

Minutes of the Extra Ordinary Meeting of the Parish Council held 13.7.26 in Hadnall Village Hall at 7pm.

Present

Thomas Dickson, Steve Downing, Andrew Marston, Henry Crowe.

5 members of the public present.

26/048 Chair's Welcome and Purpose of Meeting

The Chairman welcomed those present and outlined that the purpose of the meeting was to deal with the outstanding financial matters and start the process of employing a new parish clerk.

26/049 To appoint Penny O'Hagan as Locum Clerk for the meeting

RESOLVED to appoint Penny O'Hagan as Locum Clerk for the meeting.

26/049 Apologies for absence

None.

26/050 Declarations of Interest

None.

26/051 Annual Accounts & Audit 2025/26

Annual Governance and Accountability Return (AGAR) 2025-26.

To **consider and approve:**

- (i) Internal Auditor's report

RESOLVED to approve and note the internal audit report for 2025-26.

- (ii) External audit exemption certification

RESOLVED that the Parish Council does not qualify as an exempt authority due to income over £25,000 during 2025-26.

- (iii) Section 1 - Annual Governance Statement

RESOLVED to answer yes to questions 1 to 8 and 10 and not applicable to question 9 of the 2025-26 Annual Governance Statement which was duly signed by the Chairman and Locum Clerk.

(iv) Section 2 - Accounting Statements

RESOLVED to approve the accounting statements for 2025-26 as laid out in section 2 of the AGAR and it was noted that these had been signed by the RFO in advance of the meeting.

(v) Electors' Rights – RFO to confirm intention to display notice and date

RESOLVED to set the date for electors rights as Friday 17th July ending on 27th August.

26/052 To agree the process for making payments on behalf of the parish council

RESOLVED to process all outstanding payment by cheque until a new Clerk can be employed.

26/053 To agree transfer of access to the parish council email account

RESOLVED that Cllr Dickson would collect the laptop and all documentation from Alision Utting and defer discussions on access to the email account for the locum clerk to the next meeting.

26/054 To agree the process for appointing a locum parish clerk and permanent parish clerk / RFO

It was explained that a locum clerk had been identified and subject to the council accepting their terms of employment they would then be able to take forward the recruitment of the new Clerk.

RESOLVED to defer this matter to the next meeting.

26/055 Date of Next Meeting: Monday 14th September

RESOLVED to hold another extraordinary meeting on Monday 27th July at 19.30 in Astley Village Hall. The next ordinary meeting will be held on 14.9.26 at 7.30pm in Hadnall Village Hall.

Meeting ended at 19.45.