

Minutes of the Annual Parish Meeting and a Fressingfield Parish Council meeting held on Tuesday 20 April 2021 at 7.30pm. These were virtual meetings held on Zoom.

Present: 7 members of the public; Parish Councillors Alex Brockhurst, Garry Deeks, Philip Eastgate, Tom Lindsay, Nigel Lucker, Trevor Orchard, Nick Stolls, Rachael Troughton, Neil Venton and Di Warne; Andy Parris, clerk to the council and responsible financial officer (RFO).

- 1 The Chair welcomed everyone to the meeting and briefly explained how the meeting would be organised. She asked for a one-minute silence to reflect on the national trauma of the past year caused by the Covid pandemic, and on the death of HRH the Prince Philip of Edinburgh.
- 2 Reports from groups or organisations in Fressingfield: This part of the meeting included précis of written reports, short videos and slide shows. The information came from Alison Miners (yoga), the bowls club, the croquet club, Fressingfield Players, Fressingfield Primary School, the bell ringers, SAFE, 1st Fressingfield Scouts, the RBL, the community gardeners, the darts club, the Baptist church, Mothers' Union, FLHAG, Little Stars, Neighbourhood Watch, the sports and social club, the craft club, WI, the tennis club, the art club and the parish council.

[NB These reports, slide shows, videos and links can be found on the parish council website at <https://fressingfieldpc.org/2020-21-annual-reports-from-parish-groups-and-organisations>]

Naturally, all these reports described a low level of activity during the year but were able to look forward with enthusiasm to a better future. All clubs are keen to attract new members and anyone interested can find contacts on the council or parish websites, or by asking around!

The annual parish meeting was closed at 8.35pm.

- 3 Fressingfield Parish Council meeting: The chair opened this full council meeting.
- 4 Apologies for absence: There were none.
- 5 Members' declarations of interest: There were none
- 6 Notification by councillors of any lobbying related to an agenda item: There was none.
- 7 The public forum: There were no comments from the public during this part of the meeting.
- 8 Minutes of the previous meetings:
 - 1 It was resolved that the minutes of these previous meetings are correct.
 - i. full council meeting on 16/03/21
 - ii. full council meeting on 30/03/21
 - iii. finance committee meeting on 13/04/21
 - 2 Actions and progress since the last meeting not covered in reports

9 Finance

- 1 To receive a report from the Chair of the finance committee: Cllr NS briefly summarised work done in committee meetings to scrutinise and review the council's payments and receipts compared to the budget, and the council's ways of operating. He reminded councillors of the details he reported back after the February committee meeting. As a result, the finance committee recommends that
 - i. the council confirms that the responses recorded in section 1 of the annual governance and accountability return (AGAR) are true. The council confirmed this unanimously.
 - ii. the council confirms that section 2 of the AGAR is a fair and accurate statement of the council's accounts. The council confirmed this unanimously.

2 Cllrs AB and NL confirmed that the vouchers, and invoices where appropriate, were accurately recorded on the payment summary sheet. This had been previously circulated to all councillors.

3 The council agreed to make these payments. Online authorisation of these payments was completed after the meeting by Cllrs TL and NS.

4 The RFO informed the council that following a discussion with M Hammond and then agreed with Cllrs DW and NS, MH had been asked to carry out maintenance work at the cemetery which is beyond that in his contract. The cost will be £230. The council approved this expenditure.

[NB this was reported in error. The actual figure is £320.]

There was a discussion about the need to sort out the ditches around the cemetery to improve the land quality.

Clerk to discuss this with neighbouring landowners.

10 Reports

- 1 The Clerk: There is uncertainty over the regulations that allow parish councils to meet virtually (on Zoom for Fressingfield) after 6 May. Therefore, the council agreed to use the meeting on 4 May as its annual council meeting. It is hoped to deal with planning matters as usual at this first meeting of the month.

There being no other business, the meeting closed at 9.05pm.

Signed: *DL Warne*
D L Warne (May 10, 2021 14:47 GMT+1)

May 10, 2021

Chairman

Date

Dates of next meeting

annual meeting of the parish council Tuesday 4 May at 7.30pm

Section 1 - Annual Governance Statement 2020/21

We acknowledge as the members of:

Fressingfield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed			Yes means that this authority:
	Yes	No	N/A	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/04/21

and recorded as minute reference:

10.1. i

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk

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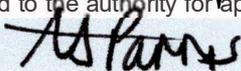
Section 2 - Accounting Statements 2020/21 for

Fressingfield Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	49,112	50,570	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Preceptor Rates and Levies	25,210	21,800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,787	5,850	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	8,325	10,602	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,214	19,163	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	50,570	48,254	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	50,570	48,254	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	29,437	83,134	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date **08/05/2021**

I confirm that these Accounting Statements were approved by this authority on this date:

20/04/21

as recorded in minute reference:

10.1. ii

Signed by Chairman of the meeting where the Accounting Statements were approved



APM.FPC20210420

Final Audit Report

2021-05-10

Created:	2021-05-10
By:	Andy Parris (clerk.fresspc@gmail.com)
Status:	Signed
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-  Document created by Andy Parris (clerk.fresspc@gmail.com)
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