

**Minutes of an Extra Ordinary Meeting of Frilsham Parish Council held on
Wednesday 18th June 2025 at 7pm in Frilsham Clubroom Carpark.**

Present

Cllr. M. Allum (Chairman)

Cllr. I. Coxhead

Cllr. M. Goodenough

Mrs. H. Pratt (Clerk)

No members of the public

1 Public Session.

No matters were raised during the public session.

2 To receive apologies for absence.

Apologies of absence were received and accepted from Cllr. Morley and Cllr. Lyon.

3 Declarations of Interest.

3.1 To receive declarations of interest.

There were no updates to the Register of Interests.

3.2 Declaration of Interest in Agenda Items.

There were no interests declared in any agenda items.

4 To consider the Internal Auditors Report.

The Internal Auditor is unable to sign off that FPC has complied with Control objective G: Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied, on the basis that FPC would appear to be in breach of the terms of the Clerk's contract of employment, as annual salary reviews have not taken place. This was raised during the FY23/24 internal audit and the appropriate action has not been responded to, as such FPC cannot claim statement 7 of the Annual Governance Statement.

In addition, the Internal Auditor has raised the following points:

- FPC must move to online banking based on some suppliers no longer accepting cheque payments.
- The last VAT claim was for the period 1/1/21 to 31/12/22. The VAT must be reclaimed as a matter of high importance because claims can only be backdated for 4 years.
- The Financial Regulations were not reviewed in FY24/25 and the updated NALC template is not in use.
- The Clerk has had minimal pay rises since 2014 and annual salary reviews have not taken place. Work must be completed urgently on the Clerk's terms of employment including a retrospective payment for pay awards not actioned over the past 10 years and a new contract based on the NALC template. Payment of a lump sum and a new contract were discussed.

5 The Annual Governance and Accountability Report (AGAR).

5.1 Exemption from External Audit.

FPC had income and expenditure both under £25,000 during the financial year and met the other criteria required for exemption from external audit.

FPC resolved to claim exemption from external audit. The Chairman signed the Certificate of Exemption.

5.2 Annual Governance Statement.

FPC considered the statements within the Annual Governance Statement. It was agreed that FPC had complied with all the statements except for statement 7, referred to above. The Chairman and the Clerk signed the Annual Governance Statement.

- 5.3 Annual Statement of Accounts.
FPC resolved to approve the Annual Statement of Accounts for the year ending 31st March 2025, and they were signed by the Chairman.
- 6 Round Table comments.
- 6.1 Oak Sign for the Community Orchard.
A parishioner has located a company who produce oak signs. Such a sign for the orchard would cost £78 excluding VAT. This will be considered at the next FPC meeting.
- 6.2 Date for Meeting to consider Planning Application 25/01225/OUT.
It was agreed that an extra ordinary meeting would be held on Wednesday 2nd July at 7.30pm in the Clubroom.

There being no further business the meeting closed at 7.30pm.

Date of next meetings:

Extra Ordinary meeting: Wednesday 2nd July 2025 at 7.30pm in the Clubroom.

Frilsham Parish Council: Monday 21st July 2025 at 7.30pm in the Clubroom.