

MINUTES of the Extraordinary meeting of North Leigh Parish Council held via Zoom on 24th March 2021 at 7.30 pm.

Present: G. Matthews (Chairman) (GM), S. Cusick (Vice Chair) (SC), J. Nicholson (JN), A. Clements (AC), D. Fettes (DF), J. Minch (JM) and K. Swann (KS)

Also present: Allison Leigh (Clerk) (AL)

184/20. Apologies for absence: Councillor Harry St John was not in attendance.

185/20. Declarations of interest: None

186/20. Public Forum: No members of the public were in attendance.

187/20. External Audit 2019/2020: The council reviewed the 2 points made by the internal auditor.

1. The date of the RFO approval was after the council approved the accounting statements. This does not comply with the Accounts and Audit Regulations 2015, Section 12(2) which requires the RFO to have signed before presenting the document to the Council for approval.

AL reported that as meetings were held virtually, she signed and dated the form after the meeting while the approval had actually occurred prior to the council approving. If this had done in person, AL would have signed the form at the meeting followed by the council. AL will ensure this is rectified in the 2020 2021 audit.

2. We note the Internal Auditor has not covered assertion L on the Annual Internal Audit Report noting they were unable to confirm the notice of completion of the 2019 audit was displayed correctly. The Council should consider asking the Internal Auditor to verify this when available on a proactive basis or retaining evidence to show the Internal Auditor when they come to review this area.

AL reported that the 2019 audit had in fact been displayed correctly, but the internal auditors did not cover it as they didn't feel it possible to prove. The council discussed what methods of proof could be done in future such as photographic evidence and meeting minutes stating verified by the council of correct posting. AL will work on this for the 2020 2021 audit including asking the auditors what evidence would satisfy this requirement.

188/20. Grounds Maintenance Contracts: The council resolved the following grass contracts:

Contractor	Area
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Nigel Green	<p>1. Children’s play area Park Road</p> <p>2. Public seat in Church Road</p>
David Green	<p>1. Cuckamus Green – grass, strimming around trees, cutting of low branches</p> <p>2. Strip of grass from the Methodist Hall to the Park Road junction.</p> <p>3. Triangular bits outside Masons Arms (corner of Perrots Close, Common Road and Park Road) as required.</p> <p>Park Road opposite Eynsham Hall Entrance</p> <p>Remove the nettles by the wall by the bus stop and around Common Road</p> <p>Path between Park Road and Windmill Road known as Black Alley</p> <p>The triangular grass at the top of windmill close on windmill road.</p>
BGG	<p>1. Windmill Heights</p> <p>2. Adventure Playground</p> <p>3. St Marys Churchyard</p> <p>4. North Leigh Cemetery</p> <p>5. Rose beds at entrance to the village upon request</p>

AL will create detailed contracts for the above and circulate them to the council for review prior to signatures.

Date and time of next meeting: Thursday, 8th April 2021 at 7.30pm.

The meeting closed at 8:20pm.

