

**A Meeting of Hildersham Parish Council was held on
Tuesday 11th June 2024, in Hildersham Village Hall.**

Meeting started at 7.00pm

**Present: Mark Logan, Darren Long, Rob Clay, and Tom Barton-Owen
one member of the public and the Clerk.**

16. Open Forum- Jean Kelly thanked the Chairman for his kind comments at the end of his annual report. Jean explained that she had been disappointed by the latest email concerning progress on the Neighbourhood Plan from Corrie on behalf of Linton Parish. Mark had not seen the email and agreed to contact Jean after reading it.

17. Apologies were received and accepted from David Mercer.

18. Declaration of interests- none were declared.

19.

Councillors reviewed the Internal Auditors report and recommendations

a) Councillors unanimously agreed to join the ICO, as suggested -**action Clerk**

b) The VAT was to be reclaimed – **action Clerk**

c) The council had adopted Financial Regulations that should be on the website– **action Clerk** to check.

d) The Clerk explained that she would add a column in the expenditure spreadsheet to include the Power under which the expense was made for each item – **action Clerk**.

e) Councillors unanimously agreed that a Statement of Intent would be adopted – **action Clerk**.

f)) Councillors unanimously agreed to adopt a publication scheme – **action Clerk**

g) **Action Clerk** to check that for procurement the limit at which 3 quotations were required was cost more than £750, in SO and FR.

h) The Clerk confirmed that the minutes state that the budget figures were approved by councillors.

i) The year-end figures in the AGAR were amended to reflect the income and expenditure without the Trust funds, and the Clerk .

20. Year-end figure - Approval of year-end figures and review and authorisation of the AGAR section 1 & 2 by councillors.

a) Authorisation of the financial year end figures and the supporting statement- Since the Clerk had removed the Trust transactions from the year-end figures (when advised to be the Internal Auditor) they do not agree with the funds in the bank, which were a higher value. The funds in the Council's accounts were £186.50 more.

Councillors unanimously authorised the year end figures and the supporting statement, acknowledging that there wasn't a balance.

b) **Mark Logan read through section 1 which was then completed as agreed at the meeting; after which it was signed by the Chairman and the Clerk by a unanimous agreement from councillors.**

Councillors unanimously authorised that Chairman and Clerk to complete and sign section 2 of the AGAR on behalf of the council. Although the council had requested an exemption from an audit, the amended figures mean that it no longer qualifies for an exemption.

c) The public inspection period for the audit starts a day after the notice advertising the public inspection period has been posted up. It would run from 20th June – 31st July 2024.

21. Items for the July meeting- actions from the Internal auditor's report

Action: Clerk to let Rob and David know that the July meeting would be held on 16th July, later than normally.

Meeting ended at 7.250pm