

## Minutes of the EXTRAORDINARY PARISH COUNCIL meeting

Held on Tuesday 27 June 2017 at 7.30pm in the Parish Council Office, Denham

|          |                              |                 |
|----------|------------------------------|-----------------|
| Cllrs.   | Mrs M Heath (Chairman)       | Miss S Jefferys |
|          | # Dr J Walsh (Vice-Chairman) | Dr J Newby      |
|          | Mr A Hans                    | Dr G Hollis     |
|          | # Mrs M Skelton              | Mrs S Williams  |
|          | # Mr W Davey                 | Mr S Sproul     |
|          | # Mr A Pamment               | Ms K Bowen      |
| Co-Clerk | Mr R Hill                    |                 |

1. Apologies for Absence

Apologies denoted by # above

2. 2016/17 Accounts for Audit

The accounts were subject to Internal Audit by Haines Watts Ltd on the 30<sup>th</sup> May. A copy of their report (management letter) was attached with papers for meeting.

As the Clerk was on holiday at the time of the meeting, the Clerk had fully briefed Cllr. Hans, Chair of Finance regarding the letter in order that he was in a position to answer any questions arising at the meeting.

3. Annual Governance Statement

The meeting was informed that the Annual Governance Statement formed part of the audit process and needs to be adopted by Full Council and signed by the Chairman and Clerk. A copy of the Annual Governance Statement was included with papers for this meeting.

4. Accounting Statements for 2016/2017

The Accounting Statements form part of the audit process and needs to be adopted by Full Council and signed by the Chairman and Clerk. A copy of the Accounting Statements were included with papers for this meeting.

Questions were asked of Cllr Hans which, in the main he answered. Any question not fully answered were to be referred to the RFO and be followed up. After a brief discussion Cllr Heath moved the Adoption of the Annual Governance Statement, the Accounting Statements and the Internal Audit including Electors Rights which was seconded by Cllr Williams and AGREED unanimously.

5. Electors Rights

Members were informed that By Law, any interested party has the right to inspect the council's meetings and accounts. Any person entitled and registered to vote, or their representative, in local council elections, also has the right to ask the appointed auditor questions about the council's accounts or object to an item contained within them. By Law, The inspection of Electors Rights notice will be displayed on all noticeboards and website

between the 3<sup>rd</sup> July 2017 and 11<sup>th</sup> August 2017 inclusive. This period is set aside for the inspection of documents at the Parish Council office.

**The 6pp Annual Return form with all supporting papers must be sent to Mazars LLP to arrive by the 5<sup>th</sup> July latest.** Failure to comply may result in failing the audit. Supporting papers have been prepared by the Clerk who will dispatch the paperwork to Mazars LLP on the 3<sup>rd</sup> July on his return from holiday.

The period set aside to challenge the Auditor (Mazars LLP) will commence on the 7th August 2017 and run until the Audit is complete.

Roy Hill  
Co Clerk - Denham Parish Council.