

**Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Thursday 18<sup>th</sup> June at 11am via zoom video conferencing**

**Present:** Cllrs. Mrs Dicker (Chairman), G Smith, Julia Le Page, M. Capon, A. Smith

1. **Declaration of Interests** relating to items on the agenda. None declared.
2. 🗳️ **Resolution:** Approved. To continue with current chair and constitution of committee as approved at the Council Meeting on 14<sup>th</sup> May 2020 with the exception of Cllr Alan Farrow who has stood down.
3. **Declaration of Interests:** None
4. 🗳️ **Resolution:** Approved, Minutes of the meeting held on 21<sup>st</sup> November 2019.
5. Information: Update on actions since last meeting.
  - Bank reconciliation for 19/20 completed.
  - E- AGAR prepared
  - Audit Variance analysis completed.
  - External Auditors letter completed.
  - Sage and payroll rolled over to 2021
  - Notice of Public Rights Posted
  - VAT returns for 2019/20 completed.
  - Pension Re- declaration completed

Internal Audit scheduled for 17<sup>th</sup> – 24<sup>th</sup> June 2020

6. **Information:** Noted: Actual v Budgeted income and expenditure outcome for 2019/20
7. **Information:** Noted: The external audit regime and the Parish Council Audit report (AGAR) for 2019/20
8. **Information:** Noted: AGAR Governance sign off and a report of expenditure >£100 will be published in the Annual Report (re Transparency Act).  
Noted: Financial Risk Assessment, Bank Signatories and Authorisation of Payment Process.
9. 🗳️ **Resolved:** Approved the continuation of email sign off for all payments requiring authorisation.
10. 🗳️ **Resolved:** Approved the External Audit submission and Governance Statement compliance for submission to Full Council.
11. 🗳️ **Resolved:** Approved and issued. Risk assessment schedules for 2020/21 which will now include Covid 19 guidelines where applicable in accordance with HM Government 11 May 2020 guidance for employers.
12. Any Other Urgent Business strictly for information only. Two cyclists were knocked down last weekend so there have been questions asked about how to control speed in the village. ECC and Speedwatch contacted. Covid 19 shielding will stop at the end of July so Council will talk to Reverend Ann re support in the village, maybe a welcome back event.

**The meeting was closed at 12.00**

Signed: ..... Deborah Dicker (Chairman)

Dated: 19<sup>th</sup> November 2020