**WORMEGAY PARISH COUNCIL MEETING MINUTES**

**A Meeting of Wormegay Parish Council took place on Friday 15th November 2024 at 7.00 p.m. in the Mission Room, Wormegay.**

**Present:** *Councillors***:** Michael Chopping, Andrew McAdam, Dawn Payne, and 7 parishioners.

1. **Appointment of a Chairman of the Parish Council for this meeting only, following the resignation of the Chairman:** Cllr Chopping explained that on 31st October Cllr Sneesby had resigned both the Chair and his position of Councillor, therefore an acting Chair had to be appointed for this Meeting. Cllr Chopping proposed Cllr Payne, seconded by Cllr McAdam.

Due to the resignation of the Clerk on 1st October 2024, the Minutes of this Meeting were recorded by Cllr Payne.

1. **Apologies for Absence**: Cllr Malby, who had also advised of his resignation as both Vice-Chair and Councillor as from tonight.
2. **Declarations of Interest:** None.
3. **Appointment of Responsible Financial Officer (RFO) pending appointment of the new Clerk:** Inaccordance with the legal requirement for a Parish Council to have a RFO in place, Cllr Chopping volunteered to fill the temporary role - proposed by Cllr McAdam, seconded by Cllr Payne.
4. **Report of the Internal Auditor and agree any actions:** Cllr Chopping presented the report of the Internal Auditor and supporting documents and it was agreed to accept the Report and its recommendations.
5. **AGAR (The Annual Governance and Accountability Return) for 2023/24:** Cllrs Chopping and McAdam explained that it had come to light following the Clerk’s resignation that this Return had not been submitted within the appropriate period in accordance with legal requirements, which had led to the council incurring a fine of £290 + VAT. Cllrs Chopping and McAdam had updated the Accounts and liaised with an Internal Auditor, and the AGAR was now ready for submission.

a) The Exemption Certificate (where both receipts and payments for the year are under £25,000) was agreed and signed by acting Chair and RFO.

b) The Governance Statement (Page 3 of AGAR) was completed, agreed and signed by the acting Chair and RFO.

c) The Accounting Statement (Page 4 of AGAR) was agreed and signed by the acting Chair and RFO.

2/

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/2

1. **Co-Option to the Parish Council:** Applications were invited for co-option to the Parish Council; two parishioners expressed their interest and application forms will be/had already been provided. Cllr Payne asked all present to circulate the vacancies for Councillors, as well as for Clerk, to any acquaintances who might be interested in applying.
2. **Finance:**  Wormegay and Tottenhill Over 60’s - £50 as agreed in the Meeting of 24th June 2024 –contribution towards Christmas party.
3. **Date and time of next meeting:** 7th January 2025 at 7:00 p.m. in the Mission Room, Wormegay (subject to Locum Clerk’s availability).

The Meeting was then closed for consideration of a confidential matter – recruitment/appointment of a permanent Clerk/RFO.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_