

## MILTON ABBAS PARISH COUNCIL

Minutes of an Extraordinary Meeting of the Parish Council held on 28<sup>th</sup> June 2021 in THE SOUTH AISLE, ST JAMES CHURCH MILTON ABBAS, at 7.00pm

### PRESENT

Mr P. Amor	Mr S. Driver
Ms K. Finlayson	Mr S. Gould
Mr N. Hodder	Mr T. Ives
Mr R. Woodhouse (Chair)	

**IN ATTENDANCE** Mrs E. Sellen (Clerk)

1. **APOLOGIES FOR ABSENCE** Mr D. Cocking & Mr T. Khandwala.

2. **DISPENSATIONS** None

It was unanimously agreed to attend to item 7, co-option ahead of other business.

### 7. CO-OPTION OF MS K. FINLAYSON

It was proposed by NH, seconded by SD and unanimously agreed that Ms K. Finlayson should be co-opted to the Parish Council. KF signed the acceptance of office in the presence of the clerk and there were no additional dispensations.

### 3. CONFIRM PARISH COUNCIL EXPENDITURE AND RECEIPTS AND DECLARE EXEMPTION FROM EXTERNAL AUDIT

From the annual return for 2020/2021, it was confirmed that gross income was £17,273 and gross expenditure was £11,934. Since neither expenditure or income exceed £25,000 it was proposed by PA, seconded by RW and unanimously agreed to certify the Parish Council as exempt from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

### 4. RECEIVE INTERNAL AUDIT REPORT & FINDINGS

The internal audit report carried out by Darkin Miller Limited had been circulated by email. With respect to the action plan, councillors agreed the following responses;

3.1 Review and adopt risk assessment – scheduled for review at the July 2021 meeting, added to the Annual Parish Council Meeting May 2022 and annually thereafter.

5.1 File regular VAT returns – VAT to 31/03/2021 has subsequently been filed and the reimbursement was received in May. The Clerk will add to the year end procedures annually.

10.1 Earmarked Reserves – Councillors identified provisions of £10,000 for bridleways, footpaths and easements, and £5,000 for Fixed Asset repairs and maintenance. These will be reviewed as part of the annual budget process in October/November annually.

10.2 Adjusted Errors – The 2020/2021 AGAR has been annotated “Restated” where appropriate. The Fixed Asset spreadsheet has been retotalled to include the addition of the kiosk.

14.1 Screenshot AGAR – The Clerk will photograph the website and email to the auditor prior to deadlines.

It was proposed by SD, seconded by SG and unanimously agreed that the internal report be received, and the action points implemented.

**5. APPROVAL OF SECTION 1 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (PART 2) – ANNUAL GOVERNANCE STATEMENT (PAGE 5)**

It was proposed by NH, seconded by RW and unanimously agreed that the Parish Council could select yes for all statements (except for Trust Funds as none are held by the Council). It was signed by the Chairman and Clerk.

**6. APPROVAL OF SECTION 2 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (PART 2) – ACCOUNTING STATEMENTS (PAGE 6)**

It was proposed by TI, seconded by RW and unanimously agreed that the financial statements signed by the Clerk should be accepted by the Council. It was signed by the Chairman.

**7. CO-OPTION (See above)**

**8. CHAIRMAN'S URGENT BUSINESS**

Revised plans had been received for application reference P/FUL/2021/00489 1, Catherine's Well. Councillors felt that it is still unclear whether appropriate consideration of the dimensions with respect to available space had been carried out. The Clerk will contact the agent and request clarification of the changes, or overlaid drawings (before and after amendments) for consideration.

PA confirmed that the village questionnaire had been distributed.

**9. DATE OF NEXT MEETING**

Councillors were reminded that the next meeting would take place on 14<sup>th</sup> July 2021 in the South Aisle and, there being no further business, the meeting closed at 7.30pm.

Signed:

(Presiding Chairman)

Date: