

Minutes of Extraordinary Meeting on Tuesday 27th June 2023 at Broad Oak Village Hall at 7pm

Present:

Vice Chairman Councillor John Hogben

Cllr Karen Isaac, Cllr Peter Campbell, Cllr Peter Wenham, Cllr Ann Davies

Dawn Hyams, Clerk

7723. Apologies for absence

Councillor Ashley Bubb (Chairman), Canterbury City Councillor Harry McKenzie and Canterbury City Councillor Keji Moses

Public questions.

Vice Chairman Councillor John Hogben welcomed everyone to the meeting and asked if there were any questions from the public.

1. Was asked for the dates for public viewing of the accounts, as has been asking for 5 years now and for whatever the reason. The last time we were given a slot of the last 15 mins, on the last day of the 30 days. The Chair said sorry I have no paperwork with me. We know we have a right to see them. The Clerk confirmed from the 1 July 2023 till 30 July. She said she will make an appointment.
2. What is the name of the internal auditor? The Clerk confirmed that it was Lionel Robbins.
3. Asked for a copy of the recorded minutes from 14th June 2023. The Clerk confirm she will email this.

7724. To receive Declarations of Disclosable Pecuniary Interests and other Significant Interests and Voluntary Announcements of Other Interests on any agenda items and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.

None.

7725. To approve the minutes of the Annual General Parish Council Meeting held on Wednesday 31st May 2023.

Cllr Hogben said he had read through them. Does anybody else have anything to say about the minutes. Cllr Davis said reading the minutes it is difficult to understand exactly what is being talked about. They are not wrong but it incomplete in explaining exactly is being talked about. Anyone reading the minutes who didn't go to the meeting wouldn't know what it's about. Cllr Isaac said she was at the meeting and to her they seem ok. Cllr Hogben proposed approval of the minutes and Cllr Isaac seconded the approval.

7726. To agree the Agar for final submission for the 30th June 2023.

Cllr Hogben handed over to the Chairman of the Finance Committee – Cllr Davies. The Finance Committee didn't have time to meet before the meeting, but Cllr Campbell and herself have spoken about this and she came down to see the Clerk today. She is quite happy with what Lionel Robbins has said and the boxes he has ticked. That's section 1. On section 2 she also is happy with this and happy that the balance brought forward is the same as the balance carried forward. It wasn't initially last year, but that seems to be sorted and everything seems to tally. Cllr Bubb did have a query on the precept figure, but it was the current year that has gone up not 2022/23. What is down here is actually right. There are quite significant rises in staff costs and other costs. This was predicted at the quarterly accounts looked at in January and with the increase in last year and the

anticipated 10% in staff costs and other cost they were the reasons why the precept has gone up this year.

Section 1. This is the one we fill in. As far as these boxes go it's reasonable to say that a reasonable effort to get most of this right this year. If that box had said, have you done this completely, and to an absolutely wonderful standard, I think would have to had to tick no but I think we have done enough to tick yes in most boxes except one, which we definitely have not done and that was the Risk Assessment. That's number 5. It was raised at the financial plan for this year, that the Risk Assessment had to be done for this coming year. The plan was for this coming year, the year beginning the 1st April. Putting a no for box 5 does mean we will have to do governance Statement with the Agar. It needn't be very long, but we will have to do it. When we do that, we also need to address one of the findings in Lionel's report, page one of two the very last paragraph. He goes back to the meeting in which we increased the budget and set the precept, if you recall our prediction at that time was that we would need a precept of £114800 and something in order to cover the different in cost. We were reluctant to raise the precept that much and she though it was Cllr Bubb's suggestion that we would subsidize this from the allocated funds. We had a contingency figure in there so we decided to supplement that so we could increase that. None of us were aware of this at the time apparently instead of just agreeing to do that we should have gone over budget. Put in the figure of £105,000 and then put in what we were going to add in from the contingency plan into the income and done it like that. Because it looks from this as though the precept is not going to cover our costs. So probably the governance Statement when submitted will have to state exactly why that figure was reduced and ask if we therefore need to resubmit the budget, to a subsequent meeting and get it agreed again. Cllr Isaac said she remembered that meeting and Cllr Davis said so we will have to ask that question and find out the External Auditor want us to do. It was done in all faith.

We have the Income and expenditure accounts which is as I would expect. Peter and I have the same problem with this, is that the non-staff costs are quite high. But from the way the coding is set up at the moment it is quite difficult for us to see it where that money has gone. I think we have resolved the way this is done. Cllr Campbell said agreed. Cllr Davies said we know it is all above board because all those transactions Cllr Davies has seen happen and we know they were all correctly recorded on the software. It is more of a coding issue. The disappointing figure is the amount of interest we would have got if we had changed banks as the very poor interest, we are getting from Lloyds accounts. We need to get this changed as soon as possible. We also need another signatory, as Lloyds will not put another one on. Should be 2 people authorising the payments after the Clerk has set the payment up. Lloyds are counting the Clerks authority as the first authoriser, which is not what our regulations say. If it becomes difficult to swap over, we could set up the current account and transfer money if we need it. It is Unity Trust we could do a cash transfer to keep us afloat.

The Balance sheet is not quite as bad as we thought it was going to be, in fact our balance is slightly higher than we thought it was going to be. We received just over £7000 funding that we weren't expecting, and that has just tipped it into the black. A Member of the public asked if we would now be able to pay Hersden. Cllr Davies said that as soon as we get our accounts written off, we will clear everything, we have complied with everything PKF has asked for now, so we can give the approved accounts to the City Council. We have received these now and we can send them to Canterbury now and they can work out exactly what we owe them.


This year we have not had to ask for an extension of time, so very pleased with that. Last two years we have had to get extensions. Cllr Campbell said that this time next year we should be able to produce this at the end of the year and take it to the May meeting. Cllr Davies thanked the clerk and Cllr Campbell. The Clerk thanked Cllr Campbell for all his help.

Cllr Davies said that she is going to propose the alterations first and propose that we tick the no box for no 5 and provide a statement. So, if we are all in favour of that. Cllr Davies proposed this, and Cllr Hogben seconded. All Agreed.

7727. Any other business

The Clerk bought an invoice that needs to be paid, as it is overdue, and the email came this afternoon. She had paid the later invoice, so thinks she had not received the original invoice. Cllr Davies stated that if it would attract interest the Clerk has authority to make payment. All agreed for this to be paid.

Meeting closed 19.40.

Signed.....
Date.....