



**AYLESHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**

Minutes of **AYLESHAM PARISH COUNCIL EXTRAORDINARY MEETING** held on  
**Tuesday 21<sup>st</sup> June 2022 at 19.00pm** at Aylesham House

**SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

**1. Those Present**

Cllrs J. Pout (Chair); S. Bott; K. Sutcliffe; B. Oliver.  
Parish Clerk & RFO K. Robinson, Assistant Clerk D. Jenkins.  
No members of the public present.

**2. Apologies For Absence**

Cllr L. Prescott – absent.

**3. Declaration of Interest**

None.

**4. Year End 2021/2022**

The financial year end for 2021/2022 ended better than predicted with reserves of £79,598.86, together with £12,915 Ear Marked Reserves for the Skate Park fence. A total of £23,162.02 of VAT was reclaimed from previous years which helped increase the reserves, however HMRC overpaid Aylesham Parish Council by £1,724.02 (duplicate amount) so this now needs to be repaid.

**Resolved:** S. Bott proposed to accept the Year End Accounts for 2021/2022, seconded B. Oliver.

**Outcome:** All in favour, motion carried.

**5. Annual Review of Risk**

The draft Annual Review of Risk was circulated to Councillors prior to the meeting. Councillors discussed the draft document in detail before moving to a proposal.

**Resolved:** B. Oliver proposed to accept and approve the Annual Review of Risk, seconded by K. Sutcliffe.

**Outcome:** All in favour, motion carried.

## **6. Annual Internal Audit Report 2021/2022**

The Independent Internal Audit report was circulated to Councillors prior to the meeting, which was then discussed at length.

**Resolved:** Accept Internal Auditor's recommendation for weekly play inspections.

Proposed by S. Bott, seconded B. Oliver.

**Outcome:** All in favour, motion carried.

**Resolved:** Note and accept the comments regarding budgetary controls. Proposed by S. Bott, seconded K. Sutcliffe.

**Outcome:** All in favour, motion carried.

**Resolved:** To accept in full the Independent Auditor's Report for 2021/2022. Proposed by B. Oliver, seconded by K. Sutcliffe.

**Outcome:** All in favour, motion carried.

## **7. Annual Governance Accountability Return 2021/2022**

The Annual Governance Accountability Return for 2021/2022 was sent in advance to Councillors to digest in preparation for this meeting. At the meeting it was presented again to Councillors in attendance. The Parish Clerk explained that the AGAR is sent to the external Auditors' PKF Littlejohn each year once the Independent Internal Auditor has reviewed the year end accounts, bank statements and all documents that are required for him to be satisfied to sign the AGAR.

No questions were asked by Councillors.

Parish Clerk advised that Council could say YES to all boxes, except box 9 which was not applicable to Aylesham Parish Council.

**Resolved:** S. Bott proposed to accept the Annual Governance Accountability Return for 2021/2022. Seconded by K. Sutcliffe.

**Outcome:** All in favour, motion carried.

*Exclusion of the public under the Public Bodies (admission to meetings) Act 1960*

**Resolved:** Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving staff matters, it was proposed by S. Bott and seconded by B. Oliver to move this item to a closed session.

**Outcome:** All in favour, motion carried.

D. Jenkins left the meeting room at 20.32hrs

## **8. Staff Matters**

**Resolved:** To increase the Parish Clerk/Responsible Finance Officer's hours to 26 per week, backdated to 1<sup>st</sup> April 2022. Proposed by S. Bott, seconded K. Sutcliffe.

**Outcome:** All in favour, motion carried.

**Resolved:** Maternity leave notification accepted. Proposed S. Bott, seconded K. Sutcliffe.

**Outcome:** Motion carried, all in favour.

**Resolved:** Parish Clerk/RFO to calculate costs for maternity leave cover on either an 18hr or 20hr per week basis. Proposed by B. Oliver, seconded K. Sutcliffe.

**Outcome:** All in favour, motion carried.

**Resolved:** To add weekly park inspections to the Caretaker job role. Supply all equipment required, and to attend all straining courses that are required. Proposed by B. Oliver, seconded by K. Sutcliffe.

**Outcome:** All in favour, motion carried.

**Resolved:** To purchase dedicated email address for Caretaker in order to comply with GDPR. Proposed by S. Bott, seconded K. Sutcliffe.

**Outcome:** All in favour, motion carried.

*The closed session of the Council ended, and D. Jenkins re-entered the meeting at 20.48hrs*

#### **9. Hiring of Parish Council Owned/Leased Land and Events**

J. Pout and B. Oliver raised concerns that the Risk Assessment received from Aylesham4Aylesham for the Jubilee event was not followed on the day.

**Resolved:** To write to Aylesham4Aylesham to advise that on the day of the Jubilee event it did not appear that they were following their agreed Risk Assessment. Aylesham Parish Council would like assurance that their Risk Assessment is followed at the Summer Fayre on the Square on 30<sup>th</sup> July 2022, and at all future events. Proposed by S. Bott, seconded by B. Oliver.

**Outcome:** All in favour, motion carried.

-Meeting closed at 21:09 hrs.