



Minutes of the Extra Ordinary Meeting of Hundleby Parish Council held on Monday 15th June 2026 in the Parish Rooms, Hundleby at 7pm.

Present:

Cllr Lynette Corten-Miller (Chair)
Cllr Philip Maddison (Vice Chair)
Cllr Robert Bell
Cllr Ruth Birkin
Cllr Natalie Tilsley

Also Present:

Mrs Yvonne Smith Parish Clerk

99. Apologies for Absence

Apologies were received and accepted from Cllrs Dales and Parker.

100. Declarations of Interest under the Localism Act 2011

None received

101. Internal Auditor's Report

The Clerk read out the parts of the report where comments had been made by the auditor and her replies and actions taken and to be taken. She said that the auditor had a face to face this time which helped as the auditor could be shown where certain items had been rectified from the last internal audit. This had proved to be useful to both.

The Clerk said that a lot of the policies needed reviewing, which she was intending to do now that she was to be the Clerk. She wants to standardise the layout of the policies. Cllr Tilsley said that she had them all on file.

The Chair thanked the Clerk and said what a massive difference this audit had been to the last.

101. Annual Governance Accounting Statement Section 1 2025/26

The Chair read out each item on the Governance Statement and the councillors voted on each point.

It was **RESOLVED** to accept the Governance Accounting Statement as being accurate and true.

The Chair and the Clerk then signed the statement.

A copy of this can be found on Hundleby Parish Council website under Council Business-Policies, Finance and Documents-Audit

102. Accounting Statements for 2025/26

It was **RESOLVED** to accept the Annual Accounting Statements for 2025/26 as being accurate and true.

The Chair and the Clerk then signed the statement.

A copy of this can be found on Hundleby Parish Council website under Council Business-Policies, Finance and Documents-Audit



103. Explanation of Variances

The Clerk presented the Explanation of Variances. She explained that, last year, there had been a criticism by the External Auditor that there was not enough explanation when the variances were over 15%. The Clerk said that she had completed a more detailed list of expenditure and income which was mainly concerning the renovations of the Parish Rooms. It was **RESOLVED** to accept the Explanation of Variances.

A copy of this can be found on Hundleby Parish Council website under Council Business-Policies, Finance and Documents-Audit

104. Information Technology Policy

The Clerk reported that the council did not have this policy and it had been part of the internal auditor's report.

It was **RESOLVED** to adopt the Information Technology Policy

105. Bank Signatories Review

The Clerk report that this had not been done following the last internal audit and, although, she had reported this last year had not set it as an agenda item.

Bank Signatories were Cllr Corten-Miller, Cllr Ruth Birkin, Cllr Maddison and Cllr Parker. It was **RESOLVED** that the signatories had been reviewed and remained the same.

ACTION-To be reviewed at the Annual Meeting of the Parish Council

The meeting was closed at 7.30pm