

WYCK RISSINGTON PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL HELD BY ZOOM MEETING ON

10th August 2020

Present: Members – Tim Simon (TS), Brian Finnimore (BF), Andrew Fifield (AF), Robert Montague (RM), Hilary Ponti (HP), Louise Fifield (Clerk), Councillor Dr Nigel Moor, Councillor Andrew Maclean.

In attendance: Andrew and Elizabeth Ransom (AR and ER)

Apologies: There were no apologies

1. Election of Chairman and Responsible Financial Officer

AF proposed TS as Chairman, HP seconded the proposal, AF proposed BF as Responsible Financial Officer and HP seconded the proposal. Both were carried unanimously.

2. Thanks:

TS thanked HP for hosting the meeting and all the Council for all their work during the challenging times of COVID lockdown – LF for coordinating village help where necessary. Thanks to BF for taking over as RFO, completing the changeover to online banking and the emphasis on transparency.

3. Minutes of the AGM held on 10th June 2019.

The minutes of the meeting were approved and will be signed.

4. Financial Report and Adoption of Accounts (BF)

BF had previously circulated the financial information:

- a) 2019/20 Budget Versus Actual – analysis of last year and the previous year. We had finished the financial year under budget despite fears to the contrary. AR commented that the circulated document should have been the Excel version which included the bank reconciliation. LF has now sent this to the Council. AR was happy with the accounts and had no points to raise following his audit.
- b) The partially completed Annual Governance and Accountability Return (AGAR) was agreed by the meeting and will be signed and returned. An external audit isn't necessary as we have expenditure of less than £25K.
- c) The 2019/20 notice of public rights document will be posted on the website for anyone to examine the Council's financial documents and, if necessary, raise concerns with the official auditor.
- d) ER's review of Internal Audit and Risk Management concludes that the processes for internal audit continue to be rigorous and fit for purpose. There were two suggestions for discussion at the next PC meeting.
 1. Adopting a more transparent risk management process
 2. Considering a risk register

TS thanked the Ransoms for their work in carrying out the annual audit and risk review.