**ALRESFORD PARISH COUNCIL**

**Extraordinary Meeting Parish Council Meeting**

**Minutes of the Parish Council Meeting held on the 15th of June 2023.**

**Held at 10.30am the Pavilion, Ford Lane, Alresford**

**Cllrs. Present:** Cllr. F. Belgrove (Chairman), Cllr E. Osborne (Vice Chairman), Cllr L Belgrove, Cllr J Housden, Cllr. A. Wiggins, Cllr A Broom

Also present: The Clerk, The Responsible Financial Officer

Members of the public x0

**Meeting opens:** 10.30 hrs transacting the following business:

**Minutes from the Published Agenda**

**06.23. 136 Announcements.** Chairman to make announcements.

1: Meeting called due to councillors not receiving or having sight of the Annual Governance and Annual Return documents (AGAR). The clerk had sent these documents to all councillors with clear instructions via e-mail and that there was no fault of the clerk in the matter of councillors being unable to review or not receiving the documents.

2: Following an onsite meeting on Monday 12th of June at the Cockaynes North Taylor Wimpey Site, it has been agreed by all parties that handover of the open spaces to Alresford Parish Council has been agreed. However it remains to be signed off by District Councillors and the TDC Legal Department for the conveyance. Cllr E Osborne adds that council also requires Tendring District Council release the monies owed from the developer on handover.

3: The Picnic in the Park was a successful event at the weekend, well attended with over 600 people recorded.

**06.23.137 Apologies for Absence.**

Cllr S Clark, Cllr V Dalzell, Cllr J Claremont Brown, Cllr R Swash, Cllr G Scott.

**06.23.138 Annual Governance and Accountability Return for 2022-2023.**

1. Year-end figures for review by council.

Cllr F Belgrove highlights the VAT reclaim that is outstanding which is cost code 79 and causes a discrepancy. Cllr Belgrove asks for RFO Mrs Baxter to explain further.

Cllr F Belgrove raises cost code 67 the PCSO, costing and how half of the figure will be paid in the 23/24 year.

Cllr E Osborne adds that he would like clarification on the recycling credits and what we receive in relation to the recycling sent from Alresford. Cllr L Belgrove asks for clarification on who the contractor is. The matter will be raised with the TDALC across all local councillors. The clerk explains how the process works for Glass, having observed and asked over the process. Cllr E Osborne asks for greater clarity and transparency in the accounting of recycling.

Cllr F Belgrove seeks a vote from council.

Proposed to accept the Year End Figures, Cllr A Wiggins, Seconded Cllr A Broom, carried unanimously.

1. To Approve Annual Governance Statement (section 1).

Cllr F Belgrove clarifies the qualified audit of PKF Littlejohn following the 21/22 return and the exercising of Public Rights of Scrutiny, and publishing. Cllr F Belgrove reads an explanatory letter explaining the circumstances of the 21/22 annual return. Cllr L Belgrove asks that council queries the matter over the extenuating circumstances. RFO Angela Baxter clarifies that the dates are set in legislation, and that in the previous covid years had had the legislation adjusted to allow for covid. It is resolved by council that a letter is drafted and sent to the Auditor

Proposed Cllr A Broom, Seconded Cllr E Osborne, carried unanimously.

1. To approve Accounting Statement (section 2).

Proposed Cllr E Osborne, Seconded Cllr A Broom, carried unanimously.

* + 1. **Chairman to sign AGAR Documents to submit to external auditor PKF Littlejohn.**

The Chairman and the Clerk sign the documents in the meeting, in front of all councillors present.

The RFO will post the documents online and the Clerk will post the documents required for the exercising of public rights to scrutinise the accounts on the two public notice boards.

* + 1. **Meeting Ends:** the meeting concludes at 10.46am

Prepared by the Clerk/Proper Officer: *Matt Cooke* Date: 28.06.23.

Signed: Date: 05.07.23