

The Parish Office  
24 Main Street  
Asfordby  
Melton Mowbray  
LE14 3SA  
Tel: 01664.812177

Website: [www.asfordbyparishcouncil.gov.uk](http://www.asfordbyparishcouncil.gov.uk)  
Email [administration@asfordbyparishcouncil.gov.uk](mailto:administration@asfordbyparishcouncil.gov.uk)

## MINUTES OF THE EXTRAORDINARY MEETING OF ASFORDBY PARISH COUNCIL

Thursday 27<sup>th</sup> June 2024, 7.00pm - Held at Asfordby Parish Office

**PRESENT:** Members: Cllrs; R De Burle, J Whitehead, K De Burle, P Lamb and S Pitt Miller.

**In Attendance:** Administration Manager: Helen Callaghan

**Guests:** Five members of the public.

**27.06.24/1. To receive apologies for absence.**

None

**27.06.24/2. Members Disclosure of Interests.**

None

**27.06.24/3. Audit 2023 -2024.**

**a. To receive the Annual Internal Auditor's Report 2023/2024.**

**b. To receive the NALC practitioners guide March 2024.**

**Resolved:** To receive the Internal Auditor's Report and the NALC practitioners guide together.

The Chair said that as all members had read the report there was no reason to go through it and asked if any member had any comments or questions relating to the recommendations made and the providing of explanations of the 'No' answers in the Internal Auditor's report. Cllr J Whitehead said she expected to go through and discuss the 'No' answers. The Chair said that is what they will be doing. The Chair recapped on the Internal and External reports from 2022/23 and said he did not want to wade through it, but just answer any questions members had. Cllr S Pitt Miller asked if they would be going through the individual 'No' points. The Chair said they would get to them later in the agenda as the Internal Auditor had ticked no to objectives A, B, D, I & M in his report.

**c. To consider recommendations on matters arising from the internal auditor's narrative report.**

**Resolved:** Cllr Sam Pitt Miller said there are lots of recommendations in there and to him they make sense and would council be adopting the recommendations. The Chair said that he proposed that all of the recommendation be adopted and all members agreed to adopt them all.

**d. To provide explanations of the 'No' answers in the Annual Internal Report.**

**Resolved:** Cllr S Pitt Miller asked if they would be going through the individual 'No' points.  
The Chair said the Internal Auditor had ticked yes to objectives C, E, G, H, J, L & N but no to objectives A, B, D, I & M.  
The Chair said council had recently adopted internet banking and recognise that it is taking some time to fully understand the complexities and requirements of it.  
The Chair said he was happy with where the council were at and he knows they have done everything totally above and as far as you can possibly go and all the processes are in place.  
The Chair said members should not argue the report but accept it and to expect that next year's report will be much more acceptable.  
The Chair proposed members adopted the 'No' answers on the report and all members were in agreement.

**e. To complete and sign the Annual Governance Statement 2023/2024.**

**Resolved:** Members discussed and agreed to tick no to:

- Box 2 - The internet banking sign in and approval method currently being used is not adequate.
- Box 7 – Council did not respond to matters brought to its attention by the Internal & External audit as they did not agree with them.

**f. To receive and sign the Accounting Statements 2023/2024.**

**Resolved:** The Accounting Statements 2023/24 were approved and signed.

**g. To receive, consider and sign the bank reconciliation 2023/2024.**

**Resolved:** The bank reconciliations 2023/24 were approved and signed.

**h. To receive and consider the explanation of variances.**

**Resolved:** The explanation of variances was received.

**i. To receive and consider the breakdown of reserves.**

**Resolved:** The breakdown of reserves was received.

**j. To agree the dates for the period of public rights.**

**Resolved:** It was agreed the period of public rights would commence on Monday 1<sup>st</sup> July and end on Friday 9<sup>th</sup> August 2024.

**27.06.24/4. Parish Council Insurance policy.**

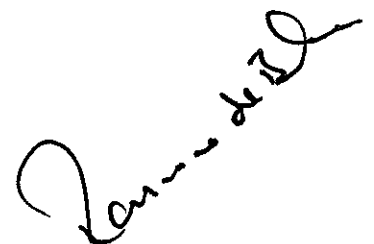
**Resolved:** To take out annual Cyber Insurance at a cost of £193.76.

**27.06.24/.5 Positions Vacant - RFO.**

**Resolved:** To advertise the RFO position for 8 hours per week.

Meeting closed at 07.51pm.

Date of Next Meeting: To be confirmed

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