



Minutes of Miserden Parish Council Extraordinary General Meeting  
Held 11 December 2023 in St Andrew's Church, 7:30pm

EGM 1.12.2023	<p><i>Welcome and apologies</i></p> <p><i>Present:</i> Chairman Cllr Martin Ractliffe, Vice Chairman Cllr Kevin Allin, Cllr Richard Dangerfield, Cllr Gideon Duberley, Cllr Laura Cobb.</p> <p><i>In attendance:</i> Gwen Durland (clerk),</p> <p><i>Apologies:</i> Stroud District Cllr Julie Job, County Cllr Sue Williams</p> <p>The meeting was quorate.</p>
EGM 2.12.2023	<p><i>Declaration of interests</i></p> <p>No declarations were made by those present.</p> <p>The council <b>noted</b> this as a source of <b>assurance</b>.</p>
EGM 3.12.2023	<p><i>Approval of Minutes</i></p> <p>The council approved the amended minutes from October 31, 2023</p> <p><b>Action:</b> Council to post amended minutes on MPC website.</p>
EGM 4.12.2023	<p><i>Clerk's Report</i></p> <ol style="list-style-type: none"> <li>1) The Clerk presented the amended statement of accounts for 2022-2023. The Council accepted the <b>amended</b> statement as accurate and as a form of assurance.</li> <li>2) The Clerk presented the bank reconciliation from 2022-2023. The Council <b>accepted</b> the reconciliation as accurate and as a form of assurance.</li> <li>3) The Clerk presented the amended Annual Return for 2022-2023 for approval by the Council. The Council <b>approved</b> the amended return.</li> <li>4) The Clerk presented the amended Annual Governance Statement for 2022-2023 for approval by the Council. The Council <b>approved</b> the amended Annual Governance Statement.</li> <li>5) The Clerk presented the confirmed exemption certificate submitted to PKF Littlejohn for ratification, <b>confirming</b> figures. The Council <b>ratified</b> the Exemption Certificate as submitted.</li> <li>6) The Clerk submitted the asset register for 2022-2023 to the Council for approval. The Council <b>reviewed</b> the register and <b>approved</b> it as accurate.</li> <li>7) NALC published briefing on 2023-2024 government employee paycales The Council read the NALC briefing and <b>approved</b> adjusting the clerk's salary accordingly, retroactive to 1 April 2023 as directed by the briefing.</li> <li>8) <i>Expenditures:</i> Liz Dowie, locum RFO £180 Clerk salary and adjustment £720 The Council <b>approved</b> expenditures as necessary and accurate.</li> </ol> <p><b>Action:</b> Clerk to post financial report to website immediately.</p>
EGM 6.12.2023	<p><i>Clerk's Sick Leave</i></p> <p>The Clerk submitted an NHS doctor's note for medical leave effective immediately until the end of January and the Council accepted it. The Council agreed to secure a locum clerk as soon as possible, and that council members would help cover the clerk tasks in the interim such as website maintenance, defibrillator checks, and agenda creation and minute taking.</p> <p><b>Action:</b> Council to secure locum clerk ASAP and to continue with defibrillator checks.</p>
EGM 7.12.2023	<p>Chairman Ractliffe moved for adjournment at 20:35.</p> <p><b>Next regular meeting scheduled for January 30, 2024 in Miserden Village Hall at 7:30pm</b></p>