

St Cleer Parish Council Motion Template

Date of document	01 Jun 22
Committee / Sub Committee The motion is intended for:	PC
Proposer:	K Johnson
Seconder:	

Situation: Anomaly in the April 22 PC minutes discovered after ratification of those minutes at May 22 PC meeting.

Background: The motion 76/4 as currently shown in the validated record of the minutes of the Apr 22 PC meeting does not accurately and fully reflect the motion as it was presented and resolved by vote of the PC at the Apr 22 PC meeting.

The original motion submitted for Apr PC meeting was:

*“...A cumulative financial status report showing allocated reserves and expenditure to to date against each individual budget header and income / expenditure to date, cash at bank and any significant forecast expenditure should be provided to councillors (and the public) as a matter of routine **either with the agenda prior to all scheduled PC meetings or it should be made available permanently available (and kept updated) as a ‘read-only’ ‘live’ document at the PC website...**”*

That which is recorded on the agenda and at the ratified minutes is:

“...to RESOLVE to produce a cumulative financial status report showing allocated reserves and expenditure to date against each individual budget header and income / expenditure to date, cash at bank and any significant forecast expenditure should be provided to councillors (and the public) routinely...”

The part highlighted in bold text in the original motion has been omitted from the minutes. This is significant and must be corrected because the original clearly articulates the monthly requirement for this information and that which is recorded allows for ambiguity over when the information must be provided.

The required information was **not** (fully) provided at the May 22 PC meeting.

Assessment: There is an anomaly (shown above) in the April PC minutes which has been identified after formal ratification of those minutes at the May PC meeting.

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 76/4 to properly and fully record the requirement of the original motion.

Date received:

Action taken or motion rejected:

Signature of clerk:

Disposal:

Parish meeting

Date of meeting: