

LYNEHAM AND BRADENSTOKE PARISH COUNCIL

Minutes of the meeting held on 22nd November 2019 at St Michaels Church Hall at 7pm

Present: Cllr Frank Ball (Chairman) Cllr Keith Webster (Vice-chairman)

Cllrs: Liam Broughton, Tim Darch, Rod Gill, Gayna Howarth, Carol Jenkins, Antony Jones, Christopher Moncrieffe

There were 4 members of the public present.

The Chairman opened by informing those present that the meeting was being recorded for the purpose of accurate Minutes.

MINUTES

The numbering of these Minutes will follow the numbering on the Agenda for this meeting.

1. **Apologies for Absence** - Councillor Elford was present but did not sit at the table with Councillors. He was asked by the Chairman if he was attending as a Councillor but he responded that he was there as a member of the public.

2. **Declarations of Interest** – there were none.

3. **Public Interest Report from External Auditors – PKF Littlejohn**

Councillors discussed the Parish Clerk's Report, which is attached to, and forms part of, these Minutes. It was proposed by the Chairman, seconded by Carol Jenkins and UNANIMOUSLY

RESOLVED THAT the Annual Governance and Accountability Review for the financial year 2018/19 be submitted to PKF Littlejohn for External Audit and Review at a cost of £1,425 to include Internal Audit.

AND

THAT an extension of time be negotiated to achieve this, given that an Internal Audit is required before approval by the Parish Council and submission for Review.

4. **Internal Audit Quotes**

Councillors had been provided with quotes from three companies for Internal Audit of the financial year ended 2018/19 together with the current financial year 2019/20. It was proposed by Carol Jenkins, seconded by Christopher Moncrieff and UNANIMOUSLY

RESOLVED that Company A be selected to carry out Internal Audit for financial years ended 2018/19 and 2019/20 at a cost of £500 excluding VAT.

There being no other business to discuss the Chairman closed the meeting at 7.25pm.

Signed Date

Chairman