

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Extraordinary Meeting held on Tuesday 22<sup>nd</sup> June 2021 at the Pavilion,  
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 18.30.

### CONFIRMED

<b>Present:</b> Cllr V Brownridge (VB) – Chairman, Cllr K Acres (KA), Cllr J Downes (JD), Cllr P Emmett (PE), Cllr R Mash (RM), Cllr Anna Crabtree (AC), Cllr G Fitchew (GF)		
Mrs J Murray – Parish Clerk	Public present: None	
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
2245/21	1. To receive, and consider for approval, apologies for absence and reasons given Cllr V Morton	
2246/21	2. Declarations of interest – pecuniary or prejudicial None	
2247/21	<p><b>3. To approve Annual Governance and Accountability Return</b></p> <p><b>a) To consider Internal Auditor report 2020/2021</b></p> <p>The Council <b>RESOLVED</b> to agree to the recommendations in the Internal audit report for 2020/2021:</p> <ul style="list-style-type: none"> <li>- Bank statement ruled off to highlight reconciliation figures</li> <li>- Merge the precept account with the main bank account</li> <li>- Budget commentary to be included with parish council meeting papers</li> <li>- Risk assessments to be formalised</li> <li>- Asset register to be reviewed and recreated for next year</li> </ul> <p><b>b) To approve Section 1 &amp; 2 – Annual Governance Statement &amp; Accounting Statement 2020/2021</b></p> <p>The Council <b>RESOLVED</b> to approve the Annual Governance Statement and Accounting Statement for 2020/2021. Cllr Brownridge highlighted that although funding had been transferred from the General Reserve to the Earmarked reserves as agreed at the Parish Council meeting on 9 March, the funds had been allocated to Earmarked Reserves - Pavilion rather than Earmarked Reserves- Burial Ground. The Clerk was requested to reallocate. The Chairman duly signed all year end documentation on behalf of Little Marlow Parish Council and The Clerk would arrange submission in line with the AGAR timetable.</p>	<b>Clerk</b>
2248/21	4. Items to be included on the next Agenda- Casual vacancy & co-option	
2249/21	5. Dates of the next meetings: Parish Council Meeting 6 <sup>th</sup> July 2021, Budget Committee Meeting 29 <sup>th</sup> July 2021	
There being no further business to be transacted the meeting was closed at 18.41		

**Abbreviations:**

LMPC	Little Marlow Parish Council	GDPR	General Data Protection Regulations
BC	Buckinghamshire Council	SLCC	Society of Local Council Clerks

Signed: .....  
Chairman

Date: .....

Please note Minutes become **CONFIRMED** following resolution at the following Full Council Meeting.

Chairman initials ]

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