

**MINUTES OF EXTRAORDINARY MEETING OF BRINDLEY AND FADDILEY PARISH COUNCIL
HELD AT THE GOODWILL HALL, FADDILEY ON 3rd JUNE 2019**

PRESENT:	Cllr A Williams	Chairman
	Cllr G Barlow	Vice-Chairman
	Cllr T Long	Cllr C Latham
	Cllr P Robinson	
APOLOGIES:	Cllr P Major	Cllr R Ford
	Cllr J Pochin	
ALSO PRESENT	Dr. M Bailey (Clerk/RFO)	

33 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Peter Major, Rob Ford and Jon Pochin.

34 FINANCIAL MATTERS

34.1 Authorisation of Payments

£330.77	BHIB Insurance Brokers (2019-20 Insurance Premium)
£15.98	Mark Bailey (Reimbursement – domain name for website)

RESOLVED: The above payments were approved by the Council

34.2 End of Year Accounts (1st April 2018-31st March 2019)

Members **APPROVED** the following draft documents for the financial year 1st April 2018-31st March 2019

- Ledger 2018-19 (1st April 2018-31st March 2019)
- Receipts and Payments 2018-19

34.3 Internal Audit Report

The Parish Council **APPROVED** the internal audit report for the Parish Council, as carried out by the internal auditor on 31st May 2019.

The internal auditor, having carried out the audit, made the following statement on the accounts: -

This is to confirm that I was asked to carry out the annual audit of your parish council accounts and duly attended at the home of your clerk, Dr Mark Bailey, this morning (Friday May 31st 2019).

I am satisfied that the accounts have been kept, and all transactions conducted, with propriety.

However, I have to record that I was unable to carry out checks and counter-checks with as much detail as I would wish, since a complete set of bank statements was not available.

With that qualification, and recognising that Mark Bailey has only recently been appointed and recognises the issues, I am able to say that as far I have been able to ascertain, the accounts are in order, and I am satisfied that the current problems will be addressed.

I will make two further observations which may be helpful: -

- 1. With his experience of performing the role for other town and parish councils, Mark believes that the amounts paid for insurance could be reduced without risk to the council, and I am happy to endorse the suggestion that he should explore the options.*
- 2. The council holds two accounts – one for current spending, and one as reserve. I question whether this is worthwhile since the annual turnover of the council is very small, as is the amount of interest accruing from the reserve account and, whilst the task of auditing is not onerous, it would be much easier if only one account had to be checked, without constant*

transfers from one to the other. This is of course for the council to decide but the recent appointment of your new clerk affords an appropriate opportunity to consider changes of this nature.

34.4 External Audit 2018-19

The various documents relating to the external audit of the Council's 2018-19 accounts were presented to Members of the Parish Council. These included the following: -

- The Internal Audit Report 2018-19 (as above)
- The uncompleted Annual Governance Statement and completed Accounting Statements 2018-19
- The completed Exemption Certificate 2018-19

Members were asked to consider the above documents, and noted that the period for the exercise of public rights will be between 18th June 2019 and 29th July 2019.

34.5 Annual Governance Statement 2018-19

Members went through the Annual Governance Statement for 2018-19 and completed the document collectively.

It was **RESOLVED** that the Chairman and Clerk (as Responsible Financial Officer) sign the Annual Governance Statement 2018-19.

34.6 Accounting Statements 2018-19

The Accounting Statements 2018-19 were presented to Members for note and approval.

It was **RESOLVED** that the Chairman and Clerk (as Responsible Financial Officer) sign the Accounting Statements 2018-19.

34.7 Certificate of Exemption 2018-19

Local councils with income/expenditure at or below £25,000 in the relevant year are permitted to apply for exemption from external audit review. To do this, the Council must formally approve a Certification of Exemption stating the annual gross income/expenditure for the financial year 2018/19.

It was **RESOLVED** that the Chairman and Clerk (as Responsible Financial Officer) sign the Exemption Certificate 2018-19.

35 PLANNING MATTERS

35.1 Planning Applications

Members considered the following planning applications received from Cheshire East Council.

19/2252N	<u>Brindley Lea Hall, Brindley Lea Lane, Brindley, Cheshire CW5 8HX</u> This application was a variation on condition 2 of approved application 18/1224N – silage pit.
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Members **AGREED** that they had no objections to the application

36 PARISH COUNCIL WEBSITE

Members noted that the website address is now www.brindleyandfaddileypc.org.uk

37 BANK ACCOUNTS

It was **AGREED** to defer this item to a future meeting of the Parish Council.

38 EXCLUSION OF PRESS AND PUBLIC

It was **AGREED** to exclude the press and public in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960.

39 PAYROLL PROVISION

Members **AGREED** that the Parish Council’s payroll will be provided by Shires Pay Services Ltd.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.00pm