

**EXTRAORDINARY MEETING  
OF LEWANNICK PARISH COUNCIL  
HELD ON MONDAY 24 JUNE 2019  
LEWANNICK VILLAGE HALL 19.30 HOURS**

The meeting was open to the public and the press.

**(1) Safety Information announced by Chairman.**

The Chairman introduced and welcomed Linda Coles. He explained how Linda has been working with Elaine and will be reviewing our policies and governance procedures.

**(2) Attendance**

Chairman	Michael White
Vice Chairman	Carole Newbery
Councillors	Claire Tyler, Shirley Jasper, David Parnell and Paul Atkinson.

**Apologies**

Councillors	Roger Finnimore, Barbara Sleep, John Newbery and Beth Newbery.
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**(3) Public Forum** – parishioners questioned why Mr Rowe was no longer our internal auditor. The Chair explained how Mr Rowe had declined the role. This made it necessary to source a new internal auditor at short notice. Upon advice from CALC it was recommended to work with Linda Coles who has a strong foundation in governance and accountancy.

A parishioner queried the accounts and why supporting documents were not available with our notice. It was confirmed the internal auditor would give

their annual report during the meeting and the documents would be going onto our website after they were signed off.

Appointments to inspect the working papers and accounts would commence shortly.

#### **(4) Annual Return and Accounts 2018/19**

##### **i) To receive Internal Auditor's report, agree actions and associated expenditure.**

Linda read out her internal report.

CT queried the introduction of Linda Coles. Chair confirmed she had been appointed following recommendation from CALC.

**Motion:** Proposed by PA 2<sup>nd</sup> CN all in support, other than CT, we approve the internal audit report.

##### **Agreed actions**

The Chair confirmed Linda was working with the Clerk.

##### **Associated expenditure**

Linda charges £12.50 per hour for her time. Linda's letter confirming appointment was circulated.

A new website was discussed.

**Motion:** It was agreed a new website will be built after going out to tender. Pro MW 2<sup>nd</sup> CN unanimously supported.

##### **ii) To approve the Annual Statement of Accounts and associated papers.**

**Motion:** Pro MW 2<sup>nd</sup> DP to accept the Annual Statement of Accounts all were in favour other than CT who abstained.

#### **(5) Review of statutory recommendations**

CN confirmed our external auditors have approved our statutory recommendations.

Linda invited members of the public to view our accounting system.

The Chairman thanked everyone for their attendance and declared the meeting closed. Our next meeting will be our ordinary meeting scheduled for 16 July 2019. The meeting closed at 20.07.

DRAFT