



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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[www.stapeleyparishcouncil.gov.uk](http://www.stapeleyparishcouncil.gov.uk)

Parish Councillors are summoned to a  
**MEETING OF THE PARISH COUNCIL**

**DAY/DATE:** MONDAY, 8 JUNE 2020

**TIME:** 7.30 PM

**MEETING TO BE HELD REMOTELY, VIA VIDEO-LINK**

**PLATFORM:** ZOOM

**ACCESS DETAILS:** See below

**Click the link to join:**

<https://us04web.zoom.us/j/2095898303?pwd=MFd1Myt2NFBxMmhLbXdKL0IUNHVzQT09>

**When prompted, insert password: 4ccM8F**

**Meeting ID: 209 589 8303**

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065  
Issue date: 3 June 2020

Signed

*C M Jones*

**Notes for Members of the Public:**

1. This meeting is being held remotely in accordance with regulations made under S.78 of the Coronavirus Act 2020. There are, therefore, no paper copies of the agenda or the accompanying documents.
2. All documents (other than those which are restricted) can be accessed from the Parish Council's website - [www.stapeleyparishcouncil.gov.uk](http://www.stapeleyparishcouncil.gov.uk).
3. Members of the public are able to ask a question under the Public Question Time slot by accessing the agenda using the link above.

# A G E N D A

## 1 APOLOGIES

Apologies for absence should be notified to the Clerk as soon as reasonably practicable but prior to the meeting.

## 2 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the circumstances.

## 3 PUBLIC QUESTION TIME

Members of the public are able to ask a question of the Parish Council or make a statement.

If it is not possible to respond at the meeting, a written response can be provided at a later date.

## 4 ACCOUNTS 2019-2020

### 4.1 Revision to Audit Regulations

The Parish Council is asked to approve the accounts for 2019-2020. The accounts are currently with the Internal Auditor.

As a result of the pandemic, the audit regulations have been revised as follows:

- (a) The public inspection period must commence on or before 1 September 2020. This was formerly to include the first 10 working days of July.
- (b) The AGAR must be approved and published by 31 August 2020 at the latest.
- (c) A wet signature is still a requirement. When the accounts are returned, the Chairman will need to sign the AGAR.
- (d) The publication date for final, audited accounts has moved from 30 September to 30 November 2020 for all local authorities.
- (e) It is suggested that a meeting be arranged when the accounts have been audited, to enable the Parish Council to (a) comply with the regulations regarding the public inspection period, and (b) conduct a review of the effectiveness of the internal process for 2019-2020.

### 4.2 Accounts for Approval

The following documents are enclosed:

- (a) Annual Governance and Accountability Return (AGAR) Part 3.
- (b) Copy of ledger for 2019-2020 showing expenditure for the year, together with a bank reconciliation.
- (c) A detailed copy of the receipts schedule. This has been withheld from public circulation and deposit on the basis that individuals' names are given on the schedule and it is not in the public interest to disclose the information.  
**The Parish Council may wish to make a formal resolution to exclude the press and public during discussion of the schedule.**
- (d) Assets List.

#### **4.3 Annual Governance and Accountability Review (AGAR)**

The order in which the sections of the AGAR are to be approved is specific and must be considered in the following order.

#### **4.4 Section 1 – Annual Governance Statement – 2019-2020**

The Parish Council is asked to give specific consideration to points 1 – 9 as it is the Council's responsibility to ensure that there is a sound system of internal control including arrangements for the preparation of the accounting statements.

#### **4.5 Section 2 – Accounting Statements – 2019-2020**

To approve the accounts for 2019-2020.

### **5 PLANNING APPLICATION**

The Parish Council is invited to submit comments on the following planning application by 1 July 2020.

20/2194N      Stapeley Bank, 105 London Road, CW5 7JW  
Proposed two-storey side extension to south facing elevation with a  
single-storey side extension to the north facing elevation.  
National Grid Ref: 367055 350890

### **6 DATE OF NEXT MEETING**

To be arranged when the accounts have been returned from the Internal Auditor.