

MINUTES OF A MEETING OF THE PARISH COUNCILS FINANCE COMMITTEE HELD IN THE METHODIST OLD HALL ON MONDAY, 04 SEPTEMBER 06 AT 20.00 HOURS

PRESENT: Cllrs. Bearman, Boyle, Gardner (Chairman), Poole, Shead & Street

ALSO PRESENT: Mrs. K Bell (Clerk)

1. **APOLOGIES:** Received and accepted from Cllr. Mrs Curry.

2. **ELECTION OF CHAIRMAN FOR THE MEETING**

In the absence of Cllr. Crawford, it was **RESOLVED** that Cllr. Gardner would chair the meeting.

3. **DECLARATIONS OF INTERESTS**

There were none.

4. **2005/06 ACCOUNTS**

Members were advised that following the Internal Audit and the completion of the Annual Return it had transpired that the accounts prepared by the temporary Clerk and approved at an earlier meeting contained a minor error namely that the incorrect brought forward figure and staffing costs had been used.

In order to rectify the errors, the Clerk had prepared the following documents, which had been copied, to members:

- A revised receipts and payments account for 2005/06
- Amended Annual Return
- Annual Return Information for the years 2002/03, 2003/04, 2004/05 & 2005/06

Following a discussion it was **RESOLVED** that:

- The documents as prepared by the Clerk be approved.
- Both the Clerk and Cllr. Gardner as Chair of the meeting approving the accounts would sign the Annual Return information as amended.
- A copy of the revised Annual Return Information and the revised 2005/06 Receipts & Payments Account would be immediately forwarded to District Audit.
- The decisions made by the committee would be ratified by the full Parish Council on 18 September 06.

5. **INDEPENDENT INTERNAL AUDITORS REPORT**

The contents of the report were **RECEIVED & NOTED**. The recommendations contained within the report would form the basis of the audit for 2006/07 and would be acted upon accordingly.

Cllr. Poole requested a copy of the Action Plan referred to within the Internal Auditors report; the Clerk would provide a copy as soon as it had been prepared.

There being no additional business, the meeting concluded at 20.10 hours.