

**Minutes of the Annual General Meeting of
Thompson Parish Council
held in
Thompson Village Hall on Thursday 19 May 2015 commencing at 7:45pm**

Present: Kate Winslow, Duncan Gregory, Andrew Wagner, Alan Dujon, Ian Monson (Norfolk County Councillor), 10 members of the public and the Parish Clerk.

1 Election of Officers:

1.1 Chair: Duncan Gregory proposed Kate Winslow as Chair, this was seconded by Andrew Wagner. This was carried unanimously.

1.1.1 To receive the Chair's Declaration of Acceptance of Office: Kate Winslow signed her acceptance of chair of Thompson Parish Council in front of those attending the meeting and the Clerk witnessed the signature.

1.2 Vice-Chair: Kate Winslow proposed Duncan Gregory as Vice-Chair and Andrew Wagner seconded the proposal. This was carried unanimously.

1.3 Responsible Financial Officer: Andrew Wagner said that he did not wish to stand for election as Responsible Financial Officer and proposed that the position revert to the Parish Clerk. This was seconded by Duncan Gregory and carried unanimously.

Suspension of the meeting to allow participation by Ian Monson and the public. Mr Monson said that it had been a difficult year financially for the County Council. Difficult efficiency savings had resulted in redundancies. Next year was looking even more difficult for the rainbow coalition.

Adult Social Services had had problems regarding foster carers but good advisors have been brought in and it is anticipated that the situation would now improve. More people wanting to stay at home and being pro-active with families has had some success trying to keep children at home. Dynamic changes to education with more schools becoming academies. Problems had been had with OFSTED but things were improving. Libraries and Museums have had a record year despite funding cuts.

The Fire service has lost 5% of its funding but remains one the most efficient in the country, most fire fighter in the County are retained firemen.

There is ring-fenced funding for road repairs and improvements. Mr Monson adding that on safety grounds that in an attempt to make rural roads safer many rural A-road are likely to have their speed limits reduced to 50mph. This is likely to happen to the entire length of the A1075 from Watton to Thetford – this was met with dismay from most of those present.

2 Apologies for absence: Irene Smith, Ian Robertson and Phil Cowen (Breckland District Councillor).

3 Declaration of Interest: There were no declaration of interest and the Clerk said that he had issued dispensations to the members of the Council until 30 April 2020 to allow discussion of precepts.

4 Approval of Minutes of the Meeting held on 17 March 2015: Approval of the minutes of the meeting held on 17 March 2015 was proposed by Andrew Wagner and seconded by Duncan Gregory and unanimously approved by the members present. The minutes were signed by the Chair of the meeting.

5 Reviews:

5.1 Review of Standing orders: The members present voted unanimously to retain the current standing orders unchanged.

5.2 Review of Financial regulations: It had been intended to offer new Financial regulations for approval at this meeting, however in view of the reversion of the position of RFO to the Parish Clerk slight changes were required to the wording and instead these would be offered for discussion and approval at the next meeting.

