

LONGDON PARISH COUNCIL

Minutes of a Special Meeting of Longdon Parish Council held at 7.00pm on Thursday 27 August 2015 at the WI Hall, Longdon

Present: Councillors C Cherry, P Couchman, D Dangerfield, Mrs G Duckett, Mrs H Meere, K Morgan, and C Webb.

In attendance: Mr A Toplis (Internal Auditor), Mr P Young (Clerk).

No.	Item	Action
57.	<p>Apologies for absence</p> <p>Apologies were received from Councillors B Butler, R Clarke, and Mrs J Cleaver. Leave of absence was granted to Cllr Clarke on the grounds that he could not attend the meeting due to continuing mobility problems.</p>	
58.	<p>Declaration of Interest</p> <p>None</p>	
59.	<p>Draft Neighbourhood Plan</p> <p>It was noted that a draft Neighbourhood Plan had been circulated to all members on 23 July with a request for comments by 7 August. Positive comments have been received and so (with minor corrections) the document would now be printed and submitted for public consultation. The summary Plan had also been completed and was ready for distribution. Posters were being put up, and the NPWG would hold a meeting on 21 September.</p> <p>Cllr Duckett, as Chair of the NPWG requested approval for expenditure totalling £615, made up of:</p> <ul style="list-style-type: none"> ▪ Printing: £420 (750 summaries at £245 + 50 full plans at £175.00) ▪ Distribution costs £45.00 ▪ Hall hire £150 (three hall-hires for three public consultation sessions). <p><i>Resolved: That the draft Neighbourhood Plan be approved, and that Council approve expenditure of £615 for printing, publicity, and distribution of the Plan.</i></p>	<p>Cllr Mrs Duckett and NPWG</p>
60.	<p>Internal Audit Report</p> <p>The Responsible Financial Officer (RFO), Cllr Mrs Duckett, outlined to members the results of the Internal Audit Report (Section 4 of the Annual Return) as submitted by the Internal Auditor (Mr Toplis), together with the contents of his accompanying 'Review of Governance and Accountability – Year 2014/15'. Mr Toplis provided explanations of various items and members gave detailed consideration to all the matters raised.</p> <p>It was noted that of the ten required areas of governance (A-J) examined by the Internal Auditor, satisfactory control objectives had been achieved only in areas C, D and E.</p> <p>Members considered the improvements required to ensure that satisfactory controls were in place in all areas for 2015/16 and beyond, and noted that many of these had already commenced, or were in the process of being adopted.</p> <p><i>Resolved:</i></p> <ol style="list-style-type: none"> <i>1. That the Council accepts all the findings of the Internal Audit Report, and agrees to adopt all the detailed recommendations for improvements as contained in the accompanying 'Review of Governance and Accountability'.</i> <i>2. That the Council express its thanks to Mr Toplis (Internal Auditor), and to Cllr Mrs Duckett (RFO) and Cllr Morgan (Chairman) and Cllr Clarke (Vice-Chairman) for the considerable work which they had undertaken in addressing these issues since their appointment in the current financial year.</i> 	<p>RFO, Clerk and all members of Council</p>

No.	Item	Action
	<p>3. That the F&GP will consider how to demonstrate and ensure that there are suitable mechanisms in place to deliver the required actions (options to consider include; task and finish group; action plan; external oversight)</p>	Next F&GP
61.	<p>Annual Return for the year ending 31 March 2015</p> <p>Members considered the Accounting Statements (Section 1 of the Annual Return) together with each item in the Annual Governance Statement (Section 2 of the Annual Return). It was agreed that of the eight areas of Governance listed, the Council had satisfactorily met only items 2, 5 and 8, and that “No” responses would therefore need to be submitted in respect of items 1, 3, 4, 6 and 7, with appropriate explanations describing how the Council would address the weaknesses identified.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Council approve the Accounting Statements (Section 1 of the Annual Return) and that these be signed by the Chairman and RFO 2. That the Council approve the Annual Governance Statement (Section 2 of the Annual Return) with “Yes” responses to items 2, 5 and 8, and “No” responses to items 1, 3, 4, 6 and 7 and that this be signed by the Chairman and Clerk on behalf of the Council. 3. That the required explanations be provided to the external auditor describing how the Council would address the weaknesses identified. 	RFO

There being no further business the Chairman declared the meeting closed at 8:30 pm

Signed (Chairman):

Date: