Charlotte Cole, Clerk

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**MINUTES**

Hever Parish Council on **29th MAY 2021 Four Elms Church** The meeting commenced at midday. Planning meeting (as per Agenda) was held at the end of the meeting and minutes as per submission of HPC comments to SDC.

In attendance: : Stephen Sadler (SS), John Hodson (JH) Chair, Angela Haydon (AH), Nick Roberts (NR), Philip Lindsay (PL), Rick Brookes – Smith (RBS), Joanna Wade (JW Vice Chair). Also in attendance; C. Cole, Clerk and 10 Members of Public.

1. The Chair read out the covid regulations and guidance for the meeting.
2. To receive apologies and declarations of interest in respect of business specified on the agenda (Chair). Stephen Lark (SL) sent apologies (prior commitment) which were noted and accepted.

**Items for discussion / decision;**

2i. The Annual Governance and Accountability Return (AGAR) Annual **Governance** statement (Section 1) was approved by resolution and signed by the Chair.

2ii. The Accounting statements (Section 2), (Accounts and Audit Regulations 2011) were considered and findings on the review by the members meeting as a whole.

2iii. The Accounting statements were approved by resolution.The statements were signed and dated by the Chair.

1. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda – The Chair

noted the recommendations from the internal audit report – that the financial contingency of £10,000 should be increased and over next 6 months (once new Clerk in post) and dual online authorisation of payments be used.

4. GDPR – Clerk updated that a Freedom of Information request received and being processed.

5. Consultations / Other Correspondence – nothing of note required for this meeting.

2021 HPC meetings 7pm Planning 7.30pm Full Council meetings.

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| MONTH | DATE | DAY |
| JULY | 7 | WEDNESDAY |
| SEPTEMBER | 7 | TUESDAY |
| NOVEMBER | 9 | TUESDAY |

The meeting ended at 1.02pm