

Bramham Parish Council

Monday 25 June 2012

PRESENT: Cllrs:- V.M. Whitbread (Chairman), K. Innocent, M.Batt, J. Halliday, S. Jones ,M Rhodes, A. Mackie (part)

Others: I resident

In attendance: M Lynch (Clerk)

PUBLIC SESSION

None

1. APOLOGIES FOR ABSENCE

Cllrs Blanchard and Henderson

2. DECLARATION OF PREJUDICIAL/PERSONAL INTERESTS

None

3. To agree a revised Code of Conduct as required by the Localism Act 2011 and completion of Notification of Disclosable Pecuniary Interests and other Interests.

The draft code of conduct together with the notification of disclosable pecuniary interests and other interest forms and the associated procedure for considering complaints alleging a failure to comply with a member's code of conduct within the area of Leeds Metropolitan District Council had been previously circulated. The clerk advised the Council that the draft code of conduct was that which has been recently adopted by Leeds City Council. This code was recommended to the Council on the basis that as Councillors would be subject to the procedure for any complaints alleging failure to comply with a Member's Code of Conduct within the area of Leeds Metropolitan District Council, it would seem appropriate to adopt the same code of conduct as that for members of Leeds City Council.

The Clerk in recommending this course of action drew Councillors attention to the following:

- The requirement to disclose the interests of spouse, civil partner, a person with whom the Member is living as husband or wife, or a person with whom the Member is living as if they were civil partners, so long as the Member is aware that the other person has an interest.
- The requirement to disclose any contributions (other than from the relevant authority) made or provided within the relevant period in respect of any

- expenses incurred carrying out duties as a member or towards election expenses(the relevant period means the period of 12 months ending with the day on which the Member completes the notification)
- Land interest includes the Members home as well as land within the area of the relevant authority
- The requirement to publish the notification of interests on the PC & LCC website. This requirement would be met by the PC providing a link from its website to that of LCC where the register would be published & maintained by LCC.
- The need to advise the Monitoring Officer of any change in interests within 28 days of any such change.

It was **RESOLVED** that the Code of Conduct based on that of Leeds City Council together with the procedure for considering complaints alleging failure to comply with a Members Code of Conduct within the area of the Leeds Metropolitan District Council be adopted. Moved: Cllr Whitbread: seconded: Keith Innocent

Those Councillors that had yet to complete the notification of Disclosable Pecuniary Interests and Other Interests were asked to return to the Clerk as soon as possible.

4. Financial Matters

To approve the Annual Statement of Accounts for 2011/12

To approve the Annual Governance Statement for 2011/12

The Clerk advised the meeting that the internal audit of accounts for the year ended 31 March 2012 had been completed. The Clerk drew the Council's attention to Paragraph F of Section 4 of the Internal audit report which noted that the audit had not covered a Petty Cash Account. The Clerk wished to clarify this because previous internal audits had agreed that petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. The PC does not have a petty cash account. All payments are entered in the payment schedule. Petty cash vouchers had been used as receipts for payments received by the two previous clerks & other employees. However as cheques were issued to these employees there was no need for this practice.

With regard to the Annual Governance Statement for 2011/12 the Clerk advised that a 'no' had been declared for paragraph 2 and 7. With regard to paragraph 2, the Clerk had registered a 'no' because a bank reconciliation for the quarter Oct 0 Dec. With regard to paragraph 7, the Clerk had registered a 'no' because a bank reconciliation statement for the quarter Oct – Dec 2011 had not been completed. Nor had spot checks on the financial system been carried out. The 'no' in respect of paragraph 7 related to the Council not formally considering a recommendation by a previous internal auditor that the Council consider the appointment of an internal auditor in line with NALC guidelines.

The clerk had provided explanations to the external auditor for the weaknesses identified and had set out how the Council would address these weaknesses.

It was **RESOLVED** to approve the Annual Statement of Accounts for 2011/12
It was **RESOLVED** to approve the Annual Governance Statement for 2011/12
Moved Cllr Whitbread seconded: Martin Batt.

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Chairman

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