

## Minutes of the Annual Meeting

### TATTERSETT PARISH COUNCIL

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**DATE:** Monday 20<sup>th</sup> July 2020

**TIME:** 7:00pm

**PLACE:** The Green Park Centre, Wicken Green (outside)

**PRESENT:** Paul Flint (Vice Chairman) Richard Pillinger Philip Nice Daniel Addison Trish Hartley-Palmer Jill Insley (Councillors)

Linda Arthur (Clerk)

Cllr Tom Fitzpatrick (County Councillor)

**PUBLIC:** None

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1. [To Nominate the Chairman for 2020/21](#)

Anthony Duckworth Chad was nominated to continue as Chairman. Proposed by Daniel Addison and seconded by Richard Pillinger.

2. [To Nominate the Vice Chairman for 2020/21](#)

Paul Flint was nominated to continue as Vice-Chairman and form of Declaration of Acceptance of Office signed. Proposed by Philip Nice and seconded by Daniel Addison. Paul Flint acted as Chairman for the remainder of the meeting.

3. [To receive apologies for the Meeting](#)

Apologies were received from Anthony Duckworth Chad and Nigel Housden.

4. [To receive declarations of interest and agree dispensations \(if any\)](#)

There were none

5. [To approve the minutes of the meeting held on Monday 2<sup>nd</sup> March 2020](#)

The minutes were **AGREED** by the Council and signed by the Chairman as a true record. Proposed by Richard Pillinger and seconded by Philip Nice.

6. [Matters arising from the minutes of the meeting held on Monday 2<sup>nd</sup> March 2020](#)

All matters were covered on the agenda.

7. [Receive reports from Members of the Public](#)

There were no reports at this stage.

8. [To consider co-option of Councillor](#)

There were no proposals for the vacancies.

## 9. Receive and Agree Financial Statements for 2019/20

### 9.1 Receive and agree Financial Statement for the period April 2019 to March 2020

– Receipts, Payments, Bank Reconciliation (Community Account)

### 9.2 Receive Internal Auditor's report

### 9.3 AGAR

#### 9.3.1 To sign the Exemption Certificate (under £25,000) of AGAR (Part 2)

#### 9.3.2 Agree Annual Governance Statement of AGAR

#### 9.3.3 Agree Accounts and Accounting Statement for 2019/20

Financial report and Annual Accounts were circulated and AGREED. The Annual Return and Exemption Certificate were signed by the Chairman and Clerk/RFO for submission. The internal auditor's report was received and read out by the Chairman.

## 10. To agree the adoption of the following (all previously circulated):

1. Standing orders
2. Grant awarding policy
3. Privacy notice
4. Data protection Policy
5. Financial Regulations
6. Register of assets
7. Risk Management Policy

All were unanimously AGREED and adopted.

## 11. Finance:

### a) To receive, consider and authorise payment of invoices

| Payment to                        | Description                                      | Payment   | Comment |
|-----------------------------------|--|-----------|---------|
| Norfolk Parish Training & Support | Annual Subscription                              | £40.00    | AGREED  |
| Thinking Rural CIC                | Payroll Services                                 | £12.00    | AGREED  |
| NFG Play Ltd                      | Deposit for Play Park                            | £3307.80  | AGREED  |
| Linda Arthur                      | To reimburse Wix.com payment for Website hosting | £86.40    | AGREED  |
| Steve Jackman                     | Website training                                 | £135.00   | AGREED  |
| Linda Arthur                      | For Website design and build                     | £189.00   | AGREED  |
| Linda Arthur                      | Clerk Duties                                     | £581.08   | AGREED  |
| NFG play Ltd                      | Balance for Play Park                            | £5497.80  | AGREED  |
| Norfolk Parish Training & Support | For Internal Audit                               | £20.00    | AGREED  |
|                                   |  |           |         |
|                                   | <b>Total</b>                                     | £9869.082 |         |

## b) To record income received

| Payment from | Description       | Payment  |
|--------------|-------------------|----------|
| NNDC         | Precept and Grant | £1597.00 |

## 12. Date and time of next meeting

Monday 14<sup>th</sup> September 2020 at 7.00 pm The Green Park Centre, Wicken Green.

Meeting closed at 7.40 pm

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Date)