

**Minutes of the Extra-Ordinary Meeting of Waltham Parish Council held in the
Waltham Library on Tuesday 23rd May 2017 at 7.00 pm.**

Present: Councillors M Archer, Barrett, Church, Conolly, Gordon, Kiddle-Bailey, Moss, Sadler, Shaw, Surtees, and Woodliff, no members of the public and the Parish Clerk.

The Chairman opened the meeting and following a request from fellow Councillors a one minute silence was held to remember the victims of the Manchester terror attack. The village flag along with other civic flags in the borough will fly at half-mast.

19.05.2017 To receive any apologies from Members not able to attend the meeting:

Apologies were received from Councillors Gilliatt and Teanby. Ward Councillors Philip Jackson and Iain Colquhoun also offered their apologies

20.05.2017 Declarations of Interest:

(a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

None.

(b) To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

The Chairman reminded members that should an interest become apparent further in the agenda this should be declared at the time.

21.05.2017 Exclusion of Press and Public

To consider requesting the press and public to leave on the grounds that discussion of the following business is likely to disclose exempt information within the relevant paragraphs of Schedule 12A of the Local Government Act, 1972 (as amended).

Advice from ERNLLCA will be presented on the requirement under the new Governance and Accountability Requirements 2017, for exclusion.

The Clerk explained that she had been asked if the exclusion of the press and public would be appropriate as details of salaries would be presented at this meeting. The Clerk prior to the production of the agenda tried to seek advice from ERNLLCA however the office was closed for holiday period and could not obtain advice until it re-opened on Monday 22nd May.

The advice received was that providing the accounts did not show information relating to the salary of an individual (total salary costs only) the annual accounts are a matter of public record and will be published on the website once audited; therefore no exclusion would be required.

RESOLVED: The Parish Council chose not to exclude the Press and Public from the meeting.

22.05.2017 To receive Internal Auditors report & Audited Accounts.

The Parish Council viewed the bank statements from year 2016/2017 and accounts books. All members received and reviewed the internal auditors report.

RESOLVED: The Parish Council received the internal auditors report and unanimously approved the audited accounts presented.

23.05.2017 To review the Governance Statement.

The Parish Council carefully considered all nine assertions in the Annual Governance Statement and draft risk assessment presented. Notes from the risk assessment and necessary actions are to be added to the next Parish Council agenda.

RESOLVED: Having considered the assertions and necessary actions required the Parish Council approved the Governance Statement.

24.05.2017 To authorise the signing of the annual return.

RESOLVED: The Parish Council approved the signing of the annual return.

25.05.2017 Chairman and Clerk to sign the audit documents to be sent to the external auditors.

RESOLVED: The Chairman and Clerk signed the audit documents.

With there being no further business the Chairman closed the meeting at 8.29pm.