

In accordance with the Local Government Act 1972, Schedule 12 paragraphs 9 and 25

MINUTES of the EXTRAORDINARY MEETING of MELLOR PARISH COUNCIL
held on Tuesday 29th July 2025 at Mellor Methodist Church, Mellor Lane at 6.00pm

Present

Cllrs: Bernard Murtagh Chairman (Acting Clerk and RFO), Susan Outhwaite (Minutes), Ian Flaherty, Emma Dickinson-Gater, Sharon Hughes and 1 Member of the Public

1. To receive and approve any apologies for absence

None received

2. To receive declarations of pecuniary or personal interest

None received

3. To receive and note the Annual Internal Audit Report for 24/25

3.1 The Chair as Acting Clerk and RFO read out the Internal Audit Report 24/25 which had been prepared and signed by Diane Harvey and dated 6th June 2025. The report showed that the auditor had assessed the internal controls and found they had been met. Thanks were expressed to the former clerk for the completeness of the 24/25 accounts in preparation of the financial year end.

3.2 To approve payment of Internal Auditor fees of £250

Payment was proposed by Cllr SO and seconded by Cllr SH and agreed unanimously by full council.

4. To consider and approve the Annual Governance and Accountability Return (AGAR) for financial year end 31/3/25

SECTION 1

4.1 The Chair as Acting Clerk and RFO read out the Annual Governance Statement 24/25. It was proposed by Cllr EDG and seconded by Cllr SH and agreed unanimously by full council to be accepted. Page 4 was duly signed by Bernard Murtagh as the Chairman, dated 29th July 2025.

SECTION 2

4.2 The Chair as Acting Clerk and RFO read out Section 2 Accounting Statement 24/25. He advised there were variances above the 15% tolerance from 23/24 to 24/25 as below:

4.2.1 Explanation of Variances Point 3 – Total Other receipts

£41,803 grant received from RVBC as part of Rural England Prosperity Fund for play area improvements resulting in an increased income year on year.

4.2.2 Explanation of Variances Point 4 – Staff Costs

23/24 had periods without a clerk resulting in a reduced annual cost.

24/25 had an increase of staff hours at £16.67 per hour, plus 120 hours overtime at £2000

4.2.3 Explanation of Variances Point 6 – All Other Payments

£53,968 new play area costs, £2139 remedial work on existing play area equipment and £188 per month for position of new lengthsman accounted for the increase in expenditure for 24/25.

- 4.2.4 Cllr EDG proposed Council accept each of the variances and was seconded by Cllr IF and agreed by a unanimous vote by full council to be accepted. Page 5 was signed by Bernard Murtagh as Chairman, after signing earlier as Acting Clerk and RFO before the meeting, dated 29 July 25.

4.3 The Chair advised the dates for publication of the exercise of public rights for electors to view the unaudited accounts will be from:

Thursday 31st July to Friday 12th September 2025 inclusive.

Due to the Clerk and RFO post being vacant over the returning period, the 1st July 2025 deadline had not been met for the AGAR 24/25 submission. Therefore, it would be necessary to identify in the AGAR 25/26 submission that the publication notice in 24/25 did not include the first 14 days of July.

5. Next meeting is Thursday 4th September 2025 at Mellor Methodist Church at 7pm.

Meeting finished at 6.20 pm.

Signed:

Date: