

Minutes of the meeting of Lower Halstow Parish Council held on Tuesday 26 June 2017 at 7.00 pm in the Memorial Hall, Lower Halstow.

Present: Cllr Steve Gates (Chair); Cllr Sue Hartfree; Cllr Keith Howard-Challis; Parish Clerk Mrs A Smith.

Action

1. Apologies.

Apologies had been received from Cllr Smith and Cllr Beerstecher.

2. To approve the accounting statement for the Annual Return Year Ending 31 March 2017

The Clerk had circulated a copy of the report from the internal auditor. There were some recommendations: bank reconciliations should be checked by a non-signatory councillor quarterly; the asset register needs more detail and a VAT return should be completed at least annually.

It was proposed by Cllr Gates and seconded by Cllr Howard-Challis that the accounts accurately reflected Council receipts and payments in 2016/17 and that the Chair should sign the statement; all were in favour.

a) Date of the Next Meeting

Tuesday 4th July.

The meeting closed at 19.10pm.

Date

Signed:

Cllr S Gates
Chair