

PRESTON ST MARY PARISH COUNCIL

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Minutes of an Additional Meeting of Preston St Mary Parish Council held at 7.30p.m. on Wednesday 27 June 2018 in the Village Hall

Present: Cllrs McGrory, Bardzinski, Hanlon, Bisson and Luck and Parish Clerk, Nicola Smith.

1. Apologies

- i. Cllr Martin was in London, and Cllr Tasker was on holiday.
- ii. Cllrs consented to accept the apologies.

2. To receive Members' Declarations of Interest

- i. No disclosures of pecuniary or non pecuniary interests.
- ii. No gifts of hospitality received;
- iii. No requests for dispensation for pecuniary interests.

3. Public Forum

No members of the public present

4. To consider and approve updated Standing Orders and Financial Regulations

Clerk had updated the documents in accordance with the latest protocol document provided by SALC, given the changes in data protection regulations.
Cllr McGrory proposed and Cllr Hanlon seconded that the Parish Council adopt the revised documents. All Cllrs present agreed. Motion carried.

5. To consider the internal control/audit 2017/2018

Clerk had met with Cllr Hanlon on 17 June 2018 in order to carry out an internal control/audit. See Appendix "A" attached. Cllrs considered the internal control/audit and agreed with the recommendations.

6. Annual Accounts for the Year Ending 31st March 2018

- i. To consider the Annual Internal Audit 2017/2018
Cllrs considered the annual independent internal audit which had been carried out by Mrs Mary Page and noted there were no concerns raised.
- ii. To consider, approve and sign the Annual Governance Statement
Cllrs considered the Annual Governance Statement. Cllr McGrory proposed approval, Cllr Hanlon seconded. All Cllrs present agreed. Chair and Clerk duly signed and dated.
- iii. To consider, approve and sign the Accounting Statement
Cllrs considered the Accounting Statement. Cllr McGrory proposed approval, Cllr Hanlon seconded. All Cllrs present agreed. Chair and Clerk duly signed and dated.

Signed.....

Dated.....

7. Cllrs reports

Cllr Hanlon reported that she was continuing to gather information regarding managed wildlife patches on Village Green, as would present that information at the Parish Council meeting in September.

8. Date and time of next Meeting: 25 September 2018 (subject to any new planning applications)Appendix A

The Accounts & Audit (Amendment) (England) Regulations 2006 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

SCOPE OF INTERNAL CONTROL

CONTROL TEST	TEST DONE	COMMENTS
	Yes or No	
Ensuring an up to date Register of Assets	YES	
Regular maintenance arrangement for physical assets	YES	In particular the trees on the Village Green. Professional assessment of the trees was carried out in 2017, and the PC have been carrying out maintenance works gradually across all of those trees identified.
Annual review of risk and the adequacy of Insurance cover	YES	
Awareness of Standing Orders and Financial regulations	YES	It is noted that there have been changes to model Standing Orders relating to GDPR and the Parish Council will be reviewing their Standing Orders at the Additional Meeting in June 2018.
Adoption of Financial & Standing Orders	YES	
Regular reporting on performance by Contractors	YES	Suffolk Tree Services have been carrying out some works to trees, and Cllrs report at meetings if there were

Signed.....

Dated.....

		any issues with the works carried out before approving their invoices.
Annual review of contracts (where appropriate)	N/A	Suffolk Tree Services are not on a rolling or annual contract, but instead are contacted when the PC approve the next stage of works to be carried out to maintain the trees on the Village Green.
Regular bank reconciliation, independently Reviewed	YES	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	YES	
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	YES	
Payments supported by invoices, authorised and minuted	YES	
Section 137 expenditure separately recorded and within statutory limits	N/A	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	YES	
Scrutiny to ensure precept recorded in the cashbook agrees to BDC notification	YES	
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	YES	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	YES	
Regular financial reports	YES	
Regular budget monitoring statements	YES	The Clerk provides a budget monitoring Statement at our October meeting, but has noted that one earlier in the financial year would be helpful. Given the limited number of meetings this would need to be at the APCM in May of each year. Clerk will note this and make arrangements for the coming year.
Minutes properly numbered and paginated with a master copy kept in safekeeping	YES	
GDPR Policies in place	YES	

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Dated.....

Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	YES	
Adoption of Codes of Conduct for Members	YES	
Declaration of Acceptance of Office	YES	

Signed.....

Dated.....