

MINUTES
Steep Parish Council Meeting
Monday 17th June 2024 at 7.00pm

Present: Cllrs. Jenny Martin (Chair), Robin Hollington, Terry Cook, Alison Driver
Freddie Holmes. Shannon Askew, Charlotte Duthie, Harriet Waley-Cohen.

- | Minute | Item |
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| 24/115 | Apologies for Absence
Apologies for absence were accepted from Cllr Garstin and The Clerk. The Chair was advised by the Clerk that the Chair could clerk the meeting. |
| 24/116 | Declaration of interest
Councillors were reminded of the declaration as received on the agenda.
Cllr. Robin Hollington advised that his company, Inspired Information Services, manages the e-mail system for the Parish Council. |
| 24/117 | Public Comment
None present. |
| 24/118 | End of financial year arrangements:
a) The Internal Auditor's Approval of the Annual Accounts 23/24 were noted.
b) The Annual Governance Statement for the FY 2023/24 were authorised for The Chair & Clerk to sign the document accordingly.
d) The Accounting Statement for the FY 2023/24 were authorised for the Chair and Clerk to sign the document accordingly.
e) The dates for the exercise of public rights of 19th June to 30th July were approved.
f) It was confirmed that Steep Parish Council have no conflict of interest with the external auditors BDO LLP and authorise the Chair and Clerk to sign. |
| 24/119 | Finance
(a) To approve cheques/direct debits payable for June 2024 – approved with all in favour. (appendix) |
| 24/120 | Locum Clerk
Due to the current Clerks' resignation, it was agreed to source a locum Clerk until a permanent replacement is found and it was agreed to delegate the locum appointment to the HR team. |
| 24/121 | Date and Time of next meeting
Monday 1st July 2024 at 7.30 pm |

The meeting closed at 7.20 pm

Appendix**Cheques - payment 2024(already issued since last PC meeting)**

Chq No.	Amount	Payee	Service
<u>Bacs Payments from Lloyds</u>			
<u>Acct - June payment 2024</u>			
	57.60	Hampshire Ass of Local Council	Training fee
	1680.00	Hart Landscaping	Lengthsman
	10.00	Jenny Martin	Reimburse for Printing of flyers from Petaprint
	120.00	Fair Accounting	Internal Auditor fee
Subtotal	£1867.60		

Direct Debits – June 2024

Invoice	Amount	Payee	Service
ISS0003759	£77.52	Inspired Information	Email, phone, Microsoft licences
Subtotal	£77.52		
TOTAL	£1945.12		