

BRANDESTON PARISH COUNCIL

Minutes of a Meeting of the Council held at the Village Hall on Wednesday, 21 May 2008

Present

Councillors D Risk (Chairman) (DR), H Saxton (HS), W Elson (WE), K Churchill (KC) and J Fielder (JF), Parish Clerk and RFO A M Hounsell

1-0809/2 – Formal Meeting Opening, Chairman’s Welcome and Apologies for Absence

The Chairman formally opened the meeting and welcomed Councillors. He advised that there was apology for absence from S Thurlow.

2-0809/2 – Approval of the Council’s Accounts for 2007-08

The Clerk presented the account papers for the year 2007-08 and confirmed that the internal audit had been completed and signed by Mr. Donald Evans.

After due consideration, the Council agreed the following minute :-

We acknowledge as the members of Brandeston Parish Council our responsibility for the preparation of the statement of accounts and for the Council’s internal controls, and confirm, to the best of our knowledge and belief, with respect to the Council’s statement of accounts for the year ended 31 March 2007 in section 1 [of the Annual Return for the year ended 31 March 2007], that :

1. we have approved the statement of accounts, which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
3. we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances
4. we have provided proper opportunity for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit regulations
5. we have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. we have maintained an adequate and effective system of internal audit of the Council’s accounting records and control systems
7. we have taken what we consider to be appropriate action on all matters raised in previous reports from the internal and external auditors
8. we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Council and, where appropriate have included them in the statement of accounts.

3-0809/3 - Any other business as may be raised and accepted as appropriate by the Chairman

The Chairman agreed to permit discussion of the following :-

- (i) The Council were advised that the level of the Deben at Friday Street was improved as the boards had been replaced at Brandeston Hall weir. (See previous minute 13-0809/1 (iii))
- (ii) The matter of the phone box in The Street was raised and this meeting reminded that the village Annual Parish Meeting had voted for the removal of the box. Accordingly, the Council instructed the Clerk to so advise BT.
- (iii) Following the discussions at the Annual Parish Meeting, the Council agreed to take no further action on the NATS consultation.
- (iv) The Chairman advised that he had seen Mr David Whiting (who had raised concerns at the Annual Parish Meeting of flooding from The Street at his property). He had advised Mr Whiting of appropriate action he should take.

Date of Next Meeting

Date of the next meeting was confirmed as 16 July 2008 with a provisional arrangement for a meeting on 17 September (both at the village hall at 8.00 pm).

The meeting closed at 8.45 pm