

MINUTES OF EXTRA ORDINARY MEETING OF BURWARDSLEY PARISH COUNCIL
HELD 27th OCTOBER 2022 AT THE BARBOUR INSTITUTE TATTENHALL AT 7.30PM

PRESENT

Cllr. Stockton (in the Chair)
Cllrs. Dutton, Carden, Anderson and Rowley

APOLOGIES

20/160. No Apologies

DECLARATIONS OF
INTEREST

20/161. There were no Declarations of Interests

TO APPROVE
ANNUAL
ACCOUNTS
2021/2022

20/162. Audit 2021/2022 – The Internal Audit is now completed. Cllr. Dutton had circulated to all Councillors prior to the meeting copies of the following:

AGAR Return 2021/2022

Internal Audit Report and Action Plan

Copy of Variances and High Reserves

Cash Book with Receipts and Payments for 2021/2022

The Council agreed the Annual Governance Statement.

The Certificate of Exemption with the following totals to be sent to the External Auditors by 31st October 2022. The AGAR 2021/22 Part 2 showed Gross Income £3172 and Gross Expenditure £4667

It was proposed by Cllr. Dutton, seconded by Cllr. Anderson these figures be accepted.

All were in favour - **Resolved**

Cllr. Dutton advised the Council of the recommendations on the Internal Auditor Report:

- 1) *The website presentation of information must meet the publication requirements of the Transparency Code and the Accounts and Audit Regulations
The council must ensure compliance with the legal requirements for the Annual Notice of Public Rights.*
- 2) *Signed confirmations of receipt should be secured for all donations and grants.*
- 3) *Input VAT on all council-related expenditure must be included in the VAT column in the cash book to ensure it is reclaimed.
VAT should be reclaimed annually as there are strict four year time limit in which to reclaim refunds of VAT.*
- 4) *The council should review the invoice for cheque 388 and if the item is a fixed asset the council should add this to the fixed asset register.*
- 5) *The council should review payments made annually and ensure all capital additions are identified for inclusion in the fixed asset register.*

All the above points were noted, and it was agreed by the Parish Council that the Car Park Sign for the Burwardsley Institute should be added to the Council's fixed asset register.

MEETING
CLOSED

20/163. The Meeting closed at 8.15pm