

MILTON ABBAS PARISH COUNCIL

DRAFT Minutes of an Extraordinary Meeting of the Parish Council held on
25th June 2025 in the READING ROOM, MILTON ABBAS, at 7.00pm

PRESENT

Mr I. Baker (Vice Chair)
Mr S. Gould
Mrs J. Jordan

Mr S. Driver (Chair)
Mr T. Ives
Ms D. Wyatt

IN ATTENDANCE Mrs E. Sellen (Clerk) and 1 member of the public.

1. APOLOGIES FOR ABSENCE

Mr P. Ford (Away), Mr S. Martin (Working) and Mrs. Emma Parker (Dorset Councillor).

2. DISPENSATIONS None

3. TO CONFIRM ANY POTENTIAL CONFLICT OF INTEREST WITH BDO LLP

BDO LLP have been appointed by the SAAA as the external auditor to smaller authorities within Avon, Cornwall, Dorset, Hampshire and the Isle of Wight. It was unanimously agreed that there are no conflicts of interest arising from this appointment.

4. TO RECEIVE THE INTERNAL AUDIT REPORT AND FINDINGS AND AGREE THE MANAGEMENT RESPONSES

The internal audit report had been circulated by email. It was unanimously agreed that the management responses should be as follows:

Recommendation: The Council confirms that the contract issued in 20/21 is correct, and that both the Clerk and the Chairman of Council sign the contract to evidence this. This will ensure that there is a clear record of the salary approved by Council.

Management Response: The Clerk will circulate the latest Model contract recommended by NALC for approval and signing at the meeting on 9th July 2025.

Responsible Officer: Clerk & SD

Deadline: 09/07/2025

Recommendation: the invoice split is checked in future in order to ensure that the amount of donations is correctly shown.

Management Response: The Clerk will amend the 2024/2025 spreadsheet to correct the analysis and will take more care in analysing the invoice split in future years.

Responsible Officer: Clerk

Deadline: 09/07/2025 and ongoing.

5. APPROVAL OF SECTION 1 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (PART 2) – ANNUAL GOVERNANCE STATEMENT (PAGE 5)

The Annual Governance Statement had been circulated by email. It was proposed by SG, seconded by DW and unanimously agreed that the Annual Governance Statement should be approved.

6. APPROVAL OF SECTION 2 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (PART 2) – ACCOUNTING STATEMENTS (PAGE 6)

The Accounting Statements had been circulated by email. It was proposed by IB, seconded by TI and unanimously agreed that the Accounting Statements should be approved.

7. CHAIRMAN'S URGENT BUSINESS

TI asked for feedback on the progress of the appeal of DMMO T491 Catherine's Well to Milton Abbey.

8. DATE OF NEXT MEETING

Councillors were reminded that the next meeting would take place on 9th July 2025 and, there being no further business, the meeting closed at 7.20pm.

Signed:

(Presiding Chairman)

Date: