

Longdon, Queenhill & Holdfast Parish Council

Minutes of the Extraordinary meeting of the Parish Council held on **Monday 19th June 2017** at 7:30pm at the **Village Hall, Longdon.**

Present: Chairman R Thatcher, Mrs J. Beswick, W. Austin, J Unwin, Mrs N Inchbald, G Inchbald.

Attending: Clerk to the Council, Hazel Robinson.

1. 170619AAD - Apologies for Absence and Declarations of Interest

Council received apologies from Cllr B Mansbridge, C Taylor-Hall and M Taylor.

2. 170619ADP – Adoption of Minutes:

On consideration, the Council noted that the amount set out in the asset register for the play equipment was the amount paid (£3150) not its actual value (£5982) as a discount had been given. It was resolved to update the asset register in this regard. On this amendment the Members of the Council **agreed** and adopted the minutes of the Meeting of the Annual Parish Council held on Monday 8th May 2017.

3. 170619AAYE - Approve Accounts Year Ending 31.3.2017

It was **resolved** to approve the accounts year ending 31.03.17

4. 170619SOIC - Statement of Internal Control and Annual Review of Effectiveness of Internal Control.

It was **resolved** to adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.

5. 170619AGS - Annual Governance Statement 2016/17

It was **resolved** to approve the Annual Governance Statement for the external auditor.

6. 170619ASOA - Annual Statement of Accounts 2016/17

It was agreed that the Total fixed assets on the Annual Statement of Accounts be updated to agree with the actual value of the play equipment (as discussed and agreed under Adoption of the Minutes). The statement was updated and initialled by the Clerk. The Council then **resolved** to approve the Statement of Accounts for the external auditor

7. 170619IIAR – The Independent Internal Auditors Report

The Council considered the Internal Auditors Report.

8. 170619ARIA - Actions recommended by the Internal Auditor

The Council **agreed** the following actions from the Internal Auditors recommendations:

- To establish a risk register.
- To ensure that cheque stubs are initialled by the authorised signatories who sign the cheques.

Hazel Robinson, Clerk to Longdon, Queenhill & Holdfast Parish Council.

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- To ensure regular (at least quarterly) bank reconciliations are carried out.
- To record the actual precept in the Council minutes.

9. 170619FMCP - Procedure for reviewing the Council's Financial Management and Control Processes

It was **resolved** to have quarterly meetings of the Finance Group.

The Clerk will look into the requirement for Terms of Reference for this group.

The Clerk will put this on the agenda for the next Council meeting.

10. 170619CPRP – Review/Establish Council Policies, Regulations & Procedures:

(a) Risk Register/Assessment – a working party was established to carry out this assessment. Cllrs N Inchbald, G Inchbald and J Unwin **agreed** to be on the working party.

The Clerk will circulate potential dates for a meeting date to be scheduled.

(b) Council Complaints Procedure – the draft complaints procedure was considered. The following amendment was made to point 4, which was that the Clerk will acknowledge receipt and specify the date by which an initial response will be received (rather than dealt with). On this amendment, the Council **approved** this Procedure.

Cllr Austin to amend the Procedure and send finalised copy to the Clerk.

(c) Standing Orders and Financial Regulations – The same working party tasked with establishing a risk register (Cllrs N Inchbald, G Inchbald and J Unwin) **agreed** that they will also review the financial regulations.

The Clerk will put the review of Standing Orders on the agenda for the September 2017 meeting and circulate a reminder prior to the meeting for Councillors to re-read the Standing Orders.

11. 170619CPA - Clerk's pension arrangements.

The Clerk's pension arrangements were considered it was **agreed** that the contributions would be based on pensionable earnings and set at 1%.

12. 170619 DNM – Next Meetings:

The next Parish Council meeting was agreed to take place on 3rd July 2017 at 7:30pm.

The meeting closed at 8.35pm.