

**Minutes of Extraordinary Misson Parish Council Meeting  
held at 7.00pm on Wednesday 25<sup>th</sup> June 2025  
at Misson Parish Hall, Vicar Lane, Misson.**

Five members of the public attended.

**Parish Councillors Present:** Cllr Mandy Green (Chair), Cllr Mark Watson (Vice-Chair), Cllr Julie Watkins, Cllr Sue Scott, and Cllr Jamie Sutherland.

**Minute Taker :** Due to the Parish Clerk vacancy, minutes were taken by Cllr.Watkins.

**2025-52.1 To receive and approve apologies for absence :** Cllr. Spencer Robey and Cllr. Keith Andrews both sent apologies for their absences at the meeting, which were received and approved.

**2025-53.2** The meeting was convened **“To approve the Annual Governance Statement as required by the external auditors”**. However, this was a clerical error since the whole business of the meeting was to approve the Annual Governance and Accountability Return of which the Annual Governance Statement is one part only. It was agreed to format the agenda according to the checklist provided by PKF Littlejohn, the external auditor.

Step 2.1 To receive and note the Annual Internal Audit Report.

Step 2.2 To approve the Annual Governance Statement (AGAR Section 1).

Step 2.3 To approve the Accounting Statements (AGAR Section 2).

**2025-54.3 To receive and note the Annual Internal Audit Report :** The Annual Internal Audit report was received and noted. Cllr Scott pointed out that the document says the dates the internal audit was undertaken were 19/06/2025, 27/06/2025, and 28/06/2025 , but the auditor signed off the audit as completed on 03/06/2025. Whilst it might be assumed this was a clerical error and should actually be a May date, Cllr Scott wished this to be confirmed with the internal auditor and noted. Also, although it was felt not to be needed, Cllr Scott wished it to be confirmed if the internal auditor requires any sight of any Town Estate Charity documents.

**2025-55.4 To approve the Annual Governance Statement (AGAR Section 1) :**

**2025-55.4.1** Assertion 1 = No : It was unanimously agreed to make a negative response. MPC could not say it had “put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements”. This is because it has been without a Responsible Financial Officer (RFO) for some parts of the year and was still without either a Clerk or an RFO.

Mitigation : In order to mitigate this for next year, the council is currently actively involved in recruiting a Parish Clerk and RFO.

**2025-55.4.2** Assertion 2 = No : It was unanimously agreed to make a negative response. MPC could not say it had “maintained an adequate system of internal control”. This is because for some parts of the year, Cllr Watson was unable to carry out his role as the member appointed to verify bank reconciliations produced by the RFO.

Mitigation : In order to mitigate this for next year, the council is currently actively involved in recruiting a Parish Clerk and RFO.

**2025-55.4.3** Assertion 3 = Yes : It was agreed by majority to make a positive response. Cllr Scott wished it to be recorded that she believed this assertion should be a negative response.

**2025-55.4.4** Assertion 4 = Yes : It was agreed by majority to make a positive response as MPC had followed PKF Littlejohn advice. Cllr Scott wished it to be recorded that she believed this assertion should be a negative response based on the fact that it was not until October 2024 that the public could exercise its right.

**2025-55.4.5** Assertion 5 = Yes : It was unanimously agreed to make a positive response.

**2025-55.4.6** Assertion 6 = Yes : It was unanimously agreed to make a positive response.

**2025-55.4.7** Assertion 7 = Yes : It was agreed by majority to make a positive response. Cllr Scott wished it to be recorded that she believed this assertion should be a negative response.

**2025-55.4.8** Assertion 8 = Yes : It was agreed by majority to make a positive response. Cllr Scott wished it to be recorded that she believed this assertion should be a negative response.

**2025-55.4.9** Assertion 9 = No : It was unanimously agreed to make a negative response. MPC could not say it had 'discharged accountability for the funds relating to Town Estates Charity' as no bank statements could be located in the handovers from one clerk to another.

Mitigation : In order to mitigate this for next year, the council is currently actively involved in recruiting a Parish Clerk and RFO.

**2025-56.5** **To approve the Accounting Statements (AGAR Section 2)** : It was found that four figures for year ending March 2024 on the account statement needed amending in the meeting. These needed to be reconciled with the figures presented in the end of year accounts which had been agreed and approved at the June meeting of MPC. These were minor adjustments and were changed immediately. The figures for year ending March 2025 on the account statement were correct. It was further accepted that the explanations for the variations between March 2024 and March 2025 were sound. The amended Accounting Statements were unanimously agreed.

**2025-57.6** **To sign the Annual Governance Statement and the Accounting Statements** : Following approval of these statements, they were duly signed in the meeting with the unanimous consent of all councillors present.

**2025-58.7** **Exercise of Public Rights** : This will be announced as commencing on 30<sup>th</sup> June 2025 for 30 days. Advice will be sought from PKF Littlejohn on how that will be managed in the absence of a Clerk or RFO.

**2025-59.8** The Chair, Cllr Green, called the meeting to a close and thanked members of the public for their interest and support. She apologised for any inappropriate conduct she had exhibited a couple of times, caused by frustrations she had felt during the discussion.

The meeting closed at 8.20pm.