

## **COUNCIL MEETING MINUTES**

**MONDAY 5<sup>th</sup> JUNE 2017**

Present: Deputy Town Mayor, Cllr. Leys (Chair).  
Cllrs. Binks, Buckley, Dexter, Hayton, Matterface, Parsons, D.  
Saunders, M. Saunders, Savage and Taylor-Smith.  
Town Clerk, Danielle Dunn.

**45 APOLOGIES FOR ABSENCE**

Cllrs Shaw, B. Bayford, J. Bayford and Moore

**46 DECLARATIONS OF INTEREST**

None declared.

**47 MINUTES**

RESOLVED to APPROVE and Town Mayor to SIGN the minutes of the Annual Council Meeting held on 15<sup>th</sup> May 2017.  
Proposed Cllr Binks, seconded Cllr D Saunders, Decision- unanimous

**48 QUESTIONS**

There were no questions asked pursuant to Standing Order 23.

**49 COMMUNICATIONS**

None

**50 END OF YEAR AUDIT REPORT**

RESOLVED to receive the internal audit report for the financial year 2016-2017, reports attached to these minutes as a record.

**51 ANNUAL RETURN, the REVIEW OF INTERNAL CONTROL  
ARRANGEMENTS and the ANNUAL GOVERNANCE STATEMENT**

RESOLVED to receive the audited Annual Return for the 2016-2017 Financial Year, a copy of the Chairman's signed Return attached to these minutes as a record.

RESOLVED to receive and the chairman to sign the Review of Internal Control Arrangements for 2016-17 and the Statement of Internal Control 2016-17.

**52 ANNUAL ACCOUNTS**

RESOLVED to receive the consolidated balance sheet for the financial year 2016-17, Chairman's signed copy attached to these minutes as a record.

RESOLVED that the exercise of public rights on the Annual return be undertaken between the 7<sup>th</sup> June and 19<sup>th</sup> July 2017.

**53 INTERNAL AUDITOR APPOINTMENT**

RESOLVED to re-appoint Lionel Robbins as the Town Council's internal auditor for the 2017-18 financial year, the terms of the appointment to be the same as the 2016-17 financial year.

Proposed Cllr Binks, Seconded Cllr Parsons, Decision - unanimous

**54 APPOINTMENTS TO COMMITTEES, SUB COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO OTHER BODIES**

RESOLVED The Appointments to Committees and sub committees working parties for the 2017-18 civic year agreed as per attached list.

DEFERRED the list of representatives to other bodies to be decided in draft by email and agreed at the next meeting of the Council in July.

**55 RECRUITMENT OF CARETAKER**

RESOLVED for the Town Clerk to begin recruitment for a new Caretaker, with the Staff Management sub-committee to finalise the terms of the appointment.

Proposed Cllr Binks, Seconded Cllr Buckley – Decision: Unanimous

SUGGESTION Cllr Dexter suggested that the job advert should go on the Parish Notice Boards in the first instance. ACTION Town Clerk to action this suggestion.

**56 FORWARD AGENDA ITEMS**

Next meeting to be held on the 24 July 2017

Town Clerk  
Meeting ended at 8.29 p.m.

Meeting was recorded: ~~yes~~/no  
Members of the public were present: ~~yes~~/no  
Members of the press were present: ~~yes~~/no