

**MINUTES OF THE EXTRAORDINARY MEETING OF HASKETON PARISH COUNCIL**  
**HELD ON 27<sup>th</sup> June 2024**

At 6.30 pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

**Final Minutes**

**Present:** Stuart Dack Chairman (SD), Parish Councillors (PCllrs), Iain Whyte (IW) (Vice Chairman), Niki Field (NF), Beccy Batley (RB), and Steve LECKIE (SL) (Hasketon Parish Clerk).

There were NO members of the public (MOTP) in attendance.

1. **Welcome:** Chairman SD opened the meeting and welcomed those in attendance.
2. **Apologies for Absence:** Apologies were received from Councillor William HELM, Councillor Ann TURNER and District Councillor Dan Clery, which were accepted.
3. **Declaration of Interests:** None declared.
4. **Invitation for Members of the Public to Speak:** none present
5. **To Approve and Adopt the Internal Audit Report 2023/24** (previously circulated)  
Clerk gave an overview of the report and asked if there were any queries. There were none.

It was resolved to approve and adopt the Internal Audit report as circulated.

Proposed – SD  
Seconded – IW  
**ACTION - Clerk**

6. **To Consider and Adopt the Internal Audit Recommendations.**  
Clerk had circulated a summary of the recommendations.

**Section 2 – Financial Regulation and Standing Orders**

Are Financial Regulations up to date and reviewed annually? YES

Financial Regulations were reviewed by council at a meeting held 11th May 2023 and are based on the NALC Model Financial Regulations.

COMMENT: Revised Financial Regulations have now been published by NALC which council should give consideration at its next review.

**New financial regulations issued by NALC once ratified will be adopted by the Parish Council.**

**Section 9 – Asset control**

Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices? YES

The Asset Register, as viewed on the Council's website, and as approved at the meeting of 11th May 2023, reflects those items listed under insurance and within the Parish Council's

remit for maintenance and ownership. It is noted that the declared value for all assets at year-end 31st March 2024 is £60,125.47.

COMMENT: The figure in the Asset Register for 2022/2023 was detailed as £39,084. Council will need to determine if it should restate last year's figure and if so, provide an explanation to the external auditor on the difference in value. Council is mindful of the guidance within the Governance and Accountability for Smaller Authorities in England March 2022 on the valuation of its assets and has ensured that where the acquisition value of the asset at the time of first recording is used, that method of valuation has been consistently applied.

**Explanation given in the Explanation of Variances to be submitted with AGAR – Extensive purchases made of benches rewilding equipment and new driveway**

**Section 14 – additional information**

Was the annual meeting held in accordance with legislation? Partly Met

Council held its Annual Meeting of the Parish Council at which the Chair and other Officers were elected on 11th May 2023 in accordance with legislation in place at that time, at which the LGA Model Councillor Code of Conduct 2020 was adopted. Due to a lack of attendance at the start of the meeting the election of the chairman was deferred to later within the agenda.

**The Meeting was delayed initially, then after a short delay when in quorum it voted on the new positions.**

It was resolved to adopt the recommendations.

Proposed – SD  
Seconded – IW  
**ACTION - Clerk**

**7. To Consider the Annual Governance and Accountability Return (AGAR) 2023/24**

The Clerk SL gave an overview of the relevant document previously circulated.

i – To Approve and Adopt the Annual Governance Statement 2023/24[page 4]

Proposed – IW  
Seconded – NF

ii – To Approve and Adopt the Annual Accounting Statement 2023/24[Page 5]

Proposed – IW  
Seconded – NF

iii – To Approve and Adopt the AGAR 2023/24 FORM 3.

The Clerk explained that this year the Council expenditure exceeded the £25,000 threshold and therefore they could not claim an exemption.

Proposed – SD  
Seconded – RB

iv – To Approve and Adopt the Ancillary Documents 2023/24 (circulated)

The Clerk summarised the following documents

- a) Explanation of Variances
- b) Bank Reconciliation
- c) Exercise of Public Rights

Proposed – SD  
Seconded – IW

The Chairman and Clerk duly signed the relevant sections. AGAR to be submitted to external auditors.

**ACTION - Clerk**

**8. Approval of Transfer of Funds.**

The Clerk SL advised a balance transfer was required and suggested £5000. A bank transfer sheet was agreed and endorsed.

**It was resolved to approve the transfer of funds.**

Proposed – SD  
Seconded – IW

**ACTION – Clerk to complete the electronic transfer**

**9. Date of Next Meeting and close: 110724 closed 19.10 hrs**

Steve LECKIE Hasketon Parish Clerk.  
Thursday 27<sup>th</sup> June 2024

**Signed: .....Chairman. Date.....**

Steve LECKIE Parish Clerk