



Buckland & Chipping Parish Council

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MEETING No 329 of BUCKLAND & CHIPPING PARISH COUNCIL

Extraordinary Parish Council Meeting

Monday 17th June 2024, 7.30pm in St Andrew's Church, Buckland

Present: Cllrs Robert Arkle (Chair), Helen Dauris, Jeff Kenyon, Debbie Thompson,

In attendance: Caroline Scott (Clerk), 1 parishioner

Minutes

Meeting opened 19:32

329.1 Apologies for absence

To receive apologies for absence.

Cllrs S Dela-Nougerede, P Baxter-Newman

329.2 Declarations of Interest and dispensations

1. To receive declarations of interest from councillors on items on the agenda
2. To receive and consider members' written requests for dispensations for declarable interests (if any)
3. To grant any requests for dispensation as appropriate

None

329.3 Finance

Annual Governance and Accountability Return (AGAR) 2023/24

Audit requirements for the year ending 2023/24

1. To approve the Annual Accounts 2023/24 **resolved** proposed Cllr H Dauris, seconded Cllr D Thompson
2. To approve the Certificate of Exemption 2023/24 **resolved** proposed Cllr R Arkle, seconded Cllr J Kenyon
3. To approve the Annual Internal Auditor Report for the year 2023/24 **resolved** proposed Cllr J Kenyon, seconded Cllr H Dauris, There are a few discrepancies within the report that have been identified, The risk assessment was reviewed in May 2023 & January 2024 (325.8.1), Asset register was reviewed in January 2024 (325.8.2), staff costs are totalled £3001 not £301. The website has been updated to include all previous year's AGAR documents.
4. To approve Section 1, the Annual Governance Statement 2023/24 **resolved** proposed Cllr J Kenyon, seconded Cllr D Thompson
5. To approve Section 2, Accounting Statements 2023/24, it was noticed there was an error on the staffing costs which should be £3001 not £301 **resolved** proposed Cllr H Dauris, seconded Cllr R Arkle
6. To agree the dates for the public rights period, 19^h June – 29th July 2024 **resolved** proposed Cllr H Dauris, seconded Cllr D Thompson, that the dates be set as 19th June 2024-31st July 2024 and the notice appropriately displayed.

The clerk will now submit all completed audit documentation to the external auditor

329.4 Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 1st July 2024, St Andrew's Church, Buckland

Meeting closed 20:15

Chairman

Date