



| Agenda Item – Part I | | Actions |
|----------------------|---|-------------------|
| OP34/2019 | Attendance: Cllr Jacklin (Chairman), Cllr Buxton, Cllr Booth In Attendance: R Davies (Clerk and RFO) | |
| OP35/2019 | The committee reviewed and approved the minutes of the 3 December 2019. Actions arising from the minutes were as follows: <ul style="list-style-type: none"> • Cllr Buxton to contact Liz Howlett for clarification Case Law as referred to in the Media Policy • Actions on LTN 22 from NALC are closed until further updates are received • The Clerk provided an update on the Library proposal with no further action to be taken due to the budgetary constraints for RBWM in reducing the library budget by £170,000 for the council year 2020/21 which will impact on the library hours throughout the borough | A-CB |
| OP36/2019 | As no members of the public were present, the Chairman moved on with the agenda. | |
| OP37/2019 | Council Committee Terms of Reference The committee reviewed the proposed Terms of Reference for the Village Hall Management Committee and approved the terms to be sent to council on the 10 th March with the following amendments: <ul style="list-style-type: none"> • As with all Terms of Reference from May 20, the first bullet point will read “The committee will be governed by the Nolan Principles for conduct in public life (see appendix)” | RD |
| OP38/2019 | Review of proposed meeting dates for 2020/21 The committee reviewed the proposed dates and confirmed that they would advise the Clerk of their availabilities through the year to ensure that Council and Committee meetings remain quorate. | Committee members |
| OP39/2019 | AGAR 2019 20 The committee received an update that the Clerk had formally responded to the request for information from PKF Littlejohn prior to the requested date of the 2 nd March 2020. This constitutes the beginning of the process (Stage 1) which includes the check to confirm that the objection correspondence meets the qualifying requirements, namely that the objection must: <ul style="list-style-type: none"> • be made by a local government elector or their representative (this means the elector must be registered on the electoral roll for the local area in question). Please could you confirm that this is the case • relate to an open year of account (a year for which the auditor has not yet issued their certificate closing that year’s audit) • be made within the 30 working-day prescribed period • be on matters which are within the auditor’s jurisdiction, i.e. either regarding an item of account during 2018/19 in Section 2, the Accounting Statements, or a failure in an area of governance during 2018/19 covered by one of the assertions in Section 1, the Annual Governance Statement • at least briefly set out facts and grounds, which on the face of it, identify or which could give rise to an item of account contrary to law or a matter in relation to which a public interest report could be warranted • be in writing; and be copied to the audited body | RD |

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| | Once Step 1 of the NAO guidance is completed, PKF Littlejohn will confirm if they have accepted the objection as valid or rejected it due to failing the criteria. Step 2 will be to consider whether or not to formally accept any or all of the objections. The committee and council will be updated when further correspondence is received however there is no guarantee that this will conclude prior to the submission of the AGAR for 2019 20 | |
| OP40/2019 | Other items <ul style="list-style-type: none"> Annual Electors Assembly date was proposed as the 23rd April to be brought to council on the 10th March for approval | |
| OP41/2019 | The date of the next meeting is to be confirmed for April due to committee availabilities | |

The chairman closed Part I of the meeting and as no members of the public were present, proceeded with the Part II closed session.