

CASTLE BYTHAM PARISH COUNCIL
Minutes of the extraordinary meeting held on 30 May 2018

Present

Cllr Dennis (Chairman), Cllr Harvey (Vice Chairman), Cllrs Candler, Goodman, Hayward, Thomas, Webber.

Apologies

Cllrs Hinton and Martindale.

In attendance

Mr G Booth, Internal Auditor.

1. Declarations of interest

None

2. Approve minutes 16 May 2018

The notes of the meeting held on 16 May 18 were approved as minutes and signed by the Chairman. Proposed by Cllr Thomas, seconded by Cllr Webber, all in favour.

3. Audit

- a. Annual Governance Statement - Consider the findings of the review.
The Councillors reviewed the effectiveness of the system of internal control following G Booth's report and were unanimously satisfied that the internal audit and the minutes provided an effective system of integrity of the accounts.
- b. Approve the Annual Governance Statement.
The Councillors unanimously passed a resolution by which the Annual Governance statement was approved.
- c. Consider the Accounting Statements
Section 2 of Accounting Statements 2017/18 of AGAR Part 2 was dated and signed by the clerk/RFO before it was presented to the Parish Council.
- d. Approve the Accounting Statements
The Councillors unanimously passed a resolution by which they approved the Accounting Statements.
- e. Signing of Accounting Statements
The Chairman dated and signed the Accounting Statements.

The Councillors expressed grateful thanks to G Booth for his work on AGAR Part 2 together with the following: Report on Other Risk Areas, Reconciliation of Income and Expenditure for the year ended 31 March 2018, Bank Reconciliation 31 March 2018, Variance Analysis, Reconciliation of Income and Expenditure, Fixed Assets Register.

The Councillors had unanimously agreed that the statement of accounts will not be audited this year and that the Parish Council would self- certify itself as exempt - Clerk to send the Certificate of Exemption to PKF Littlejohn.

4. Annual accounts

The Councillors unanimously approved the annual accounts in the cash book which was signed by the Chairman and the Clerk.

