

MILTON ABBAS PARISH COUNCIL

Minutes of an Extraordinary Meeting of the Parish Council held on 28th June 2024 in the READING ROOM, MILTON ABBAS, at 7.00pm

PRESENT

Mr I. Baker (Vice Chair)
Mr S. Gould
Ms D. Wyatt

Mr S. Driver (Chair)
Mrs J. Jordan

IN ATTENDANCE Mrs E. Sellen (Clerk).

1. APOLOGIES FOR ABSENCE

Mr P. Ford (Away), Mr T. Ives (Away), Mr T. Khandwala (Child care), Mr S. Martin (Working) and Mrs. Emma Parker (Dorset Councillor).

2. DISPENSATIONS None

3. CONFIRM EXEMPTION FROM EXTERNAL AUDIT

The financial reports had been circulated by email and posted on the website. It was unanimously agreed that with gross expenditure of £13,100 and income of £17,492 the Parish Council should claim exemption from an external audit review.

4. TO RECEIVE THE INTERNAL AUDIT REPORT AND FINDINGS AND AGREE THE MANAGEMENT RESPONSES

The internal audit report had been circulated by email. It was proposed by DW, seconded by JJ and unanimously agreed that the management responses should be as follows:

Recommendation: all payments are noted on the payments list in order to ensure that Council sees and approves each payment made. This will improve the audit trail and reduce the risk of fraud and error.

Management Response: All electronic and automatic payments will be included in finance minutes from now on.

Responsible Officer: Clerk

Deadline: 10/07/2024

Recommendation: future minutes formally record the presentation and approval or budget monitoring reports. This will ensure that the minutes are an accurate record of the business transacted and decisions made by members, and help to ensure that members regularly receive information to enable them to make timely decisions in the event of significant unexpected variances.

Management Response: Clerk will email finance report with agenda and will minute Cllr responses to finance report.

Responsible Officer: Clerk

Deadline: 10/07/2024

Recommendation: [VAT] claims are processed as soon as possible after the year-end, in order to ensure that all income due to the Council is collected.
Management Response: Clerk to submit VAT returns for 2022/2023 & 2023/2024 and annually following 31/03 year end.

Responsible Officer: Clerk

Deadline: 31/08/2024

Recommendation: either the public rights document is kept on the website until after compliance has been tested in the following year's audit, or that screenshots are taken to prove when the document was uploaded and removed, in order to ensure that compliance with the publication requirements can be evidenced.

Management Response: Clerk to obtain screen shot of public rights notice on website.

Responsible Officer: Clerk

Deadline: 28/06/2024

Recommendation: all publications are published at least one day before the start of the public rights period in future. This will ensure compliance with the statutory requirements.

Management Response: Clerk to ensure documents posted online more than 24hrs prior to public rights period.

Responsible Officer: Clerk

Deadline: 28/06/2024

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

The Annual Governance Statement had been circulated by email. It was proposed by IB, seconded by JJ and unanimously agreed that the Annual Governance Statement should be approved.

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

The Accounting Statements had been circulated by email. It was proposed by DW, seconded by JJ and unanimously agreed that the Accounting Statements should be approved.

7. CHAIRMAN'S URGENT BUSINESS

SD drew attention to planning applications that have been circulated by email. The Clerk will apply for an extension for these to be considered at the meeting in July.

SG proposed that the Parish Council should contact Sovereign to complain about the poor quality of the grass cutting carried out in Catherine's Well. It was unanimously agreed that the Clerk should write to Sovereign.

DW advised that she and several residents had cut back the laurel hedge by the bus stop to improve visibility, but the hedge is still overgrown and impinging on

telegraph wires. The Clerk will enquire who's responsible for maintenance of the laurel hedge.

The Clerk was asked to arrange Heras fencing for the swings in the Play Park as the safety tape had been removed and people are still using them.

8. DATE OF NEXT MEETING

Councillors were reminded that the next meeting would take place on 10th July 2024 and, there being no further business, the meeting closed at 7.20pm.

Signed:

(Presiding Chairman)

Date: