

**MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON
MONDAY 11 JUNE 2018 IN STAKEFORD AND BOMARSUND SPORTS AND
SOCIAL WELFARE CENTRE**

THOSE ATTENDING:

Cllr H Allsopp
Cllr E A Barrell (Chair of meeting)
Cllr K Grimes
Cllr G Huntley
Cllr A Iley
Cllr J Rowell

IN ATTENDANCE:

Mr D L Nicholson JP, Parish Clerk/Responsible Finance Officer and Ms A Brindley,
Deputy Parish Clerk.

AGENDA PART 1

C009/18 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Foster (family illness), Cllr L Watson (LoA) and Cllr P Vaughan (work commitment).

**C010/18 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND
OTHER REGISTERABLE INTEREST(S)**

None received.

C011/18 3. PUBLIC QUESTIONS.

None received.

**C012/18 4. TO RECEIVE AND APPROVE THE YEAR END ACCOUNTS
AND STATEMENTS FOR PRESENTATION TO EXTERNAL
AUDIT.**

The Parish Clerk/Responsible Finance Officer presented the annual return and supporting documentation for the financial year end 31 March 2017. The return includes;

1. Accounting statements 2017/18
2. Annual Governance Statement 2017/18
3. Annual internal audit report 2017/18

together with supporting documentation including:

1. Various copies of confirmation minutes

2. Various copies of bank statements sent in confirmation of balances/actions
3. Copy of workings undertaken to complete accounting statements
4. Confirmation of the appointment of the internal auditor
5. Copy of the letter prepared by the internal auditor together with the statement of internal control assessment and audit checklist
6. Copy of the asset register
7. Copy of the risk statement adopted by the Parish Council
8. Bank reconciliation for the period
9. Explanation of significant variations
10. Reconciliation of boxes 7 and 8 – working detail
11. Details of other sources of income

The Parish Clerk/Responsible Finance Officer placed on record his appreciation of the work undertaken by the Deputy Parish Clerk and Community Accounting North East in relation to the preparation of the return and year end accounts.

4.1 Annual Governance Statement 2017/18.

Members considered and approved Annual Governance Statement 2017/18, their responsibilities in relation to internal control, including arrangements for the preparation of accounting statements. Members agreed that the Annual Governance Statement could be signed.

4.2 Accounting Statements 2017/18.

Members considered and approved the Accounting Statements for signature.

RESOLVED:

- 1. Members received and noted the annual internal audit report.**
- 2. Members considered annual governance statement and determined that to the best of their knowledge and belief that they have satisfied their responsibilities for ensuring a sound system of internal control.**
- 3. Members noted that section 9 of the statement was not applicable as the council does not act as the sole managing trustee of any local trust or similar body.**
- 4. Members received and approved the accounting statement and supporting documentation for the year ended 31 March 2018.**
- 5. The Chairman of the meeting and the Parish Clerk/Responsible Finance Officer were authorised to sign the various statements contained in the Parish**

**Council's annual return for the financial year ended 31
March 2018.**

- 6. The Parish Council agreed that Mr P Basnett be appointed
as the authority's internal auditor for 2018/19.**

There being no further business the meeting closed at 09.45

Chairman

Date