
MINUTES OF EXTRAORDINARY MEETING

Wednesday 25th June 2025

COUNCILLORS IN ATTENDANCE: C. Baker, S. Bays, V. Jenkinson, J. McNeill, V. Nuthall, T. Ramsden, R. Thomas, L. Turvey, T. Young.

STAFF IN ATTENDANCE: P. Mendy, D. Wilson

DATE OF MEETING: 25.06.2025.

The minutes below relate to the meeting that took place at Longburrow Hall, Stokenchurch.

MINUTES

Meeting opened at 19.03 by Chairman Vicki Nuthall.

OPENING:

Chairman V. Nuthall opens the meeting to discuss Stokenchurch Parish Council's Annual Governance and Audit Regulations (AGAR) Submission 2024/25.

Acceptance of apologies for absence from Cllr R. Burham.

Chairman V. Nuthall introduces Derek Wilson, Stokenchurch Parish Council's (SPC) Responsible Finance Officer (RFO), to the council. Chairman V. Nuthall give thanks to Louise Steele, who has been acting as the SPC's interim RFO for all the work she has done during the past year for the Parish Council. D. Wilson confirms L. Steele's signature is on the AGAR for this submission 2024/25 as Louise has been working on the accounts for the past year.

1) CONSIDERATION OF THE INTERNAL AUDITOR'S REPORT:

Chairman V. Nuthall confirms all items of the internal auditors' report have been confirmed, yes, excluding item K, as it does not apply to us. Chairman, RFO, and Clerk confirm the internal audit went well. RFO confirms internal auditor was helpful and consultative. Cllr V. Jenkinson thanks the Chairman for all her work in the past year in relation to this year's AGAR submission. Chairman V. Nuthall confirms of the internal audit there are sections we have had to mark as no, to which we have supporting documents.

2) CONSIDERATION AND ACCEPTANCE OF THE ANNUAL GOVERNANCE STATEMENT:

Chairman V. Nuthall points the council to page 4 of the AGAR, and states we will go through the different items line by line and confirm our 'yes' or 'no' statement to each.

1 – We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Chairman V. Nuthall confirms we have marked yes.

2 - We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

Chairman V. Nuthall confirms we have marked yes and that we have been having internal control checks.

3 – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Chairman V. Nuthall confirms we have marked yes.

4 – We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Chairman V. Nuthall confirms we have to say no to this, as that is the assertion of last year, we were unable to submit it on time.

5 – We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Chairman V. Nuthall confirms we have said no to this based on the fact that SPC did not take appropriate steps to ensure the electors' rights were published on time. Chairman V. Nuthall continues that we have put appropriate steps in place to ensure that this year we are compliant.

6 – We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Chairman V. Nuthall confirms we have marked yes.

7 – We took appropriate action on all matters raised in reports from internal and external audit.

We have marked yes. Chairman V. Nuthall confirms that SPC has worked incredibly hard in the past financial year to address all the issues raised by the external auditor, which were not disclosed to us in the last financial year.

8 – We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Chairman V. Nuthall confirms we have marked yes.

9 – (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Chairman V. Nuthall confirms we do not have any charitable trust funds, so we have marked Not applicable.

Chairman V. Nuthall confirms the council is happy with all the above.

Stokenchurch Parish Council AGAR 2024/25 Submission page 4, section 1 signed by Chairman Vicki Nuthall and Clerk Portia Mendy 25.05.2025 - 19.16.

3) Accounting Statements 2024/25

Chairman V. Nuthall confirms details of accounting statements on SPC AGAR2024/25 submission; increase to the precept, receipts are down, staff salaries have gone down, which we have supporting documents for. Cllr. R.F.O. runs through details and relevant documents in relation to the figures submitted in the AGAR submission. L. Turvey queried the rise in line 2 (Precept or Rates and Levies), Cllr J. McNeill confirms this is Bucks CC that raises this, not SPC.

R.F.O advises that some of the complexities of organising the accounts for the past year are in relation to the type of accounting that Stokenchurch Parish Council is using. R.F.O suggests that at some point in the future, switching from accrual accounting to cash accounting, he advised that would be easy to do, but not something to do just yet.

Chairman V. Nuthall confirms that the council is happy with the above.

Stokenchurch Parish Council AGAR 2024/25 Submission page 5, section 2 signed by Chairman Vicki Nuthall 25.05.2025 19.27

4) Confirmation of dates for the period of the exercise of electors' rights.

Chairman V. Nuthall confirms the exercise of the public's rights commences on Friday 27th June to Thursday, 7th August. This will be displayed on our website and noticeboards.

CLOSING

Chairman V. Nuthall confirms we have covered the items on the agenda and asks the R.F.O if there is anything further he would like to add. R.F.O refers the council to a checklist on Page 2 of the AGAR pack to run through to finalise and close the meeting. The council runs through the checklist and confirms all areas have been completed, except the final point on the checklist, which is non applicable to SPC

Meeting closed at 19.38 by Chairman Vicki Nuthall.