

MINUTES OF THE SPECIAL MEETING OF ARMTHORPE PARISH  
COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 26<sup>TH</sup> JUNE 2018

PRESENT:-

Vice-Chairman - Councillor A.J. Berwick (in the Chair)

Councillors N. Berry, Mrs. A. Berwick, C. Brodhurst-Brown, S.J. Cherry,  
M.J. Doran and F.J. Tyas.

APOLOGIES

Apologies for absence were received from Councillors E. Butler,  
A.L. Dickson, R. Fretwell, P.A. Hanson, C.J. McGuinness,  
S.L. McGuinness, I.E. Walstow and M. Walton.

39. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST

No declarations were made at the meeting.

40. INTERNAL AUDIT

RESOLVED that the contents of a letter received from the Council's  
internal auditor, Mrs. M. Teasdale, together with the completed  
audit plan, be noted.

41. COUNCIL'S ACCOUNTS 2017/18

RESOLVED that

- (1) the Council's draft Accounts for the financial year ended 31<sup>st</sup> March 2018, 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;
- (2) Section 1 of the Annual Governance Statement in the Council's Annual Governance and Accountability Return 2017/18 Part 3 (copies of which had previously been circulated to each Member), be approved, which confirms that to the best of Members knowledge and belief with respect to the accounting statements shown below, for the year ended 31<sup>st</sup> March 2018, that the Council has:-
  - (i) put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;
  - (ii) maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;

Initials

- (iii) taken all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances;
  - (iv) provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
  - (v) carried out an assessment of the risks facing it and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
  - (vi) maintained throughout the year an adequate and effective system of internal audit of the Council's accounting records and control systems;
  - (vii) taken appropriate action on all matters raised in reports from internal and external audit;
  - (viii) considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on it and, where appropriate have included them in the accounting statements;
- (3) the Annual Governance Statement in Section 1 of the Annual Return be signed on the Council's behalf by the Chairman of the meeting and the Clerk;
- (4) the Council certifies that for the year ended 31<sup>st</sup> March 2018 the Accounting Statements in Section 2 of the Annual Governance and Accountability Return be approved and signed on the Council's behalf by the Chairman of the meeting, as these statements present fairly the financial position of the Council and its income and expenditure, or properly present receipts and payments, as the case may be.

#### 42. PAY AWARDS

##### RESOLVED

- (1) that the pay increase of two per cent agreed by the National Joint Council for Local Government Services and the National Association of Local Councils/Society of Local Council Clerks' on rates of pay, applicable from both 1<sup>st</sup> April 2018 and 1<sup>st</sup> April 2019, (details of which had previously been circulated to Members) be noted and approved; and

*Initials*

- (2) the rates of pay of non-salaried Council employees also be increased by two per cent from both 1<sup>st</sup> April 2018 and 1<sup>st</sup> April 2019.

*Signature*