



Minutes of the Extraordinary Meeting of Haddiscoe Parish Council

on Monday 26th June 2023 at 7:00pm

1. Councillors Present: Cllr I Fulcher, Cllr C Robinson, Cllr C Chidgey, Cllr S Kelsey, Cllr B Riley

In Attendance: L Fulcher (Clerk/RFO)

2. To consider accepting apologies of absence:

No apologies were received.

3. To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:

Cllr Fulcher, wife is Clerk/RFO

4. To discuss the Internal Auditor Report and agree the 2022-23 AGAR.

A copy of the Internal Auditor Report and cash book including the analysis of variances and bank reconciliation as at 31.3.23 had been circulated and received by all Councillors in advance of the meeting. As neither the gross income or gross expenditure exceeds £25,000 for the 2022/23 Financial Year, Haddiscoe Parish Council is classed as an exempt authority and the completed Annual Governance & Accountability Return is submitted to PFK Littlejohn. The RFO will upload after this meeting the notice of the period for the exercise of public rights onto the website, the dates agreed being 27th June to 7th August 2023 along with the agreed AGAR and accounts for 2022/2023, to ensure compliance with the transparency code.

The RFO felt it was important to have a full internal audit by a qualified auditor to bring the Council up to all the required regulations as no previous internal audit report was on file. The RFO had been unable to contact the former auditor. The audit looks at all areas of procedures within the Council.

The report was discussed fully. The RFO will action points made for future meetings. Councillors agreed to follow the internal auditor's recommendations for completing the remaining sections on the AGAR to be signed by the Chairman and RFO.

5. The RFO asked if invoice payments can be postponed until the next meeting as she was waiting for confirmation from Barclays that the new signatories had been approved and updated. This was agreed by all Councillors.

6. Confirm the time and date of the next meeting – Ordinary Parish Council Meeting on 3rd June, 7pm at Haddiscoe Village Hall.

The meeting closed at 19:25.

Signed.....

Date.....

Chair