

**NOTES OF A WARMINGHAM PARISH COUNCIL VIRTUAL EXTRAORDINARY MEETING HELD ON  
MONDAY 8<sup>th</sup> JUNE 2020 AT 7.30 PM**

**PRESENT:** Councillors James Richardson (Chairman), Simon Moss, Jo Price, Oliver Rowe and Kevin Harding

Gaynor Hawthornthwaite (Clerk)

There were no members of the public in attendance.

**1. APOLOGIES FOR ABSENCE**

No apologies received.

**2. APPOINTMENT OF AUDITOR 2020/2021**

It was agreed that JDH Business Services Limited should be asked to complete Warmingham PC internal audit for 2020/21.

**RESOLVED/- Clerk to advise JDH Business Services Ltd.**

**3. FINANCE**

**Approval of 2019/20 Annual Audit Return**

- Completion of Section 1 – Annual Governance Statement 2018/19: The PC considered and voted on points 1-8 of the Statement in Section 1, which was approved – to be signed by the Chairman and the Clerk/Responsible Financial Officer.
- Completion of Section 2 – Accounting Statements 2018/19: The PC considered the Statement in Section 2, which was approved – to be signed by the Chairman and the Clerk/Responsible Financial Officer.
- Approval of Exemption Certificate After consideration of the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2018/19 did not exceed £25,000, the PC wished to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015 – to be signed by the Chairman and the Clerk/Responsible Financial Officer.

**RESOLVED/- Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the 2019/20 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, Certificate of Exemption and the Exercise of Public Rights Accounts to be displayed on the PC website.**

**Approval of Accounts and Internal Auditor's Report – 2019/2020**

The end of year accounts were approved and the internal auditor's report was considered.

- The Clerk had noted and amended the rounding error in the AGAR annual Return and the amendment to the bank reconciliation as recommended.
- **Review of the Level of General Reserves**  
**Recommendation** – *The Council should continue to review the level of general reserves and set aside any required earmarked reserves. The level of earmarked and general reserves should be disclosed in the accounts papers.*

The PC considered the level of general reserves and are to quantify the reserves that had been set aside to include:

- Planters
- Painting of the Cheshire Railings and Phone Box
- New Signage
- Possible Election Costs
- **Fixed Asset Register**  
The format of the fixed asset register is very basic and contains no information as to when assets are purchased.  
**Recommendation** - *The format of the fixed asset register should be expanded to include a column for date of purchase (and disposal)."*

- It was agreed that the Asset Register should be updated to include the additional columns as recommended by the Auditor.

**Action – Clerk to update the Asset Register as recommended.**

Cheques were approved and signed for:

- Completion of Internal Audit 2019/2020 – JDH Business Services Ltd - £193.20
- Chalc Membership 2020/21 - £72.00

**5. DATE OF NEXT MEETING**

The date of the next virtual meeting is **Wednesday 8<sup>th</sup> July at 7.30 pm**

The meeting closed at 7.30 pm