



Minutes of the Extraordinary Meeting of Hundleby Parish Council held on 18th August 2025 in the Parish Rooms Hundleby.

Present:

Cllr Lynette Corten-Miller (Chair)
Cllr Phillip Maddison
Cllr Robert Bell
Cllr Ruth Birkin
Cllr Malcolm Dales
Cllr Christine Parker

Also Present: Mrs W Moore, Parish Clerk, Mrs Y Smith Interim RFO

428. Apologies

Apologies were received and accepted from Cllr Natalie Tilsley.

429. Declarations of Interest under the Localism Act 2011

None were declared.

430. Finance Regulations Review 2025.

The RFO reported that the Internal Auditor had noted that the Finance Regulations had not been reviewed for 2025. The Regulations have now been updated to include Petty Cash.

It was **RESOLVED** to accept the updated Finance Regulations 2025.

431. Final Report from the Internal Auditor (IA).

The RFO reported that some items had not been uploaded to the website although they had been prepared to be uploaded. This has now been rectified. The IA had queried some of the budget figures brought forward from a previous year as they did not match the figures presented to the Council for the following year. The Chair found where the error was and this had now been recalculated by the RFO. The correct budget figures have now been uploaded to the website.

The bank reconciliations will now be uploaded onto the website every month and these have been brought up to date. Spend over £100 is now being noted on the agenda and in the minutes.

The IA queried that a Risk Management had not been carried out at the proper time. Cllr Birkin said that she was working on the Risk Management/Assessment.

ACTION-The Health and Safety Assessment carried out on the 19th July to be uploaded to the website. (WM)

The Year End Explanation of Variances for 2023/24 was not completed. The RFO had checked with the External Auditor and was told this was not necessary for a Small Authority. Cllr Bell queried if this could be done.

ACTION- Explanation of Variances to be completed for 2023/24 (RFO)

The IA did recognise that the Council had not had a Clerk and that it had been working under difficult circumstances.

The RFO concluded with, although there appeared to be a lot of errors, most areas were deemed to be satisfactory.

It was **RESOLVED** to accept the report



432. Quarterly Budget Review

The RFO reported that there were two items not sufficiently budgeted for. The Scribe Account budget for the previous year was insufficient by £12 and the same figure was used for the current year. The Internal Audit was £5 more than had been budgeted for. Cllr Maddison queried if the Electricity budget would be sufficient. He had been taking the metre readings and they had been applied to the Eon account. He also said that one hirer had left the heating on in the previous year. A previous Clerk's name is still on the electricity invoice despite repeated attempts to change it. The RFO reported that the budget is on track for the current year.

433. Internal Audit Training for Clerks

It was **RESOLVED** that the Clerk attend the training on the 19th September at LALC HQ.

434. Transfer of Monies

It was **RESOLVED** to transfer £20,000 grant donation from the Community Account to the Community Instant Access Account for the cost of the renovations to the Parish Rooms.

435. Locum RFO/Clerk

It was **RESOLVED** to retain the services of Yvonne Smith as locum RFO/Clerk until 31st March 2026.

436. Local Government Pay Award 2025

It was **RESOLVED** to accept the Local Government Pay Award for 2025 from 1st April 2025.

437. Bank Reconciliation Figures July 2025.

It was **RESOLVED** to accept the balanced Bank Reconciliation Figures for July 2025 and for the Chair to sign them.

Bank Balances were presented as:

a. Community Account	£21,967.47
b. Commercial Instant Access	£11,889.13
c. 32 Day Access Account	£13,873.65
d. Total in all Accounts	£47,730.25

438. Payments and Receipts July 2025

It was **RESOLVED** to accept all orders for payment for July 2025 and that the Chair to sign

Payment over £100:-

Salaries	£604.43(July)
Salaries	£162.14 (June)
HMRC Tax for Salaries	£151.20
LALC – Internal Audit	£198.00

Please note these are the draft minutes until approved a true record by the Parish Council



The RFO said that it was difficult to operate the invoicing system on Scribe as the ad hoc lettings in the Parish Rooms were not always apparent until the money had gone into the back. Although the diary was available, this was not always sufficient for the finance control.

ACTION- To be placed on the agenda for the next Finance Meeting.(WM)

The Meeting was closed at 7.50pm.