

## Meeting of Shimpling Parish Council

Friday 1st July 2016

Shimpling Village Hall, 6.00pm

### MINUTES

#### Present:

**Chair:** John Pawsey

**Councillors:** Sue Salmon, Ken Rush, Gerry Shrimpton

**District Councillor:** Apologies received

**County Councillor:** Apologies received

**Clerk:** Jenny O'Reilly-Turner

1. **Apologies for absence** - received in advance of the meeting from Cllr Jackie Saunders, Cllr Richard Kemp (SCC) and Cllr James Long (BDC). These were accepted by those present.
2. **Disclosure of Members' Interests**
  - 2.1. No relevant pecuniary or non-pecuniary interest including gifts of hospitality were raised or declared by Councillors present.
  - 2.2. In light of the above, no dispensation for agenda items was required.

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#### Public Participation Session

Questions were raised by two members of the public in attendance:

- I) **For the Council to address the nature of alleged mistakes in the 2015/16 accounting procedures which led to the delay in accepting the Annual Return.**
  - I) It was explained that there had been two un-presented cheques from the end of financial year 2014/15 which had been included on the cashbook for that year (albeit not described as un-presented) but also erroneously included at the start of the 2015/16 cashbook and that this confusion had led to a re-examination of the cashbook and accounts in some detail. Councillors had not therefore been keen to endorse the accounts whilst the issue remained outstanding.
- II) **That there was a concern that the current meeting had been held at very short notice.**
  - I) It was explained that the PC is only required to give three clear days notice for meetings (not including Sundays, Bank Holidays, the day of the notice or the day of meetings) and that this had been undertaken on Monday 27th June therefore sufficient notice had been provided for the current session. It was agreed that it was preferable to in practice give much more notice for meetings but because of the nature of many of the issues

being tackled by the Council in recent months, there had been additional meetings (albeit always with sufficient notice given) to consider all of the matters arising. The Council stated that it hoped that now the main governance matters appear to be resolved, there will be reversion to the usual bi-monthly meetings, the dates of which have been published for some time on the PC website and which were also confirmed at the Annual Meeting of the Parish Council on 23rd May.

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### **3. Clerk's Financial Report**

#### **3.1. The following documents were received and approved by the Council for submission for the Internal and External Audits for financial year 2015/16:**

3.1.1. Cashbook 2015/16

3.1.2. Receipts and Payments Summary 2015/16

3.1.3. Record of S.137 payments and donations and Significant Variances between 2014/15 and 2015/16 (albeit with some amendments to remove reference to irrelevant entries and ensure that all relevant 2015/16 entries were included and clearly indicated).

3.1.4. All relevant sections of the Annual Return form were completed by the Chair and Clerk. It was also noted that there would be additional reports submitted to explain the negative entries on the Annual Governance Statement and the Statement of Accounts, together with any supporting documentation, in order to place into context the Council's situation and to fully explain the steps and measures already taken to ensure compliance with statute and regulatory requirements.

#### **3.2. The budget for 2016/17 was approved.**

**There being no further business the meeting closed at 7.00pm.**

**Date of next meeting: Monday 11th July 2016, 7.30pm, Shimpling Village Hall.**