**Minutes for 17/07/24 Extraordinary Meeting**

**Held at Chittlehampton Methodist School Rooms**

1. **Apologies**: Cllr Blyther has tested positive for covid – all councillors approved the absence. No apologies received for Cllr Seatherton.
2. **Declarations of Interest:** None.
3. **Review of the internal audit:** Council reviewed the internal audit and discussed areas of improvement. The internal audit showed a lot of areas where Council has not appropriately followed legislation or regulations, however Council is still learning the vast amount of legislation surrounding Parish Councils, and so any non-compliance was not done deliberately but rather through ignorance of the correct procedure. Council discussed this at length and are aware of the improvements that need to be made and how to proceed with this in the future.
4. **Approval of the AGAR forms for the external audit that is to be conducted by PKF Littlejohn:** This was discussed in depth, most of the councillors found the process a bit confusing and were unsure how to answer Section 1 of the AGAR forms. Advice from another councillor prompted the rest of the council to answer ‘yes’ to the eight questions in Section 1 of the AGAR.
5. **Members of the public open session:** A member of the public did question the process of the internal and external audits, the current legislation surrounding the process was explained.
6. **Date of next meeting**

Wednesday 31st July at Umberleigh Village Hall confirmed at the 19/06/24 meeting.

Meeting concluded 20:42

**These minutes are a draft copy until confirmed as a true account.**