

Parson Drove Parish Council

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Minutes of a meeting of Parson Drove Parish Council

Held on 30th June 2023 at 18:00

Notices of the meeting were posted on the village notice board and on the council's website, giving members of the public the opportunity to participate.

In attendance were Parish Councillors: G Booth (Chairman), P Spriggs, P Williams, A Rouse, R Fowler, P Unwin.

Also in attendance was Clerk David Boyce.

Cllr G Booth Chaired the meeting and opened it at 19:00.

146/23. To agree the apologies

The Council **agreed** the apologies of Cllrs Peter Spriggs and Tania Cook. Apologies were also accepted from FDC Cutler.

147/23. To receive requests for Dispensations and record interests

There were no requests for Dispensations or interests. Councillors were reminded that they could register them at any time during the meeting.

148/22. To receive the internal auditors report

The Council received the internal auditors report. The Council deliberated all the recommendations and **agreed** the following in respect of each item;

- R1; The Council acknowledged the recommendation and noted that on the cashbook both the date of the meeting and the date of the payment were recorded.
- R2; The Council acknowledged that this could be adopted as a process.
- R3; The Council accepted the recommendation.
- R4; The Council accepted the recommendation to get the independent to sign a copy of the bank reconciliation when agreed.
- R5; The Council acknowledged the feedback received, but noted the struggles to replace the website service that was now operating.
- R6; The Council acknowledged the recommendation, with the new AGAR being presented at this meeting in item 149/23.

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- R7; The Council noted the recommendation, where the Chairman commented that there had been a VAT return completed and evidence seen, however a review of the cashbooks from the 2019-2020 tax year would be completed.
- R8; The Council noted the recommendation but felt that the current process worked with two signatures on all presented invoices by the Chairman and Vice Chairman, without needing a rubber stamp also.
- R9; The Council accepted the recommendation, with a view to progressing the changes of correspondence address to the Clerks address with the change of Bank accounts.
- R10; The Council acknowledged the recommendation.
- R11; The Council acknowledged the recommendation and committed to a review of the wage rates being paid in line with the National framework.

149/22. To complete the AGAR and annual audit return

The Council received the section 2 of the AGAR where it was **agreed** and then duly signed. The Council received the section 3 of the AGAR where it was **agreed** and then duly signed. The Council **agreed** to the Exercise of Public Rights from the 5th July 2023 to 14th August 2023, where notices were duly signed in preparation for display in the noticeboard and on the website.

150/23. To collate agenda items for the next meeting

The Council were reminded to bring any items in time for the next meeting.

151/23. To agree a date, time and venue of next meeting

The Council **agreed** to meet on the 12th July 2023.

The meeting closed at 18:45.