

**HENHAM PARISH COUNCIL**  
**Minutes (Unapproved) of a Council Meeting**

Date: Wednesday 15<sup>th</sup> July 2020

Time: 5.30pm

Venue: Ham Cottage, Wood End Green, Henham

**Present: Cllrs N. Baker (Chair), S. Lee (Vice-Chair) M. Fisher, Clerk M. Dacey**

**Apologies for absence: Cllrs F. Frindle, M. Francis, Z. Rutterford, R. Ryan, D. Marshall, G .LeCount.**

**FINANCE**

- 1. Annual Risk Assessment** – In light of COVID-19 the annual risk assessment has been reviewed and updated by the Clerk and Chair and previously circulated to all Councillors for review and approval in April 2020. All Councillors have approved this by email in April 2020 and the clerk has then renewed the HPC insurance with our insurance providers. Cllr Fisher proposed that the Annual Risk Assessment is formally adopted by the Parish Council, seconded by Cllr Lee nem con.
  
- 2. AGAR – Signing of AGAR 2019-20 for Henham PC** – The Year-End Accounts, produced in conjunction with the Parish Council's Internal Auditor, Trevor Judd, together with the unsigned and undated S1 and signed and dated S2 of the Annual Return and the Internal Auditor Report were distributed to councillors for their appraisal prior to this meeting. These accounts have been used to prepare the Annual Return prior to submission to External Auditors. The accounts were approved as follows:
  - (a) Annual Return Procedure Policy – the Parish Council approved the policy.
  - (b) A review of the effectiveness of the system of internal control was carried out and the findings of the review was considered by the Parish Council;
  - (c) It was resolved by the Parish Council that the Annual Governance Statement (s1) was approved, Cllr Fisher proposed the approval, Cllr Lee seconded the proposal nem con;
  - (d) The Accounting Statements (s2) (which has been dated and signed by the RFO prior to this meeting) were considered by the Parish Council as a whole;
  - (e) It was resolved by the Parish Council that the Accounting Statement (s2) was approved, Cllr Fisher proposed the approval, Cllr Lee seconded the proposal nem con;
  - (f) The Chair signed and dated the Accounting Statements (s2). The Chair and Clerk signed and dated the Annual Governance Statement (s1).

***Mareike Dacey, Clerk***