

UPTON MAGNA PARISH COUNCIL

Minutes of the meeting (finance) held virtually via Zoom on 18th June 2020.

20/039 Public Question Time.

None.

20/040 Present.

Parish Councillors: Mr. Roberts, Mr. Walters, Mr. Brooker, Dr. Dawson, Mr. Pillow, Mrs. Morecroft, Mrs. Brenton. Mrs. Smith-Wells (Parish Clerk).

20/041 Apologies.

None.

20/042 Declarations of Interest.

None.

20/043 Minutes of the Meeting held on 12th March 2020.

Resolved as a correct record and agreed that the Chairman would sign the minutes in person, at a later date. It was also noted here that the meetings scheduled for 9th April and 14th May (including the Annual Meeting) had been cancelled due to Covid-19.

20/044 External Audit 2020.

- The Parish Clerk reported that the 2019/20 accounts have been successfully audited. It was proposed, seconded and resolved that the Internal Auditor's report be accepted.
- It was proposed, seconded and resolved that the 2020 Annual Governance and Accountability Return, the Accounting Statements and Certificate of Exemption be approved. It was agreed that the Chairman would sign them in person, at a later date and the Parish Clerk would submit the Certificate of Exemption to the External Auditors. **ACTION:** Parish Clerk to submit the AGAR Certificate of Exemption to the External Auditors by the required deadline.

20/045 Accounts.

- It was proposed, seconded and resolved that the following amounts be approved for payment in June:

£247.85	Parish Clerk's salary, Working from Home Allowance and mileage for May
£27.31	Streetlight electricity
£4.56	Stamps
£23.36	Lawnmower petrol

- It was agreed that the Chairman and one other signatory would sign the authorisation sheet and cheques in person, at a later date.
- The Parish Clerk advised that a Vat refund in the sum of £249.09 had been received.

- It should be noted here that the following amounts were approved by Councillors via email and paid on 14th May 2020:

£229.85	Parish Clerk's salary, Working from Home Allowance and mileage for March
£224.45	Parish Clerk's salary, Working from Home Allowance and mileage for April
£27.31	Streetlight electricity (1)
£154.80	PAYE for first quarter
£19.56	Lawnmower petrol
£45.00	Upton Magna Memorial Hall for room hire
£60.00	Internal audit fee
£218.00	Annual insurance premium
£26.43	Streetlight electricity (2)

20/046 Bank Reconciliation and Accounting Spreadsheets.

It was proposed, seconded and resolved that the bank reconciliation and accounting spreadsheets for the first quarter, prepared by the Parish Clerk, be approved. It was agreed that the Chairman would sign the bank reconciliation in person, at a later date.

20/047 New Items for Next Agenda.

Signposting; Smartwater.

There being no other business, the meeting closed at 20.01pm.

..... (Chairman) (Date)

Date of next meeting: 9th July 2020 (to be confirmed).

MRS. K.M. SMITH-WELLS, CLERK TO UPTON MAGNA PARISH COUNCIL