

TUNSTALL PARISH COUNCIL

Minutes of the Parish Council Extraordinary Meeting on June 16 2021 at
7.30pm, held in Tunstall Church, Tunstall Road, Tunstall

Present: Cllr Roberts (Chair), Cllr Hibben, Cllr Burgess, Cllr Rich

The Chairman welcomed all to the meeting and went through the fire exit and Covid precautions.

1. Apologies for Absence

The Clerk was unavailable to attend. Cllr Hibben proposed that Cllr Rich take minutes. Seconded by Cllr Burgess. Unanimously agreed.

2. Declarations of Interest

None were declared.

3. Finance

i) Statement of Internal Control

Changes to this document were discussed and amendments were made. This amended version to be forwarded by the Chairman to the Clerk. Proposed by Cllr Burgess. Seconded by Cllr Hibben. Unanimously agreed.

ii) Annual Governance Statement

Page 5 of the document was discussed and agreed with qualifications and signed by the Chairman. Proposed by Cllr Burgess. Seconded by Cllr Hibben. Unanimously agreed.

iii) Annual Return

No List of Assets was provided. Page 6 of the document – Accounting Statement – was agreed and signed by the Chairman. Proposed by Cllr Burgess. Seconded by Cllr Hibben. Unanimously agreed.

iv) Certificate of Exemption

Page 3 of the document – Certificate of Exemption – was agreed and signed by the Chairman. Proposed by Cllr Burgess. Seconded by Cllr Hibben. Unanimously agreed.

v) Independent Internal Auditors Report

This document was discussed in detail by Councillors. A number of amendments and queries were noted on the Report. The Chairman will forward these to the Internal Auditor. Proposed by Cllr Burgess. Seconded by Cllr Hibben. Unanimously agreed.

At 20.55, the Chairman proposed moving to closed session. All agreed.

4. Staffing Matters

The following resolutions were made:

It was resolved to conclude the disciplinary process.

Proposed by Cllr Burgess. Seconded by Cllr Rich. Unanimously agreed.

It was resolved to approve £1000 to resolve the matter.

Proposed by Cllr Rich. Seconded by Cllr Burgess. Unanimously agreed.

It was resolved to approve the next invoice for HR Services up to £1000 for expert HR advice.

Proposed by Cllr Burgess. Seconded by Cllr Rich. Unanimously agreed.

All business concluded, the meeting ended at 22.00.