

## Retrospective Amendments Required to Minutes.

There are a number of errors in minutes from June to October 2023 which require retrospective amendment by resolution, mostly for Internal Audit reasons as they are errors in the recording of payments made.

Details of these errors can be found below.

I will manually add the amendments and present them for resolution at the next meeting. The Chair of the meeting will countersign and date the amendments and the resolution will be minuted.

### 1. Minutes 27 June 2023.

#### Minute 2944.

- a. **RESOLVED** to make the following payments:
- i. Clerk's (Steven Rose) salary and expenses for June: £342.60
  - ii. Clerk's (Sal Robinson) salary and expenses for June: £324.70
  - iii. Village Hall hire - 27<sup>th</sup> June £20.00
  - iv. Sal Robinson, BOSCH battery and charger £65.82
  - v. CPRE Subscription £36
  - vi. HRMC PAYE – £228.40 - added**

**Missing payment – HRMC PAYE – £228.40, cleared by TSB on 10/7.**

### 2. Minutes 25 July 2023

#### Minute 2963.

- a. **RESOLVED** to make the following payments:
- i. Clerk's salary and expenses for July £362.74
  - ii. Clerk's salary and expenses for August (cheque post-dated) ~~£324.70~~  
**£354.82 – see below.**
  - iii. Village Hall hire - 25<sup>th</sup> July £20.00
  - iv. ~~HMRC PAYE April to June (retrospective) £228.40~~  
**HMRC payment was made at the June meeting.**
  - v. **Ken Hussey for** Quarterly inspection of Mill Lane play area £47.50
  - iv. ~~John Bright Fencing Ltd,~~ **Cllr George Dunn – materials for** play area repairs £29.09.
  - v. **Luke Bennett – Bus Shelter cleaning £40**  
**(Invoice filed, cheque written and cleared but not minuted.)**
- ~~b. **SOLVED** to make the following payments:~~
- ~~Clerk's expenses for August £12.22~~ **Amount included in ii) above.**

**Regarding a. ii. and b. -**

**Cheque number 299 was cleared by TSB on 4/9, for £354.82.**

**BUT £324.70 + £12.22 = £336.92 not £354.82.**

**There is no cheque stub for the individual payments and no stub for the total of the 2 amounts.**

**The filed Clerk's invoice for August gives a total of £354.82 made up of £352.60 Salary, £7 Office and £5.22 for travel expense for a meeting on 8 August. The cheque stub is dated 29 August (the date payment was due) and both the invoice and stub have been countersigned by Cllr George Dunn. The minutes will be amended to show the full amount paid.**

### **3. Minutes 26 September 2023.**

Minute 2969. Co-option.

The applicant's name is PARKIN not LARKIN.

Minute 2984

- a) **RESOLVE** to make the following payments: -
- i. Clerk's salary and expenses for September £358.42
  - ii. Village Hall Hire 8 August £20.
  - iii. Village Hall Hire - 26<sup>th</sup> September £20.00
  - iv. Chideock Cemetery Maintenance £700
  - v. Changing Chairs Online Training £2.70
  - ~~vi. Clapp's Mead Playing Field ditch clearing £1,980.~~
  - ~~vii. Foss Orchard Car Park Hedge Trimming and grass cutting £60.~~
  - ~~viii. Strimming all banks to ditches; both sides of the playing fields £60~~
  - ~~ix. Dig out sump hole, strim and clear bank along road and playing field sides £450.~~
  - x. **Anna Dunn – Repayment for** Professor Bumble £155.

Items vi, vii, viii, ix are quotations not payments.

Item x. – the cheque was made out to Cllr Anna Dunn, not Professor Bumble.

**AGREED to accept the following quotation from Bridport Town Council – work to be carried out by the Lenghtsman Team: -**

- i. Clapp's Mead Playing Field ditch clearing £1,980 ex. VAT.**
- ii. Foss Orchard Car Park Hedge Trimming and grass cutting £60 ex VAT.**
- iii. Strimming all banks to ditches; both sides of the playing fields £60 ex. VAT**
- iv. Dig out sump hole, strim and clear bank along road and playing field sides £450 ex VAT.**

- b) **RESOLVE** to pay any invoices received after the Agenda was circulated.
- i. **Cllr George Dunn – Clapp's Mead** ~~Field~~ equipment repairs £23.74.

~~c) **RESOLVE** to make the following payment:-~~

- ~~i. ~~HugoFox Bronze plan £9.99.~~~~

The cost per month is £9.99 ex VAT, £11.99 with VAT.

I can find no trace of a cheque for this, though HugoFox shows a payment of £12 applied on 4 October.

### **4. Minutes 31 October 2023 – the Clerk was not present.**

Minute 3003.

**Finance**

- The following were resolved, proposed by Cllr George Dunn and seconded by Cllr Peter Hunt;
  - Clerk's salary and expenses for October 2023 (£360.40).
  - Village hall hire 31<sup>st</sup> September **October** 2023 {£20.00}
  - ~~Ken Hussey TBA at the point of installation but agreement in principle (£985)~~
  - Ken Hussey **for installation of trampoline £985 AGREED in principle.**
  - DAPTC—Clerk's conference £22.50
  - Huck ~~s~~ **Nets for trampoline** -£5062.50 **AGREED** in principle.
  - Proposed payment for training and development budget sessions for the clerk **AGREED in principle.**

The “payments” to Ken Hussey and Huck Nets were, it appears, agreed in principle, therefore no cheques should have been drawn and signed. The payment for training was also agreed in principle.

*The explanation re purchase of the trampoline is incorrect – I will make a statement correcting it at the January meeting.*

Sal Robinson  
25 January 2024