# HORNDEAN PARISH COUNCIL

# MINUTES OF THE COUNCIL MEETING HELD ONLINE MONDAY 13th JULY 2020 AT 7.00 P.M.

**PRESENT:** Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), R Veitch, J Lay, D Alexander, B Raymond, D Prosser, Mrs E Tickell, D Evans

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer; Chereé Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Finance Officer; Sarah Guy, Operations Officer (Facilitator)

**PUBLIC ATTENDANCE:** There were no members of the public or press present.

**HPC 001/20/21** **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs I Weeks and P Beck

**HPC 002/20/21** **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 003/20/21** **TO RECEIVE THE CHAIRMAN'S COMMENTS**

See appended comments.

**HPC 004/20/21** **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public present.

**HPC 005/20/21** **TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 2019/20**

The RFO explained that the internal audit was conducted remotely due to Covid-19 restrictions. The report shows no additional comments or recommendations to the interim report.

Recommendation R3: "*Due to the protracted period of non-usage of the Petty Cash system, the Chief Officer and Members should consider closing the system.*"

It was **RESOLVED** that the Petty Cash system is closed down in accordance with the recommendation.

This was proposed by Cllr Mrs L Evans and seconded by Cllr J Lay. All in favour.

**HPC 006/20/21** **TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/20:**

- **Section 1 – Annual Governance Statement 2019/20**
- **Section 2 – Accounting Statements 2019/20**

The Annual Governance and Accountability Return was received and approved.

It was **RESOLVED** to that the AGAR for 2019/20 is signed by the Chairman.

This was proposed by Cllr Mrs L Evans and seconded by Cllr D Alexander. All in favour.

**HPC 007/20/21** **TO RECEIVE AND NOTE THE FINANCE REPORT**

The monthly finance report was noted. The RFO highlighted the following:

- The deadline for drawing down the public works loan is 8th August 2020. Taking the delay in construction into consideration, the final amount necessary to be drawn down is unclear at this time.
- The income and expenditure report indicates that at the start of the financial year the reserves were below the recommended CIPFA levels. At the end of Q1 the status is considerably below the recommended reserve.

It was **RESOLVED** that a mandate be given to the Chief Officer and the RFO to request from PWLB an extension to draw down the loan.

This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch. All in favour.

It was **RESOLVED** to hold a pre-budget workshop meeting to establish a policy to provide staff with a clear direction as to which options to pursue with regard to budget preparations.

This was proposed by Cllr Mrs L Evans and seconded by Cllr D Alexander. All in favour.

Meeting concluded at 8:20pm.

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Signed - The Chairman

4/2/2021
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Date Virtual meetings

Agreed 10/8/2020

Chairman's Remarks

"I would like to records thanks to all the staff and Councillors for ensuring that it was, as far as possible, "business as usual" and to Mrs Baverstock-Jones for managing this.

Everyone played their part but especial thanks go to those who have worked all the way through the lockdown and to those who have assisted residents to get what they need by way of shopping and medicines. Many people within our community have volunteered to help others get through lockdown so thank you to them too.