**Wednesday 29th May 2024 Extraordinary meeting**

**held at Chittlehampton School Rooms**

**Those present:** Cllrs Wheaton, Pawley, Craze, Nicklin, Alford, Beauregard, and Hoare.

**Also present:** District Councillor Whitehead, and one member of the public.

**1. Apologies:** Cllr Murch sent apologies prior to the meeting. Cllr Seatherton sent an email apology, this was not read until after the meeting. No apology was received from Cllr Blyther.

**2. Declarations of Interest:** None.

**3. Signing of Declaration of Acceptance of Office:** Cllr Hoare was co-opted by unanimous approval, but was unable to attend in person on the 8th of May 2024, therefore signing of the Declaration of Acceptance of Office happened during this meeting.

**4. Minutes: Approval of the last meeting minutes of the parish council on the 8th of May 2024 including the annual meeting and the parish council meeting –** All approved with some minor changes made to the parish council meeting minutes at Cllr Pawleys request. Minor changes include; amendment to 5e mentioning that Cllr Pawley did not vote on this item, and 5g was amended from ‘mentioned’ to ‘authorised’.

**5. Clerks report:** Reminder to councillors that bookings for training courses are to be booked by the Parish Clerk to prevent any conflicts of interest, and to make payments for the courses easier. It was explained that information provided by DALC informed that a Parish Councillor booking training is technically viewed as an unauthorised payment because it is booked under the Parish Councils name but has not gone through the Parish Council directly, therefore the Parish Council is invoiced for this training without having agreed to it first. All councillors agreed that to prevent this, booking for training is required to go through the Clerk and the Parish Councils membership rather than individually.

**6. Payments for approval:**

**a. NDDC Invoice for the emptying on the dog bins over 13 weeks from Jan-Mar 2024 £249.60 inc VAT –** All agreed.

**b. Gallaghers Insurance Proforma Invoice Received £1037.04 –** All agreed.

**c. Curry's Ink Cartridges £28.99 purchased for the Clerks printer –** All agreed.

**7. District Councillors report:** Recent training course undertaken by District Cllr Whitehead informed that each Parish should have an emergency planning officer, the nominee needs to be familiar with all the vulnerable people within the Parish for emergency use only.

**8. Approval of Financial Regulations (Based on NALC 2024 Model) –** All agreed.

**9. Approval of the Asset Register –** All agreed.

**10. Approval of the Risk Assessments:**

**a. General Risk Assessment –** All agreed.

**b. Financial Risk Assessment –** All agreed.

**c. Playing Field Risk Assessment –** All agreed.

**11. Approval of the Reserve’s Policy –** Potential future costs discussed for election costs at a later date if required, and it was agreed this would be looked at in the longer term. All agreed.

**12. Approval of the Internal Control Policy –** All agreed.

**13. Update of the yearend financial statement including AGAR –** All agreed.

**14. Planning Application 78643 Shilstone Farm, Chittlehampton:** The planning for this has already been approved.

**15. Date of the next meeting:** 19th June 2024 Chittlehampton Methodist School Room

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