

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of an Extraordinary Meeting of the Parish Council in the Village Hall, Kirkgate, on Thursday 29th June 2017 at 7 pm

Present: Kevin Felgate (Chairman) Gillian Morley Robert Burton
Lynn Devereux Martin Crown
Geoff Needham Margaret Easton
In Attendance: Christina Jones (Temporary Clerk and Responsible Finance Officer)

There were 2 members of the public present who were welcomed and thanked for their attendance.

1. Apologies for Absence and approval of reasons for absence.

No apologies had been received.

2. Declarations of Interest.

There were no Declarations of Interest.

3. Confirmation of Minutes.

It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 13th June 2017 be confirmed as a true record and signed by the Chairman after the following amendments:

Page 478 - Item 8(a) Line 3:proposed by Councillor Felgate *that the Parish Council should cover this.....*

Page 479 - Item 10(e) Line 4:by its contractor *if the Highways are no longer doing it.*

.....contact *Martyn Brown.....*

4. Accounts (Sections 1 and 2 of Annual Return 2016/17).

Firstly, the final 2016/17 Accounts and Budget Monitoring were presented and agreed. It was confirmed that the annual payment of £5. to Norfolk Wildlife Trust (NWT) to preserve shooting rights was made by Standing Order in January each year. It was made clear that in the future Accounts should not be accepted from a Responsible Finance Officer (RFO) that did not balance as such accounts would not be acceptable to an Internal Auditor and could not be satisfactorily reported to the External Auditor.

The 2016/17 Annual Report was discussed and the following points made:

□ In any given year the Annual Report (including the Internal Audit Report) must be completed and agreed at a Parish Council meeting before 30th June and submitted to the External Auditors by 5th July. The Internal Audit papers had not been submitted to be completed at the appropriate time for 2016/17. The External Auditors had agreed the Report could be submitted late, following the Internal Audit, so long as the Parish Council confirmed the following:

- The Annual Governance Statement and Accounting Statements were agreed and completed by 30th June.
- There had been no material alterations to the systems of financial control in the previous 12 months.
- The two Statements and the Notice for the Exercise of Public Rights were displayed on the relevant Notice Boards by 3rd July.

□ The Annual Governance Statement of the Annual Report (Section 1) was then discussed and agreed.

□ The Accounting Statements for 2016/17 (Section 2) were explained, discussed and agreed.

□ The Asset Register for 2017 needed to include the new Bus Shelter and various items purchased by the Village Hall Committee with legacy monies, namely, chairs, table tennis table and fridge freezer

□ Any variation in the Accounting Statement above 15% between the year being reported and the previous year figures requires explanation and the explanations given were accepted.

□ The Bank Reconciliation for the year ending 31st March 2017 was explained and agreed.

□ The Notice for the Exercise of Public Rights was explained and agreed with the inspection period starting on 3rd July and finishing on 11th August.

Pre-empting the next item on the Agenda, it was explained that a contact for the inspection of accounts had to be included on the Notice for immediate posting and that it was therefore necessary that the current temporary Parish Clerk and RFO be appointed Locum RFO immediately until at least 11th August 2017. It was **RESOLVED** (unanimously) that this appointment be made.

It was **RESOLVED** (unanimously) that the Accounts, the completed sections of the Annual Report and the Public Rights Notice all be accepted and posted on Notice Boards as required, as well as the Parish Council confirming the points required by the External Auditors.

5. Locum Clerk.

An advert for a new Parish Clerk had gone into LINK and been sent to the NALC website, the latter also including a request for a Locum Clerk. There had been an application from an existing Clerk on the North Norfolk coast who was also interested in the Locum position. There was also possible interest in the actual post from a local Parish Clerk and also an experienced Parish Clerk who would only be interested if the pay was increased.

After discussion it was **RESOLVED** (unanimously) that the temporary Parish Clerk and RFO be appointed as Locum until and including the Parish Council meeting on 5th September in the expectation that an appointment could be made to commence on 1st September with the appointee to work alongside the Locum Clerk for that meeting.

6. Finance.

Approval of the willow tree removal payment was not required as bad weather had prevented completion of the work.

7. Date of next Parish Council Meeting - Tuesday 18th July 2017 at 7 pm in the Village Hall.

The meeting closed at 7.45 pm.

Signed.....*Lynn Devereux*.....Vice Chairman
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Dated.....*18 July 2017*.... Page