

MINUTES OF AN EXTRAORDINARY MEETING HELD ON 7th SEPTEMBER
2006

**An Extraordinary Meeting of BOUGHTON MALHERBE PARISH COUNCIL
was held on Thursday 7th September at 7.30pm in Grafty Green Village Hall**

PRESENT: Mr K Alexander
Mrs S Close
Mr M Hitchins
Mr S Wickens
Mrs P Anderson (Clerk)

APOLOGIES: Mr R Turner
Cllr Jenny Gibson

DECLARATIONS OF INTEREST

There were no declarations of interest

APPROVAL OF PREVIOUS MINUTES

The Minutes of the previous meeting of 22nd August, having been circulated, were approved and signed as a correct record.

APPROVAL OF AMENDMENT TO ANNUAL RETURN Y/ENDED 31/3/06

PA explained that she had received a letter from the Audit Commission requesting a detailed explanation for the variance of more than 15% between last year's and this year's figures in Section 1, box 4 (staff costs). Also the figures in Section 1 did not add up correctly by £81. PA informed the meeting that the variance in Staff costs was due to the increase in hours by her to 68 as opposed to 52 charged by the previous Clerk and the increase in the hourly rate by £1. Copy invoices detailing the charges with the hours and costs would be sent to the Audit Commission.

The reason the figures in Section 1 did not add up by £81 was because of an error PA had made by including the brought forward balance of £81.36 for Concurrent Functions as at 1st April 2005. After PA had circulated a copy of the Accounts to those in attendance, which clarified the error, approval of the Amendment to the Annual Return for the Year ended 31st March 2006 was agreed.

There being no further business to discuss, the meeting closed.

DATE OF NEXT MEETING

Tuesday 16th January 2006

Signed Dated