

**PLAISTOW AND IFOLD PARISH COUNCIL
CLERK'S REPORT
FOR MEETING ON TUESDAY 23rd JUNE 2009**

2. Minutes

(a) The Minutes of the following meetings have previously been circulated -
12th May 2009 – Parish Council; 13th May and 2nd June 2009 – Planning Committee.

(b) The Minutes of the following meetings are enclosed:-
11th June 2009 - Finance Committee.

5. Chairman's Report

(a) Councillor Vacancy

Notification has been received from Chichester District Council that a by-election has not been requested. The vacancy can now, therefore, be filled by co-option.

The appropriate Notice has now been displayed on the notice boards, invited interested persons to contact the Clerk or the Chairman. They will then be invited to attend the next Council meeting on 21st July 2009.

RECOMMENDATION

Members are asked to note this section of the Report

12. Finance

(a) Accounts for payment

A schedule of accounts for payment from 12th May 2009 to 23rd June 2009, also detailing monies received, will be available at the meeting

RECOMMENDATION

Members are asked to approve payment of the accounts

(b) Recommendations of the Finance Committee

(i) Annual Return – Sections 1 and 2

For the sake of completeness, approval of Sections 1 and 2 of the Annual Return was deferred to this meeting, giving the Finance Committee the opportunity to review the associated documentation

RECOMMENDATION

- (a) To approve the Statutory Statement of Accounts (Section 1)**
- (b) To approve the Annual Statement of Governance (Section 2)**

(ii) Internal Auditor's Report

This document has previously been circulated. The Finance Committee noted the comments made, particularly with reference to the reclaiming of VAT and this will now be done quarterly, alongside the Budget Monitoring.

RECOMMENDATION

Members are asked to note this section of the Report

(iii) Council's Annual Performance Review of Internal Audit

This document has previously been circulated. There are no amendments from the Finance Committee.

RECOMMENDATION

That the Council's Annual Performance Review of Internal Audit is approved

(iv) Council's Risk Assessment

The Finance Committee made a number of amendments to this document and the up-to-date draft is enclosed for approval

RECOMMENDATION

That the Council's Risk Assessment is approved

(c) Review of Council's insurance

A thorough review of the insurance arrangements was undertaken by the Finance Committee. Members will find enclosed a Schedule (based on the current Schedule of Assets) of all those items that it is considered should be insured.

The request for the quotation was sent on 15th June and it is not known if the information will be available for the meeting. In the event that it is not, this will be an agenda item for the meeting on 21st July 2009.

RECOMMENDATION

Members are asked to note this section of the Report

(d) Dates of future meetings of the Finance Committee

Monday 2nd November 2009 at 7.30pm at Winterton Hall
Members are asked to note that one of the agenda items for this meeting will be for the Committee to hear representations from those groups and organisations to whom grants and donations are made, in support of a further funding.

Tuesday 8th December 2009 – suggested date

Tuesday 9th February 2010 – suggested date

When these dates are approved, an updated Diary List of Meetings will be provided.

RECOMMENDATION

That the above dates are approved

- 9. Date of next meeting -
Tuesday 21st July 2009 at Kelsey Hall, Ifold**

Sue Kemp – Parish Clerk
15th June 2009