**TUNSTALL PARISH COUNCIL**

**Minutes for the Annual Meeting of Electors held on 11th May 2016 commencing at 6.43pm in the Village Hall**

1. **Apologies for absence**

Tony Gadie

1. **Election of Chairman for 2016/2017**

It was put forward that Martin Richardson continue as Chairman.

Proposed by: Cllr Adams Seconded: Cllr Parry

1. **Election of Vice Chairman for 2016/17**

Cllr Richardson suggested Cllr Adams

Proposed by: Cllr Richardson Seconded by: Cllr Wilson

1. **Financial Report**
2. **Review of Financial Management**

The Clerk explained that at each meeting a report of income and expenditure is made and recorded in the minutes, the number of transactions made is quite low any given period.

2 people are also required to sign off cheques.

The Clerk also detailed how a Financial Risk Assessment has been completed and is reviewed yearly this shows how the finances can be safeguarded by looking at the potential risk and how to avoid it happening. Examples include fraudulent activity, adequate budget etc

1. **Appointment of responsible Financial Officer**

The clerk is the current RFO and it was proposed that this will continue

1. **Review of Signatories for the Parish Bank Accounts**

Cllr Richardson is currently the only signatory as others have left the council. Cllrs Adams and Wilson will be added.

1. **Annual Accounts for Year 2015/2016 for review and Sign Off**

The annual audit for year ending 31st March 2016 was prepared by the Clerk. It had been looked over by the internal auditor and all paperwork was made available at the same time. No issues were raised.

A notice of appointment date for electors to inspect the accounts has been posted on the notice board and will remain there for 4 weeks

The accounts were presented to Cllr Richardson and duly signed off.

An internal auditor will be appointed to inspect the accounts for 2016/17 to ensure that the accounts are prepared in accordance with proper practices.

Meeting ended at 6.47pm