



## **AYLESHAM PARISH COUNCIL**

Minutes of the Extra-ordinary Meeting of the Parish Council  
Held on Monday 28<sup>th</sup> June 2021 at Aylesham House, Dorman Avenue South, Aylesham

### **1. Those Present**

M. Townsend (Chair), L. Prescott, B. Oliver, K. Sutcliffe, K. Robinson (Parish Clerk)

### **2. Apologies**

S. MacCallum (work), J. Pout (separate organisation meeting), S. Bott (separate organisation meeting), I. Thomas (holiday), V. Thomas (holiday).

Resolved: Proposed to accept apologies by K. Sutcliffe, seconded B. Oliver. All in favour, Motion carried.

### **3. Declarations of Interest**

None

### **4. June 2021 Payment Schedule**

<b>Cheque Number</b>	<b>Payee</b>	<b>Expenditure</b>	<b>Invoice Number</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
3802 3803 3804	Staff	June Salaries, & back pay from salary increases	N/A	£1,176.24	N/A	£1,176.24
3804	Clerk Expenses	June Zoom, Postage, Security bar & padlock for shed, pride flag and Armed Forces Day Flag	N/A	£22.78	N/A	£22.78
3798	Dover District Council	Tree Survey & Production of Management Plan Spinney Wood	1001778	£3,569.50	£713.90	£4,283.40
3805	AJL Garden Services	May Invoice	N/A	£665.50	N/A	£665.50
3806	Clerk Expenses	Recreational Committee: security bar & padlock (shed), Armed Forces Day Flag, Pride Flag	N/A	£173.90	N/A	£173.90

Resolved: It was proposed by K. Sutcliffe, seconded L. Prescott to approve the payments for June 2021. All in favour, motion carried.

## **5. Annual Governance and Accountability Return 2020/2021**

Annual Governance and Accountability Return were presented to Councillors in attendance to the meeting. Parish Clerk explained that this document is sent to the external Auditors PKF Littlejohn each year once the Independent Internal Auditor has reviewed the end of year accounts, bank statements and all documents that are required for him to be satisfied to sign the AGAR off. No questions asked by Councillors.

Parish Clerk and Councillors went through the Section 1 Annual Governance Statement, Parish Clerk explained to Councillors that box 4 had to be ticked NO, but otherwise Council could say YES to all other boxes 1,2,3,5,6,7,8 with box 9 being non applicable to Aylesham Parish Council.

**Resolved:** Councillors approve the Annual Governance and Accountability Return for 2020/2021. Proposed by B. Oliver, seconded K. Sutcliffe. All in favour. Motion carried.

## **Meeting Closed**

19.10pm