5.3 Review of Representation on external bodies and arrangements reporting back:

5.3.1 Village Hall Committee: Kate Winslow voted as Council representative on the Village Hall Committee.

- 5.3.2 Thompson Millennium Green Charitable Trust:** Appointment held over until next meeting.
- 5.3.3 Parish Land:** Kate Winslow to continue as a trustee of the Charity.
- 5.3.4 Thompson Community Hall:** Thompson Community Hall is applying for charitable status as a CIO, Kate Winslow is named as one of the Trustees.
- 5.4 Review of Inventory and assets:** The Clerk explained that the difference in assets to those declared last year was due to the external auditor saying that assets need to be recorded at their original value and if this was unknown at the earliest known insurance value. The members then reviewed and agreed the inventory and assets as set out for them.
- 5.5 Review of Insurance arrangement in respect of insured risks:** The members reviewed the insurance arrangements of the Council and unanimously agreed to accept the quotation for insurance from Aon UK Limited to run from 01 June 2015
- 5.6 Review of Councils membership of other bodies**
- 5.6.1 Norfolk Association of Local Councils:** The members present reviewed the Councils membership of Norfolk association of Local Councils and voted to pay this year's membership fee of £105.40
- 5.6.2 Norfolk Rural Community Council:** Norfolk rural Community Council is now known as Community Action Norfolk and the members present reviewed the Councils membership of the newly named body and voted to continue membership. The membership fee is a yet to be received but last year was £50. The organisation also acts as our agent for HMRC in respect of PAYE/NI.
- 5.7 Review procedure for request made under the Freedom of Information act 2000 and Data Protection act 1998:** No request had been received during the previous year and it was decided unanimously that the procedure remain unchanged.
- 5.8 Review the Councils policy for dealing with the press/media:** The members decided unanimously that the procedures set out in standing orders were adequate and that they should remain unchanged.
- 5.9 Setting dates, times and place of ordinary meetings for the next full Council year:** The following dates were agreed for scheduled meeting for the next year. These are: 21 July 2015, 15 September 2015, 24 November 2015, 19 January 2016, 15 March 2016 and next year's Parish Meeting and Council AGM being on 17 May 2016.
- 6 To adopt the accounts for year ending 31 March 2015:** The annual accounts for year ending 30 March 2015 were presented to the members present and unanimously approved. See addendum
- 6.1 To Approve the accounting statements provided to the external auditor for year 2014/15:** The accounting statements provided to both the external and internal auditors for year ending 30 march 2015 were examined and Andrew Wagner proposed and Duncan Gregory seconded their approval. Carried unanimously.
- 6.2 To approve the Annual Governance Statement made to the external Auditor for year 2014/15:** The Annual Governance statement provided to both the external and internal auditors for year ending 30 march 2015 were examined and Andrew Wagner proposed and Duncan Gregory seconded their approval. Carried unanimously.
- 7 Co-option of Parish Councillor:** Kate Winslow said that the election of Councillors had resulted in an uncontested election and in fact there was still one vacancy. The Clerk said that he had received a request for an application form from one parishioner but that unfortunately this request was 2 or 3 days after the registrar's cut-off date for registration. The meeting decided to offer the co-opted place on the council widely within the village and it has been arranged for a note to go in the next copy of the Waylander magazine.
- 8 Matters arising:**
- 8.1 CPRE Footpaths project:** A grant from Breckland had been received for the purchase of a bulletin board giving footpath information but purchase was in abeyance until the situation regarding Thompson Footpath No.1 was clarified.

- 8.2 Breckland Local Plan:** Nothing further to report on that discussed under Village appraisal at the Parish Meeting.
- 8.3 Thompson Footpath No.1:** The letter handed in by Mrs Scott at the Parish Meeting is to be circulated to the members. The application is still being decided by Norfolk County Council.
- 8.4 Financial regulations:** Draft regulations to be presented for consideration at the next meeting.
- 8.5 Blocked drains:** No action from Highways as yet regarding the collapsed drain in Pockthorpe Lane. Despite the drains adjacent to the Church being jetted clean water is still ponding at the entrance to College Road.
- 8.6 PAYE:** Norfolk RCC/ Community action Norfolk are our agents with HMRC and now carrying out our PAYE calculations.

9 Correspondence not already notified:

The clerk reported that he had received a letter for the internal auditor suggesting tweaks to procedures.

Confirmation from the Pensions Regulator that the Clerk was the Council's registered contact for forthcoming changes to pension provision.

A request from Marcia Lee of Norfolk County Council to allow our application regarding Thompson Footpath No1 to be shown to an interested party- this was given.

10 Reports:

10.1 Chair: Nothing further to report.

Responsible Financial Officer: A summary of accounts showing receipts and payments to date was presented by the clerk as RFO.

Summary of accounts for period 01 April 2015 to 18 May 2015

Thompson Business Premium account **£1604.97**
Community account

Opening balance less uncashed cheques for y/e 31 March 2015			£3511.51
Date.	Cheque No.		Receipts £ Payments
			£
07/04/15		Dividend Hmt 2½% Cons	0.08
06/04/15		Breckland – Precept	2450.00
06/04/15		Breckland – Grant	111.06
09/04/15		Breckland – Recycling	230.72
18/05/15	100554	Serco – Grass cutting	168.06
19/05/15	100555	Aon Ltd – Insurance	585.79
19/05/15	100556	Norfolk ALC - Membership	105.40

Theoretical Closing Balance Community account **£5444.12***

Closing balance Business Premium account **£1604.97**

Total **£7049.09**

Key * This figure includes a grant of £1084.30 awarded in March 2015 by Breckland specifically for the purchase of an interpretation board/map case and which has not yet been paid for. Payment of the above cheques along with a cheque for £212.16 to Baggleys Machinery for mower repairs was unanimously agreed by the members. In addition a letter to Barclays Bank authorising a change of address for statements was signed by two Cheque signatories.

