

WITTERING PARISH COUNCIL www.witteringparishcouncil.com Parish Clerk: Ruth Demagalski Wittering Parish Council Wittering Parish Hall Townsend Road Wittering PE8 6BD clerk@witteringparishcouncil.com	
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MINUTES OF WITTERING PARISH COUNCIL MEETING HELD AT 7.00 pm on THURSDAY, 02 JULY 2026 IN THE PARISH HALL

Item No	
26(07)51	Chair's Welcome and Reasons for Meeting
26(07)52	In Attendance: Jo Gault, (Chair) (JG), Susie Briers (SB), Liz Putterill (LP), Emma Wilson-Jones (EWJ), Iain Wilkinson (IW) Kate Jackson (KJ), Ruth Demagalski (Clerk) (RD). Apologies for Absence: Brian Day, Deputy Chair (BD); John Bradshaw (JB)
26(07)53	Declaration of Interest JG & EWJ declared their involvement with Wittering Events
26(07)54	Annual Return Documentation: RD has obtained an extension to 31/07/26 for the submission of documentation to the external auditors PKF Littlejohn. To receive and discuss Auditor's report and note contents and any actions herewith discussed. There were a large number of errors throughout the year to 31.03.2026 advised by the internal auditor. No specific recommendations made however. The overall difference was only £0.13. Overall, the auditor confirmed we had passed the criteria for 25/26 except for point O. This is in the process of being addressed. To receive, note and approve AGAR Accounting Statements, sections 1 and 2 herewith and previously circulated:

	To arrange signing of the Section 1. This has now been signed and dated. To arrange signing of Section 2 after dates set for public inspection of accounts – signed and dates agreed to start public inspection dates on 6 July with the notice being displayed on the 3 July. Clerk will publish on website and submit to the external auditor. It was noted there is a difference in the closing balances and Section 2 (8) of the AGAR forms to be submitted to PKF Littlejohn. It had not been possible to identify where the difference of £2,461 lay.
26(07)55	Keyholder Remuneration, Contract of Employment and Procedure for Payment The Councillors discussed the urgent need to formalise the employment status of the Keyholder. It was noted that operating without a formal contract presents compliance risks for the organisation and means the keyholder is not covered by our insurance. Furthermore, to ensure accurate tax accounting it was agreed wages should be managed via an external payroll bureau rather than processed manually and this was to be discussed with the keyholder. JG/RD to provide draft Contract of Employment and Job Description. LP to arrange urgent but informal initial meeting with the incumbent Keyholder and RD to discuss contract and ways of working going forward.
26(07)56	Correspondence Already circulated

Ruth Demagalski, Wittering Parish Clerk and Responsible Finance Officer

SIGNED

DATE 23/07/26