



COLWICH PARISH COUNCIL

Colwich Parish Council Disclosure Log

Request: CPC FOI 06/25

Subject: Spring Newsletter

Question:

May I refer to the minutes of the CPC full meetings published on your website. I have noticed that in some of the minutes containing the Nominal Ledgers that you have not included the £ amount or the transaction details. May I ask if this was deliberate? As they are pdf's, were they signed off as true and accurate (but incomplete) in the main account records. May I ask that your website is very quickly updated with the full information and that you let me know when this is done.

The records that I am mainly interested in concern minutes from 3rd Oct 2024 and 7th Nov 2024. However I am aware of other dates

Response:

Payments and receipts are reported during the Finance and Administration agenda item of Full Council meetings. The reports are then included in the minutes, being lifted from our accounts system and inserted into a Word document before being converted into a pdf and posted as a draft copy. The minutes are then checked by Council before being agreed and signed as a true and accurate record. The pdf of the final agreed minutes, without the "draft" watermark, is then posted on the Council website. Council minutes are not signed as "incomplete" as they are a complete record of decisions taken during the meeting and the finance information reported.

The 2024/25 minutes, as was the case in previous years, have been checked and cleared by our independent Internal Auditor as being accurate and meeting the requirements of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Smaller Authorities (Transparency Regulations)(England) Regulations 2015. The 2024/25 Annual Governance and Accountability Return, completed by the Internal Auditor and the Full Council, is currently with the external auditor. Their final report will be posted on the Council website.