

# Redbourne Parish Council

Parish Clerk – Holly Hanson  
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## Minutes of the extraordinary meeting of Redbourne Parish Council held at 7pm on Monday 27<sup>th</sup> July 2020, at St Andrews Church, Redbourne.

**Present:** Chair – Cllr Lynn Wainwright.  
Cllr Penny Stevenson, Cllr Tracy Eaden, Cllr Judy Brown, Cllr Pauline Hawley, Cllr Phil Hotham, Cllr Gonzalo Salvatierra.  
Clerk – Holly Hanson

No Ward Councillors attended.

### Public Participation

No members of the public were present.

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### Agenda

#### 20/21 – 0701E Apologies

Apologies were received from Cllr Trevor Foster – Ward Councillor.

#### 20/21 – 0702E Declaration of Interest

a) None

#### 20/21 – 0703E Internal Audit Report 2019/20

a) The clerk presented the report from the completed Internal Audit of 2019/20, highlighting the large number of financial and governance irregularities that had been identified. Councillors discussed the report and expressed disappointment that the mentor for the previous Clerk had not raised concerns and issues at the start of the 2019/20 financial year with Councillors.

#### 20/21 – 0704E Annual Accounting Statement 2018/19

- a) Councillors considered the retraction of the incorrect Accounting Statement 2018/19  
Resolved – Councillors unanimously resolved to retract the incorrect Accounting Statement 2018/19  
b) Councillors considered the resubmission of the corrected Accounting Statement 2018/19.  
c) Councillors unanimously resolved to approve of the corrected Accounting Statement 2018/19.  
d) The corrected Accounting Statement 2018/19 was signed by the Chair and Clerk

#### 20/21 -0705E Annual Governance Statement 2019/20

- a) Councillors considered the Annual Governance Statement, noting the governance issues raised at Internal Audit.  
b) Councillors unanimously resolved to approve Governance Statement, ensuring that it reflected the governance issues raised at Internal Audit.  
c) The Governance Statement was signed by the Chair and Clerk.

#### 20/21 – 0706E Annual Accounting Statement 2019/20

- a) Councillors considered the Accounting Statement.  
b) Councillors unanimously resolved to approve the Accounting Statement.  
c) The Accounting statement was signed by the Chair and Clerk.

# Redbourne Parish Council

**20/21 – 0707E      To approve and sign the Certificate of Exemption for Smaller Authorities 2019/20**

The exemption certificate was unanimously approved and signed.

**20/21 – 0708E      Devolution of responsibility to Clerk**

To discuss the schedule of roles and responsibilities of the Clerk.

Resolved – Councillors unanimously resolved to devolve decision-making authority to the Clerk to enable the business of the council to be transacted between scheduled meetings, in line with the schedule of roles and responsibilities.

**20/21 – 0709E      Clerk's Report**

The clerk updated the Parish Council on items requiring attention since the last meeting on any subject not separately on the Agenda.

- a) The Clerk updated Councillors on the appointment of Autela for Payroll Process until 31st March 2021
- b) Councillors discussed the new design website provided by Kyanite and were happy to continue with the design. The Clerk updated that Vision ICT had agreed to refund the web hosting invoice for 2020/21.
- c) The Clerk updated that there were 6 volunteers for Speedwatch on Next Door, although only one had contacted the Clerk. Location for initial training was discussed. Clerk to enquire about using Waddingham Village Hall
- d) The Clerk updated on issues with Verge & PROW cutting provision by CGM, this is ongoing. A site meeting will be scheduled in the near future to discuss.

**20/21 – 0709E      Accounts**

The following accounts were approved for payment:

	Date of Payment	Payment to	Description	Amount
a)	28 <sup>th</sup> July 2020	BK Brooks	Internal Audit Fees	£325.00