

## MINUTES

**All Members of HERSTMONCEUX PARISH COUNCIL are hereby summoned to the  
Herstmonceux Parish Full Council Meeting –  
Tuesday 6<sup>th</sup> July 2021, 7.00p.m  
Herstmonceux Village Hall, Small Hall**

### MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

#### Councillors in attendance:

**Herstmonceux Parish** - Jenny Alder- **Ch**; Jo Angear; Ketill Game; Heather Kenward; Graham Lee; Ian Stewart.

**Clerk/RFO in attendance** – Clare Harrison

**Members of the Public** – 0

Number	Item	Action
1. FCL_2021.07.01	<p><b>APOLOGIES FOR ABSENCE AND ACCEPTANCE OF APOLOGIES</b></p> <p>The Chair opened the meeting at 7.00pm, welcomed everyone and reminded all that this meeting was being recorded.</p> <p><b>Apologies had been received from:</b> Cllr Emma Goodsell (unable to attend due to personal commitments) Cllr Mick Goodsell (unable to attend due to ongoing ill health) Cllr Nick Porter who is unwell</p> <p>Apologies accepted.</p>	<b>Apologies recorded</b>
2. FCL_2021.07.02	<p><b>DECLARATIONS OF MEMBERS' INTERESTS</b></p> <p>Declarations of Member's Interests were as declared at beginning of this administration term.</p> <p>There were no further declarations that were specific to this agenda.</p>	<b>Declarations recorded</b>
3. FCL_2021.07.03	<p><b>MEMBERS DISPENSATION REQUESTS</b></p> <p>In accordance with Standing Order 13.i.iii, it was noted that it is necessary to grant dispensations for non-attendance at meetings the following:</p> <p>Councillor Mick Goodsell through a period of ill health.</p> <p>Cllr Emma Goodsell through a period of care giving and workload challenges. This dispensation is given for 2 months, to then be reviewed.</p> <p>Dispensations have been approved.</p>	
4. FCL_2021.07.04	<p><b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b></p> <p>There were no members of the public present.</p>	
5. FCL_2021.07.05	<p><b>FINAL ACCOUNTS AND ANNUAL RETURN 2020-2021</b> <b>Signing off Final Accounts and Annual Governance and Accountability Return (AGAR) prior to submission for External Audit</b></p> <p>As per the Full Council approved 2020-2021 Final Accounts, Herstmonceux Parish Council minute reference FCL_2021.04.07, and there being no questions relating to the Accounts or the Internal Audit Report:</p>	

- i. Receive and approve 2020-2021 Statement of Accounts as per those published on the HPC website

Following year end technical support from the SCRIBE team for necessary adjustments, a **Statement of Accounts and corresponding Explanation of Variances** for the year end 2020-2021 concluding Total Cash and Short Term Investments of £145639.55; with the inclusion of the (reviewed) Asset Register Summary concluding Fixed Assets and Long Term Investments of £440052.22, was **Proposed for approval** by Councillor, seconded Cllr . **All in favour.**

- ii. Acknowledge missed deadline of 1<sup>st</sup> July for approval and publication of Full Council Approved AGAR Part 3 S1 & S2 on the Parish Council website before 1 July 2021

Acknowledged that the deadline was missed and that the approval of the AGAR would be 06.07.2021 although the unadopted version had been available on the website before 01.07.2021.

- iii. Herstmonceux Parish Council **Completion and Approval** of Section 1 of the Annual Governance and Accountability Return 2020/21 Part 3.

In respect of the agenda item above, FCL\_2021.07.05ii, it was **Proposed** by Cllr Stewart seconded by Cllr Angear and agreed by all that Section 1 of Part 3 the AGAR would respond to Statement 1 as a 'no' – that the accounting statements were not prepared in accordance with the Accounts and Audit Regulations. It was agreed and authorised that the Chairman of the Council, the Clerk/RFO should sign the AGAR at Part 3, S1 on the Annual Return on behalf of the Parish Council. **All in favour.**

- iv. Herstmonceux Parish Council **Completion and Approval** of Section 2 of the Annual Governance and Accountability Return 2020/21 Part 3

It was **Proposed** by Cllr Stewart, seconded by Cllr Angear and agreed by all that Section 2 of Part 3 the AGAR be agreed and authorised that the Chairman of the Council sign the circulated Section 2 of the AGAR on behalf of the Parish Council, having been completed and signed by the RFO, duly audited by the Council's Internal Auditor and circulated to Full Council. **All in favour.**

- v. **Authorisation to sign** the Final Accounts and Annual Return on behalf of the Parish Council

Authorised as above for submission to the External Auditor.

- vi. Acknowledge publication of the notification of the commencement date of the period for the exercise of public rights

The publication of the notification of the commencement date of the period for the exercise of public rights was noted as 30<sup>th</sup> June 2021.

- vii. Acknowledge publication of all other supporting end of year documents on the Parish Council website.

The Council acknowledged that all year end finance and audit documentation had been available on the Parish Council website and that the updated and signed AGAR would be uploaded at the earliest possible time to replace the Full Council un-adopted version.