

West Rainton Parish Council

Minutes of Extraordinary meeting held on Thursday 30 March 2017 at Arden House, West Rainton

Present:

Councillors M Boettcher, I Clifford, I Haddick, P Lowrie, P Morson and A Wallage
(Chair).

1 x Member of the Public

In attendance: Project Officer - Graeme Keedy

G Keedy advised that he and Parish Clerk had discussed the proportionality of officer attendance at the meeting.

Parish Council resolved that G Keedy act as Parish Clerk for the purposes of administering the meeting.

G Keedy explained that the meeting had been called to ensure that Parish Council could consider by 31 March 2017, two key elements necessary to comply with external audit requirements which had not previously been tabled within the financial year 16-17.

1) Apologies for absence

An apology for absence was received from Cllr Cochrane (holiday commitment). Parish Council resolved to approve this absence.

No apologies had been received from Cllr M Gilbank, Cllr S Patterson, or Cllr A Swinburn.

These three absences were noted as unapproved.

2) Declarations of interest

It was agreed that declarations of interest would be dealt with as and when the need arose.

3) Risk Assessment 2016-2017

The Risk Assessment document had been previously circulated. Project Officer highlighted differences to the 15-16 assessment including updates, new risk and removal of some previously identified risks.

Parish Council resolved to approve the Risk Assessment for 2016 -2017.

Signed:

Date:

Minutes of Extraordinary meeting - 30 March 2017 cont ...

4) Asset Register 2016-2017

A report to accompany this item together with the Asset Register had previously been circulated.

The report provided background information and detailed key changes made to the approach to the compilation of the asset register for 16-17. These addressed matters raised by BDO (external auditor) in their Issues Arising Report following the 2015-2016 audit.

Parish Council resolved to receive the report and approve the Asset Register for 2016-2017.

The meeting concluded at 19.25 hrs.

Signed:

Date: