DONYATT PARISH COUNCIL

Minutes of the Extraordinary meeting held on 14th June in the David Willis room at 1930.

Present: P. West (Chair), D. Light (Vice-Chair), B.Porritt, K.Light, M. Grabham, H. Byant (outgoing Clerk).

**1 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS.**

All present as above except J.Attesley (due to Covid). Those present wished him a speedy recovery.

**2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**

 None.

**3 TO CONFIRM THE MINUTES OF THE MEETING HELD 9TH MAY 2022**

 (Draft minutes already circulated)

TO CONSIDER: the approval of these minutes as a true record.

Deferred to next full meeting to be held on 11th July.

**4 MATTERS ARISING AND OUTSTANDING ACTIONS**

None - linked to no.3 above and also deferred until next full meeting.

**5 ACCOUNTS FOR FINANCIAL YEAR 2021/22**

(1) TO CONSIDER**:** the report from the Internal Auditor

(2) TO CONSIDER: This Council certifies themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations (Income and Expenditure below £25,000)

(3) TO CONSIDER: that as members of Donyatt Parish Council we acknowledge our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the Council’s accounts for the year ended on 31.3.22 that we agree YES to questions 1-8. (Trust funds not applicable) of the Annual Governance Statement

(4) TO CONSIDER: In accordance with the Accounts and Audit Regulations 1999, this council approves the accounts for year ending 31.3.22

Confirmed that all present had received copies of audited accounts.

Voted on and unanimously accepted.

**6 STAFFING COMMITTEE**

To Consider: Terms of Reference

ToR’s voted on and unanimously accepted.

**7 NEW CODE OF CONDUCT**

To Consider – Adoption of the new Code

 Code of Conduct voted on and unanimously accepted.

**8 BANK MANDATE**

To Consider: additional authorised signatories.

P. West is now additional cheque signatory.

**9 CLERKS FINAL PAY ENTITLEMENT**

(Confidential report from the Clerk refers)

The Clerk’s contractual employment with Donyatt Parish Council ended on 9th June 2022 after one month’s notice.

Cheques due to H. Bryant: Final pay and Gratuity = £2325.69. HMRC = £904.84. Expenses = £45.98

Final amounts to be discussed between H.Bryant and P.West as there was some discrepancy between the total of the above amounts and the amounts appearing on the final accounts.

**10 MATTERS FOR REPORT ONLY**

* Summary of agreed actions from the meeting. What Action, by whom, by when and when completed.
* Discussion of urgent action.
* Items to be included for the next agenda
* Date, time and venue for the next meeting
* Nothing to report except date, time and venue of next full meeting - to be held in the David Willis Room on 11th July starting at 1930.