

## **TOGSTON PARISH COUNCIL**

Minutes of the Meeting held on 3<sup>rd</sup> April 2018

**Present:**

Councillors:

S. Jeffrey            -Chairperson            F.Moore  
A Cairns  
J Robison-clerk

**Apologies for absence:** None

**Minutes from Previous Meeting:**

The minutes of the meeting held on 6<sup>th</sup> February 2018 were agreed as a true record and signed

**Disclosures of Members Interests:** None

**Allotments:**

Two allotment holders cancelled their tenancies. One allotment was allocated to T Carruthers  
It was agreed to purchase 2 new planters

**Bollards at East View:**

Councillors agreed to the purchase and installation of bollards along the side of the parking bays at East View

**100 Years Celebration of End of World 1:**

The chair gave feedback from the meeting she attended and councillors discussed holding a coffee morning as Togston's contribution to the proceedings

**Audit 2017-2018:**

The risk assessment was reviewed for this year and changes were agreed

A Year End Balance Report was presented and agreed

The internal processes for the accounts were discussed and councillors agreed that these were adequate

The clerk outlined the new arrangements for auditing the accounts and it was agreed to send off the exemption form to the external auditors

**Correspondence:**

Letters were read out and given to interested parties

**Finance Report:**

A report for February/March 2018 and spendings for April 2018 were read out by the Chair

The Yearly Parish Meeting and the AGM for Togston Parish Council meeting will be held on 1<sup>st</sup> May 2018

There being no other business the meeting closed at 6pm

Minutes approved by.....

Date.....