

CLERK REPORT NOTES AND UPDATE -FOR THE PERIOD 27 FEBRUARY 2020-21 JULY 2020

Due to Covid 19 lockdown, the Community Council has been unable to meet in person, as a full council, since the 26 February 2020.

1 MATTERS ARISING FROM FEBRUARY 2020 MEETING

- Highway matters - all notified for action
- Review of Community Council arrangements – OVW pursuing
- Policy reviews and process review
- Complaint to MCC -apology received

2 FINANCE MATTERS SINCE 26 FEBRUARY 2020

- Regular payments were authorised in **MARCH 2020 FOR PAYMENT**. These were detailed on the March column of the 2019-20 ACCOUNT SUMMARY AND DAY BOOK which has already been circulated
- **The internal audit took place during April and report circulated to members**
- Interest on the year 2019-2020 account is confirmed **£17.33**
- The VAT refund for 2019-2020 has been requested
- A Precept payment for 2020-21 was received in April - **£1500**
- Regular payments were authorised in **JUNE 2020 FOR PAYMENT**
- A copy of the MBS BOOK detailing receipts and payments between Feb and June, has been circulated to members

3 ANNUAL AUDIT AND ACCOUNTS - important please read for action

Members have had the Internal audit report and bank reconciliation for 2019-2020 sent through by email. An explanation of variances by budget line between 2018/9 and 2019/20 expenditure has been sent to members.

A copy of the draft annual return and annual governance statement has been circulated to members to receive, approve and certify.

The Council are required to evidence that they have addressed all the audit issues identified and reported at the conclusion of the 2017-8 audit.

- *The issue relating to the depreciation of assets was corrected and amended*
- *The annual return was amended, reapproved and recertified by the Council and the RFO/Clerk*
- *The annual return, including details of the proposed audit certificate and opinion and the issues arising report were presented to the Council*
- *The Council reapproved the annual return and the minute reference and the date of the meeting was added in the reapproval and recertification section*
- *The Chair signed and dated the relevant section*
- *This took place at an Extraordinary meeting held on 19 September 2018 at the Hermitage, Trostrey*
- *The Annual return documents were sent back to the external auditors BDO to finalise the audit.*

4 OTHER ITEMS OF BUSINESS

Monmouthshire County Council, Welsh Government and OVW Updates - all correspondence circulated
Events and Training :- OVW events- all training now cancelled