**Horton Parish Council**

**Extraordinary MEETING of the COUNCIL of the Parish of Horton**

**Tuesday 29th June 2021**

**MINUTES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#01** |  | **Councillors** | | | | |  |
|  | A | **Present:** Cllrs Gibbons, Crame, Coogan and the Chair Cllr Bovingdon and the clerk, Benta Hickley  **Apologies:** Cllrs Patel, Dunga, Cole and McAuley  **Declaration of interest:** None | | | | |  |
|  | B | **Public Participation document and the Meetings Rules:**  There were no members of public | | | | |  |
|  | C | **Questions from the public:** There were no members of public | | | | |  |
| **#02** |  | **2020-2021 Internal Audit** (Documents available from Accounts page of Parish Council website) | | | | |  |
|  | A | **To approve the Internal Audit report from Auditing Solutions Limited.** Proposed and seconded (Cllrs Crame and Bovingdon) | | | | | BH |
|  | B | **To approve the Annual Internal Audit report** (page 3 of the AGAR) Proposed and seconded (Cllrs Gibbons and Crame) | | | | | BH |
| **#03** |  | **2020 / 2021 Annual Accounts** (Documents available from Accounts page of Parish Council website) | | | | |  |
|  | A | **To approve the Annual Governance Statement** (page 4 of the AGAR) Proposed and seconded (Cllrs Bovingdon and Gibbons) | | | | | BH |
|  | B | **To approve the Accounting Statements** (page 5 of the AGAR) Proposed and seconded (Cllrs Gibbons and Bovingdon) | | | | | BH |
|  | C | **To approve the 2020/21 Annual Accounts**: Proposed and seconded Cllrs Bovingdon and Crame) | | | | | BH |
| **#04** |  | **Questions from the public: (If appropriate):** None | | | | |  |
| **#05** |  | **To approve invoices for payment.** Proposed and seconded (Cllrs Cogan and Bovingdon). Cllrs Crame and Gibbons have initialled the invoices and will approve payments on line | | | | |  |
|  |  | The following invoices have been received to date. To be approved for payment: invoices to be initialled by the Cllrs who will authorise payment online. (\* these need approval as payees too) | | | | |  |
|  |  | **DATE** | **PAYEE** | **DESCRIPTION** | **INVOICE** | **AMOUNT £** |  |
|  |  | 29-Jun | Local Authorities Aircraft Noise Council | Annual subs | 21220013 | 111.00 |  |
|  |  | 29-Jun | \*Smith of Derby | (clock maint) | 118711 | 721.20 |  |
|  |  | 29-Jun | Garden Designs | (regular maint) | 4099 | 1790.20 |  |
|  |  | 29-Jun | HMRC BH | PAYE/NIC | M3 | 25.44 |  |
|  |  | 29-Jun | Royal County or Berkshire Pension - | BH Pension | M3 | 303.10 |  |
|  |  | 29-Jun | B & B Hickley | Wages | M3 | 940.98 |  |
|  |  | 29-Jun | Garden Designs | (regular maint) | 4089 | 465.00 |  |
|  |  | 29-Jun | B&B Hickley | Monthly exp. | M4 | 50.00 |  |
| **#06** |  | **Future meeting dates 2021**, Third Tuesday of each month | | | | |  |
|  |  | Tuesday 20th July 2021 | | Tuesday 19th October 2021 | | |  |
|  |  | Tuesday 17th August 2021 | | Tuesday 16th November 2021 | | |  |
|  |  | Tuesday 21st September 2021 | | Tuesday 21st December 2021 | | |  |

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END OF MINUTES

The meeting finished at 7:41pm

All votes were unanimous unless specified.

\*\* Un-adopted Minutes – these are not deemed to be a record of the meeting until signed by the Chair \*\*

Minutes prepared by Clerk to the Council.

Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW

Note: Personal callers by appointment only.

Email Clerk@HortonParishCouncil.Gov.uk.

Parish Phone 07957 588 277

**Agendas and previous minutes are available from the Parish Council Website:** [**www.hortonparishcouncil.gov.uk**](http://www.hortonparishcouncil.gov.uk)

The Government ended the Covid restrictions to the middle of July, but has not extended permission for Council meetings to be held electronically. In April the Parish Councillors agreed to hold May’s meeting early (when zoom was still permitted) and to delay June’s meeting to 29th June when hopefully restrictions would have been lifted. This has not been the case so the clerk and the Chair made the decision to cancel the June meeting and to defer most items until 20th July. However the audit items need to be submitted to the external auditors before then, so an Extra Ordinary meeting was been called to approve the documents for the external audit and to authorise payment of invoices.

In order to minimise risk Cllrs were asked to, where possible, submit questions in advance of the meeting. Cllr Cole raised a few queries in advance of the meeting and the clerk replied. No other issues were raised

In relation to the “**Horton PC Internal Auditors Report 2020 21**” I note that the auditors again have mentioned the obfuscation caused by the method used for totalling each quarter.  To the best of my knowledge, this is contrary to good accounting practice.  However if this method works for the “Clerks” then so be it.

Recommendation R1 refers to an error in the formulas in the accounting spreadsheet provided by the internal auditors.  The RFO has spent many hours checking each formulae and is now using a corrected version.  We have followed the spreadsheet recommended by the internal auditor and will continue to do so unless Cllrs vote otherwise.

I am not prepared to “**Item 3C 2A, 2020/21 Annual Accounts**”.  This is why: As always, I have my standing objection to the accounts on the basis that the Clerk wages go to two people and are not clearly identified as to which is which.  Other councils, including Wraysbury and Datchet, mitigate the need for confidentiality by using “Person 1”, “Person 2” etc in their public documentation.  I fail to understand why this cannot be done.

Since we have no way of knowing whom gets what, we have no way of knowing if it is correct or not.  Therefore it is not possible with any degree of confidence for me to approve the actual accounts or the budget.

With reference to Item 3C 2A, 2020/21 Annual Accounts regarding the combined salary please find attached the P60s for Brian and me.  The breakdown of the individual amounts is always clear from the invoice and invoices relating to our wages are always available on request, as are all other invoices.  As to "who gets what" - \*we\* get it, albeit temporarily as it then goes out from our joint account to pay mortgage, council tax, utilities etc!!!  Given the ongoing delays in getting payments authorised, especially during covid, we felt it better to minimise the number of payments.  This has been approved by the internal auditor.