**TUNSTALL PARISH COUNCIL**

**Minutes for the Annual Meeting of Electors held on 16th May 2018 commencing at 7.25pm in the Village Hall**

1. **Election of Chairman for 2018/2019**

It was put forward that Martin Richardson continue as Chairman.

Proposed by: Cllr Gadie Seconded by: Cllr Parry

1. **Election of Vice Chairman for 2018/19**

Cllr Parry put himself forward

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, however most transactions should now be able to be made online. It was agreed that the Clerk will present the invoices for payment and have them authorised by 2 councillors. The maximum payment that can be made in any one transaction is £300.

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. **Signing of Annual Governance Statement**

Cllr Richardson looked through the Annual Governance Statement, agreed all parts and signed it off

1. **Annual Accounts for Year 2017/2018 for review and Sign Off**

The annual audit for year ending 31st March 2018 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.

The Clerk explained that there was new procedure this year whereby a certificate of exemption could be completed and sent to the auditor, the accounts then had to be made available on the website and notice board. 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 2018/19 to ensure that the accounts are prepared in accordance with proper practices.

1. **Appointment of responsible Financial Officer**

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

Proposed by: Cllr Richardson Seconded by: Cllr Parry

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

Cllr Richardson is currently the only signatory as others have left the council. Cllr Parry will be added.

Meeting ended at 7.30pm