

**MINUTES OF EXTRAORDINARY WOULDHAM PARISH COUNCIL MEETING**  
**THURSDAY 20<sup>th</sup> June, 2024 AT 6.30PM**  
**81 HIGH STREET, WOULDHAM**

Present: Cllr Bell, Cllr Marr, , Cllr Yard, Cllr Miles, Cllr Parris, T. Miles (Clerk/RFO) 1 Member of Public

1.	<b>APOLOGIES:</b> None	ACTION
2.	<b>DECLARATIONS OF INTEREST</b> - None	
3.	<b>Purpose of Meeting:</b> Cllr Bell explained that this extraordinary meeting is needed to approve the documents which require to be sent to our External Auditors following the completion of our internal audit on Monday. The deadline for submission is 30 <sup>th</sup> June.	
3.1	<b>Internal auditors report and comment.</b> Councillors had received the report via e-mail and it will be on our website. The Internal Auditor has signed off the accounts. Clerk reported that the only issue was the remittance advices from TMBC for S106 funds. The final one has now been received from TMBC and passed to the Auditor. Councillors have reviewed auditor's comments and accepted comments.	
3.2	The Council considered and approved the Statement of Internal Control for the year ending 31st March 2024. The Chair and Clerk signed the Statement on behalf of the Council and it will be published on our website.	
3.3	The Council considered and approved the Annual Governance Statement for 2023/4. The Chair and Clerk signed and dated the Statement on behalf of the Council. It will be published on our website.	
3.4	The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had, prior to the meeting, signed and dated section 2 of the AGAR for 2023/4. The Chair explained the variances, which will be sent to the External Auditor. He then signed and dated the Accounting Statement on behalf of the Council.	
3.5	The Council noted the period for the Exercise of Public Rights which will be published on our website on Sunday 23 <sup>rd</sup> June and will cover the period from Monday 24 <sup>th</sup> June until Friday 2 <sup>nd</sup> August. The annual return will also be published on the website from 23 <sup>rd</sup> June.	
4.	<b>Any Other Business:</b>	
4.1	<b>Budget Review:</b> Clerk presented the budget against spend to date for review and explained that PAYE will be overbudget due to the Y & C Worker being added. Also, subscriptions is higher as Scribe was not included, but strongly recommended by the Auditor. No other issues raised.	
4.2.	Cllr Bell presented the budget for the Community Fayre and explained that £1200 was needed to cover the costs from the 2k Y & C budget. Some of this will be recoverable through donations. Cllr Yard noted that the new Y & C Worker has made great progress already. All agreed to delegate a budget of £1200 to the Clerk to enable payments to be made	
4.3	<b>Authorisation of payment request.</b> Cllr Bell explained that he, Cllr Marr and the Clerk will not be able to meet before July to authorise payments. Therefore, payment authorisations have been brought forward as far as possible. Councillors agreed payments and Cllrs Bell and Marr signed request. It was agreed that Cllr Yard would now check payments against the statement as part of the Finance Team. Clerk to show her the system. Cllr Bell advised that the Finance Team would also need to meet in August to sign off essential payments i.e. payroll.	
	Cllr Bell presented the initial findings of the Traffic Survey. He explained that there was a lot of information, and if any councillor would like to go through it in further detail, they should contact him. He also advised that analysing the speeds is more complicated and we may need to speak to the company to enable us to understand them. He and the Clerk will review in July. Cllr Marr noted that he was not sure how speeds could be recorded with the equipment as vehicle bases vary which may show a vehicle with a shorter base travelling faster than those with a longer base.	
	<b>Meeting Closed: 7.15pm</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_