



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

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An Extraordinary Meeting of North Hinksey Parish Council will be held at 6.00pm on Thursday 17th June 2021 in the Seacourt Hall and via video conference

Members of the public and press are invited to attend the above meeting **by video conference only**. Only Committee members and the Clerk will attend the in-person meeting. This is in accordance with our current Covid-safe risk assessment for Council Meetings. Please note that this meeting will be recorded.

Papers for the meeting can be viewed at this link: [Dropbox](#)

To view the meeting from a computer, tablet or smartphone, use this link:
<https://us02web.zoom.us/j/86958865750>

Alternatively go to the zoom website (zoom.us), click 'join a meeting', and enter:

Meeting ID: 869 5886 5750

You will also be prompted to enter the following passcode: 014070

To listen by telephone (including mobiles), dial 0330 088 5830.

Councillor Caroline Potter, Chairman

11th June 2021

AGENDA

21/028: Apologies for Absence

21/029: Declarations of Interest

21/030: End of Year Finance (35 mins)

1) RFO End of Year Report to 31st March 2021 (Paper 1)

2) Annual Internal Auditor's Report 2020-21

- a) To review and accept report (**Papers 2a and 2b**)
- b) To determine actions arising from recommendations (**Paper 2c**)
- c) To note that overpayment of the clerk's salary at £27.37 per month between Oct 2020 and March 2021 totalling £164.22 was deducted from the May salary. In addition a further amount of £27.37 from April 2021 giving a final total of £191.59 gross deducted in May.

3) Review & Approval of AGAR & associated documents 2020-21

- a) **Annual Internal Audit Report 2020-21 (AGAR page 3)(Paper 3):** To review and accept document signed by internal auditor
- b) **AGAR Section 1 – Annual Governance Statement 2020-21(AGAR page 4) (Paper 4):**
 - i) To review statements 1-9 and agree Yes or No responses to each statement
 - ii) Approve signing of document by the Clerk and Chairman
- c) **To approve Bank Reconciliation 2020-21 as recommended by F&GP Committee (Paper 5)**
- d) **To approve Explanation of Variances 2020-21 as recommended by F&GP Committee (Paper 6)**
- e) **AGAR Section 1 – Accounting Statements 2020-21 (Paper 7):**
 - i) To approve draft Accounting Statements as recommended by F&GP Committee
 - ii) To approve signing of document by the Chairman

- f) **2021 Notice of Public Rights (Paper 8):** To approve
- i) Dates for exercise of Public Rights as Mon 21st June to Fri 30th July and draft notice
 - ii) Date and method of publishing on website.

21/031: Clerk/RFO Role (25 mins)

- 1) To report the resignation of the Clerk/RFO
- 2) To agree arrangements for recruitment of temporary Clerk/RFO to cover during recruitment process and determine budgetary provision
- 3) To agree delegated responsibility to create job advertisement, method of recruitment, job specification and agree timescales in order to commence recruitment process.

21/032: Date of Next Scheduled full Council Meeting: Thursday 24th June 2021 at 7.30pm in the Seacourt Hall, attendance arrangements for members of the public tbc.