



WYLAM PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF WYLAM PARISH COUNCIL HELD ON 10th JUNE 2024

Present: Councillors L Barker, D Carney (Chair), C Percy and C Thomas

Also present: T Wood (Parish Clerk)

1. Apologies for absence

Councillors A Armstrong and M Jones.

2. Declarations of Interest from members on items on the Agenda

None declared.

3. To approve the co-option of a Councillor

One application had been received for the vacancy. Following an interview with the applicant, members voted unanimously to approve the co-option and Councillor C Thomas joined the meeting from item 4.

Resolved that

- i. Clerk to return confirmation of appointment paperwork to Northumberland County Council.
- ii. C Thomas to complete the Declaration of Interests paperwork and return to the Clerk.

4. Minutes of the Meeting held on 13th May 2024

Resolved that

- i. The Minutes of the Annual Parish Council Meeting held on 13th May 2024 to be confirmed as a correct record and signed by the Chair, following the change of title to include the word 'Annual'.

5. To approve the Annual Governance and Accountability Statement for 2023-2024

Resolved that

- i. The Annual Governance and Accountability Statement for 2023-2024 be approved and signed by the Clerk and the Chair.

6. To approve the Accounting Statement and Explanation of Variances for 2023-2024

Resolved that

- i. The Accounting Statement and Explanation of Variances for 2023-2024 be approved and signed by the Chair.

7. Internal Audit Report

Signed:
Chair of Meeting

Date:

Diana M Carney
8th July 2024

Following the review by the Internal Auditor of the 2023-2024 Accounts, a follow up report had been received from the Internal Auditor. The Chair raised a number of concerns relating to the Internal Auditor's comments in his report. Following the establishment of the Parish Council's Finance Committee, members of the Committee would meet with the Internal Auditor to address the concerns raised by the Chair.

Resolved that

- i. Clerk to invite the Internal Auditor to a meeting with the Finance Committee.
- ii. The Internal Auditor's report be noted.

8. Formation of a Finance Committee and its terms of reference

Members approved the formation of a Finance Committee which would meet on alternate months to a full Parish Council Meeting. The draft Terms of Reference were reviewed and approved following the addition that members of the Finance Committee should be appointed at the Annual Meeting of the Parish Council.

9. Appointment of Councillors to Wylam Parish Council Finance Committee

Members agreed the appointment of Councillors A Armstrong, D Carney and C Percy to the Finance Committee.

10. Finance

Members reviewed receipts and payments.

Resolved that

- i. The payments detailed in Document E be approved.

11. Date of next meeting

Ordinary Meeting – 8th July at 7pm, Wylam Institute.

The meeting closed at 8.25pm.

Signed:
Chair of Meeting

Date:

Diana M Carney *8th July 2024*