

## **RICHARDS CASTLE (HEREFORDSHIRE) PARISH COUNCIL**

Extraordinary Meeting of the Parish Council held on Monday 23rd June 2025 at 7pm in the Village Hall

### **MINUTES**

Present; Martin Atkins (Chair) Chris Cadman , Peter Enzer ,Jayne Bromhall.

Clive Leworthy (Clerk)

1. To receive apologies for absence. Sebastian Bowen
  2. To receive declarations of interest and written dispensation requests **NONE**
  3. To consider excluding the public from the following confidential item. **No public present.**
  4. To consider employment of a Parish Clerk/RFO (Responsible Financial Officer). **Council agreed to appoint Clive Leworthy as Clerk on the following terms .**
    - 4.1 Hours per week. **7 Hours Per Week**
    - 4.2 Salary scale, in accordance with current national recommendations. **SCP 25 rising after 3 Months in post to Scale 26**
    - 4.3 Commencement of employment **23<sup>rd</sup> June 2025**
- Prop Chris Cadman 2<sup>nd</sup> Peter Enzer CARRIED.**
5. Open Session
    - 5.1 To receive a brief verbal report from Ward Councillor – Dan Hurcomb. **Attendance not required.**
    - 5.2 To receive views of local residents on parish matters. **No residents Present**
  6. Finance
    - 6.1 6.2 To note the Bank balance. **Current Bank Balance £18,122.96**
- To consider annual audit papers for the financial year 2024/2025:
- 6.2.1 Internal Audit Report.
  - 6.2.2 Annual Governance Statements.
  - 6.2.3 Annual Accounting Statements.
  - 6.2.4 Confirm eligibility to claim exemption from external audit.
  - 6.2.5 Confirm dates for the exercise of public rights. 1<sup>st</sup> July to 31<sup>st</sup> July

**Council reviewed the Internal Auditors report and noted comments. Errors noted on date which Chair would ask HALC to amend. Council noted the need for VAT reclaim which the Clerk would review.**

**Prop Peter Enzer 2<sup>nd</sup> Jayne Bromhall that the Internal Audit , AGAR & Exemption Cert be approved.**

**CARRIED. Chair & Clerk signed and Chair would submit to HALC for onward submission to external auditor and upload on website.**

7. Village Maintenance: To consider undertaking urgent weed control.

**Peter Enzer had arranged for the spraying of weed killer at Castle Rd & Orchard Rise . Twice per year at a cost of £200 per spray. Safety Certificates had been received and checked.**

**Prop Chris Cadman 2<sup>nd</sup> Jayne Bromhall APPROVED**

8. To consider date of next Parish Council Meeting.

**31<sup>st</sup> July 7pm**

**Meeting Closed 1933hrs**

**Clive Leworthy**

**Clerk**