

BRAMLEY PARISH COUNCIL

Minutes of the Meeting of the Council

Date:	Tuesday 21 st July 2020	Time:	7.30pm
Place:	Online Zoom meeting (public)		
Present:	Cllr Durrant	Cllr Tomblin	
	Cllr Bell	Cllr James	
	Cllr Flooks	Cllr Capel	
	Cllr Munday	Cllr Ansell	
	Cllr Oborn		
In attendance:	Maxta Thomas (Clerk)	0 members of the public	
	Cllr Robinson (Borough)		
Apologies:	Cllr Keith Oborn		

Action

1 **Apologies for Absence**

As listed above.

2 **Declarations of Interest**

None.

3 **Open Forum**

Cllr Durrant invited comments and questions from the public.

- None.

4 2019-20 Audit review

4.1 To consider the Internal Audit for 2019-20

The Clerk outlined the review of matters arising from the Internal Audit for 2019-20, held in April 2020. The following points were made:

- The Council has a subscription for the Rialtas Alpha systems which will simplify reporting for the Council, but is still using a spreadsheet for accounts. The recommendation was to transfer the accounts to the Alpha system. The Clerk has actioned this, and the new system should be online within the next week or so. **Clerk**
- Where the Council makes grant to charities, it should ensure that their compliance is up to date. The recommendation is to check the Charity Commission website as a matter of routine. This was noted, and the Clerk is already actioning this. **Clerk**
- The Council has considered getting a debit or credit card for the Clerk to better manage sundry expenses and ensure that regular electronic subscriptions are paid directly by the Council. Clerk to take this forward – any card will need to have a set limit, and the application form will need to be physically signed in accordance with the bank mandate. **Clerk**
- Last year the External Auditor requested that the commuted sum was treated on a receipts and payments basis rather than an income and expenditure basis. The

Action

use of the Alpha accounts system will simplify such matters in the future. All figures for this year's accounting statement have been adjusted accordingly.

- 4.2 i. To agree and sign the 2019-20 Governance Statement – this has been distributed to all Councillors for review. Cllr Ansell proposed that the Governance Statement be signed by the Chairman, Cllr Munday seconded the motion, agreed unanimously. The Chairman duly signed the Governance Statement
- ii. To agree and sign the 2019-20 Accounting Statement – this has been distributed to all Councillors review. The Chairman noted the alteration to last year's figures to reflect that the accounts were done on a receipts and payments basis, which meant that the repayment of the s.106 commuted sum to BDBC could not be accrued and has therefore appeared in this year's audit figures. Cllr James proposed that the Accounting Statement be signed by the Chairman, Cllr Bell seconded the motion, agreed unanimously. The Chairman duly signed the Accounting Statement.

Clerk

All documents to go on the website, redacted as appropriate, and the Clerk will submit them to the External Auditor.

5 Date of Next meeting

The next Parish Council meeting is scheduled for Tuesday 15th September 2020. However, this will depend very much on the situation with the Covid-19 outbreak. The website will be kept up to date with updates as necessary.

The meeting closed at 7.45pm

Signed: **Date:**