

**Minutes of an Extra Ordinary Meeting of Stanford Dingley Parish Council held on
Tuesday 24th June 2024 at 3pm in the Club Room, Stanford Dingley.**

Present: Cllr. E. Hanrahan (Chairman); Cllr. S. Logan; Cllr. T. Rudd; Mrs. H. Pratt (Clerk).
No members of the public.

1 Apologies.

Apologies of absence were received from Cllr. Bucknell and Cllr. Fullerton.

2 Declaration of Interests.

2.1 Updates to the Register of Interests.

There were no updates to the Register of Interests.

2.2 Declarations of Interest in Agenda Items.

There were no declarations of interest in any agenda items.

3 To consider the Internal Audit Report.

The internal auditor raised the following points:

- SDPC must move to online banking; this is in progress.
- VAT reclaims must be bought up to date.
- The Clerk's contract and salary must be reviewed and the rate of pay bought up to date; there has been no pay rise since 2015. SDPC must make a retrospective payment for pay awards not actioned in the past. A new contract must be issued based on the NALC template. It is suggested that BALC/HALC are contacted for assistance in doing this. The Clerk will send the NALC template to Cllr. Hanrahan before the next meeting.
- An uncleared lodgement is shown in the accounts which should be taken out and put into this year's accounts, when it is received.
- The latest NALC template for financial regulations needs to be adopted at the next available opportunity; this will be considered at the July SDPC meeting.

4 The Annual Governance and Accountability Return.

4.1 Exemption from External Audit.

SDPC has both income and expenditure under £25,000, and meets the other criteria required to claim exemption from external audit.

SDPC therefore resolved to claim exemption from external audit.

4.2 Annual Governance Statement.

SDPC considered the Annual Governance Statements. It was agreed that SDPC could not answer "yes" to statement 7: *We took appropriate action on all matters raised in reports from internal and external audit.* Issues concerning the Clerk's contract and salary were raised during internal audit in FY23/24 and have not yet been addressed.

It was resolved that all other statements had been complied with and Cllr. Hanrahan and the Clerk signed the statement.

4.3 Annual Statement of Accounts.

It was resolved to approve the annual statement of accounts for FY24/25 and it was signed by Cllr. Hanrahan.

5 Meeting Closure.

There being no further business, the meeting closed at 3.20pm.

Date of next SDPC meeting:

Ordinary meeting: Tuesday 29th July 2024 at 7.30pm in the Club Room.

Signed:

Date: