

**Minutes of a meeting of the
Extraordinary Full Council held on
Tuesday 21st July 2020 at 7:00pm
Virtual Meeting via Zoom**

Members Present: Cllrs M Bramer, D Bramer, S Buchanan (Chairman), S Gofton, P Luxford, J McTavish, and B Wade

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for Absence: - To receive and accept apologies

A.35 Apologies were received and accepted from Cllr Mulheran (work commitment) on a proposal by Cllr Wade, seconded by Cllr McTavish and all voted in favour.

Item 2: To receive Declarations of Interest

A.36 There were no declarations of interest.

Item 3: Year End Accounts and Audit Review 2019-20

3.1 To approve the accounts for the year ended 31 March 2020. The Chairman of the meeting and the Responsible Financial Officer to sign

A.37 Cllr M Bramer stated that he had checked through the accounts and proposed approval. This was seconded by Cllr Buchanan and all voted in favour.

Cllr Buchanan thanked the Clerk for the work on the accounts this year. The Clerk asked for it to be noted that Cllr Innes had also assisted with this.

3.2 To review the Statement of Internal Control for 2019-20 for approval and signature

A.38 Cllr Luxford proposed approval and this was seconded by Cllr Gofton. All voted in favour.

3.3 To approve the Annual Governance Statement for 2019-20, Section 1 of the Annual Return for the year ending 31 March 2020. The Chairman of the meeting and the Clerk, as the Responsible Financial Officer, to sign

A.39 Cllr Luxford proposed approval and this was seconded by Cllr Wade. All voted in favour.

3.4 To approve the Accounting Statements for 2019-20, Section 2 of the Annual Return for the year ending 31 March 2020 and the

supporting Bank Reconciliation as at 31 March 2020 plus the explanation of the significant variations from last year (2018-19) to this year (2019-20) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chairman of the meeting to sign.

A.40 Cllr M Bramer proposed approval and this was seconded by Cllr Luxford. All voted in favour.

It was noted that the Clerk would obtain a wet signature for all the above agreed documents from the Chairman tomorrow.

It was noted that agenda item 3.5 on the agenda should read as agenda item 4 as it was separate matter to the end of year accounts.

Item 4 To approve a virement of £250 from the Planning and Project Committee Festivities budget to the Supporting Meopham budget

A.41 An email from Cllr McTavish and details of the grant budget to date had been circulated to members prior to the meeting. Discussion followed on the Supporting Meopham Project. It was noted that pandemics should be added to the emergency plan and the process for this project documented.

Cllr D Bramer proposed approval of the motion and this was seconded by Cllr Luxford. All voted in favour.

The meeting closed at 7.28pm.

SignedDate.....