

St Dennis Parish Council
Minutes of the Extra Ordinary Council Meeting held at ClayTAWC on
Wednesday 29th July 2026 at 7.30 pm.

Present:

Cllr Clarke (Chair), Cllr Edmunds, Cllr Kelsey, Cllr J Griffin, Cllr A Griffin, Cllr James.

In Attendance:

Tamsyn Moore - Senior Office Administrator.

EO37/26 Apologies.

None.

EO38/26 Declarations of Interest.

None.

The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk, and the Chair before continuing.

EO39/26 Public Participation.

No members of the public present.

EO40/26 Meetings held on the 18th June and 22nd July 2026

- a) To note that parish councils must give at least three clear days notice for an Extra Ordinary meeting as mandated by the Local Government Act 1972, and to acknowledge that sufficient notice was not given for the Staffing & GDPR Committee meeting held on the 22nd of July 2026 nor the Full Council meetings held on 18th June 2026 and 22nd July 2026.

Members were advised that under the Local Government Act 1972, Schedule 12, paragraph 10(2), a minimum of three clear days' notice must be given for a meeting of the Council. The Council's Standing Orders 3b and 3c similarly require that at least three clear days' notice is provided.

It has been identified that some recent meetings were convened without sufficient notice being given. Members are therefore advised that, where the statutory and Standing Order notice requirements have not been met, the meeting may be regarded as procedurally defective, and any resolutions made may be open to challenge.

In order to mitigate this risk, it is recommended that any decisions made at the following meetings; Staffing & GDPR Committee meeting held on the 22nd of July 2026 and Full Council meetings held on 18th June 2026 and 22nd July 2026 be formally ratified by Full Council - **Noted**

- b) To resolve to ratify all decisions made within those meetings.

It was **Resolved** to ratify all decisions made at the following meetings; Staffing & GDPR Committee meeting held on the 22nd of July 2026 and Full Council meetings held on 18th June 2026 and 22nd July 2026. Proposed, seconded, all present in favour.

EO41/26 External Audit 2025/26

To receive an update from the Chair on the 2025/26 year end accounts and external audit and to resolve any action required.

The Chair reminded Members that, in June 2026, the Council sought an extension to the submission deadline for the 2025/26 external audit documentation to allow professional support from Aalgaard Renshaw in confirming the year-end figures following the transition from receipts and payments to income and expenditure accounting.

On Tuesday 28th of July, the Chair, Senior Administrator and Locum Clerk met with representatives of Aalgaard Renshaw. Their report circulated to Members in advance of the meeting indicates that further work remains necessary to ensure the proper separation of Parish Council funds and Trust monies, in accordance with legal requirements.

Having considered the report and discussion, it is recommended that the Council:

- a) Ratify the action of the Senior Administrator in notifying BDO LLP of the change in contact details.

It was **Resolved** to ratify this action, proposed, seconded, all present in favour.

- b) Ratify the action of the Senior Administrator in requesting a further extension to the external audit submission deadline, for as long as possible or until the end of the calendar year, if permitted.

It was **Resolved** to ratify this action, proposed, seconded, all present in favour.

- c) Ratify the decision to grant the Locum Clerk access to the Scribe accounting package.

It was **Resolved** to ratify this decision, proposed, seconded, all present in favour.

- d) Consider appointing the Locum Clerk to assist the Acting Clerk (Proper Officer) and Responsible Financial Officer in completing and submitting all relevant documents for external audit, at the agreed hourly rate.

It was **Resolved** to agree this action, proposed, seconded, all present in favour.

- e) Consider appointing the Locum Clerk to assist the Acting Clerk (Proper Officer) and Responsible Financial Officer in bringing the 2026/27 accounts up to date, at the agreed hourly rate.

It was **Resolved** to agree this action, proposed, seconded, all present in favour

- f) Consider commissioning Aalgaard Renshaw to recreate the 2025/26 accounts with separate Trust records and an Excel-based support system, subject to agreement of the associated cost.

It **Resolved** to agree this action, proposed, seconded, all present in favour

EO42/26 Annual Internal Audit Report 2025/6

To receive the internal auditors report and resolve any action required

Deferred

EO43/26 Annual Governance Statement

To complete and to resolve to adopt the Annual Governance Statement.

Deferred

EO44/26 Year End Accounts

To resolve to adopt the final year end accounts as presented

Deferred

EO45/26 Accounting Statements for 2025/26

a) To consider the accounting statements

b) To resolve to approve the accounting statements

c) To witness the presiding Chairman sign and date the accounting statements

Deferred

EO46/26 Public Right of Inspection

To note that under the Accounts and Audit Regulations 2015, parish councils must provide a 30 working-day statutory period for local electors to inspect accounting records and documents. This period must include the first 10 working days of July. To acknowledge that this has not happened and to resolve any action required.

Deferred

Meeting closed at 8.04 pm.

Signed: