

8th April 2019, 6.30pm at West Halton Village Hall.

PARISH COUNCIL MINUTES

Present:

Cllr Charles Dent (Chair)
 Cllr Alan Batley
 Emma Bainbridge
 Cllr Fran Altoft
 Cllr Steve Hodson
 Cllr Ralph Ogg
 Cllr Sue Robinson

Organisation:

West Halton Parish Council
 West Halton Parish Council
 Clerk
 West Halton Parish Council
 West Halton Parish Council
 West Halton Parish Council/NLC
 West Halton Parish Council

Apologies:

Cllr Elaine Marper
 Cllr Helen Rowson

NLC
 NLC

1 - Apologies for Absence:	Action
The above apologies were noted.	
<p>2 – Review of the Annual Governance and Accountability Return 2017/18.</p> <p>Cllr Dent reported the following information:</p> <p>At the end of each financial year, an annual governance and accountability return is required by law from all Parish and Town Councils. This involves an internal and external audit of financial matters.</p> <p>It was noted that the internal auditor for the Council is Smailes Goldie in Hull.</p> <p>It was reported that the meeting had been arranged to look at the return for 2017/18 as it was not received by the external auditors due to a number of issues such as incorrect postal and email addresses.</p> <p>Councillors examined the return the following issues arose:</p> <ul style="list-style-type: none"> ▪ 2015/16 – Clerk’s pay was posted 6 times at HMRC, Clerk was paid 6 times and 6 payments were made to HMRC. Action - None ▪ 2016/17 – Clerk’s pay was posted 6 times at HMRC but only 5 payments were issued. Only 4 payments were made to HMRC. The remaining 2 payments to HMRC were made in 2018/19 when investigated. Action - Pay Clerk outstanding £228 for 2016/17 ▪ 2017/18 – Clerk’s pay was posted 6 times at HMRC but only 5 payments were issued. Even though 4 payments were sent in the form of 3 cheques, no payments were received by HMRC and the cheques issued have been cancelled. All 6 required payments to HMRC were then made in 2018/19 at the same time as the above. Action – Pay Clerk £228 	

<p>outstanding for 2017/18</p> <p>Action: Clerk to send Cllr Batley the workbook for 2018/19.</p> <p>Councillors were happy with the 2017/18 return and signed the appropriate paperwork.</p> <p>Recommendations for going forward;</p> <p>Going forward:</p> <p>A calendar be published for all payments and other statutory requirements and when to be made.</p> <p>All correspondence be sent to the village hall postal address.</p> <p>Updated contact details for Parish Clerk to be sent to all relevant parties to confirm village hall address.</p>	
<p>14 – Proposed dates of future meetings (tbc)</p> <p>21st May – 6.30pm.</p> <p>4th June</p>	