

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street
DATE AND TIME	Wednesday 1 st . July 2010, start 6.30pm
ATTENDANCE	Cllrs: Wright. G Davis, M Davis, Shaw, Barker, Clews, Jarvis, R Freer.
APOLOGIES	Cllrs Chambers, L Freer, Vickers, Hopkins, Macchi.
IN ATTENDANCE	None.
CHAIRMAN	Cllr Clews
CLERK	G Day

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies as stated. Proposed Cllr Barker, seconded Cllr M Davis.		
2.	DECLARATIONS OF INTEREST To be taken as and when.		
3.	PUBLIC SESSION There were no items raised.		
4.	APPROVAL OF ANNUAL ACCOUNTS The clerk presented the budget spend and the bank reconciliation for the period 1 st . April 2009 to 31 st . March 2010, it was resolved to accept these documents, proposed Cllr R Freer, seconded Cllr Jarvis.		
5.	ACCEPTANCE OF STATEMENT OF ACCOUNTS (section 1) All figures having been checked by Council prior to the meeting, it was resolved to accept section 1. Proposed Cllr R Freer, seconded Cllr Shaw. It was signed by the Chair and clerk.		
6.	ACCEPTANCE OF ANNUAL GOVERNANCE STATEMENT (section 2) The annual governance statement was read out and each section answered. It was resolved to accept it. Proposed Cllr Barker, seconded Cllr Jarvis. Section 2 was signed by the Chair and clerk.		
7.	ACCEPTANCE OF INTERNAL AUDIT AND REVIEW OF FINDINGS The internal auditor's report was discussed by the members, it was resolved to accept the report and implement the following recommendations; Claim the VAT errors identified by the auditor in the first quarter 2010/11. Balance VAT claim with Receipts & Payments each quarter and forward to internal auditor. Cancel cheque number 104535 during 2010/11. File missing petty cash requests and listed invoices in appropriate invoice files.		

	<p>Clerks salary paperwork, cheque had been made out in error to the wrong amount, this had been reported to the Council and corrected the following month.</p> <p>Risk assessment and asset register reviews are due for policy meeting in July 2010.</p> <p>Proposed Cllr Barker, seconded Cllr R Freer.</p>		
8.	<p>EFFECTIVENESS OF INTERNAL AUDIT.</p> <p>A discussion took place regarding the Council's practices regarding its accounting records internal audit and controls. It was resolved that the Town Council maintained, in accordance with proper practices, an adequate and effective system of internal audit of its accounting records, and system of internal control. Proposed Cllr Wright, seconded Cllr M Davis</p>		
9.	<p>ACCEPTANCE OF COMPLETED ANNUAL RETURN</p> <p>It was resolved that the completed return was now accepted and should be forwarded to the external auditor with any other required information. Proposed Cllr R Freer, seconded Cllr M Davis.</p>		
	<p>The meeting closed at 6.45pm.</p>		

Signed

Chairman of Atherstone Town Council.