

Frodsham Town Council



Minutes of an Extraordinary Meeting of Frodsham Town Council

held on Monday 4 June 2018 at 7pm
at Castle Park House, Castle Park, Frodsham

Present: Cllr A Oulton (Chair), C Ashton, J Critchley, L Jones, P Williamson and L Wilson.
Mrs H Catt (Town Clerk)

In Attendance: One member of the public.

Meeting 3

No	Item
38	Apologies Apologies had been received and accepted from Cllrs D Critchley, R Holt, P Martin, M Nield, T Reynolds and A Wordsworth. Late apologies were also received from Cllrs L Brown and Lord F Pennington. These were all accepted. Cllrs M Parker and F Sutton were not present and had not sent apologies.
39	Declarations of Interest – None.
40	Right for the public to speak – None.
Cllr A Oulton stated that only items on the agenda would be discussed – there is no AOB. He will also stop anyone who deviates from the topics.	
41	Internal Audit Report
41.1	The report was noted . All the action raised as issues at the Interim Internal Audit had been actioned and resolved. The Internal Auditor recommended that the correct treatment of the additional assets, which were added to register but purchased before April 2017, would be to restate the value in 2016/17 and provide the External Auditor with an explanation as to why this was required. The revised Asset Register was approved unanimously – proposed and seconded by Cllrs C Ashton and A Oulton.
41.2	It was noted that the Internal Auditor had signed Page 3 of the Annual Return.
42	Annual Return Section 1 Annual Governance Section was discussed and completed during the meeting. The annual governance statement was unanimously approved – proposed and seconded by Cllrs L Jones and L Wilson. It was signed by the Chair and TC, the Proper Officer.
43	Income & Expenditure Accounts The figures were those presented to FTC on 21 May as receipts and payments but with accruals taken into accounts – the paper trail including the Extended Trial Balance & balance sheet had been circulated. The accounts were approved unanimously – proposed and seconded by Cllrs A Oulton and C Ashton.
44	Annual Return Section 2 – Accounting Statement It was agreed unanimously to approve the Accounting Statement in Section 2 of the Annual Return proposed and seconded by Cllrs A Oulton and L Jones. It was signed by the Chair and TC, as Responsible Finance Officer.
45	Annual Report 2017-18
45.1	It was agreed to keep the same A5 format as last year with 8 pages. The basic contents were also discussed and agreed . A chart will be developed showing attendance levels for council and the budget holding committees. TC will contact PCSO N Flanagan to see if he would like to write a short report for inclusion.
45.2	It was agreed to extend the existing contract with the printer who was commissioned to design and print the Festival of Walks leaflet – proposed and seconded by Cllrs A Oulton and C Ashton. The design work will be £125+VAT and 250 copies will cost £143+VAT
46	Clerk's Report – none.
47	Date of next meeting - Monday 24 July 2017

Meeting ended at 7.45pm