

## BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the extraordinary Parish Council Meeting held at 7pm on 13<sup>th</sup> June 2023  
in the committee room of Boughton Monchelsea village hall, pursuant to notice.**

### **Present:**

Cllrs        S. Munford  
              A. Humphryes  
              R. Garland  
              C. Jessel  
              L. Date  
              R. Edmans  
              D. Redfearn  
              R. Martin  
              J. Skinner  
              D. Smith  
              N. Wilde

Parish Clerk

1.    **Apologies:** Apologies were received from Cllr Brown.
2.    **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**  
      No intention to film the meeting was expressed.
3.    **Notification of late items for inclusion on the agenda**  
      No late items and it was noted that late items were not permitted at extraordinary meetings.
4.    **To decide whether the public and press should be excluded from the meeting for any item.**  
      No excluded items.
5.    **Open quarter**  
      No members of the public were present.
6.    **Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations :**  
      As BMAT trustees, all members present (except Cllrs Munford and Skinner) had dispensations in place to allow them to discuss and vote on any items relating to BMAT.
  - 6.1 Update Councillors Dispensations in relation to precept setting.  
      All Councillors requested dispensation to vote on precept setting and completed dispensation request forms to this effect. Dispensations were granted for a 4 year period and the clerk signed the dispensation forms for all members.
7.    **Finance**
  - 7.1 External auditor's 21/22 report :

The PKF Littlejohn external auditor report of the 21/22 AGAR was noted by members, with no required actions.

- 7.2 Annual internal audit report of the 22/23 AGAR and Internal auditor's report :  
Members noted that Mr Lionel Robbins had carried out the internal audit on 1<sup>st</sup> June 2023 and had completed and signed the annual internal audit report of the 22/23 AGAR. Mr Robbins had submitted a report to the Parish Council which had been circulated to members in advance of the meeting. The following extract from the report was read out at the meeting :

*'Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping is of a good standard and the Parish Council's approach to the management of risks to be sound. As a result of my audit and my discussion with your Clerk I was able to answer 'YES' to all the relevant questions contained in the AGAR for 2022-23'.*

It was noted that Mr Robbins had made a number of minor findings in his report which were being addressed by the clerk as follows :

- External auditor report for 21/22 had not been formally considered by members at a full Council meeting although it had been circulated to members by e-mail. This had been addressed during this meeting (minute ref. 7.1) and future reports would be formally considered in a timely manner, including any actions
- Little point in exempt minutes given electors' rights to inspect. No further exempt minutes would be produced
- The precept for 22/23 and 23/24 had been formally agreed before adopting the Parish Council's budget for both these years. This was an error in the agenda order and would be corrected next and future years

- 7.3 Annual governance statement (section 1) of the 22/23 AGAR :  
Cllr Humphryes proposed the annual governance statement (section 1) of the 22/23 AGAR be approved. Seconded by Cllr Garland and agreed by all members.

The clerk and Chairman signed section 1 of the AGAR.

- 7.4 Accounting statements (section 2) of the 22/23 AGAR :  
Cllr Humphryes proposed that the accounting statements (section 2) of the AGAR be approved. Seconded by Cllr Smith and agreed by all members.

The clerk had signed section 1 prior to the document being presented to the Council for approval. Cllr Munford signed section 1 of the AGAR as Chairman of the Parish Council.

Clerk to submit AGAR and supporting information to external auditor, Mazars, prior to the 30<sup>th</sup> June deadline.

**CLERK**

8. **Draft Parish Council co-option policy and Councillor application / eligibility form :**

The clerk had produced a draft co-option policy and Councillor application / eligibility form (based on NALC guidance) which had been circulated to members in

advance of the meeting. Cllr Humphryes proposed that the policy and application / eligibility form be adopted. Seconded by Cllr Smith and agreed by all members.

It was agreed that when expressions of interest were received and the application form sent out to prospective new Councillors, the clerk should highlight that all eligible persons are welcome to apply and that 'desirable' characteristics are in no way essential.

**CLERK**

**9. Lease of specified areas of public open space from BMAT – To agree areas to be leased**

It was noted that a pro forma lease had been drafted by the Parish Council's solicitor which had been agreed at a previous Parish Council meeting. Following discussion, Cllr Munford proposed that the following areas of BMAT public open space should be leased to the Parish Council, with BMAT (Boughton Monchelsea Amenity Trust's) agreement :

- Salts Wood
- Walk Meadow
- Furfield Park open space

Cllr Munford's proposal was seconded by Cllr Edmans and agreed by all members. Clerk to instruct Gill Turner Tucker to prepare the necessary legal documents.

**CLERK**

**10. 23/24 quote for landscape maintenance work :**

The quote from Steven Waring had been circulated to members in advance of the meeting and contained itemised prices for each area / work task. The total price quoted was £15,849.50 + VAT. Following discussion, Cllr Garland proposed that the quote be accepted. Seconded by Cllr Skinner and agreed by all members. Clerk to advise contractor accordingly.

**CLERK**

**11. 23/24 contracts for services schedule :**

A contracts for services schedule had been produced by the clerk to summarise all contracts, memberships and subscriptions in place and had been circulated to members in advance of the meeting. The schedule included details of dog waste bin emptying, play area inspections, internal accounts audit, external accounts audit, landscape maintenance, water supply to allotments and electric supply to parish hut. Memberships and subscriptions included KALC and ICO.

Cllr Redfearn proposed that the schedule be accepted. Seconded by Cllr Smith and agreed by all members.

**12. Financial regulations – To approve amendments, removing the requirement for a separate cashbook for staff wages, on the advice of the internal auditor**

Following explanation from the clerk, Cllr Jessel proposed that the financial regulations be amended to remove the requirement for a separate cashbook for staff wages. Seconded by Cllr Humphryes and agreed by all members. Clerk to amend policy accordingly.

**CLERK**

**13. Any other business (Non decision items only)**

None.

**1.4 Date of Next Meeting:**

The next full Parish Council meeting will be held on Tuesday 4<sup>th</sup> July 2023 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 7.50pm