



**Minutes of an Extraordinary Meeting of the Full Council of Stirchley and Brookside Parish Council
held on Wednesday 27th September 2023 at 6:30pm at the Sambrook Centre, Stirchley**

Present: Cllrs T Wood (Chair), C Turley, S Vaughan-Hodkinson, A Watkin, G Sinclair, J Loveridge, C Addison, T Skidmore

In Attendance: C Maclean (Locum Clerk/RFO)

Members of Public: 1

FC/23/066 WELCOME

Cllr T Wood welcomed everyone to the meeting.

FC/23/067 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Lloyd, T Bate, A England, C Furnival.

FC/23/068 DECLARATIONS OF INTEREST

None.

FC/23/069 PUBLIC QUESTION TIME

No points or issues raised.

FC/23/070 THE SAMBROOK CENTRE SHUTTERS

a. Chat Room Shutter Motor to Large Window

Cllrs noted that the shutter to the large window in the Chat Room required greater physical assistance in opening up. Advice had been received that the motor was coming to the end of its life and once it failed it would stay permanently down.

Cllrs noted the cost of £760.80 (including VAT) to replace.

b. Servicing of Centre Shutters

Cllrs noted the cost of £756.00 (including VAT) to service the shutters around the Centre.

Proposed by Cllr J Loveridge, seconded by Cllr S Vaughan-Hodkinson and it was unanimously resolved that the Locum Clerk/RFO accept the quotes to both the shutter motor replacement and shutter servicing and have the work completed.

FC/23/071 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

a. 2022/2023 Accounts

Cllrs noted the accounts for the year ending 31 March 2023.

Proposed by Cllr T Wood, seconded by Cllr G Sinclair and it was unanimously resolved that the Chair of the meeting sign off the 2022/2023 accounts on behalf of the Council.

b. Annual Governance Statement 2022/2023

Cllrs considered each of the 8 criteria set out in the Governance Statement and whether these were successfully met or not. Where not met, the Locum Clerk/RFO would document the action to address in a separate Except For Matters report and submit this document along with the forms to the external auditor.

Proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr J Loveridge and it was unanimously resolved that the Chair of the meeting sign off the Annual Governance Statement for 2022/2023 on behalf of the Council.

c. Accounting Statements 2022/2023

Cllrs noted the values set out in the Accounting Statements and how these were reconciled to the Annual Accounts.

Proposed by Cllr T Wood, seconded by Cllr J Loveridge and it was unanimously resolved that the Chair of the meeting sign off the Accounting Statements for 2022/2023 on behalf of the Council.

d. Exercise of Public Rights

Cllrs noted the dates set for the exercise of public rights which provided a prescribed period for parishioner scrutiny of the financial books and transaction of the Council.

The Chair thanked everyone and declared the meeting closed at 7.08pm.

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Chair

Date: 14th November 2023

DRAFT