

ASHMANSWORTH PARISH COUNCIL

Minutes of the Meeting of the Council

Date: July 28th, 2011 **Time:** 8.00 pm
Place: Crux Easton church
Present: Alan Cox (Chairman) Carol O'Shaughnessy (Vice-Chairman)
Councillors: Kieron Black
Johnnie Johnson Ruth Kent (Clerk)

This was a short meeting with a restricted agenda called to approve our Annual Return **Action**

1. Apologies

Mark Benzing

2. Minutes of Last Meeting

Minutes of the meeting of July 5th 2011 were corrected, approved and signed by the Chairman as a true record.

3. Report of Internal Audit

Alan summarised the helpful internal audit report. This was generally supportive but proposed a few minor changes to procedures, such as signing each page of the minutes and the stubs of cheques.

Alan reported that he had placed a copy of our Public Liability Insurance certificate on the central notice board in Ashmansworth.

He also referred to the Ledger and financial summary. All these documents have been scanned and copies emailed to councillors prior to the meeting.

4. Approval of Annual Return for 2010/11

4.1 Alan presented the Annual Return document which was approved by the council. He signed the document for Ruth to post to the Audit Commission the next day, together with the supporting documents such as Bank Reconciliation and Variance Explanation. **Ruth**

4.2 We noted and approved the Financial Risk Management Record

4.3 We requested Ruth to prepare the Audit Advertisement notice which has to be shown on our notice boards, advising residents that they may apply to the clerk to see last year's financial documents. **Ruth**

4.4 Alan presented the revised Budget for 2011/12, based on the actual figures for 2010/11 and including the revised cost of auditing. The resulting financial state is little altered. It was approved.

5. New Planning Applications

None

6. We approved Cheque No: 100478 for £111 to HALC
7. Alan reported that a visitor had reported the poor legibility of the text on our war memorial, which included the name of his uncle. We noted that the memorial had been restored a few years ago. We agreed to look at it to see if further work was needed. **Alan
Johnnie**

8. **Date of Next Meeting**

Tuesday 13th September 2011, Crux Easton church at 7.30 pm

The meeting closed at 8.25 pm