

These are draft minutes and are subject to approval at the next meeting



**Minutes of the Extraordinary General Meeting of the Council  
held at 7.15 pm on the 18<sup>th</sup> June 2015, in the Small Village Hall**

**Present:** *Chairman:* Mark Sugden  
*Councillors:* Bill Chilcott, Geoff Herbert, Ken Huddart, Bernadette Pearce, Tony Shearman, Gary State, Gavin Wilson

**45 1. To accept apologies for absence**

Xingang Wang and Julian Way with reason

**46 2. To receive declarations of interest in items on the agenda**

Tony Shearman, Trustee CRGT; Gary State, Claygate Business Owner, Elmbridge Business Network; Mark Sugden, Trustee CRGT, Trustee CVHA, Committee Member CVA, Elmbridge Business Network.

**47 3. To receive the Statement of Accounts and the Annual Governance Statement for the year ending 31/3/15 and agree action – Resolutions 1, 2, 3**

Cllr Sugden noted that it is required by law that the Council approve its accounts by June 30<sup>th</sup>. The timeline then requires internal audit approval (undertaken by EBC) and that the accounts are then sent to the external auditor appointed by the Audit Commission, by July 27<sup>th</sup>. A notice for electors making them aware that the accounts are available for inspection is to be advertised from 15<sup>th</sup> June to 29<sup>th</sup> June after which they can inspect the accounts by appointment with the Interim administrator from 29<sup>th</sup> June.

Cllr. Sugden had reviewed the accounts and worked with RBS our accounts package provider who had been most helpful and also an accountant who provides services through SSALC.

Cllr. Wilson asked why the fixed assets did not appear on the balance sheet. Cllr. Sugden pointed out that we had an Assets Register, that these had not appeared on the balance sheet in previous accounts which had been approved by both the internal and external auditors but that they do appear on the Annual Return summary. Cllr. Sugden committed to further investigate the matter to ensure a comprehensive answer and Cllr Wilson indicated that he would support approval of the accounts subject to further clarification on this matter.

**RESOLUTION 1**

**It is RESOLVED** that the Parish Council approves the accounts for the financial year ending 31<sup>st</sup> March 2015

**PROPOSED** by Mark Sugden

**SECONDED** by Tony Shearman

**AGREED UNANIMOUSLY**

Post meeting note: Cllr. Sugden has spoken to both RBS and to an external accountant utilised by SSALC and responded to Cllr. Wilson. The external accountant noted: 'Local authorities do not have capitalised fixed assets on the balance sheet they are instead treated as expenditure in the year no matter how much their value or economic life - instead they are shown on a fixed asset register which is an independent document that is referenced in the Annual Return. Assets must be shown on the register at original historic cost or if not known at a proxy cost – nominal values of £1 are usually used when the asset had no value ie a war memorial or donated land.'

**RESOLUTION 2**

**It is RESOLVED** that the Parish Council approves the Statement of Accounts and the Annual Governance Statement for the financial year ending 31<sup>st</sup> March 2015 and that the Chairman and Parish Clerk are authorised to sign them

**PROPOSED** by Mark Sugden

**SECONDED** by Bernadette Pearce

**AGREED UNANIMOUSLY**

**RESOLUTION 3**

**It is RESOLVED** that the Parish Council establishes a Finance Working Party to review the Accounts on an ongoing basis and prior to each full Parish Council meeting and to oversee the preparation of annual budgets.

**PROPOSED** by Mark Sugden

**SECONDED** by Bernadette Pearce

**AGREED UNANIMOUSLY**

It was agreed that the 3 members of the Finance Working Party would be Cllrs. Sugden, State and Wang

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**48 4. Matters for information purposes only**

Cllr. Sugden asked Cllrs to circulate the copies of the SLCC magazine

Cllr. Sugden asked if Cllrs were prepared to have their personal telephone numbers advertised on the 2 Village noticeboard. This matter raised some concerns from certain Cllrs. How to communicate Cllrs .contact details to residents will be reviewed fully at a future meeting.

Cllr. Sugden reminded Cllrs of the upcoming Flower and Village Show on 11<sup>th</sup> July and that the Parish Council will as usual be taking a stand shared with the CRGT. Cllrs. Huddart, Pearce and State noted that they would not be available at the CPC stand on the day and gave apologies for absence in advance for valid reasons.

**49. 5. To confirm that the next meeting of the Claygate Parish Council will be held on Thursday July 9<sup>th</sup> 2015 at 7.30pm in the Small Village Hall.**