

## Minutes of the Extraordinary Meeting of Warminster Town Council

**Wednesday 30<sup>th</sup> June 2021 at 7pm  
held at Civic Centre, Sambourne Road, Warminster, BA12 8LB**

### Membership:

<b>Cllr Allensby (West)</b>	*	<b>Cllr Keeble (West)</b>	A
<b>Cllr Brett (East) Vice Chairman of the Council and Deputy Mayor</b>	*	<b>Cllr Macdonald (East)</b>	A
<b>Cllr Cooper (Broadway)</b>	A	<b>Cllr Macfarlane (West)</b>	A
<b>Cllr Davis (East)</b>	*	<b>Cllr Parks (North)</b>	*
<b>Cllr Fraser (West)</b>	*	<b>Cllr Robbins (East)</b>	A
<b>Cllr Fryer (Broadway)</b>	A	<b>Cllr Syme (Broadway)</b>	A
<b>Cllr Jeffries (North) Chairman of the Council and Mayor</b>	*		

**Key:** \* Present    A Apologies    AB Absent

### In attendance:

**Officers:** Fiona Fox, Town Clerk and RFO, Stuart Legg, Parks and Estates Manager, Judith Halls, Office Manager, Stuart Atherton, Committees and Administration Clerk.

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#### **FC/21/049    Apologies for Absence**

**Apologies were received and accepted from Cllrs Cooper, Fryer, Keeble, Macdonald, Macfarlane, Robbins and Syme.**

#### **FC/21/050    Declarations of Interest**

**There were no declarations of interest.**

#### **FC/21/051    Questions**

**None.**

- FC/21/052**    **Public Participation**  
None.
- FC/21/053**    **Internal Audit Report 2021-2021 (Final)**  
Members considered the recommendations contained therein, adopted accordingly and approved the final audit report.
- FC/21/054**    **Financial Statements for year Ended 31<sup>st</sup> March 2021**  
Members approved and authorised the unaudited Financial Statements for year ended 31st March 2021. The Town Clerk, Fiona Fox, and Mayor Councillor Steve Jeffries signed the paperwork.
- FC/21/055**    **Section 1: Annual Governance Statement 2020-2021**  
Members considered, approved, and authorised the Chairman of the meeting to sign the Annual Governance Statement 2020-2021, which had been previously certified by the Responsible Financial Officer.
- FC/21/056**    **Section 2: Annual Governance Statement 2020-2021**  
Members considered, approved, and authorised the Chairman of the meeting to sign the Accounting Statements 2020-2021, which had been previously certified by the Responsible Financial Officer.
- FC/21/057**    **Annual Governance and Accountability Return (AGAR) 2020-2021**  
Members noted the arrangements for the completion of the AGAR 2020-2021 namely that the Town Clerk would submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliations and variances on the accounting statements.
- It was further noted that that the exercise of public right would commence on Thursday 1<sup>st</sup> July 2021 and would continue for a 30-day working period in accordance with 'The Local Audit Accountability Act 2014'. The signed statements, statutory declarations and notice would be published on the external and internal notice boards as well as the Council's website. Following completion of the Council's Limited Assurance Review the Council will publish the certified AGAR by no later than 30th September 2021.
- FC/21/058**    **Communications**  
Members agreed that no communications were necessary.

Minutes from this meeting will be available to all members of the public either from our website [www.warminster.uk.com](http://www.warminster.uk.com) or by contacting us at Warminster Civic Centre.