

BOLDRE PARISH COUNCIL

Minutes of the Extraordinary Parish Council meeting held on Tuesday 12th May 2009 at 6.30 pm in the Boldre War Memorial Hall.

Present : Mr I Wild (Chairman)
Major A French (Vice Chairman)
Mrs M Gaylard (Parish Clerk)
Dr J Horsfall
Mr C Wise

1. Apologies for absence

Cllrs Bolton, Broomfield, Grainger, Corbin & Tanner.

2. Declarations of interest in items on the agenda

None

3. To approve the 2008/09 annual account and annual audit return

The accounts were approved after two minor amendments and signed by the Chairman and Clerk. All councillors will be issued new sets of accounts. **ACTION MG**

The annual audit return was also signed by the Chairman and Clerk. It was noted that the internal auditor had visited and her report (enclosed) shows a few changes that will be implemented as soon as possible. The changes are much fewer than last year and the internal auditor stated that overall she had found the paperwork in good order with the audit costing less than last year. Council thanked the Clerk for her hard work in these matters.

There being no other business the meeting closed at 6.50 pm.

Re: Matters Arising from the 2008/09 accounts

Here is my list of matters arising from today's visit. The list is far shorter than last year and I was very pleased to see the significant improvements in the year. Overall I found the records of the council to be in very good order.

Accounting area	Issue	Response
Financial Regulations	The financial regulations do not appear to be comprehensive. It would be good practice for the council to adopt a model set.	Will be done this summer
Precept	The value of the precept was not minuted and the budget was not initialled as a page of the minutes.	Will be done from 2009
Working parties	The working parties are still being occasionally referred to as "subcommittees" when they do not meet this criteria. The reports included in the minutes are fine, but the title needs to be correct.	Will be closely monitored
Budget monitoring	The finance working group report is excellent and should be included as an initialled page of the minutes.	Will be done from 2009
Fixed asset register	The fixed asset register would be better as a spreadsheet, and please remember to include land at a monial value of £1 per plot.	Will be done from 2009
Grants	Grants appear to still be issued without supporting paperwork and clear minutes. It would be good practice for the council to introduce a grant application form to formalise the system. Approved grants should be clearly minuted.	Will be done from 2009.
Football match fees	Councils are only permitted to not charge VAT on sports lettings when they are on a "per season" basis - taken to be 9 matches or more. Please ensure that future invoices are for block bookings.	Will be monitored from 2009
Meetings	It would appear that some meetings are very long. It may be worth looking at including more items into pre circulated reports and less into free discussions to enhance efficiency.	Will be monitored.

Please find enclosed my invoice for the examination, for the reduced fee of £ 300 to reflect the improvement in controls and systems and therefore less time taken.

Circulation :-

By email – Councillors Ian Wild, Arthur French, Colin Wise, Alison Bolton, James Horsfall & Tony Corbin.

By post/hand – Councillors Tony Broomfield, Brian Goodall, Angela Grainger & Paul Tanner.