**Extraordinary HOLFORD PARISH COUNCIL**

Meeting Date, Time and Location:

26th June 2023, 19:00 @ Holford & District Village Hall

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| **Holford Parish Council** | **Initials (XX)** | **Attendance** |  | **Somerset Council** | **Initials (XX)** | **Attendance** |
| Emily Heckscher (ch) chairChairman | EH | **✓** |  | Hugh Davies | HD | **x** |
| Ann Anderson | AA | **x** |  | Rosemary Woods | RW | **x** |
| Emma Cavendish | EC | **✓** |  |  |  |  |
| Mike Copleston | MC | **✓** |  |  |  |  |
| Sarah Nason | SN | **✓** |  | **Police Community Support Officers** |  |  |
| Stuart Moffatt (vice C) | SM | **x** |  | Zack Howe | ZH | x |
| Terry Hayes | TH | **x** |  | **Public Path Liaison Officer** |  |  |
| Karen Scott (clerk) | KS | **✓** |  | Sue Edwards | SE | x |
|  |  |  |  | **Members of the Public** | MOP | 0 |

Key – P = Proposed, S = Seconded

**Purpose of meeting: To review the Annual Governance and Accountability Return and other financial items.**

1. 051/23: **To receive apologies for absence and approve the reasons given –** AA due to pre-arranged commitment -reason approved. SM. TH has resigned.
2. 052/23: **To review Annual Accounts as at 31st March 2023.** KS to date the Statement. Reviewed and agreed. EH advised that there are a small number of invoices missing. KS to locate and update the website.
3. 053/23: **To review budgets as at 31st May 2023** – Reviewed and agreed.
4. 054/23 **To review income received and invoices paid since 31st March 2023** –
   * 1. Income – Precept £7550.00
     2. Expenditure:
        + Microsoft April - £11.28
        + Bank Charges April - £5.00
        + Clerk Salary and HMRC April
        + SALC Training - £25.00
        + Holford VH - £6.00
        + Microsoft May - £11.28
        + Bank Charges May - £5.00
        + A Deptford Defib pads and battery - £318.00
        + Holford VH - £9.00
        + Clerk Salary and HMRC May
        + SALC training - £75.00
        + Zurich Insurance - £526.35
        + Microsoft June - £11.28
        + Bank Charges June £5.00
5. 055/23 **To approve invoices to be paid -** None
6. 056/23 **To review and agree the Grounds Maintenance costs –** Costs agreed although the work normally starts in May. KS to advise the company that their quote has been approved, but confirm that we will not expect to be invoiced for May (and possible June too). In addition, amend the work required to ‘cut around the wall’ on the triangle. Note made to start this process earlier for the next year and also to consider a longer-term agreement.
7. 057/23 **To review Bank Statement as at 31st May 2023 and sign Bank Statement**  – Reviewed and Bank Statement signed by EC.
8. 058/23 **To consider SLCC (Society of Local Council Clerks) membership (cost £75.40 (50:50 split with Kilve PC. Total cost £149)** – Discussed and approved. All agreed.
9. 059/23 **Certificate of Exemption; To consider whether to complete the certificate of exemption to the external auditor** – Discussed and agreed. Exemption certificate signed by EH and KS.
10. 060/23 **Review of internal controls –** KS explained the process. Agreed that it needs to be formally documented and agreed by full Council. KS to document.
11. 061/23 **Annual Governance Statements Section 1; to consider the questions and respond** – Each question was read, discussed and the ‘Yes’ ticked except Q.9 which was N/A. Section 1 was signed by EH and KS.
12. 062/23 **Audit and Accounting Statements Section 2; to consider and agree** – The figures agreed with the accounts as at 31st March 2023 and had been signed by KS prior to sending to our Internal Auditor. The page was signed by EH.
13. 063/23 **Statement of Variance Report; to consider and agree** – The explanation for Q.6 was incorrect. The correct figures should be £1913 for the Jubilee and £437 for Hub. KS to correct.
14. 064/23 **Electors Rights; to note the dates of the exercise of public rights –** The dates are Monday 3rd July to Friday 11th August 2023.
15. 065/23 **Date of the next scheduled meeting is Monday 10th July 2023.** Papers and motions to be included on the agenda should be with KS by Sunday 2nd July 2023.