

**Minutes of the Extraordinary Meeting of Burton Parish Council held at Wetmore Community Centre  
on Wednesday 5th July 2023**

Present: J Gilbert (Chair), P Hough (Temporary Clerk), M Teasel, M Newbold, L Gilbert, J Chilton & J Chilton

Apologies: None Received

**Public Participation**

There was no public participation.

**80/2023 Apologies and Absences**

There were no Apologies or Absences

**81/2023 Declaration of Interest**

No attendees declared an interest in matters to be discussed

**82/2023 Approval of last month's minutes**

The minutes of the last meeting were approved and signed at 18.30pm by Cllr J Gilbert

**83/2023 To Co-opt new members.**

The following were co-opted onto the council, they were given Declaration of Interest forms to complete and bring to the next Full Council meeting.

Lynne Gilbert, Jon Chilton, Jen Chilton, Mike Newbold

**84/2023 Appointment of Clerk**

It was discussed and agreed by all in attendance that Paula Hough would take on the role of Parish Clerk (unpaid) with an agreement of expenses totaling £150/month will be available paid to cover Parish matters. MN asked if PH was confident that she could fulfil the role and PH stated that she had a Clerk from another Parish as a mentor and will attend any online training available. Once PH is eligible for a salaried role it will be discussed by the PC as to whether she will be employed on a permanent basis. It was stressed that as the Parish Council has had many problems with outgoing Clerks it would be safer and more appropriate that a long standing and dedicated member of the council were to step into the role to address all financial issues and put the paperwork in a satisfactory place, as it was in September of last year.

**85/2023 To Consider Receipts and Payments**

Clerk's Salary (last payment)	£280.22	Cheque
PAYE	£70.00	Cheque
Tablet for the Chairman	£89.00	Cheque
A O Donnell Cleaner (last payment)	£108.33	Cheque
Auditor	£334.38	Cheque

All present agreed for the above to be paid.

### **86/2023 AGAR Status**

It was discussed that, as the paperwork for Year End was still not in the possession of the Council, we would revert to completing a Certificate of Exemption for the AGAR for 2022/2023 it had been negotiated that we get an extension until 31/07/2023 due to the extenuating circumstances of our late submission. The Parish Council will engage a new Independent Auditor for the year 2023/2024 for both an Interim Audit and a Year End Audit. This was unanimously agreed to enable the AGAR form to be submitted and avoid any unnecessary charges from Mazars for late submission.

### **87/2023 2022/2023 Agar**

The Clerk will now complete the AGAR form and it will be signed by the Chairman and submitted without delay to Mazars Accountants.

### **88/2023 Any Other Business (6a)**

It was discussed mid point at position 6a that the meetings will be held at the Community Centre only so the public can get to know where they can come to attend a meeting in the future.

It was suggested by JC that the Clerk advertise the meetings more and in different places. It was suggested that there are notices made up and put in places around the parish to try and publicise the Parish Council and their meetings. The Clerk will action this before the next Full Council Meeting.

### **89/2023 Date of Next Meeting**

The next meeting will be held on 26<sup>th</sup> July at 6.30pm at Wetmore Community Centre

The Meeting closed at 19.40pm