

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## Minutes of Extraordinary Full Council Meeting

Held on **Thursday 30<sup>th</sup> June 2022** at **7.30pm**

At the Parish Centre, St Stephen Suite, Station Road, Bricket Wood, Herts, **AL2 3PJ**

### **Present:** Councillors

Wendy Berriman

David Brannen

Martin Doyle

Ajanta Hilton

Daniel Spelman

Bill Pryce

Nicholas Tyndale

David Yates

Also present, Sue Hake, Clerk

### **2223/040 To receive and accept apologies for absence**

Apologies received from Cllrs Kerry, Whittaker, Skelton and Parry

### **2223/041 To receive declarations of interest and dispensations**

a) To receive declarations of interest from Councillors on items on the agenda

b) To receive written requests for dispensations for declarable interests

c) To grant any requests for dispensation as appropriate

None received

### **2223/042 Public Participation – to receive petitions, comments and questions**

To welcome public participation in accordance with the Public Speaking Policy

No members of public

### **2223/043 Annual Governance and Accountability Return 2021/22 Part 3 (AGAR)**

a) To receive and note the Internal Audit Report 2021-22 and agree any management actions and recommendations to be reviewed by the Finance Committee

**Received and noted**

b) To Agree and Approve individually Items 1-9 of Section 1 of the Annual Governance Statement for 2021-22 (to record the date of approval, minute reference and arrange to be signed by the Chair and Clerk of the meeting where approval was given

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances

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.

5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

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 Parish Meeting and, where appropriate, have included them in the accounting statements

**Resolved:** Cllr Brannen proposed agreement and approval of each of the Accounting Statement 1 through to 8 2021-22 as item 9 not applicable, Seconded Cllr Doyle

**Votes:** For Unanimous

**Motion Carried**

c) To approve Section 2 – Accounting Statements 2021-22 (signed by the RFO prior to being presented to the authority for approval) and to record the date of approval, minute reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved

**Resolved:** Cllr Hilton proposed agreement and approval of the Accounting Statement 8 2021-22, Seconded Cllr Pryce

**Votes:** For Unanimous

**Motion Carried**

d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 1 July to 11 August 2022 and note the notes to accompany the Notice (Local authority accounts: a summary of your rights).

**Noted**

#### **2223/044 Clerks Report**

Correspondence from Midway surgery was confirmed to have been circulated and received

Meeting closed at 8pm

Signed

Date