

# SAPPERTON PARISH COUNCIL

MINUTES OF ADDITIONAL FINANCE MEETING HELD in  
SAPPERTON VILLAGE HALL, 16 JUNE 2025 AT 11AM

## 1 IN ATTENDANCE

Members of the Parish Council Sarah Osborn Smith, Chair (SOS); Sara Taylor, (ST); Alun Dufoo (AD); Quorum confirmed.

**APOLOGIES:** Mike Cameron-Davies; Caroline Tiley (CT); Charlie Patch (CP); Daniel Janocka (DJ); Reasons for absence accepted.

## 2 MINUTES OF PREVIOUS MEETING

Minutes of 10 June PC Meeting and this additional meeting to be signed at 8 July PC Meeting.

## 3 DECLARATIONS OF INTEREST - NONE RECORDED.

## 4 PUBLIC FORUM – No members of the public attended on this occasion.

## 5 FINANCE

### Annual Governance and Accountability Return (AGAR) FY 2024/2025

- 5.1 **Internal Auditor's Report** Received and Approved. No issues. List of recommendations for minor improvements tabled and discussed. Clerk to action
- 5.2 **Bank Reconciliation for FY 2024/2025** – Approved and signed by two councillors
- 5.3 **Annual Governance Statements Section 1** - approved and signed by Chair & Clerk.
- 5.4 **Annual Accounting Statements Section 2** – Signed by RFO in advance of meeting and signed by Chair following approval
- 5.5 **Certificate of Exemption from External Audit;** Approved and Signed by RFO and Chair. To be submitted to allocated external auditor, PK Littlejohn.
- 5.6 **Commencement Date for Public Inspection Period:** 30 working days, mandatory to include first 10 working days of July. PC agreed dates 1 July to 11 August. Notice to be posted in Notice Boards and on website.
- 5.7 No Invoices presented for payment at this meeting.

## 6 CLERK'S REPORT - not provided at this meeting as convened for Finance only.

## 7 PARISH COUNCILLOR REPORTS – None on this occasion.

## 8 NEXT MEETING

**TUESDAY 8 JULY 2025**

**7PM IN SAPPERTON VILLAGE HALL**

Signed.....

Date.....

8<sup>th</sup> July 25

Chair of Sapperton Parish Council

Minutes (110) 16 June 2025

S. Turner