



Donnington & Muxton Parish Council

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FULL COUNCIL MEETING

Minutes of **Full Council Meeting** held at Turreff Hall, Donnington on **10th June 2024** commencing at 7pm.

Present: Councillors F Doran (Chairman), R Coates, L Dugmore, N Dugmore, Z Harrison, J Urey, L Vickers and O Vickers.

Also Present: K Eshelby (Deputy Clerk to the Council).

Absent: Councillors J Gough and A Lawrence.

24/06/23 Apologies: Councillors I Alexander, T Hoof and R Overton.

Resolved: That the apologies are noted

24/06/24 Declaration of Interest: As per Registers of Interests.

24/06/25 Public Session: No members of the public were present.

24/06/26 Minutes Councillors were asked to confirm the following Minutes of the Council and its Committees:

- a. Staff and Personnel Committee meeting held on 13th May 2024.

Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

- b. Annual Council meeting held on 13th May 2024.

Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

- c. Staff and Personnel Committee meeting held on 3rd June 2024.

Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

24/06/27 Matters Arising from Minutes

Monkey Puzzle Tree – Councillors were informed that no update had been received as of yet.

Hedgerows on Muxton Lane – An email had been sent to Councillors regarding the ownership of the hedgerows. The Deputy Clerk was asked to write to Homes England, requesting the schedule for the hedge cutting on the hedges they own on Muxton Lane.

24/06/28 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for May 2024.

Resolved: that the Expenditure Transactions for May 2024 are ratified and accepted as a true record. Councillor J Urey questioned why the council is spending money for a supplier to print trip tickets as instead of printing them inhouse. The Deputy Clerk gave reasons as to why such as cost effectiveness/professionalism etc and it was suggested by Councillor F Doran that it be considered by the Finance Committee at its budget meeting.

24/06/29 Income Received: Each Councillor received a copy of the Income Report for May 2024.

Resolved: that the Income Report for May 2024 is ratified and accepted as a true record.

24/06/30 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 31st May 2024.

Resolved: that the Bank reconciliation as of 31st May 2024 is ratified and accepted as a true record.

24/06/31 Financial Budget Comparisons: Each Councillor received a copy of the financial budget comparisons as at 31st May 2024

Resolved: that the Bank reconciliation as of 31st May 2024 is ratified and accepted as a true record

The Chairman thanked the Staff for their hard work involved in setting up the new financial systems and additional software.

24/06/32 Annual Governance and Accountability Return (AGAR) 2023/2024

a. Annual Return

To complete the Annual Governance Statement. (Page 4 of AGAR) Please see the Explanation of assertions for each numbered point.

To confirm the Statement of Accounts. (Page 5 of AGAR) including reconciliation of boxes 7 and 8

To receive the Annual Internal Audit Report. (Page 3 of AGAR)

To receive the Explanation of Variances.

b. Bank Reconciliation Details

To receive the Bank Reconciliation at 31st March 2024

c. Internal Audit

To receive report from Internal Auditor, John Henry detailing internal audit visits.

d. End of Year Accounts

To receive and sign the Consolidated Balance Sheet.

To receive the Income and Expenditure Financial Summary.

To receive the Financial Statement

Details of the Annual Return 2023/2024 were explained, and the onus was on the Members to satisfy themselves that all procedures were being complied with.

Resolved – that the Chairman:

Complete and sign the Annual Governance Statement (Section 9 is not applicable).

Sign to confirm the Annual Statement of Accounts.

Sign the Bank Reconciliation as at 31st March 2024.

Sign the Consolidated Balance Sheet

Councillors discussed the Internal Auditors report and concluded that issues raised had been explained and addressed.

24/06/33 Community Action Team (CAT) Report for May 2024 - Councillors received a copy of CAT Action Report for May 2024.

Concerns were raised as to why no warnings had been issued on schools during May.

More time to analyse the data has been suggested, to look at where the CAT can be more forceful with their warnings moving forward. It was however, acknowledged that it has only been in place for a month.

A request was made for an officer to be invited from the CAT to come and explain the action report a little bit more and to give an overview update to the Parish Council.

24/06/34 Action Plan 2024/2025 - Each Councillor received a copy of the Action Plan for this Council for 2024/2025.

Resolved: to adopt the Action Plan for this Council for 2024/2025.

24/06/35 Agenda Items for the Next Council Meeting:

Councillors requested the following items to be placed on the agenda for the next Council meeting:

1. Community Action Team (CAT) Report for May 2024
2. Benches on Broad Oaks
3. Opening times for Donnington Toilets
4. Times for speed checks on Wellington Road.

24/06/36 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 8th July 2024 commencing at 7pm at Turreff Hall, Donnington.

The meeting closed at 1955hrs.

Signed:

Date:

DRAFT

