

**EXTRAORDINARY MEETING OF
Burnham Market Parish Council**

Location: THE PAVILLION, BURNHAM MARKET PLAYING FIELD, BURNHAM MARKET

Date: MONDAY 16TH JUNE 2025

Time: 18:30

Minutes: Annalisa Dovey: Clerk / RFO Burnham Market Parish Council

Present: Cllr Keith Morris, Cllr Vicky Davies, Cllr Fiona walker, Cllr Angus Piper, Cllr David Cressy.

Members of public: 0

Minutes

AGR 2506	1.	Welcome: Chair opened the meeting at 18:32
AGR 2506	2.	Apologies for absences: Council noted there were no apologies for absence to consider
AGR 2506	3.	Requests for dispensation and disclosure of pecuniary interests: Cpuncil noted there were no requests for dispensation nor pecuniary interestsws declared.
AGR 2506	4.	Internal Auditors report: Council received the internal auditors report. 4.1 Council confirmed that the recommendation : to annually review, minute and sign the risk assessment has already taken place at the May 2025 AGM and will continue annually. 4.2 Council confirmed that an internal controls policy has already been drafted, approved and is in place as of May 2025 4.3 Council confirmed that an accurate and trackable accounting system has already been put in place with monythly, quarterly and annual checks and all invoices and receipts logged and all paymensta nd expenditure monthly approved. 4.4 Council resolved to appoint an internal controls officer to regularly inspect the financial and accounting systems, that Cllr Vicky Davies would be appointed to d this quarterly producing a Quarterly and End of Year report. <i>Proposed DC / Seconded KM Resolv. Unanim</i>
AGR 2506	5.	Annual Governance Statement 2024-2025 Annual Return: Council reviewed and resolved to agree the Annual Governance statements on Section 1, confirming 'Yes' to all statements and N/A to the Trust Fund statement. <i>Proposed KM / seconded FW – Resolv. Unanim.</i> 5.1 The chair signed Section 1.

AGR 2506	6.	Statement of Accounts 2024-2025 Annual Return. Council received and approved as accurate the Statement of Accounts on Section 2. <i>Proposed FW / Seconded KM. REsolv. Unanim</i>
AGR 2506	7.	Explanation of Variances. Council received the explanation of Variances and approved each one. (Appendix attached) <i>Proposed KM / Seconded FW – Unanim</i>
AGR 2506	8.	Next Meeting. Council considered dates of next meeting and to preserve quoracy resolved to move the meeting to Wednesday 16 th July 2025. Resolv. Unanim Action: clerk to make the arrangements. KM to verify hall availability
	9.	Meeting Closed: at 18:45

Appendices

1. Internal Auditor recommendations
 - Councillor is appointed to provide internal control checks, and appropriate evidence of this kept
 - That risk assessment is reviewed annually and evidenced in minutes. Also, document should contain approval and review dates.
 - An internal control policy be drafted, and members appointed to carry out the independent reviews.
 - Council introduces internal controls and accounting methods that ensure the tracking and auditing of transactions and the production of accurate accounts