

## THORNHACKETT PARISH COUNCIL

### Minutes of the Ordinary Council Meeting held on Wednesday 19<sup>th</sup> June 2024

**Attendees:** Cllrs. Hillier (Chairman), Rogers, Axten, Bromell, Whitsun-Jones (Vice-chair), Taylor-Wade

1. **Also in Attendance:** Mrs S Hillier (Clerk).
2. **Welcome:** The Chairman welcomed Councillors to the meeting. At this point the Chairman explained that there had been an expression of interest from a local resident to join the Council. He and the Clerk had met the gentleman and explained the work of the Council, written outlines of the function of the Council and Councillors were given to him. He had since reaffirmed his interest. His co-option was proposed by Cllr Hillier, seconded by Cllr Taylor-Wade – **carried unanimously**
3. **Declarations Of Interest and Apologies** - Apologies were received from Cllr Baxter and accepted. No declarations of Interest were received.
4. **Minutes of the Annual Meeting held 15<sup>th</sup> May** These had been circulated and were accepted unanimously. Minutes of the Ordinary Council meeting held on 25<sup>th</sup> May had also been circulated and were **accepted unanimously**.
5. **Public Forum** – No members of the public were present.
6. **Finance Report** – A spread sheet of payments due had been circulated. The Clerk explained that the new ‘church’ sign had now arrived. The Clerk requested that the Council purchase the new edition of ‘Local Council Administration’ this was **agreed**. The Chairman proposed that the Council donate £50 to the Royal British Legion following on from the very successful D-Day commemoration held by the Council. This was seconded by Cllr Whitsun-Jones – **agreed unanimously**. The Chairman explained that the Council lap-top was at present not fit for purpose and asked Council to agree for the laptop to go to a local company for the problems to be investigated costs up to £200. **Agreed**.
7. **Internal Audit.** Copies of the report had been circulated to Councillors in advance of the meeting. The current account showed an income of £15643.87 and expenditure of £13973.85 giving a net surplus of £1670.02. There were 9 cheque payments waiting to be cleared. The Bank balance at the 31<sup>st</sup> March was £32540.17 whereas the book balance was £29832.48, the difference being these uncleared cheques amounting to £2817.69. The Section 106/CIL account showed expenditure of £5305.00. There had been no transactions on the Playground account. Councillors were asked if they had any questions – there were none. The Chairman then proposed that £1000 be transferred into the Playground Account from the Current Account as a reserve. Seconded by Cllr Whitsun-Jones. **Agreed unanimously**. The Internal Auditors report was presented. It was decided that review of Councils Financial risks be undertaken in the next year this was **agreed and signed by the Chairman**.

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8. **Annual Governance and Accountability Report.** Councillors were first asked if they had any interest with the External Auditor BDO LLP, none were declared and the form signed by the Chairman and Clerk/RFO.

Councillors reviewed the Annual Governance Statement and agreed the statements 1-8. The Council does not manage any trust funds nor are they sole trustees. This document was agreed and signed by the Chairman and Clerk.

**Section 2 Accounting Statement** The statement was explained by the Clerk/RFO. The difference between boxes 7 and 8 were explained by the uncleared cheques. The Council does not hold any Trust Funds. The Accounting Statement was agreed and signed by the Chairman and Responsible Finance Officer.

**Urgent Business** - The Council's insurance cover is now due. The Clerk has obtained three quotations for the same cover. The quotations were for £777.00 including all taxes from Clear Councils (underwritten by AVIVA), £835.59 for 1 year or £78287 for the first of a three year contract from Zurich, to £1058.89 from Gallagher. Cllr Hillier proposed, seconded by Cllr Whitsun-Jones that the quotation by Clear Councils be accepted – **agreed unanimously**.

9. **Date of Next Meeting** – 17<sup>th</sup> July 2024 at 7.00pm in Thornford Village Hall.