



Huntingfield Parish Council

Minutes

Minutes of the extra-ordinary meeting 26th May 2018 at 16.00

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

Also present: Clerk Karen Forster

Cllr. Burrows had set up a device for recording the meeting. He wished to know why he had to inform the Clerk or Chairman. The Clerk explained that if there were any members of the public present and they did not wish to be filmed, the camera would be sited to not capture them. However, as this was a public meeting, there was no such restriction for councillors. The recording was voice only.

18/20 Apologies for Absence

Apologies had been received from Cllr. J. Driver. **It was unanimously RESOLVED to accept the apologies from Cllr. Driver.**

18/21 Declarations of Interest and Requests for Dispensations.

There were no declarations of interest or requests for dispensations for items on the agenda

18/22 Accounts

The Clerk explained that the Council must submit this year's accounts to the external auditor. This was due to the income/expenditure of the Parish Council being in excess of £25,000 which was due to the final activities in completing the Hub. In future years, the Parish Council should be able to apply for a Certificate of Exemption which reduces the workload and is free.

a) **Internal Audit from Heelis & Lodge**

The previously circulated internal audit was reviewed. There were no questions regarding the content. 2 issues had been raised –

- The P60 for year ending 2017/18 was not available for the audit which the Clerk explained was due to the fact that she didn't receive it till mid-may.
- The internal auditors report last year had not been minuted as reviewed.

It was agreed that there were no further actions to be taken. **It was unanimously resolved to accept the Internal Audit.**

Cllr. Burrows questioned why the auditor's report was so late. The Clerk replied that it wasn't late. It was just not available early enough for the last meeting (as minuted) and therefore an extraordinary meeting had to be called to specifically review and agree the accounts.

b) **End of Year Bank Statement**

The Clerk asked the Chairman to sign the end of year bank reconciliation and the corresponding amounts on the Bank Statement. It had previously been checked by the internal auditor. The Chairman agreed the balances and signed accordingly.

c) **Receipts and Payments accounts. (R & P Accounts)**

The Clerk asked if there were any questions regarding the balances on the previously circulated R & P accounts. **It was unanimously RESOLVED to accept the R & P accounts.** The Chairman and the Clerk/RFO signed the R & P accounts.

Signed _____ Date _____



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d) Annual Governance Statements

The Chairman read out each Annual Governance Statement. As all answers were compliant and unanimous, the Chairman and the Clerk signed the Annual Governance Statement.

e) Accounting Statements

The Clerk had completed the Accounting Statements in line with the R & P account. **It was unanimously agreed to sign the Accounting Statements.** The Chairman and RFO duly signed the document.

18/23 GDPR

The Clerk stated that she had been working as promised to review the GDPR information on behalf of all 3 councils that she worked as a Clerk. She had circulated the Privacy policy, a privacy notice for the Website and a separate one for employees/Councillors, a Data Protection policy and added a disclaimer on her emails.

She has also spoken to a number of other clerks about GDPR after the sudden withdrawal of DPO from providing training and services through SALC. Two other clerks are using an organisation LCPAS who she has contacted and they are prepared to offer reviews, advice and training to all 3 parishes at a reduced fee of £150 per parish. She asked for approval to appoint this company. The finance was in the budget previously set at £220. The contract and emails had previously been circulated to the councillors

The Clerk also asked for at least one, preferably 2 councillors are involved in this training and review. Cllr. Watson volunteered. Cllr Thompson, in discussions about the items in the shed, recommended that the council meets informally one evening in the Hub and goes through the paperwork in the Shed. It was generally agreed that this was a good idea.

After much discussion, the Chairman asked for a proposer and vote on the appointment of LCPAS. **It was unanimously RESOLVED to appoint LCPAS to act as a DPO consultancy for 1 year.**

The Clerk stated that to date she had done an extra 12 hours on this work, to be divided between the 3 parishes.

18/24 A.O.B.

a) The Chairman reported that the Hub had asked if the Parish Council would support an application for a road sign indicating a children's playground. There was general agreement.

b) Cllr. Watson asked for a separate meeting to discuss how to unite the village and support activities and businesses and for the Clerk to clarify what can and can't be done. The Clerk will circulate some possible dates. NOTED

c) The Clerk passed over a flyer regarding the flying of the Red Ensign

d) Cllr. Burrows requested two agenda items for next meeting. Cllr. Burrows requested that Agenda Procedures and the War Memorial be included on the next agenda. Discussions regarding the War Memorial ensued as it has been on previous agendas and it was not clear why it should be on as an agenda item again.

The Clerk clarified that it had been listed a few months ago (papers had been sent to people and it had been discussed at a meeting) and that at the last meeting she had presented an email from the Planning department stating that no work, including cleaning, could take place unless listed building permission was granted.

Cllr. Thompson asked what the proposal/motion is to be. Cllr. Burrows to clarify. **NOTED**

The meeting closed at 17.04. The next meeting is 7.00 p.m. 11th July 2018 at the Hub.

Karen Forster
Clerk to Huntingfield Parish Council
Orchard House, Chediston Road, Wissett, IP19 0NF
huntingfieldclerk@gmail.com

Signed _____ Date _____