

PLUMSTEAD PARISH COUNCIL

Minutes of an Extraordinary Meeting of Plumstead Parish Council held on Thursday 06 June 2024 at 7.00 pm at Plumstead Church

Parish Councillors: Brian Faulkner (Chair), Nick Fulford (Vice-Chair), Pip Burden, David Logan, Ruth Campion-Ridge

Parish Clerk: Cherrie Woods

Members of the public: None

1. Apologies for absence
Cllr Pip Burden (no apologies)
2. Record Declarations of interest from members on any item to be discussed.
None
3. To discuss and approve internal auditors report for the financial year 2023/24 and any recommendations.
This was received and reviewed, the recommendations and observations were noted. As proposed by Cllr Fulford and seconded by Cllr Campion-Ridge and unanimously supported to approve the internal auditors report for the financial year 2023/24.
4. To approve Annual Governance Statement for the financial year 2023/24
The Council considered the assertions on the Annual Governance Statement, the form was read, completed and signed by Cllr Faulkner and the Clerk. It was proposed by Cllr Logan and seconded by Cllr Fulford to approve the Annual Governance Statement for the financial year 23-24. All agreed.
5. To approve Annual Accounting Statement for the financial year 2023/24
The Council considered and agreed the Accounting Statement and authorised the Chairman and Clerk to sign on their behalf.
As proposed by Cllr Logan and seconded by Cllr Campion-Ridge to approve the Annual Accounting Statement for the financial year 23-24. All agreed.
6. To approve Certificate of Exemption for the financial year 2023/24
It was noted that as the Councils income and expenditure for the year was under £25,000, the council could exempt itself from External Audit. As Proposed by Cllr Fulford and seconded by Cllr Logan, the certificate of exemption for the financial year 23-24 was agreed and the Cllr Faulkner & the Clerk were authorised to sign the form.
7. To approve payment of invoices (details circulated)
The following payments were noted:

MAY PAYMENTS

14.05.24	Norton		£ 34.99	£ 34.99
20.05.24	NALC		£ 93.78	£ 93.78
24.05.24	N Hubbard	Grounds Maintenance	£ 45.00	£ 45.00

29.05.24	Church Village News		£	50.00	£	50.00
29.05.24	S Price Grass Cutting	Petrol for Mower	£	9.44	£	9.44

JUNE PAYMENTS (to date)

03.06.24	Zurich Insurance		£	340.74	£	340.74
03.06.24	ICO		£	40.00	£	40.00
04.06.24	Clerks Salary		£	202.64	£	202.64
04.06.24	Clerks Expenses		£	13.68	£	13.68
04.06.24	Clerks Annual Allowance		£	30.00	£	30.00
04.06.24	HMRC PAYE		£	50.60	£	50.60
To be Paid	Clerks Expenses		£	13.68	£	13.68
To be Paid	Mo Anderson-Dungar	Internal Audit 23-24	£	35.00	£	35.00

8. To receive an up-to-date position on finances

The current financial position was discussed and actuals against budget was noted. The Clerk will continue to review and provide an up-to-date position on finances at each meeting.

9. Highways – Follow up (Sump in Cherry Tree Rd)

The required annual unblocking of the sump at Cherry Tree Rd was discussed and has been previously brought to Highways attention for action to be taken however this is yet to be acknowledged and actioned. This remains an area of concern. The Clerk shall follow up with Highways.

10. Shed at Churchyard (receive updates)

The potential repainting of the Churchyard shed was discussed. Cllr Faulkner will discuss with an individual who he hopes could carry out this maintenance work.

11. To approve signatories for bank account and completion of bank mandate

As proposed by Cllr Faulker and seconded by Cllr Fulford, it was agreed for the Clerk to be added to the Unity Trust Bank account with permissions to view, set up and authorise payments. A dual authorisation process remains.

12. To approve Financial Regulations

New Financial regulations are now available as noted in the previous meeting. Item deferred to next meeting for consideration.

Meeting closed at 20.00