

# HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent. ME2 1BS

Acting Clerk/Proper Officer/RFO Mr N Fursdon Telephone No (01634) 241551  
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Minutes of an Extraordinary Parish Council meeting held on Tuesday July 20<sup>th</sup> 2021  
at Jubilee Hall Upper Halling.

## **098/21 Chairman's welcome and recording of those present.**

*The Chairman welcomed everyone for attending.*

*The Chairman also requested that item 101 be deferred to the next meeting.*

*All Cllrs present were in agreement.*

Present were – Cllrs G Wenham Chairman Mrs S Chamberlain  
C Buckwell  
G Chalker  
Mrs L Ali

Also in attendance N Fursdon – Acting Clerk / Proper Officer / RFO.  
C Fribbins – Clerk advisor/ Finance Task Group Advisor.

5 members of the public attended.

**099/21 Apologies for absence** – Cllrs L Hitchcock (Medical)  
R Thorne (Medway Meeting)

**100/21 Declaration of any Pecuniary and / or Prejudicial Interests** – There was none disclosed by Cllrs.

**101/21** *deferred to the next meeting.*

## **102/21 To receive and agree the amended Financial Regulations, as circulated to all members.**

Mr Fribbins explained that the current Financial Regulations were based on the old regulations, the new Financial Regulations are based on the new regulations.

Cllr G Chalker Proposed that the new Financial Regulations are adopted.

Cllr C Buckwell seconded the proposal.

All Cllrs were in agreement.

## **103/21 To note the report of the internal auditor, for future action.**

Mr Fribbins spoke about the Internal Audit.

The report stated that the Parish Council were very keen to rectify any major issues, there had been a number of meeting with the Chairman and the Acting Clerk.

All information requested had been made freely available.

He advised the Parish Council.

- To ensure that Payments and Receipts are included in future Parish Council Meetings.
- Although all the accounts were up to date and everything tallied, to consider switching from Spreadsheet account and look at getting a software package, which is designed for Parish Councils. It would make it easier, to keep track on various aspects, like the budget, and to do monthly Bank Reconciliations.
- To carry out quarterly Internal Audits.

## **104/21 Audit 2019/2020**

Mr Fribbins read through the Annual Government Statement for 2019/2020.

Cllr C Buckwell proposed that the Annual Government Statement and Accounting Statement be approved.

Cllr Chalker seconded the proposal.

All Cllrs present agreed.

### **104/21 A Approve amended Annual Governance Statement (section 1)**

Signed and dated by the Chairman and the Acting Clerk.

### **104/21 B Approve amended Accounting Statement (section 2)**

Signed and dated by the Acting RFO and the Chairman.

## **105/21 Audit 2020/2021**

Mr Fribbins read through the Annual Government Statement for 2020/2021.

Cllr C Buckwell proposed that the Annual Government Statement and Accounting Statement be approved.

Cllr Chalker seconded the proposal.

All Cllrs present agreed.

### **105/21 A Approve amended Annual Governance Statement (section 1)**

Signed and dated by the Chairman and the Acting Clerk.

### **105/21 B Approve amended Accounting Statement (section 2)**

Signed and dated by the Acting RFO and the Chairman.

## **Next Steps**

Mr Fribbins said the next steps would be to publish the Agar on the Parish Council Website, and place on the Parish Council notice board.

The Agar and other documents will also be emailed to PKF Littlejohn.

**106/21 End of Meeting** – Chairman thanked everyone for attending and the meeting closed at 7.45pm.