

St Cleer Parish Council Motion Template

Date of document	27 May 22
Committee / Sub Committee The motion is intended for:	PC
Proposer:	K Johnson
Seconder:	

Situation: Error in April 22 PC minutes discovered after ratification of minutes at May 22 PC meeting.

Background: N/A

Assessment: There is an error in the April PC minutes which has been identified after formal ratification of those minutes at the May PC meeting.

Within the April 22 payment schedule which is published online with the agenda for the Apr PC meeting there are 7 line entries under the heading - to be authorised.

3 of the 7 (CALC subscription, SW Councils subscription, Crawford Legal with a combined total of £1836.50) were subject to discussion at the Apr PC meeting and it was agreed that CALC and SW Council subscriptions would be decided at the Annual Parish Meeting and that the Crawford legal invoice was erroneous since it was addressed to an unknown 3rd party. Hence, these 3 line items were rejected by PC for payment.

Minute 79/4 and 80/4 refer to the clerk's financial report (including the payment schedule) and the resolution to accept the finance report and to authorise the payment of accounts.

The validated minute makes no reference to the fact that 3 items were removed from the authorised payment list. Therefore, the record of the resolution must, de-facto, be incorrect and the existing minute, if read by the public, would give the impression that the payments had been made.

Confirmation is required whether the payments were (as indicated by the validated minute) or were not made.

If the payments were not made then there must be an amendment to the Apr 22 PC minute (79/4 and or 80/4) and a strike through on the payment schedule posted online in order to remove the impression that they were.

Minutes once validated may only be amended by subsequent resolution which it is prudent to cross reference in the minute and motion record.

Proposed Motion:

Amend Apr PC minute 80/4 from "...To Resolve to adopt the Finance Report as above, and to authorise payment of accounts outstanding and agree the Bank reconciliation so presented..."

To "...To Resolve to adopt the amended Finance Report as above, and to authorise payment of accounts outstanding - excluding CALC subscription, SW Councils subscription, Crawford Legal and *agree the Bank reconciliation so presented..."

** delete as appropriate - I have no recollection of a bank reconciliation being presented. The bank BALANCES were presented but this is not a reconciliation unless someone can confirm otherwise?*

Date received:

Action taken or motion rejected:

Signature of clerk:

Disposal:

Parish meeting

Date of meeting: