

**MINUTES** of an **Extraordinary Meeting of Upper Rissington Parish Council** held on **Monday 3 June 2024** in **Upper Rissington Village Hall, Upper Rissington**, commencing **7.15pm**,

**Members present:** Cllrs. J. Truslow (Chair), S. Garrett, K. Maxwell and C. Summerfield

**Attendees:** Officer – R. Waller, Assistant Clerk and 3 members of the public.

- 24.06.03.1**      **To receive and approve apologies for absence**  
None received.
- 24.06.03.2.**      **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.*  
No matters raised
- 24.06.03.3**      **To receive declarations of interest for items on the agenda below**  
None declared.
- 24.06.03.4**      **To consider request for mediation services, approve costs and agree actions**  
No vote was recorded on the above motion.  
Following discussion, **COUNCIL AGREED** to opt for a meeting between Councillors and the Clerk. If this meeting failed to resolve issues, then mediation would be sought.
- 24.06.03.05**      **To consider the findings and recommendations following the Internal Controls check completed on 22.04.24 (Appendix A) and agree actions**  
As per the minutes of the meeting held in May 2024, minute ref: 24.05.13.28.2, the findings of the Internal Control Check were scrutinised.  
All actions resulting from this Internal control check had already been commenced, except for initiating the Direct Debit to HMRC due to the Council currently in process of changing the main bank account.  
The Responsible Finance officer (RFO) provided proposed dates for the next three Internal Control checks: 3<sup>rd</sup> July, 9<sup>th</sup> October 2024 and 15<sup>th</sup> February 2025  
**Action:** RFO to circulate confirmed dates and times to current Councillors.
- 24.05.13.32**      **Date of Next Meeting** is Monday 10 June 2024