


<p>Minutes of the Full Council Meeting held at 7pm on Tuesday 19th May 2020 held virtually</p>	
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Councillors present: Cllrs Moss (Mayor), Hussain (Vice-Chair), Saunders, Forbes, Aiyoola, Orimogunje, Bamisile, Riaz and Cook

Also present: Sally McLellan-Town Clerk and one member of the public

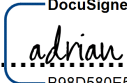
Absent: Cllrs Barby , Oladepo, Khan

TC20/26	<p>Update from the Mayor: Note the Mayors prior and forthcoming engagements. The update was received and noted.</p>
TC20/27	<p>Apologies for absence Following apology was received and noted. vanepoel-Leigh-illness</p>
TC20/28	<p>Declarations of interest in any matter on the agenda Cllr Forbes declared a pecuniary interest in the support for community organisations as the Kings Community Church as listed in the report.</p>
TC20/29	<p>Minutes: Approve the minutes of the Full Council Meeting of 28th April 2020. These minutes were approved at the Annual Town Council Meeting.</p>
TC20/30	<p>Finance: Consider support for community organisations It was RESOLVED to provide the Old Schoolhouse £600, £2,400 to The Kings Community Church and £2,000 to the Old Bath House, from the Summer Festival budget to support these community buildings who have lost all income due to COVID19.</p>
TC20/31	<p>Agree the accounts for the year ending 31st March 2020 It was RESOLVED to approve the accounts for the year ending 31st March 2020.</p>
TC20/32	<p>Receive the Internal Audit The Internal Audit was received and it was noted that: A. Appropriate books of account Appropriate books of account have been kept during the year. The council has used RBS Omega software to record the books of account, the accounts are kept up to date and there is evidence they are balanced monthly. B. Financial Regulations There is an audit trail of all sample payments tested, financial regulations were met and payments were supported by receipts or invoices. There is evidence of quotations or tenders being sought for purchases in accordance with the financial regulations. Financial regulations were reviewed in April 2019 and again in February 2020 by the council. VAT was accounted for and VAT returns are submitted quarterly. C. Risk Assessments A financial risk assessment was reviewed by council at the September 2019 meeting. The risk assessment is thorough and covers generic activities of the town council. There are specific risk assessments for community events, the risk assessments for the fireworks display and the summer Festival have been evidenced. The parish council backs up its computer data daily onto a cloud based storage facility. D. Precept The precept is set after the council has considered the budget arrangements for the forthcoming year. Financial monitoring reports of actual income and expenditure compared against the budget are provided to the council monthly. There is evidence of action being taken where a budget heading will become overspent, e.g. the overspend of the equipment purchase & maintenance budget.</p>

	<p>E. Income There is evidence that cash payments are properly receipted, and I was able to follow the receipts to the bank paying in book and into the bank account. Cash income is stored in the safe, access to the safe has now been restricted which strengthens the internal controls.</p> <p>F. Petty Cash At the start of the financial year petty cash was used to make appropriate purchases, all receipts could be found on the test samples selected. The system was changed due to the local bank closing causing difficulty in withdrawing cash. The small petty cash balance of £3.26 was paid back into income tin during December 2019 and the petty cash system closed. DM PAYROLL SERVICES LTD INTERNAL AUDIT REPORT WOLVERTON & GREENLEYS TOWN COUNCIL</p> <p>The new system uses a Town Council credit card to make minor purchases. The card is locked in the petty cash tin, access to the tin is limited to 2 members of staff, the Finance Officer and the Administration Assistant. If a member of staff needs to make a minor purchase the Finance Officer or Administration Assistant will grant access to the credit card and following the minor purchase a purchase slip is completed, signed by the member of staff making the purchase and the Finance Officer or Administration Assistant and this is attached to the receipt. The credit card is then locked back in the petty cash tin to prevent misuse.</p> <p>G. PAYE Payroll is outsourced to a third party who processes the payroll and provides payroll reports to the council. The council takes responsibility for making payments to employees, HMRC and the pension scheme. Salaries were compared to the approved rates and found to be correct. The town council offers the local government pension scheme to employees and complies with auto enrolment requirements.</p> <p>H. Asset Register The Town Council maintains an asset register which has been updated during the year.</p> <p>I. Bank reconciliations Bank reconciliations are carried out monthly. I have reviewed the year end bank reconciliations and confirm they agree to the bank statements.</p> <p>J. Accounting Statements The accounting statements are completed on an Income & Expenditure basis. Year end adjustments can be followed back to the receipts and payments accounts.</p> <p>L. Exercise of Public Rights I am informed the notice of public rights was displayed on the council website and on the public noticeboard during the public rights period. Please notify me when the notice is displayed on the website for the 2019/20 audit to enable me to confirm it is correctly displayed. General In general, the accounting records are well kept and organised. There is evidence of the council reviewing the effectiveness of the internal control system and the council demonstrates sound governance.</p> <p>Complete sections 1 and 2 of the Annual Return, noting the supporting paperwork explaining any differences in accounts from 2018/2019-2019/2020.</p> <p>It was RESOLVED to answer yes to the questions in section 1 of the Annual Return, and not applicable to Trust Funds. It was RESOLVED to approve the figures as listed in section 2 of the Annual Return.</p> <p>Agree the Exercise of Public Rights to be displayed.</p> <p>It was RESOLVED to display the Exercise of Public Rights from the 15th June to 24th July 2020.</p> <p>Approve any write offs as listed.</p> <p>It was RESOLVED to approve the write offs as listed.</p> <p>Consider alternative Finance software</p> <p>It was RESOLVED to retain RBS as the current finance software provider.</p>
TC20/33	
TC20/34	
TC20/35	
TC20/36	
TC20/37	<p>Climate change: Consider the proposal for solar panels for the Town Hall</p> <p>The council were in agreement for solar panels to be installed on the Town Hall to provide sustainable energy. The officers to investigate all options for this supply and installation and present to a future meeting.</p>
TC20/38	<p>Exclude the press and public due to the confidential nature of the business to be discussed</p>

	It was RESOLVED to exclude the press and public due to the confidential nature of the business to be discussed.
TC20/39	Staffing: Consider the recommendations from the Personnel Committee It was RESOLVED for both caretakers are paid full pay from 21 st April and that the Area Caretaker to have reinstated the holiday leave used from 2020/2021 entitlement from 23 rd March-20 th April. It was RESOLVED to approve the reworked pay scales as presented.
TC20/40	Support for COVID19: Consider support for tenants It was RESOLVED to offer the tenant effected a zero rental for up to three months which is not repayable.

The Chair closed the meeting 20.16

Signed..........Chair of Council
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Date.....
6/24/2020

Next meeting