



HELMDDON PARISH COUNCIL



MINUTES

***Of a meeting of the Council held in the Reading Room, Helmdon,
at 7.30pm on Tuesday 31 March 2015.***

PRESENT: Cllrs Coatsworth, Adhemar, Garner, Moody, Valentine, England.

IN ATTENDANCE: Simon Loake (Clerk)

In the absence of Cllr Burns, Cllr Coatsworth chaired the meeting.

1) APOLOGIES were accepted from Cllrs Burns, Barnes and Duncombe.

2) DECLARATIONS of INTEREST: There were none.

3) CONSIDERATION of SECTION 2 of ANNUAL RETURN for 2014/15

a) Matters raised in audit reports: Details of the discussions of the Finance Meeting were reviewed by the Council. It was agreed that "S137 Grants" be reclassified as "Donations to Village Organisations" and the correct use of S137 be applied. Grants available should be notified to local organisations in the Voice and by email. It was further agreed that the Clerk should have an annual performance review. The discrepancy referred to in the audit report was not considered to be material.

b) The system of internal control and the financial procedures adopted were explained by the Clerk, as they are different from those employed by the previous clerk. The records were examined by Cllr Moody, and the procedures and controls were deemed to be satisfactory. It was agreed that the Finance Committee will scrutinise the accounting records on a regular basis.

4) COUNCILLOR QUESTIONS: In answer to a question from Cllr Moody, the Clerk confirmed that the Internal Audit had been arranged with Lynn Lavender, the NCalc auditor.

There being no other business, the Chairman closed the meeting at 7.54pm