

Minutes of AGM of Thompson Parish Council

held in

Thompson Village Hall on Tuesday 17 May 2016

Present: Kate Winslow (Chair), Duncan Gregory, Alan Dujon, Jean Kaye, Ian Robertson, Irene Smith, Andrew Wagner, 4 members of the public and the Parish Clerk

1 Election of Officers:

- 1.1 **Chair:** Kate Winslow was proposed as Chair of Thompson Parish Council for the forth coming year. This was seconded by Ian Robertson and carried unanimously.
- 1.1.1 **To receive the Chair's Declaration of Acceptance of Office:** The Clerk received, signed and dated Kate Winslow's signed acceptance of office as chair of Thompson Parish Council.
- 1.2 **Vice-Chair:** Kate Winslow Proposed Duncan Gregory be Vice-chair of Thompson Parish Council, this was seconded by Ian Robertson and carried unanimously.
- 1.3 **Responsible Financial Officer:** It was proposed by Ian Robertson and seconded by Andrew Wagner and carried unanimously that the Clerk continue to carry out the function of Responsible Financial Officer.

2 **Apologies for absence:** Phil Cowen – Breckland District Council.

3 **Declaration of Interest:** Kate Winslow and Jean Kaye as Trustees of Thompson Community Hall CIO.

4 **Approval of Minutes of the Meeting held on 15 March 2016:** Approval of the minutes of the meeting held on 15 March 2016 was proposed by Alan Dujon and seconded by Andrew Wagner and unanimously approved by the members. The minutes were signed by the Chair of the meeting.

5 Reviews:

- 5.1 **Review of Standing orders:** It was proposed by Duncan Gregory and seconded by Andrew Wagner that Standing orders remain unchanged. This was carried unanimously.
- 5.2 **Review of Financial regulations:** It was proposed by Andrew Wagner and seconded by Duncan Gregory that Standing orders remain unchanged. This was carried unanimously.
- 5.3 **Review of Representation on external bodies and arrangements reporting back:**
 - 5.3.1 **Village Hall Committee:** Current representative Kate Winslow to continue in roll.
 - 5.3.2 **Thompson Millennium Green Charitable Trust:** Kate Winslow proposed and Alan Dujon seconded that Irene Smith continue as the Councils representative on the Management Committee of the Trust.
 - 5.3.3 **Parish Land:** Kate Winslow to continue as the Council trustee of the Parish Land Charity.
 - 5.3.4 **Thompson Community Hall:** Two Councillors and the Clerk are trustees of Thompson Community Hall CIO and it was felt further representation was unnecessary.
- 5.4 **Review of Inventory and assets:** The asset register was examined and it was noted that the HMT 2½% consolidated stock had been redeemed by the Treasury during the last financial year, with the sum of £16.59 being paid into the community Account and had been removed from the asset register. It was unanimously carried that the register was correct.
- 5.5 **Review of Insurance arrangement in respect of insured risks:** The clerk reported that two quotations for insurance had been received and it was proposed by Alan Dujon and seconded by Ian Robertson that the offer from Zurich Insurance for a discounted cover for a period of three years at £349.15 per annum be accepted and the payment approved.
- 5.6 **Review of Councils membership of other bodies:**
 - 5.6.1 **Norfolk Association of Local Councils:** It was proposed and carried unanimously that the Council continue membership of the Norfolk association of Local Councils, the fee of £111.45 is based on the electorate numbers and also included a sum for membership of

the National Association of Local Councils. The fee of £111.45 was approved for immediate payment.

- 5.6.2 Norfolk Rural Community Council:** It was approved and carried unanimously that the Council continue its membership of Community Action Norfolk (formerly known as Norfolk Rural Community Council). The membership fee of £50.00 was approved for immediate payment.
- 5.7 Review procedure for request made under the Freedom of Information act 2000 and Data Protection act 1998:** It was unanimously decided that the provisions were adequate and that they remain unchanged.
- 5.8 Review the Councils policy for dealing with the press/media:** It was unanimously decided that the provisions were adequate and that they remain unchanged.
- 5.9 Setting dates, times and place of ordinary meetings for the next full Council year:** The meeting dates for the next year were decided as follows: Tuesday 19 July 2016, Monday 26 September 2016, Tuesday 29 November 2016, Tuesday 17 January 2017, Tuesday 21 March 2017, Tuesday 16 May 2017.

