

HALSTEAD PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY PARISH COUNCIL MEETING HELD ON THURSDAY 12 MAY 2016 AT 18.00 IN THE PAVILION, STATION ROAD, HALSTEAD.

PRESENT: Cllr. Terry Brooker, Chairman
Cllr. Christine Halliday, Vice Chairman
Cllr. Phil Draper
Cllr. Barry Gardiner
Cllr. Roger Sales

IN ATTENDANCE: Clerk

The meeting convened at 18.00

1 **AP0LOGIES**

Were received from Cllr. Grosvenor who had a previous commitment and Cllr Baldwin who was detained. Members present signed the attendance register.

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS** not already noted in Councillors' Registers of Interest. **Nil**

3 **ACCEPTANCE AND APPROVAL OF THE ANNUAL RETURN FOR THE FINANCE YEAR APRIL 2015 – MARCH 2016**

3.1 SECTION 1 THE ANNUAL GOVERNANCE STATEMENT.

The Clerk read each question and the Council agreed these; it was proposed by members that the Chairman and Clerk/RFO should sign the document: this duly took place

RESOLVED: THAT THE COUNCIL ACCEPTED THE ANNUAL GOVERNANCE STATEMENT AND AGREED THAT THIS DOCUMENT SHOULD BE SIGNED BY THE CHAIRMAN AND CLERK/RFO

3.2 SECTION 2 ACCOUNTING STATEMENT

The figures were agreed as a true record and it was proposed by members that the Chairman and Clerk,/RFO should sign this document: this duly took place

RESOLVED: THAT THE COUNCIL ACCEPTED THE ACCOUNTING STATEMENT AND AGREED THAT THIS DOCUMENT SHOULD BE SIGNED BY THE CHAIRMAN AND CLERK/RFO

4 **INFORMATION**

Cllr. Sales asked how the External Auditor was appointed.

It was explained that the Auditor is appointed by the Audit Commission set up by Government for this reason, and Parish and Town Councils have to abide by these regulations.

The internal auditor is appointed by Council. They should have experience in finance and also been involved in Local Council legislation and mechanisms

The meeting closed at 19.00