

[724]

PAUNTLEY PARISH COUNCIL

At the extraordinary meeting of Pauntley Parish Council, held at Pauntley Village Hall, Brand Green, Gloucestershire, GL19 3JD on Friday 1st July 2022 at 7.00 p.m.

In attendance were:

Cllr Paul Eastabrook (Vice Chair)

Cllr Anne Rawson

Cllr Christine Philips

Clerk: Jonathan Martin

Meeting starts at 7.00pm

Item 1. To receive apologies and acceptable reasons for absence.

1.1 Apologies had been received from Cllr Paul Gray and Cllr Nick Fowke. Unfortunately, Councillor Hargreaves had been unavoidably delayed on the day and appeared at the conclusion of the meeting, where he was briefed on proceedings by the Vice-Chair.

Item 2. To receive any declarations of personal or prejudicial interest in items on the agenda.

2.1 There were no declarations of interest or dispensations made.

Item 3. To consider and resolve on the Financial Statement for the Parish Council for the financial year 2021-2022 (attached).

3.1 The Vice Chairman noted the issues in terms of the need to include employee salaries gross of deductions and exclude employee pension contributions from PC figures going forward. The issues had been duly emended within the 2021-22 financial statements.

3.2 Proposed: Cllr Philips. Seconded: Cllr Rawson.

Resolved: to approve the financial statement for the Parish Council for the financial year 2021-22.

Item 4. To complete and sign the AGAR form.

4.1 The newly agreed financial accounting statements for 2021-22 were duly applied to Section 2 of the Annual Governance & Accountability Return (AGAR), and the document was passed by resolution and signed by the clerk acting as RFO and the Vice Chair as acting Chairman of the meeting.

4.2 Post meeting notes:

(1) In view of the 1st July 2022 deadline for receipt of the AGAR by the external auditor, the Pauntley Parish Council AGAR was duly scanned and sent to the Small Body Assurance (SBA) team of the external auditor, PKF Littlejohn LLP at

“SBA@pkf-l.com” with the covering message ‘I am enclosing a scanned image of our approved and signed AGAR (Section 2) in accordance with the provisions of the Companies Act (2006). I have simultaneously posted the signed original document to you tonight in the post.’”

(2) The SBA duly confirmed with the Vice-Chair, by email exchange, that all requirements had been duly met with regard to the 2021-22 submission of the AGAR.

Item 5. To resolve on the date for the next meeting of Pauntley Parish Council.

5.1 Future meeting dates were offered up by the Vice Chair in order to meet future reporting timeframes in a timely manner. The dates were as follows:

- 8th August 2022;
- 10th October 2022;
- 12th December 2022;
- 9th January 2023 – Budgets only
- 13th February 2023
- 10th April 2023

5.2 It was not considered necessary, nor appropriate, for the dates to be resolved on, in order to provide flexibility in the future whenever deemed necessary by agreement.

Item 6. Any other business.

6.1 A degree of uncertainty had been expressed prior to the meeting by councillors following the clerk’s decision to state his intention to resign during the current financial year. Mutual agreement was reached at the meeting by councillors in attendance and the clerk, Jonathan Martin, that the latter individual had indeed given formal notice of termination of his employment but without a formalised and agreed departure date. On the basis that a 31st March 2023 departure would not be conducive to an effective handover, and that a new clerk would ideally need a full three months in post before year-end, it was agreed that Jonathan’s departure date would be 31st December 2022. This would allow us to start sourcing a replacement clerk during the autumn months and to allow for an effective handover in good time for the 2022-23 year-end processes.

The meeting ended at 7.20 pm.

Pauntley Parish Council Clerk contact information:

**Whitecliff house
Newland street
Coleford
GL16 8NB
Gloucestershire.**

Signature:

Date: