*Chelmondiston Parish Council*

**Meeting on 7 May 2013 Draft mins**  full minutes not written up but will be presented for approved on 4 June 2013

**Agenda ... Item 17.1 a)**

**17.1 a) to consider approval of 2012-2013 accounts.**

Copies of the full accounts along with the Summary of Receipts and Payments, Bank Reconciliation and the Reasons for Variance had been given to all the Cllrs prior to the meeting. The Chairman had checked all balances.

**Proposal:** to accept the 2012-2013 accounts, as written and for the Chairman to sign.

**Proposed:** Cllr Dot Cordle **Seconded:** Cllr Beryl Walker **Vote:** all in favour.

**b) The Annual Return - to consider approval of Statement of Accounts and Annual Governance Statement.**

Copies had been given to all Cllrs prior to the meeting.

**Proposal:** to approve the **Statement of Accounts** **2012-2013** (Section 1 of the Annual Return) as written and for the Chairman and the Clerk/RFO to sign (Minute ref: 17.1 b)

**Proposed:** Cllr R Kirkup **Seconded:** Cllr Dot Cordle **Vote:** all in favour.

**Annual Governance Statement.**

The Chairman read out the statements to Council.

**Proposal:** to approve the **Annual Governance Statement** **2012-2013** (Section 2 of the Annual Return) as written and for the Chairman and the Clerk/RFO to sign (Minute ref: 17.1 b).

**Proposed:** Cllr C Keeble **Seconded:** Cllr M Stevens **Vote:** all in favour.

**c) To consider approval of the Intermediate Audit Questionnaire**

The Clerk went through the document but was unsure of what was required for Q04 b).

It was agreed that Clerk would seek advice from SALC and present the document for approval at 4th June 3013 meeting.

The Accounts to be despatched after 4th June meeting; to be with BDO by 30th June.

**17.2 RFO's Monthly Report**