MISSON PARISH COUNCIL

Minutes of the Extraordinary Parish Council meeting of Misson Parish Council on Thursday 18th June 2026 at 6.45 p.m. held in Misson Parish Hall.

Present: Cllr. Mandy Walker-Green
Cllr. Spencer Robey
Cllr. Sue Scott
Cllr. Jamie Sutherton
Cllr. Julie Watkins
Cllr. Mark Watson

Also present: Anne Wilson Locum Parish Clerk
Mark Hooper Locum Responsible Financial Officer
Five members of the public.

Recording of the Meeting.

The Chair read aloud the agreed protocol for recording of the Parish Council Meeting. The formally agreed and approved minutes of a meeting remain the only legal record of the meeting. The Locum Parish Clerk made an official recording of the proceedings. No other recordings were confirmed.

20/2027 Apologies for absence

RESOLVED to note that there were no apologies for absence for this meeting.

21/2027 Chairman's Welcome

The Chairman welcomed Councillors and residents to the meeting and give a fire safety announcement.

22/2027 Declaration of Interest

RESOLVED to note that there were no declarations of interest under consideration on this agenda.

23/2027 Public Question Time

There were no public questions.

24/2027 Finance

Members were asked to consider, note and approve the following:

i) Invoices for Payment

RESOLVED to pay the list of invoices circulated to Councillors before the meeting.

ii) Internal Audit

Members were asked to consider the report from the Internal Auditor and any items raised.
RESOLVED to note the internal audit report and the contents contained therein.

iii) End of Year Accounts and AGAR

Councillor Scott questioned how the end of year accounts could be agreed as they had not been circulated. Cllr. Watson stated that the Q4 (i.e. the end of year accounts) had been presented to and agreed by the Council at a previous meeting. Proposed to suspend Standing Order 16e in order to get the work done. A recorded vote was requested.
For: Councillors Sutherton, Watkins, Walker-Green and Watson
Against: Councillors Scott and Robey
Abstentions: None
RESOLVED that Standing Order 16e be suspended in order to get the work done.

Members were asked to consider and confirm the following:

- **2025/2026 End of Year Accounts**

It was suggested that the Locum Parish Clerk print off the Internal Audit Report for the previous financial year to see if anything had not been followed up. The accounts were approved unanimously. **RESOLVED** that the End of Year Accounts be agreed and noted.

- **2025/2026 AGAR Form**

  RESOLVED that the AGAR Form be agreed and noted, noting that the Council would agree the Certificate of Exemption.

  Cllr. Scott questioned how this years' AGAR could be agreed when a draft Governance Statement had not been circulated as required by our Standing Orders and years of good practice including the practise the Parish Council observed in 2025. Cllr Walker-Green stated that there had been no draft in 2025 and the Locum pointed out that this was impossible as Councillors need to agree the Governance Statement together at the AGAR signing off meeting. It had been agreed by MPC at an earlier meeting that a limited assurance review would be submitted for 2025/2026.

- **Annual Governance Statement**
  The Locum Responsible Financial Officer read out each box and asked the Councillors to reply to the questions being asked. It was said that the boxes had never been read out before, but Mark Hooper confirmed he had always done so in his three years as Parish Clerk. Councillors Walker-Green and Watson had brought the Annual Governance Statement to the meeting the previous year and also confirmed they were read out last year.

  Cllr. Scott asked if the Internal Auditor had seen the TEC accounts and Mark Hooper confirmed he had. She also complained that the invoices had not been brought to each meeting for Councillors, but she was reminded that the invoices were always emailed before the meeting. Cllr. Scott said she was missed off the email trail but a Councillor, having looked, confirmed she had been copied into the emails. Cllr. Scott said that there was an issue with the increase in the payment to the Lengthsmen which had not been to Council. The Locum Responsible Financial Officer pointed out that there had been an increase in basic costs which is probably being passed on and we could do nothing about it part way through a contract. Cllr. Scott was reminded that all invoices came to Council for approval. Cllr Scott asked why the salary costs in 2025/2026 looked low and it was pointed out that in 2023/2024 expenses had been included in the salary costs in error.

  RESOLVED to reinstate Standing Order 16e

- **Any other related finance matter**
  It was proposed that urgent invoices that need paying between formal meetings of the Parish Council would be circulated to councillors by email for information. If any councillor had a concern about the invoice, they should contact the RFO, otherwise it was agreed they could be considered as approved for payment. This was unanimously agreed.

  It was agreed an IT Policy would be drafted and considered for adoption by the Parish Council.

Original signed : 2.9.26

Signed …… Date ……..
Chairman