

Minutes of an Extra Ordinary Meeting of Bradfield Parish Council held on

Tuesday 28th June 2022 at 6.30pm on the Village Field.

Present: Cllr. A. House
Cllr. R. Balsdon
Cllr. P. Isherwood
Cllr. T. Wale
Cllr. R. Wyatt
Mrs. H. Pratt (Clerk)

There was one member of the public in attendance.

48. Apologies.

There were apologies of absence from Cllr. M. Ashbrook, Cllr. S. O'Reilly, Cllr. K. Dearing, Cllr. P. Henwood and District Cllr. R. MacKinnon.

49. Declarations of Interest.

There were no declarations of interest in any agenda items.

50. Annual Governance and Accountability Return (AGAR).

The internal auditor, Caroline Hyde, has completed the internal audit of Bradfield Parish Council and brought the following points to councillors' attention:

- Bank reconciliations (and statements) should be reviewed and signed by a member other than the Chairman at least once every quarter.
- Salary budgets should be reviewed at least annually and evidenced by a hard copy schedule signed by the Clerk and Chairman.
- Risk policy statements should be reviewed at least annually. It was agreed that BPC would aim to do this in October, prior to the Remembrance service at the war memorial.
- No VAT has been reclaimed during the last two years. It is good practice to claim on at least annually for cash flow purposes.

50.1 Annual Governance Statement.

The Annual Governance Statement was circulated to councillors prior to the meeting. It was resolved to approve the Annual Governance Statement.

50.2 Annual Statement of Accounts for FY21/22.

The Annual Statement of Accounts was circulated to all councillors prior the meeting. It was resolved to approve the Statement of Accounts for the year ending 31st March 2022.

51. The meeting concluded at 6.40pm.

Next meeting:

Tuesday 5th July 2022 at 7.30pm in St. Peter's Church, Bradfield Southend.