

MINUTES OF EXTRAORDINARY MEETING OF HASKETON PARISH COUNCIL

**Held on Monday 30th May 2022 at 6.30pm in the Victory Hall Tymmes Place
Hasketon.**

Final Draft Minutes

Present: Parish Councillors (P.Cllrs) Chairman, Stuart Dack (SD), Vice Chairman I. Whyte (IW), R. Batley (RB), A. Turner (AT) and Steve Leckie (SL)(Parish Clerk).

Also attending District Councillor Colin Hedley (CH).

There were no members of the public in attendance.

1. **Welcome:** Chairman SD opened the meeting and welcomed those in attendance.
2. **Apologies for Absence:** Apologies were received from Councillor William HELM and from Suffolk County Councillor Elaine Bryce, which were accepted.
3. **Declaration of Interests:** None declared
4. **Invitation for Members of the Public to Speak:** None present
5. **To Consider Planning Application** Replacement annexe DC/22/1883/FUL and Listed Building Consent DC/22/1834/LBC (revised design)
Cart Lodge, The Old Rectory, Shrubbery Road, Hasketon, Woodbridge, Suffolk

It was resolved to offer no objections in respect of this application.

Proposed – RB
Seconded – AT
ACTION - Clerk

6. i. Approval and Adoption of End of Year A/c.

End of Year Accounts (period 01/04/2021 to 31/03/2022) The clerk advised the end of year accounts showed a balance of £37053. Savings account £35154.18 and current account £2089.82. Accounts have been checked and agreed by SD.

ii. Approval of Invoices & Transfer of Funds.

Clerk presented accounts to 30/04/22. There were £191 unrepresented cheques.

A CIL (Community Infrastructure Levy) payment of £1664.99 has been received from East Suffolk Council and this remains unspent together with the previous year - £810.35 making a total of £2475,34.

Also shown on the summary page is the VAT reclaim amount usually received in June but not yet claimed (£364.35).

Clerk Salary - there were outstanding payments for the incoming clerk and exciting one for a total of £833.50 which will fall into this year's accounts [2022-2023].

There was also the SALC (Membership subs and NALC subs – 2022/23)

The 2022/23 Precept was paid into the account on 29/4/2021. This is the full annual amount this year (£8,895.05) This was not available on the April bank statement.

iii. Review and adoption of finance monitoring procedures.

It was agreed to review this process only once a year instead of the current three-monthly period. This would be endorsed by the chairman at the end of the year. The clerk was asked to review the financial monitoring spreadsheets and consider possible simplification of the general accounting processes.

iv. To Review and Adopt the Earmarked Reserves.

The only minor amendment was to reallocate funding from road signs to driveway issues.

It was resolved to approve and adopt the accounts as presented.

Proposed – IW
Seconded – AT
ACTION -

Clerk

- 7. To Approve and Adopt the Internal Audit Report 2021/22** (previously circulated)
Clerk reported there were no significant recommendations resulting from the audit. It was resolved to approve and adopt the Internal Audit report as circulated.

Proposed –

IW

Seconded – BC
ACTION - Clerk

8. To Consider and Adopt the Internal Audit Recommendations.

Clerk had circulated a summary of the recommendations.

Section 6 highlighted a missing signature on the Annual CIL statement which is being addressed.

In Section 7 reference was made to the negative response required every three years regarding pensions. The 're-enrolment' process will be addressed by the clerk.

There was an outstanding issue from last year which was highlighted again in Section 12 and 14 which was the failure to be registered with the ICO [Information Commissioner's Office]. This will be actioned by the clerk.

Section 14 - Minor amendments to the final minuting process will be addressed.

Finally further consideration will be given to the email address utilised by the parish clerk in relation to its security and credibility.

It was resolved to adopt the recommendations.

Proposed – IW
Seconded – BC

9. To Consider the Annual Governance and Accountability Return (AGAR) 2021/22

(circulated). It was agreed to deal with the AGAR en bloc.

- i – To Approve and Adopt the Annual Governance Statement 2021/22
- ii – To Approve and Adopt the Annual Accounting Statement 2021/22
- iii – To Approve and Adopt the AGAR 2021/22 Part 2
- iv – To Approve and Adopt the Certificate of Exemption AGAR 2021/22
- v – To Approve and Adopt the Ancillary Documents 2021/22 (circulated)
 - a) List of items exceeding £100
 - b) Explanation of Variances
 - c) Bank Reconciliations

It was resolved to approve and adopt item 9 i to v en bloc.

Proposed – IW
Seconded – AT

The Chairman and Clerk duly signed the relevant sections.

Action – Clerk

10. Close of Meeting.

The business of the meeting being complete the Chairman closed the meeting at 7.18 pm.

Steve LECKIE (Parish Clerk)

Signed..... Stuart DACK (Chairman)

Date