

KILMINGTON PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING HELD AT 7.30pm ON TUESDAY 4th 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

In Attendance: A Jenkins (Clerk)

Members of Public: 1 (H. Kirkcaldie, previous Clerk)

COUNCIL BUSINESS

1. Apologies

Cllr. P. Ball & Cllr. E. Styles

2. Handover from Hilary

The Clerk advised Council of the documents and files which had been passed over to him by Ms Kirkcaldie, the previous Clerk and what he was still waiting for. He said that it was now urgent that everything outstanding be passed over to him particularly all bank statements, cheque book stubs, accounting records, HMRC & VAT Gateway papers and passwords, keys to the Village Hall & filing cabinet and all the minutes since 2016 together with the 2017/18 invoices, receipts and accounting sheets.

Ms Kirkcaldie handed over to the Clerk the passbooks for the NS&I account together with some papers relating to the Santander account and the Lloyds Bank statements dated 29th March & 30th April 2019. In response to a query from the Clerk about any petty cash, postage stamps or stationery, Ms Kirkcaldie advised that she did not hold any petty cash, supply of postage stamps or any stock of stationery.

She said that she had dropped all the 2017/18 documents into Thomas Westcott, the internal auditor's office last September/October, although they had informed the Vice Chair at the end of May that they were not holding any documents or files. It was agreed that she arrange an urgent appointment with Mr Sturkey at Thomas Westcott for the Clerk and herself to meet with him and discuss the matter. She said that she would urgently attend to all the other outstanding matters including all the missing minutes and pass them over to the Clerk.

3. Annual Governance & Accountability Returns (AGAR)

The Clerk advised that he had discussed with DALC the matters of:-

- the non-submission of the 2017/18 AGAR,
- the Public Interest Notice letter issued by the external auditors, PKF Littlejohn

- the non-disclosure to the Council by Ms Kirkcaldie of the true situation of the 2017/18 AGAR and of receiving the letters from PKF Littlejohn.

DALC had informed the Clerk that the situation was unprecedented and advised the Council to ensure that the 2018/19 AGAR was submitted on time and to speak to the external auditors particularly if they were unsure how to proceed due to there being no previous AGAR year balances to work from. The Clerk said that he would endeavour to complete the AGAR and submit the paperwork to the internal auditor urgently but that he required all the missing documentation from Ms Kirkcaldie in order to be able to do this. It was essential that the matter of the missing 2017/18 papers be resolved as quickly as possible and he urgently receive everything from Ms Kirkcaldie. Cllrs. stressed the urgency of the matter to Ms Kirkcaldie.

4. Finance - Expenditure to be approved

Cllr. Dare proposed, Cllr. Jones seconded, all in favour that:-

Payment be made to Wiveliscombe Joinery Limited of £1,647.00 in respect of the balance due for the new noticeboards.

5. Planning Applications

Cllrs. A. Dare & M. Collier declared an interest in both of the following applications and left the room whilst the Council considered these applications.

- a) 19/1097/FUL – Coryton Park, Kilmington EX13 7RD**
- b) 19/1098/LBC – Coryton Park, Kilmington EX13 7RD**

Councillors studied the application documents and plans and discussed the applications.
Councillors resolved to support both applications.

Cllrs. Dare & Collier then returned to the room.

The meeting closed at 8.20pm.

Signed *B Trott*

Date *25/06/19*

