

Horton Parish Council

Extra Meeting

Friday 25th August 2017

Minutes

2017	#01	<p>Present & apologies & declaration of interest: Present: Cllrs Coogan, Tillyer and Crame and the Chair, Cllr Bovingdon together with the RFO and Clerk, Brian and Benta Hickley. Apologies: Cllrs Rayner, Cole and Patel. All councillors were notified of the meeting. No reply from Cllrs Sinclair-Hill, Lenton or McAuley</p>
	#02	<p>RFO to present 2016/17 year end accounts and the Annual Return Document (the internal auditor's recommendations) to the council, and answer any queries</p>
	A	<p>Brian Hickley - RFO - outlined the circumstances that lead to the Audit Report and this meeting. The report stated intention by the Auditors to approve the financial section of the Audit, but had highlighted a number of issues relating to areas of compliance needed to be acknowledged and addressed. The RFO explained that the previous clerk – Betty Marlow - had expertise and knowledge of all matters pertaining to the Parish and Parish Council. She had carried out a tremendous service to the Village over a long period, but had not passed this onto other members of the Parish Council. The replacement RFO and Clerk had agreed to take on the role, but were inexperienced in Public Office. There remain problems with receiving up to date information and requests because the post office tends to forward post addressed to the late Betty Marlow as clerk, to her daughter (even if the post showed Champney Hall rather than the clerk's home address). Also, Mazars' (the external auditors) use an email address originally used by the late Clerk, for which we/they do not have the password. Shortly after Betty Marlow's death, a temporary clerk was appointed - Jane Clemance- and her personal email has also been used for Parish correspondence, rather than the Parish's correct email address. Some of these and other emails have been forwarded on to the current clerk late, or not at all.</p>
	B	<p>The RFO and clerk assured the councillors that, as evidenced by Auditing Solutions' report, there is no issue with the finances themselves, rather with the compliance deadlines</p>
C	<p>It was proposed that we contact Auditing Solutions with a request to appoint them to assist with creating 'idiot's guides' and a compliance calendar to ensure the RFO, and any successor, are aware of annual deadlines. Proposed Cllr Crame, seconded Cllr Bovingdon</p>	

D	It was agreed that at the next, and subsequent meetings the 15 action points from the internal audit would be on the agenda and the RFO/Clerk would report on each item's progress so this can be monitored and reviewed. Some items have already been actioned. Proposed Cllr Crame, seconded Cllr Coogan
#03	Councillors to consider whether they can approve and adopt the accounts for submission to the external auditors
A	It was proposed (Cllr Coogan) and seconded (Cllr Tillyer) that the internal audit and report be approved and adopted and submitted to the external audits together with a letter explaining how we propose to proceed.