Little Stanney & District Parish Council
Parishes of Croughton, Little Stanney,
Stoak and Wervin

MINUTES OF MEETING 2

Minutes of the meeting of the Parish Council held on
MONDAY, 10th JUNE 2024 at **7pm** in **LITTLE STANNEY VILLAGE HALL**

Present: Cllrs Astbury (Chair), Carter, Hartshorn and Pemberton, and A Kunaj (Clerk).

23. APOLOGIES FOR ABSENCE
Resolved to accept apologies for absence from Cllrs P Carter (business) and J Thomas (personal). Members noted the absences of Cllrs Mountfield and Parry.

24. PUBLIC SPEAKING TIME: None.

25. DECLARATIONS OF INTEREST: None.

26. MINUTES OF THE MEETING
Resolved to approve the minutes of the meeting held on 28th May 2024 as a correct record. The Chair signed the minutes.

27. ASSETS
Resolved to approve the list of Fixed Assets and total value of the assets being £33,838 as at the year-end, 31.03.24.

28. INSURANCE
Resolved to approve the Council's insurance requirements, as listed on the assets list and that the service to be provided by Zurich Insurance.

29. ANNUAL RETURN for Financial Year ending 31.03.2024

a. Members receive and considered the internal auditors report. Arising from the report:
   i. R1: Resolved to reduce the single authorised payment amount to £1,000.
   ii. R2: Agreed that, should the Clerk be unable to carry out her duties, for up to a 3-month period, they would be happy to nominate a Council member for a temporary period of time (unpaid). For more than 3 months, they would look to appoint a locum Clerk.
   iii. Other considerations: It was noted that the underpayment due had now been made and the overpayment was being progressed by the Chair. The 2024-25 budget would be amended to reflect the amount of VAT due to 31.03.24 of £1,311.85.

b. Resolved to receive and approve the Internal Audit Report (Annual Governance and Accountability Return - AGAR page 4). The VAT and assets elements were noted.

c. Resolved to complete and approve section 1 – AGAR Governance Statement 2023/24 (page 5).

d. Resolved to approve section 2 – AGAR Accounting Statement 2023/24 (page 6).

e. Resolved to approve the Certificate of Exemption AGAR 2023/24 (page 3).

30. ITEMS FOR INFORMATION/AGENDA ITEMS FOR NEXT MEETING: Funding for new/replacement assets was desired. It was for members to agree priorities.

31. DATE AND TIME OF NEXT MEETING
The date of the next meeting on Tuesday 23rd July at 7pm, was noted.

Meeting closed at 19:50.

Signed____________________________________**Dated**______________