

**CASTLE BYTHAM PARISH COUNCIL**  
**Minutes of the meeting held on 7 June 2017**

**Present**

Cllr Dennis (Chairman), Cllr Harvey (Vice Chairman), Cllr Goodman, Cllr Webber.

**Apologies**

Cllrs Allsopp, Candler, Hinton, Martindale, Thomas.

**In attendance**

Mr G Booth, Internal Auditor; 1 member of the public.

**1. Declarations of interest**

None

**2. Approve record of the meeting held on 17 May 2017**

The record of the meeting held on 17 May 2017 was approved as minutes and signed by the Chairman. Proposed by Cllr Harvey, seconded by Cllr Webber, all in favour.

**3. Audit**

Geoff Booth, Internal Auditor, presented his internal audit report – Geoff had carried out an independent inspection of the accounts book, bank statements, invoices, receipts and the minutes book. The obligations of the Internal Auditor are to review controls and procedures, examine records, documentation and the processes for evaluating and managing risk. Geoff had completed the audit form which will be returned to Grant Thornton together with a variance report, risk review, fixed asset register, reconciliation of income and expenditure. Hannah Mills funds have been transferred to Castle Bytham Parochial Church Council Poor Fund by the Trustees on 5 June 2017, following the Charities Commission's approval to remove the Fund from the Central Register of Charities. The Councillors expressed many thanks to Geoff Booth for all his work.

**4. Annual accounts**

The annual accounts were approved; the payments and receipts book was signed by the Chairman and the Clerk.

**5. Website update**

The website has a domain name; the Chairman and the Clerk are to receive training; information has been uploaded with regard to the Parish Council, village organisations/businesses/church.

