**Foulness Island Parish Council**

 [www.foulnessislandpc.org.uk](http://www.foulnessislandpc.org.uk)

Chairman: Clerk/RFO:

Mrs E. Pitts, Mr B Summerfield, CiLCA,

18, Little Wakering Road, Sutton Hall Cottage,

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Essex. Rochford, Essex.

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO THE EXTRAORDINARY (& INTERNAL AUDIT) MEETING OF**

 **THE FOULNESS ISLAND PARISH COUNCIL**

 **at the Staff Premises, Lodge Farm, Foulness Island, Southend-on-Sea, Essex. SS3 9XN.**

 **(Courtesy of the Belton Bros Ltd)**

 **on WEDNESDAY 30th JULY 2025 at 7.00 pm.**

Chairman's opening remarks.

**1. To record the Members Present:**

i Councillors:

ii Members of the Public:

**2. Apologies for absence:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss FIPC acceptance of reasons for absence:

**3. Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

 Localism Act 2011.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

 **during the progress of the meeting.**

**4. Public Forum:** ( 5 min per person only )

 Councillors, Guests, visiting Ward/County Councillors and questions/statements from members of the public.

**5. To receive the Minutes of the Annual General Meeting of the 21st May 2025.**

 To resolve the Minutes:

**6. Matters arising from the Minutes**: (not on the Agenda)

 Item:

**7. The Internal Audit report/AGAR Section 2 - 2024-25:**

To receive, discuss and complete:

i The Clerk to read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk to introduce the Certificate of Exemption, Form 2, (Page 3, AGAR 2024-25) to the Council.

 The Councillors to agree the above and the Chairman and Clerk/RFO to sign the document.

iii The Clerk to read the Internal Auditors ‘completed’ report (Page 4, AGAR 2024-25), to the Council.

iv The Clerk to introduce The Section 1, The Annual Governance Statement (Page 5, AGAR 2024-25).

 The Councillors to agree the above and the Chairman and Clerk/RFO to sign the document.

v The Clerk to introduce The Section 2, the Accounting Statements 24-25 (Page 6, AGAR 2024-25).

 The Councillors to agree the above and the Chairman and Clerk/RFO to sign the document.

vi To record that all above documents and the Cash Book 2024-25 will be available on the PC website.

vii The Clerk to forward the signed Exemption Certificate to PKF-Littlejohn.

viii The Clerk to complete and publish on the website the Bank Reconciliation form (A), the Explanation of Variances

 Form (B) and the Notice of Public Rights (C).

ix The Clerk published the Public Rights Notices on the FI Notice Boards on 29th June 25.

**8. Planning consultations:**

 Application no 24/00…/FUL

**9. The PKF-L Audit Commission required .GOV.UK email Domain**

 i The Clerk’s report re: his research has revealed that the best suited ( .gov.uk ) update is ‘Parish Online’.

 A free ‘clerk@foulnessisland-pc.guv.uk domain’ is offered initially with the ‘Councillors .gov .uk’ addresses

 in the first year @ £160 with a following final cost of £260 per year.

 ii Councillors to discuss/agree to take up Parish Online.gov.uk domain.

 Proposed by Councillors: ……………………, seconded by …………………. and agreed by all.

**10. Correspondence:**

i To discuss the ROSPA report.

ii To receive an e/letter June 2025 from ECC Highways re: Salt bag Partnership 2025-26.

iii To record the security pass update and supporting paperwork for Essex/Ward Councillor Mr M Steptoe.

iv To receive the QQ ‘Foulness Residents’ Updates: June/July 2025.

v To receive the ‘Foulness Island Newsletter’ of June/August 2025.

vi The printed publications and General Information received by the Clerk are available on demand.

**11. Finance:**

i To receive the FIPC Financial and Co-op Bank Statements ending 30th July 2025.

ii The above financial statement balances to be agreed by Councillors: …………….. and ………………………..

iii The requested Essex County Community Fund for the two lidded Litterbins £288.00 Net

iv To record the RDC transfer credit payment June 2025 re: 2nd Part Precept @ £2,320.00

v To record the Stibbards Credit transfer payment May 2025 re: G27 Ashes internment @ £200.00

vi To record the transfer payment May 2025 to Gallagher Brokers Insurance Ltd, Insurance 25-26 @ £516.60.

vii To record the transfer payment May 2025 to EALC, Annual membership @ £75.71.

viii To record the transfer payment May 2025 to ROSPA, Churchend Play space @ £96.00.

ix To record the transfer payment May 2025 to HMRC, First quarter PAYE-RTI @ £138.24.

x To record the transfer payment June 2025 to B Summerfield, (Clerk’s Salary June 25) @ £184.32.

xi To record the transfer payment July 2025 to B Summerfield, (Clerk’s Salary July 25) @ £ 184.32.

xii To receive the Internal Auditors J Watson and Co Invoice July 25 @ £195.00.

xiii **The Foulness Island Parish Council Co-operative Bank accounts:**

 1) **Business Account Balance: 21/05/2025 £ 829.06**.

 CREDITS: None

 DEBITS: None.

 **Business Account Balance: 30/07/2025 £ 829.06**.

 2) **Community Direct Plus Account Balance: 21/05/2025 £3,025.61.**

 **CREDITS:**

BACS 2nd Part PRECEPT (RDC) £2,320.00

Bank Transfer: Stibbards Ltd Ashes Internment £ 200-00.

 **…………………… £2,520.00.**

 **SUB: £5,545.61.**

**DEBITS:**

Gallagher Brokers Insurance Ltd Annual Insurance 25-26 £ 516.60.

EALC Annual membership £ 75.71.

ROSPA report Churchend Play space £ 96.00.

HMRC First quarter PAYE-RTI £ 138.24.

 01/06/25 B Summerfield. (Clerk’s Salary June 25) £ 184.32.

 01/07/25 B Summerfield. (Clerk’s Salary July 25) £ 184.32.

 **…………….. £1,195.19.**

 **Community Direct Plus Account Balance: 30/07/2025 £4,350.42.**

xiv The above copies of receipts of income, payments and transfers to be ratified and co-signed by councillors:

xv To resolve all ratified Credits and Payments, auditing/financial statements, donations, receipts and Bank

 transfers.

 Proposed by Councillors: ………………………, seconded by …………………….. and agreed by all.

**12. The Parish Council Burial Ground:**

i The Clerk’s report:

ii Councillor Mrs F. Giles research report re: the War Memorial.

**13. Streetlights:**

 Councillor reports:

**14. Highways:**

I The Courtsend Bus Shelter.

ii The requested bus stop at Havengore.

iii Councillor reports:

**15. Website:**

 The website to be further updated with the inclusion of this meetings’ information.

**16. Next Agenda Items from Councillors:** *for the next Agenda and exchange of information only.*

 Items:

**17**. **The next Foulness Island Parish Council Meeting:**

 **To agree:** **WEDNESDAY 1st/ 8th OCTOBER 2025.**

**25th July 2025. B. Summerfield, (Foulness Island Parish Council Clerk/RFO)**