

## **WESTHAM PARISH COUNCIL**

Minutes of the Full Council Meeting held at 7.00pm on Monday, 17 June 2024

at The Amenity Hall, Stone Cross School, Adur Drive, Stone Cross BN24 5EF

**Present:** Cllr P Baldwin, Cllr L Comfort, Cllr F Durling, Cllr C Hanson,

Cllr R Mayfield, Cllr P Quanstrom, Cllr A Taylor, Cllr D Upton\*

(\* denotes WDC Councillor)

ESCC County Cllr D Shing

No members of the public

Also at the meeting: S. Sanders (Clerk)

### **136. Apologies**

Cllr D Axell, Cllr K Farley, Cllr M Fairweather

### **137. Declarations of Interest**

None

### **138. Questions from members of the public**

There were no requests from members of the public to speak

### **139. Draft Minutes of the Annual Full Council Meeting held on Monday 20 May 2024 to be agreed and confirmed as a correct record and signed by the Chair of the Meeting**

The Minutes had previously been circulated to Councillors. They were agreed and signed as a correct record by the Chair of the Council

**Proposed and Seconded**

**Unanimous agreement**

**Resolved: That the Minutes of the Annual Full Council Meeting held on 20 May 2024 be agreed and signed by the Chair of the Meeting**

**140. ANNUAL RETURN & FINAL ACCOUNTS 2023/2024 FINAL ACCOUNTS DOCUMENTS PREVIOUSLY CIRCULATED FOR RESOLUTION:**

**Annual Return – Section 1** – Annual Governance Statement 2023/24 (to be agreed at the meeting).

Annual Governance Statement had previously been circulated to Councillors for their consideration. The Statement was agreed.

**Proposed and Seconded**

**Unanimous agreement**

**Resolved: That the Annual Return – Section 1 – Annual Governance Statement 2023/24 is agreed and signed**

**141. Annual Return – Section 2 – Accounting Statements 2023/24**

- (i) Explanation of Variances in the Accounting Statements
- (ii) Working Details for the Annual Return for the year ended 31 March 2023/24
- (iii) Final Internal Audit Report 2023/24
- (iv) Bank – Cash and Investment Reconciliation as of 31 March 2024
- (v) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 1
- (vi) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 2
- (vii) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 3
- (viii) Bank Reconciliation Statement as of 31 March 2024 for Cashbook 4
- (ix) Supporting Reserves Reconciliation for Annual Return 31 March 2024
- (x) Income and Expenditure Account for the year ended 31 March 2024
- (xi) Detailed Income & Expenditure by Budget Heading 31 March 2024
- (xii) Asset register 2023/24

All the above items had previously been supplied to the Councillors for their consideration. There were no questions.

**Proposed and Seconded**

**Unanimous agreement**

**Resolved: That the Annual Return – Section 2 – Accounting Statements 2023/24 and the Asset Register 2023/24 are agreed**

**143. To agree the Councils updated Financial Regulations for the year 2024/25**

The updated Financial regulation 2024/25 had previously been supplied to Councillors. There were no questions.

**Proposed**

**Seconded**

**Unanimous agreement**

**Resolved: That the updated Financial Regulations are agreed**

**144. Payment of the Invoice for the completion of the work to Adur Park be agreed**

It was explained to Councillors that the work to install all access, all weather path had been checked for 'snagging' with a number of repairs needed to the path.

Southern Landscapes Ltd agreed to a 5% Retention of the final invoice for soil repairs etc.

The final invoice less 5% would be including VAT would be £129,653.65.

Once the repairs had been carried out the 5% retention would be paid of £5,686.56

**Payment Proposed and Seconded**

**Unanimous Agreement**

**Resolved: That the invoice for £129,653.65 be paid with the retention invoice paid when the repairs have been carried out**

**145. To resolve to exclude Members of the Press and Public (Public Bodies [Admission to Meetings] Act 1960**

There were no matters to be discussed

**The Meeting closed at 7.50 pm**

