



# Huntingfield Parish Council

## Minutes

Minutes of the extra-ordinary meeting 18<sup>th</sup> September 2017

Councillors: Cllr. J. Baker (Chairman)      Cllr. B. Lucas (Vice-Chairman)  
                  Cllr. J. Thompson                    Cllr. D. Burrows  
                  Cllr. J. Driver                            Cllr. E. Watson  
                  Cllr. H. Cannon

Also present: Clerk Karen Forster and 11 members of the public

17/01 **Appointment of the new Clerk/RFO**

The Chairman opened the meeting and welcomed the public. The Chairman introduced Karen Forster and proposed that she was appointed as the new Clerk. **It was unanimously resolved to appoint Karen Forster as the Clerk and RFO.**

The Chairman proposed that for the first 3 months, the Clerk would be working on a time sheet basis to account for her hours. This would be reviewed after 3 months. **It was unanimously RESOLVED to employ the Clerk on a timesheet basis for 3 months, prior to a review.**

The Chairman asked the Clerk to give the Council and members of public a short introduction which the Clerk did and thanked Council for the opportunity.

17/02 **Apologies for Absence**

Apologies had been received from Cllr. E. Watson due to work commitments, Cllr. H Cannon due to being away on family business and Cllr. D Burrows due to being on holiday. **It was unanimously RESOLVED to accept the apologies from all 3 Councillors.**

17/03 **Declarations of Interest and Requests for Dispensations.**

There were no declarations of interest or requests for dispensations.

17/04 **Open Forum**

A member of the public asked that item 7 regarding the email list was clarified. The Chairman explained that the idea was to re-email the names on the original list to firstly confirm that the address was correct They would also be asked if they still wished to receive information regarding Council and whether they are happy to receive information from the Events group and the Hub. This would enable these two other groups to manage their own publicity and contacts. The same member of public said he would like to welcome the new Clerk and thank the Councillors for their efforts.

17/05 **Accounts**

- a) **Statement of Accounts:** The circulated report showing the accounts was circulated. Cllr. Thompson asked if a column to show expected costs (based on spending to date) could be shown. **Noted.** There were no other comments.
- b) **Bank Reconciliation:** The Clerk stated that as at the end of August 2017 the reconciled bank account stood at £ 29,833.63. The actual allocated amount to the Hub was in the region of £25,000 which will be confirmed at the next meeting. The Chairman was asked to sign the bank reconciliation and verify the Bank statement amount.
- c) **Authorisation to Pay:** The previously circulated Authorisation to Pay was discussed. R. Drucker had claimed £ 68 however it was proposed that this was reduced to £60 as she was only entitled to 15 weeks use of house allowance. **It was unanimously RESOLVED to reduce the amount due to R. Drucker to £60.** There were no other questions. **It was unanimously RESOLVED to approve the Authorisation to Pay.**

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Huntingfield Parish Council

## Minutes

- d) **S137 – Poppy Wreath:** The purchase of the Poppy Wreath was discussed and the Clerk asked for authorisation to purchase the £17 wreath under s137. Cllr. Thompson asked for clarification of s137. The Clerk explained that this enabled Councils to purchase items where there were no powers, to the limit of approximately £7.20 per members of electorate for a parish. **It was unanimously RESOLVED to approve the purchase of the Poppy Wreath.**
- e) **External Audit:** The Clerk stated that she had found the audit report had been returned as the figures did not balance. After some extensive review, the end of year accounts documents submitted required changing. Having spoken to BDO, the Clerk clarified that the Accounts statement needed to be amended and re-signed, dated and minuted. BDO required that the form is returned as soon as possible to avoid a qualifying issue. The Clerk asked for the Accounting Statements for 2017 for the Total Other Receipts to be changed to £64,358, the Balances Carried Forward changed to £ 24,663 and the Total Value of Cash and Short Term Investments changed to £ 24,663. The Clerk also asked that the revised Receipts and Payments 31<sup>st</sup> March 2017 is signed and submitted. **It was UNANIMOUSLY resolved that the Chairman initial the above changes and re-sign the Accounting Statements and Receipts and Payments.** The amended documents will be posted on the website.
- f) **Transparency Code:** The Clerk stated that she would like to apply for a grant from the transparency code to purchase a printer and computer. Although the turnover for the past 3 years was in excess of or around £25K a special note had been written explaining that the high turnover was entirely due to the Hub and that the normal precept was in the region of £4k and therefore Huntingfield should qualify for the grant. **It was UNANIMOUSLY resolved that the Council should apply for the transparency code grant.**
- g) **Financial Regulations.** The updated Financial Regulations were discussed. **It was UNANIMOUSLY resolved that the Financial Regulations are adopted.** The Chairman signed the document.
- h) **Asset Register:** The update Asset Register was discussed. **It was UNANIMOUSLY resolved that the Asset register is adopted.** The Chairman signed the document

### 17/6 Training

The Clerk had circulated a list of dates for councillor training. It was agreed that new councillors Driver and Burrows and the Chairman should go on the course at £100 + VAT per person. **It was UNANIMOUSLY resolved that the Council should fund the councillor training.** The Clerk will circulate the dates. **NOTED**

**At this point Cllr. Thompson gave his apologies and left the meeting due to child care reasons.**

### 17/7 Village Email List

As discussed in the public forum, the Chairman proposed that the existing email contacts are re-contacted to establish if they wish to continue to receive information from the Council and if they are happy for their email address to be passed to the Events Committee and/or the Hub Trustees for publicity and updates. It was also agreed that a notice would be put on the notice board and website asking if anyone would like to join the list.

### 17/8 Events Group

The report from the Events group had been previously circulated. There were no questions and the Chairman asked the representatives of the Events group if they had anything to add. A request for cakes for the Macmillan event was made.

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Huntingfield Parish Council

## Minutes

17/9 **The Hub Trustees**

The report from the Events group had been previously circulated. There were no questions and the Chairman asked the representative of the Hub Trustees if she had anything to add, which she did not.

17/10 **Planned Spending on the Hub**

Two items – Pearce and Kemp for £ 2,799.04 + VAT and £ 13,025.37 + VAT – have been identified. Upon receipt of invoices it was proposed that Council authorise the spending from the Hub Reserves. **It was UNANIMOUSLY resolved that the Council approve the two above items.**

17/11 **Reports regarding Brick Kiln Lane, Pole on the Village Green and war memorial**

The above reports produced by Cllr. Lucas had been circulated. He gave an update that the company from Woodbridge, who did some work on the war memorial at Wenhaston, had been contacted and will provide another quotation.

A member of the public stated that the run-off and flooding problem in Holland Rise had been fixed.

17/12 **Meeting Dates**

The Chairman discussed the previously circulated list of proposed dates for next meetings. **It was unanimously resolved to meet on Wednesday 8<sup>th</sup> November, Wednesday 10<sup>th</sup> January, Wednesday 14<sup>th</sup> March.**

17/13 **A.O.B.**

The Chairman asked if there was any further business. No Councillor had any items.

The meeting closed at 20:10. The next meeting is 7.30 p.m.8<sup>th</sup> November 2017.

Karen Forster  
Clerk to Huntingfield Parish Council  
Orchard House, Chediston Road,  
Wissett, IP19 0NF

[huntingfieldclerk@gmail.com](mailto:huntingfieldclerk@gmail.com)

Signed \_\_\_\_\_ Date \_\_\_\_\_