

# WALTHAM ST LAWRENCE PARISH COUNCIL

Pendell Cottage, Hungerford Lane. Shurlock Row, Berkshire RG10 0NY



Clerk to the Council: Ms Alison Jones

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Present: Mike Kay - Chairman, John Birkett - Vice Chairman, Mark Hipgrave, Maggi Bevan, Suzy Young & Alison Jones (Clerk)

Also present: 1 member of the public

## Minutes of an Extraordinary General Meeting held on Tuesday June 20<sup>th</sup> at 6.50pm in The Neville Hall.

		ACTION
FC209/06/17	<b>Apologies:</b> Received from Parish Councillor Clive Scott-Hopkins	
FC210/06/17	<b>Declaration of Interests:</b> None declared.	
FC211/06/17	<b><u>Approval of The Annual Return and Draft Accounts for the year ended 31<sup>st</sup> March 2017.</u></b> The Chairman explained the details of the finance documents- the income and expenditure etc. Previously the finances were too reliant on income from the burial ground which had dipped from £3285 to £1110 in this financial year. The donations and grants were noted. The expenditure was less than the previous year mainly due to lower grounds maintenance and administration costs. The Chairman highlighted that previous criticism for a lack of designated reserve funds had been addressed; now the general funds were at the recommended level. The Government Statement was examined and it was noted that the internal auditor had commented that the burial records and income need more robust control procedures to be adopted. The Chairman stated that the Serena Bowe, RFO, and The Clerk would liaise and initiate better practices. The Annual Return and Draft Accounts and were all approved and signed by the Chairman and The Clerk. The Clerk will post the documents on the Parish noticeboards and Councillor Maggi Bevan will publish them on the Parish website, in accordance with The Audit and Accountability Act 2014. The Chairman proposed that the updated Parish Asset Register be approved and signed at the next Parish Council Meeting.	RFO & Clerk  Maggi Bevan Clerk
FC212/06/17	<b><u>Approval of an additional cheque to be aid in June 2017</u></b> The cheque for Zurich Municipal Insurance was approved and the cheque signed.	Clerk
	<b><u>The meeting closed at 7.05 pm</u></b>	