10.2 Clerk: Nothing further to report.

10.3 Thompson Millennium Green: Nothing further to report.

11 Planning Applications: None

12 Date of Next meeting: 21 July 2015

13 Any other business (for agenda of next meeting):

Kate Winslow

Issued: Friday 11 June 2015 by G Winslow, Parish Clerk c/o 21 Pockthorpe Lane, Thompson Thetford, Norfolk IP24 1PN
 Tel 01953 483476 E-mail: parishclerk@thompsonvillage.org.uk

Chair

Addendum

**Thompson Parish Council
Accounts for year ending 31 March 2015**

Category	Description	01/04/13 to 31/03/14	Description	01/04/14 to 31/03/15
Income				
	Precept	4300.00	Precept	4300
	Grant	222.12	Grant	222.12
	Breckland		Breckland	
	Dividend	0.32	Dividend	0.32
	Interest	0.80	Interest	0.80
	Recycling	112.86	Recycling	205.91
	Vat refund	294.80	Vat refund	515.08
	Refund seat	35.00	Grant Wayland*	1084.30
	Total Income	<u>4965.90</u>	Total Income	<u>6328.53</u>
Expenses				
Business Expenses	Insurance	577.12	Insurance	585.79
	Staff costs	2004.00	Staff costs	2004.00
	Website	91.80		
	Total Business Expenses	<u>2672.92</u>	Total Business Expenses	<u>2589.79</u>
Grants	St Martins	380.00	St Martins	380.00
	Total Grants	<u>380.00</u>	Total Grants	<u>380.00</u>
Sundry Expenses	NRCC	20.00	NRCC	50.00
	NALC	103.47	NALC	102.12
	Grass MG	1437.80	Grass MG	1184.07
	Mower	144.00	Church mower	144.00
	Planning	577.50		
	Well repair	125.00		
	Notice board	838.80		
	Ditto magnets	18.87		
	Erection notice board	55.00		
	Phone box	37.32		
	Salt bins	493.20		
	Plaque	28.82		
	Total sundry expenses	<u>3879.78</u>		<u>1480.19</u>
	Total Expenses	<u>6932.70</u>		<u>4449.98</u>
Total Income less Expenses		<u>-1966.80</u>		<u>1878.55</u>

Key * - Ring fenced – grant won to provide bulletin board.

Balance Sheet

As of 31/03/15 (£)

Account	31/03/15 Balance
ASSETS	
Cash and Bank Accounts	
Business Premium Account	1604.97
TPC – Community Account	4012.51
	<hr/>
TOTAL Cash and Bank Accounts	5617.48
	<hr/>
TOTAL ASSETS	5617.48
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	501.00
Equity	5617.48
	<hr/>
TOTAL LIABILITIES & EQUITY	5116.48
	<hr/> <hr/>

Bank reconciliation for Thompson Parish Council

Financial year ending 31st March 2015

Prepared by Andrew Wagner (RFO)

Date: 01 May 2015

Balance per bank statement as at 31st March 2015	£	£
Business Premium Account	1604.97	
Thompson Parish Council Community account	4012.51	
		5617.48
Less the following unpresented cheques at 31 st March 2015		
Cheque number 100552	(100.20)	
100553	(400.80)	
		(501.00)
Net balances at 31 st March 2015		<u>5116.48</u>
 CASH BOOK		
Opening balance at 01 st April 2014		3237.93
Add receipts in the year		
Community Account	6327.73	
Business Premium Account	0.80	
		6328.53
Less Payments in the year		(4449.98)
Closing balance as at 31 st March 2015		<u>5116.48</u>