

	<u>MINUTES</u> <u>LEIGH PARISH EXTRA ORDINARY COUNCIL MEETING</u> <u>MONDAY 15 JUNE 2026 AT 1930</u>
	<u>Present – Councillors</u> Steve Humphries (SH) – Chairman Alan Bennett (AB) Julie Taylor (JT) <u>Clerk</u> Kaye Elston (KE) There were no members of the public present
1	<u>OPENING REMARKS by CHAIRMAN</u> No declaration of interests declared by any councillors present.
2	<u>APOLOGIES for ABSENCE AND DECLARATION OF INTERESTS</u> • Alfie Southwell (AS) and Leonora Stewart (LS). These were accepted. • Sam Vincent (SV) – not present and no apologies sent.
3	<u>AUDIT 2025-26</u> • Internal audit report 2025-26 – this has been returned by the internal auditor, and the clerk has collected the file. It was advised that internal auditor needed to be poked to ensure the accounts were returned in a timely manner. Recommendations discussed. • Recommendation 1 - Standing Orders on website to be annotated with the agreed date - Agreed to amend with adopted date in 2025 and add in review date as May 2026. • Recommendation 2 - Under no circumstances should councillors be able to set up a payment on the bank system - The newly adopted Financial Regulations allows for a 'prolonged absence' of the administrator to enable a councillor to set up a payment. The payroll for the clerk is also administered by as councillor as “<i>good practice</i>”, so to avoid a conflict of interest. The payment cited by the auditor was not during a prolonged absence of the administrator and was a one off event with all councillors in agreement electronically at the time with the process being retrospectively approved at the next meeting. • Recommendation 3 - That a general reserves policy is drafted and agreed - KE to research a pro forma that the parish council could use as a draft. KE recommended that there is consideration as well for an online instant access account be opened so that interest can be earned on funds in reserve. • Recommendation 4 - Figures in Section 2 on AGAR are amended to provide correct rounding - The audit figures have been amended as per the recommendation. COMPLETED • Recommendation 5 - That the council will not permit or endorse third party fundraising pages created in its name without prior written approval - A policy should be drafted and adopted to cover donations both directly to and on behalf of the council. Councillors attention drawn to financial regulations, transparency regulations etc by the auditor. All

	councillors in agreement that they acted in the correct manner at the time of fundraising with all actions being approved. • Recommendation 6 - A CIL report is produced to show which planning applications generated the CIL funds listed and what they were used for - There have not been any CIL payments during the last two financial years and councillors present confirmed that there are no funds remaining as they were spent on play equipment for the park. KE to post details to website. • Recommendation 7 - Latest Asset Register is uploaded to the website - The asset register was amended at the end of the financial year for recent purchases and approved. The amended version has now been uploaded to the website. COMPLETED • Recommendation 8 - The council consider quotes from other auditors to ensure that they are getting best value and impartiality - Councillors to consider this during the 2026-27 financial year. • Recommendation 9 - AGAR 2024- 25 is uploaded to website - This has now been done. COMPLETED • Recommendation 10 - The bank reconciliation to the 31st March 2026 and the analysis of variances published on the website - This will be completed when the documents are submitted to the external auditor. • Recommendation 11 - The council implements at least one generic email address - The parish council owns the domain, and the website is administered by a volunteer in the village, an email address is to be set up just for the clerk. • Recommendation 12 - The parish council website is updated to ensure that it meets the accessibility requirements - JT advised that she has reviewed Dorset Council website, along with another local parish council website, and read their accessibility statements which could be a good starting point for the parish council. KE advised that councillors also need to read through the practitioner guides on website accessibility as they provide more detail. KE to circulate information on the guidance and look into other council's statements and update councillors. • Recommendation 13 - GDPR training is undertaken – KE has sent details from DAPTC website, and it was agreed that councillors would look to undertake training in a phased approach due to the costs involved. This will be addressed at during the next meeting. • Recommendation 14 - The council registers with the ICO – This was discussed at the May 2026 meeting, and it was completed shortly after. COMPLETED • Recommendation 15 - The council review and revises its GDPR policy to meet current legislation – To be addressed at the next meeting. • Recommendation 16 - The council sets out a publication scheme/retention schedule to show how they manage data – KE advised that she uses this in the other council she clerks for, so can provide a pro forma for the parish council to use. • Action Plan from audit – see details above in recommendations.
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	• Signing and approving AGAR 2025-26 – Certificate of Exemption, Annual Governance Statement and Accounting Statement completed and signed by the chair and clerk. <i>Proposed: Councillor J Taylor</i> <i>Seconded: Councillor A Bennett</i> <i>All councillors present in agreement</i> • Notice of publication of rights for public to view accounts – this will be posted 01.07.2027 on the noticeboard and the village website.
4	<u>PLANNING APPLICATIONS</u> • There were none.
5	<u>ANY OTHER BUSINESS</u> • Meetings to be booked for 2027 – KE to arrange with village hall. • Chair passed cash in the sum of £230, from the recent fundraising appeal to KE to pay into the bank. KE confirmed £230 received.
6	<u>DATES OF NEXT MEETINGS IN LEIGH VILLAGE HALL:</u> • 13 July 2026 at 1930 • 08 September 2026 at 1900 • 10 November 2026 at 1900

Meeting closed at 2030

Signed.....

Steve Humphries 13 July 2026
Chairman, Leigh parish council