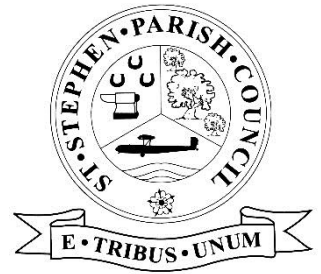


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL: MRS JULIET PIENAAR
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Present

Cllr John Bell
Cllr Wendy Berriman
Cllr Martin Doyle
Cllr Ian Getley
Cllr Dorothy Kerry (Chair)

Cllr John Parker
Cllr David Parry
Cllr Bill Pryce
Cllr Nicholas Tyndale
Cllr Eileen Whittaker

Also present:

Sue Campbell taking minutes
Isabel Crozier, Assistant Clerk
Derek Kemp, Temporary Responsible Financial Officer

Minutes of the **Extraordinary Full Council meeting** held on **WEDNESDAY 15th August 2018**
at **7.30pm**

Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1819/047 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Brannen and Hurford.

1819/048 To receive declarations of interest and dispensations

- a) To receive declarations of interest from Councillors on items on the agenda
None
- b) To receive written requests for dispensations for declarable interests
None
- c) To grant any requests for dispensation as appropriate
None

1819/049 Public Participation – to receive petitions, comments and questions

None.

1819/050 Audit requirements for the year ending 2017/2018

a) To approve the Internal Auditor Report for the year ending 31st March 2018

RESOLVED: proposed Cllr Tyndale, seconded Cllr Getley, unanimous, that the Internal Auditor Report be approved.

The RFO clarified the following comments:

- Risk Management arrangements and Risk Register – this was unavoidable due to the challenges of the past year this will be redressed going forward.
- Budgetary Reporting – DCK Accounting Solutions have maintained the accounts but regular reports of income/expenditure against the budget were not produced. This will be rectified going forward.
- Petty cash – a single transaction of £299.76 has highlighted the need for the Council's Financial Regulations to stipulate a maximum value for any one cash payment. Derek Kemp will review and update the Council's Financial Regulations.

- Payroll – this has been undertaken by DCK Payroll, not the RFO; therefore arrangements and checks are adequate.
- Asset Valuation – the purchase of new equipment has not been reflected in the insurance policy; Derek Kemp will rectify this situation and verify asset values.
- It is best practise for Internal Audits to be carried out throughout the year, not just annually at year-end in order to complete the Annual Certificate and Annual Return. Derek Kemp will clarify the Internal Auditor's obligations and verify arrangements going forward.

b) To approve the Annual Governance and Accountability Review Summary Annual Internal Auditor Report.

RESOLVED: proposed Cllr Pryce, seconded Cllr Bell, unanimous, that the Annual Governance and Accountability Review Summary Annual Internal Auditor Report be approved.

It was noted that the 2 areas marked "no" are now being addressed:

- Lack of Risk Assessment.
- Regular monitoring of progress against the budget.

c) To approve Financial Statements for the year ending 31st March 2018

RESOLVED: proposed Cllr Parry, seconded Cllr Pryce, unanimous, that the Financial Statements be approved.

d) To approve Section 1 Annual Governance Statement 2017/2018

Having reviewed and agreed each question individually, it was **RESOLVED:** proposed Cllr Berriman, seconded Cllr Whittaker, unanimous, that the Annual Governance Statement be approved.

e) To approve Section 2 Accounting Statements 2017/18

RESOLVED: proposed Cllr Kerry, seconded Cllr Tyndale, unanimous, that the Accounting Statements be approved.

f) To agree the dates for the public rights period

RESOLVED: proposed Cllr Parry, seconded Cllr Parker, unanimous, that the Exercise of Public Rights Period be 17th August to 28th September 2018. It was acknowledged that this year, for unavoidable reasons, this does not include the Statutory first 10 working days of July.

The meeting closed at 8:05pm

Chairman

Date