

**LEWANNICK PARISH COUNCIL**  
**MINUTES OF AN EXTRAORDINARY MEETING**  
**HELD ON TUESDAY 28 MAY 2019**  
**LEWANNICK VILLAGE HALL**  
**THE MEETING COMMENCED AT 19.30 HOURS**

**ATTENDANCE**

|                          |   |
|--------------------------|---|
| <b>Chairman</b>          | Michael White   |
| <b>Vice Chair</b>        | Carole Newbery  |
| <b>Councillors</b>       | Roger Finnimore, Paul Atkinson, Shirley Jasper,<br>Claire Tyler and John Newbery. |
| <b>Clerk</b>             | Elaine Cook   |
| <b>County Councillor</b> | Adrian Parsons  |
| <b>Apologies</b>         | Barbara Sleep, Beth Newbery and David Parnell                                     |

There were members of the public in attendance.

The Chairman opened the meeting by announcing safety information.

Members of the public were invited to speak regarding their concerns raised by P K F Littlejohns.

Two parishioners, who had raised their objections to P K F Littlejohns, stood up and confirmed they had no objections to being named, Mr Molesworth and Mrs Howes.

Mr Molesworth read out his letter of objection following the inspection of the accounts for the year ended 31 March 2018.

He queried the AGAR form and raised objections line by line.

Vice Chair Carole Newbery read out a prepared statement.

It was confirmed an internal auditor had been approached to carry out the audit for 2018/19.

The Chairman confirmed it was important the Council moved forward and would work closely with CALC and our external auditors to ensure compliance. He confirmed we held our hands up as mistakes have occurred and apologised on behalf of the Council.

The Chairman confirmed members had met up with our CALC representative today and it is considered the advice we have received will cover the problems which have occurred.

We accept that we may not have met the full guidance of AGAR but acted in good faith as we have never had any questions raised on our annual governance. We acknowledge the criticism by two electors. We will be proposing to full council that we invite a CALC nominated representative to come and carry out a procedural review for 2019/20.

Website – our current contract terminates this year. We are going to employ a more specialist website aimed specifically at parish councils, subject to comprehensive tender.

Exercising rights. We are aware of the dates for compliance and will ensure the rights are exercised correctly this year.

Risk assessments – it was confirmed we do carry out risk assessments but appreciate we need to make this more visible.

Auditors report – altered. Mistakes were made. Sometimes human error does come into play and we can only apologise.

Fixed Assets – The Chairman confirmed the fixed assets need to be put at cost with a nil value for any maintenance, which may need to be carried out.

Following an open discussion, in which concerns raised by Mrs Howes and Mr Molesworth were debated, two members of the audience came over to the Chairman and thanked the Council for their openness and honesty.

Councillor Claire Tyler concluded by making a negative statement about the Clerk.

The Chairman confirmed there was no further business and declared the meeting closed.