

**FROXFIELD PARISH COUNCIL**

<p><b>Clerk to the Council</b> Lynn Casey-Sturt 2 The Limes, Froxfield, Wiltshire SN8 3LB</p>	<p style="text-align: right;"><b>Contact Information</b> Telephone Number: 07590 637165 Email: clerk@froxford.org</p>
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**The Minutes of the Extraordinary Meeting**

Virtually via Zoom  
Monday 12 June 2023 at 6.30 pm

<b>Present</b>
<p>Cllr V Body (Chairman), Cllr S Heppenstall, Cllr A Miles, Cllr E Morton, Cllr Toby Till, Cllr C Wilson, Mrs L Casey-Sturt (Clerk)</p> <p><b>The meeting was confirmed as quorate.</b></p>

Agenda item	Minutes
E015/2023	<p><b>Apologies for Absence, Declarations of Interest</b> Apologies received from: Cllr R Smith. No declarations made.</p>
E016/2023	<p><b>Finance – Year-end Report (FY 2022/23)</b> Councillors received for Approval: <u>E016.01: Annual Accounts FY 2022/23</u> Councillors received the annual accounts, considered, and approved. <u>E016.02: Internal Audit Report: 6 June 2023</u> Councillors received the Internal Audit Report, considered, and approved. <u>E016.03: Chairman and Clerk to sign the Accounting Statements –</u> (AGAR Section 1,2 and Certificate of Exemption) The Chairman and Clerk signed the Accounting Statements: AGAR Section 1, 2 and Certificate of Exemption.</p>
E017/2023	<p><b>Parish Clerk – Revised Terms of Contract</b> Put forward for Approval:</p> <ul style="list-style-type: none"> <li>• Clerks time commitment is to be increased from 5 hours to 10 hours per week (Period: 1 April 23 – 31 August 23).</li> </ul> <p>As a result of:</p> <ul style="list-style-type: none"> <li>• Unforeseen additional work required to secure approval of end of year accounts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Learning undertaken by new Clerk to ensure Parish Council compliance and regulatory requirements are met.</li> </ul> <p><b>Action:</b> To be reviewed again in September with a view to reducing back down to 6/7 hours per week from September onwards.</p> <p><b>Resolution:</b> Councillors considered and <b>approved</b> the recommendations put forward.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• Clerks pay should be in line with the size of the parish, and that going forward, Clerks responsibilities and pay, will be reviewed on a regular basis to keep in line with requirements and national pay guidelines.</li> <li>• Additional costs incurred to be offset by budgeted 'contingency' (£1,000)</li> </ul> <p><i>(Post meeting note - 11 July 2023</i></p> <p><i>Revision: Additional pay to only take effect between 1 April – 30 June 2023 and not 31 August 2023 as stated above.)</i></p>
E018/2023	<p><b>Scribe Accounting Software – Recommendation to Unsubscribe</b></p> <p>It is considered that the scribe accounting package is not cost effective, and that the annual budgeted amount of £345.60 can be put to better use.</p> <p><b>Resolution:</b> Councillors considered and <b>approved</b> the recommendations put forward.</p>

Signed..........

17/07/23