

SCULTHORPE PARISH COUNCIL

Minutes of the extraordinary meeting of Sculthorpe Parish Council which was held on Friday 27th June 2025 at St Mary and All Saints Church at 7pm.

Present: Cllr Read (Chairman), Cllr London, Cllr Ramm, Cllr White, Cllr Dawson and Cllr Lissack.

Also present, Michelle Wroth (Parish Clerk)

1. Declarations of Interest (25/15)

- a) To receive declarations of interest and dispensation requests - None

2. Apologies for Absence (25/16)

- a) Apologies received from Cllr London
Apologies not received from Cllr Dawson

3. Chairman's welcome and announcements (25/17)

4. Public Participation (25/18)

- a) No members of the public present

5. Finance (25/19)

- a) To approve the asset register – Cllr Read Proposed, Cllr Lissack seconded – decision carried
- b) To note the internal credit check carried out by Cllr Ramm - Noted
- c) Note the Internal Audit Report - Noted
- d) To approve the Certificate of exemption - Cllr Read Proposed, Cllr Lissack seconded – decision carried
- e) To approve the Annual Governance Statement in the 2024-25 Annual Governance Annual Return (AGAR) - Cllr Lissack Proposed, Cllr White seconded – decision carried
- f) To approve the Statement of Accounts in the 2024-25 AGAR - Cllr Ramm Proposed, Cllr Lissack seconded – decision carried.

It was noted that the previous Proper Officer had completed the full AGAR prior to leaving her position but had not signed the Accounting Statements. The incoming Proper Officer signed the AGAR where applicable

- g) Consider payments to be made: - approved; decision carried

Name	Description	Gross £
<u>Direct Debit:</u>		
K&M Lighting Services Ltd	Street Light Maintenance 13.05.25 to 12.06.25	25.51
K&M Lighting Services Ltd	Street Light Maintenance 13.06.25 to 12.07.25	25.51
<u>Cheque:</u>		
M Wroth	Salary April/May and June 2025	529.54
M Wroth	Expenses – New laptop, MS365 and Antivirus software, Milage return trip to collect items	488.08
Dan Andrews	Internal Audit 24/25	35.00
E G Grounds Care Ltd	Grass Cutting – 08.05.25	185.40

E G Grounds Care Ltd	Grass Cutting – 21.05.25	185.40
Clear Council	Insurance 01.06.25 to 31.05.26	655.30
NALC	25/26 Annual Subscriptions	164.09
HMRC	PAYE – M3	16.88
Samantha Jackson	Payroll Services 06.04.24 – 30.04.25	76.42

6. Private Session (25/20)

- a) Consider closing the meeting to the public and press under relevant legislation and standing orders
- b) Approve the Clerks Contract of Employment – Cllr Lissack proposed to approve the Contract of Employment, Cllr Ramm seconded – decision carried.

Meeting closed at 7.50pm