



Toppesfield Parish Council



Minutes of the Parish Meeting held on Monday 23rd June 2025 at Toppesfield Village Hall at 7.30pm

25/106. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Kitty Bourlet
Councillor Frances Winter
Councillor Jane Daines
Councillor Chris Neale

Apologies were received from:

Councillor Paula Edwards-Holmes
Councillor Amanda Smith
Councillor Jeremy Graves

25/106.1 To accept apologies from members of the council.

Apologies were received and accepted from Cllr Edwards-Holmes who was unable to attend the meeting due to work commitments and Cllr's Smith and Graves who was unable to attend due to family commitments.

25/107. Declaration of Members' interests in agenda items

No declaration of members interests were made at this meeting.

25/108. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present.

25/109. Financial Accounts:

25/109.1 To consider the internal auditors report and determine actions. The report was accepted and an action plan of recommendations will be put in place.

25/109.2 Accounts for year 2024/25.

To approve the accounts, complete and sign the Annual Return, for the year ending 31 March 2025.

The Chairman and Responsible Financial Officer/Clerk to sign:

- Annual Governance Statement.
- Accounting Statements.

It was proposed by Cllr Neale and seconded by Cllr Bourlet that the accounts produced by the parish council's software provider, Easy PC, were accepted. This was agreed by all present.

The annual governance statements and accounting statements were read out at the meeting, agreed and the Annual Return forms were completed and signed.

25/110. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 3rd July 2025 at 7.30pm at Toppesfield Village Hall.

25/111. Close

The Chair closed the meeting at 8.10pm

Signed:

Dated: