



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

A Meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 18th June 2019. Meeting commenced at 19:15

Present:

Cllr J O'Dwyer (Chairman)
 Cllr R Poulton (Vice Chairman)
 Cllr A Ahmed
 Cllr P Hedges
 Cllr T Hudson

Cllr D Jones
 Cllr K McIntyre
 Cllr J Simpson
 Cllr G Thompson

In attendance: John Vickery Parish Clerk
 Ellie Lydon – Office Administrator

2 members of the public were in attendance.

1. APOLOGIES

Apologies for absence were received from Cllr N Akhter, Cllr A Fisher, Cllr S Bhattacharya, Cllr P Gavigan, Cllr S Krintas, Cllr D Maklin, Cllr J Patel and Cllr D Sharma. Acceptable reasons for absence have been approved.

It was:

RESOLVED that the apologies from Cllr N Akhter, Cllr A Fisher, Cllr S Bhattacharya, Cllr P Gavigan, Cllr S Krintas, Cllr D Maklin, Cllr J Patel and Cllr D Sharma for their absence be received and approved.

2. MINUTES OF LAST MEETING

To approve as a correct record the minutes of the Council Meeting CTC/M191 held on 4th June 2019.

It was:

RESOLVED that the minutes of the Council Meeting CTC/M191 be approved and signed.

3. MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION for items on the agenda.

There were no declarations of interest.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements.

Signed

Date 2nd July 2019

5. ANNUAL RETURN**5.1 AGAR Section 1: Annual Governance Statement 2018/19**

Cambourne Town Council must consider each of the following statements individually.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

It was:

RESOLVED that Statement 1 be agreed.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

It was:

RESOLVED that Statement 2 be agreed.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

It was:

RESOLVED that Statement 3 be agreed.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

It was:

RESOLVED that Statement 4 be agreed.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

It was:

RESOLVED that Statement 5 be agreed.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

It was:

RESOLVED that Statement 6 be agreed.

7. We took appropriate action on all matters raised in reports from internal and external audit.

It was:

RESOLVED that Statement 7 be agreed.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

It was:

RESOLVED that Statement 8 be agreed.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

It was:

RESOLVED that Statement 9 be ticked as Not Applicable

It was

RESOLVED that the Cambourne Town Chairman and Town Clerk sign Section 1 of the Annual Return: Annual governance Statement 2018/19.

5.2 AGAR: Section 2 Accounting statements 2018/19

After reviewing the figures in the statement of Income and Expenditure and Bank Reconciliation against section 2 of the AGAR

It was

RESOLVED that the Town Council approved and authorised the Town Chairman to sign Section 2 of the Annual Return: Accounting Statements 2018/19.

5.3 AGAR: Section 3 of the 2018/19 Annual Return External Auditor report.

It was

RESOLVED that the Town Council confirmed no actions require to be taken.

5.4 Annual Internal Audit Report 2018/19 AIAR: Section of the Annual Return.

This had been referred to when considering Section 1 of the AGAR, but this was the opportunity to review the report and consider what actions were required.

It was

RESOLVED that the Town Council received the report and continue to replace all the policies with the updated ones with references to the Parish Council changed to Town Council.

5.5 End of Year Bank Reconciliation.

This had been referred to when considering Section 2 of the AGAR, it was noted that the Bank Reconciliation had been approved at the Council Meeting on the 4th June 2019 CPC/M191 item 10.3.

Signed

Date 2nd July 2019

The Independent Councillor confirmed he had reviewed the Bank Reconciliation and had signed it.

It was

RESOLVED that the report on the Bank Reconciliation be received

The Chairman proposed a vote of thanks to the Town Clerk and staff for their work on preparation of the Annual Return.

6. **DATE OF NEXT MEETING** – 2nd July 2019
The meeting closed at 19:27