

**Agenda Item:** 19.1

**Report to:** Full Council

**Date:** Wednesday 17<sup>th</sup> February 2021

**Subject:** Questions from Councillors

**Summary:** To receive answers to questions posed by councillors since the last meeting.


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**Decision Required: To note answers to councillors questions**

- 1.** Questions from Cllr Raja Zahidi concerning External audit correspondence from parish and from PKF LittleJohn  
*(quoted exactly as written by Cllr Zahidi)*

<p>(a) 'Where are the documents please (<i>sic</i>) sent from the parish to the external auditors can (<i>sic</i>) be found?'</p>	<p>This can be found on the parish council website:  <a href="https://www.kingshillparish.gov.uk/Finance_4467.aspx">https://www.kingshillparish.gov.uk/Finance_4467.aspx</a></p>
<p>(b) 'When has the content of the correspondence sent on behalf of the parish to the external auditors been agreed in full council? I do not recall seeing any.'</p>	<p>The AGAR form was agreed in the Full Council meeting dated 20<sup>th</sup> May 2020. Minute Numbers FC20/66 – FC20/70.  <a href="https://www.kingshillparish.gov.uk/Full_Council_3573.aspx">https://www.kingshillparish.gov.uk/Full_Council_3573.aspx</a></p>
<p>(c) 'All documents questions evidence sent on our behalf and received by external auditors should be open and available to all 12 Councillors.'</p>	<p>The evidence that the external auditor requires are the various minute documents and reports showing that the council is correct in answering the assertions as 'yes'. These are all available on the parish council website.  <a href="https://www.kingshillparish.gov.uk/Committees_and_Meetings_3510.aspx">https://www.kingshillparish.gov.uk/Committees_and_Meetings_3510.aspx</a></p>

**2. Statements from Cllr Raja Zahidi concerning Kings Hill Sports Park posed as questions (quoted exactly as written by Cllr Zahidi)**

<p>(a) 'There is now more than one working group in addition to the amenities committee which covers sports park matters.'</p>	<p>The Sports Park Working Group was formed on 4<sup>th</sup> June 2020 following the suggestion at the meeting with the MP and KHFC. This group reports to the Amenities Committee.</p> <p>The Sports Park Lease Working Group was formed on 8<sup>th</sup> October 2020 following the full council decision to proceed with the initial proposal from tactive. This group reports to Full Council.</p> <p>The terms of reference for these working groups has been formally approved by full council.</p> <p>Working groups are advisory committees that have no powers, they are research groups that report back their research to the council to inform decision making.</p>
<p>(b) 'Documents received and sent to third parties as well as instructions sent on behalf of parish as corporate body to solicitors should be transparent and available to all 12 councillors to peruse. It is not enough to read minutes as they are just that. We need to be briefed fully just as the Councillors involved in those working groups or committees.'</p>	<p>The notes of the working group meetings can be found on the parish council website uploaded as meeting papers. This is done to ensure councillors are fully briefed. The minutes of all committees are presented to the full council on a monthly basis to allow councillors to ask questions to ensure they are fully briefed.</p> <p>If there are specific documents that councillors require sight of this can be asked as a question at the relevant agenda item at the relevant committee following the flowchart below -</p> <div style="text-align: center;">  <p>Flowchart How to Ask Questions.docx</p> </div>

<p>(c) 'We also need to have same transparency when officers send documents on behalf of parish in respect of Sports Park, those documents need to be available to all 12 Councillors.'</p>	<p>All reports, documents and minutes concerning the tractive proposal have been uploaded to the parish council website as meeting papers to Full Council.</p> <p><a href="https://www.kingshillparish.gov.uk/Committees_and_Meetings_3510.aspx">https://www.kingshillparish.gov.uk/Committees_and_Meetings_3510.aspx</a></p>
<p>(d) 'The 12 Councillors of the parish as corporate body should see all questions put to third parties, answers given on behalf of parish, evidence in support and instructions given or sent on parish's behalf whether by chair, other councillors and officers of the parish in respect of the above 2 items.</p> <p>Not doing so means that replies received, questions asked and advice given to parish are out of context incomplete and may be construed incorrectly or misleading.'</p>	<p>The council operates a committee system and the relevant documents and update reports are submitted to the relevant committees for review. All documents are uploaded to the parish council website as meeting papers and can be seen by all 12 councillors.</p> <p>If there are specific documents that councillors require sight of this can be asked as a question at the relevant agenda item at the relevant committee following the flowchart below -</p> <p> Flowchart How to Ask Questions.docx</p>

Contact Officer: Julie Miller, Clerk and RFO

Date: 26<sup>th</sup> January 2021