



WEST DEAN
Parish Council

Minutes of the extraordinary Parish Council meeting held on
Monday 17th June 2024 at 19:00 at King George's Hall, West Dean.

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Higgins	✓		
Councillor J Camilleri	✓		
Councillor Seabrooke	✓		
Councillor M Camilleri		✓	
Councillor N Hiddleston		✓	
Vacancy			
Vacancy			

Also, in attendance:

Amanda Owen – Clerk, Wiltshire Councillor Richard Britton & no members of the public.

66/24	To receive Chair's opening remarks. Councillor Higgins welcomed everyone to the meeting and thanked everyone for their magnificent help at the spring clean resulting in winning the first round of Best Kept Village competition (small villages' category) by CPRE.
67/24	To receive and accept apologies for absence. Apologies were RECEIVED and ACCEPTED from Councillor Hiddleston & Councillor M Camilleri.
68/24	To receive declarations of interests relating to items on this agenda. Councillor J Camilleri declared an interest with item 69/24 due to being on the Village Hall Committee.
69/24	To agree the financial insurance contribution of £300.00 towards King George's Hall. Noting Councillor J Camilleri's declaration of interest, this item could not be voted upon due to the meeting being inquorate. The item will be moved to the July agenda.
70/24	To note the internal auditors report and consider recommendations therein. The internal auditors report was NOTED and can be found at APPENDIX A .
71/24	To complete section 1 of the AGAR. Section 1 of the AGAR was COMPLETED and SIGNED .
72/24	To complete section 2 of the AGAR. Section 2 of the AGAR was COMPLETED and SIGNED .
73/24	To note the dates of exercise of Public Rights for audit. The dates of the exercise of Public Rights for audit were noted as Thursday 20 th June to Wednesday 31 st July 2024.
	To consider the following planning application(s):
74/24	PL/2024/04984 Closing up existing car port openings to create new gym with alterations to front and rear elevations. Dean Hill House, West Dean, Salisbury, SP5 1HN. It was AGREED that West Dean Parish Council had no objection to this application, with a recommendation of a condition preventing the commercial use of the proposed gym. Proposed by Councillor J Camilleri, seconded by Councillor Seabrooke. All members voted unanimously to accept this resolution.
75/24	To note the date of the next meeting as Monday 15th July 2024. The date of the next meeting was noted as Monday 15 th July 2024.

There being no other business, the meeting closed at 19:30.

Do the Numbers Limited

23rd May 2024

Amanda Owen, Clerk
West Dean Parish Council

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2024

Following my visit with you today, please find below the list of matters arising.

This report is based on the improved standard of records and systems since the current Proper Officer has been in post.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
The records of the council comply with this test.		
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Minute authorisation	It is a legal requirement that every page of the minutes and the last page signed and dated by the chair.	Please update the minute template to provide clear areas for this control. In advance of approval of the AGAR, please ensure that all minute sets are compliant.
Annual meeting minutes	This set of minutes was not in the hard copy file at the start of the audit.	Members should ensure that the dates on all minutes they are signing form a complete consecutive record.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk assessment	The risk assessment was not reviewed or approved in the year.	This is an annual AGAR test and an essential control after a change in clerk.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
		The records of the council comply with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
		The records of the council comply with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
Not applicable to this council		
G	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Change of clerk	A clear minute of the hours, rate and pension entitlement of the new clerk was not made.	It is good practice to clearly minute the cost of wages each year and whenever staff change.

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Director: Eleanor S Greene

<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council comply	with this test
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council comply	with this test
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council now	comply with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
Not applicable to this council		
<i>L</i>	<i>Transparency Code</i>	
	The records of the council now	comply with this test
<i>M</i>	<i>Public Rights</i>	
Members' DPI forms	Not all members of the council have not included their home address on their DPI	Please ensure that all members completely and accurately fill out the declarations.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council now	comply with this test
<i>O</i>	<i>Trust funds</i>	
	The records of the council comply	with this test
<i>P</i>	<i>Borrowing</i>	
	The records of the council comply	with this test

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene