

Sandy Town Council

Minutes of the extraordinary meeting of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 28th June 2021 at 5.00pm

Present: Cllrs P N Aldis, A Gibson, J Hewitt, T Knagg, M Pettitt (Chair), and M Scott

Absent: Cllrs P Blaine, W Jackson, M Hill, R Lock, C Osborne, S Paterson, P Sharman, S Sutton, N Thompson

In attendance: Mr C Robson (Clerk)

Action

1 Apologies for Absence (46-2021/2022)

Apologies had been received from Cllrs P Blaine, W Jackson, M Hill, R Lock, C Osborne, S Paterson, P Sharman, S Sutton, N Thompson.

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2 Declaration of Interest and requests for dispensations (47-2021/22)

There were none.

3 Year-End Accounts 2020-2021 (48-2021/22)

Members received a report from the Town Clerk on the year end accounts process. A Member raised a question about what 'journals' referred to. The Town Clerk explained that any movements or budget allocations made on the accounts system were done via journal entries. All entries were recorded, reported, and reviewed by the Council's accountant and the Internal Auditor.

4 Annual Governance & Accountability Return 2020/2021 (49-2021/22)

ANNUAL INTERNAL AUDIT REPORT 2020/2021

In accordance with the Council's Financial Regulations Members were requested to consider the Internal Auditors Report for 2020 / 2021 and the completed Annual Internal Audit Report 2020/21 attached to the Annual Return.

Members were advised that the internal auditor had completed the internal audit on 11th May 2021. It was advised that no recommendations had been made. However, one matter relating to the petty cash records was highlighted by the internal auditor and subsequently discussed by an advisory meeting of the Policy, Finance and Resources committee. The committee, following advice from the Council's accountant advised that the Council continue with its existing procedure for managing petty cash and that the Council's accountant make sure the balance is reconciled as of 31st March each

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year for the purpose of annual accounts. A review will be held into the level of petty cash held on the premises.

RESOLVED: To note the report.

5 Annual Governance & Accountability Return 2020/2021 (50-2021/22)

SECTION 1 - ANNUAL GOVERNANCE STATEMENT

In accordance with the Council's Financial Regulation, a draft completed version of Section 1 of the Annual Return, Annual Governance Statement, for the year ended 31st March 2021 was attached for consideration and approval.

RESOLVED: To approve Section 1, Annual Governance Statement, of the Annual Governance & Accountability Return (AGAR) Part 3 for 2020-2021.

6 Annual Governance & Accountability Return 2020/2021 (51-2021/22)

SECTION 2 – ANNUAL ACCOUNTING STATEMENT

- i) Members received and considered the year-end unaudited Financial Statements for the year ending 31st March 2021.

RESOLVED: to approve the unaudited Financial Statements for the year 2020-2021.

- ii) Members considered the Accounting Statement (Section 2) of the 2020-2021 Annual Governance & Accountability Return (AGAR) Part 3.

RESOLVED: To approve the Section 2 of the Annual Governance & Accountability Return (AGAR) Part 3 for the year 2020-2021 subject to external audit.

7 Annual Governance & Accountability Return 2020/2021 (52-2021/22)

EXERCISE OF PUBLIC RIGHTS

Following the Council's approval of Sections 1 and 2 of the AGAR, the Clerk confirmed the commencement date for the exercise of public rights. The Annual Return will be published on the council's website on Tuesday 29th June 2021, and the period of public rights will commence on Wednesday 30th June for a period of 30 working days.