

Minutes of meeting of Marlesford Parish Council

Held at the Community Centre on Thursday 15 June 2017 at 7.15pm

Present: The Chairman, Lord Marlesford; Cllrs. Dr Roger Waterfall, Mr Sam Catling, Mrs Diana Wells and the Clerk Mrs Beverley Russell.

1 Apologies for absence.

Apologies received from Mrs Lesley Bensley and Mrs Diana Howard. Mr Ross Proctor was absent.

2..Finance report

Cheques included in the 2016/2017 audit were presented for signature, one for the Clerk, Mrs Beverley Russell £200 for clerical work since November 2016 and one for hire of the Community Centre 2016 for Parish Council Meetings by the Marlesford Community Council for £120. Both were signed by the Chairman and Vice Chairman.

The Clerk then presented a table of accounts indicating Income and expenditure for the financial year to 31 March 2017. It indicated funds of £3,170.10; £835.38 in the deposit account and £2,334.72 in the current account.

The accounts for 2016/2017 were approved and signed off.

One further cheque in the sum of £600.60 to pay for the new Parish bench under the village sign was presented for signature. This expenditure would be included in the 2017/2018 Annual Return.

2. Appointment of Internal Auditor

Carol Parry had stated she did not have the time to undertake the Internal Audit this year so the SALC office, who offer the Internal Audit service, was approached. SALC could undertake the Internal Audit week commencing Monday 19 June. The cost is £94 plus VAT plus any postal costs in returning the paperwork

Following the Internal Audit is the submission of the Annual Return to the External Auditor BDO LLP. This is currently due to be with them by Monday 26th June 2017. A request can be made to BDO by 19th June for one week's grace and if agreed by BDO the paperwork would have to be with them by Monday 3 July 2017. This request to be emailed to BDO tonight by the Clerk.

The meeting closed at 7.45 pm

Chairman

Date

