

MERTON PARISH COUNCIL M8/17

1

MINUTES OF THE EXTRAORDINARY MEETING OF MERTON PARISH COUNCIL
HELD IN MERTON VILLAGE HALL AT 7.30P.M.
ON 30 JUNE 2017.

PRESENT:

- Chairman Cllr. R. Foord (RF)
- F. Foxon (FF)
- P. Murphy (PM)
- A. Bradley (AB)

IN ATTENDANCE: Tracey Charlesworth (Clerk/RFO). No members of the public.

17/99 APOLOGIES:

- 1.1: R. Leaver (RL).

17/100 INTERESTS:

- 2.1: None.
- Register of Members Interests: No updates.

17/101 MEMBERS OF PUBLIC (7.30pm – 7.45pm): None present.

17/102 VACANCY FOR A PARISH COUNCILLOR: C/fwd.

17/103 PRIORITY:

➤ **5.1: FINANCE:**

1. **Accounts Year Ending 31 March 2017:**

- Approval of Accounts Year Ending 31 March 2017:
- Notice of the annual review of accounts for the year ending 31 March 2017 – Submission date:- The following documents to be approved and signed noting any additions to asset register reflected in Supporting Notes and Significant Variances. It was noted that the Clerk/RFO had contacted BDO: the submission date of 19 June 2017 had been extended to 10 July 2017: Draft Accounts had been emailed to the Internal Auditor.
- To consider/approve Accounts Year End 31 March 2017. The Accounts for Year End 31 March 2017, emailed and considered prior to the meeting. It was **RESOLVED** that:-
- The accounts were accepted and approved and signed by the Chairman RF and Clerk/RFO.
- Scottish Widows Account
- Petty Cash Payments
- Petty Cash Receipts
- Parish Council Payments
- Parish Council Receipts
- Budget Comparison
- Adjustments
- Income & Expenditure Bank Reconciliation
- Balance Sheet
- Asset Register.
- Supporting Notes
- Significant Variances
- Grants
- Fund Movements
- **5.2: Approval of Section 2 of the Annual Governance Statement:** To complete and approve Section 2 of the Annual Return. Annual Return and supporting documents to be submitted to BDO: The figures reflect those as approved in the Year End Accounts 31 March 2017 above. It was **RESOLVED** that:-
- For the year ended 31 March 2017 the accounting statements in Section 2 of the annual return present fairly the financial position of the council and its income and expenditure and were approved and signed by the Chairman and Clerk/RFO.
- Clerk/RFO to enter minute reference on completion of minutes for submission to BDO.
- Exercise of Public Rights commences 3 July for a period of 30 working days to include the first 10 working days of July and will end on 11 August 2017 – Submission Date: Altered from 19 June 2017 to 10 July 2017– Notice to be displayed on notice board and on website along with documents required under Transparency Code.

Action: Clerk/RFO.

16/104 MATTERS FOR FURTHER INFORMATION AND DISCUSSION:

- 6.1: To report on Matters of information or discussion at the next meeting.
- None.

Action: Clerk.

16/105 DATE and TIME OF NEXT MEETING:

- 7.1: 24 July 2017 - Parish Council Meeting at 7.30pm in Merton Village Hall.

There being no other business the Chairman closed the meeting at 7.40pm.

Draft Minutes subject to Confirmation.

DRAFT