

POULSHOT PARISH COUNCIL

EXTRAORDINARY PARISH COUNCIL MEETING HELD IN VILLAGE HALL ON TUESDAY 28 June 2022 AT 7.30 pm (IAW LGA 1972 Sch 12 Part II)

MINUTES

To Hear Public Comments/Questions.

No comments or questions. 5 members of the public in attendance. Tamara Reay, Wilts Councillor

1. 19.22 To Consider Apologies.

Present: Mike Davis (Chair), Liz Bissett (Vice Chair), Clare Church, Tim Hues, Nina Jeffries (minutes), Caroline Nichols, Dan Scott (RFO)

2. 20.22 Disclosure(s) Of Interest and Granting of Dispensations

To receive any declaration of interest by a member in relation to matters to be considered at this meeting and to consider requests for dispensations.

None.

3. 21.22 To Approve the Minutes of Previous Meeting - held on 18 May 2022 22.22 Matters arising – deferred

Deferred to the next meeting.

4. 23.22. To Hear Chairman's Announcements.

Welcome to prospective Clerk who was attending the meeting ahead of a decision on employment.
(After note the candidate declined the offer of employment.)

While PPC is without a Clerk:

- Nina Jeffries will fulfil the administrative tasks
- Dan Scott is taking on all financial management as RFO.

Many thanks to all involved for the successful village Jubilee celebrations.

5. 24.22 To review and consider adopting a vexatious policy.

DS noted: is something adopted by many Parish Councils.

CN noted: would be helpful to describe what policy is for benefit of public attending meeting.

MD noted: is a policy to deal with recurring / vexatious complaints. As PPC is going to have significant planning issues to deal with, would be helpful to be able to focus on these.

LB noted: helpful for PPC to adopt appropriate policies in order to protect public and Councillors.

Further discussion of policy and adoption deferred to next meeting.

6. 25.22 FINANCE REPORT

RFO

- 25.22.1** To review and update the "Audit Challenge Action Plan"
DS reported:
- the reports of the last 2 years accounts (2019 / 2020 and 2020 / 2021 have been subject to audit challenges. A letter recommending actions has been received from PKF Littlejohn.
 - an action plan arising from these challenges is in place and has informed the work on the 2021 / 2022 accounts
 - the documents required to close down the 2021 / 2022 accounts were circulated to councillors.
 - the audit action plan will be discussed in more detail at the next meeting as a number of actions are covered by the agenda items that follow.
- 25.22.2.** To receive Current Liquidity statement and bank reconciliation.
- Document circulated and discussed.
 - The bank reconciliation and separation of PPC working funds and the Community Fund now complete.
 - Balances are:
 - Community Fund - £126, 644.46
 - PPC - £10,875.95
 - The second half of the annual precept payment is expected at the beginning of October 2022.
 - The £2517.66 fee paid for work regarding the audit challenge is likely to need transferring from the Council's Savings account to the Treasurer's Current account to avoid going over draw. This large invoice will likely result in the Council exceeding the budget in the first half of the year.
- 25.22.3** To consider the Internal Auditors Report.
DS reported
- Finding an internal auditor has been a challenge
 - Internal Audit and Accounts Check was done by Charlton Baker
 - The Chair (MD) and RFO (DS) (in lieu of Clerk) signed audit statement and notes
 - Regarding point D on the report: The auditors have suggested that the budget for 2022 / 2023 be reviewed quarterly.
 - Regarding point F on the report: no petty cash has been set
 - Regarding point H on the report: the asset register had not been updated for 3 years but DS now has in hand
 - Regarding point M on the report: this was not covered by the internal audit – had been published but not within the required dates
 - Regarding point N on the report: because this is due to be done tomorrow
- MD noted that these are issues which haven't been compliant in the past but the current PPC is addressing these issues.
- 25.22.4** To consider and sign Annual Governance Statement for FY 21/22.
DS reported:
- This is required on an annual basis.
 - Document with statement and additional notes circulated and discussed and signed.
 - DS read the context section of the statement, written by the Chair and RFO, for benefit of the public at the meeting. Councillors approved the statement.
 - LB and all Councillors appreciated DS for all the work on this.
 - LB asked for clarification regarding accounts for the Jubilee celebrations – NJ and DS will liaise on this. DS will prepare a separate account sheet summary when all expenses in. This will include information on the VAT requirements re each payment
- 25.22.5** To consider and sign the Accounting Statements for FY 21/22.
DS reported on the accounting statements and explained variances. Chair (MD) signed and will also sign electronically.
- 25.22.6** To note the period for the exercise of public rights as 29 Jun 22 to 11 Aug 22.
DS reported that this had been publicised as part of the 18th May 2022 meeting, but will also be repeated. It will be on the website from 29th June 2022 in order to be legally compliant.
- 25.22.7** To agree the requirement to appoint of an internal auditor for FY 22/23.

DS reported that for best practice internal audit should occur throughout the year. The books should be looked at a couple of times throughout the year prior to the final internal audit. DS would like to seek 3 quotes to appoint an internal auditor on this basis so that an internal auditor can be in place in September. LB proposed, MD seconded, and all agreed that DS could do this and would report back to the July meeting.

25.22.8 Authorise bills and cheques for payment.

Items 16 – 34 on the Finance sheet were agreed for payment. (Sheet at Appendix 1 to minutes.) Items 9-15 had been approved at the 18 May 22 meeting.

25.22.9. VAT. To note draft, reclaim for FY 21/22

£328,26 VAT to be reclaimed. This claim has not yet been processed because the Savings Champion invoices need to be acquired. All business had been conducted online by historic email addresses. DS awaiting their full invoice with VAT details – he has not yet had a response. LB may have information on this and will liaise with DS.

25.22.10 **Community Fund.** To consider legal advice received on the Terms of Reference and what the fund can be used for.

Deferred, until legal advice has been received. **Action:** Vice-Chair and RFO.

25.22.11 To approve the necessary authorities for: Clerk's Salary, HMRC Payments; Direct Debts and Standing Orders.

DS reported that now most payments are online, full council approval is needed for these for the rest of the financial year, so they can be paid on time and DS will then confirm at the next available meeting and maintain payment vouchers for signing at that meeting.

These regular payments includes – Charlton Baker (monthly, doing payroll - £14); Water rates (twice a year, £25); Website fee (monthly, £18); and ICO (annual subscription, £35).

In addition authority to pay the Clerk's salary and HMRC was requested.

LB proposed, NJ seconded and all agreed to this pre-approval for payment, noting two councillors must authorise any payments anyway.

25.22.12 To agree to review fixed assets and nominate a lead Councillor.

DS reported that the fixed asset register is out of date and was seeking a Councillor to take this on – to locate the fixed assets, note condition and update register. Following which DS will get advice on valuations. TH agreed to take this on.

7. 26.22 CLERK. To receive update on recruitment of replacement Clerk.

LB reported that she, MD and NJ had met with a potential clerk who was attending the meeting tonight.

8. 27.22 TO SET DATE OF NEXT MEETINGS: To Confirm as being held on Tuesday 12th July 2022 at 7.30pm in the Village Hall

Mike Davis
Chair
22 June 22

Note: Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Freedom of Information, Crime & Disorder, Health & Safety and Human Rights.

Mike Davis
12/7/22

