



**Minutes: Extraordinary Meeting of Leysdown Parish Council**  
**Thursday 24<sup>th</sup> June 2025 at Leysdown Village Hall at 7pm**

**Present:** Cllr. Switters, Cllr. Bidgood, Cllr. G Partis, Cllr. T Noe, Mrs Poole - RFO

**Members of the Public:** 4 parishioners

**LOSPC25/26-20**

**Apologies:**

Cllr. Sandle and Mrs O'Neill – Parish Clerk, sent apologies.

**LOSPC25/26-21**

**Declaration of Interests:**

No declaration of interests to note.

**LOSPC25/26-22**

**AGAR:**

**a. Update from Internal Auditor**

The RFO provided the following updates:

**Balances brought forward (box 1):** The 2024 figure was £6,276.15p and as of 31<sup>st</sup> March 2025, it is £24,526.88p.

**Precept or Rates and Levies (box 2):** The annual precept is £30,024 for 2024, and went up to £38,606 in 2025.

**Total other receipts (box 3):** For 2024, the figure was £10,512.01p, but there was no other income in 2025.

**Staff costs (box 4):** For 2024, it was £5,832.48p and in 2025 it was £3,321.60p.

**Loan interest/capital repayments (box 5):** No loan repayments.

**All other payments (box 6):** For 2024 it was £16,429 and in 2025, £20,203.44p.

**Balances brought forward (box 7):** For 2024, it was £24,526.68p for 2025 it was £39,607.64p.

Cllr. Switters proposed that the figures are correct and can be entered onto the relevant form. Cllr. Noe seconded. All agreed.

**Resolved; accepted.**

## **b. Sign off Annual Governance Statement**

The RFO noted the minor scope improvements dated September 2024, as well as the letter from Lionel Robbins, Internal Auditor.

The Parish Council reviewed the Annual Governance Statement and answered the following:

1. *We have put in place arrangements for effective finance management throughout the year and for the preparation of accounting statements.*

Answered 'no', as the Parish Council was inquorate for a large part of 2024/25.

2. *We maintained an adequate system of internal control measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*

Answered 'no', as the Parish Council was inquorate for a large part of 2024/25.

3. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.*

Answered 'yes'.

4. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.*

Answered 'yes'.

5. *We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*

Answered 'yes'.

6. *We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*

Answered 'no', as the Parish Council was inquorate for a large part of 2024/25.

7. *We took appropriate action on all matters raised in reports from internal and external audit.*

Answered 'yes'.

8. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and where appropriate, have included them in the accounting statements.*

Answered 'yes'.

Cllr. Noe proposed that the answers are correct and can be submitted on the relevant form. Cllr. Partis seconded. All agreed.

**Resolved; accepted.**

**c. Sign Off Accounting Statement 2024/25**

This has been noted, as per agenda item LOSPC25/26-22/a.

**d. Public Rights of Inspection**

The notices of the public rights of inspection will be posted to noticeboards and on the website by 25<sup>th</sup> June 2025.

**LOSPC25/26-23**

**Dates of Next Meeting**

Tuesday 29<sup>th</sup> July at 7pm: Full Council

**LOSPCM25/26-19**

**Closure of Meeting**

Meeting closed at 7.15pm