**WINDLESTONE PARISH COUNCIL**

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**Minutes of Ordinary Meeting**

**Held 18th May 2017**

**Present:** Councillor Phil Woods (Chair)

Councillor David Hall

Councillor David Doran

Karen Younghusband, Clerk & Responsible Finance Officer

**155/17-18 Apologies**

No Apologies had been received

**156/17-18 Approve the Minutes of the Ordinary Meeting of the Council held on**

**30th March 2017**

The minutes were agreed as a true and accurate record.

**157/17-18 Matters Arising from the Minutes**

No matters were raised.

**158/17-18 To Receive Comments from Members of the Public as Appropriate**

No members of the public were present and no comments or issues had been raised by residents.

**159/17-18 Finance**

**159.1/17-18 Approve Annual Accounts for Year Ending 31st March 2017**

It was agreed to approve the Annual Accounts for the year ending 31st March 2017, including the Cash Book, Bank Reconciliation Statement and s1 and s2 of the Annual Return, which was signed and dated accordingly.

Karen reported that as from next year BDO would no longer be the appointed Auditor for the Parish Council. As soon as more details were available Karen would report back to Members. Councillor Woods queried whether a charge would be levied by the new Auditor. Karen was not 100% sure but thought that the arrangements would likely be the same as with BDO.

**159.2/17-18 Receive Report of the Internal Auditor for Accounts for**

**Year Ending 31st March 2017**

Members received and accepted the Internal Audit Report prepared by Derek Shingleton for the Year Ending 31st March 2017.

**159.3/17-18 Approve Expenditure Incurred by the Council**

All expenditure incurred by the Council was deferred pending the arrival of a new cheque book. Karen had chased this up and would continue to do so. Once the cheque book had been received Karen would contact Councillor Woods to approve and sign cheques for expenditure incurred accordingly.

**160/17-18 Planning**

There had been no planning applications received within the Parish but the system seemed to be working and notification of all application in the Parish were now being received.

**161/17-18 Correspondence**

The only correspondence received was a Poster regarding the new Public Space Protection Order (PSPO) being enforced by Durham County Council. Councillor Hall agreed to place a copy of the poster in the Rookery Gardens Noticeboard while Karen would ensure one was displayed in the noticeboard at Windlestone Park.

**162/17-18 Any Other Business**

Efforts would continue to be made to recruit a new Councillor for the Parish to replace former Councillor Bailey. Councillor Doran thought one of his neighbours might be interested in the position and agreed to enquire into this and let Karen know asap.

**163/17-18 Date and Time of Next Meeting**

It was agreed that the next Meeting of Windlestone Parish Council be held at 6.00pm on Thursday, 24th August 2017 at Chilton Community College.

With no further business to discuss the Chair declared the meeting officially closed at 7.35pm.

**SIGNED: ……………………………….. (Chair) DATE: …………………….**