



Edmund de Langley  
&  
Isabella de Castilla

# KINGS LANGLEY PARISH COUNCIL

## **MINUTES of the Extraordinary Meeting of the Council held on Tuesday 21<sup>st</sup> June 2017 at the Council Hall, Charter Court, Vicarage Lane, Kings Langley.**

Present: Cllrs Button (Chair), Anderson, Collins, De Silva, Jackson, Johnson, Morrish and Rogers.

Also present: Paul Dunham, Clerk to the Council.

### 1. Apologies for Absence

1.1 Apologies for absence had been received from Cllrs Angiolini and Johnson.

### 2. Declarations of Interest

2.1 There were no Declarations of Interest.

### 3. Public Question Time

3.1 There were no members of the public present.

### 4. Accounts & Audit for Financial Year 2016/17:

4.1 Income and Expenditure Statement for the year ended 31<sup>st</sup> March 2017 and the Bank Reconciliation and Balance Sheet as at 31<sup>st</sup> March 2017.

4.1.1 The Clerk explained an error in the Income and Expenditure Statement under the heading "LGA Section 137 Expenditure" and provided corrected figures. He added that these did not affect the accounts but were there for illustrative purposes related the cap on "Section 137 Expenditure". It was agreed that the Clerk would re-issue the report.

4.1.2 It was proposed, seconded and RESOLVED:

That the audited accounts containing the Income and Expenditure Statement for the year ended 31<sup>st</sup> March 2017 and the Bank Reconciliation and Balance Sheet as at 31<sup>st</sup> March 2017 be approved.

The Chair then signed the Bank Reconciliation and the Balance Sheet.

4.2 Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31<sup>st</sup> March 2017.

4.2.1 The Clerk reminded Members that this section of the report was confirmation of the regular updates reported to Council and its control systems as stated, at the meeting of the 2<sup>nd</sup> May 2017 regarding the "Review of the Effectiveness of Internal Audit and Control Systems".



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4.2.2 It was proposed, seconded and RESOLVED:

To approve the responses to Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31<sup>st</sup> March 2017.

The Chair and the Clerk then signed Section 1.

4.2 Section 2 (Accounting Statements) of the Annual Return for the year ended 31<sup>st</sup> March 2017.

4.2.1 The Clerk explained where the figures on this statement cross-referenced to the other various documents presented at this meeting.

4.2.2 It was proposed seconded and RESOLVED:

To approve the figures entered by the Clerk, as the Responsible Financial Officer in Section 2 (Accounting Statements) of the Annual Return for year ended 31<sup>st</sup> March 2017.

The Chair and the Clerk (as the Responsible Financial Officer) then signed Section 2.

4.4 Internal Auditor's recommendations. The responses to the Internal Auditor's recommendations were determined as follows:

No.	Control	Recommendations	KLPC Action
1	Proper Bookkeeping	None	None
2	Standing Orders and Financial Regulations adopted and applied; and Payments controls	None	None
3	Risk management arrangements	None	None
4	Budgetary Controls	None	None
5	Income Controls	None	None
6	Petty Cash Procedures	None	None
7	Payroll Controls	None	None
8	Assets Controls	None	None
9	Bank Reconciliation	Bank reconciliations are presented at council meetings with the accompanying bank statements periodically throughout the year, and a member signs the space assigned for bank reconciliations included at the bottom of that meeting's payment list.	Recommendation agreed and accepted and will be implemented.



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		I recommend that it is good practice for the review to be evidenced by the member signing a copy or the relevant reconciliation itself (printed to include the list of reconciling items)	
10	Year-end procedures	None	None
11	IT Controls	None	None
12	Responsibilities as a trustee	None	None
13	Other tests	None	None

#### 4.5 Appointment of Internal Auditors for the current financial year (2017/18)

It was proposed (Cllr Anderson), seconded (Cllr McLean) and RESOLVED:

That Clubfinance Ltd be appointed to act as the Parish Council's Internal Auditors for the year ended 31<sup>st</sup> March 2018.

#### 5 Any Other Business (Not Requiring Formal Decision).

- 5.1 Cllr Anderson updated the meeting on the situation with the rubbish bins for the carnival.
- 5.2 Cllr Morrish informed the meeting that the Lord High Sherriff of Herefordshire would be visiting Rectory Farm to see the Transition in Kings (TIK) set-up there.
- 5.3 Cllr Collins asked to borrow two of the Council's gazebos for a charity event for Parkinson's Disease, which Members were happy to agree. He also sought volunteers and undertook to provide details of the event.

Meeting closed at 8:10pm