

GREAT WRATTING PARISH COUNCIL

Minutes of Extraordinary Parish Council Meeting

Minutes of the extraordinary meeting of Great Wrattling Parish Council held at 7.45 pm on 26th September 2017 at St Mary's Church, Great Wrattling, Suffolk

Councillors Present: Gavin Acheson (GA) (Vice-Chairman), Dawn Fisk (DF), Tim Hayes (TH), Steven Robinson (SR)

In Attendance:
Richard Bowler, Clerk

1. PUBLIC FORUM (15 MINUTES)

None

2. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Turner.

3. RECEIVE MEMBERS' DECLARATIONS OF INTEREST

None were received.

4. FINANCE

a) To receive and approve payments since last meeting and authorise any cheques for signature

The following payments were approved:

ref	payee	details	amount
0181	The Village Link	Nov '16-Nov '17 (85 copies per month)	£510.00
0182	MiJan Ltd	2016 internal audit	£50.00
0183	Business Services at CAS Ltd	2016-17 insurance premium	£371.83
0184	Suffolk Libraries IPS	Grant to Kedington Library	£100.00

b) Confirm end-of-year financial reconciliation

A revised bank reconciliation and a summary of payments and receipts for 2016-17, which the Clerk had prepared, was discussed and was agreed subject to the Clerk including the following information in a covering letter he is to send to the internal and external auditors:

- a payment of £756.00 for grit bins received during 2016-17 had not been included in the total of payments made as the invoice was not paid until 21st April 2017 (i.e. after the end of the financial year).
- four payments which were due during 2016-17 were not included in the total of payments made as they had not been paid by the year-end. They were:
 - o £510.00 payable to The Village Link (for village magazines)
 - o £50.00 payable to MiJan Ltd (for internal audit services in 2016)
 - o £371.83 payable to Business Services at CAS Ltd (for insurance)
 - o £100 payable to Suffolk Libraries IPS (grant to Kedington Library)

The Vice-Chairman is drafting a letter which he or the Chairman will send to the external auditors, explaining the reasons for the late submission of the Annual Return.

GA is to be copied in on the Clerk's correspondence with the auditors, and any documents sent to them.

Letters to the external auditors will also be copied to the internal auditor, for information.

Signed

Chair

Date

Clerk to check that although premium is still owing, cover is still in place.

- c) Minute and sign off annual audit form
 - i) The Annual Governance Statement 2016/17 (Section 1 of the Annual Return for year ended 31.3.17) was approved and signed by the Vice-Chairman, with the "No" box being ticked against items 1 and 6.
 - ii) the Accounting Statements 2016/17 (Section 2 of the Annual Return for year ended 31.3.17) were approved and signed by the Vice-Chairman.
- d) Confirm internal audit arrangements
It was confirmed that the Parish Council was appointing MiJan Ltd to carry out the Internal Audit.
Clerk to make arrangements.

13. DATE OF NEXT MEETING

The next meeting of the Parish Council is on Wednesday 15th November 2017.

There being no further business the Chairman thanked the Councillors for their attendance and declared the meeting closed at 9.00 pm.

Signed

Chair

Date