**Foulness Island Parish Council**

 [www.foulnessislandpc.org.uk](http://www.foulnessislandpc.org.uk)

Chairman: Clerk/RFO:

Mrs E. Pitts, Mr B Summerfield, CiLCA,

18, Little Wakering Road, Sutton Hall Cottage,

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Essex. Rochford, Essex.

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO THE EXTRAORDINARY (& INTERNAL AUDIT) MEETING OF**

 **THE FOULNESS ISLAND PARISH COUNCIL**

 **at the Staff Premises, Lodge Farm, Foulness Island, Southend-on-Sea, Essex. SS3 9XN.**

 **(Courtesy of the Belton Bros Ltd)**

 **on WEDNESDAY 26th JUNE 2024 at 7.00 pm.**

Chairman's opening remarks.

**1. To record the Members Present:**

i Councillors:

ii Members of the Public:

**2. Apologies for absence:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss SPC acceptance of reasons for absence:

**3. Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

 Localism Act 2011.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

 **during the progress of the meeting.**

**4. Public Forum:** ( 5 min per person only )

 Councillors, Guests, visiting Ward/County Councillors and questions/statements from members of the public.

**5. To receive the Minutes of the Annual General Meeting of the 8th May 2024.**

 To resolve the Minutes:

**6. Matters arising from the Minutes**: (not on the Agenda)

 Item:

**7. Annual Leading Parish Council Documents:**

i **Insurance:**

 To agree:

ii **Model Code of Conduct:**

 To agree:

iii  **Standing Orders:**

 To agree:

iv  **Financial regulations:**

 To agree:

v **Assets List:**

 To agree:

vi  **The Council Risk Assessment:**

 To agree:

**8. The Internal Audit report/AGAR Section 2 - 2022-23:**

To receive, discuss and complete:

i The Clerk read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk introduced the Certificate of Exemption, Form 2, (Page 3, AGAR 2023-24) to the Council.

 The Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

iii The Clerk read the Internal Auditors ‘completed’ report (Page 4, AGAR 2023-24), to the Council.

iv The Clerk introduced The Section 1, The Annual Governance Statement (Page 5, AGAR 2023-24).

 The Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

v The Clerk introduced The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2023-24).

 The Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

vi To record that all above documents and the Cash Book 2022-23 will be available on the PC website.

vii The Clerk to forward the signed Exemption Certificate to PKF-Littlejohn.

viii The Clerk to complete and publish on the website the Bank Reconciliation form (A), the Explanation of Variances

 Form (B) and the Notice of Public Rights (C).

ix The Clerk to publish the Public Rights Notices on the Paglesham Notice Boards on 1st July 24.

**9. Planning consultations:**

 An appeal APP/B1550/Y/24/3343023

 Application no: 23/00213/LBC The Rectory, Churchend, Foulness Island, Essex.

 (Replacement Entrance Door)

**10. Correspondence: ‘ROSPA’**

 Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

**11. Finance:**

i To receive the FIPC Financial and Co-op Bank Statements ending 26th June 2024.

ii The above financial statement balances to be agreed by Councillors: …………….. and ………………………..

iii To receive the Clerk’s report: the External Audit (PKF-EX0190) for 2023-24.

iv To receive an invoice from Mr J Watson AGAR Internal Audit 2023-24 @ £190-00.

v To receive an invoice from ROSPA re::Churchend Play space report @ £ 93-60.

vi To agree a HMRC PAYE-RTI payment re: First quarter 24-25 @ £ 133-77.

vii

CREDITS: None.

 DEBITS: None.

 **Business Account Balance:**  **26/06/2024** **£ 816-28.**

 **2) Community Direct Plus Account Balance: 08/05/2024 £2,410-38.**

CREDITS: None.

DEBITS:

 16/05/24 Gallagher Brokers Communityrenewals@ajg.com £ 507-98.

 19/06/24 B Summerfield. (Clerk’s Salary June 24) £ 178-37.

  ………. **£ 686-35.**

**Community Direct Plus Account Balance: 26/06/2024 £1,724-03.**

viii The above copies of receipts of income, payments and transfers to be ratified and co-signed by councillors:

ix To resolve all ratified Credits and Payments, auditing/financial statements, donations, receipts and Bank

 transfers.

 Proposed by Councillors: ………………………, seconded by …………………….. and agreed by all.

**12. The Parish Council Burial Ground:**

i The Clerk’s report re: estimate to reduce the hedge to 5 feet in the Autumn of 2024.

ii Councillor Mrs F. Giles research report re: restoration of the wording on the War Memorial.

**13. Correspondence:**

i The QQ ‘Foulness Residents’ Updates: May/June 2024.

ii The ‘Foulness Island Newsletter’ of May/June 2024.

iii The printed publications and General Information received by the Clerk are available on demand.

**14. Streetlights:**

 Councillor reports:

**15. Highways:**

 Councillor reports:

**16. Website:**

 The website to be further updated with the inclusion of this meetings’ information.

**17. Next Agenda Items from Councillors:** *for the next Agenda and exchange of information only.*

 Items:

**18**. **The next Foulness Island Parish Council Meeting:**

 **To agree:** **WEDNESDAY 7th/14th AUGUST 2024.**

**21st June 2024. B. Summerfield, (Foulness Island Parish Council Clerk/RFO)**