

**MINUTES OF THE EXTRAORDINARY MEETING OF HASKETON PARISH COUNCIL**  
**HELD ON 3rd June 2026**

At 6.31 pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

**Draft Final Minutes**

**Present:** Will Longe (WL) (Chair), Iain Whyte (IW) (Vice Chair), Parish Councillors (PCllrs), Beccy Batley (RB), William HELM (BH) and Steve LECKIE (SL) (Hasketon Parish Clerk).

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

1. **Welcome:** Chair WL opened the meeting and welcomed those in attendance.
2. **Apologies for Absence:** Apologies were received from District Councillor Dan Clery, and Councillor Martin SMITH (MS), 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 [AIAR PAGE4] 2024/25** (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 – WL

Seconded – IW

**ACTION - Clerk**

6. **To Consider and Adopt the Internal Audit Recommendations.**

Clerk had circulated a summary of the recommendations and the responses generated by him.

**Section 1 – Financial Regulation and Standing Orders.**

**Has the Council properly tailored the Financial Regulations? NO**

COMMENT:

RECOMMENDATION: Where [ ] are in place the Financial Regulations are to be tailored to the council's needs.

**I have reviewed the current document published on the website and amended it in line with the comments made regarding bracketed areas.**

**Section 12 – Assertion 10**

**The internal auditor will be checking that the council complies to the new assertion 10 introduced to the Annual Governance Accountability and Return (AGAR) following changes to the Practitioners' Guide 2025.**

**Does the council have an IT policy that is tailored to the council? NO**

COMMENT: The council is yet to adopt an IT policy.

RECOMMENDATION: To be fully compliant with assertion 10 of the annual return, It is recommended that the Council review and adopt an IT Policy and publish on the website at its earliest opportunity.

**Whilst there is a policy within the current - DATA PROTECTION & INFORMATION MANAGEMENT POLICY the Council has not addressed the specific requirement assertion 10.**

**SAPPP [Smaller authorities proper practice panel] set out best practice in July 2025 in relation to Assertion 10 – digital and data compliance. In consultation with SALC I have produced an abbreviated version of an IT Policy for 2026 to be posted on the Parish website.**

**Has website accessibility been tested, at least annually? NO**

COMMENT: To ensure that the council website complies with the regulations, it is best practice to test for website accessibility at least annually, this was last detailed as actioned November 2024.

**Suffolk Cloud has recently changed to PEAR SPACE and statements will be amended in due course.**

**WEBSITE states- We tested against WCAG 2.2AA to ensure site compliance in November 2024.**

It was resolved to adopt the recommendations.

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

**7. Review and approve the following documents:**

- i. **Financial Policy:** It was resolved to adopt the amended Policy Document in line with the audit recommendations and add to the Council website.

Proposed – WL  
Seconded – IBH  
**ACTION - Clerk**

- ii. **IT Policy:** It was resolved to adopt the amended Policy Document in line with the audit recommendations and add to the Council website.

Proposed – WL  
Seconded – IBH  
**ACTION - Clerk**

**8. To Consider the Annual Governance and Accountability Return (AGAR) 2025/26**

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

- i – To Approve and Adopt the Annual Governance Statement 2025/26[page 5]

Proposed – BH  
Seconded – IW

ii – To Approve and Adopt the Annual Accounting Statement 2025/26[Page 6]

Proposed – BH  
Seconded – IW

iii – To Approve and Adopt the AGAR 2025/26 FORM 2.

Proposed – BH  
Seconded – IW

iv - To Approve and Adopt the Certificate of Exemption AGAR 2025/26 [PAGE 3]

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

Proposed – BH  
Seconded – IW

v – To Approve and Adopt the Ancillary Documents 2024/25 (circulated)

The Clerk summarised the following documents and explained deadlines in relation to the Exercise of public Rights.

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

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

The Chair and Clerk duly signed the relevant sections. AGAR Certificate of Exemption to be submitted to external auditors.

**ACTION - Clerk**

## **9. Approval of Transfer of Funds.**

The Clerk SL advised a balance transfer was required and suggested £3000. A bank transfer sheet was agreed and endorsed. IW queried the transfer and the Clerk SL explained funds were low and there was a large invoice that would require funds for tree surgery.

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

Proposed – IW  
Seconded – WL

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

**9. Date of Next Meeting and close: 020726 closed 19.15 hrs**

Steve LECKIE Hasketon Parish Clerk.

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

Steve LECKIE Parish Clerk

DRAFT