



Edmund de Langley
&
Isabella de Castilla

KINGS LANGLEY PARISH COUNCIL

MINUTES of the Extraordinary Meeting of the Council held on Tuesday 19th June 2018 at the Council Hall, Charter Court, Vicarage Lane, Kings Langley.

Members present: Cllrs Angiolini, Button (Chair), De Silva, Johnson, McLean and Rogers.

Also present: Mr Paul Dunham, Clerk to the Council.

1. Apologies for Absence

1.1 Apologies for absence had been received from Cllrs Anderson, Collins, Jackson and Morrish.

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 2017/18:

4.1 Income and Expenditure Statement for the year ended 31st March 2018 and the Bank Reconciliation and Balance Sheet as at 31st March 2018.

4.1.1 The Clerk provided a brief introduction to the reports, particularly to point out that the accounts had to be converted from the format required by the Council where contra items netted down expenditure, to that required by the regulations to show these figures gross.

4.1.2 It was proposed, seconded and RESOLVED:

That the audited accounts containing the Income and Expenditure Statement for the year ended 31st March 2018 and the Balance Sheet and Bank Reconciliation as at 31st March 2018 be approved.

The Chair then signed the and the Balance Sheet. The Bank Reconciliation had previously been approved and signed at the meeting of the 1st May 2018.

4.2 Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31st March 2018.

4.2.1 The Clerk reminded Members that this section of the report was confirmation of the regular updates reported to Council and its agreed control systems, as stated at the meeting of the 6th March 2018 under the “Review of the Effectiveness of Internal Audit and Control Systems”.



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

To approve the responses to Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31st March 2018.

The Chair and the Clerk then signed Section 1.

4.3 Section 2 (Accounting Statements) of the Annual Return for the year ended 31st March 2018.

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

4.3.2 It was proposed (Cllr McLean), seconded (Cllr De Silva) 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 31st March 2018.

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

4.4 Internal Auditor's Report and Recommendations

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

That the Internal Auditor's report be adopted, and the recommendations be 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	The administrative assistant reconciles petty cash on a monthly basis. I recommend the clerk evidences his periodic independent counts of the amount of cash in the petty cash tin by signing the relevant monthly schedule.	Recommendation agreed and accepted and will be implemented.
7	Payroll Controls	None	None
8	Assets Controls	None	None
9	Bank Reconciliation	None	None



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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 Internal Audit Services.

4.5.1 The Council had received a Letter of Engagement, Terms and Conditions for the above from Etaerio Ltd (formerly Club Finance Ltd), which, the Clerk explained, resulted from a reorganisation at Club Finance and the hiving-off of its audit services to one of its directors (who has been the Council's auditor for several years, anyway) and who has set up this new company.

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

That the Letter of Engagement from Etaerio Ltd be accepted.

The Chair, Cllr McLean and the Clerk then signed the Acceptance.

4.5.2 To consider / appoint Internal Auditors for the current financial year (2018/19).

It was proposed (Cllr Angiolini), seconded (Cllr Button) and RESOLVED:

That Etaerio Ltd be appointed to act as the Parish Council's Internal Auditors for the year ended 31st March 2018.

4.6 To consider any other related matters.

4.6.1 Cllr Rogers asked whether the financial reports presented to the Council could show whole pounds only, which he felt would provide better clarity. The Clerk agreed to consider the feasibility and practicalities of so doing.

5 Any Other Business (Not Requiring Formal Decision).

5.1 Cllr Rogers queried the item in reserves for solar panels at Charter Court and whether this money could be put to good use elsewhere. Members recalled why the project for solar panels had not been pursued, and agreed that, as the lease for the building expired in 2021, it might not be worth reconsidering for at least three years. The Clerk explained that the reserve did not mean an annual addition to the Council Tax each year but would require a one-off increase to replenish the fund if it was used elsewhere and then the project resurrected. It was agreed that this would be discussed further.

Meeting closed at 8:15pm