

MINUTES OF A MEETING OF THE PARISH COUNCILS FINANCE COMMITTEE HELD IN THE METHODIST OLD CHURCH HALL AT 20.50 HOURS ON MONDAY 18 MAY 09

PRESENT: Cllrs. Crawford (Chairman), Crowley, Gardner, Gress, Poole, Shead & Street

ALSO PRESENT: Mrs. K Bell (Clerk) & 3 residents

APOLOGIES FOR ABSENCE: There were none

Cllr. Crawford opened the meeting and welcomed everyone present.

1. **Declarations of Interests:** There were none

2. **2008/2009 Accounts**

The unaudited accounts and supplementary documentation for the year ended 31 March 09 which had been copied to members was considered. The accounts and supplementary documentation consisted of the following:

- Receipts & Payments summary for the year ended 31.03.09
- Receipts & Payments Account for the year ended 31.03.09
- Bank Reconciliation as at 31.03.09
- Notes to support the accounts for the year ended 31.03.09
- S137 report for the year ended 31.03.09 (included within the supporting notes)
- VAT statement for the year ended 31.03.09 (included within the supporting notes)
- Asset List as at 31.3.09 (included within the supporting notes)

Attention was drawn to the following:

- The accounts had been prepared in accordance with the guidelines expressed in the Governance & Accountability in Local councils in England and Wales – A Practitioners Guide, The Accounts and Audit Regulations 1996 (As Amended) and CIPFA guidelines.
- As the PCs income and expenditure was below £200,000, the accounts had been prepared on a Receipts and Payments Basis
- Fund balances at 31 March 09 amounted to £73,480

Following a discussion, it was **RESOLVED** that the accounts for the financial year ended 31 March 09 be **APPROVED** and that Cllr. Crawford and the Clerk as RFO would sign the accounts.

Following a review of the Asset list for 2008/09 it was **RESOLVED** that the bench listed as belonging to the PC would be deleted. .

3. **2008/09 Annual Return**

(i) **Section 1 (Statement of Accounts)**

Following a discussion it was:

RESOLVED: That Section 1 (Statement of Accounts) for the year ended 31 March 09 as copied to members be **APPROVED** and that the document would be signed by Cllr. Crawford and the Clerk as RFO.

(ii) **Section 2 (Annual Governance Statement)**

Following a discussion, during which members responded positively to all of the statements it was:

RESOLVED: That Section 2 (Annual Governance Statement) for the year ended 31 March 09 as copied to members be APPROVED and that the document would be signed by Cllr. Crawford and the Clerk as RFO.

(iii) **Section 4 (Annual Internal Audit Report)**

It was reported that the Internal Audit had been carried out on 15 May 2009. It was noted that the Internal Audit had been carried out in accordance with the councils needs and planned coverage and on the basis of the finding in the areas examined the internal auditor had concluded that in all significant respects the Parish Council had met the appropriate control objectives throughout the financial year 2008/09

4. **Matters for future Discussion**

The Clerk was thanked for her work in completing the year-end accounts.

5. **Date of Next Meeting:** 11 January 2010

There being no additional business, the meeting closed at 21.20 hours

