



North Tuddenham Parish Council

Minutes of the Extraordinary Meeting of North Tuddenham Parish Council held on Thursday 15th June 2023 at 7.00pm

Present: Cllrs Stapleton (Chair), Harding (Vice Chair), Baxter (RFO), Hall and Blake; Clerk;

1.0 Chairman's Opening Remarks

The Chairman welcomed all to the Extraordinary Meeting of North Tuddenham Parish Council to consider the AGAR.

2.0 Apologies for Absence

Received and accepted from Cllr Phillips.

3.0 Declarations of Interest – No conflict with Agenda Items

4.0 Public Session

4.1 No members of public present.

5.0 Finance

5.1 To receive and consider the Internal Auditor's Report and Recommendations

This was previously circulated to Cllrs ahead of the meeting. Cllr Baxter (RFO) narrated the main criteria around the IA Report which he confirmed was comprehensive and insightful. A vote of thanks was made to the Internal Auditor and Cllr Baxter for their hard work. The Clerk circulated an accompanying narrative which provided explanation around the IA's recommendations. Actions arising as follows:

ACTION: VAT Return and reclaim for the small amount available – DB

ACTION: S137 – Needs to be shown in Minutes and as a separate costing in the accounts – Clerk and Cllr Baxter

ACTION: Clerk to clarify existence of 1 SAM2 sign with Internal Auditor and evidence its cover on the Parish Insurance Policy

5.2 To agree the Council's Exemption Status in line with criteria for 2022-23 – Cllr Baxter (RFO) explained the premise of Exemption Status. Cllr Harding **PROPOSED** the Council agree that the Council met the qualifications for Exemption Status in accordance with the criteria set out in the Guidance for the 2022-23 AGAR Return ie gross expenditure and gross income does not exceed 25K. **SECONDED** by Cllr Stapleton. **AGREED** by DH and CW. DB (RFO) abstained.

5.3 To agree and sign the Annual Governance Statement & Accountability Return (AGAR): accounting statements and Exemption Certificate, and agree its submission to PKF Littlejohn (the external auditor), and the arrangements for the posting of the notices regarding the public's right to inspect the accounts.

Clerk to North Tuddenham Parish Council: clerk.norhtuddenham@gmail.com

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The Annual Governance Statement and Accounting Statements (previously circulated) were reviewed for completeness and accuracy, and it was **PROPOSED** by Cllr Harding that the Council formally **AGREE** the Documents; **SECONDED**: Cllr Stapleton. **AGREED** by DB and CB. (RFO) abstained. Cllrs unanimously **AGREED** that Officers sign the Annual Governance Statement and the Exemption Certificate in its agreed format. RFO to email Page 3 (Exemption Certificate) to PKF Littlejohn after the meeting and Clerk to post the AGAR return on the Parish Council Website to comply with 1st July 2023 deadline. Signatures made in accordance with requisite.

ACTION: Clerk to publish The Notice of Public Right to Access on the Website and on village Noticeboards where possible – the period for requests to inspect runs from Monday 19th June to Friday 28th July 2023. **NOTED. Unanimously AGREED.**

ACTION Clerk to list IA recommendations for July meeting to ensure all necessary adjustments have been put in place.

- 5.4 To agree to pay Internal Auditor's Invoice** – Cllr Baxter (RFO) presented the invoice. for £50 to the Council. Cllr Harding **PROPOSED** that the invoice be settled in full – Unanimously **AGREED**. DB (RFO) abstained.

- 6.0 To confirm the date and time of the next ordinary Parish Council Meeting** as Tuesday 11th July 2023 – 7.30pm - at North Tuddenham Village Hall

Meeting closed at 19.54.

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