**REYNOLDSTON COMMUNITY COUNCIL**

**MINUTES OF A MEETING OF REYNOLDSTON COMMUNITY COUNCIL HELD IN REYNOLDSTON FIRE STATION COMMITTEE ROOM AT 7.30pm ON FRIDAY 12th MAY 2017.**

This meeting was reconvened after the Annual Meeting on Tuesday 9th May (see item 16 of Annual Meeting)

**PRESENT WERE:** Cllr. Adrian Hughes (chair), Cllr. Peter Bowen-Simpkins, Cllr. John Mahoney, Alan Bryant (Internal Auditor) and the Clerk, Andrew Berry.

**APOLOGIES:** Cllr. Deb Vine, Cllr. Dan Dyson

**INTERNAL AUDITORS REPORT**

Mr. Alan Bryant delivered his report to the Council.

**1.**

1. The Council are happy to use the report prepared by the Internal Auditor to meet the need specified after item 14.
2. The RFO and the Council agreed to take note of the need for an appropriate paper trail, particularly in the minutes of Council Meetings Approval of decisions will be more clearly noted. Reserves and balances need to be kept to an operational minimum but particular care will be taken this coming year.
3. The RFO will take guidance from a fellow Councillor (experienced and qualified accountant and auditor) reflecting current income and expenditure to enable easier auditing and tracking.
4. 1. It was agreed that a claim for VAT would be made by the end of June annually.

5. The RFO will arrange for the bank to supply end of year statements in early April each year.

6. It was agreed by the Council that the Independent Auditor would report every 4 months to coincide with every other meeting of the Council.

7. Apart from updating the personal interest register an agenda item will be added for each minute to ensure that any declared interests are properly recorded in an easy to find format

5. 2. The RFO will ensure a balance suitably adjusting for rounding if necessary.

4. An agenda item will specifically address income and expenditure at each meeting.

5. The RFO and Chairman will ensure all relevant boxes are completed.

6. Minutes of the last budget meeting will be referenced into the minutes and a copy supplied to the Internal Auditor.

6. Explanations of variances in the Annual Return were discussed at the meeting and a separate return will be supplied by the RFO.

7. The Council do not supply minutes and items in Welsh. This has been agreed by the authorities in this part of Wales. The Clerk was advised of this in a recent One Voice Wales meeting.

**2.** The audit report was approved and signed by the chair and the clerk.

The meeting concluded at 9pm.