

MILTON ABBAS PARISH COUNCIL

DRAFT Minutes of a Meeting of the Parish Council held on 29 June 2026
in the SOUTH AISLE, ST JAMES CHURCH, MILTON ABBAS, at 7.00pm

PRESENT

Mr S. Driver (Chair)
Mr S. Gould
Ms J. Macleod
Mr L. Usherwood

Mr P. Ford
Mrs J. Jordan
Mr S. Martin

IN ATTENDANCE Mrs E. Sellen (Clerk).

1. APOLOGIES FOR ABSENCE Mr I. Baker & Mr T. Ives (both for personal reasons)

2. DISPENSATIONS None

3. TO CONFIRM ANY POTENTIAL CONFLICT OF INTERESTS WITH BDO LLP
BDO LLP have been appointed by the SAAA as the external auditor to smaller authorities within Avon, Cornwall, Dorset, Hampshire and the Isle of Wight. It was unanimously agreed that there are no conflicts of interest arising from this appointment.

4. TO RECEIVE THE INTERNAL AUDIT REPORT AND FINDINGS AND AGREE MANAGEMENT RESPONSES

The internal audit report had been circulated by email. It was unanimously agreed that the management responses should be as follows:

Recommendation: Ensure note made of approved budget excluded from monitoring.

Management Response: The Clerk will ensure that 100% of the budget is included on the monthly monitoring spreadsheet.

Responsible Officer: Clerk

Deadline: 08/07/2026

Recommendation: Rectify error re erroneous Employer's Allowance Claim.

Management Response: The Clerk will resubmit the final payroll without claiming the Employer's Allowance. A cheque payment for Employer's NI will be submitted for approval at the next meeting. The Clerk will amend the current year payroll to remove the option to claim Employer's Allowance. The salary budget will be increased to include an element for Employer's Allowance.

Responsible Officer: Clerk

Deadline: 31/07/2026

Recommendation: Adjusted Error.

Management Response: The amendment has been carried out and the AGAR reproduced prior to approval and submission to the external auditor.

Responsible Officer: N/A

Deadline: N/A

Recommendation: Ensure compliance with notice of conclusion publication deadlines.

Management Response: The Clerk will publish the notice of conclusion of the external audit and the external audit report when received. The Website Liaison Officer will view the website on 29th September to ensure that compliance has been achieved.

Responsible Officers: Clerk/RFO and Website Liaison Officer

Deadline: 29/09/2026

Recommendation: Ensure compliance with Assertion 10 requirements.

Management Responses:

An Accessibility Statement will be approved by the Parish Council on 08/07/2026 and published on the website by 10/07/2026.

The Data Protection Policy will be reviewed and updated in line with latest requirements, approved by the Parish Council on 08/07/2026 and published on the website by 10/07/2026.

The Publication Scheme will be reviewed, updated and approved by the Parish Council on 08/07/2026 and published on the website by 10/07/2026.

Responsible Officers: Clerk/RFO and Website Liaison Officer

Deadline: 10/07/2026

5. APPROVAL OF SECTION 1 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (PART 2) – ANNUAL GOVERNANCE STATEMENT (PAGE 5)

The Annual Governance Statement had been circulated by email. It was unanimously agreed that the Annual Governance Statement should be approved.

6. APPROVAL OF SECTION 2 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (PART 2) – ACCOUNTING STATEMENTS (PAGE 6)

The Accounting Statements had been circulated by email. It was unanimously agreed that the Accounting Statements should be approved.

7. CHAIRMAN'S URGENT BUSINESS None

8. DATE OF NEXT MEETING

Councillors were reminded that the next meeting would take place on 8th July 2026 and, there being no further business, the meeting closed at 7:15pm.

Signed:

(Presiding Chairman)

Date: