

# LYMINGE PARISH COUNCIL

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THIS IS THE AGENDA FOR  
THE MEETING OF THE ABOVE PARISH COUNCIL TO BE HELD ON  
MONDAY 14TH OCTOBER IN RHODES MINNIS METHODIST CHURCH  
STARTING AT 7:00PM.

YOU ARE HEREBY SUMMONED TO ATTEND.

## 1. Welcome, apologies and declarations of interest

Members of the Council should declare any interests which fall under the following categories:

- a. Disclosable pecuniary interest (DPI)
- b. Other significant interest (OSI)
- c. Voluntary announcement of other interests.

## 2. Minutes of: 9th September meeting — To be approved

## 3. Public open session including reports from external groups/members

Any member of the public who wishes to speak must make their intention known at the beginning of the meeting. Any speakers must be registered electors in the parish.

**4. Co-Option and committee membership:** To consider any applications for co-option and to adjust committee membership to ensure committees have sufficient members.

## 5. Finance and Administration

- Update from on actions since last meeting.
- Banking: To discuss and agree on opening a savings account and how much to deposit.
- 2023/2024 Audit:

**Motion** - To note the comments in the external audit regarding providing too much notice and ensure that in the 24/25 audit exactly 30 working days' notice is provided.

**Motion** - To note the comments in the external audit regarding internal controls and to confirm that sufficient controls have been implemented and that these controls will be monitored, reviewed and amended as required.

**Motion** - To note the comments in the external audit regarding risk assessments and to confirm that a risk assessment has been produced and to ensure that the risk assessment is monitored, reviewed and amended as required.

**Motion** - To note the comments in the external audit regarding the 22/23 audit and the council's failure to respond to matters raised and ensure the same issues do not arise in the future. This includes ensuring the correct figures are stated, that fixed assets are monitored and the appropriate figure is amended. In addition, ensuring that reserves are always kept at an appropriate level in proportion to the size of the council, ensuring that the information is sent to the external auditor by the deadline and that the requirements of the Accounts and Audit (England) Regulations 2015 are adhered to.

- 2024/2025 Budget update and virements
- KALC training: To approve payment of invoice 9308 and consider any other action in respect of the training provided.

## **6. Scheme of delegation**

- To consider adopting a scheme of delegation

## **7. Personnel**

- To consider staffing needs at the council and approve any relevant job adverts/salaries.
- To consider allowing up to 6 hours per week of overtime to the Clerk to cover the RFO position.

## **8. Grant requests**

- To discuss grant requests from: Rhodes Minnis Village Hall and We are Beams
- To consider purchasing metal WWII figures from the Royal British Legion.

## **9. Information and correspondence**

## **10 . Date of next meeting**