

**Minutes of the Annual General Meeting of Thompson Parish Council
held in
Thompson Community Hall on Tuesday 15 May 2018
following on from the 2018 Parish meeting and commencing at 7:45 pm**

Present: Alan Dujon, Duncan Gregory, Jean Kaye, Ian Robertson, Roy Shovelar, Irene Smith, Kate Winslow, Fabian Eagle (Norfolk County Councillor), 3 members of the public and the Parish Clerk.

1 Election of Officers:

1.1 Chair: Jean Kaye, as outgoing chairperson took the Chair for the election of Chair for the forth coming year. Kate Winslow proposed Jean Kaye as Chair and Irene Smith seconded the proposal. On the vote this was carried unanimously.

1.1.1 To receive the Chair's Declaration of Acceptance of Office: The Clerk as Proper Officer received and countersigned Jean Kaye's Acceptance of Office of Chair of Thompson Parish Council.

1.2 Vice-Chair: Kate Winslow proposed Duncan Gregory as Vice-chair and Irene Smith seconded the proposal. On the vote this was carried unanimously.

1.3 Responsible Financial Officer: On a vote the Parish Clerk and his successor (from 01 July 2018) was unanimously voted to continue as Responsible Financial Officer.

2 Apologies for absence: District Councillor Phil Cowen (Breckland District Council). The members present commented that Councillor Phil Cowen had attended few if any meetings in the past year.

3 Declaration of Interest: Jean Kaye, Kate Winslow and Irene Smith declared interest in Thompson Community Hall and if requested will report on Thompson Community Hall but will not participate in any discussion/decision making regarding the Hall. Kate Winslow is also a Trustee of Thompson Parish Land.

4 Approval of minutes of the meeting held on 20 March 2018: Alan Dujon proposed and Duncan Gregory seconded approval of the Minutes of the meeting held on 20 March 2018. On a vote this was carried unanimously and the minutes were signed by Jean Kaye.

4.1 Approval of minutes of the meeting held on 24 April 2018 Ian Robertson proposed and Irene Smith seconded approval of the Minutes of the meeting held on 24 April 2018. On a vote this was carried unanimously and the minutes were signed by Jean Kaye.

5 Reviews:

5.1 Review of Standing orders: New standing orders were adopted at the 24 April meeting of Thompson Parish Council and were unanimously considered to be in line with the latest legislation and acceptable to the members of the Council. As the standing orders are new there will undoubtedly be discussion regarding the interpretation of these rules.

5.2 Review of Financial regulations: Considered adequate and accepted unanimously.

5.3 Review of arrangements (Inc. legal agreements with not for profit bodies): These were considered adequate and accepted unanimously.

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

5.4.1 Thompson Millennium Green Charitable Trust: Irene Smith was voted unanimously to continue as the Councils representative on the Green's Management Committee, Jean Kaye is Treasurer.

5.4.2 Parish Land: Kate Winslow and Bronwen Tyler are Trustees and neither are up for re-election this year.

5.4.3 Thompson Community Hall: Irene Smith is a member of the Management Committee and Jean Kaye and Kate Winslow are both trustees.

5.5 Review of Inventory and assets: It was unanimously agreed that the inventory and assets at 31 March 2018 (see addendum) were true representation of the council's inventory and assets.

5.6 Confirmation of insurance cover in respect of all insurable risks: The Council holds Insurance cover from Zurich Municipal for all risks. This is the last year of a 3-year fixed contract and new cover will need to be negotiated for the period from 01 June 2019.

5.7 Review of Risk Assessment arrangements: Risk assessment arrangements were considered to be adequate.

5.8 Review of Councils membership of other bodies:

- 5.8.1 Norfolk Association of Local Councils:** It was decided to continue with membership of Norfolk ALC, which also gives the Council membership of the National Association and access to their legal expertise and documents.
- 5.8.2 Norfolk Rural Community Council:** It was agreed to continue with "Silver membership" of Norfolk Rural Community Council, also known as Community Action Norfolk.
- 5.9 Review procedure for request made under the Freedom of Information act 2000 and Data Protection act 1998:** It was unanimously decided that the procedure for requests made under the Freedom of Information act 2000 and Data Protection Act 1998 were adequate.
- 5.10 Review the Councils policy for dealing with the press/media:** It was unanimously decided that the Council's policy for dealing with the press/media was adequate.
- 5.11 Review of the Council's expenditure incurred under s.137 of the Local Government Act:** The Clerk said that for year commencing 01 April 2018 the allowable expenditure was £7.86 per member of the Parish Electorate. For year 2018/2019 this was 302 persons. There had been no expenditure incurred under s.137 in year 2017/2018.
- 5.12 Setting dates, times and place of ordinary meetings for the next full Council year:** It was unanimously agreed that the meetings for the forthcoming year are to be held in Thompson Community Hall, in the which ever hall is appropriate to the meeting. Meetings will commence at 7.30 pm except for the May AGM meeting which will immediately follow the Annual Parish Meeting which will commence at 7.00 pm. The dates are as follows:
Tuesday 17th July 2018, Tuesday 18th September 2018, Tuesday 20th November 2018, Tuesday 15th January 2019, Tuesday 19th March 2019, Tuesday 07 May 2019*
*Meeting held early as Parish and District elections are on 02 May 2019 and the Council must meet within 14 days of the election.

Meeting suspended to hear from Councillor Fabian Eagle of Norfolk County Council:

Councillor Fabian Eagle said the recent "Beast from the East" storm had cost Norfolk County Council an extra £800,000 for snow clearing and gritting. The Council Tax rise was 5.9% and this still leaves a shortfall in funds. The Council tax collected just about covers the cost of adult social care. We are likely to see fewer police but there is the possibility of special constables being introduced to give the possibility of a greater uniformed presence. Fabian Eagle answered questions from the Councillors and the public regarding Broadband and potholes.

6 To adopt the Governance and Accounting Statements for year ending 31 March 2018 as set below:

- 6.1 To certify exemption as a smaller authority where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018 (2017/18) and therefore do not need to have a limited assurance review or to submit an Annual Governance and Accountability return to the external auditor:** The completed Exemption Certificate was unanimously approved by the members and signed and dated by the Responsible Financial Officer and by the Chair of the Council.
- 6.2 Discussion of Internal Auditors report for 2017/18:** The members discussed the Internal Auditor's report which showed all internal control objectives were met. It was approved unanimously.
- 6.3 To review the Annual Governance Statement 2017/18 and by resolution to approve the Annual Governance Statement 2017/18:** The members reviewed the Annual Governance Statement and by resolution proposed by Ian Robertson and seconded by Duncan Gregory approved the statement for 2017/18 which was then immediately signed by both the Chair of the meeting and the Clerk.
- 6.4 To consider the Annual Accounting Statements 2017/18 for Thompson Parish Council and by resolution approve the Accounting Statements 2017/18 which will be signed at the meeting by the Chair of the meeting:** The members reviewed the Annual Accounting Statements and by resolution proposed by Duncan Gregory and seconded by Ian Robertson approved the accounting statements for 2017/18 which were then immediately signed by the Chair of the meeting, the Responsible Financial Officer having signed the document prior to the meeting.
- 6.5 To appoint an Internal Auditor for the Year ending 31 March 2019:** The members unanimously voted that Mike Corrie be asked to continue as Internal auditor for year 2018/2019. The Clerk said that Mike Corrie had already indicated his willingness to carry out this function. The Clerk was directed to obtain a

£25.00 gardening voucher as a small gesture of thanks for the efforts put in as the Council's Internal Auditor.

7 Matters arising:

7.1 Breckland Local Plan: Nothing to report.

7.2 Thompson Community Hall: A successful opening event had been held and bookings were getting more frequent.

7.3 Drainage: The Clerk had been in contact with both Highways and Breckland regarding flooding on School Road. Highways had in the last few days indicated that they felt that the ditch on Thompson Millennium Green needed to be cleared as it was restricting drainage and asked if the Council as Trustees of the Green could ensure this is done. The Clerk is to contact contractors to get a cost for this.

