



THESE MINUTES ARE DRAFT UNTIL APPROVED AND AGREED AT THE NEXT MEETING

**Minutes of a meeting of Buriton Parish Council held in the Village Hall, Buriton, at 6:30pm on Tuesday 27th August 2019**

**Present:** Cllr D Jones (Chair), Cllr A Bray, Cllr H Coates, Cllr T Crew, Cllr M Johnston, Cllr S Stevens and Mrs P Norris (Parish Clerk).

**In attendance:** 2 members of the public.

**1. Apologies for absence**

Apologies for absence were received from Cllr Ashcroft and Cllr Rossiter.

**2. Declarations of Interest**

There were no declarations of interest

**3. Finance and Accounts**

The accounts for 2018/19 have been completed and presented to the Parish Council by the Parish Clerk. Councillors approved the internal audit for 2018/19.

The VAT return has been completed and sent, the amount to be claimed is £11,246.96.

The auditor, Tim Light from Lightatouch, has made the following recommendations to implement for this financial year:

- Councillors signing cheques should also sign the relevant invoice.
- List of payments made need to be produced for the Parish Council meetings for approval and to be signed off by the Chair.
- Payments received from regular hirers of the village hall, who pay by either direct debit or standing order, need to be cross referenced on their booking forms.
- At the Village Hall Committee any bad debtors must be discussed and any action to be taken minuted.
- Councillors to consider having separate accounts for Buriton Parish Council and the Village Hall.
- An annual financial risk assessment must be carried out. The auditor has provided the clerk with a template. Councillors agreed that the Clerk to complete the template for discussion at the next Parish Council meeting. **Action: Clerk**

**Annual Return:**

- a) Councillors approved Section 1 – Annual Governance Statement 2018/19
- b) Councillors approved Section 2 – Accounting Statements 2018/19

Councillors discussed an insurance claim, made by the Parish Council in 2015/16, relating to damage to the village hall. The claim included the costs of a new carpet as well as joinery work, painting and radiator covers. After recent investigations it is now understood that the carpet was cleaned satisfactorily and that no new carpet was needed. The Insurance Company has been ready to pay the remainder of the claim but had been awaiting final details from the Parish Council. It was decided to obtain payment from the Insurance Company for the joinery work, painting and radiator covers so as to close this out-standing matter: delegated to the Chairman and Clerk to pursue.

The meeting closed at 7pm.

Minutes remain draft until approved and signed

Initial first pages..... Sign & date final page as “approved”.....