**DRAFT Minutes of an Extraordinary Meeting of CUTSDEAN PARISH COUNCIL,** held on **TUESDAY 25 JUNE 2024** AT **WEST BARN FARM, CUTSDEAN**, commencing 6.30pm.

Members Present: Cllrs. M. Butler (Chairman), D Beetson, T. Smith and D. Wright

Officer: Ruth Waller, Locum Clerk.

**24.06.25.1** **To receive Apologies for Absence and to approve the reasons given**

None. Clerk confirmed that the meeting was quorate.

**24.06.25.2** **Public Session**: To provide members of the public/press with the opportunity to comment on items on the agenda.

None

**24.05.25.3 Declarations of interests**

None declared

**24.06.25.4 To receive the Internal Audit Report, note recommendations and agree actions**

The Internal Auditor had made the following recommendations:

* All minutes must be published on the website
* The Insurance policy to be reviewed as an agenda item
* That proper procedures for internal controls are implemented

**Action:** Clerk to draft Internal Controls policy for approval at July meeting.

* Bank reconciliation to be included as an agenda item

**Action:** Clerk to include on all future agendas

* Budget to be considered as a separate item on the agenda
* The precept to be noted as a separate item
* An appropriate budget must be set to allow for the Clerk’s Salary to be in line with current employment legislation

**Action:** Clerk to contact GAPTC to investigate this further (see minute ref. 24.06.25.9).

* Website accessibility statement to be included on the website

**Action:** Cllr. Butler to investigate on implementing this on the current Parish Council website.

* Payments list to be included on the agenda

**Action:** Clerk to include on all future agendas

* Summons must be included on the agenda

**Action completed 19.06.24**

The Clerk also recommended the following actions:

* That any Direct Debits/Standing orders are minuted at the Annual Meeting of the Parish Council to be held in May 2025.
* VAT column to be added to the Accounting Spreadsheet

**Action:** Cllr. Butler to complete this action by 8 July 2024.

**24.06.25.5 To confirm that the Parish Council is exempt from external audit and signing Certificate of Exemption on part 2 of AGAR**

**COUNCIL AGREED** to register as exempt from external audit. The Certificate of Exemption was duly signed by the Responsible Financial Officer (RFO) and the Chairman.

**24.06.25.6 To approve** **the Annual Governance Statement 2023-24 (Section 1)** **for external Auditors PKF Littlejohn**

**COUNCIL APPROVED** the Annual Governance Statement 2023-24 and was signed by Chairman and the Clerk.

**24.06.25.7 To approve and sign the Accounting Statement 2023-24 (Section 2) for external Auditors PKF Littlejohn**

**COUNCIL APPROVED** the Accounting Statement 2023-24 and was signed by Chairman and RFO.

**24.06.25.8 To confirm the period for the exercise of public rights to inspect the** accounts

The period for the exercise of public rights to inspect the accounts for 2023-24 2as confirmed as from Wednesday 27 June until Thursday 8August 2024.

**24.06.25.9 To consider the Recruitment of Parish Clerk/RFO and agree actions**

Following lengthy discussion**, COUNCIL AGREED** that this matter required further engagement with GAPTC and Cotswold District Council (CDC) regarding the future of this Parish Coutil.

**Action:** Clerk to contact GAPTC and CDC and report back at next meeting.

**24.06.25.10 To consider matters for the agenda of the next Parish Council meeting**

* Toreceive recommendations in relation to the future of this Parish Council
* To consider the role of the Clerk/RFO

Meeting closed 8.45pm