BURRINGTON PARISH COUNCIL

MINUTES OF AN EXTRA ORDINARY PARISH COUNCIL MEETING held on **TUESDAY, 28TH APRIL 2015,** in The Parish Room, Burrington.

PRESENT:	Paul Keel	Chair
	Frances Wilson	Vice Chair
	Roger Daniels	
	John Rhodes	
	Richard Dors	
	Teresa Martin	Clerk

An extra-ordinary meeting of the Parish Council was called to approve the Annual Accounts and sign off the annual Audit Report.

1. **FINANCIAL STATEMENT AND ANNUAL ACCOUNTS**

The Financial Statement for year ending 31st March 2015 was discussed. Sign-off of the Annual Accounts was proposed by Frances Wilson and seconded by John Rhodes.

2. **ANNUAL AUDIT REPORT**

Councillors went through the Audit Return and the following questions were all answered 'Yes':

a) Appropriate accounting records have been kept properly throughout the year.
b) The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
c) The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
d) The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
e) Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
f) Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
g) Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
h) Asset and investments registers were complete and accurate and properly maintained.
i) Periodic and year-end bank account reconciliations were properly carried out.
j) Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

An area of risk was identified in the sole handling of cash from the safepost box at Burrington Combe Toilets. This issue had been discussed at the Annual Parish Council meeting in May 2014 and an extract from those minutes follow:

"It was noted that the Internal Auditor had queried the handling of cash from the Burrington Combe Toilet safebox. All agreed that the Chairman should continue to empty the box and when the funds are handed over to the Clerk for banking, a receipt will be issued".

The Internal Auditor had asked for clarification of the roles of Alan Green, the Village Orderly, and Pete Marshall both of whom help to maintain the Parish. Alan Green looks after the village square, including cleaning bins, cutting the hedges surrounding the burial ground, keeps the bus shelters clean and tidy. Pete Marshall trims the hedges of the footpath and other tasks as and when required.

All present agreed to the sign-off of the Audit Return by the Chairman. The Clerk undertook to pass the completed papers to Bob Shapland, Internal Auditor, for sign-off before forwarding to Grant Thornton. Once approved by Grant Thornton, the Audit Return will be placed on the website.

As there was no other business, the Chairman closed the meeting.