

NOTICE OF MEETING

You are hereby summoned to a meeting of
Yarm Town Council to be held at
The Fellowship Hall, West Street, Yarm
on **Friday, 28th August 2020 at 4pm**
Juliet Johnson, Proper Officer to YTC
(SOCIAL DISTANCING MUST BE OBSERVED WITH PPE)



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

In accordance with the Openness of Local Government Bodies Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; the Chair will notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photographed

EXTRAORDINARY GENERAL MEETING

MINUTES

of the

'ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2019/2020'

In Attendance:

Cllr Alan Gallafant (Chair)	Cllr Peter Monck
Cllr Philip Addison	Cllr Paddy Morton
Cllr John Coulson	Cllr Marjorie Simpson
Cllr Allan Moffitt	Town Clerk (Juliet Johnson)

1.0 To appoint a Chairman in the absence of the Chair and/or Vice Chair

1.1 N/A

2.0 Apologies for Absence

2.1 Apologies: received from Councillor Pam Smalles.

2.2 Absent: Councillor Chris Johnson

3.0 Code of Conduct | Declaration of Interest | Dispensation

- a) To record declarations of interest from members of any item to be discussed

None received.

- b) To consider, vote upon and record any requests for dispensation

None received.

4.0 Agenda Item:

4.1 Receive and note the Internal Audit Annual Report (2019/2020);

4.1.1 Cllr Addison and the Town Clerk gave a briefing as to issues surrounding the preparation of the 2019 / 2020 Annual Governance and Accountability Return (henceforth, AGAR) including:

- a) YTC operating without a Town Clerk for 5 months of 2019 /2020;
- b) loss of skills in dealing with the online 'Rialtus' accounting system i.e. resignation of a previous Councillor and being without a Town Clerk;
- c) issues regarding the proposed interim audit i.e. caused by the delay between the banks involved when the account was transferred, one bank to the other;
- d) changes this year to AGAR deadlines (due to COVID), initial understanding of this, compounded by a) & b) above.

4.1.2 It was noted that item 1. of the Internal Audit Action plan is already in place and that item 2. will be addressed immediately (re. Exercise of Public Rights for this 2019 / 2020 AGAR).

ACTION: the Town Clerk will address items 3. and 4. ASAP, prior to the next internal audit.

4.1.3 The Internal Audit Report was received and noted.

4.1.4 The fee Of £350 for Internal Audit was noted and approved. The fee of £150 for Rialtus Accounts Specialist support in closing the accounts (D Simpson) was also approved.

4.2 Consider the Statement of Accounts 2019/2020

4.2.1 Cllr Philip Addison noted the amount set aside for elections this year and commented that the budget would need to be increased for 2020/21 (given the calling of an election for a vacancy (and potential for a further election for the further vacancy) - currently scheduled, due to COVID, for May 2021.

Cllr. Addison also noted that there would be a budget requirement for the next full council elections.

4.2.2 The underspend of £22,283 was noted as was the transfer of this to the general reserves. Cllr. Addison noted that the delayed Willey Flats equipment installation of circa. £12.5k would be paid from this in 2020 / 2021.

4.2.3 The table of variances for 2019 /2020 against the previous year's spend were duly noted.

4.3 Approve the Annual Governance Statement 2019/2020

4.3.1 The Town Clerk presented the explanations/ evidence provided by internal audit and associated recommended accounts consultant regarding their views as to why questions 1. - 3. and 5. - 8. could be answered in the affirmative. It was also noted that improvements should be made however, as detailed in the Internal Audit Report.

4.3.2 Question 4 on the Governance Statement was answered in the negative as the notification and publishing of The Exercise of Public Rights on the YTC website could not be evidenced (noted in the internal audit report).

4.3.2 The Annual Governance Statement was approved.

4.4 Approve the Accounting Statements

4.4.1 The difference in amounts between boxes 7. and 8. on the AGAR (p.4) were duly noted as being due to the VAT amount awaited to be returned to YTC (at the end of the financial year).

4.4.2 The Accounting Statements were noted and approved.

4.5 Ensure the statement of accounts is signed and dated by the Chair of the meeting;

4.5.1 The statement of accounts was signed and dated by the Chair of the meeting.

4.6 Note the requirement to inform the public of the period for the Exercise of Public Rights and details regarding sections 26 and 27 of the Local Audit and Accountability Act 2014.

4.6.1 The Town Clerk displayed and read the necessary papers required to be published to inform the public as to the Exercise of Public Rights, noting that these would be published accordingly on the YTC website following the meeting, giving notice of the period of Exercise of Public Rights as being 1st September - 12th October 2020.

4.6.2 The meeting noted the requirement and the action required.

4.6.3 A vote of thanks was given to Cllr Philip Addison for his hard work and endeavour in maintaining the accounts and learning the Rilatus system for 2019 /2020 accounts in the absence of a Clerk.

5.0 Adjournment and Questions from the Public:

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 – section 100A(4), members of the public (other than those prohibited from doing so) are entitled to attend this meeting and/or have access to the agenda

To adjourn the meeting to allow members of the public to ask questions about the Council business itemised on the agenda as per Standing Order 1g (each person is allowed to speak once for a maximum of 3 minutes).

5.1 None received.

(Attached Papers: AGAR 2019 /2020 Refers.)