

16/06/22

Summonses to the meeting of Sampford Peverell Parish Council to be held in the committee room at the Memorial Hall, Lower Town on 16 June 2022, starting at 7.00 pm, were distributed with the agenda and posted on the website 12 June 2022.

## **Minutes of the Meeting of Sampford Peverell Parish Council held on 16 June 2022**

Present:

Councillors D Cutts (Chairman), H Culpin (Vice-Chairman), T Burt, E Castle, B O'Connell, S Taylor and A Williams and S McGeever (Clerk).

The Chairman, Cllr Cutts, opened the meeting and welcomed those present. The meeting was primarily to sign the Annual Governance Statement and Accounts.

### **2022/23/002/1 - Apologies**

Apologies had been received from B Perks.

Cllr C Collis and J Norton (MDDC) and R Radford (DCC) were not present.

### **2022/23/002/2 – Declaration of Interest**

There were no declarations of interest.

### **2022/23/002/3- Open Forum**

No members of the public were present.

### **2022/23/002/4 - Approval of the Minutes of the Annual Parish Council Meeting held on 9 May 2022**

It was RESOLVED that the minutes of the meeting held on 21 March 2022 were a true record of proceedings and they were duly signed by the Chairman.

### **2022/23/002/5 - External audit (Annual Governance and Accountability Return (AGAR))**

The internal auditor had raised a query regarding the VAT amount given in the Year End accounts prepared by the previous clerk.

At the meeting on 9 May 2022, it had been agreed that the signing of the Accounting Statement for 2021/22 should be delayed until the matter had been resolved.

The Clerk advised that the discrepancy of £160 related to an invoice for £960 relating to Tree Works where the VAT amount had been paid by the contractor and that this sum would be claimed in the VAT return being prepared by the previous clerk and then re-imbursed to the contractor.

Given that the VAT discrepancy had been accounted for, it was RESOLVED that Section 1 and 2 of the AGAR forms would be signed by the Chairman and Clerk, as appropriate and be dated 16 June 2022.

### **2022/23/002/6 - Any other matters for discussion**

The Clerk also advised that Sampford Peverell Parish Council was now registered with HMRC as an employer and PAYE would be set up for the new clerk with effect from the joining date.

Cllr Cutts advised that Nick Roads had expressed an interest in becoming a councillor and it was RESOLVED that he should be invited to the next meeting in July.

Cllr Cutts gave his apologies for the next meeting and advised that Cllr Culpin would chair the meeting in his absence.

It was noted that the budget for the refurbishment of the toilet block was £12,000 and there had also been a budget for the cleaning of the toilets which had not been used for a year given the work being undertaken. With the building works completed, three quotes were now being obtained for the electrical work.

It was noted that the process of interviewing for the use of the servery would commence and Cllr Cutts, O'Connell and Williams would undertake this task. Subject to such discussions, it was felt that it might be necessary to offer the first 6 months' rent free to ascertain the viability for any future operator. Water and electricity would be billed.

Cllr Cutts closed the meeting at 7.15pm.