

Steventon Parish Council – Governance Memo June 2022

In the period of February – April 2022 there has been some disruption due to the change in parish council clerk, which led to the AGM held on 11 April 2022 being less formal than usual.

The purpose of this paper is to put on record the Parish Council's consideration of the governance disruption and the remediation activities agreed, recognising that we cannot go back in time.

This memo supplements the minutes of the Parish Council meeting held on 27 June 2022.

1. No agenda was circulated before the AGM

Although no agenda was published, an email communication to the parish was circulated by the Chairman of the Parish Council on 10 April 2022 advertising the meeting. No further action to be taken in relation to this point.

2. There was no official election of key appointments at the AGM

At the subsequent meeting on 27 June 2022 the Parish Council agreed that all continuing councillors would remain in the roles they held in 2021/22 and that, following the departure of Amanda Robb, Jeff Dodson would take on the role of Clerk.

3. No finance report was submitted in time for the AGM

The Responsible Finance Officer submitted apologies for the AGM, due to annual leave, and circulated the Finance Report for 2021/22 electronically to Parish Council members after the meeting. It was agreed that this would be published on the Parish Council web page alongside the minutes of the AGM.

At its next meeting on 27 June 2022, the Parish Council approved the Financial Statements, the Governance and Accountability Return and the Certificate of Exemption for 2021/22. These were signed and submitted to the auditors and have been prepared for uploading to the Parish Council web page.

4. Annual review of governance documents

At its meeting on 27 June 2022 the Parish Council agreed to review the governance documents by email. These have been circulated for comment to members and any matters arising will be discussed at the next meeting on 5 September 2022.

5. Approval and signing of minutes of the previous AGM (12 April 2021)

The minutes of this meeting were approved and signed at the Parish Council ordinary meeting on 27 June 2022.

Conclusion

At its meeting on 27 June 2022 the Parish Council agreed that sufficient action had been taken to remedy the governance matters that arose in relation to the 2022 AGM and that no further action was required. A full handover between the previous Clerk and the new Clerk is due to take place in July 2022.