



Minutes of the Meeting of the Council held on Thursday, 3 June 2021 at 7pm at Cuxton Library

Present: Cllr Hutchfield (Chair), Cllr Burley, Cllr Reynolds, Cllr Thorley

Clerk – Mrs J Nicholson

No members of the public were present.

18) Apologies for absence

This meeting was held under covid-19 restrictions. The risk assessment for the building only allowed for 5 people to be present inside the building. Therefore, councillors ensured that the meeting was quorate.

19) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.

None

20) Minutes of the meeting held 7 January 2021

The following amendments were made:

Apologies received from Cllrs Maisey, White, Seger and Savage.

It was resolved to accept these apologies.

Item 3. Cllr Porter declared an interest - friend of applicant.

Item 138 had been added in error and was deleted

It was resolved to accept these minutes as amended, as a true record of the meeting.

21) Minutes of the meeting held 9 February 2021

It was resolved to accept these minutes as a true record of the meeting.

22) Minutes of meeting held 27 April 2021

204)a) changed to read “Climate Change Conference (Cllr Hutchfield) this conference considered measures that the parish council might take in relation to climate and identified how the climate change agenda could be taken forward”

211)b)iii) Amended to read “It was resolved to ask Josie to work some extra hours to cover until a new assistant clerk is appointed, at an agreed hourly rate.”

It was resolved to accept these minutes as amended, as a true record of the meeting.

23) Minutes of the meeting held on 4 May 2021

It was resolved to accept these minutes as a true record of the meeting.

24) To receive the Internal Auditor’s Report

Whilst considering the Internal Auditor’s report it was agreed that for 2021-2022, in

response to the auditor's comment re the council's bank balances in excess of recommended levels, it was resolved to increase the admin support for the pavilion project.

It was further resolved that use the EMR Woodland to engage an arborealist to develop and implement a 5year plan for Six Acre Wood.

25) To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Clerk to sign.

The Council considered and approved the Statement of Internal Control for the year ending 31 March 2021. The Chair and Clerk signed the Statement on behalf of the Council.

26) To approve the Annual Governance statement for 2020-2021, Section 1 of the AGAR for the year ending 31 March 2021. The Chair of the meeting and the Clerk to sign

The Council considered and approved the Annual Governance Statement for 2020-2021. The Chair and Clerk signed and dated the Statement on behalf of the Council. and date plus minute reference.

27) To approve the Accounting Statements for 2020-2021, Section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliations as at 31 March 2021 and, if necessary, the explanation of the significant variations from last year (2019-2020) to this year (2020-2021). The Chair of the meeting to sign and date plus minute reference.

The Council considered and approved the Accounting Statements and supporting documents as provided by the Clerk/Responsible Financial Officer. The Chairman and Clerk/RFO signed and dated Accounting Statements for 2020-2021, Section 2 of the AGAR for the year ending 31 March 2021 on behalf of the Council

The Chairman closed the meeting at 8.15 pm

Signed: K Hutchfield Chairman

On the 24th day of June 2021