

**Minutes of the Meeting held on 22<sup>nd</sup> June 2021**

**In the Village Hall, Bathampton**

**Present:** Cllrs, L. King (LK) (Vice-Chair), D. Beard (DB), G. Ardrey (GA), and Clerk L. Daly.

No members of the public in attendance.

		<b>Actions</b>
		Actions struck through are complete
	<b>Welcome:</b> In the absence of the Chair at the meeting the Vice-Chair welcomed everyone to the meeting.	
<b>2021/079</b>	<b>Apologies:</b> Cllrs M. Brennan (MB) (Chair), J. Helps (JH), A. Purpuri (AP) and P. Marsh (PM).	
<b>2021/080</b>	<b>Declarations of interest</b>	
	There were none.	
<b>2021/081</b>	<b>Minutes of the previous meeting</b>	
	The Minutes of the Annual Meeting of the Parish Council held on the 6 <sup>th</sup> May 2021 had been circulated. The Minutes were AGREED and APPROVED.	<b>LK</b>
<b>2021/082</b>	<b>Finance</b>	
	a) <u>Dates for the period for the exercise of public rights</u>	
	The Clerk noted the dates for the period for the exercise of public rights as commencing on Monday 28 <sup>th</sup> June 2021 and ending on Friday 6 <sup>th</sup> August 2021. The Clerk would publish the notice and accounts on Friday 25 <sup>th</sup> June 2021.	<b>Clerk</b>
	b) <u>Annual Internal Audit Report</u>	
	The Clerk referred to the Annual Internal Audit report which had been circulated ahead of the meeting. It was noted that Bathampton Parish Council were meeting their internal control Objectives apart from Objective B. This was due to Councillors not having had sight of 'all' invoices prior to payment during the time of meetings being conducted remotely because of Covid-19 Restrictions.	
	c) <u>Annual Governance Statement</u>	
	The Clerk referred to the Annual Governance statement 2020/21 – Section 1, which had been circulated ahead of the meeting. The Cllrs agreed a 'YES' response to statements 1-8 with statement 9 being marked as being not applicable.  The Council AGREED to put Section 1, Question 2 as a 'Yes' response (despite the internal auditor putting No) in view of the following: A) a good system of control was in place, 2) the Council are aware of what spend is expected and wouldn't approve an unexpected expense and 3)	

	<p>in view that Cllr Ardrey conducts quarterly reviews whereby all invoices and bank statements are viewed and during which any issues would be raised.</p> <p>This statement was unanimously AGREED and signed by the Vice-Chair and Clerk.</p>	<b>LK</b>
	d) <u>Accounting Statements</u>	
	<p>The Clerk referred to the Accounting Statements 2020/21 – Section 2, which has been circulated ahead of the meeting.</p> <p>After consideration of the document, the Accounting Statements for 2020/21 were AGREED and APPROVED. The document was signed by the Vice-Chair.</p>	<b>LK/Clerk</b>
	e) <u>Annual Accounts</u>	
	<p>The Clerk referred to the end of year accounts (including annual reconciliations, explanation of any variances and high reserves), which has been circulated ahead of the meeting.</p> <p>After consideration of the documents, the Annual Accounts were AGREED and APPROVED.</p> <p>The Clerk would forward the accounts and the relevant documents to the external auditor after the meeting.</p>	<b>Clerk</b>
<b>2021/083</b>	<b>Open Forum</b>	
	There was nothing further to report.	
<b>2021/084</b>	<p><b>Date of next meeting. Thursday 15<sup>th</sup> July 2021, 7.30pm.</b></p> <p><b>It was expected that this meeting would take place at the Village Hall, but a final decision would be made closer to the date of the meeting and prior to the meeting Agenda being published.</b></p>	
	There being no further business the meeting closed at 19.55pm	

**Signed:** .....

**Chair**

**Date:**