



## BUSHLEY PARISH COUNCIL

### **DRAFT Minutes of Parish Council Meeting on Tuesday 24<sup>th</sup> August at 7.30pm in Bushley Village Hall**

- 1. Present:** Cllrs. N. Nicoll, S. Ceres, V. Latter, J. McDonagh, In attendance: Clerk.  
**2. Apologies:** Cllrs L. Hirons, J. Kinghorn, C. Miners.  
**3.** No declarations of interest  
**4. Minutes of PC meeting 9<sup>th</sup> March 2021** (Zoom). Agreed by all present and to be signed by Chairman when possible.  
**5. Matters Arising - none**  
**6. Update on Coronavirus Pandemic:** wearing of face masks in public places (inc BVH, no longer compulsory when meeting by open doors. Hand sanitizing and social distancing still an expectation

#### **7. Finance.**

##### **a. Report of the Independent Internal Auditor for year ending 31<sup>st</sup> March 2021.**

*'I have examined the books and records of the Council as at 31<sup>st</sup> March 2021. Whilst I have not performed an audit I can confirm that the attached documents are in accordance therewith.'*

*'Council records examined in areas delineated in schedule and enquiries made as deemed appropriate. In my opinion the systems of internal controls is adequate for the purpose intended.'*

(Signature) Iain Selkirk FCA. Appointed Independent Internal Auditor

Section 1: Annual Governance Statement 2020/21: To be completed and signed by Chairman/Clerk.

- Queried why it hadn't been completed. I explained your understanding from the AGAR paperwork. Showed Vaughan's rationale.

Receipts and Payments : to be signed/dated by Chairman and RFO

Bank Reconciliation: to be signed /dated by RFO

Section 2: Accounting Statements 2020/21 To be signed by Chairman and RFO.

Also Presented for examination:

Copy of Minutes identifying: Internal Auditor Appointment

Dates: Authorisation of Precept; reviews of paperwork, insurance Cover, Asset register.

Clerk to send to External Auditor (PKF Littlejohn) and Chairman to put on website.

##### **b. Recommendations for online payments moving forwards (Cllr Ceres). See attached paper**

#### **8. AOB.**

- a) Mural for Bus Shelter. To be progressed post COVID restrictions.  
b) The Clerk circulated a letter of Retirement which was accepted (30.10.2021)

The Meeting closed at 9.20pm

**Date of next meeting: Tuesday 14<sup>th</sup> September 2021 at 7.30pm in the Village Hall.**

Vicky Fowkes  
Clerk & RFO  
Bushley Parish Council