

**MINUTES OF THE EXTRA MEETING OF POTTO PARISH COUNCIL
HELD ON MONDAY 3 SEPTEMBER 2007**

Present: Councillor Mrs J Williams (Chairwoman) Councillors Mr N Walters and Mr G Woodhouse

2 members of the public

Apologies for absence were received from Councillors Messrs L Bailey and A Wilde.

1. **Letter from Mr G Stapleton re his planning application**

The Chairwoman said that the Council acknowledge receipt of Mr Stapleton's letter and have noted his comments. Councillor Walters said the letter merits some discussion and it needs to be deferred for some further discussion at a later date as Mr Stapleton has spent a lot of time preparing it.

2. **Standing Orders Clause 77**

The YLCA had sent an e mail saying that the Council's standing order for the procurement of goods and services should be quite detailed. There is an item covering contracts in the Financial Regulations which the Council is considering for adoption and this can be modified and used. It was agreed that the NALC Standing Orders, with modifications as agreed by YLCA should be tabled for adoption at the next meeting.

3. **Financial Regulations**

Model Financial Regulations had been received from YLCA and these can be modified to suit the financial activity of the Council. Councillors will look at the Regulations and bring their recommendations to the next meeting.

4. **Risk Analysis**

The Financial Risk Analysis dated January 2006 was discussed and the meeting agreed that no changes were required. The insurance policy excess will be looked at.

5. **Review of the Effectiveness of the Internal Audit**

Information had been received from Mazars, the external auditors concerning Internal Audit. It was divided into two sections – Meeting the Standards and Characteristics of Effectiveness. Items 1-5 of Meeting the Standards were gone through and agreed. The Council thought that the second section Characteristics of Effectiveness was aimed at larger councils. The internal auditor will be asked to provide terms of reference prior to next year's audit.

The Chairwoman declared the meeting closed at 8.55 pm.