

**MINUTES OF WINCLE PARISH MEETING OF OFFICERS**  
**HELD ON 18<sup>th</sup> JUNE 2007**

**Present:**        Mr P Woodcock (Chairman)        Mr J Weston (Clerk)

**Introduction**

The Clerk (JW) explained that the purpose of this meeting was for the Parish Officers to:

1. Approve the parish accounts for year ended 31<sup>st</sup> March 2007, which had already been internally audited by Peter Malkin FCA. ( The Annual Return would then be completed and forwarded to the chartered accountants, UHY Hacker Young, Chester, for the external audit);
2. Review the system of internal control of the accounts as well as the effectiveness of the system of internal audit;
3. Review and discuss the adoption of the Department for Communities and Local Government (DCLG) revised Code of Conduct for local authority members.

**Parish Accounts**

JW stated that the bank balance at 31.03.07 was £309.06.

Costs for the year were as follows:

- £14.50 for the hire of the school for last year's AGM;
- £70.36 for the website annual web-hosting charges;
- £ 6.92 for postage.

The accounts were approved by the Officers and they wished to register their thanks to Peter Malkin FCA for agreeing to do the Internal Audit of the 2006/7 accounts.

**Action:** JW to submit 2006/7 annual accounts for external audit to UHYHacker Young, Chartered Accountants, Chester.

**Review of Systems Control and Internal Audit**

The officers reviewed and discussed the systems of internal control on their accounts, as well as the effectiveness of the system of internal audit. They agreed that the internal audit system was effective and that they had adequate checks in place for the internal control of their financial accounts. Therefore, they agreed that a statement of assurance could be made on both these points.

**DCLG Code of Conduct**

The officers reviewed and discussed the Department for Communities and Local Government (DCLG) revised Code of Conduct for local authority members and agreed to adopt the Code.

**AOB**

There was no other business.