

**WILLOUGHBY WATERLEYS PARISH COUNCIL
MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING HELD ON
TUESDAY 18TH JUNE 2019 AT 7.00 pm IN THE VILLAGE HALL**

Present: Councillor Philip Leech (PL) (Chair); Councillor Emma Clanfield (EC);
Councillor Phillip Day (PD);
Mrs Jackie Jackson (JJ) (Clerk)

2019.023 Apologies for Absence

- Councillor Arthur Lyons, Councillor David Campbell-Kelly

2019.024 Financial & Legal Matters

2019.024.1 Consideration of Internal Audit Report

- Noted that Liz Coates had carried out the recent audit and advised that VAT could be reclaimed on some Petty Cash items but felt it was not of major concern
- PL, on behalf of the Parish Council, recorded thanks to Liz Coates for carrying out the audit.

2019.024.2 Approval of Annual Governance Statement in advance of approving the Accounting Statements.

- **Resolved: Proposed by PL that the Report was correct; PD seconded, all agreed.**
- **Report signed and dated by Chair**

2019.024.3 Approval of the Accounting Statements

- **Resolved: Proposed by PL that the Report was correct; EC seconded. All agreed.**
- **Report signed and dated by Chair.**

2019.024.4 Approval of Certificate of Exemption

Resolved: Proposed by PL as correct; EC seconded. Certificate signed and dated by Chair.

2019.025 Bank Mandate

- A new mandate form was completed.
- Councillor Philp Day was added as a signatory, Councillor Kate West was removed. The Clerk was also added to the mandate to enable efficient administration on behalf of the Parish Council.
- **Resolved: PL propped the mandate be amended; EC seconded. All agreed.**

2019.026 Any Other Business:

- EC asked for the issues regarding grass cutting to be discussed at the next meeting and JJ was asked to research the laptop for contract details. JJ

2019.027 Date of Next Meeting:

- **Thursday 4th July 2019 at 7.45pm**

