

WOOTTON ST LAWRENCE WITH RAMSDELL PARISH COUNCIL

Minutes of the Meeting held on Monday 15th June 2026 at Ramsdell Village Hall, 7.00pm

Present: Cllr Martin Schimmer, Chairman
Cllr Sarah Curtis, Cllr Jane James
Cllr Greg Childs, Cllr Jenny Englefield
Kirsty Shaw, Clerk

1. Welcome and Apologies

The Chairman welcomed everyone to the meeting.

2. Register of Interests

There were no updates to the register of interests.

3. Declaration of Interests

There were no declaration of interests.

4. Approval of AGAR

Section 1 of the AGAR was agreed and signed by the Clerk and Chairman.

Section 2 of the AGAR was agreed and signed by the Clerk and Chairman.

5. Review of Internal Audit 21st May 2026

Please refer to the Internal Audit report.

Item	Action
B. The Council did not elect the chair and adopt the Model Standing Orders and Financial Regulations in a properly convened meeting.	There was some confusion over the Annual Parish Meeting and the Annual Council Meeting. This will be held in the first council meeting in May in the future. This year to rectify this the Parish Council will add the items to the next agenda.
B. Internal Auditor - The independence and competence of the auditor are reviewed each year and the appointment should be confirmed.	This will be added to the AGAR minutes each year.
C. Risk Assessments was not approved in a council meeting.	This will be reviewed in the first council meeting in May each year from next year. The Parish Council will review this in a future meeting this year.
C. Review of Internal Control – Councillors are responsible for monitoring controls during the year and should minute this.	A statement of internal controls will be adopted at a future meeting.
D. Reserves – the council have significant CIL income whilst also holding precepted reserves at the upper end of good practice.	The Parish Council are working with residents and local organisations to look at suitable projects to benefit ratepayers.
D. Precept – the requested amount was not minuted.	This will be minuted in the future and the budget incorporated as a page of the signed minutes.

E. VAT – VAT was claimed on insurance. There is no VAT in insurance charges.	The Clerk will ensure this is not included in the VAT reclaim from now on.
G. Clerks Pay – The Clerk is paid only slightly above National Minimum Wage.	HALC and SLCC have benchmarking tools that may assist in giving the correct pay. This will be discussed in a future meeting.
I. – CIL funds – the council hold significant amount of CIL funds that may take a while to spend.	An interest-bearing account may be applicable. Clerk to look at this. The Parish Council have an account with BDBC which receives interest.
O. – Assertion 10 Requirements – the council has not yet engaged with these changes and are not in compliance by the year end.	A data audit should be carried out, including data stored by members and repeated each year. GDPR, Data and IT policies should be adopted from best practice models. Clerk will look into how other Parish Councils are managing this.

All other points were in compliance..

6. Agree Public Rights Dates

The public rights dates were agreed as 19th June 2026 to 30th July 2026.

7. Conflict of Interest with External Auditor BDO LLP

The Parish Council agreed there was no conflict of interest with the external auditor. The Clerk and Chairman signed the form.

8. Date of next meeting

Tuesday 21st July 2026, 7.00pm, Ramsdell Village Hall

The meeting ended at 7.31pm