

Minutes of meeting of Eaton Parish Council held in the Parish Hall on Thursday 11th May, 2024

Present: Cllrs. Weedenburgh, Waltho, Goodwin, Lyne, Thorpe, Cohen and Cook. Co-opting councillor Craig Harrison and retiring clerk Dorothy Waite. (Note: Cllr. Lyne is retiring from the May meeting and will be replaced by Craig Harrison). The clerk is retiring as soon as the exchange can be done with the new Parish Clerk – expected during June.

Minute 1973 – Accounts Meeting

The first business of the evening was to discuss the Annual Governance Statement and the compliance of the council with it. The clerk read out each of the eight clauses and the council agreed that we could record yes to each of them.

The council annual accounts were then reviewed starting with the receipts where in addition to the precept we had bank interest – somewhat higher this year in line with the national interest rate

On payments, these were roughly in line with precept with the exception of \$137 where the council agreed additional orchard tree purchase and on repairs where an urgent safety issue had arisen. These are explained on the page on variations

The bank reconciliation balanced and matched the checked bank statements. The summary showed the various income and payment status of the council and the supporting notes where they affected the figures.

The breakdown of administration showed the additional expense on the website which Cllr. Lyne explained to the council and which would be avoided in the future.

On the asset register, the figure for the notice board was removed as it had been replaced by a new village notice board not maintained by the council

Finally, the variations explained the additional spend on orchard trees and repairs and the saving from a smaller insurance premium.

This concluded the internal accounts of the council and each statement was approved and signed by the Chair where appropriate

On the annual return documents, the AGAR was completed and signed, the accounting statement, a copy had been given to each councillor and was approved and signed, the notice of public rights was completed where on retirement of the clerk, members of the public could view all the accounts and returns on the council website.

Copies of all the accounting statements would be scanned and sent to Cllr. Thorpe for the website

The clerk would now contact our internal auditor and arrange for the accounts to be audited and a report received. At this time the clerk will pass these to the council to be carried forward by them and the new clerk.

In the interim – the new clerk is not expected to be in full office until June – the retiring clerk will continue to monitor e mails and delete and forward as necessary. The clerk will not require any payment beyond that received at the beginning of March 2024.

The agendas for the two meetings on the 7th of May will be done by Cllr, Cook and checked with the council prior to the meetings. The retiring clerk will deal with any accounts for payment on the 7th of May and write out the cheques.

This concluded the business of the accounts meeting.

**Dorothy Waite
Retiring Clerk and RFO**