7.4 GDPR: The Clerk said that all will be in place prior to 25 May 2018.

7.5 Village sign: The Clerk said that the Village Sign was now in his possession and a post was needed so that the sign could be re-erected.

8 Correspondence not already notified: Nothing to report.

9 Reports:

9.1 Chair: Nothing further to report.

9.2 Responsible Financial Officer/Clerk: The Clerk said that he had purchased a portable drive to securely back up the Council's computer and a Kensington Lock to secure the computer from theft. In addition, he presented the full year's accounts for 2017/2018, the accounts to date for year 2018/2019 and budget to forecast figures for these periods. Please see the addendum.

9.2.1 Payments due since last meeting and paid:

| Date | Cheque No. | Payee | Reason | Amount |
|-------------|-------------------|--------------------|----------------------------------|---------------|
| 24/05/18 | 100658 | A parishioner | Materials to repair Village sign | £52.99 |
| 24/05/18 | 100659 | Baggleys Machinery | Repair of Church Lawnmower | £261.94 |

These cheques are accounted for in last year's accounts. The meeting unanimously approved payment.

9.2.2 Invoices now due for payment: Cheques as below for immediate payment were unanimously approved by the meeting, prepared and signed.

| Date | Cheque | Payee | Reason | Amount |
|-------------|---------------|---------------------------|---------------|---------------|
| 15/05/18 | 100661 | Zurich Municipal | Insurance | £399.03 |
| 15/05/18 | 100662 | Norfolk ALC | Membership | £115.43 |
| 15/05/18 | 100663 | Norfolk Rural Com Council | Membership | £50.00 |

9.3 Thompson Millennium Green: Nothing further to report.

10 To discuss an order served in accordance with Schedule 15 of the Wildlife and Countryside Act 1981, section 53 own motion application. Norfolk County Council (Thompson, Pockthorpe Lane)

Modification Order 2018: The members present discussed the order. Whilst being full agreement that the route was a Public Right of Way they felt that the route was unsuitable as a Byway open to all traffic (BOaT) and by a unanimous vote directed the Clerk to prepare a response supporting the opening of the Right of Way but otherwise disagreeing with its use as a BOaT. The document will be circulated to all Councillors before its presentation to Norfolk County Council.

11 Date of Next meeting: 17 July 2018

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

12.1 Petanque: It was suggested that some of the grant money for sports and play equipment could be used to produce a petanque area behind the Community Hall. It was also reported that two councillors had visited a local supplier of picnic tables who made a high-quality product suitable to be sited adjacent to the Children's play equipment.

12.2 Ivy on trees: Date to clear tackle some of the more problematic ivy on trees was set as 09 September 2018. Meet at 10.00 am at Thompson Community Hall.

There being no other business the meeting closed at 9.50 pm

Addendum

Thompson Parish Council Cash Book 01 April 2017 to 31 March 2018

Business Savings Account

| Date | Reference | Details | Receipts | Payments | Balance |
|-------------------|------------|--------------------------------|----------|----------|------------------------|
| | | Balance brought forward | | | 1,606.39 |
| 01/04/2017 | | forward | | | |
| 04/12/2017 | REC 000032 | Interest | 0.28 | | |
| 05/03/2018 | REC 000034 | Interest | 0.8 | | |
| 31/03/2018 | | Balance carried forward | | | <u>1,607.47</u> |

