WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham

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Minutes of the Extraordinary Meeting of Westhampnett Parish Council held at 7.30pm on Thursday 27th August 2020 via Zoom

Present:

Parish Councillors: Cllr C McLeish (Chairman), Cllr S Burborough, Cllr S James and Cllr C Moth.

The meeting was clerked by Parish Clerk, Mrs Linda F Lanham.

There were no residents or other persons attending.

Minute No	Item	Action
201/20	**OPEN THE MEETING & TAKE APOLOGIES FOR ABSENCE** Due to technical and other difficulties the meeting started later than planned in order that all available Councillors could take part. Cllr McLeish opened the meeting at 7.53pm, welcoming all via Zoom. Apologies were received from Cllr W Holden and CDC Cllr H Potter.	
202/20	**DISCLOSURE OF INTERESTS:** Cllr Burborough - Rolls Royce (as place of work but not a direct employee).	
203/20	**PARISH FINANCIAL MATTERS:** The statutory deadline for return of the annual audit forms to the external auditor is noted as **31st August 2020**. **1**. **INTERNAL AUDIT 2019-2020:** The Internal Auditor's report had previously been circulated to the Councillors and was reviewed. 2 items were discussed, and actions agreed: A. Findings No 5: VAT Return (including Reclaim VAT) needs to be done as not completed since February 2017. Due to time pressures it was agreed that the Parish Clerk should ask R S Hall & Co for a quote to do this work. B. Findings No 6: Salary underpayment of £28.83 for the Parish Clerk needs investigating with WSCC Payroll. The Internal Audit Report was then signed by Cllr McLeish as Chairman. **2. SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2019/20:** **RESOLVED:** That the Annual Governance Statement for year ended 31st March 2020 be approved. The Annual Governance Statement was approved by all and was signed by Cllr McLeish as Chairman. **3**. **SECTION 2 - ACCOUNTING STATEMENTS 2019/20:** **RESOLVED:** That the Accounting Statements for year ended 31st March 2020 be approved. The Annual Return Accounting Statements was approved by all and was signed by Cllr McLeish as Chairman. **4. APPROVE INTERNAL AUDITOR FOR 2020/21 AUDIT:** **RESOLVED:** That R S Hall & Co be approved to act as Internal Auditors for this financial year ending 31st March 2021. Proposed by Cllr James, seconded by Cllr Moth, and all voted in favour. **5.** None.	**LFL** **LFL**
204/20	**DATE OF NEXT FULL PARISH COUNCIL MEETING: 14th September 2020** Noted.	
205/20	**CLOSE MEETING** The Chairman closed the meeting at 8.19pm.	

Signed…… **Date**……
Chairman of Meeting