

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Extra-ordinary Parish Council Meeting held on Thursday 30th March 2017 at 10.00 a.m. at Nether Alderley Parish Hall

In the Chair: Cllr. J Shufflebottom

Parish Councillors present: D.Colgan, S.Shorland and C.Walker
Also present: The Parish Council Clerk

1. **To receive apologies for absence** – The Parish Council received apologies for absence from Nether Alderley Parish Councillors: Y.Bentley, S.Lewis, C.McKeown, and J.Wilkinson
2. **To receive Declarations of Interests** – No declarations were made.
 - 2.1 **To Declare Disclosable pecuniary interests** - No declarations were made.
 - 2.2 **To Declare interests conflicting with Nolan principles/non- pecuniary interests** - No declarations were made.
 - 2.3 **To all Councillors to consider amendments required to their Declaration of Pecuniary interest forms** - No amendments were made.
3. **To consider and approve Applications for Dispensations** - No applications for dispensation were submitted.
4. **To exclude the public and press in the public interest for consideration of the following items:**
 - a. Personal issues
 - b. Legal issues

No residents represented.

5. New Matters

5.1 Consider and approve internal audit arrangements for 2016/17 (JDH Business Services Ltd.)

The Parish Council considered the internal audit arrangements it has in place currently. The Clerk reported recent communication from the internal auditor, including a plan of audit. The Parish Council confirmed that it carries out an annual review of its internal audit arrangements and plan of audit subsequent to the internal audit and was satisfied at the last review in May 2016, with the internal audit arrangements that it has in place, including scope of audit.

RESOLVED: *The Parish Council resolved that it would include the information received from the auditor in its next review of internal audit arrangements and resolved to approve that the Parish Council commission JDH Business Services Ltd. to carry out the internal audit for 2016/17.*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

5.2 Consider and approve internal systems of control – *Deferred until May 2017 (annual review)*

5.3 Consider and approve the internal auditor's fee for 2016/17

RESOLVED: *The Parish Council resolved to approve the internal audit fixed fee for 2016/17 (£169.00 + VAT).*

Proposed: Cllr. D.Colgan

Seconded: Cllr. C.Walker

5.4 Confirm Councillors do not have a conflict of interest with either the internal auditor (JDH Business Services Ltd.) or the external auditor (BDO LLP)

Councillor's present confirmed there are no conflicts of interest with either auditor. Councillors who were not at the meeting were contacted by the clerk to confirm that they had no conflict of interest with either auditor.

6. Current Matters

6.1 Review and approve the storage of documents and associated fee

The clerk informed councillors that the local branch of the bank where the parish documents are stored, will be closing in July 2017. After this date all documents will be transferred to the Wilmslow branch.

RESOLVED: *The Parish Council resolved to approve the continued storage of documents at the bank and the associated fee for 2016/17 (£25.00).*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Shorland

6.2 Review and approve the current utility company (Utility Warehouse)

The Parish Council noted that the current heating system will be upgraded as part of the Parish Hall renovation which is imminent.

RESOLVED: *The Parish Council resolved to approve to continue using the current utility company (Utility Warehouse).*

Proposed: Cllr. D.Colgan

Seconded: Cllr. J.Shufflebottom

6.3 Review and approve continuation of the monthly direct debit for the utility company (Utility Warehouse)

RESOLVED: *The Parish Council resolved to approve to continue paying the utility company by monthly direct debit.*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Shorland

7. Policies and Procedures

7.1 Review and approve NAPC Standing Orders (2014 – amended January 2016)

RESOLVED: *After due consideration, the Parish Council resolved to approve to continue using the current Standing Orders without further amendment.*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

7.2 Review and approve NAPC Financial Regulations (October 2015 – amended January 2016) and bound by the Transparency Code

RESOLVED: *After due consideration, the Parish Council resolved to approve to continue using the current Financial Regulations without further amendment and bound by the Transparency Code*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. D.Colgan

7.3 Review and approve NAPC Complaints Procedure

The address of the Parish Council Clerk was updated.

RESOLVED: The Parish Council resolved to approve to continue using the Nether Alderley Parish Council Complaints Procedure.

Proposed: Cllr. D.Colgan

Seconded: Cllr. S.Shorland

7.4 Review and approve NAPC Retention of Documents Policy

RESOLVED: After due consideration, the Parish Council resolved to approve to continue using the current Retention of Documents Policy without amendment.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Shorland

7.5 Review and approve the bank mandate and banking terms

The Parish Council noted there had been several amendments to the bank mandate during 2016/17 due to the change of the Parish Clerk.

RESOLVED: The Parish Council considered and resolved to approve the Parish Councils current banking and bank mandate arrangements.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

8. Councillor's reports and items for future agenda

Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas (not for debate or decision making)

- Maintenance of the proposed decommissioned BT telephone box at Monks Heath

9. Next Parish Council meeting:

The next Parish Council meeting is on Monday 10th April at 7.00 p.m.

Minutes taken by: the Clerk.

Signed..... Date.....