

Bottisham Parish Council

Minutes of Meeting 14 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Wednesday 12th June 2024 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr Nadene Cundell; Cllr Mark Overton; Cllr Maria Socea; Cllr Rehana Shaker; Cllr Camilia Mihaescu; Cllr Stephen O'Dell; Cllr Jawahar Swaminathan

Members 11 (1 vacancy) Quorum 4

Clerk: Clerk present. **Minutes taken by Cllr Cundell**

Meeting opened at 7.30pm

232. APOLOGIES FOR ABSENCE

- Cllr John Austin; Cllr John Wilson; Cllr Savannah Laurent
- District Councillor Charlotte Cane; County Councillor Alan Sharp

233. MEMBERS DECLARATION OF INTEREST OF ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATION

None

234. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Overton, seconded by Cllr Shaker, and resolved that the minutes of Meeting 13 held on 16th May 2024 be signed as a true record.

235. MATTERS ARISING/CLERKS AND COUNCILLORS REPORTS (FOR INFORMATION ONLY)

Action: Bank payments have been set up. Election of Chair and Vice Chairs completed. Cllr Cundell contacted BVC re bus stop and they will revert back but interested in the option. Cllr Cundell forwarded Highways meeting and action details to Cllr Sharp. Cllr Cundell circulated year end accounts. Cllr Cundell sent planning refusal to ECDC planning department. Public Rights to view publicized and notified as 10th June – 19th July incl. Working group list detailed. Cllr Ogborn has commenced discussion on top end High Street refuse bin. Cllr Cundell amended bus letter and Cllr Ogborn sent to Mayor. Clerk and Cllr Cundell working on policies, terms of reference in readiness for September adoption.

236. INTERNAL AUDIT

- a) Receipt of internal audit all confirmed by Councillors
- b) All Councillors noted and understood the Public Rights dates 10th June – 19th July inc.

237. TO APPROVE THE YEAR END ACCOUNTS FOR 23/24 AND THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR SIGNING BY THE CHAIRMAN AND CLERK

Signing off of year end accounts for 23/24 proposed by Cllr Swaminathan and seconded by Cllr Mihaescu.

Cllr Cundell suspended standing orders at 7:44pm as member of the public entered the meeting room for access to another room.

Meeting reconvened at 7:46.

Cllr Cundell reiterated the points raised at the 16th May meeting around Section 1.2 (internal controls and measures) and Section 1.5 (risk assessment and supporting documentation).

Email communication had been held between all Councillors with detail and explanation around the AGAR and supporting documentation we had and what assessments had been undertaken over the 2023/2024 period.

All Councillors confirmed happy with Section 1.2 to be agreed.

Councillors held a full discussion around Section 1.5. It was understood and explained that the external auditor noted a risk management policy was needed but was happy that this is a work in progress and noted accordingly on the Councils Internal Audit checklist as “currently being drafted”. However, Parish Councillors recognised that despite many risks being identified, monitored and assessed throughout the year by different means and in different formats a full and formal document had not been produced.

Councillors decided that the Risk Management Policy should be completed and Risk Assessment should be finalised before submitting the AGAR 2023/2024.

Delegated authority was given to the Clerk/RFO and Chairmanship to produce and complete these two documents in advance of the AGAR 2023/2024 submission. Delegated authority was proposed by Cllr Overton and seconded by Cllr Shaker.

In order for all Councillors to be confident with signing off the AGAR 2023/2024 a resolution was carried that the complete and accurate AGAR 2023/2024 will not be submitted without the Risk Management Policy in place and a Risk Assessment completed. The Risk Assessment must be circulated for all Councillors to see. These actions must take place before Friday 28th June 2024. This resolution was proposed by Cllr Swaminathan and seconded by Cllr O’Dell.

A resolution was also made and carried that the AGAR 2023/2024 was signed by the Chairman and Clerk/RFO. This resolution was proposed by Cllr Cundell and seconded by Cllr Swaminathan.

The Risk Assessment Policy can be further reviewed in September 2024 full Council meeting.

238. AGENDA ITEMS FOR NEXT MEETING

Action: *Chairmanship to meet and discuss the next forthcoming two agenda items for July and September 2024 along with a potential forward plan for future.*

239. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 1st July 2024** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:03pm