**MOSTERTON PARISH COUNCIL**

**Parish Council Meeting**

**To be held on Tuesday 12th July 2022**

**Agenda**

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| **Item No.** | **Tuesday, 12th July 2022** |
|  | **Public Discussion of items on the agenda** |
| **2022/032** | **Present and apologies:** To receive any apologies for absence (and to record approval as necessary); **Declarations of Interest:** To receive any declarations of interest; **Grants of Dispensation** |
| **2022/033** | **Report from Local Ward Councillor, Dorset County Council** |
| **2022/034** | **Report from Representative of Dorset Police** |
| **2022/035** | **Minutes from previous meetings:**  The draft minutes of the following two meetings were presented as follows:  (a) 10th May 2022; the minutes were approved, proposed by Cllr , and seconded by Cllrs  and signed by Cllr Fry.  (b) 21st June 2022; the minutes were approved, proposed by Cllr , and seconded by Cllrs and signed by Cllr Fry. |
| **2022/036** | **Matters arising from previous meetings:**  **(a) 10th May 2022**   * The   **(b) 21st June 2022**   * The |
| **2022/037** | **Internal Audit Report for 2021-22 Financial Year (June 2022):**  The Clerk referred to the 2021-2022 Internal Audit Report, which had been presented at the meeting of 21st June 2022 as part of the annual AGAR process and had helpfully included a proposed action plan for the parish council. The 21st June meeting had accepted the report. The internal auditor had suggested a number of actions, each marked high, medium or low in priority. Those that had been marked high were here presented as a report or for approval or for discussion. The Clerk explained that those of a financial nature would be discussed under the agenda item, Financial Report.  (R***eference numbering is from Internal Audit Report Action Plan***):  **(a) 2022-2023 Budget:** to be drawn up and approved retrospectively (***4.1***), (agreed by internal auditor in the circumstances), to fit the Precept for 2022-23 set in the emergency meeting on 22nd January 2022, (*document to follow*); (*normally approved prior to setting the precept, usually December or January*)  **(b) Quarterly Monitoring of the 2022-23 budget: 1st Quarter ending 30th June 2022** (***4.2***) (*document to follow*)  **(c) Quarterly monitoring of bank reconciliation: 1st quarter ending 30th June 2022** (***1.1***) (*document to follow*)  **(d) Contingency plan for any future unexpected significant absence of Clerk to enable continuity of business e.g. use of locum or mutual agreement with neighbouring Council:** for discussion (***2.2****)*  **(e) Approve full list of payments made in 2021-22 to ensure all payments properly approved:** *(****2.4****),*(*document to follow*)  **(f) VAT Return for 2021-22 checked against invoices to verify amount to reclaim:** (***2.6****)* Verbal report from Clerk  **(g) Approve and sign the minutes of meeting on 13th July 2021:** *(****3.2****)* Internal auditor could not find evidence that these minutes had been approved - no regular meetings held in-year after July 2022 (*attached to email*)  **(h) Review of Risk Assessment:** Annual review not carried out in 2021-22 – no regular meetings held in-year; (**3.1**) (*January 2021 parish council-approved document attached to email*)  **(i) Ensure all unpaid allotment plots 2021-22 are invoiced and the rent collected: (5.1**) For discussion |
| **2022/038** | **Update on Village Green and Sponsorship of Ham Stones:** For discussion |
| **2022/039** | **Financial Report:** together with the following actions undertaken as a result of the internal audit report:  **(a) 2022-2023 Budget:** drawn up retrospectively (***4.1***), (as agreed by internal auditor in the circumstances), to fit the Precept for 2022-23 set in the emergency meeting on 22nd January 2022 and **(b) Quarterly Monitoring of the 2022-23 budget: 1st Quarter ending 30th June 2022** (***4.2).*** These were approved  **(c) (d) Receipts and payments since the last regular meeting (10th May 2022):** to note and approve, and **Quarterly monitoring of bank reconciliation: 1st quarter ending 30th June 2022** (***1.1***). These were approved. |
| **2022/040** | **Planning:** to note and consider   1. Applications handled since last meeting 2. Decisions notified by Dorset Council since the previous meeting 3. New application(s) to be considered 4. Tree applications   *(Note: At 05/07/2022 – No new planning applications since the last meeting; the outstanding application for three two-storey properties on land above Orchard Way by the church is still under Dorset County officer consideration)* |
| **2022/041** | **Correspondence:** Report on local correspondence since the previous regular meeting (10th May 2022) – *document to follow* |
|  | **Public Discussion of agenda items for next meeting – Tuesday 21st September 2022** (*note change from 13th Sept 2023*) |