

**Minutes of Special Meeting of the Town Council 7.00pm on Thursday 27th August 2020
held via Zoom Meeting**

Present: Councillors, J Emmerson, (Chairman), Brown, Dodds, Irwin, Kirby, Patterson, Rutland, Strike, and Watson.

In Attendance: Mrs. J. McGeeney, Town Clerk.

The Chairman, Cllr James Emmerson opened the meeting and welcomed all present to this August 2020 Meeting of Ingleby Barwick Town Council.

1. **Housekeeping:** The meeting was held using Zoom video technology in line with the changes to the regulation which came into force on 4th April 2020. The Local Authorities and Police and Crime Panels (Corona Virus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
2. **Notice of Meeting:** The Chairman noted that the Notice of the Meeting had been published on the Town Council's website and on the notice board at the Ingleby Barwick Community Hall, Beckfields.
3. **Apologies:** Cllr Barnes.
4. **Declaration of Interests:** None received.
5. **Annual Meeting of the Town Council 2020:** The local authorities and Police and Crime Panels (Corona Virus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations') came into force on 4th April 2020. The 2020 Regulations enable local councils and parish and town councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. They also remove the requirement to hold an Annual Meeting, however a Parish or Town Council may wish to do so. A request for the Town Council to hold its Annual Meeting had been received. Details of the consultation undertaken were submitted for Members' information. **AGREED** that an item be placed on the next Town Council agenda be included to debate this issue.
6. **Finance – The Annual Governance and Accountability Return 2019/20.** Members were advised that the Annual Governance and Accountability Return 2019/2020 was due for submission to Mazars by 31st August 2020. The following documents were presented for approval:
 - i) **End of Year Accounts 2019/20** – The end of year accounts for the financial year 2019/20 were submitted for Members information. The Bank Reconciliation showed a Balance as at 31st March or £674,500.85
 - ii) **Internal Audit Report 2019/20** – The Town Council end of year accounts has been audited by Mr David Holmes of Veritau, due to Mr Phil Jeffrey of the same company being out of the country and unable to complete the duty. The Audit acted independently and on a basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2020.

The objectives of internal control were detailed alongside the internal audit conclusions on whether the control objectives were being achieved throughout the financial year. The Internal Auditor concluded that whilst a year end bank account reconciliation was carried out it was recommended that this be now done on a monthly basis due to the opening of the Hub and the additional income and expenditure this incurred.

- iii) **Annual Return 2019/20** – It is the responsibility of the Town Council to ensure that there is a sound system of internal control, including arrangements for the preparation of Accounting Systems. The Town Council acknowledged that it was able to meet all the requirements and answer yes to the 9 statements contained within the Annual Governance Statement. The exercise or electors rights would be published on the Town Councils Website in accordance with the requirements of the Accounts and Audit Regulations of 30 working days.

AGREED that the Annual Governance and Accountability Return 2019/20 be agreed, signed by the Chairman and Town Clerk as the appointed Responsible Finance Officer and returned to Mazars by the deadline of 31st August 2020.

The meeting closed at 7.40pm