

## QUARNFORD PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held at Flash Village Hall on  
Weds 19<sup>th</sup> June 2024 at 7pm

Present:

Chair: Andy Thorogood (AT)

Parish Councillors: Gary Wenworth (GW), Karen Kidd (KK), Geoff Tunnicliffe (GT), Chris Candy (CC)

3 members of the public

Ms Staden for part up to Item 6

Clerk – Mrs C Withington (CW)

### PARISH COUNCIL MEETING

1.	<b>To receive apologies –</b> PCllr Dean Brockley, Cllr C Beswick	
2.	<p><b>To consider approving and signing the Full Council meeting minutes on 24th April 2024 and any previously unsigned minutes (inc 16th October 2023 and 18<sup>th</sup> July 2023)</b></p> <p><b>RESOLVED</b> to approve the minutes of the previous meeting held on 24<sup>th</sup> April 2024 were signed as a true and accurate record. The minutes were signed at the meeting by the Chair. Other minutes were to be checked and if not signed to be brought to the next meeting.</p>	
3.	<p><b>Declaration of Disclosable Pecuniary interest in any item on the agenda</b></p> <p>None.</p>	
4.	<p><b>Public Participation:</b></p> <p>Noted that there was a matter regarding fly tipping which was now resolved. The position a fence alongside the access to the new playing field was discussed. It was suggested that there may be a need for more wall to come down to achieve the 3ft gap. The fence will be erected by the residents as agreed. Access to the car park to be agreed when the work is planned to start. Residents to confirm the position of their boundary in line with the land registry and their deeds.</p>	
5.	<p><b>Accounts for the Year Ending March 2024 (Ms T Staden)</b></p> <p>The previous year's cashbook was presented by Ms T Stadden at the meeting to the chair. Agreed that the internal audit was required to be carried out before the AGAR could be considered by the Council. <b>RESOLVED</b> to bring the accounts to the next available meeting and to notify Mazars of the expected delay to the publication of the notice for the period of public inspection of the accounts.</p> <p>a. To note the outcome of the Internal Auditor's report in relation to the Accounts year ending 31 March 2024 (and any actions arising from 31 March 2023) (to be circulated in advance) – <b>DEFERRED</b></p> <p>b. To resolve to complete the Certificate of Exemption (for authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 (to be circulated in advance) - <b>DEFERRED</b></p>	<b>Next meeting</b>

	<p>c. To confirm and sign that the assertions in Section 1 Annual Governance Statement 2023/24 of the Annual Return are correct for year ending 2023/24 - (to be circulated in advance) - <b>DEFERRED</b></p> <p>d. To approve and sign Section 2 Accounting Statements 2023/24 of the Annual Return (to be circulated in advance) - <b>DEFERRED</b></p> <p>e. To set the dates for the Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 – suggested to be from Monday 24 June 2024 to Friday 26<sup>th</sup> July 2024 - <b>DEFERRED</b></p>	
6.	<p><b>To note the termination of the previous Clerk/RFO and to formally appoint a new Clerk/RFO on the terms and conditions as agreed and for the Chair to sign the Contract of Employment and agree handover arrangements</b></p> <p>Chair to send a letter of thanks to the previous Clerk. Contract was signed at the meeting by the Chair and Clerk. Clerk to send a scan of the signed page to the Chair.</p>	<b>AT Clerk</b>
7.	<p><b>To review the banking arrangements and authorised signatories and to update the bank mandate accordingly</b></p> <p><b>RESOLVED</b> that current signatories include Chris Candy, Gary Wenworth and Geoff Tunnicliffe. Clerk to be added for administration purposes.</p>	<b>Clerk</b>
8.	<p><b>To receive an update on matters arising from previous meetings</b></p> <p>A brief discussion was held regarding the gate post installation which needs to be 3ft from the boundary for the playing field to keep livestock out. Noted that in order to install the gate it may require to be installed in the wall. CC to review this.</p> <p>Agreed to pay a donation towards the Rose Queen community event of £100 using Section 137 LGA Act. A cheque was signed at the meeting.</p>	
9.	<p><b>To set the meeting schedule for the year ahead (min of 4)</b></p> <p>It was agreed to hold meetings in July (audit), October, January and April.</p>	

### Approved Payments

Chq 631 – Remaining staff salary payment up to June 2024 £300

Chq 632 – Donation to Rose Queen event - £100 S137 LGA