

WARFIELD PARISH COUNCIL

MINUTES OF THE EXTRA-ORDINARY COUNCIL MEETING

held **outside the Whitegrove Community Centre** on **Wednesday 23 June 2021** at **7.45pm**

Members present: Cllrs Dr Barnard, Mrs Barnard, Mrs Collings, Finch, McCracken, Strudley, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk

001. Apologies for absence

Apologies for absence were received from Cllr Ms Dulieu, Cllr Fitzwilliams, Cllr Mrs Gill, Cllr Ms K Jones and Cllr M Jones.

002. Declarations of interest

Cllr Dr Barnard declared a standing interest as a borough councillor for Warfield Harvest Ride and as an executive member for Bracknell Forest Council.

003. Internal Audit Report

The Internal Audit Report was circulated to members ahead of the meeting and had been reviewed by the Finance & General Purposes Committee at their meeting on 22 June.

Members noted the matters raised in the 2020 report had been addressed and the internal audit was unqualified (no issues raised).

Members noted the internal audit report.

004. Annual Governance & Accountability Return – section 1

Section 1 of the Annual Governance & Accountability Return, The Annual Governance Statement was circulated to members ahead of the meeting along with a report providing evidence to support the 9 assertions.

Members considered each assertion in turn:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Agreed
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed

5.	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Agreed
9.	Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Not applicable

Cllr Strudley proposed accepting the Annual Governance Statement and this was seconded by Cllr Mrs Barnard. Members present APPROVED the annual governance statement and it was duly signed by the Chairman and Clerk.

005. Annual Governance & Accountability Return – section 2

Section 2 of the Annual Governance & Accountability Return, The Accounting Statement 2020-21 was circulated to members ahead of the meeting and had been considered by the Finance & General Purposes Committee.

Cllr Strudley proposed accepting the Accounting Statement 2020-21 and this was seconded by Cllr McCracken. Members present APPROVED the accounting statement 2020-21 and it was duly signed by the Chairman.

006. Staffing Committee

This matter was deferred to a future meeting.

007. Date of the next meeting

The next meeting will take place on Wednesday 7 July 2021.

008. Closure of the meeting

There being no further business the meeting was closed at 8.14pm