

CHARLTON HORETHORNE PARISH COUNCIL

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MINUTES EXTRAORDINARY MEETING Charlton Horethorne Parish Council at the Village Hall on Monday 22nd June 2026 at 4.00 pm.

The meeting commenced after there was an opportunity for members of the electorate of the Parish to speak. No items were discussed.

- 1. Present Cllr Archer, Cllr McHugh, Cllr Lynch**
- 2. In attendance Ann Lee Clerk, Mr Stephen Hall (Auditor) from 4pm to 4.35pm
The meeting commenced at 4.45pm.**
- 3. Apologies for Absence:** To receive and approve apologies for absence including reasons given (Local Gov. Act 1972 s85 (1). **Cllr Pipe, Cllr Thornham, Cllr Burt**
- 4. Declarations of Interest.** (Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct. **None declared**
- 5. Finance**

The Parish Council considered the Annual Governance and Accountability Return (AGAR) for the financial year ended 31 March 2026 together with the supporting papers required by PKF Littlejohn LLP

- a) To NOTE the Annual Internal Audit Report and consider any recommendations and responses.** Mr Hall had reported that the accounts had been presented accurately satisfactorily and that the only item that the VAT reclaim was accounted for correctly but required reclaiming. **ACTION CLERK**
- b) To APPROVE the appointment of an internal auditor to carry out an Internal Audit 26-27 (May 2027). Mr Hall has kindly agreed to consider undertaking this role in April 2027.**

To APPROVE the AGAR Section 1 – Annual Governance Statement. Cllrs approved with all the statements in the Annual Governance Statement and confirmed to their best knowledge and belief that the accounting statements reflected the systems in place for good governance. Cllr Archer proposed to sign the document. This was seconded by Cllr Machugh, unanimously carried. The Chair duly signed and dated the document in the meeting, itemising the minute reference as Finance Section 1 Annual Governance

- c) To APPROVE the AGAR Section 2 – Accounting Statement.** Cllrs confirmed the accounting statements were accurate and approved them. The

Chair signed and dated the document and recorded the minute reference as item Finance Section 2 Accounting statements.

Proposed by Cllr McHugh, seconded by Cllr Archer, unanimously carried

- d) **To ANNOUNCE and NOTE the period for the exercise of public rights as the 23 June to the 3 August 2026.**

Proposed by Cllr Archer, seconded by Cllr McHugh unanimously carried.

- e) **To APPROVE the payment schedule for June 2026**

Cllr approved the grant application received from the Millennium Green for 1K. Deferred to July full council meeting

- f) **To APPROVE the Financial Regulations Policy for adoption using the NALC template. Proposed by Cllr McHugh, seconded by Cllr Archer unanimously carried**

- g) **To APPROVE the Standing Orders Policy for adoption using the NALC template. Proposed by Cllr Archer, seconded by Cllr McHugh and unanimously carried.**

Date of the Next meetings – The next Parish Council meeting will be held on **Tuesday 27 July 2026**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk at **9.00am on 19 July 2026**

Ann Lee Parish Clerk