

HELMINGHAM PARISH COUNCIL

MINUTES of the extraordinary meeting

MONDAY 26 JUNE 2023

at Old Hall Farm, Helmingham (start time 7.00 pm)

Present:

Councillors Alan Mayhew (Chairman), J Bowden, D Styles, N Styles and S Curwen-Frost

1/06 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor I Pepper.

2/06 MINUTES OF LAST MEETING

RESOLVED that the Minutes of the statutory annual meeting of the Parish Council held on 30 May 2023 be approved and confirmed.

3/06 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS

None received.

4/06 FINANCE

The meeting had been called to finalise and approve matters in relation to the audit of accounts for 2022/23.

(a) Annual Audit of Accounts 2022/23

Councillor Bowden produced for consideration the Certificate of Exemption part of the Annual Governance and Accountability Return (AGAR) for 2022/23, the annual gross income being £2,600 and the annual gross expenditure being £1,189.

The Clerk then advised on the need for completion and publication of Parts 1 and 2 of the AGAR together with publication of the notice of public rights which he considered to be the minimum requirements for the Parish Council to meet. It was noted that only the Certificate of Exemption required to be sent to the External Auditors. After discussion and having regard to what had been done before in the absence of a Clerk and Responsible Financial Officer, it was felt that the Parish Council need go no further than to deal with the Certificate of Exemption.

RESOLVED that the Certificate of Exemption part of the AGAR for 2022/23 be approved for publication.

(b) Financial Statement

Councillor Bowden produced and circulated a Financial Statement and Bank Reconciliation for 2022/23.

RESOLVED that this be approved and appended to the Minutes of this meeting.

(c) Accounts for payment

The Clerk had submitted a claim form for the hours undertaken and expenses incurred to date, which totalled 11.25 hours and 48 miles.

RESOLVED that the above account be approved for payment together with the time added for this meeting and the work arising from it.

The Chairman closed the meeting at 7.30 pm.

CHAIRMAN
30 October 2023