

**Porthleven Town Council**  
**MINUTES THE SPECIAL TOWN COUNCIL MEETING,**  
**HELD ON THURSDAY, 26<sup>th</sup> JUNE 2025, 6.30pm**  
**AT INSTITUTE COTTAGE, CLIFF ROAD**

<b>Present:</b>	Cllr. Toy (in the chair)	Cllr. Munday	Cllr. Short
	Cllr. Berryman	Cllr. Naylor	C Thompson (Clerk)
<b>In Attendance:</b>			

<b>Minute</b>	<b>AGENDA ITEMS</b>	<b>Action</b>
	<p><b>Apologies for Absence</b> Cllrs. Horne, Short and Shainberg forwarded their apologies</p> <p><b>Declaration of Interests</b> None</p>	
030/2526	<p><b>Internal Auditor</b> Clerk presented details of Internal Auditor, JT Audit and Accountancy, complete with reference and confirmation that he held the relevant qualifications including SLCC's Internal Auditing of Local Councils qualification. Discussed Proposed from the Chair and AGREED to utilise JT Audit and Accountancy services for Internal Audit purposes for 2024 / 25 and 2025 / 26</p>	Clerk
031/2526	<p><b>Debtors 2023 - 24</b> Clerk presented details of historic debtors for accounts adjustment Proposed from the Chair and AGREED</p>	Clerk
032/2526	<p><b>Conflict of Interest with BDO LLP</b> No declarations recorded Proposed from the Chair and AGREED that there were no declarations Conflict of Interest form signed by Cllr. Toy (Mayor) and Corrie Thompson (Town Clerk / Responsible Finance Officer)</p>	Clerk
033/2526	<p><b>Internal Auditors Report 2024 - 25</b> Clerk presented the Internal Auditors Report 2024 – 25 Clerk reported that the VAT claim for 2024 – 25 had been submitted to HM Revenue and Customs Discussed Clerk to research updating asset register and updating the Councils website domain to a .gov.uk</p>	Clerk

	Proposed from the Chair and AGREED	
034/2526	<p><b>Annual Governance and Accountability Return 2024 / 25 – Section 1 Annual Governance Statement</b></p> <p>Clerk presented the completed Annual Governance Statement 2024 / 25 – Section 1 of the Annual Governance and Accountability Return 2024 / 25 Part 3</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED</p> <p>Section 1 signed by Cllr. Toy (Mayor) and Corrie Thompson (Town Clerk / Responsible Finance Officer)</p>	Clerk
035/2526	<p><b>Annual Governance and Accountability Return 2024 / 25 – Section 2 Accounting Statements</b></p> <p>Clerk presented the completed Accounting Statements 2024 / 25 – Section 2 of the Annual Governance and Accountability Return 2024 / 25 Part 3.</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED</p> <p>Section 2 signed by Cllr. Toy (Mayor) and Corrie Thompson (Town Clerk / Responsible Finance Officer)</p>	Clerk

There being no further business, the meeting closed at 7pm

Signature: ..... Cllr. Mike Toy, Mayor

Date: 10<sup>th</sup> July 2025