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| Combe Florey Parish Council | | |
| **Date of Meeting:**  Friday 18th June 2018 7.00 pm  At Combe Florey Village Hall | | **Written by:**  Gemma Coombes (Parish Clerk) |

# Extraordinary Parish Council Meeting Minutes (DRAFT)

**Councillors Present**

**In attendance**

Gemma Coombes – Parish Clerk

Parishioners x 7

Cllr Robin Cleverly (Chairman)

Cllr Peter Tayler

Cllr Adriana Truby

Cllr Simon Hawes (RFO)

1. **Welcome by Chairman**

The chairman welcomed the parishioners to the meeting and thanked them for attending.

1. **Apologies**

Geoffrey Eggleston sent his apologies as he is away on holiday. This was accepted as a valid reason.

1. **Declarations of Interest**

None declared for items on this agenda

1. **Review, approve and adopt the accounts for the year ending 31 March 2018**

The RFO handed copies of the income and expenses overview. A full breakdown will be published on the website for review.

The fixed asset register has been updated.

Vote to accept these changes proposed by Adriana Truby and seconded by Peter Tayler

As Combe Florey PC had both income and expenditure of less than £25,000 per annum in 2017/18, it can elect to certify itself that it is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. To this end, a **Certificate of Exemption** has been prepared with all in favour of doing this.

1. **Review and approve the bank reconciliations for that year**

Read out by the RFO. The full reconciliation is available on the website. Proposed by Adriana Truby and seconded by Peter Tayler. Signed by the Chairman.

1. **Review and approve the Insurance Quotation and new policy commencing 1 June 2018**

The insurance has now been taken out with BHIB for £308.12. The new policy represented a 25% reduction on the prior year (£409.93), which had been achieved through a change in broker and by following a review of the policy terms by the RFO with a view to excluding unnecessary items, whilst maintaining the core parts of the policy at the same levels as prior years.

1. **Annual Governance & Accountability Return 2017/17 Part 2**

The Annual Governance Statement 2017/18 was presented by the RFO, who proposed that the statement be adopted. All in favour.

1. **Approve a schedule of payments, some of which were approved in principle at our last meeting and some of which are new**
   1. ***Invoices for payment***

Parish clerk read out the invoices and asked if we can seek approval at the end for all. All in favour of doing this. All invoices were proposed by Cllr Robin Cleverly and Seconded by Cllr Peter Tayler. Vote and all in favour

* + - Parish Clerk wages £424.22 before deduction of PAYE and NI (approved)
    - Expenses for clerk £50.40
    - HMRC Clerk – PAYE £72.80
    - Combe Florey Village Hall hire for forthcoming hires £50 (approved)
    - Expenses for Adriana Truby £35.94 (£42.62 approved)
    - Insurance renewal £308.12 BHIB

1. **Update Banking Mandate**
   1. **Authorised signatories for newly elected /co-opted councillors**

It was discussed that the updated signatories for the bank account will include Peter Tayler, Adriana Truby, Simon Hawes and Geoffrey Eggleston.

* 1. **Remove signatories for past Chairman and councillors**

Any old signatories from previous council members will be removed and replaced with the above.

* 1. **Update on on-line banking**

Looking to move to online banking for all payments going forward.

1. **Schedule Internal Auditor review**

Simon Hawes to contact Sue Greenway this week to arrange the internal audit.

1. **NEXT MEETING:**

Wednesday 19th September 2018, 7.00pm, Combe Florey Village Hall

Meeting closes at 19.11