

Minutes of a meeting of Bilsington Parish Council held on Thursday 6th May 2021 at 7.00 pm.

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held as a virtual meeting.

Present: S Carrington (Vice Chairman), M Bilham, L Lawson, and R Thompson.

In attendance: Peter Setterfield PSLCC, Parish Clerk and Responsible Financial Officer.

Also present: L Harman (ABC)

810. **Apologies for Absence:**

S Hudson (Chairman), D Robey (KCC candidate)

811. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**

Councillor S Hudson proposed by Councillor M Bilham seconded by Councillor S Carrington and there being no other nominations

Resolved: to appoint Councillor S Hudson as Chairman for the municipal year 2021 2022

812. **To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office:**

Resolved to appoint Councillor L Lawson as Vice-Chairman for the municipal year 2021 2022

813. **To receive any declarations of interest from Members:**

There were no declarations of interest

814. **Minutes:**

The minutes of the virtual meeting held on 25th March 2021 were submitted, agreed as a true record, to be signed by the Chairman at a later date.

815. **Finance:**

Schedule of payments:

Staff costs March 2021	£320.86
Staff costs April 2021	£327.29
KALC Subscription	£200.76
H J Hoad (audit)	£ 50.00

Resolved: To authorise the payment of the items in the schedule of payments.

816. **Village Hall:**

The Parish Council is asked to nominate one of its members to attend meetings of the Village Hall Committee as the Parish Council's representative and to report back to the Parish Council at its meetings.

Resolved: to appoint Councillor M Bilham as the Parish Council's representative.

817. Planning Matters:

There were no planning applications presented.

818. Asset Register:

Report BPC/21/01 attached the asset register as at 31st March 2021.

Resolved:

- 1. To receive and note Report BPC/21/01**
- 2. To receive and note the Asset Register as at 31st March 2021**

819. Report of the Independent Internal Auditor:

Report BPC/21/02 encloses the report of the Independent Internal Auditor who has been asked to complete the Annual Internal Audit Report section of the Annual Governance and Accountability Return to the Council's external auditor PKF Littlejohn LLP.

Resolved:

- 1. To receive and note BPC/21/02**
- 2. To receive and endorse the report of the Independent Internal Auditor**

820. Statement on Internal Control for the Year ended 31st March 2021:

Report BPC/21/03 details the Statement on Internal Control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return for the year ended 31 March 2021.

Resolved:

- 1. To receive and note Report BPC/21/03**
- 2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2021.**
- 3. To authorise the Chairman of the Parish Council to sign the statement of Internal Control for the Year ended 31 March 2021.**
- 4. To respond Yes in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report BPC/21/03 which relates specifically to Box 6.**
- 5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.**

821. Statement of Accounts for the Year ended 31st March 2021:

Report BPC/21/04 attaches the Statement of Accounts for 2020/2021.

Resolved:

- 1. To receive and note Report BPC/21/04**
- 2. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2021**

3. To authorise the Chairman of the Parish Council meeting to sign the accounts contained within the Annual Return for 2020/21.

822. Certificate of Exemption:

Subject to the approval of report BPC/21/04 the certificate of exemption requires the signature of the Chairman of the meeting to confirm that the annual turnover of the Parish Council is under £25,000 and therefore exempt from external audit.

Resolved: To authorise the Chairman of the meeting to sign the Certificate of Exemption.

823. Annual Risk Assessment:

Report BPC/21/05 attaches the completed Annual Risk Assessment.

Resolved:

- 1. To receive and note Report BPC/21/05**
- 2. To receive and note the annual risk assessment.**

824. Schedule of Meeting Dates:

The Parish Council has not been able to meet in person throughout the municipal year 2020/21 due to the Coronavirus pandemic. However, it has continued to meet virtually as legislation was put in place to allow meetings to take place. This legislation expires on 7th May 2021 requiring councils to meet in person from this date, however restrictions on numbers present and place at the present time prevent meetings taking place.

There being no further business the meeting closed at 7.30pm