

## **HEADLEY PARISH COUNCIL**

Minutes of the meeting held on Thursday 19<sup>th</sup> April 2018

**Present:**

Cllr. David Preedy (Chairman)

Cllr. Jon Laverty

Cllr. Paul Furr

Clerk Tracy Hamer

**1. APOLOGIES**

Cllr. Jane Pickard

Cllr. Suzanne Lewis

Cllr. Erin Sheridan

Cllr. Vivienne Williams

**2. DECLARATIONS OF INTEREST**

Nil.

**3. MATTERS ARISING**

**Annual Governance Statement for year ended 31<sup>st</sup> March 2018.**

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 31/03/18.

- 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. Laverty and agreed unanimously.

### **Review of Strimming Contract 2018-2020**

Cllr. Preedy explained that during review of the Financial Statement for the year ending 31/03/18, an over-spend was recognized in reference to the strimming contract. Upon further investigation this was explained due to a late invoice from the previous financial year, as well as an extra cut. It was confirmed that all work had taken place correctly and paid for as invoiced. TH has contacted NJ Birch to confirm that only 4 shop cuts are to take place rather than 5, unless Headley Parish Council instruct an extra cut.

## **4. FINANCE**

The Clerk reported the following payments had been made since the last meeting:

Date	Cheque No.	Payee	Service	Amount
16/04/18	689	Surrey ALC Ltd	Annual Membership	191.80
16/04/18	690	RBLI	Newsletter Printing	90.00

## **5. QUESTIONS FROM PARISH COUNCILLORS**

None, although Cllr. Preedy reported that he had contacted Surrey Highways and the Police following a recent accident which closed the M25 between Junctions 8-10, 26/03/18. This led to heavy congestion in the village and damage to verges and laybys, due to heavy goods vehicles struggling to manoeuvre the small roads. Cllr. Preedy has asked for a copy of any contingency plan that is in place for such incidents.

The meeting closed at 2.20pm.

The next meeting will be held on Monday 21<sup>st</sup> May 2018 at 7:30pm in the Village Hall

Signed.....Chairman

Dated.....