

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 6.30 pm on Wednesday 09.09.2026 IN THE PARISH HALL**

Item No	
26(09)01F	Chair's Welcome The Chair welcomed everyone to the meeting
26(09)02F	In attendance: Joanna Gault (JG), John Bradshaw (JB), Liz Putterill (LP), Ruth Demagalski (RD) Clerk Apologies Received from: N/A
26(09)03F	Declaration of Interest: There were no declarations of interest.
26(09)04F	Updates and Discussions On: a) Appointment of Chair for Subcommittee – it was agreed that Liz Putterill would be chair of this subcommittee. b) Outcome and further actions of Clerk's meeting on 07/09 with internal auditor regarding result of PKF Littlejohn's external audit queries: There is some confusion regarding the Precept figure needing to be quoted on the AGAR form – Littlejohn state it should be the net amount of £60,115 however the internal auditor advised it should be the gross figure of £70,000 as this is the amount paid by Peterborough CC (PCC) to Wittering PC (WPC). Other clarification / understanding required on the points raised by Caitlin Wright, Littlejohn's in her email of 1/9 as previously circulated. RD to discuss with Littlejohn and internal auditor/previous clerk. RD noted WPC had not gone through the accounts/AGAR with the previous clerk to understand how the figures were calculated. c) Discussion regarding Section 137 donation to football clubs re outstanding utility bills and line marking. Agreement in principle: It was agreed the football club needed to be responsible for their own utility bills as this was not the responsibility of WPC – proposed by JB, seconded by LP and agreed by JG. Issue to be presented at the full WPC meeting on 24/09.

	Discussion regarding line marking was deferred as no formal approach directly by the club had been received. d) Fixed Asset Register and Fixed Asset Register (agree Draft for publication after full council meeting): RD needs clarification of all assets to be recorded. It was agreed that items with a value under £250 would not be recorded. RD to amend draft documents. e) Insurance – Buildings Cover update by Clerk/RFO: Advised likely buildings underinsured based on the figures provided by CAS Insurance. Previous clerk has confirmed the buildings had not been valued since before her joining WPC in 2012. Municipal Infrastructure amount to be increased to £25k to cover the cost of the war memorial as suggested by CAS Insurance was agreed by all. f) Revaluation of WPC Buildings update by Clerk/RFO: Currently obtaining quotes from surveyors to revalue all properties for insurance purposes. To be discussed at full WPC meeting on 24/09. g) Update on Scribe implementation and training by Clerk/RFO: RD advised April to July accounts were now on Scribe and reconciled. Initial training booked for w/c 14/09. RD to aim to run both systems in tandem until confident. The items below were deferred owing to the length of time discussing Littlejohn's AGAR report. h) Review of Financial Regulations and Reserves Policy (urgent documentation required as per internal auditor meeting on 19/08). i) Agree budget setting process in preparation for Precept application. j) Keyholder contractor of employment/self-employment – next steps to be agreed and date for completion.
26(09)05F	Correspondence: this has previously been circulated to the subcommittee.
26(09)07F	Date and Time for Next Meeting: Meeting to be arranged following WPC meeting on 24.09.26 as items h) to j) are now current with budget setting and annual Precept.

Ruth Demagalski, Wittering Parish Clerk and Responsible Finance Officer

SIGNED

Chair

DATE /26