

Barnham Parish Council

Chair: Cllr John Bauer Vice Chair: Cllr Ed Wyer

Minutes of an Extra Ordinary Meeting of Barnham Parish Council held on Tuesday 20th June 2023, commencing at 7.00pm Venue: Barnham Village Hall, Mill Lane, Barnham IP24 2NG

Present: Councillors: John Bauer (Chair), Hellen Beck, Susan Watson, Ed Wyer,
Locum Clerk/RFO: Pauline Smith
Members of the public: 0

1. [Apologies for absence](#) due to other commitments were received from Cllr Martin Belsham and Cllr Matthew Hawthorne.
2. [To receive declarations of disclosable pecuniary interests](#), other registrable interests and non-registrable interests as detailed in Appendix B of the LGA Model Code of Conduct.
None received.
To consider requests, not already received and determined, for dispensations relating to matters on this agenda.
None received.
3. [Public Participation](#): No members of the public were present.

Annual Governance and Accountability Return 2022/23

4. [Annual Internal Audit Report 2022/23](#)
The annual internal audit report has been carried out by D Dunning on behalf of Barnham Parish Council. No issues were raised: the report form has been completed and duly signed by the auditor.
5. [Annual Governance Statement 2022/23 – Section 1](#)
The Annual Governance Statement was unanimously approved and signed by the Chairman and Clerk.
6. [Accounting Statements 2022/23 – Section 2](#)
The Responsible Financial Officer has certified that for the year ended 31 March 2023 the Accounting Statements in the Annual Governance and Accountability Return 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 present fairly the financial position of this authority.

The Accounting statements had been signed by the RFO Pauline Smith on 2nd June 2023 prior to being presented to council for approval.

The Accounting statements were unanimously approved and signed by the Chair at the meeting.

7. [Exemption from Limited Assurance Review](#)
Barnham Parish Council confirmed that it meets the qualifying criteria for exemption for a limited assurance review. The Certificate of Exemption was unanimously approved and signed by The Chair and Responsible Financial Officer.

Gross Income 2022/23 £9,274. Gross Expenditure 2022/23 £6,686

The certificate will be submitted via email to PKF Littlejohn Clerk/RFO

Actioned 21st June 2023: auto acknowledgement of receipt received via email

As required: The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation, plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public have been fully completed and will be published on the parish council website before 1st July 2023.

Actioned Clerk/RFO 21st June 2023

8. **Arrangements for publication of the Notice for the period for the exercise of public rights.**
The requisite notice will be published on the parish council website: barnham.onesuffolk.net.
The period for the exercise of public rights will be 3rd July 2023 – 11th August 2023.
Actioned Clerk/RFO 21st June 2023.

9. **Date of next meeting:**
Tuesday 11th July 2023, 7.00pm
Venue: Barnham Village Hall

The meeting closed at 7.30pm.

Approved as an accurate record of the meeting and signed by:

Date:

Draft minutes issued 21st June 2023
P Smith, Locum Clerk/RFO, Barnham Parish Council
Tel: 01359 221934. Email: barnhampc@btinternet.com