

Minutes of the Extra-ordinary Town Council Meeting held on Wednesday 27th June 2018 at 7pm in the Sportsman Meeting Room, Birchwood Leisure Centre, Longmead, Hatfield.

PRESENT: Jack Nelson – Town Mayor

Councillor Frank Bowron	Councillor Eames-Petersen
Councillor Lenny Brandon	Councillor Sheila Jones
Councillor Heather Ciarleglio	Councillor Phil Knott

OFFICERS: Carrie Lloyd (Town Clerk)
Sam Frake (Finance Officer)

27. APOLOGIES

Apologies for absence were received from Councillor George Relph (ill health), Councillor James Broach (holiday), Councillor John Fitzpatrick (Caring commitment), Councillor Kerstin Holman (ill health), Councillor (Kim Langley (ill health), Councillor Linda Mendez (family ill health), Councillor Geoff Wiltshire (work commitment) and Councillor Bhumi Zhaveri (work commitment).

28. DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest.

29. QUESTION TIME

There were no questions.

30. ANNUAL RETURN FOR YEAR END 31 MARCH 2018

Members noted the Annual Accounts 2017/18. Members noted that the completed accounts would be out to public consultation from 2 July. The advertisement would be displayed on the Council's notice board.

It was noted that the fixed assets would be adjusted by increasing their value by £66,785 to bring to an end to uncertainty over the accounts that the current Finance Officer would use in the future. Members congratulated and thanked Sam Frake for her hard work.

Members raised concerns at the increase in staffing costs and requested that the Town Clerk and Head of Operations look at reducing administration costs as soon as possible.

RESOLVED that;

- (i) Section 1 - The Annual Governance Statement on Page 2 be approved and the Mayor be authorised to sign Page 2 on behalf of the Council;

- (ii) Section 2 – Accounting Statements 2017/18 on Page 3 be approved and the Mayor and the Clerk be authorised to sign Page 3 on behalf of the Council;
- (iii) The Annual Internal Audit Report 2017/18 at Page 5 be noted and referred to Resources and Policy Committee;
- (iv) The checklist at Page 6 be agreed.

(Action: Mayor and Clerk)

31. DATE OF NEXT MEETING

Noted that the next meeting will take place at 7.30pm on 25th July 2018.

Closure: 7.30pm

Mayor