

## ILLOGAN PARISH COUNCIL

Minutes of the Extra Ordinary Full Council Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 28<sup>th</sup> June 2023 at 6.30pm.

**PRESENT:** Councillors Ekinsmyth (Chairman), Cullimore (Vice Chairman), Cooke, Crabtree, Ford, Holmes, Jobson, Ms Kemp, Miss Pollock, Szoka, Thompson and Williams.

**IN ATTENDANCE:** Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**FC23/06/30 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Mrs Edmunds and Miss Kelly

There were no members absent.

**FC23/06/31 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25**

There were no interests declared.

**FC23/06/32 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no requests from members for dispensations.

**FC23/06/33 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FC23/06/34 TO RECEIVE THE INDEPENDENT INTERNAL AUDITORS REPORT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2023 AND AGREE FUTURE ACTIONS**

It was noted that the Risk Register was scheduled to be reviewed at the next Governance Review Committee meeting.

The independent internal auditor, in section 3.1, has referred to the accounting processes being solely completed by the Clerk. It was noted that the accounting processes were completed by the Clerk in her role as the Responsible Financial Officer. It was usual for the Responsible Financial Officer to deal with financial matters. They also mentioned that there was no segregation of duties. It was noted that for half of the year the Clerk was the only employee of the Council. It was common for small councils to only have one employee. Councillors checked all parts of the accounting processes and reports were received and approved by Full

Council at the monthly meetings. The payments although set up by the Clerk were approved by a Councillor before they were made.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Ms Kemp and

**FC23/06/34.2 RESOLVED that the Independent Internal Auditors Report is received.**

**That the Clerk responds to the Independent Internal Auditor stating that Illogan Parish Council disagrees with the comments made in section 3.1 regarding the accounting processes being solely undertaken by the Clerk and about segregation of duties. The accounting processes are completed by the Clerk in her role as the Responsible Financial Officer and that it was not unusual in small councils for the Clerk to be the Responsible Financial Officer or for there to be a single employee. All accounting processes were approved by Full Council and payments were authorised by a Councillor before being made.**

**The Clerk would diarise the Councillor audits and ensure that they were completed in a more timely manner.**

**The Governance Review Committee would add a scoring matrix to the Risk Register when it was reviewed.**

**The Clerk would include an explanation with the accounts in future annual reports.**

On a vote being taken the matter was approved unanimously.

**FC23/06/35 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2023 AND APPROVE THE CLERK/RFO AND CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Crabtree, seconded by Cllr Ms Kemp and

**FC23/06/35.2 RESOLVED that the Annual Governance Statement for the fiscal year ending 31<sup>st</sup> March 2023 was completed, answering yes to questions 1-8 and N/A to question 9 and the Clerk/Responsible Financial Officer (RFO) and Chairman to sign the Statement**

On a vote being taken the matter was approved unanimously.

**FC23/06/36 TO CONFIRM THERE ARE NO CONFLICTS OF INTERESTS WITH THE EXTERNAL AUDITOR, BDO LLP AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and

**FC23/06/36.2 RESOLVED that Illogan Parish Council confirms that there are no conflicts of interest with the external auditor, BDO LLP.**

On a vote being taken the matter was approved unanimously.

**FC23/06/37 TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTING STATEMENTS, EXPLANATION OF VARIANCES AND BANK RECONCILIATIONS FOR THE ANNUAL RETURN FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2023 AND APPROVE THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Crabtree, seconded by Cllr Williams and

**FC23/06/37.2 RESOLVED to receive and approve the end of year accounting statements, explanation of variances and bank reconciliations for the annual return for the fiscal year ending 31<sup>st</sup> March 2023 and the Clerk/Responsible Financial Officer and Chairman to sign the audit form.**

On a vote being taken the matter was approved unanimously.

It was suggested that information on the Annual Return and the Notice of Public Rights was included in the next edition of the Illogan Review directing the public to the information published on the website.

**FC23/06/38 DATE & TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 19<sup>th</sup> July 2023, 7.00pm in Illogan Parish Council Community Office.

There being no further business the meeting closed at 6.52pm.

Signed .....

Date .....