

# PURSE CAUNDLE PARISH COUNCIL

Locum Parish Clerk: Zöe Godden; 26, Warren Way, Sherborne. DT9 4FS

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**DRAFT minutes of a meeting of the PARISH COUNCIL held on Wednesday 29<sup>th</sup> May 2024 at St Peter's Church, Purse Caundle.**

**Present:** Councillors Elkins (Chair from item 5 until the end of the meeting), Knight, Vincent (Chair until item 5) and White.

**Also present:** Locum Parish Clerk Zöe Godden

**There were two members of the public present at the start of the meeting.**

## **19:22 – The Chair allowed a public open session**

Two members of the public felt that the cost of the new noticeboard was too high and that a noticeboard could have been made locally at a lower price. They also felt that all residents of the parish should have been individually consulted about the purchase of a new noticeboard. The Chairman explained that three quotes had been sought and that the matter of the purchase of a new noticeboard had been included on the agenda for the 12<sup>th</sup> March 2024 meeting. This agenda had been displayed on the Parish Council's website and on the noticeboard.

**19:31 – The Chair brought the public open session to a close and two members of the public left the meeting.**

**The meeting started at 19:31.**

### **1. Election of a Chairman for the 2024/25 year.**

Councillor Elkins was nominated by Councillor White and seconded by Councillor Knight. There being no further nominations, Councillor Elkins was unanimously voted as Chairman. Councillor Elkins signed a Declaration of Acceptance of Office.

### **2. Election of a Vice-Chairman for the 2024/25 year.**

Councillor Vincent was nominated by Councillor White and seconded by Councillor Elkins. There being no further nominations, Councillor Vincent was unanimously voted as Vice-Chairman. Councillor Vincent signed a Declaration of Acceptance of Office.

### **3. To receive declaration of acceptance of office forms from all other Councillors**

It being an election year, all Councillors were required to complete a new declaration of acceptance of office form. Councillors Knight and White completed their forms, which were counter-signed by the Locum Clerk. It was **agreed** that Councillor Yates would complete his declaration of acceptance of office form at a later time and forward it to the Locum Clerk before the next Parish Council meeting.

### **4. To note that links have been sent to all Councillors to enable them to complete their register of interest forms.**

**Noted.** The Locum Clerk was asked to resend the register of interest link to Councillor Vincent.

### **5. Apologies for absence (LGA 1972 s85(1))**

Apologies had been received from Councillor Yates.

It was **agreed** to accept the reason for absence.

## 6. Declarations of interest

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

**There were no declarations of interest.**

## 7. Minutes of previous meeting(s) (LGA 1972 sch 12 para 41 (1))

To consider approval of the minutes of the meeting held on 12<sup>th</sup> March 2024.

**RESOLVED:** It was proposed and unanimously agreed to approve the minutes as presented. The Chair signed the minutes.

8. To receive a report from Dorset Councillor Legg.  
Dorset Councillor Legg was not present.

## 9. Finance

- a. To consider the following payments for approval and to sign cheques accordingly:

Supplier	Details	Amount
Hoblake Services	Locum Clerk services	£75.00
Gordon Ellis and Co	New noticeboard	£1704.65
DAPTC	Annual subscription	£60.45

**RESOLVED:** It was proposed and unanimously agreed to approve the payments as presented. Cheques were signed by Councillors Elkins and White.

- b. AGAR 2023-24 – To agree to exempt the Parish Council from external audit and to sign the exemption certificate accordingly.

The Locum Clerk reminded Councillors that, in order to qualify for exemption from external audit, the Council's turnover needed to be below £25,000.00 in the 2023-24 financial year. The Locum Clerk confirmed that gross income and expenditure in 2023-24 had been £500.00 and £688.00 respectively.

**RESOLVED:** It was proposed and unanimously agreed to exempt the Parish Council from external audit for the 2023-24 financial year. The Chair signed the exemption certificate accordingly.

- c. AGAR 2023-24 – To approve the Section 1 – Annual Governance Statement

**RESOLVED:** It was proposed and unanimously agreed to approve Section 1 – Annual Governance Statement of the AGAR 2023-24 form. The Chair signed the Section 1 form.

- d. AGAR 2023-24 – To approve the Section 2 – Accounting Statements

**RESOLVED:** It was proposed and unanimously agreed to approve Section 2 – Accounting Statements of the AGAR 2023-24 form. The Chair signed the Section 2 form.

**10. In view of the remaining items on the Agenda, the Council is recommended to adopt the following motion:**

That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the Press and Public be excluded from the meeting on the grounds that it contains information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972.

**RESOLVED: It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting.**

**11. Recruitment**

- a. To note receipt of an application for the vacant role of Parish Clerk and Responsible Financial Officer

The Locum Clerk reported that there had been one applicant for the vacant Parish Clerk and Responsible Financial Officer post but that the applicant had subsequently withdrawn their application.

- b. To agree any further action to be taken.

**RESOLVED: It was proposed and unanimously agreed that, there being no applicants for the vacant post of Parish Clerk and Responsible Financial Officer, the role would be offered to the Locum Clerk, Zöe Godden.**

The Locum Clerk was instructed to make the necessary arrangements to formalise her employment as the Parish Clerk and Responsible Financial Officer, including registering with HMRC for PAYE and any National Insurance contributions that may be due.

**12. To note any business for inclusion on the agenda for the next meeting.**

There was a general discussion about the condition of various roads and bridges in the parish.

The Locum Clerk was asked to report that the railings on the two bridges in the parish needed to be painted.

The Locum Clerk was asked to add an item to the next agenda for receipt of an update on a recent site meeting with Dorset Council Highways representatives.

**13. To agree the date for the next meeting.**

It was **agreed** that the next meeting would take place on 27th August 2024.

**The meeting ended at 20:00.**

*Zöe Godden*  
Locum Parish Clerk  
30<sup>th</sup> May 2024