

# Copdock & Washbrook Parish Council

Minutes of Extraordinary meeting of the Parish Council held on Thursday 22 June 2017  
at 7.30pm, Church Room, The Street, Washbrook

**Present:** Chairman Keith Armes, Vice Chairman Mike Watling, Cllr Peter Jones, Cllr Tina Sutters, Cllr Chris Coupland, Cllr Andy Mexome, Clerk.

**1374/1718 Welcome and Apologies:** Chairman Keith Armes opened the meeting.  
Apologies: Cllr Christ Coupland.

**1375/1718 Declaration of Interest:** None.

## **1376/1718 Financial Matters to include**

- a. Approval of Annual Return (including approval of Statement of Accounts and Annual Governance Statement). Considered, proposed by Peter Jones & seconded by Mike Watling, minuted and approved.

Notes from internal audit:

- Reserves must be minuted, general and earmarked - Draft Considerations document was sent with audit
- Recommend reclaim VAT every month, but council decided it causes a disproportionate amount of work
- Internal Control Document - review and update date (this was a typo)
- Recommend including Corporate Manslaughter in insurance policy

Date of next meeting: Tues 11 July 2017.

Meeting closed at 20.17hrs.