



EXTRAORDINARY MEETING OF THE PARISH COUNCIL

19 June 2023 - 7.30pm

MINUTES

Present:

Councillors: Cllr. Westin (Vice-Chair - acting Chair for the Meeting), Cllr, Murphy, Cllr. Ward (Cllr. Ashton by Zoom online communication)

Clerk and RFO: Mr S Baxter **Members of the public (MOP):** 0

Meeting commenced at 7.30pm.

Meeting was held at the SALKO Offices, Main Street, Spaldington. All the community were invited to attend the meeting and via the remote function.

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AGENDA ITEMS FOR DISCUSSION AND DECISION

- Welcome to all Councillors.** The Chair will remind all that the meeting is recorded.
The Chair welcomed all Councillors and any members of the public to the face to face Parish Meeting and confirmed that while the Councillors and Clerk were present in person, the meeting was also to be streamed via Zoom for other members of the community and press.
- Members of the public participation** - Any questions will be at the discretion of the Chair.
The Clerk confirmed that there was no members of the public joining on the Zoom connection
- Proposal to exclude members of public from participation** - but can observe
For the following agenda points members of the public can observe the meeting but cannot take part in any debate. Any persons not Councillors or the Clerk will be asked to remain silent and muted on Zoom
The Clerk confirmed that there was no members of the public and thus no motion was needed.
- Apologies for absence from Councillors**
The Clerk noted the absence of Cllr Ashton who was absent due to ill health. It was noted that he was able to join the Meeting through the Zoom online connection which the Councillors thanked him.
 - Motion to accept the apologies of Cllr. Ashton was proposed, seconded and agreed unanimously. Motion carried.*



5. Presentation of Internal Report for 2022/23 – for the Council discussion and vote

The Clerk had previously provided the Councillors with the Internal Audit Report with the attached section 2 of the AGAR. It was confirmed that while there were some minor issues highlighted, in regard to the publication of all the last five years AGAR reports, the model publication scheme (recently introduced), and some minor admin issues - it was a good report that confirmed that the governance and financial management of the Parish Council was to a good standard. The only issue that the Clerk did feel needs to be addressed in a more thorough manner, was the proper discussion and recording of the risk and corporate management area. The Clerk noted that while this was done on a regular basis informally thorough discussion of the Council and Clerk, it was felt that for proper diligence it should be done in a more formal recorded manner to ensure that not only the risk management was done, but that the community could be assured by documentation that it was done properly.

The Clerk confirmed that the IA provided a ‘**reasonable assurance**’ of the processes and management of SPC which meant that no major areas of concern had been found.

The Council discussed the report and felt that as the only significant area that needed addressing was the formal recording of the risk and corporate management, the report did confirm what they felt that the administration, financial management and overall handling of the Parish Council affairs was very good and they complimented the Clerk on the work that had been done, and noted the massive strides forward that the PC had taken since he was appointed and the new administration was in place.

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- *Motion to accept the Internal Audit Report and it's conclusions was proposed, seconded and agreed unanimously. Motion carried.*

6. Report from the Clerk on Internal Audit response – discussion and vote

The Clerk stated that following the internal audit report, there has been several recommendations made by the IA - most of which had been accepted and had already been actioned or completed. The Clerk confirmed that a full response report had been written and a detailed response for each recommendation had been made. Apart from the risk and corporate management, all the accepted recommendations had been acted upon and fully detailed for the Councillors. In regard to the Risk and Corporate Management, the Clerk recommended that later in the year, he would make formal recommendations on how the risk management aspect should be met and that the councillors could then consider the way forward.

The Councillors discussed the Clerk's recommendations to each point and felt it was proper and appropriate response to the points made by the IA.

- *Motion to accept the Clerk's Response and Recommendations to the Internal Audit Report was proposed, seconded and agreed unanimously. Motion carried.*



7. Agreement to send documents to the External Auditor - as required by statute

The Clerk confirms that as the expenditure for the Council had exceeded £25,000 in the financial year of 2022/23, as per statute, the Council was not able to self certify in regard to the governance and that it was required that all the necessary documents were sent to the External Auditor for final approval.

The Council noted the requirements of the legislation and agreed for the necessary documents to be sent to the External Auditor.

- *Motion to agree to send the necessary documents to the External Auditor was proposed, seconded and agreed unanimously. Motion carried.*

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MEETING WAS CLOSED BY THE ACTING CHAIR AT 8.15PM.
