



**Minutes of the Audit Approval Meeting held on 21st June at
Sopley Parish Hall at 7pm**

The clerk confirmed that the meeting was quorate and that apologies had been received from Cllr Eccles, Cllr Liberty-Spark and Cllr Smedley.

In attendance: Chairman Shutler, Cllr Rawstron, Cllr Emmel, Cllr Liberty-spark, Cllr Hill and Clerk Mrs Katie Hughes.

Parishioner: Dennis Tanner.

1. Review of Internal Audit.

Subject: Review of matters arising from Internal Audit for 31 March 2018 Please find below the list of matters arising following my visit this week. Overall I found the records of the council to be in good order and that the visit went well. Eleanor Greene, Do The Numbers Limited.

Annual Return:

The council did not clearly minute the approval of sections 1 and 2 of the Annual Return, to show that both the Governance and figures had been approved. Care must be taken over both the minute wording and the clarity of the decision. I failed to put Accounts had been approved and not just the Internal Audit.

Budget:

The budget was not included as a page of the signed minutes. This should be done from now on. It was in the Minutes but not a separate page. This will obviously be done in November 2018.

Bank accounts:

The council holds several large bank accounts, one of which has not been used for two years. These accounts should be amalgamated and the funds put into interest bearing accounts. Investments and reserves should be reviewed this summer. Obviously after current donations not made in the 1st April 2017 – 31st March 2018 year bracket. But explained this will change in the new few weeks due to Hall refurbishment.

Allotment fund:

The money from renting out the former allotment field is technically Charity money 'for the relief of the poor'. Recent practice has allowed this to include the young. The funds should be allocated to an appropriate council project for the benefit of the community.

Subcommittees:

It is not clear why the council has committees, when most matters are better dealt with at a meeting of the full council. When the meeting schedule for the coming year is decided, this should be reviewed.

Grants

The council does not appear to have a standard form for Grant applicants, which ensures that they genuinely need taxpayer funds and that the council has the power to grant them money. The council should adapt one of the excellent Town Council forms and policies available to meet its needs. I have one to adopt and I will ensure that SPH completes a grant form asap.

Transparency code

SPC is a "gap" council, but good practice would suggest complying where possible. (also raised last year) The asset register and annual returns should be uploaded to the website. Asset register to be updated and uploaded.

The Members all agreed and accepted the findings in the Internal Audit information and the Accounts 2017-2018 which has been circulated to all for the period 1st April 2017 to 31st March 2018 and the changes recommended would be administered by the Clerk. Sections 1 and 2 have been completed and signed by the Chairman and RFO.

2. Feedback from joint meeting held on 18th June 2018.

It was mentioned that the Dorset plan should be taken into consideration and Burton and Winkton asked to attend SPC Meetings in future.

It was stated that Clerk Katie would adopt and adapt Mr Macknamara's minutes and mitigation points and add Sopley finer points:

One way system in Sopley.

Speed limit in Derritt Lane should be 30mph.

Further consultation on Parish Boundary changes would be put on Agenda in future meetings (September 2018).

Further clarification was mentioned regarding schools/Doctors/shops etc.

Weight limit on Avon Causeway to be checked by the Clerk.

3. Solicitors for transfer of Allotments.

The clerk asked for recommendations for the transfer of Allotments from Bellway to SPC. It was suggested trying locally.

4. Removed from Agenda.

Items 4 on the Agenda published was removed by request of anonymous driver.

Date of next Full Sopley Parish Council Meeting
is 19th July 2017 at 7.30pm in the Parish Hall.