**Swerford Parish Council**

**Draft Minutes**

**Parish Council Extraordinary General Committee Meeting**

**Monday 27 June 2022 at 19:30 hrs**

**Present:** Mr J Chaplin, (Chairman), Mr W Haddon (Parish Clerk), Mr G Strachan (Councillor and RFO), Mr Leonard Tustian (Councillor), Mr J Drinkwater (Councillor), Mr N Davies (future Councillor).

1. **Apologies for Absence:** None.
2. **Meeting Format:** it was considered important to reiterate the reasons for the meeting to be held by Zoom (as outlined in the Agenda). It was acknowledged that there was no reasonable alternative.
3. **Internal Audit Report 2021 - 2022:**
	1. The 13 page report was reviewed: only two recommendations were made: (2.1.1 - legal powers to be noted on invoices not entirely devoted to the full benefit of village activities; 7.2 relating to the Annual Register of Assets.) These will be addressed. The position is considered very satisfactory and particular thanks were given to the RFO for his work with the Internal Auditor.
4. **Annual Governance Statement:**
	1. Completion was noted and approved and will be signed by the Chairman and Clerk as required. This Minute will be noted in the submission.
5. **Accounting Statements:**
	1. Completion, including the Bank Reconciliation Statement and Variance Analysis, was noted and approved (proposed by the Chairman and seconded by J Drinkwater). This Minute will be noted in the submission signed by the Chairman and RFO.
	2. Some time was spent on reviewing the numbers. Of particular interest is the annual increase in overall funds by some £1,500 bringing total cash assets to £11,247. Of this all but £1,800 has been earmarked to support the replacement of future assets (such as the village mower and items in the playground)
	3. Due to the level of income it was again noted that there is no requirement for review by External Auditors.
6. **Notice of Public Rights:**
	1. The Notice was not in fact discussed but once signed by the Chairman will be displayed on the Village Noticeboard and published on the Website as required. The dates for publication will be a a minimum of 30 working days including the first ten working days of July.
7. **Certificate of Exemption:**
	1. For submission by 1JUL22, this will be signed by the RFO and Chairman. This Minute was noted.

There being no further business the Meeting closed at 8:15. There was a small interruption to the Zoom proceedings and L Tustian was lost. But this was very much at the end of the meeting and it was not considered this affected any due process.

**The next Parish Council Meeting is scheduled for Wednesday, 17th August 2022 to be held in the Village Hall commencing at 7:30 pm.**

W Haddon, Clerk 28JUN22