

OGBOURNE ST GEORGE PARISH COUNCIL

EXTRAORDINARY COUNCIL MEETING MINUTES

Minutes of the Extraordinary Meeting of Ogbourne St George Parish Council
held at the Village Hall, Ogbourne St George on Thursday 14th June 2018
commencing at 7:30pm.

MEMBERS PRESENT: Cllr Mudge (Chair), Cllr Sandison, Cllr Tanner, Cllr Tuckey and
Cllr Utton

OFFICER PRESENT: Georgina Morgan-Denn, Clerk to Council

OTHERS PRESENT: There were no members of the public present

FC24/18 APOLOGIES

There were no Apologies.

FC25/18 DECLARATION OF INTERESTS

There were no Declarations of Interest.

FC26/18 CLERK'S REPORT

Members **NOTED** the Clerk's report providing background on the 2017/18
Annual Governance and Accountability Return (AGAR)

FC27/18 SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2017/2018

Resolved: approved Section One of the Annual return with the below
Statements.

1. 'We have put in place arrangements for effective financial management
during the year, and for the preparation of the accounting statements.'

Resolved: yes

2. 'We maintained an adequate system of internal control, including measures
designed to prevent and detect fraud and corruption and reviewed its
effectiveness.'

Resolved: yes

3. 'We took all reasonable steps to assure ourselves that there are no matters
of actual or potential non-compliance with laws, regulations and proper
practices that could have a significant financial effect on the ability of the
council to conduct its business or on its finances.'

Resolved: yes

4. 'We provided proper opportunity during the year for the exercise of
electors' rights in accordance with the requirements of the Accounts and Audit
Regulations.'

Resolved: yes

5. 'We carried out an assessment of the risks facing the council and took
appropriate steps to manage those risks, including the introduction of internal
controls and/or external insurance cover where required.'

Resolved: no

6. 'We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.'

Resolved: yes

7. 'We took appropriate action on all matters raised in reports from internal and external audit.'

Resolved: yes

8. 'We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.'

Resolved: yes

9. (For Local Councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and if required, independent examinations or audit. (This items was not applicable for Ogbourne St George Parish Council, the Clerk advised that the NA box needed to be ticked)

Resolved: not applicable.

The Chairman signed and dated Section One.

FC28/18 SECTION 2 - ACCOUNTING STATEMENTS 2017/2018

Resolved: approved Section Two of the Annual return (the Accounting Statements 2017/2018).

The Chairman signed and dated Section Two.

FC29/18 CERTIFICATE OF EXEMPTION

Resolved: To approve the sending of the Exemption Certificate to the External Auditor by registered post.

FC30/18 INTERNAL AUDITOR'S REPORT

Resolved: to note the Internal Auditor's report and following recommendations:

1. Bank reconciliations and bank statements are taken to Council meetings for checking, and this check is evidenced by the Councillor who performs the check.
2. Councillors check that the cheques raised for approval are supported by invoices, and evidence that check by initialling the invoices.
3. The clerk keeps a close check on the amounts deducted from her salary at source during 2018/19 and compares the amounts deducted with the amounts due and settles the position on at least a six monthly basis.
4. The Council ensures that it reviews the risk assessment at least annually in the future and considers its responses to assertions 5 and 7 on Section 1 of the Annual Governance and Accountability Return for 2017/18.
5. The current asset register is put on the Council's website.

6. The clerk refers to the Transparency Code for Smaller Authorities to ensure all the relevant year end information is included on the website eg. Variances and year end bank reconciliation.

FC31/18 APPROVE THE DATES FOR THE PUBLIC TO EXERCISE THEIR RIGHTS
Members **RESOLVED** to approve the dates for the public to exercise their rights from Monday 2nd July to Friday 10th August 2018.

FC32/18 PLANNING MATTERS

(a) The following planning correspondence has been received from Wiltshire Council:

Application: 18/0431/CLE

Location: 2 Hallam Cottages, Southend, Ogbourne St George, Wiltshire

Proposal: Lawful Development Certificate to confirm commencement of works prior to the expiration of three years (in line with condition 1 of K/57325/F).

OSG Comments: Noted.

FC33/18 STREET LIGHTING

Clerk updated Council on correspondence received from Wiltshire Council and members **RESOLVED** to transfer the street lighting to Wiltshire Council with immediate effect.

Action: Clerk to inform the energy suppliers as soon as possible.

FC34/18 NEXT MEETING

The next meeting of the Parish Council will be on Thursday 14th July 2018.

There being no further business the Chairman closed the meeting at 7.50pm

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Cllr Gordon Mudge, Chairman, 12th July 2018