

WALBERSICK PARISH COUNCIL

Minute of the ^{Annual} Meeting of Walberswick Parish Council held on Monday 11th June 2018 at 7.15pm in the Village Hall Annex.

Present: Councillors Bassinette, Lewis, Mackay, Richardson, Sutherland-Rogers, Sutton and Winyard. Mary Mitson-Woods, Clerk.

200/18 The Chairman welcomed members and ^{the public} electors to the meeting. *jo.*

201/18 There were no apologies for absence.

202/18 Open Forum: The Chairman will open the Meeting for no longer than 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f— 3k. Members of the public may not take part in the Parish Council meeting itself.

Two electors raised issues relating to the bank reconcillation, the Clerk's employment status and payments, the completion process for the AGAR and the repair of an item of play equipment.

203/18 It was resolved that the Minute of the meeting of 14th May 2018, previously circulated, was a true and accurate record **and resolved that the Chairman should sign it.**

204/18 Finance Matters. Before this item was taken the chairman explained the new formula for receipt of financial reports.

a) **A Reconciliation for Lloyds Account *****763** to 30th April 2018 was presented and compared to the actual bank statement. It was checked by Councillor Sutherland-Rogers who affirmed that the figures agreed. **Resolved to approve that the reconcillation accurately reflected the Lloyds bank statement to the end of April 2018.**

b) **A Reconciliation for the HSBC Account *****870** to 30th April 2018 was presented and compared to the actual bank statement. It was checked by Councillor Winyard who confirmed that the figures tallied. **Resolved to approve that the reconcillation accurately reflected the HSBC bank statement to the end of April 2018.**

c) The Chairman explained the purpose of the **Performance Against Budget** Sheet as an internal tool to monitor receipts and payments against planned spend and receipts. Councillors were each given a copy.

d) The chairman went through each item on the **Authorisation to Pay Sheet**, confirmed that in some payments the gross and net figures had been reversed in the columns, this did not affect the end payments. The Chairman assured Councillors that she had scrutinised all of the invoices, including the Clerk's payslip. **Resolved that the Chairman should sign cheques for payment on the Authorisation to Pay sheet following it's amendment to correct errors.**

205/18 The Unaudited Accounts for the year ending 31st March 2018 and the Annual Governance and Accountability Return were presented and discussed.

a) **The SALC Internal Auditor's Report for 2017/18** was noted as circulated and received by Councillors.

b) The unaudited accounts for 2017/18 had been circulated and were introduced and scrutinised. **Resolved that the Chairman and RFO should sign the accounts to signal their approval for submission to PKFLittlejohn.**

c) **The Chairman introduced Section 1 of the Annual Governance Statement** and explained its primary function of enhancing Councillors' understanding of their responsibilities in safeguarding the

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Council's financial administration and compliance with regulations. Each box was introduced, considered and a tick for 'yes' or 'no' to each question as appropriate was placed. **Resolved, that each box having been examined and correctly filled in, that the Chairman and RFO should sign at the bottom of Page 4.** Additionally it was **resolved that for each box ticked 'no' an explanation/statement will be attached to explain to PKFLittlejohn why a negative answer has been given.**

d) **The Chairman introduced the Accounting Statements on Page 5, Section 2 of the AGAR.** In a change to recent practice the RFO had not previously filled in the figures as the Chairman wished to ensure that Councillors understood how each figure was arrived at. A discussion had taken place between the RFO and the Chairman to scrutinise the accounts in preparation for completing Section 2 at the meeting. To begin the process the column for the year ending March 2017 was completed with figures from the previous year's Annual Return. Box 1, which had to agree with Box 7 from March 2017 was the starting point. With the Chairman explaining her calculations and Councillor Lewis checking addition/subtraction, the RFO placed the figures in each box. It was acknowledged that in the previous year a figure which included adjustment for year-end had been placed in Box 7 rather than the actual end of year balance at the bank. This prevented the RFO and Chairman from reconciling Boxes 7 and 8.

Resolved that advice from the auditor should be obtained to remedy this and prevent difficulty in reconciling all boxes in future years.

Resolved that the Chairman and Clerk should sign and date Section 2 to be returned to PKF Littlejohn.

e) The Chairman set out the schedule for public inspection of the accounts. The period in which electors can exercise their right to inspect the Councils' financial records will be from **Tuesday 19th June to Monday 30th July 2018.** The documents will be available to view, by appointment made through the Clerk/RFO, at the Heritage Hut.

206/18 Councillor Lewis presented draft Terms of Reference for the Safety Committee. **Resolved that the Terms of Reference should be approved and instated.**

207/18 Oral Reports from Councillors

- a) **Footpaths and Highways** – Councillor Sutherland-Rogers reported
- b) **Litter** – Councillor Mackay had nothing to report.
- c) **Property** – Councillor Richardson reported that there is quite a lot of work to be done at the pavilion regarding electrics, asbestos and water safety. Also water safety at the Heritage Hut.
- d) **Traffic Management and Car Parks** – Councillor Bassinette reported that data is being collected from a wide spectrum that will guide the implementation of improvement to traffic management.
- e) **Speed Indicator Display** – Councillor Winyard reported that the posts have been put in but most are in the wrong place. This has arisen from SCC using Google maps rather than clear maps that had been supplied to the contractor.
- f) **Playing Field and The Green play areas** – Councillor Sutton & Councillor Richardson reported that a wobbly sheep on the field play area had been made safe and the Clerk had commissioned a supplier to repair the piece of equipment. **Resolved that, in future, the Council will identify a preferred supplier to avoid delays in repairs.** It was decided that hazard tape and laminated signs should be produced ready to use in an urgent scenario.
- g) **GDPR, SALC & Website** – Councillor Lewis reported that everything is in place for compliance including having received consent from all but seven of the names on our email address list. The Clerk has been trying to register the Council with the ICO but the website is not accepting registration because of a technical issue.

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- h) Councillor Sutherland-Rogers reported that a plant sale and cake bake held by Margaret Adkinson and her partner Richard, had raised an amazing sum of £1000.17. Resolved that the Clerk should write to the fundraisers and thank and congratulate them for a magnificent effort.**

208/18 Date of Next Meeting: Monday 9th July 2018 at 7.15pm at 8.46pm. Following a reminder to Councillors to forward any matters for the next Agenda to the Clerk by end of day Wednesday 27th June the Chairman closed the meeting.

Jo
9/7/2018