



**MINUTES**  
**Extraordinary Meeting**  
**ELHAM PARISH COUNCIL**  
**Tuesday 27<sup>th</sup> June 2017 at 7.30PM**  
**ELHAM VILLAGE HALL**

**057/17 GOVERNANCE**

**a) Apologies for Absence**

Apologies were received and accepted from Cllrs Peall and Gurney.

**b) Chairman's Remarks**

The Clerk advised that the Internal Auditor has requested minuting the 2015/2016 Annual Return.

**c) Declarations of Interest and Dispensations**

None

**058/17 FINANCE**

**a) Approval of Internal Audit and signing of the Annual Return**

Mr Lionel Robbins completed his internal audit of the Parish Council accounts on 26<sup>th</sup> June 2017. He approved the return, agreeing that proper accounting records have been maintained and that money is accounted for. The figures for 2015/2016 were also restated in accordance with PKF Littlejohn's comments and also to correct an error from that financial year.

- i. The Chairman read the Annual Governance Statement and responded to the questions and the signed the return. The Chairman also signed the Annual Internal Audit Report.
- ii. The Chairman also signed the Accounting Statements for 2016/2017.

**b) Annual Return 2015/2016**

The return for the financial year 2015/2016 was noted including recommendations from PKF Littlejohn to amend the asset values to reflect purchase cost rather than insured values.

**058/17 CLOSE**

There being no further business, the meeting closed at 7.45pm.  
Next meeting - Monday 3<sup>rd</sup> July 2017 at 7.30pm.

*Cathy Skinner*  
Clerk

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