

# Melverley Parish Council

Minutes of the meeting of **Melverley Parish Council** held by Zoom on **23<sup>rd</sup> July 2020 at 7.30 pm.**

Present Cllrs Sally Herbert-Jones (Chairman), Cath Jones, Roger Jones

- 19.88 Welcome and apologies – there were no apologies
- 19.89 Public session: To provide an opportunity for members of the public to speak (10 mins) – there were no members of the public present
- 19.90 To reaffirm Declarations of Interest no declarations of interest were notified
- 19.91 To review and approve the annual internal audit report, and the AGAR return
- The Clerk referred to key points with the internal audit report, in particular the need to record VAT so that an annual claim can be made, to ensure that all transactions are appropriately covered by orders/invoices and listing in agenda and minutes and that employee payments are properly recorded and reported to HMRC.
- Council unanimously approved the AGAR return, payment to the internal auditor and publication of the relevant papers by 1<sup>st</sup> September.
- 19.92 To note that the date of the next meeting will be notified later

Signed by the Chairman..... Date.....