

LEAFIELD PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held in The Pavilion at 7.30pm on Thursday 4th October 2018

Those Present: Cllr Juli King (Chairman), Cllr Luke Caunt, Cllr Jackie Hitchman, Cllr Gina Pearce,
In attendance: Sharon Henley, Clerk/RFO
Members of Public: 0

1. **Welcome & Apologies for Absence:** The meeting started at 19.54 hours. Apologies had been received from Cllr Andy Wright.
2. **Declarations of Interest in items on the Agenda:** There were none.
3. **Review Effectiveness of System of Internal Controls (for AGAR Return):** Councillors reviewed the Annual Governance Statement, Section 1. The Clerk advised that these questions should be answered with consideration to the Annual Internal Audit Report 2017-18 which was approved at the 12th September Council Meeting. After discussion it was agreed to submit 'no' responses to questions 2, 3, 5 and 6 as Councillors were not satisfied with internal financial controls over the year. A statement was prepared for the external auditor containing explanations for the 'no' responses.

It was agreed to review and update the current Risk Assessment to take account of the above.

4. **Approve the Annual Governance Statement:** The statement was approved by Council and signed by the RFO and Chairman.
5. **Approve the Statement of Accounts at Year End 31st March 2018:** Section 2 Accounting Statements were reviewed and approved by Council and signed by the RFO and Chairman. The RFO confirmed the 30 day period for Public Rights and Publication of the Unaudited AGAR Return would run from Monday 8th October to Friday 16th November and notices would be posted accordingly.
6. **2018-19 Internal Audit – overview of requirements.** The Clerk outlined the process for the current year's internal audit which would be the submission of information across the year rather than at year end.

7. **Approval of Receipts & Payments up to 4th October:** As per the table below.

Receipts & Payments to Oct 4th 2018						
Payee	Reason	Cheque No.	Payment inc VAT	Reclaimable VAT Amount	Receipt	Power To Spend
Came & Co	Insurance Annual Renewal (3 yr contract)	401848	£1,130.97	£0.00		LGA s.111
Andy Crick	Locum Clerk Services May & July	401850	£57.16	£0.00		LGA s.112(2)
Leaffield Village Hall	Funding of Fire Door Replacement	401851	£6,676.00	£0.00		LGA 1972 s.133
Moore Stephens invoice 13/09/18	Late external audit submission fee	401852	£48.00	£8.00		LGA 1972 s.111
Sharon Henley	Clerks expenses & Administration Costs for September	401852 & 401853	£1,060.10	£18.48		LG(FP)A 1963 s.5 & RTRA 1984s.57



WODC	Precept second payment £19,933.50 & grant £350.50				£20,284.00	
Total			£8,972.23	£26.48	£20,284.00	

An invoice from McCracken & Sons for August grounds maintenance was not approved by Council and the Clerk was asked to query if work had been carried out during that period.

23. Any Other Business & Items for Next Meeting: There were no AOBs.

24. Date of Next Meeting: Wednesday 10th October 2018 at 19.30hrs in the Pavilion.

There being no further business the meeting closed at 21.22 hrs.

Signed: _____

Cllr Juli King, Chairman

Date: _____

14/11/18

