

**Minutes of Thirlwall Parish Council Meeting  
Wednesday 30<sup>th</sup> May 2018 at 7.30pm at Gilsland Village Hall**

**Present:** Cllr Sue Seymour (Chair), Cllr Judith Armstrong (Vice-Chair), Councillors: Paul Jameson, Bev Barwick, Steve Warren; Clerk: Catherine Jarvis

Meeting re-adjourned from 17<sup>th</sup> May 2018 at 7.30pm.

**42/18 Apologies for absence** – Cllr Alan Sharp (NCC). No declarations of interest

**43/18** Minutes of Thirlwall Parish Council meeting on 17<sup>th</sup> May 2018 agreed and signed.

**44/18 Audit requirements (attached)**

- Thirlwall Parish Council Risk Assessment – Document A (minute ref: 44/18-01)
- Report of the internal auditor- Document B

**44/18-01 To consider and agree any actions arising from the report of the internal auditor**

Internal auditor's recommendations:

- A separate record of S137 payments needs to be kept.
- Alter the format for the cash book to analyse payments.
- Download the Basic Payroll from HMRC to record salaries.
- Make sure there is a list of payments presented to councillors and ask a member to initial invoice.
- Find out VAT number and claim back for three years for VAT
- Risk Assessment discussed and approved at the meeting
- Asset Register is to be checked.

These have been noted by the councillors and the parish council will work towards addressing these with the clerk. They will aim to put these measures in place as soon as possible.

The Risk Assessment was discussed: it was all agreed – to take out the mention of the war memorial (as it does not exist) and replace the entry with that of the Gilsland playground.

TPC agreed and the risk assessment is to be signed once this minor change has been made. (This was changed immediately after the meeting.)

**44/18-02. To approve the Annual Governance Statement 2017/2018 (AGAR Part 2 Section 1 page 5 of 6).**

Approved and agreed by Chair and Responsible Financial Officer with date and minute reference inserted.

**44/18-03. To approve the draft annual accounts for 2017/2018**

- Draft accounts (Copy of Final Accounts 2018 TPC & HDJBC) – Document C
- Draft Asset Register\* – Document D

Meeting minutes (as a true and accurate record) agreed by:

Date:

The draft copy of the Final Accounts 2018 TPC & HDJBC 2017/2018 was approved by the Parish Council. **The Council passed a resolution declaring that it is an exempt authority within the definition contained the Local Audit (Smaller Authorities) Regulations 2015.**

**44/18-04. To approve the Accounting Statement 2017/18 (AGAR Part 2 Section 2 page 6 of 6) and any explanation of variances.**

The Parish Council approved the Accounting Statement 2017/18 (page 6 of 6) and any explanation of variances. Signed by Chair and Responsible Financial Officer with minute reference inserted.

- Explanation of variances – Document E
- Contact details for PFK – Document F
- Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority) Accounts for the year ended 31<sup>st</sup> March 2018 – Document G

**44/18-05. To confirm and approve the Certificate of Exemption (AGAR Part 2 page 3 of 6).**

The Certificate of Exemption was confirmed and approved by the Parish Council; it was signed, dated by the Chair and Responsible Financial Officer with contact details inserted.

#### **45/18 Accounts**

45/18-01. Insurance renewal and payment – update – paid £335.96 cheque 100108: **retrospectively agreed**

45/18-02. ICO registration – update – paid £35.00 paid by business debit card: **retrospectively agreed**

45/18-03. Corbridge Computing anti-virus s/o set-up – update: HSBC Standing Order to be set up by HSBC Branch in Hexham. (Signed by Sue Seymour, Chair, and CFJ, Clerk) £3.75 per month. – **retrospectively agreed**

45/18-04. Clerk's normal expenditure - £14.76 – **agreed.**

45-18/05. Clerk's submission of annual extra expenses due to overtime created by GDPR/Website/AGAR etc. £500.00 – **agreed.**

45-18/06. NALC Subscription annual renewal: £98.80 – **agreed.**

45-18/07. Tyne Valley Community Rail Partnership – Annual renewal £10.00 – **agreed.**

#### **46/18 Correspondence - None**

#### **47/18 Matters to be placed on next Agenda/Any other business**

Parish Clerk, Susan Saunders, is to cover for Catherine Jarvis, Clerk, whilst C Jarvis is doing a course the next academic year. C Jarvis will be on secondment.

It was agreed that a colour laser/printer scanner was to be purchased for the TPC. C Jarvis will look at likely models to present to the TPC.

\*Any assets registered in Lynn Rooney's name and address will have to be re-registered with the Land Registry by the clerk. (Agreed by the Councillors.)

The meeting closed at 7.35pm

Next meeting will be at 7.30pm 11<sup>th</sup> July 2018 – Gilsland Village Hall.

Meeting minutes (as a true and accurate record) agreed by:

Date: