

# Quidhampton Parish Council



**Minutes of the Extraordinary Meeting of  
Quidhampton Parish Council  
Held on Thursday 27<sup>th</sup> June 2024 at 6.00pm  
at the White Horse Pub, Quidhampton**

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**Present:** Cllr Jacqueline Peters (JP), Cllr Thomas (JT), Cllr Paul Cripps (PC), Cllr Sam Martin (SM)

**Plus:** Sasha Stagg - Clerk

**Members of the public:** None

**44/24           Apologies for absence:** Howard Rowley

**45/24           Declarations of interest:** None

**46/24           2023/24 Internal Audit (Annual Governance and Accountability Return**

Results of the Annual Internal Audit Report. Attention drawn to:

- Website is out of date and needs an overhaul – Cllr Martin to take over the website from PC and give it an update.
- Ensure that all the latest minutes and agendas are published on the website, along with up to date versions of regulatory documents – as above
- Improved contact details to be added to the website- as above
- Council advised to purchase Arnold Baker's Local Council Administration Guide – SS to purchase

- Certificate of Exemption – Form 2 approved and signed
- Section 1- the Annual Governance Statement approved and signed
- Bank Reconciliation approved and signed
- Section 2- Accounting Statements approved and signed
- Notice of Public Rights and Publication of the Annual Governance & Accountability Return (Exempt Authority) **Action: SS to send to PC to publish on website**

**47/24           Payment of invoice for £245 from John Murray auditor unanimously approved**

**48/24           Next Parish Council Meeting**

The date of the next Quidhampton Parish Council meeting will be held on Tuesday 16<sup>th</sup> July 2024 at 7:30pm at Quidhampton Village Hall.

Meeting ended at 6.50pm.

Agendas and Minutes are published on the Parish Council's website  
<https://parishcouncil.quidhampton.org.uk>