



Minutes of the extra ordinary meeting of Weston Turville Parish Council held on 9th July 2015 at the Village Hall, School Approach, Weston Turville.

PRESENT:

Cllrs M Jarvis (Chair), M Simons (Vice Chair), D Hillier, J Paterson, D Sibley, C Terry

Clerk: Sarah Copley

One member of the public – Mr M Foote

733	<p>APOLOGIES, ANNOUNCEMENTS AND DECLARATIONS</p> <p>Apologies were received from Cllr H Backus.</p>	
734	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest made.</p>	
735	<p>OPEN FORUM FOR PARISHIONERS</p> <p>No matters were raised under this item, although Mr Foote offered his help with any queries on the previous year’s accounts as he had worked closely with the Clerk during this time.</p>	
736	<p>ACCOUNTS FOR 2014-15</p> <p>2014-15 Accounts and Annual Return</p> <p>The Clerk reported that the outgoing clerk had only been able to provide the paperwork for the 2014-15 accounts earlier that evening so she had been unable to verify any of the figures in the annual return. Mazars were aware of the situation and had agreed an extension to 8th August for the annual return to be signed off and returned to them.</p> <p>It was AGREED that the Clerk be paid additional hours to verify the accounts in order for the Council to be in a position to sign the annual return at its next meeting.</p> <p>The correspondence from HMRC was noted and the Clerk asked to contact them to advise them of the current situation and obtain advice on the next steps. The fine of £2,000 was noted and it was AGREED that a cheque be raised to pay for that. The Clerk would contact BAS Associates with respect to the 2013-14 and 2014-15 payroll returns.</p> <p>Internal Audit</p> <p>The report of the internal auditor was reviewed and the recommendations therein discussed. A number of improved internal controls were discussed and the Clerk would produce draft Financial Regulations for the Council to consider adopting at the next meeting.</p> <p>It was further AGREED that:</p> <ul style="list-style-type: none"> a) the Council purchase a copy of RBS Alpha for the Council’s accounts to help prevent errors in future b) VAT reclaims be submitted to HMRC six monthly c) the asset register be reviewed and photos of assets be put on file, Cllr Simons agreed to take the photos 	<p>Clerk</p> <p>Clerk</p> <p>MS</p>

737	<p>PAYMENTS</p> <p>a) Approval of payments - The following payments were AGREED:</p> <ul style="list-style-type: none"> • Clerk salary for June - £355.34 • HMRC PAYE and National Insurance for June - £88.80 • Clerk cost claim for new printer/copier - £251.47 <p>Weston Turville Youth Café had contacted the Council about the first half of their grant for 2015-16 as they had not yet received it. A cheque had been raised and signed in April. The Chairman would contact the bank and cancel the cheque before a new one was raised.</p> <p>The Chairman would also ask the bank for a current list of signatories in order to remove those no longer needed and then add in all current members of the Council.</p> <p>b) Direct Debit for Payroll Services</p> <p>It was unanimously AGREED to set up a direct debit to pay BAS Associates for payroll services which would cost £15 plus VAT per month.</p>	MJ
738	<p>DEVOLVED SERVICES AGREEMENT</p> <p>Bucks CC had provided a revised legal agreement for devolved services following discussions with parishes. It was unanimously AGREED that the Council sign this.</p>	
739	<p>PLANNING</p> <p>a) The recommendation of the Planning Committee to raise no objections to application 15/02054/APP was AGREED.</p> <p>b) The Chairman reminded councillors of the consultation events taking place on 10th and 11th July for the Woodlands development and Aston Clinton Major Development Area.</p> <p>c) It was agreed to bring forward the start of planning committee meetings to 6.30 to allow more councillors to be able to attend. The schedule of meetings would also be reviewed following AVDC's decision to shorten the consultation period to 3 weeks.</p>	
740	<p>ANY OTHER MATTERS (FOR INFORMATION ONLY)</p> <p>No matters were raised under this item.</p>	
741	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting would be 23rd July not 30th July as previously advised due to the hall not being available.</p>	

Signed: _____ Date: 23rd July 2015

Appendix 1 – Actions List

Ref	Action	Assigned to	Update/Complete
736	Verify figures in the annual return	Clerk	
736	Contact HMRC and BAS re payroll	Clerk	
736	Photographs of assets to keep on file	MS	
737	Contact Natwest re WT Youth Café cheque and current mandate	MJ	