

# KILMINGTON PARISH COUNCIL

## MINUTES OF AN EXTRAORDINARY MEETING HELD AT 7.30pm ON TUESDAY 18<sup>th</sup> JUNE 2019 IN THE CRICKET PAVILION

**Present:** Cllrs B. Trott (Chair), M. Collier (Vice Chair), J. Mear,  
S. Huscroft, M. Jones, S. Seward, A. Dare, P. Ball, E. Styles

**In Attendance:** A Jenkins (Clerk)

**Members of Public:**

### COUNCIL BUSINESS

#### 1. Apologies

None

#### 2. Handover from Ms Kirkcaldie

- a) The Clerk reported that on the 10<sup>th</sup> June he had met with Ms Kirkcaldie and the Internal auditor, Tom Stuckey of Thomas Westcott accountants at their offices. Ms Kirkcaldie had claimed to have handed all the 2017/18 papers into their offices sometime in September and October 2018. Mr Stuckey said that he had previously checked and hadn't been able to trace that any documents had been handed in. Ms Kirkcaldie continued to claim that they had been handed in although she could not remember whose attention they had been marked for or give an approximate date. Mr Stuckey said he would recheck the logging in book and do a thorough search of the office later that day. The Clerk gave Mr Stuckey a copy of the External Auditors letter dated 20<sup>th</sup> March 2019 re the Statutory Public Interest Report and advised him that this and their previous letter of the 5<sup>th</sup> February 2019 had not been brought to the Council's notice. He explained that in view of this it was essential that the 2018/19 AGAR be completed and submitted to the External Auditors but that he had not yet received all documents from Ms Kirkcaldie including minutes, cheque book stubs, bank statements etc etc (including part of the 2018/19 papers). Mr Stuckey had said that he would assist by trying to complete the internal audit as quickly as possible when all the documents were available.

After the meeting the Clerk had reminded Ms Kirkcaldie that amongst the outstanding items he also needed most urgently the HMRC gateway details and file. She had promised to email these on the 11<sup>th</sup> June.

Mr Stuckey had emailed the Clerk at 6.44pm that evening to advise that he had checked all files and his office's booking-in system. He had no record of any information being received for the 2017-18 year or any subsequent periods for Kilmington Parish Council.

- b) The Clerk advised that he had compiled an ongoing audit of the various documents/ files etc he had received from Ms Kirkcaldie but there was still a considerable amount of missing documentation.

- c) The Clerk said that he had received an email on the 12<sup>th</sup> June from Ms Kirkcaldie enclosing the HMRC gateway information but when he accessed the HMRC/PAYE gateway he had discovered that the Parish Council had overdue payments of £509.32 (as a result of late filing penalties and interest) and also an upcoming payment of £321.39, with HMRC stating that they must have £300 of this amount by the 16<sup>th</sup> June 2019.

He had discussed the matter with the Chair who had decided to appoint Thomas Westcott Accountants to act as agents for the Council on the HMRC/PAYE and resolve the discovered issues. A cheque for £300 made payable to HMRC had been issued and given to Thomas Westcott on the 14<sup>th</sup> June 2019 in case an immediate payment was necessary to avoid further penalties.

- d) The Chair and Vice Chair reported that in view of the protracted issue of the handover of the outstanding items from Ms Kirkcaldie, they had decided to instruct Beviss & Beckingsale Solicitors to issue a letter to Ms Kirkcaldie demanding all the outstanding items.
- e) The Vice Chair and the Clerk had met with Mark Carlisle of Beviss & Beckingsale on the 13<sup>th</sup> June, who would draft out a letter to be hand delivered by the Vice Chair.
- f) Proposed by Cllr. Dare, seconded by Cllr. Jones, all in favour to fully endorse and support the decisions and actions made by the Chair and Vice Chair in appointing both Thomas Westcott Accountants and Beviss & Beckingsale Solicitors.

The Chair reported that he had discussed the matter with the Monitoring Officer at EDDC who had asked to be kept informed.

3. The Clerk said that he had spoken to the External Auditors to explain the position and that whilst the Council would be unable to complete and submit the 2018/19 AGAR by the 1<sup>st</sup> July 2019, that they had agreed an expected submission date in August 2019. They had also given some advice on how to complete the AGAR without a previous year's AGAR amounts etc to work from. They had advised that they had sent Ms Kirkcaldie a letter on the 3<sup>rd</sup> May 2019 enclosing an invoice for £576.00 in respect of fees incurred as a result of failure to submit 2017/18 AGAR. The Clerk said that they had sent him copies of the letter and invoice together with copies of letters they had sent Ms Kirkcaldie in July and August 2017. Councillors said that these letters had not been disclosed to them.

#### 4. FINANCE

- a) Intervening Expenditure  
£300 payment to HMRC proposed by Cllr. Dare, seconded by Cllr. Huscroft, all in favour
- b) Forthcoming Expenditure  
£576 payment to PKF Littlejohn (External Auditors) in respect of fees incurred for failure to submit 2017/18 AGAR, proposed by Cllr. Mear, seconded by Cllr. Styles, all in favour.  
£74.99 payment to A. Dimond Stationers for printer toner cartridge, proposed by Cllr. Huscroft, seconded by Cllr. Dare, all in favour.
- c) The Clerk advised that he had contacted both Santander and NS&I for forms for the contact details and signatories to be amended.  
Councillors understood that the existing signatories on the Santander account were Cllr. Collier, ex Cllr. Bolton and ex Cllr. Hodges.  
Councillors understood that the existing signatories on the NS&I account were Cllr. Collier and ex Cllr. Bolton.  
It was proposed by Cllr. Dare, seconded by Cllr. Jones that:-  
the signatories on the Santander be changed to Cllr. Trott, Cllr. Dare and Cllr. Huscroft  
and the signatories on the NS&I be changed to Cllr. Trott, Cllr. Dare and Cllr. Collier.  
All in favour.

The meeting closed at 8.20pm.

Signed *B Trott*

Date *25/06/19*