

SOUTH CADBURY & SUTTON MONTIS PARISH COUNCIL
***DRAFT* MINUTES OF THE EXTRAORDINARY MEETING OF SOUTH**
CADBURY & SUTTON MONTIS PARISH COUNCIL HELD AT SUTTON
MONTIS VILLAGE HALL

Thursday 18th August 2022 at 19:30hrs

Present - D Soper (Chairperson) L Tabor J Griffiths M Semmons
C Toop (Parish Clerk)
Sally Palmer (Internal Auditor)

The Chairperson opened the meeting and advised all that the meeting is being recorded

PC 2022/48 To receive Apologies for absence and to approve the reasons given

Apologies were received from Cllr M Toop

PC 2022/49 Declarations of interest Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct

No interests declared

PC 2022/50 To approve and sign as a correct record the minutes of the Council Meeting held on Thursday 21st July 2022

The minutes of the Full Council Meeting held on Thursday 21st July 2022 were approved and signed as a correct record by the Chairperson

PC 2022/51 Actions from previous meeting

- **PC 2022/31 New bank account update** the Clerk advised that Santander are still not offering online opening of accounts. However, the internal auditor has advised that Nat West have a Community Account which has free software with secure methods for retrieving information electronically that can be used for processing payroll, end of year accounts etc. Discussed and unanimously approved to open a Community Account with Nat West and close existing HSBC account transferring funds to new account
- **PC 2022/32 Rights of Way concerns update** the bridle path has now been checked by Cllr Tabor who confirmed it has been cut back
- **PC 2022/34 (2) Tipping in Sutton Montis** No further updates and problem continues with growing concern from residents. The Clerk advised she has not yet received a reply to her email to District Cllr Burt and has emailed PCSO Tim Russell who is currently on leave. Agreed to report matter to the Environment Agency as advised by SSDC planning enforcement team
- **PC 2022/45 Financial matters** discussed the 2 sample Contracts of Employment previously circulated by the Clerk and unanimously approved the simple Contract will be used
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PC 2022/52 To discuss and approve internal audit and recommendations for year ending 31st March 2022 Internal Auditor Sally Palmer advised auditing the accounts had not been

straightforward and recognised Covid had impacted how the Council would normally conduct its business. Unfortunately the previous Clerk had not been available to answer queries regarding missing bank statements, lack of payslips etc. She advised that although it was most likely done with good intent, it was not correct to have an employee of the Council entwining Council business such as running payroll, preparing the minutes and auditing the accounts through her own private business as it needs to be more transparent; causes a problem when personnel change and is a risk to the independence of the Audit. Plans are now in place with the new Clerk to address and achieve consistency with record keeping ensuring receipts are obtained; minutes are concise, a proper payroll set up and preparing a budget to demonstrate the Council is doing the right thing with public money.

It appears that for a number of years donations have been made to the same local charities and consideration needs to be given to how the Council has arrived at the annual precept being requested which should be based on the budget for the coming year. Sally advised that although there had been discussion during the Council meeting it had been minuted not to prepare a budget. It is important to use the precept money and show the community you are being professional. The Clerk advised that the Council still has £5000 CIL money which must be used for community projects and suggested the Council considers making a payment to South Cadbury Village Hall for the intended purchase of playing field equipment for toddlers – unanimously approved. Cllr Semmons will report back to the Hall Committee. The biggest concern is the lack of publication of public records on the website as every Parish Council has to have information online. Sally advised that as the Audit cannot currently be published on the existing website it should be posted on the village notice boards

The Clerk advised that Sally has kindly offered to assist her in getting things set up properly moving forward and asked if the Council were happy for Sally to support her. Unanimously agreed as this demonstrates our willingness to get things in order and approved that Sally will be paid £200 as per her invoice for undertaking the Audit and remunerated for her time in assisting the Clerk with the setting up of payroll etc. Sally confirmed she is happy to wait for payment until the new bank account is set up

PC 2022/53 To discuss current website and quote for new website The quote for the new website from Western Web Limited that was previously circulated was discussed. It was unanimously agreed to proceed with the quote for a new website to be built as soon as possible keeping the Council name and retaining an email address for the Clerk but not the Councillors

Meeting closed 20.10

12. Date of next meeting Wednesday 21st September Sutton Montis Village Hall at 7.30

Signed Date

Minutes prepared by Cherry Toop (Parish Clerk)

28th August 2022

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