

**Witham on the Hill Parish Council**  
**Minutes of the Meeting of Witham on the Hill Parish Council (Min**  
**19-02) 3<sup>rd</sup> June 2019 at 7.00 p.m. in St Andrew's Parish Hall**

**Present:**      **Councillors:** Charles Henriques, Andrew Greenwood, and Sue Pennant - Jones  
**Residents:** None  
**Others:** Bernard Champness – Clerk,

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|             | <b>Open Forum</b>  |
|             | There were no residents present and the meeting was opened at 19.00  |
| <b>18.</b>  | <b>Apologies for absence, acceptance of Apologies</b>  |
| <b>18.1</b> | Apologies were received from Cllrs Janet Kirkwood (personal) Lynne O'Hara (personal)   |
| <b>18.2</b> | <b>Resolved</b> : that the apologies be accepted   |
| <b>19.</b>  | <b>Declaration of Interest –</b> To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item  |
| <b>19.1</b> | No one declared an interest in any matter that was on the agenda.  |
| <b>20.</b>  | <b>Minutes of the Annual meeting of the Parish Council held on the 9<sup>th</sup> May 2019 (19-01)</b>   |
| <b>20.1</b> | <b>Resolved:</b> That the minutes of the 9 <sup>th</sup> May 2019 were signed by the Chair as a correct record.  |
| <b>21.</b>  | <b>Audit of Accounts 2018/19:</b>  |
| <b>21.1</b> | <b>To note Internal Auditors Report</b> - there was no report to consider from the Internal Auditor.   |
| <b>21.2</b> | <b>To approve the Annual Governance Statement 2018/19. Resolved:</b> that the Annual Governance Statement 2018/19 be approved after answering the required questions.  |
| <b>21.3</b> | <b>To accept the Accounting Statements 2018/19 as a true record. Resolved:</b> That the Accounting statements be accepted as a correct record.   |
| <b>21.4</b> | <b>To sign Annual Return and submit for Audit. Resolved:</b> that the Annual return be signed by the Chair and submitted for Audit.  |
| <b>22.</b>  | <b>To confirm Expenditure</b><br>£129.60 – HMRC (PAYE & NI)<br>£194.28 – B M Champness (Salary for April/May/June)<br>[ ] denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed<br><b>Payments made by Direct Debit - £</b> |
| <b>22 1</b> | <b>Resolved:</b> That the above payments be made with the correct figure to pay the Clerk was £194.68 and £129.20 to HMRC. It was also agreed that Mr G S Parkes be paid £150.60 for dealing with the Internal Audit   |

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| <b>23.</b> | Any other business – <i>Reminder – by law no decision can be made under this item only information exchanged.</i>  |  |
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|            | <b>23.1</b>  | A question was raised about whether we could apply for a refund of the VAT element on the new play equipment. The Clerk explained that he had spoken to the Internal Auditor who was satisfied we could apply for this to be refunded as the invoice was addressed to the Parish Council and the VAT element was not specifically covered by any part of the donations received towards the costs. |
|            | <b>23.2</b>  | It was discussed how often the Bank issued printed statements and it was decided that the Clerk would have the latest statement to hand for inspection at future meetings. It was also decided that the Clerk should make enquiries with the Bank as to how Councillors could make online inspections of the account balances.   |
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|            | <b>23.3</b>  | There being no other business the meeting was formally closed at 19.33   |
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| <b>24.</b> | The date of the next Parish Council meeting – to be held on <b>Monday 15<sup>th</sup> July 2019</b> at 7.00 p.m. at St Andrew's Parish Hall, Witham on the Hill. |  |
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