6 To adopt the accounts for year ending 31 March 2015:

Business Premium Account

Date	Reference	Details	Receipts	Payments	Balance
31/03/2015		Opening balance	1,604.97		1,604.97
08/06/2015	REC 000007	Interest	0.22		1,605.19
23/09/2015	REC 000011	Interest	0.20		1,605.39
07/12/2015	REC 000014	Interest	0.20		1,605.59
07/03/2016	REC 000016	Interest	0.20		1,605.79
31/03/2016		Balance carried forward			1,605.79

Community Account

Date	Reference	Details	Receipts	Payments	Balance
31/03/2015		Opening balance	3,511.51		3,511.51
07/04/2015	REC 000003	HMT 2 1/2% Cons	0.08		
10/04/2015	REC 000004	Breckland	2,450.00		
10/04/2015	REC 000005	Breckland	111.06		6,072.65
08/05/2015	REC 000006	Breckland	230.72		
28/05/2015	CHQ 100554	Serco		168.06	
28/05/2015	CHQ 100555	Aon UK		585.79	
28/05/2015	CHQ 100557	Baggleys		212.16	5,337.36
05/06/2015	CHQ 100556	Norfolk ALC		105.4	5,231.96
06/07/2015	REC 000008	HMT 2 1/2% Cons	0.08		
07/07/2015	CHQ 100560	G Winslow		300.8	
08/07/2015	CHQ 100558	Serco		168.06	
08/07/2015	CHQ 100561	HMRC		75.2	
08/07/2015	REC 000009	2 1/2% Cons redemption	16.59		
15/07/2015	CHQ 100559	Norfolk RCC		50	
16/07/2015	CHQ 100562	Thinking Rural		36	
18/07/2015	REC 000010	HMRC	221.35		
20/07/2015	CHQ 100563	Serco		168.06	

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20/07/2015	CHQ 100564	Breckland		75	
20/07/2015	CHQ 100565	St Martins Church		323	
20/07/2015	CHQ 100566	Thompson Village Hall		150	
20/07/2015	CHQ 100567	Wayland Partnership		300	3,823.86
13/08/2015	CHQ 100568	Serco		168.06	3,655.80
14/09/2015	CHQ 100569	Serco		168.06	
22/09/2015	REC 000012	Breckland	2,450.00		
22/09/2015	REC 000013	Breckland	111.06		6,048.80
03/10/2015	CHQ 100570	G Winslow		300.8	
03/10/2015	CHQ 100571	HMRC		75.2	
12/10/2015	CHQ 100572	G Winslow		91.8	
12/10/2015	CHQ 100573	Thinking Rural CIC		36	
12/10/2015	CHQ 100574	Serco		168.06	
22/10/2015	CHQ 100575	Norfolk ALC		15	
22/10/2015	CHQ 100576	Broxap LTD		207.6	5,154.34
10/11/2015	CHQ 100577	Serco		168.06	4,986.28
21/12/2015	CHQ 100578	Thompson Hearts		150	
21/12/2015	CHQ 100579	G Winslow		300.8	4,535.48
08/01/2016	CHQ 100580	HMRC		75.2	
		Grant - transparency			
18/01/2016	REC 000015	fund	921.72		5,382.00
08/02/2016	CHQ 100581	Thinking Rural CIC		36	
08/02/2016	CHQ 100582	K J Winslow		16.48	
08/02/2016	CHQ 100583	K J Winslow		757.83	4,571.69
08/03/2016	CHQ 100584	G Winslow		47.17	
15/03/2016	CHQ 100585	G Winslow		300.8	
15/03/2016	CHQ 100586	HMRC		75.2	
15/03/2016	CHQ 100588	Thinking Rural CIC		36	4,112.52
31/03/2016		Balance carried forward			4,112.52

Summary/reconciliation of Cashbook for year ending 31 March 2016

Total cash at 01 April 2015 **£ 5116.48**

Made up as follows:

Business Premium Account £ 1604.97

Community Account £ 3511.51

Total **£ 5116.48**

Receipts in period 10 April 2015 to 31 March 2016

Business Premium Account £ 0.82

Community Account £ 6512.66

Total receipts **£ 6513.46**

Expenditure

Business Premium Account £ 0.00

Community Account £ 5911.65

Total expenditure **£ 5911.65**

Income less expenditure		
B/F from Y/E 31March 2015	£ 5116.48	
Income in period 01 April 2015 to 31 March 2016	£ 6513.46	
Total Cash in period	£11629.96	
Less	£ 5911.65	
		<u>£5718.31</u>

Cash on hand at 31 March 2016		
Business Premium Account	£ 1605.79	
Community Account	£ 4112.52	
Total cash at 31 March 2016		<u>£5718.31</u>

Please note that this final sum includes a ring fenced sum of £1084.30 received as a grant to the CPRE footpath project for an information board and not yet spent.

- 6.1 **To Approve the accounting statements provided to the external auditor for year 2015/16:** Ian Robertson proposed and Duncan Gregory seconded approval of the accounting statements to be made to the external auditor. This was carried unanimously.
- 6.2 **To approve the Annual Governance Statement made to the external Auditor for year 2015/16:** Ian Robertson proposed and Duncan Gregory seconded approval of the accounting statements to be made to the external auditor. This was carried unanimously.

7 Matters arising:

- 7.1 **CPRE Footpaths project:** Nothing further to report.
- 7.2 **Breckland Local Plan:** Nothing further to report.
- 7.3 **Thompson Community Hall:** Nothing further to report.
- 7.3.1 **Agreement for lease with tenants works (new build):** The lease has been re-draft and will be passed on the Halls solicitor.
- 7.4 **Village appraisal:** Appraisals have been delivered and collection of completed Appraisals is underway. Printing had been done "in-house" using the Clerk's own printer rather than the Councils machine to reduce costs. The overall cost was approximately £0.43 per appraisal. The Council is to reimburse the Clerk for the cost of a toner cartridge for the 6000+ pages printed.

8 Correspondence not already notified:

Letter from internal auditor giving clean bill of health – no queries

9 Reports:

- 9.1.1 **Chair:** Nothing further to report.
- 9.2 **Responsible Financial Officer/Clerk:** The Clerk presented the accounts for this financial year to date and gave an explained the variances between budgeted income and expenditure and actual.

Business Premium Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2016		Balance brought forward			1,605.79
10/05/2016		Balance carried forward			1,605.79

Community Account

Date	Reference	Details	Receipts	Payments	Balance
01/04/2016		Balance brought forward			4,112.52
07/04/2016	REC 000017	Breckland - Precept	2,450.00		
07/04/2016	REC 000018	Breckland- Grant	81.00		6,643.52

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10/05/2016

Balance carried forward

6,643.52

Since producing the budget for year 2016/17 some figures have changed. These are presented below with a brief explanation

	Forecast 2016/17	Actual to date	Revised forecast	Reason for variance
Receipts				
Precept	4900	2450	4900	
Grant	162	81	162	
VAT	305	443	443	Unexpected grant leading to increased expenditure
Recycling		203	203	Unsure about continuation of scheme - £0 forecast
Interest	1		1	
Other	0			
Total	5368	3177	5709	
Expenditure				
Staff Costs including PAYE	1504		1504	
Payroll services	120		120	
Insurance	586	349	349	Improved quote on basis of 3-year contract
Grass cutting	980		1038	3-year contract
VAT	305		305	A guess based on likely expenditure
Other	300		300	
Grants				
Church	500		500	
Wayland Partnership	300		300	
Village Hall	150		150	
Thompson Hearts	150		150	
Memberships				
Norfolk ALC	105		111	
Community Action Norfolk	50		50	
Total	5050	349	4877	
Income less expenditure	318		832	

9.3 Thompson Millennium Green: It was reported that it is intended to lay some of the Greens hedges. Duncan Gregory said that he was disappointed to see the cancellation of the 5 and 10 kkm runs and that to ensure the events continuation he was willing to help organise this. It was felt that this year's event was lost but that it could continue next year. It was decided to check to see if the event for this year could be resurrected.

10 Planning Applications: Application 3PL/2016/0502/F - Erection of a cidery: It was felt that this was an important matter for discussion and that a site visit was necessary. Therefore, it was decided to call a separate meeting to allow a site visit and for full

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discussion to take place. The meeting will now be held in Thompson Village Hall at 7:30 pm on 31 March 2016.

- 11 Response to NALC Parishes Sector survey:** It was felt that the response should be made both as a Council and by individuals. It was felt that the information provided by NALC lacked detail and the Clerk was directed to obtain details of the SWOT analysis and produce circulate bullet points for a response.
- 12 Date of Next meeting: Tuesday 31 May 2016** to discuss item 10 with next scheduled meeting being on Tuesday 19 July 2016
- 13 Any other business (for agenda of next meeting):**

There being no other business the meeting closed at 9:05 pm