



Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held on Tuesday 25th June 2019 at 7.30pm in the Gallery at Rolvenden Village Hall, Maytham Road, Rolvenden, Cranbrook, Kent TN17 4ND.

Present: Cllr Mrs L Walker (Vice Chairman) Cllr E Barham, Cllr S Bryant, Cllr A Johnstone, Cllr Mrs F May, Cllr Mrs I Newman, and Cllr G Tiltman,

In attendance: Peter Setterfield PSLCC, Parish Clerk and Responsible Financial Officer.

Also attending 1 member of the public, Ashford Borough Councillor C Walder.

287. Apologies for Absence:

Cllr Mrs D Curtain, (holiday) Cllr Mrs T Turner (business)

288. Declarations of Interest:

1. Declarations of Members' Disclosable Pecuniary Interests:

2. Declarations of Members' Other Significant Interests:

Cllr Mrs I Newman, trustee of the War Memorial Trust.

Cllr E Barham trustee of the Basil Russel Trust, trustee of the Windmill Trust, Royal British Legion

Cllr Mrs L Walker Rolvenden Village Fete

3. Declarations of Members' Other Interests:

Cllr G Tiltman, member of the Village Hall Management committee

Cllr S Bryant Chairman Rolvenden Football Club

289. Annual Governance Statement 2018/19:

The Parish Council is asked to consider the assertions 1 to 9 on the Annual Governance and Accountability Return and to authorise the Chairman of the meeting and the Parish Clerk to sign the return when completed.

Councillors Barham and Bryant expressed concerns about the competence of the Internal Auditor as the borrowing from Ashford Borough Council had not initially been shown in Box 10 of section 2. Clarification was sought from the external auditor regarding the inclusion in Box 10.

Each assertion was considered alone.

Resolved:

Assertion 1 – We have in place arrangements for effective financial management during the year, and for the preparation of the accounting statements – ‘No’

Assertion 2 – We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness – ‘No’

Assertion 3 – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances – ‘Yes’

Assertion 4 – we provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations – ‘No’

Assertion 5 – We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required – ‘Yes’

Assertion 6 – We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems – ‘Yes’

Assertion 7 – We took appropriate action on all matters raised in reports from internal and external audit – ‘No’

Assertion 8 – We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements – ‘No’

Assertion 9 – Trust funds including charitable – ‘Not Applicable’

On the basis of the above answers the Chairman of the meeting and the Clerk were authorised to sign the return.

290. Accounting Statements 2018/19:

The Parish Council is asked to approve the accounting statements that have been prepared on a receipts and payments basis following the guidance in ‘Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices’ and to authorise the Chairman of the meeting to sign the Accounting Statements.

Resolved: To authorise the Chairman of the meeting to sign the Accounting Statements for the year 2018/19.

There being no further business the meeting closed at 8.15 pm.