**Bowsden Parish Council**

**Minutes of the Annual General Meeting of Bowsden Parish Council 0n 31st May 2022 at 7.10pm at Bowsden Village Hall**

**Present:** Parish Councillors: Jayne Watson (Chair), Graeme Reaveley, Ian Jackson, Dominic Elsworth**.**

**Parish Clerk:** Sue Sim

**Parishioners:** 2

1. **Election of Officers:**

* + CouncillorJackson proposed Councillor Watson as Chair, Councillor Reaveley seconded the proposal. Councillor Watson to remain Chair.
  + Councillor Watson proposed Councillor Reaveley as Vice Chair, Councillor Elsworth seconded the proposal, Councillor Reaveley to remain Vice Chair.

1. **Apologies for Absence:** Councillor Christine Betts.
2. **Declarations of Interest:** None
3. **Minutes of Annual General Meeting 2021:** Councillor Jackson pointed out that he was the Chair for the meeting – the minutes will be amended.
4. **Matters Arising –** None
5. **Adoption of the Annual Governance and Accountability Return for 2021-2022:**
   * **Annual Internal Audit:** The Bowsden Parish Council approved the document. An internal audit was not completed for the financial year. The Annual Internal Audit has a continuation sheet which states:
     1. The Parish Clerk role changed hands part way through the financial year.
     2. It was only at the conclusion of the financial year when seeking to have the accounts internally audited that the Parish Clerk was made aware that the previous internal auditor had left the role.
     3. Due to the timescale involved it has not been possible to identify and appoint an appropriately independent individual to undertake the role.
     4. This is a matter that will be addressed expeditiously to ensure Bowsden Parish Council appoints an internal auditor in order to be fully compliant with all regulations and requirements.
     5. The last internal audit was completed on 03.05.2021 and no irregularities were found.
     6. The Parish Council reviews its financial at every meeting, noting any changes to its expenditure and income.
     7. All Bowsden Parish Minutes are published on the website.
   * **The Annual Governance Statement:** Several items were agreed as not having been met. The Bowsden Parish Council approved the document and the Chair and Parish Clerk signed the document and continuation sheet. The continuation sheet states:
     1. (Item 1) The Bowsden Parish Council reviews its financial position at every meeting throughout the year. Any changes to the finances are noted in the minutes of the meeting
     2. (Item 2) The Bowsden Parish Council accepted full responsibility for safeguarding public money by discussing in public/open forum any expenditure made by the Parish Council and minuted its decisions.
     3. (Item 6) The internal audit was not completed this year as per the explanation on AGAR continuation page 3. Anew internal auditor for Bowsden Parish Council will be appointed as soon as possible.
     4. (Item 7) There were no matters brought forward by the previous internal and external audits.
   * **The Accounting Statement for 2021-2022** – was approved and signed by the Chair and the Parish Clerk
   * **The Certificate of Exemption –** was approved and signed by the Chair and the Parish Clerk.

The Annual Internal Audit document, Annual Governance Statement, Annual Accounting Statement and the Certificate of exemption will be published on or before 30th June 2022 in the Parish Council section of the Bowsden Village Hall website, [www.bowsdennvillagehallnet.net](http://www.bowsdennvillagehallnet.net) The document will remain available for at least 10 days. Anyone without access to the website can inspect the documents by contacting the Parish Clerk.

7,**Any Other Business –**

* **Appointment of Internal Auditor for Bowsden Parish Council.** – The Bowsden Parish Council appointed Mrs Deborah Hudson as the internal auditor for 2022 – 2023. The Parish Clerk and the Internal Auditor will meet before every Parish Council Meeting to review the financial position of the Parish Council.

1. **Date of Next Meeting** May 2023