the Annual Return for year ended 31st March 2020.

The Chair then signed Section 2.

4.4 Internal Auditor's Report and Recommendations

It was proposed, seconded and RESOLVED:

That the Internal Auditor's report be adopted, and the recommendations agreed, as follows:

Internal Auditor's note: Recommendations generally reflect proper practices from the 'JPAG Practitioners' Guide' for smaller authorities & external auditor-issued guidance over the years.

Control	Recommendation(s)
1 Proper bookkeeping	None.
2 Standing Orders and Financial Regulations adopted and applied; and payments controls	None.
3 Risk management arrangements	None.
4 Budgetary controls	None.
5 Income controls	None.
6 Petty cash procedures	None.
7 Payroll controls	None.
8 Assets controls	I recommend that it is good practice for the method of asset valuation adopted (policy) to be formally recorded in the asset register with reference to its last approval by the council.
9 Bank reconciliation	None.
10 Year-end procedures	None.
11 Exempt Authority	N/a.
12 Public Rights	Sections 1&2 of the AGAR were not posted on the council's website with the public rights notice & explanatory information, meaning that this requirement under 15(2) of The Accounts and Audit Regulations 2015 was not met. Under 15(3) of The Accounts and Audit Regulations 2015, the public rights period does not start until the obligations under 15(2) have been met, meaning the 30-working-day notice period was not met.



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		<p>I recommend that going forward, sections 1&2 of the AGAR are posted on the council's website at the same time as the notice & explanatory information.</p> <p>I recommend that when publishing the public rights documents on the website, it is good practice to include page 3 of the AGAR (Annual Internal Audit Report).</p>
13	Basic IT controls	None.
14	Responsibility as a trustee	N/a.

4.5 To agree the dates for the public rights period. This information has to be displayed on notice boards and on the Council's website. The following dates were agreed:

Commencement: Thursday 20th August 2020.
End: Wednesday 30th September 2020.

4.6 Internal Audit Services.

4.6.1 To consider / appoint Internal Auditors for the current financial year (2020-21).

It was proposed, seconded and RESOLVED:

That Etaerio Ltd be appointed to act as the Parish Council's Internal Auditors for the year ended 31st March 2021.

4.7 To consider any other related matters.

4.7.1 None.

5 Other Matters

5.1 None.

6 Any Other Business (Not Requiring Formal Decision).

6.1 None.

Meeting closed at 8:18pm