

**BARHAM PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT VIA ZOOM VIDEO LINK ON THURSDAY 28<sup>TH</sup> MAY 2020**

**PRESENT:** J. Lea, N. Cooper, D. Milward and County Councillor Field  
**In Attendance:** Clerk, Mrs J Culley

Due to the resignation of the chairman the clerk asked for a councillor to chair the meeting. Councillor Milward agreed to chair the meeting.

**1.5 ELECTION OF CHAIRMAN**

Mr D Milward will temporarily stand as Chairman for 2020/21 due to Councillor Carr’s resignation. There being no other nominations Mr Milward was duly elected to serve as Chairman at this time. The declaration of acceptance will be signed by Mr D Milward and witnessed by the proper officer to the Parish Council.

**2.5 ELECTION OF VICE CHAIRMAN**

Due to Councillor Musson’s resignation the councillors were asked for nominations for Vice Chairman. There being no nominations at this time the position stays vacant.

**3.5 CONSIDER ANY APPLICATIONS FOR CO-OPTION TO THE COUNCIL**

Mrs F Milward sent an email declaring her interest to be considered for the role. It was agreed that Mrs Milward be co-opted onto the Parish Council. Mrs Milward will sign the Declaration of Acceptance of Office.

Mr A Harris sent an email declaring his interest to be considered for the role. It was agreed that Mr Harris be co-opted onto the Parish Council. Mr Harris will sign the Declaration of Acceptance of Office.

**4.5 QUESTIONS FROM THE PUBLIC**

There was 1 member of the public present who had no questions.

**5.5 APOLOGIES:**

- a. S. Carr and W. Allan.
- b. Consent was granted to Councillors Carr and Allan who were unable to attend due to technical problems.

**6.5 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA**

There were no declarations given.

**7.5 FINANCE**

- a. The Clerk presented the Council with the annual governance statement for 2019/20 annual return. This will be duly signed by the Chair of the meeting and the Clerk
- b. The Clerk presented the Council with the Accounting statements for 2019/20 annual return completed and signed by the RFO/Clerk on the 7<sup>th</sup> April 2020. This was duly noted by the council and will be signed by the Chair of the meeting.
- c. The councillors have reviewed the internal audit report received. Feedback from the report was discussed, noted and agreed.
- d. Clerk informed councillors that as the Internal Audit report was back and reviewed, it meant that the paperwork could be submitted to PKF Littlejohn (External Auditors). The clerk would need to get signatures from Councillor Milward and would complete the submission on 29<sup>th</sup> May before leaving in order to not leave Barham at risk of breaching and fines. The clerk also informed councillors of their requirements to publish the exercise of public rights on the website and noticeboards on the 31<sup>st</sup> August to ensure they meet the legal requirements to allow members of the public to make an appointment to view the accounts if they wish. The clerk also told councillors that the contact details form being sent with the External Audit paperwork would have Councillor Milward’s information at this time as there was no replacement clerk.

Chairman ..... Date .....