

MINUTES OF THE SPECIAL MEETING OF ARMTHORPE PARISH  
COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 22ND JUNE 2010

PRESENT:- Chairman - Councillor S.A. Pickles

Councillors L.S. Dickman, P.J. Farrell, V. Jennings, W.L. Moore and P. Moscardini.

APOLOGIES

Apologies for absence were received from the Vice-Chairman, Councillor J.R. Armstrong and Councillors A. Brown, A.J. Brown, M. Davison, D.P. Hill, J.R. Lowndes, M. Pinkney and T.D. O'Connor.

37. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST

No declarations were made at the meeting.

38. INTERNAL AUDIT

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

- (1) that instructions will be given to Community Centre staff to ensure that bookings of the Community Centre are clearly recorded in the Bookings Diary; and
- (2) failure to properly record the establishment of the Bar Petty Cash Drinks Float in the Council Minutes was an error, as its establishment was properly authorised at a meeting of the Council held in July 2009 and withdrawn at the Council's Finance meeting held on 29<sup>th</sup> September (Minute 6) at the request of the Clerk.

39. COUNCIL'S ACCOUNTS 2009/10

RESOLVED that

- (1) the Council's draft Accounts for the financial year ended 31st March 2010, 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 2010 be submitted to the external auditor containing the following Statement of Assurance:-

Initials

- (i) the Council has approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices;
  - (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 which 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 and carried out a review of its effectiveness;
  - (vii) the Council has taken what it considers to be appropriate action on all matters raised in previous 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 statement of accounts;
- (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*