

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 19TH JUNE 2017 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions.

- 1. Apologies for Absence:** H. Turvey, P. Richmond. These apologies and the reasons for them, were accepted and approved.

Attending: K. Fincher (Chair), C. Dawson, M. Hughes, Mrs R. Ritter, Mrs. J. Greenway (Clerk and Responsible Finance Officer).

2. Declarations of Interest

- a) Reminder and requirements noted.
- b) None.
- c) None.
- d) None.

3. 2017/126 Independent Internal Audit Report

The previously circulated independent internal auditor's report was considered, with no matters to be brought to the attention of the Council.

4. 2017/127 Annual Governance Statement

The Clerk/Responsible Finance Officer (RFO) referred to the Annual Return and the internal auditor's report, copies of which were circulated in advance of the meeting for review by members.

Section 1 of the Annual Return – Annual Governance Statement 2016/17, was considered, approved and signed by the Chairman and the Clerk/RFO. There were no 'no' responses. Proposed Cllr. Hughes, seconded by Cllr. Dawson and agreed by all.

5. 2017/128 Accounting Statements and Accounts for the Year Ended 31st March 2017

The Clerk/RFO referred to the Annual Return, supporting information for the external auditor (Grant Thornton UK LLP), draft accounts for the year ended 31st March 2017 (produced by The Richards Sandy Partnership Ltd) and bank reconciliation for the year ended 31st March 2017, copies of which were circulated in advance of the meeting for review by members.

The draft accounts for the year ended 31st March 2017 were considered, approved and signed by the Chairman and the Clerk/RFO. Proposed Cllr. Mrs Ritter, seconded by Cllr. Dawson and agreed by all.

Section 2 of the Annual Return – Accounting Statements 2016/17, was considered, approved and signed by the RFO and the Chairman. Proposed Cllr. Mrs Ritter, seconded by Cllr. Dawson and agreed by all.

The bank reconciliation for the year ended 31st March 2017 was considered, approved and signed by the RFO and Chairman. Proposed Cllr. Mrs Ritter, seconded by Cllr. Dawson and agreed by all.

The supporting information to be submitted to Grant Thornton UK LLP (external auditor) with the Annual Return, including the bank reconciliation, explanations for significant year on year variances, explanations for any differences between Annual Return boxes 7 - 8 and reserve levels, was considered and approved for submission. Proposed Cllr. Mrs Ritter, seconded by Cllr. Dawson and agreed by all.

The Clerk advised that the audit will be advertised to comply with requirements.

6. 2017/129 Councillors' Reports and Items for Future Agenda

Items for 29th June Parish Council meeting agenda:

- Update regarding adoption and maintenance of the Talavera play area.

Councillors' reports:

- Queries/feedback received from Parishioners regarding Public Rights of Way will be forwarded to Cllr. Turvey as Parish Paths Warden.

- In response to feedback regarding the SWUE, Cllr. Fincher will forward the presentation given at the Annual Parish Meeting to Cllr. Mrs Ritter.

Action: Cllr. Fincher

- The agreed maintenance of the hedge by the allotments is needed as soon as possible. The Clerk will arrange with the Parish Grounds Contractor as previously agreed.

Action: Clerk

7. 2017/130 Date of Next Meeting

Parish Council meeting: Thursday 29th June.

The meeting closed at 8.10pm.