



COTFORD ST LUKE PARISH COUNCIL

The Community Centre, Bethell Mead, Cotford St Luke, Taunton TA4 1HZ www.cotford-st-luke.org.uk

EXTRAORDINARY MEETING OF COTFORD ST LUKE PARISH COUNCIL

Held in the Community Hall on Thursday 17th June 2021 at 18:30

MINUTES

Present: Cllr Reeves, Cllr Perrett (Vice Chair), Cllr Woodford, Cllr Hutson

Clerk: Louisa Gillett

52/21 Apologies

Apologies received and accepted from Cllr Coucher (Chair) and Cllr Davies. The meeting was chaired by Cllr Perrett.

53/21 Declarations of Interest

None declared.

54/21 Acknowledgement of the internal audit

The internal audit was carried out by Jill Larcombe, and her report was circulated prior to the meeting. There were no questions. Several points were discussed.

54/20.1 *Review of effectiveness of the internal audit.* The PC will carry out a review of the internal audit and list what areas of financial management need to be improved and what is being done well. **Action Cllr Perrett.**

54/20.2 *Donations to CAB.* Donations were made from S137 but should be made from S142. **Action Clerk.**

54/20.3 *Budget monitoring.* Financial reporting should include quarterly budget monitoring. **Action Clerk.**

54/20.4 *Bank reconciliation.* The financial checks carried out by Cllr Perrett should include a check of the bank statements against the bank reconciliation. **Action Cllr Perrett.**

54/20.5 *General Reserves policy.* The PC requires a General Reserves policy to include guidelines for movement of funds from the current to the savings account. **Action Clerk.**

54/20.6 *Data Protection Policy.* Narke Design are responsible for writing the DPP which should be displayed on the web site. **Action Clerk.**

55/21 Adoption of AGAR Section 1 Annual Governance Statement for 2020/21

The Annual Governance Statement was circulated prior to the meeting. There were no questions.

Proposer: Cllr Hutson

RESOLUTION: The Annual Governance Statement for 2020/2021 was adopted.

56/21 Adoption of AGAR Section 2 Accounting Statement for 2020/2021

The Accounting Statement for 2020/2021 was circulated prior to the meeting. There were no questions.

Proposer: Cll Woodford

RESOLUTION: The Accounting Statement for 2020/21 was adopted.

The meeting ended at 19:12

Signed

Dated

Chairman Adrian Coucher cllrcoucher@cotford-st-luke.org.uk

Clerk & Responsible Financial Officer Louisa Gillett clerk@cotford-st-luke.org.uk tel: 07531898272