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GREAT SHEFFORD PARISH COUNCIL FINANCE MEETING Minutes – Monday 24 June 2024 at 8pm

Cllrs Present:

Cllr. Piers Storey

Cllr. Louisa Freeman Chair

Cllr Miranda Armstrong RFO

In order to submit all documentation to complete the Great Shefford Audit 2023-24, an extraordinary Finance meeting was held.

- 1 The meeting noted receipt of the 2023-24 Internal Audit Report which had been prepared by Claire Connell.
- 2 The meeting approved and authorised the invoice submitted by the internal auditor.
- 3 The RFO signed Section 2 of the Accounting Statements (Section 2 AGAR) and this was approved by the Chair.
- 4 The Annual Governance Statement (Section 1 AGAR) was approved.
- 5 The meeting reviewed the effectiveness of internal controls (Section 1). Two areas of weak internal controls were identified: Incorrect dating of the Exercise of public rights and Risk assessment. These are explained in the notes and will be reviewed at a full Parish Council meeting in 2024-25.
- 6 The meeting agreed that Great Shefford Parish Council is eligible to claim exemption from external audit. RFO will reference this approval on the exemption certificate.
- 7 The meeting set and approved the dates for the exercise of Public Rights from Monday 1 July 2024 to Friday 9 August 2024. The announcement of public rights is Thursday 27 June.
- 8 With relation to the closed bank account containing dormant funds in 2023 by Barclays, it was noted that the internal auditor had contacted the external auditors to seek advice concerning GS dormant funds. They had advised that the amount being held by Barclays should be included on the bank reconciliation.
- 9 The following documents will be published on the GS website:
 - Internal audit report
 - Annual Gov Statement
 - Accounting Statement
 - Analysis of variation
 - Bank Reconciliation 31 March 2024
 - Details of arrangements for the exercise of public rights and Name of external auditor.
 - Certificate of Exemption
 - All items of Expenditure > £100