



## East Tisted Parish Council

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### Minutes for the Extra Ordinary Meeting of East Tisted Parish Council, Held on Tuesday 3<sup>rd</sup> June 2025 at 6.00pm

**Present:** Phil Cutts (Councillor)  
Carl McBean (Councillor)  
Sandra Nichols (Councillor & Chair)  
Colin Rule (Councillor, Vice-Chair & Neighbourhood News)  
Pippa Cockhead (Clerk & RFO)

**Apologies:** Helen Evison (Councillor)

*The meeting opened at 6.02pm*

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#### 1. Welcome, arrangements for the meeting and apologies

The Chair welcomed all and outlined arrangements for the extraordinary meeting. Apologies were received from Helen Evison.

#### 2. Declaration of Interests

None.

#### 3. Public Forum

No contributions were made by the public.

#### 4. Responsible Financial Officer

a. Councillors received and reviewed the Internal Audit Report Letter for 2024-25 and the chairman signed Audit Report (page 4 of the Annual Governance & Accountability Return (AGAR) for 2024-25. As a result of the Internal Report letter from the auditor, the following discussions took place:

**Grant Form:** As the parish has limited financial resources the option of designing a Grant Form to hold on the website was deemed as excessive. The members decided to place a notice asking for any requests for grants from the council to be made in writing to the Clerk; proposed Cllr Rule, seconded Cllr Cutts. The clerk would seek assistance from the Internal Auditor for advice. **Action: Clerk**

**Minute Authorisation:** The minute template to be updated to included Chair Initials in the footer for each page. **Action: Clerk**

**Policy Updates:** All documents held on the website will be reviewed to ensure they are up to date by the end of June 2025. This included the Register of Interest documents held under the Cllrs' profiles. **Action: Clerk**

**Asset Valuations:** The correct asset costs would be reflected in the AGAR form. Donations are to be listed as having a cost of £1.00. The asset register has been updated.

**Bank balances:** The minute template to be updated to include the bank balances. **Action: RFO**

**Statement Approval:** Members will take turns in approving/initialling that the bank statements agree with the cashbook.

**Members DPI Forms:** Members will be requested to complete the Register of Interest forms by the next meeting of the parish council. **Action: Clerk**

**AGAR Publication:** Five years' worth of Annual Returns should to be shown on the East Tisted Parish Council website. **Action: Clerk.**

b. Councillors received and approved for signature by the Chairman:

(i) the Certificate of Exemption from external audit for 2024-25, both income and expenditure being below £25,000 (page 3 of the AGAR)



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(ii) the Annual Governance Statement 2024-25 (page 5 of the AGAR) and  
(iii) the Accounting Statements for 2024-25 (page 6 of the AGAR)  
(ii) and (iii) having been internally audited

c. Members to note that the period for exercise of public rights to inspect the 2024-25 accounts would be from Monday 9<sup>th</sup> June to Friday 18<sup>th</sup> July 2025 inclusive. Appropriate documentation would be displayed on the notice board and uploaded to the website. **Action: RFO**

d. Members agreed the effectiveness of the internal audit and agreed retention of 'Do the Numbers Ltd' as the internal auditor for 2025-26. Proposed Cllr McBean, seconded Cllr Rule.

### 12. Date of next meetings

Tuesday 16<sup>th</sup> September 2025 at 6.30pm at East Tisted Village Hall.

*Meeting Closed at 6.25pm*

Pippa Cockhead  
Clerk & Responsible Financial Officer  
June 2025

Agreed as a true and correct record.

Signature..... Chairman    Date.....