

Present:- Councillors Barber, Baxter, Blessett, Gilbert, Pelling, Shinkins, Stevens and Wallis (Chair)

39.12 To receive apologies for absence.

None reported

40.12 To receive declarations of interest, if any.

None

41.12 To adopt the Minutes of the previous meeting held on 22 March 2012 (enclosed)

It was proposed, seconded and agreed to adopt the minutes

42.12 To receive a report on progress in relation to matters arising not dealt with elsewhere on the agenda

The Assistant to the Clerk advised that Scribe 2010 was set up for 2012/13 but as yet nothing has been input

Cllr Baxter asked who was doing payroll. Assistant to the Clerk confirmed that this was still being handled by the Accountant. It was agreed that Assistant speak to Accountant regarding the Clerks absence and SSP.

43.12 To receive the end of year accounting statement (to be tabled at the meeting)

At this point the Internal Auditor joined the meeting. She explained that the difference of £2363.20 showing on Accountants paperwork was not available money but moving money (cheques not yet cashed and money not yet received).

Cllr Gilbert asked why there was no fixed asset figure for 2012. The Internal Auditor answered that the asset register was not up to date and needed to be updated as soon as possible.

44.12 To receive a report on the internal audit for 2011- 12 (Carol Precey to be invited – report to be circulated)

The Internal Auditor went through her report which is incomplete because clarity was needed on S.137 expenditure, variances and assets

It was agreed that as the accounts and audit were incomplete the Internal Auditor and the Assistant to the Clerk should contact the Accountant and the Audit Commission for their help

45.12 To consider and agree the end of year audit return and contingency arrangements

The Assistant to the Clerk confirmed that she was able to increase her hours to 20 hours per week (the combined total for the Clerk and Assistant is 40 hours per week). Ideas were discussed as to how the shortfall in man hours should be handled including Councillors helping, contacting local Councils to see if any of their staff would be interested in extra hours, contacting people known to the Councillors who were looking for work, and asking the Accountants to take back the accounts.

It was decided to contact the Accountants with a view to them taking the accounts back and approach people who may be interested in a temporary post

It was recommended that staffing and financial contingency arrangements be an agenda item at the next Full Council meeting on Thursday 31 May 2012

46.12 To receive an update about HR processes and agree a basis for a policy based approach

To be discussed at the next meeting

47.12 To discuss the purchase of land

To be discussed at the next meeting

48.12 To decide the date of the next meeting

To be decided after the AGM on Thursday 31 May 2012