

Shouldham Parish Council

DRAFT Minutes of the Extra-Ordinary Meeting of the above-named Parish Council held on Monday 4 June 2018 at Shouldham Village Hall

Present

Parish Councillors:

Angela Caley (Chairman), Adele Berryman, Geoff Hipperson, Paul Gascoyne, Keith Matthews and Nigel Walsh.

Parish Clerk – Zoe Bevan

No public in attendance.

The new Parish Clerk, Zoe Bevan, was officially welcomed to the Parish Council.

22/18 Accept Apologies for Absence

No apologies received. Cllr Tom Nickerson was absent.

23/18 Declarations of Interest on Agenda Items

None.

24/18 Planning Application 18/00927/F – Niagara Villa, 27 Lynn Road

After brief discussion, the Parish Council had no objections to this proposal.

25/18 Finance Matters

(a) Approval of Annual Governance Statement in the 2017-18 Annual Return

Cllr Matthews advised that the Annual Governance Statement was almost complete. The only outstanding issue was for him to identify the final grant element of the precept. The Annual Governance Statement was therefore approved and signed at the meeting by the Chairman and Parish Clerk in readiness for submission by Cllr Matthews.

(b) Approval of Statement of Accounts in the 2017-18 Annual Return

Cllr Matthews handed out a copy of the accounts which were approved. There was discussion of whether it was worth putting the surplus Parish Council funds on deposit, but it was felt that this wouldn't be cost effective given the low interest rates and admin involved.

(c) Internal Auditor's Report

Cllr Matthews advised that the auditor was satisfied that all necessary risks had been assessed and the safeguarding documents were in place. Also, all records and documentation were well kept and easy to follow. There were a couple of issues which needed attention namely – initialling of invoices and cheque book stubs when making payments and updating of the asset register.

Meeting closed at 8.05pm.

Chairman

Date

Zoe Bevan, Parish Clerk, 12 Hallfields, Shouldham, Norfolk PE33 0DN

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