

**Upper Rissington Parish Council**  
**Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT**  
**Telephone: 01451 810839 - mobile: 07774357802 - email: clerk@upperrissington.net**

**Minutes of the Parish Council Meeting held on Wednesday 30th<sup>th</sup> May 2012 at  
Upper Rissington Village Hall**

**Present:** Cllr Harrison (Chair), Cllr Flint, Cllr Arnell, Helen Parry (Clerk) and Siân Cassie (RFO),  
**In attendance:** 0 members of the public.

1. **Apologies:** Apologies were accepted from Cllr Aspinall and Cllr Timms.
2. **Declarations of Interest:** There were none.
3. **Receive Internal Auditors Report:** The Internal Auditor's Report (copy available) was read out and the RFO gave an explanation of the points raised. Any deficiencies will be addressed for next year's audit.
4. **Approve the Annual Return to send off to the External Auditors:** This was not available for approval as it was still with the Internal Auditor.
5. **Approve Statement of Internal Control:** This will be done at the next meeting following the approval of the Annual Return
6. **Resignation of the RFO and handover to the Clerk:** Following the appointment of the new Clerk and the conclusion of the audit the RFO's resignation from the Parish Council will take effect.
7. **Confirm Clerk as a signatory on the bank account and remove RFO, read out the resolution:** The resolution was read out regarding changing the signatories on the council's bank accounts and the form was duly signed.
8. **Date of next meeting.** The next meeting will be a normal PC meeting, held on Monday 11<sup>th</sup> June at 7.30pm

Chairs Signature:

Date: