



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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www.stapeleyparishcouncil.gov.uk

**Parish Councillors are summoned to an
EXTRA-ORDINARY MEETING OF THE PARISH COUNCIL**

DAY/DATE: MONDAY, 5 JULY 2021

NOTE TIME: 6.30 PM

**VENUE: STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, CW5 7GW**

Enquiries to: Clerk: Carol Jones

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Issue date: 30 June 2021

Signed

To: Councillors M Theobald (Chairman), J Davenport, M Docker, S Ford, J Gibbs,
G Gwinn, P Groves, J Hillman, A Jacobs and K Nord

Copy: Borough Councillor A Martin

Notes for Members of the Public

Please note that this is a face-to-face meeting, and the number of attendees is limited owing to Covid-19 guidance, especially in view of the recent increase in cases.

As it is an extra-ordinary meeting, there is no Public Question Time slot.

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 ANNUAL ACCOUNTS – 2020-2021

At its meeting held on 21 June 2021, the Parish Council approved the accounts for 2020-2021 which had already been provided to the Internal Auditor.

Approval of the accounts at that meeting did not follow the correct process. The Regulations require that the Council must carry out a review of the effectiveness of the system of internal control, and then -

- a) Consider the findings of the Internal Auditor's report;
- b) Approve the Annual Governance Statement by resolution (page 4 of the Annual Governance and Accountability Statement [AGAR]). This must be prior to approval of the Accounting Statement;
- c) Approve by resolution the Accounting Statement (page 5 of the AGAR).

Procedures (b) and (c) can be carried out at separate meetings, or at the same meeting, but must be in the order indicated. Therefore, notwithstanding that the Council has approved the accounts for 2020-21, it must now repeat that process in view of the correct procedure not being followed.

Subsequent to the meeting held on 21 June 2021, the Clerk realised that there was a calculation error on page 5 of the AGAR. Box 6 indicated that '*other payments*' amounted to £16,994, but the correct figure is £18,499. The Clerk was able to send a revised page 5 to the auditor prior to his audit. Had the correct procedure been followed on 21 June 2021, this error would not have invalidated the approval of the accounts.

The Clerk is collecting the accounts on 1 July 2021 and a copy of the revised AGAR will be issued separately, along with the Internal Auditor's report.

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