

Extra Ordinary Meeting of Tysoe Parish Council



Date & Time:	Wednesday 22 July 2020 at 7.15pm
Location:	Zoom multi-user video software
Councillors present:	Jacqui Sinclair (Chair), David Roache (Vice Chair), John Tongue, Jane Millward, Jeremy Rivers-Fletcher,
In attendance:	Beverley Thorpe (Parish Clerk), District Cllr John Feilding
Members of the public (MOP):	2

59/20	<p>WELCOME and APOLOGIES NOTED</p> <p>Cllr Sinclair welcomed Members of the Public and asked for apologies. Apologies received from Cllrs Malcolm Littlewood, Alison Cross and James Bardsey</p>
60/20	<p>DECLARATION OF INTEREST</p> <p>None</p> <p>DELEGATED POWERS</p> <p>Cllr Sinclair asked the Councillors to give their thoughts on whether delegated powers to the clerk should be reviewed and returned to the Parish Councillor.</p> <p>Cllr Rivers-Fletcher said that the Council could meet very easily via Zoom and suggested that the powers should be returned to the Council. Cllr Roache agreed with Cllr Rivers-Fletcher and added that the delegation of powers to the clerk since March has been very successful and that Beverley Thorpe had done a superb job. He added that it is time that the Parish Council took back responsibility and although there are limitations, continue meeting via Zoom.</p> <p>Parish Clerk, Beverley Thorpe, asked the Council to consider the forth-coming month-end and suggested delaying the handover of delegated powers until month-end finances were complete. To compensate for this Cllr Millward suggested that delegated powers end on 31 July 2020 allowing for the payments list to be produced and agreed. Cllr Tongue agreed with Cllr Rivers-Fletcher's suggestion.</p> <p>Cllr Rivers-Fletcher proposed that the delegated powers be returned to the Parish Council on 1 August 2020.</p> <p>Proposed Cllr Rivers-Fletcher Seconded Cllr Millward All in Favour</p> <p>Cllr Sinclair reminded the meeting that all correspondence to be forwarded to the Clerk for initial handling before circulating to Councillors for feedback.</p> <p>Cllr Millward thanked Beverley for the work she has carried out whilst under delegated authority. Cllr Sinclair agreed and acknowledged the steep learning curve.</p>
61/20	<p>ANNUAL RETURN</p> <p><i>Cllr Sinclair asked Councillors to confirm that they had received the paperwork relating to the Annual Return 2019-20. All Councillors confirmed that they had. Cllr Sinclair asked if there were any questions to ask the Clerk before beginning? All Councillors replied in the negative.</i></p> <p>i. To confirm Annual Governance and Accountability Return (AGAR) Part 3 requirement</p> <p>The Clerk explained that there are several different AGARs that are available to be completed and that Part 3 is relevant to Tysoe Parish Council because income or gross expenditure exceeds £25,000. Cllrs agreed that the Annual Governance and Accountability Return (AGAR) Part 3 was the correct paperwork for the annual return.</p> <p>ii. To receive the annual internal audit report</p> <p>The internal audit was late this year because of lockdown and because the Internal Auditor Bill Wooliscroft was keen to conduct the audit in person. The Clerk stated that she was extremely grateful for this opportunity as she learnt a lot during the process working with him. Cllrs were referred to the completed Annual Internal Audit Report 2019/20 and the Auditors recommendations.</p>

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The Clerk directed the Cllrs to an error on the Annual Internal Audit Report 2019/20 that had been reported by Cllr Millward. The Auditor had wrongly marked section H. Assets and investments register were complete and accurate and properly maintained as N/A. This was inaccurate. The Clerk reported that she had discussed this section with the Auditor and thought it was an oversight based on the Council not having an Investment Register. The Council do have an Asset Register and it is up to date as of year-end. Cllr Millward suggested reporting this error in the return email to the external auditor and asking the Auditor for the best way to report this error to the external auditor. Clerk to **action**.

The Clerk asked Councillors if they had any concerns about the Auditor's report and recommendations. Cllr Roache said that he thought it was a very positive report. Cllr Millward agreed. Cllr Roache continued that he thought the recommendations relatively minor and easily remedied. The tone of the report was very positive and that the Clerk should be very pleased with the outcome.

Cllr Millward pointed out that some of the recommendations were not deemed mandatory by WALC but 'nice to have'. Cllr Roache reiterated that the overall feedback was that the office was under control and well documented. **Action**. The clerk to progress the actions from the audit by March 2021.

iii. To complete Section 1 - Annual Governance Statement

Cllr Sinclair read out statements 1-8 and who agreed YES to all statements. Section 9 was not N/A.

Cllr Sinclair proposed that the all statements were completed as required and that the statement could be signed off.

Proposed Cllr Sinclair

Seconded Cllr Roache

All in Favour

iv. To certify the Section 2 - accounting statements

Cllr Sinclair thanked the previous Clerk, Kerry Finlayson for maintaining the accounts during the majority of 2019-20.

The Clerk explained that the Section 2 figures were derived from Scribe, the accounting software and gave thanks to Cllr Millward for producing a report explaining the variances between balances from year end 2019 and year end 2020.

Cllr Millward proposed that Members approve the Accounting Statement 2019-20.

Proposed Cllr Millward

Seconded Cllr Roache

All in Favour

v. To agree the period for the exercise of public rights

The Clerk referred to the notice of public rights provided to the Council that must be posted for 30 days allowing the public access to review the accounts of the Council. The notice will be posted on the noticeboard and the website.

62/20	DATE OF NEXT MEETING Monday 14 September 2020 at 19.15, Ordinary Meeting. Venue to be confirmed.
63/20	CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS Meeting closed at 19.55.

J D Sinclair

14 September 2020