



**BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
DRAFT MINUTES FOR EXTRAORDINARY JOINT PARISH COUNCIL MEETING
30 JUNE 2025**

Here are the Minutes of the Extraordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Monday, 30 June at 6:15pm in the Memorial Hall, Henley in Arden.

Present: Cllrs Okey [Chair], Andrews [Vice-Chair], Tomlinson, Broadbent, Rouse.

In Attendance: There was one member of the public in attendance.


Public Session: Open Forum to provide an opportunity for members of the public to raise questions and to comment on any other items that are on the current agenda.

1	<p>Apologies for absence</p> <p>Cllr Norris sent apologies.</p>
2	<p>Declarations of Interest</p> <p><i>Councillors are reminded that their actions must always be in the public interest. They must avoid giving any person an improper advantage or disadvantage, and they should not seek financial or other material benefits for themselves, their family, friends, or close associates.</i></p> <p>There were no declarations of interest.</p>
3	<p>Approval of the Annual Governance Statement (Section 1 of the AGAR)</p> <p>Following review of all documents by the Council, this motion was proposed by the Chair and carried unanimously by all those present. It was RESOLVED that the Annual Governance Statement, be approved and signed by the Chair, who duly signed the document during the meeting.</p>
4	<p>Approval of the Accounting Statements (Section 2 of the AGAR)</p> <p>Following review of all documents by the Council, this motion was proposed by the Chair and carried unanimously by all those present. It was RESOLVED that the Accounting Statements, previously signed by the Responsible Financial Officer (Clerk) before being presented to the authority for approval, be approved and signed by the Chair, who duly signed the document during the meeting.</p>
5	<p>Any other matters related to the AGAR</p> <p>The Council reviewed the Internal Auditor's reports for the current Clerk and noted the observations and recommendations therein. It was acknowledged that the reports provided assurance on the overall adequacy and effectiveness of the Council's internal controls. The Council further noted that the following corrective actions are to be implemented by the Clerk/RFO to address areas identified for improvement:</p> <ol style="list-style-type: none">1. To ensure that quotations from the same contractor are itemised by individual job within the agenda and minutes, rather than presented as a single lump sum2. To ensure that contractors' VAT registration status is clearly understood and properly presented in all quotations, invoices, and financial records3. To ensure that all future Internal Audit reports are presented to the full Council for review, with any resulting corrective actions clearly documented in the minutes4. Bank reconciliations and budget monitoring reports are to be presented to Council monthly from July 2025, now that the new finance system has been successfully implemented5. To ensure that all Risk Analyses are developed in consultation with the Council, with the final version submitted for formal approval by the full Council



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	<p>6. The Clerk shall ensure that any payments made are first ratified by resolution at a Full Council meeting, in accordance with the relevant legislative framework</p> <p>It was agreed that progress on these actions will be monitored and reported to Council as appropriate.</p>
6	Close of meeting
7	Next Meeting The next Ordinary Meeting will be on Monday 7 July at The Memorial Hall, at 7pm.

Signed 

Date..... 