

MINUTES OF THE SPECIAL MEETING OF ARMTHORPE PARISH
COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON
TUESDAY, 21ST JUNE 2011

PRESENT:- Chairman - Councillor V. Doran
Vice-Chairman - Councillor F.J. Tyas

Councillors T. Cordon, L.S. Dickman, M.J. Doran, P.J. Farrell,
P.A. Hanson, C.J. McGuinness, S.L. McGuinness and S.A. Pickles.

APOLOGIES

Apologies for absence were received from Councillors J.R. Armstrong,
A. Brown, A.J. Brown, E. Butler and V. Jennings.

48. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST

No declarations were made at the meeting.

49. INTERNAL AUDIT

RESOLVED that the contents of a letter received from
Ms. S.E. Youngs, internal auditor, together with the completed audit
plan and audit report, be noted and she be informed:-

- (1) that instructions have been given to the appropriate staff
to ensure that cheques relating to burials, interment of
cremated remains, etc. are banked promptly; and
- (2) that the bank paying in book for the period 9th November
2010 to 31st March 2011 has now been located.

50. COUNCIL'S ACCOUNTS 2010/11

RESOLVED that

- (1) the Council's draft Accounts for the financial year ended
31st March 2011, which comprises the draft bank
reconciliation, draft income and expenditure accounts,
together with supporting notes relating to the same and the
balance sheet (copies of which had previously been
circulated to each Member) be noted and approved for
submission to the external auditor;
- (2) the Annual Return relating to the Council's Accounts for the
financial year ended 31st March 2011 be submitted to the
external auditor containing the following Statement of
Assurance:-
 - (i) the Council has approved the accounting statements
prepared in accordance with the requirements of the
Accounts and Audit Regulations and proper practices;

Initials

- (ii) the Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
 - (iii) the Council has taken all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances;
 - (iv) the Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
 - (v) the Council has carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
 - (vi) the Council has maintained throughout the year an adequate and effective system of internal audit of the Council's accounting records and control systems;
 - (vii) the Council has taken appropriate action on all matters raised in reports from internal and external audit;
 - (viii) the Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Council and, where appropriate have included them in the accounting statements;
- (3) the Accounts and the Statement of Assurance in the Annual Return be signed on the Council's behalf by the Chairman and the Clerk.

Signature