

WALBERSWICK PARISH COUNCIL

Summary Notes of Pre-meeting public participation session

Cllr Tytler pointed out that this meeting was only concerned with the accounts for the year ended 31.03.13.

Mr MacCarthy asked who the internal auditor was. Cllr Gower replied that it was Heelis & Lodge and that their report would go on the website. Mr MacCarthy also asked what was the status of the notice on the notice board. The Clerk responded.

MINUTES of the Meeting of the Parish Council held in the Village Hall annex at 7.30pm on 26 June 2013.

PRESENT: Councillors Austin, Gower, Tytler and Webb and Mrs J Gomm (Clerk).

1. APOLOGIES FOR ABSENCE

Cllr Burroughes.

2. DECLARATION OF INTERESTS

Pecuniary interests: none

Local non-pecuniary: none.

3. CONSIDERATION OF THE INTERNAL AUDIT REPORT, THE YEAR END ACCOUNTS AND RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31.03.13 Internal Audit Report and Section 4 of the Annual Return

Councillors had a copy of both documents. The Clerk suggested that the Internal Auditor's report be considered section by section and then Section 4 of the Annual Return (i.e. the section of the Annual Return required to be completed by the person who carries out the internal audit) be considered.

The Clerk read the heading for each section and the Chairman read, after each section read by the Clerk, the internal auditor's report in response to each section. It was proposed by Cllr Austin and seconded by Cllr Webb that the internal auditor's report be **adopted** by the Council and this was **agreed**. The Council **agreed to note** the internal auditor's completion of Section 4 of the Annual Return. It was also **agreed** to place a copy of the internal auditor's report on the website.

Cash Book – Receipts record

Councillors had a copy. The Clerk reported that the receipts record would be completed with a minute reference for Monday 1 July 2013 when the bank interest for the year for all bank accounts of £3.83 would be noted. Cllr Tytler asked why anonymous donations were not recorded in the receipts record and the Clerk pointed out that they were. He asked why they hadn't been in the previous year when there were anonymous donations of £2,600 and she replied that they were recorded. It was **agreed to note** the record of receipts and **agreed** not to place a copy on the website, although it would be available to anyone who wished for a copy.

Cash book – Payments record

Councillors had a copy. It was **agreed to note** the record of payments and **agreed** not to place a copy on the website, although it would be available to anyone who wished for a copy.

Summary of Receipts and Payments

Councillors had a copy. It was **agreed** that the summary of receipts and payments for the year to 31.03.13 was properly recorded. It was also **agreed** to place a copy on the website.

Year End Bank Reconciliation

Councillors had a copy. It was **noted** that the bank balance equaled the cash book balance of £4,796.29 and that the figure for insertion into box 8 of the Annual Return was therefore £4,796. It was **agreed** not to place a copy on the website, although it would be available to anyone who wished for a copy.

4. COMPLETION OF THE ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT

Section 1 of the Annual Return (accounting statements)

Councillors considered, line by line, Section 1 of the Annual Return (accounting statements), which had already been signed and certified by the Responsible Financial Officer as properly presenting its receipts and payments. After scrutiny, it was proposed by Cllr Austin and seconded by Cllr Webb and **agreed** that the Chairman sign Section 1 to indicate that the Council **approved** the accounting statements. The Chairman signed section 1.

Councillors considered, line by line, the **explanation of quantified significant variances** relating to boxes 2, 3, 4, 5 and 9 of section 1 of the Annual Return and **agreed** the explanation, subject to deletion of the following words in box 4, “including providing justification to ICO over findings of vexatious requests, dealing with ICO and Information Tribunal (IT) on complaints and appeals to IT”. It was **agreed** not to place a copy on the website, although it would be available to anyone who wished for a copy.

Section 2 of the Annual Return (annual governance statement)

Councillors considered Section 2 of the Annual Return (annual governance statement). After scrutiny of each statement, it was proposed, seconded and **agreed** that the Chairman and Clerk sign Section 2 to indicate that the Council **approved** the annual governance statement, subject to ticking the “No” box in answer to question 3. Cllrs Gower, Austin and Tytler had previously signed a statement to be appended to this box.

It was proposed and seconded that the Clerk be authorised to send the Annual Return and Annual Governance Statement for the year ended 31.03.13 to the external auditors and it was so **agreed**.

16. DATE OF NEXT SCHEDULED MEETING

The date of the next routine meeting was agreed as Monday 1 July 2013.

The meeting closed at 8.15pm.

Signed.....

Date.....