

Minutes of the extraordinary meeting of Chetton Parish Council
held on Wednesday 25th June 2025

Present Councillors Berry, Clarke, Crawford Clarke, Fox, Jackson, Tofiluk, and Verney

1. Apologies

 Councillors Jordan, Millington-Preece

2. Any declarations of interest

 There were none declared.

3. Confirmation of minutes of the previous meeting

 The minutes of the previous meeting, having been circulated, were confirmed and signed as a correct record. Proposed by Councillor Jackson and seconded by Councillor Berry.

4. Matters arising from those minutes not appearing under other headings

 There were none.

5. Accounting Statements and Competence

 a. Certificate of Exemption

 The Certificate was approved. Proposed by Councillor Crawford Clarke and seconded by Councillor Fox. The Certificate was signed by Chair.

 b. Internal Audit Report

 - Clerk read through the Internal Audit Report and auditor's comments.
 - Necessary actions already in place (since April 2025) and those 'to action' were discussed and agreed.

 - It was noted that in section G of the report the auditor said there was no evidence of how the Clerk salary change was calculated. The salary for the new Clerk was discussed at length during the meeting in November 2024 before interviews took place – this was not explicitly minuted. During discussions about the budget and precept in the January 2025 meeting, it was agreed to pay the new Clerk in line with the Local Government Pay Spine (Point 14). Clerk's salary was budgeted for accordingly.

 c. Annual Governance Statement

 Clerk read through each of the statements, and it was agreed to answer 'Yes' to all. The Statement was approved. Proposed by Councillor Fox and seconded by Councillor Clarke. It was signed by the Chair and Clerk.

d. Accounting Statements

The Accounting Statements and parish accounts were reviewed by the meeting (the Councillors having received the documents by email before the meeting). The Accounting Statements were approved. Proposed by Councillor Fox, seconded by Councillor Crawford Clarke. It was signed by the Chair.

e. Payment of audit invoice: Mrs J Madeley - £200 (cheque no. 816)

The payment was unanimously approved.

6. Any Parish matters to be placed on the next agenda

It was agreed that a discussion about changing banking provider should take place at the meeting in July 2025.

7. Date of next meeting:

Wednesday 16th July 2025

The meeting was declared closed at 20:14.