

ELLISFIELD PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL

Date:	Monday 23 RD May 2016.	Time:	8:00pm
Venue:	Memorial Hall, Ellisfield		
Present:	Tim Guinness	Chairman	
	Caroline Cazenove	Vice-Chair	
	Gavin Park-Weir		
	Victoria Reed		
	David Richards		
	Wendy Simson	Clerk	
	PC Reid		
	Mick Walker	Prospective new Clerk	
	Two members of the public		
Apologise:	Rose Taplin		

120 Election of Chairman

The Clerk asked if anyone wished to be nominated as Chairman for Ellisfield Parish Council, the incumbent Chairman agreed to remain in post and there were no other nominations. Councillor Cazenove nominated and Councillor Park-Weir seconded the nomination. All Councillors then voted the Chairman in for 2016/17.

121 Election of Vice Chair

The Clerk asked if anyone wished to be nominated as Vice Chair for Ellisfield Parish Council, the incumbent Vice Chair agreed to remain in post and there were no other nominations. The Chairman nominated and Councillor Reed seconded the nomination. All Councillors then voted the Vice Chair in for 2016/17.

122 Roles and Responsibilities

The Clerk circulated the list of each Councillors role and there were the following changes made to the published list:-

- Councillor Park-Weir would take responsibility for Broadband and IT Issues from Councillor Reed.
- Councillor Reed would take new residents from the Chairman

123 Audit accounts from 2015/16

The Clerk informed the Councillor that she and the new Clerk had visited the Internal Auditor on Friday 20th May. Whilst the Auditor had agreed with the work carried out by the Clerk from September 2015, there were a number of issues with the information available from April 2015 to this point due to the change of personnel. The closing balance of the

accounts for the year end 2014/15 could not be balanced against the bank statements and so the Internal Auditor agreed to contact BDO to explain the issues and ask if any further information was held by the External Auditors. Further notes have been sent along with notes made as part of communication with the previous Clerk which may allow for the accounts to be balanced.

Action: Clerk to report at next meeting

The issues and actions identified by the Internal Auditor are as follows:-

1. Minutes: The first set of Minutes in 2015/16 that I could find were those dated 27th July 2015. Even these have not been signed. I trust that efforts will be made to produce previous Minutes and that they and the July ones are confirmed at a Meeting of the Council and signed.
2. Recruitment Procedure: The Council does not have a formal Recruitment Procedure in place – despite having just recruited a new Clerk. This needs to be formalised without delay.
3. Contract of Employment I would appreciate a copy of the new Clerk's Contract of Employment in due course – please ensure that this is in respect of both Clerk and RFO
4. Workplace Pensions: Contact need to be made with the Pensions Regulator before your staging date to confirm what is happening with regard to the Council's Employees
5. Administrative Procedures: The position of Standing Orders and Financial Regulations needs to be clarified. If they are not in place then the NALC Templates need to be downloaded , adopted to suit the Council's need and formally adopted (again without delay)
6. Risk Assessment: We looked at Risk Assessment – there does not appear to be a Financial Risk Assessment. This needs to be completed a template is available on the BDO Extranet/
7. Insurance: I would appreciate a copy of your full Policy with Zurich Insurance
8. Allotments: Whilst I am content with the accounting arrangements I would strongly recommend that the separate Bank Account is closed and all transactions take place through the main Account.
9. Burial Records. I will need to see next year all the records relating to the Burial Ground including 1. Schedule of Charges (including date when last reviewed), 2. Green Forms or Cremation Certificates, 3. Memorial Applications, 4. Burial and Interment of Ashes Register and also Memorials.
10. Accounting Records: I appreciate all the problems you have experienced getting pre-September 2015 information together – at least the Bank were able to provide you with copies of the paid cheques during this period and you were able to get Bank Statements. As you acknowledge the records are not as you would like and I have qualified my Report accordingly.
11. Annual Return. We discussed at length the problems you have had reconciling the 2015 Return to what you have been able to construct. As a result I have emailed BDO seeking advice and suggesting you seek permission to redate the Balance Brought Figure.

The Clerk then read out the statements in section 1 of the audit documents and recorded the Council's response. Section 1 of the audit paperwork was then signed off by the Chairman and Clerk.

It was agreed that the Clerk would conclude the work on the balances from the additional information provided by BDO and bring the accounts to the next meeting for sign off of section 2. The accounts were then required to be sent to BDO for 25th July.

124 Questions from the public

There were no questions from the public