



## **76/18 CERTIFICATE OF EXEMPTION FROM A LIMITED ASSURANCE REVIEW**

The Locum Clerk reminded Members that for the year ending 31 March 2018 it was not necessary for a limited assurance review to be carried out by an external auditor, provided that the Parish Council certified itself as exempt. There was a small number of requirements for exemption, all of which had been met.

In addition, the Parish Council had to comply with the Transparency Code for smaller authorities by publishing certain information, including the Exemption Certificate, on the Parish Council website. The date for submission of the Exemption Certificate was 11 June 2018, but in recognition of the vacancy of a Clerk and Responsible Finance Officer, the External Auditor, PKF Littlejohn LLP, had through the offices of HAPTC agreed an extension to 31 August 2018.

The Locum Clerk reported that Mr Ian Jack, the internal auditor who had been appointed in previous years, had not been available to scrutinise the accounts this year. With the Chair's approval, a referral from another Hertfordshire parish council resulted in Mr Alex Sage of St Albans agreeing at short notice to carry out the internal audit.

Mr Sage had signed an unqualified Annual Internal Audit Report 2017/18. He observed that the Community Infrastructure Levy grants received were each subject to a five-year limit for spending and recommended that separate earmarking records be made of this income, and its associated expenditure as and when authorised by the Parish Council.

- The sum of £35.00 was agreed as an appropriate honorarium for Mr Sage's involvement. The Locum Clerk was authorised to buy a gift to this value and deliver it to him with the Parish Council's grateful thanks.
- It was **RESOLVED** that following an unqualified internal audit inspection, the Chairman and Locum Parish Clerk would sign a Certificate of Exemption which would be emailed to PKF Littlejohn to meet the new submission deadline.

## **77/18 ANNUAL GOVERNANCE STATEMENT**

The Parish Council considered the Annual Governance Statement 2017/18. Each section of the Statement was reviewed and it was agreed that each section should be marked 'yes' apart from point 9 which was not applicable.

- It was **RESOLVED** that the Annual Governance Statement 2017/18 be approved.

## **78/18 ACCOUNTING STATEMENTS AND COMPLETION OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)**

The Accounts for the Parish Council for the year ended 31 March 2018 were received and were considered alongside the AGAR Accounting Statements.

- It was **RESOLVED** that the Accounts of St Michael Parish Council for the year ended 31 March 2018 be approved and that the Chairman be authorised to sign the Receipts and Payments Accounts and Section 2 of the Annual Governance and Accountability Return.

## **79/18 SCHEDULE OF PAYMENTS**

The following payments were approved:

<b>Item</b>	<b>Payee</b>	<b>Amount</b>	<b>Cheque</b>	<b>Dated</b>
Reimburse computer repair charge	Mr M Harverson	£70.00	000288	06/08/2018
Reimburse stationery supplies	Mrs Y Harverson	£8.00	000289	28/08/2018
Locum clerk, August expenses	Mrs J Reading	£30.18	000290	28/08/2018
Locum clerk, August salary	Mrs J Reading	£645.00	000291	28/08/2018

**80/18 ANY OTHER BUSINESS**

- The Vice Chair informed the meeting of some recent incidents of anti-social behaviour, including extensive vandalism to a telephone box and discovering substance abuse debris in a number of locations. The occurrences had been reported to the Police Community Support Police Officer, Chris Ramdeen, who promised to keep up surveillance on such issues in the area. The telephone box had subsequently been repaired.
- It was noted that some council surveyors had been seen working on the St Albans Road, thought from nearby signage to be a land survey.
- The Chair reported that oak trees had been cut down at  
But upon investigation it appeared that there was no contravention of planning restrictions.

**81/18 PUBLIC QUESTION SESSION**

There were no questions either in writing or from the members of the public in attendance.

**82/18 DATE OF NEXT MEETING**

Noted that the date of the next meeting of the Council was scheduled for Thursday 13 September 2018.

**83/18 CLOSED SESSION**

The Chair called to move to a closed session of the Meeting for the matter set out in minute 84/18 below as it was likely to concern discussion of a named individual.

- RESOLVED That in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

Three members of the public departed.

**84/18 CONTINUITY OF COUNCIL BUSINESS**

The Chair reported on the arrangements made since the last Meeting to continue the business of the Parish Council in the absence of a Clerk. These had prioritised attending to the AGAR requirements which had now been satisfactorily completed, and updating the information required to be displayed on the website, but there remained some work to be done, which focussed on:

- a. obtaining a new permanent address and telephone number for dedicated Council use;
- b. a replacement website for the Council;
- c. review of financial practice, controls and management.

It was agreed that research and external advice would be needed in order to give these items due and proper consideration. The agenda for the September meeting would table further discussion.

The meeting closed at 9.00 p.m.

Chairman ..... Date .....