

## ATHERSTONE TOWN COUNCIL

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DOCUMENT	<b>MINUTES OF THE TOWN COUNCIL MEETING</b>
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 13 <sup>th</sup> June 2012 start 7.00pm
IN ATTENDANCE	Town Councillors: Shaw, Jarvis, Barker, G Davis, L Freer, R Freer, Singh, M Davis
APOLOGIES	Town Cllrs: McElhone, Vickers, Clews.
CHAIRMAN	Cllr Singh
CLERK	Mr Graham Day

Item		Actions	Notes
1.	<p><b>APOLOGIES</b></p> <p>It was resolved to accept the Town Cllrs apologies as listed above, proposed Cllr Shaw, seconded Cllr Barker.</p>		
2.	<p><b>PUBLIC SESSION</b></p> <p>Cllr Jarvis stated that he had recently had problems reaching the local Police, by phone or e-mail, it taking 24 hours to receive a response. It was agreed that Cllr Jarvis gave full information to the clerk to include it on the next meeting agenda.</p> <p>Cllr Shaw stated that he had sent an e-mail to the clerk, regarding the Rowan Centre and the Youth Centre, for circulation.</p> <p>Cllr Jarvis stated that he had spoken to the local fire service regarding their input into local community events, and involvement with the street lighting consultation.</p> <p>The clerk reported that the cemetery grass was being cut that day and Thursday 14<sup>th</sup> June. He would check the finished condition and Cllrs could visit themselves.</p> <p>It was agreed that the clerk should circulate the specification.</p>		
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>To be taken as and when.</p>		
4.	<p><b>ACCEPTANCE OF STATEMENT OF ACCOUNTS (SECTION 1)</b></p> <p>Cllr R Freer confirmed that he had checked the figures with the clerk, it was resolved to approve section 1. Proposed Cllr R Freer, seconded Cllr Jarvis. It was agreed that the clerk and Cllr R Freer should meet the internal auditor, to clarify the debtors/creditors adjustments, for presentation to all Cllrs in the future.</p>		
5.	<p><b>ACCEPTANCE OF ANNUAL GOVERNANCE STATEMENT (SECTION 2)</b></p> <p>Section 2 was completed and it was resolved to accept the completed section. Proposed Cllr Shaw, seconded Cllr M Davis.</p> <p><b>P24 06/12</b></p>		

6.	<p><b>ACCEPTANCE OF INTERNAL AUDIT AND REVIEW OF FINDINGS</b></p> <p>The clerk reported that the internal auditor had stated that any cheques written off should be removed from the monthly spreadsheets and reconciliations, and not at the end of the financial year, and all income recorded on the spreadsheets not just the reconciliation.</p> <p>It was resolved to accept the report and recommendations, proposed Cllr R Freer, seconded Cllr M Davis.</p>		
7.	<p><b>EFFECTIVENESS OF INTERNAL AUDIT.</b></p> <p>It was re-confirmed to continue with the existing practices eg. Budget set in January for following year, clerk to report actual spend against plan after each quarter and forward to internal auditor, with bank reconciliation.</p> <p>Clerk to provide monthly spend and bank reconciliation for information.</p> <p>Clerk to provide details of VAT re-claim each quarter.</p> <p>All invoices and cheques presented at a meeting for ratification/signing approval.</p> <p>Clerk to hold all cheque books.</p> <p>Any 2 from 6 Councillors to sign cheques, cheque not to be signed unless clerk has initialled the counterfoil. Councillors to initial the counterfoil after signing.</p> <p>2 other measures adopted during the year were confirmed;</p> <p>Cheque stubs approved to list by non-signatory after approval at meeting.</p> <p>Bank reconciliation approved by non-signatory each month.</p> <p>Proposed Cllr Shaw, seconded Cllr Barker.</p>		
8.	<p><b>ACCEPTANCE OF COMPLETED ANNUAL RETURN</b></p> <p>It was resolved to accept the completed return and forward it to the external auditor. Proposed Cllr Shaw, seconded Cllr M Davis</p>		
<p><b>The meeting closed at 7.30pm.</b></p>			

Signed ..... Chairman of Atherstone Town Council.

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