



COGGESHALL PARISH COUNCIL

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Minutes of an extraordinary meeting of the **PARISH COUNCIL** held on
Monday 25th May at 7.00 pm at the Youth Chamber, Village Hall,
Stoneham Street

16/157. Those present and apologies for absence

Chairman	Cllr Unsworth
Present	Cllrs Culeman, Frith, Green (joined during item 16/160), Horne, Lewis, Phillips, Plumb, Thompson
Apologies	Cllrs Heaton, Norgrove
Not present	Cllrs McDonald-Hermet, Shattock
RFO	Mrs Freeman
Clerk	Ms Morgan
Public	One member of the public

16/158. Councillors Declarations

None

16/159. Public participation session with respect to agenda items and other matters of mutual interest.

A member of the public queried a recent payment to Mr Bonner for 5% of the Market profit. The RFO explained that Mr Bonner is Lord of the Manor of Coggeshall and under the Market Licence agreement the Council are required to pay him 5% of the market profits each year.

16/160. Approval of year end bank reconciliation (Appendix 1)

Cllr Green gave apologies and joined the meeting.

The bank reconciliation was reviewed. Cllr Lewis queried the outstanding cheque to CSC Corporation Service Company for £40. The RFO explained that this was an annual payment for domain name email hosting.

Resolved. The year end bank reconciliation was approved. Proposed: Cllr Plumb, Seconded: Cllr Phillips – Unanimous

16/161. Internal Audit report (Appendix 2)

The internal audit report was reviewed. Cllr Plumb highlighted the Internal Auditors comments that the Councillors do not appear to have a control function to check staff pay and that there is no oversight of the RFO's timesheet. The internal audit report was noted to be recommended to the Personnel Committee to put in place procedures to address the Internal Auditors comments.

16/162. Review and approval of finance summary, balance sheet and income and expenditure reports for the year ended 31 March 16

The finance summary and detailed income and expenditure reports were reviewed.

Resolved. The income & expenditure report for year ended 31 March 16 was approved and signed by Cllr Unsworth. Proposed: Cllr Plumb, Seconded: Cllr Phillips – Unanimous

Resolved. The balance sheet for year ended 31 March 16 was approved and signed by Cllr Unsworth. Proposed: Cllr Plumb, Seconded: Cllr Green - Unanimous

16/163. Annual return Section 1 – Annual governance statement 2015/16 (Appendix 7)

Resolved. Items 1 to 8 of the Annual governance statement 2015/16 were agreed "yes" and item 9 was not applicable. Proposed: Cllr Plumb, Seconded: Cllr Horne - Unanimous

16/164. Annual return Section 2 – Accounting statements 2015/16 (Appendix 7)

Cllr Plumb advised that the £6,189 loan repayment in the year related to an historic loan for the village hall refurbishment. Cllr Green suggested the Council keeps an eye on interest rates and the gap between interest paid on the loan and interest gained on Council deposit accounts. Cllr Green enquired whether the Council is able to pay any of the loan off early. **Action: RFO** to investigate terms of loan re: early repayment.

Cllr Green enquired whether the Council has a schedule of future potential financial obligations beyond the next year. The Clerk suggested that the review of assets to be performed by Cllr Green could be used to produce a schedule of potential future liabilities relating to Council assets.

Resolved. The Accounting statements 2015/16 were approved. Proposed: Cllr Plumb, Seconded: Cllr Horne - Unanimous

The meeting closed at 7:30pm