

## HEADLEY PARISH COUNCIL

Draft minutes of the meeting held at 9.15am on Tuesday 23<sup>rd</sup> April 2019

**PRESENT:**

Cllr. David Preedy – Chairman  
Cllrs. Lavery and Pickard  
Clerk Tracy Hamer

1. **APOLOGIES:** Apologies were received from Cllrs Williams and Furr.
2. **DECLARATIONS OF INTEREST:** Nil.
3. **MINUTES:** Minutes of the meeting dated Monday 28<sup>th</sup> January 2019 and Monday 25<sup>th</sup> March 2019 were read and approved. Proposed by Cllr. Lavery and seconded by Cllr. Pickard and unanimously agreed.
4. **MATTERS ARISING:**

**ANNUAL GOVERNANCE STATEMENT:** Cllr. Preedy explained the importance of the statement and discussed each point as follows, to ensure good and correct systems are in place, including the preparation of accounting statements for the year ended 31/03/19.

- The Council has put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- The Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- The Council 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 this smaller authority to conduct its business or on its finances.
- The Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- The Council carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- The Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- The Council took appropriate action on all matters raised in the reports from internal and external audit.
- The Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement.

Proposed by Cllr. Preedy and seconded by Cllr. Lavery and agreed unanimously.

5. **FINANCE:** The Clerk requested approval for the following payment:

Date	Payee	Chq no	Amount
23/04/19	RBLI – Printing costs	731	25.00

Approval for the above was agreed – proposed by Cllr. Preedy and seconded by Cllr. Lavery.

6. **QUESTIONS FROM PARISH COUNCILLORS:** Nil

The meeting closed at 9.45am.

The next meeting will be held on Monday 20<sup>th</sup> May at 7.30pm in The Village Hall.

Signed: ..... Chairman

Dated:.....