

Minutes of the Meeting of Cliffsend Parish Council held on 20 September 2019 at Cliffsend Village Hall, Foads Lane, Cliffsend

Present: Cllrs Galvin (in the Chair in the absence of Cllr Cable), Lyon, Mortimer, Roberts

In attendance: Anne Griffiths (Clerk/RFO) and five members of the public.

The meeting opened at 19.45.

1. Welcome and apologies for absence: Councillor Galvin opened the meeting, welcomed everyone and outlined the business before the Council. An apology for absence had been received from Councillor Cable.
2. Declarations of Interest: None.
3. Adoption of Minutes of previous meeting as a true record: item deferred as draft Minutes not available.
4. Matters arising from the above Minutes: item deferred as draft Minutes not available.
5. Financial matters:
 - a. External Audit:
 - i. The Council considered and approved the Annual Governance Statement for 2018-2019. The Chairman and Clerk signed and dated the Statement on behalf of the Council.
 - ii. The Council considered and approved the Accounting Statements as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2018-2019. The Chairman signed and dated the Accounting Statement on behalf of the Council.
 - iii. The Clerk noted that the completed Explanation of Variances form had not been made available for the meeting although it has been completed. It will be forwarded to the External Auditors with the other papers and an explanation that it had not been approved by the Council.
 - iv. The Clerk explained the details of submission to the External Auditor, of publication in the website and noticeboards, and of the public's inspection rights.
6. The meeting closed at 20.10.