

Meeting of Hollinsclough Parish Council held on Friday 28th June, 2019 at Hollinsclough Primary Academy at 7.30pm.

Apologies: Councillor Belfield.

Present:

Chair C.N.

Mellor, V. Chair The minutes of the previous meeting held on 16th May, 2019 were read, approved and signed by the chairman.

C.R. Slack.

C.L. Bell.

C.E. Kidd

C.D. Stead

D. Hails

The Defibrillator

The clerk confirmed that she would organise a parish wide training day on its use for 20.7.19 followed by an opportunity for parishioners to discuss parish affairs and to pass resolutions thereon. (Such resolutions will not bind the P.C.).

Payments made

Insurance, SPCA, and £5.0 withdrawn for the petty cash.

Invoices

An invoice for £129.89 from SP Services via Flash and Longnor First Responders for adult defib pads for 95 AED had been received and the clerk was instructed to pay this amount P.D.N.P. planning applications.

The Council still awaited the outcome decision notice.

Other Business

Presentation of the internal auditors report.

The clerk thanked the councillors for their attendance to examine the I.A's report.

It was noted by the P.C. that

A It was felt by the I.A. that appropriate accounting

records had been kept 2018-19.

- B That expenditures had been approved by the Council and that payments had been supported by invoices. Regs. followed.
- C The Council had assessed the risks in achieving its financial objectives.
- D The precept reflected an adequate budgetary process of identification, discussion and decision making.
- E The expected Council income was fully received, recorded and banked promptly. (VAT was not involved).
- F Petty cash payments were properly accounted for. (Again VAT was not involved 2018-19).
- G NI and PAYE were not relevant 2018-19.
- H Appropriate registers kept for financial transactions.
- I Periodic and year-end bank account reconciliations were properly carried out.
- J Accounting statements were prepared on a correct accounting basis of receipts and payments/expenditure/ income and agreed with the cash book/audit trail.
- K Exemption criteria identified and met.
- L and M N/A.

The clerk again went over the figures for 2018-19 of balances, precepts, receipts, payments and total values as per the account book and Section 2 of the accounting statements.

The clerk reported that:

The I.A. had been satisfied that effective financial had been in place 2018-19.

That an adequate system of internal control had been in place

That P.C. had endeavoured to comply with rules, Regs. and practices

That elections' rights were provided.

That assessment of risks facing the council had been maintained.

That appropriate action on matters arising from the internal and external audit processes had been responded to.

The Council had identified commitments occurring during and after the year end.

The I.A.'s written report was carefully considered and would be attended to promptly.

1. Points made regarding the lengthsman.

(The clerk had informed the I.A. that she had made the lengthsman aware of the amount of money available 2019-20 and the invoicing requirements).

2. As a result of a contested election in May 2019 the clerk was instructed to find out from SMDC ASAP just how much this would be.

3. As the management of the defibrillator was only now becoming a significant issue the I.A. had instructed the clerk to visit the legal dept. at SMDC regarding its acceptance of money from sources outside the precept for this purpose. eg.

- It had received £60 from District / County Councilor Heath's Community Fund and

- The clerk and a local lady had raised £67 by holding a stall at a local event.

- The clerk had informed the I.A. during the auditing process that a Mrs. Karen Kidd (wife of Councillor Kidd) had raised and given to the Council of 23/5 as a result of a tractor run specifically to support the P.C. in its role of maintaining the defibrillator. (Apparently, Mrs. Kidd takes part in this event each year and identifies a cause that she personally wishes to support. Mrs. Kidd along with Paramedic, Marie Modsham are responsible for defib. training in the area and therefore has a committed interest in the subject.

The clerk was instructed to clarify fund-raising matters as outlined by the I.A.

The invoice for the I.A. was received and the clerk was instructed to pay the amount of £25 and to thank Mr. Felix Bellaby ACA for his guidance, instructions and painstaking monitoring of the Council's activities.