

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
EXTRAORDINARY MEETING HELD ON
TUESDAY 25TH JULY 2017 IN THE MEMORIAL HALL

17/104/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, Mr Brian Evans, Mrs Caroline Freeman, Mr Robert Manning, Mrs Rebecca Merrick and Mr Malcolm Uhlhorn

Others: Mrs Sarah Moore (Clerk)

17/104/b APOLOGIES:

Mr Neil Bloomfield and Mr Graham Middleton

Cllr Brooks stated that the meeting was being recorded.

17/105 DECLARATION OF INTEREST:

Cllr Brooks declared an interest in the Memorial Hall

Cllr Merrick declared an interest in the Sports & Recreation Trust and the Memorial Hall.

Cllr Uhlhorn declared an interest in matters relating to the Memorial Hall.

Cllr Evans declared an interest in matters relating to the Hamdon Youth Group, Sports & Recreation Trust, Stoke Working Men's Club, Stoke Performing Arts Group and the Friends of Ham Hill.

17/106 TO ADOPT RECEIPTS & PAYMENTS, ACCOUNTS & BALANCE SHEET 2016/17:

The Clerk read out the Internal Auditors report:

'From my tests and examinations of the Council's records I consider that the council has adopted and carried out its fiduciary responsibilities.

The risk assessments have been completed for the 16/17 year and from that it is to be ascertained whether the Grounds Maintenance Contractor has Public Liability Insurance, this was also highlighted in the report for 15/16 and has yet to be ascertained.

There have been a number of grants awarded in the 16/17 year in excess of £500. As per the Stoke sub Hamdon Parish Council Financial Regulations I would like to see an excerpt from the appropriate parish council meeting which approved the grant attached to the letter/grant offer, with a reference back to the date of the meeting when the grant was approved, again this was highlighted in the 15/16 report.

This year the total is £110,715, held between 4 separate accounts and £56,072 has been ring-fenced for specific projects.

The parish council has submitted a VAT reclaim to the value of £769.59, for the period ended 31st December 2016, as at year end this has not been paid back to the parish council and is not included in the figures submitted.

I would like to thank Sarah Moore, your Clerk and Financial Officer for the quality of the records presented to me.'

The Clerk expressed her concerns regarding the delay in the return of the accounts from the internal auditor which has delayed the accounts being sent to Grant Thornton. In response to the report the Clerk stated that the internal auditor has received evidence of the groundsman's public liability insurance, and apologised for not adding the additional paperwork references to the awarded grant offers to enable a helpful audit trail.

Cllr Donovan asked whether the VAT return could be completed online. The Clerk said that it is normal practice to complete a paper copy but will check whether this can be done. Cllr Manning asked whether the internal auditor could be changed and it was agreed to review this in the autumn. A discussion was held and it was agreed that the Finance Committee could review this.

The Receipt & Payments Account and Balance Sheet were adopted. These were approved and signed by Chairman and Clerk.

Proposed: Cllr Donovan Seconded: Cllr Evans agreed unanimously

17/107 TO ADOPT ANNUAL RETURN & GOVERNANCE STATEMENT 2016/17:

The Annual Return and Governance Statement for 2015/16 was approved and signed by Chairman and Clerk.

Proposed: Cllr Manning Seconded: Cllr Freeman agreed unanimously

There being no further business the meeting was closed at 7.25pm.