

MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL

DRAFT MINUTES

Meeting: Extraordinary Council Meeting

Date: 10th June 2025

Time: 7.30 PM

Venue: Moreton Village Hall

PRESENT:

Councillors (5): Cllr Crosbie (Chairman), Cllr Stuart, Cllr Dawson, Cllr Padfield, Cllr Darken

Also in Attendance (1): Adriana Jones – Clerk

Members of the Public: (0)

Members of the Press (0)

PC.609 APOLOGIES FOR ABSENCE

Cllrs Carpenter, Day, Offord, and Collins had given their apologies.

PC.610 OTHER ABSENCES

None.

PC.611 DECLARATIONS OF INTEREST

None.

PC.612 CONFIRMATION OF MINUTES

The minutes of the Parish Council meeting held on 13th May 2025 were approved. **PROPOSED** Cllr Stuart and **SECONDED** Cllr Dawson. Unanimously agreed.

PC.613 PARISHIONERS' FORUM

There were no members of the public present.

PC.614 INTERNAL AUDIT 24/25

Councillors noted the internal audit report following the audit, which was completed on 24th May 2025, a full copy of which was attached to the agenda. Councillors noted the content of the report, which included one particular statement of interest advising that the level of fidelity cover was below the recommended guidelines of year end balances plus 50% of the precept. It was **AGREED** the Clerk would look into amending this on the Councils insurance. **PROPOSED** Cllr Darken, **SECONDED** Cllr Stuart, unanimously agreed. Councillors noted the cost of the audit being £220.00.

PC.615 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/2025

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. For this Council, PKF Littlejohn are this Councils appointed auditors. The following dates for the External Audit apply for this Council:

- The AGAR must be approved by 30th June 2025 and submitted to PKF Littlejohn by 1st July 2025.
- The requirement for the public inspection period (which must include the first 10 working days of July) will start 17th June and will end on 28th July 2024.

As the income for this Council was over £25,000, it is subject to a Basic Review as part of the limited assurance review process. The Clerk is also responsible for completing numerous documents to submit to the auditor, as well as setting requirements in terms of the notification of public rights. The Council:

- a) Reviewed of effectiveness of the system of internal control of this Council following a formal review of internal controls which was completed in July 2025, and considered the findings of that review.
- b) Prepared the Annual Governance Statement (Section 1)
- c) Approved the Annual Governance Statement by way of resolution. **PROPOSED** Cllr Dawson, **SECONDED** Cllr Stuart, and unanimously agreed.
- d) Considered the Accounting Statements (Section 2)
- e) Approved the Accounting Statements by way of resolution. **PROPOSED** Cllr Dawson, **SECONDED** Cllr Darken, and unanimously agreed.

f) Ensured that both the Annual Governance Statement and Accounting Statement was signed and dated by the person presiding at the meeting.

PC.616 ITEMS FOR NEXT MEETING

- RCCE / Moreton Village Hall meeting – Clerk briefly explained email that had been received from RCCE, confirming this would be on the July agenda.
- Application to register Moreton Village Green
- Devolution and Local Government Reform
- Thanks received for defibrillator by members of the Lavers community.
- £60 EFDC charge for green bins. How does this work, and how do they know who has paid the money.
- Heritage Trail (Cllr Stuart)
- School Meeting (Clerk and Cllr Dawson completed request for meeting dates).
- Fidelity Guarantee alteration

PC.617 DATES OF NEXT MEETING

Tuesday 15th July 2025 – Magdalen Laver Village Hall (this is third Tuesday)
Tuesday 9th September 2025 – Moreton VH
Tuesday 11th November 2025 – Moreton VH
Tuesday 9th December 2025 – Moreton VH

Meeting closed 7.42pm

Chairman

Date