

Lydiard Millicent Parish Council

Summons to Attend

ALL MEMBERS OF LYDIARD MILLICENT PARISH COUNCIL:

Councillors : Alan Pflieger (Chairman), Dean Cobb, Andre Kayani,
Vernon Montgomery, Richard Selwood, Mike Sharp,
Phil Shepherd, Jim Stubbs.

In accordance with schedule 12, para 10(2) of the Local Government Act 1972 – Notice is hereby given that a meeting of Lydiard Millicent Parish Council will be held on Thursday 30th July 2020 in Lydiard Millicent Recreation Field, Meadow Springs Lydiard Millicent, commencing at 7.00pm.

You are summoned to attend the above meeting, where items on the attached agenda will be discussed.

In consideration of the impact of the current COVID-19 restrictions a risk assessment has been carried out, and appropriate safety measures put in place, all those attending will be expected to comply.

Deborah Bourne

DEBORAH BOURNE
Parish Clerk

24th July 2020

Public Question Time: As this meeting is dependant on the weather, there will be no formal Public Question Time. Anyone wishing to raise issues relating to the Parish Council should contact a Parish Councillor direct; if the issue relates to Wiltshire Council the Unitary member should be contacted. Contact details can be found in The Lydiards Magazine or on Lydiard Millicent Parish Council website. All Councillors can be contacted at any reasonable time, not just when attending a meeting.

AGENDA

1. **Apologies for Absence:** The LGA 1972¹ s85 states that if a member fails to attend any meeting of the authority for a period of six consecutive months their seat is deemed vacant. There were apologies from three Councillors at the meeting held in March; their term of office will become vacant due to non-attendance on 6th August 2020 if they are absent at this meeting.

LGA 1972 s85 does also enable the Council to sanction an extension to this process if it is resolved to accept that an absence at a meeting is for a valid reason, when considering they are summoned to attend.

The Council will be asked to consider acceptance of the reasons for any apologies.

2. **Declarations of Interest:** To receive Declarations of Interest in accordance with the Code of Conduct adopted by this Council in July 2012. Members are reminded that it is their personal responsibility to make sure the Register of Interests contains up to date information. If changes are needed please contact the Clerk, who can arrange for the changes to be carried out.
3. **Minutes:** To confirm and sign as a true record, Minutes of the Full Council Meeting held Thursday 12th March 2020.

4. **Annual Governance Statements for year ending April 2020** *Appendix A*
The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of their system of internal control each financial year, and prepare an annual governance statement in accordance with proper practices in relation to its accounts.

The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. For informed consideration of the Annual Governance Statement 2019/20, Councillors are asked to refer to notes in the booklet titled “Governance and Accountability for Smaller Authorities in England”.

The Council is asked to review and affirm statements 1-9 on Section 1 of the Annual Return (AGAR, 2019/20)².

¹ Local Government Act 1972

² Annual Governance & Accountability Return

5. **Adoption of Annual Accounts**

Appendix B

PKF Littlejohn are undertaking Limited Assurance Audits of Parish and Town Councils throughout the Country. The Accounts and Audit Regulations 2015 require the AGAR to be approved at a Full Council meeting before 30th June. Due to restrictions as a result of the COVID-19 pandemic the Government has issued amended regulations for this year only. The Accounts & Audit (Coronavirus) (Amendment) Regulations 2020 extend the statutory deadlines.

The Publics Right to Inspection period will now commence on or before 1st September 2020. Councils are required to approve, and publish their AGAR by 31st August 2020. The publication date of audited accounts will now be 30th November. There is also provision within the Act for Parish Councils to alter its calendar of meetings until May 2021 and for them to be held remotely if so wished.

The Council is asked to:

- a. Approve the Accounting Statements, and additional information, as set out in Section Two of the Annual Return; the Governance Statements (section 1) were the subject of item 4 above, as Parish Councils are required to consider them first and independently.
- b. Note the Internal Audit is yet to take place and a written report will be forwarded shortly.
- c. Note that under the Local Audit and Accountability Act 2014 s 26 & 27, and subsequent Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 a period of 30 consecutive working days commencing on or before 1st September must be made available for any interested person to inspect the Accounts. Commencement dates will be Monday 3rd August 2020 to Monday 14th September 2020 inclusive. A notice to this effect will be placed on the Parish Noticeboard and Website.

6. **Date of Next Meeting**

The Council will be asked to consider holding meetings up to May 2021 remotely. This will allow anyone needing to shield or isolate during this pandemic to feel safe and still take part in the democratic process if they so wish. If meetings are to be held remotely any members of public and press can join just as they would attend a physical meeting. Cost implications are no higher than the monthly room charge.

The Councils instructions are sought.

7. **Close of Meeting**

Depending on the weather, there may be an opportunity for members to talk whilst observing social distancing and actions suggested in the Risk Assessment. No formal decisions can be made as this session is not part of the formal Council meeting.