



Minutes of an Extraordinary Meeting of the Parish Council held on Monday 23 July 2018 in Elton Community Centre.

Present: Councillors Maureen Wilson (in the Chair), Colin Crispin, Ian Miller, Pauline O'Reilly, and Steve Serna

In attendance: Mrs Pauline English (Parish Clerk). There were no members of the public present

18.61 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ruth Ackroyd and Martin Dickinson.

Councillor Reading was absent from the meeting.

18.62 DECLARATIONS OF INTEREST

None

18.63 PUBLIC SPEAKING TIME

No public present

18.64 INTERNAL AUDITOR'S REPORT

It was reported that the internal audit of the accounts for 2017-18 had been carried out by Dotty about Accounts. A copy of the accounts had been circulated enclosed, along with the internal auditor's report and it was **resolved** that they be received, and the comments made be noted.

18.65 ANNUAL GOVERNANCE STATEMENT

The Chairman read each statement and asked Members to decide whether it had been complied with or not. It was **resolved** that all questions could be answered in the affirmative and the Chairman and Responsible Financial Officer signed the statement. This would now be submitted to the external auditor and put on the website.

18.66 ANNUAL ACCOUNTING STATEMENTS:

The form for submission to the external auditor (AGAR) had been completed and was ready for signature following approval by the Council. Due to the difficulties in producing the AGAR the period for submission had been extended by PKF Littlejohn, the external auditors, to 6 August 2018. It was **resolved** that the statement be signed by the Chairman and Responsible Financial Officer and that the statement and the final accounts be put on the Council's facebook page as the website was to be taken down at the end of August and it was not certain whether a new website would be ready.

18.67 ISSUES RAISED BY MEMBERS

- (1) The Parish Council already had an adopted Risk Assessment, but it had not been discussed in detail for some time. It was **resolved** that the Finance Working Group should consider a Risk Assessment at a future meeting and put forward any amendments for consideration by the Parish Council.
- (2) The Clerk was in the process of changing the signatories on the bank account to remove Councillors Lockhart and Mills following their resignation. Councillor Wilson was the only remaining Councillor. It was **resolved**, in accordance with the requirements of Unity Trust Bank, that
 - (a) the new signatories should be Councillors Maureen Wilson, Colin Crispin and Pauline O'Reilly;
 - (b) Instructions and changes will be given in line with the mandate;

- (c) The Parish Council is aware that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory
- (d) Unity Trust will be notified of any changes to the organisation in writing.
- (3) Councillor O'Reilly offered to take responsibility for looking after the planters at the Shops. She asked for a water trolley to be provided to save having to carry water in watering cans from her house across the street. It was **resolved** to purchase a suitable trolley and Councillors were asked to look for one and bring costings to the next meeting.
- (4) The £2,000 loan to the Community Centre was discussed and it was agreed that the Parish Council should give additional support to the Community Centre on a regular basis. It was **resolved** that the £2,000 loan in 2017-18 should be turned into a grant and that a grant of £2,000 should be approved for 2018-19, to be paid immediately.
- (5) Instead of the Parish Council receiving the water bills for the Allotments and the Allotments repaying the amount to the Parish Council, it was **resolved** that the bills should be sent direct to Councillor O'Reilly who would arrange for them to be paid by Elton Gardeners' Association. The Clerk would inform Dee Valley Water.
- (6) The Clerk was asked to contact United Utilities to ask who was responsible for the drains.
- (7) A Working Group would meet on a date to be arranged to consider what might be done to improve the village at Christmas. The Parish Council had not used the lighting last year and the Clerk was asked to contact CWaC (Sharon Marshall) to find out what had happened to it.
- (8) It was noted that the Parish Council currently had two vacancies and it was **resolved** that they should be advertised on the Notice Boards, on the website (and in the next Newsletter) with a closing date for applications of 31 August 2018. If necessary interviews would be held during the first week in September and the recommended candidate(s) would be invited to attend the Parish Council meeting on 10 September.

18.68 DATE AND TIME OF NEXT MEETING

Monday 10 September 2018 at 7.00pm in Elton Community Centre