Community Account

| Date | Reference | Details | Receipts | Payments | Balance |
|------------|------------|---|----------|----------|----------|
| | | Balance brought forward | | | 4,261.77 |
| 01/04/2017 | | forward | | | |
| 07/04/2017 | REC 000026 | Breckland precept 1st instalment | 2,525.00 | | |
| 07/04/2017 | REC 000027 | Breckland Grant 1st instalment | 55.5 | | |
| 04/05/2017 | REC 000028 | Breckland Recycling payment for 2016/17 | 205.18 | | |
| 16/05/2017 | CHQ 100624 | Zurich Municipal | | 388.64 | |
| 16/05/2017 | CHQ 100625 | Norfolk ALC | | 116.37 | |
| 16/05/2017 | CHQ 100626 | Community Action Norfolk | | 50 | |
| 16/05/2017 | CHQ 100627 | Serco | | 178.07 | |
| 19/05/2017 | CHQ 100628 | Baggleys machinery | | 84 | |
| 19/05/2017 | CHQ 100629 | Serco | | 178.07 | |
| 19/06/2017 | CHQ 100630 | G Winslow | | 400.8 | |
| 19/06/2017 | CHQ 100631 | Post Office | | 100.2 | |
| 12/07/2017 | CHQ 100632 | Thinking Rural CIC | | 36 | |
| 12/07/2017 | CHQ 100633 | Serco | | 178.07 | |
| 25/07/2017 | CHQ 100634 | Thompson Village Hall | | 150.00 | |
| 25/07/2017 | CHQ 100635 | Wayland Partnership | | 300 | |
| 25/07/2017 | CHQ 100636 | St Martins Church | | 430.00 | |
| 06/09/2017 | CHQ 100637 | Serco | | 178.07 | |
| 18/09/2017 | CHQ 100638 | Serco | | 178.07 | |
| 18/09/2017 | CHQ 100639 | G Winslow | | 400.8 | |
| 18/09/2017 | CHQ 100640 | HMRC | | 100.2 | |
| 18/09/2017 | CHQ 100641 | Thinking Rural CIC | | 36.00 | |
| 27/09/2017 | REC 000029 | Breckland precept 2nd instalment | 2,525.00 | | |
| 27/09/2017 | REC 000030 | Breckland Grant 2nd instalment | 55.5 | | |
| 02/10/2017 | REC 000031 | HMRC | 455.67 | | |
| 02/11/2017 | CHQ 100642 | Serco | | 178.07 | |
| 02/11/2017 | CHQ 100643 | G Winslow | | 71.94 | |
| 02/11/2017 | CHQ 100644 | Norfolk ALC | | 60 | |
| 24/11/2017 | CHQ 100645 | Serco | | 178.07 | |

| | | | | | |
|------------|------------|---|-----------|----------|-------------------------|
| 21/12/2017 | CHQ 100646 | G Winslow | | 0.00 | |
| 23/12/2017 | CHQ 100649 | G Winslow | | 400.8 | |
| 05/01/2018 | CHQ 100647 | HMRC | | 100.2 | |
| 05/01/2018 | CHQ 100648 | Thinking Rural CIC | | 36 | |
| 16/01/2018 | CHQ 100650 | G Winslow | | 25.00 | |
| 16/01/2018 | CHQ 100651 | G Winslow | | 30 | |
| 01/02/2018 | CHQ 100652 | G Winslow | | 35.99 | |
| | | Norfolk Community | | | |
| 07/02/2018 | REC 000033 | Fund | 5,196.00 | | |
| 20/03/2018 | CHQ 100653 | G Winslow | | 30 | |
| 20/03/2018 | CHQ 100654 | G Winslow | | 400.8 | |
| 20/03/2018 | CHQ 100655 | HMRC | | 100.20 | |
| | | Thompson Millennium Green Charitable | | | |
| 20/03/2018 | CHQ 100656 | Trust | | 0 | |
| | | Thompson Community Hall | | | |
| 20/03/2018 | CHQ 100657 | CIO | | 300.00 | |
| 24/03/2018 | CHQ 100658 | Thinking Rural CIC | | 36 | |
| 24/03/2018 | CHQ 100659 | Parishioner | | 52.99 | |
| 24/03/2018 | CHQ 100660 | Baggleys machinery | | 261.94 | |
| | | Totals | 11,017.85 | 5,781.36 | <u>9,498.26</u> |
| | | From BPA | | | 1,607.47 |
| | | Total cash carried forward 31 March 2018 | | | <u>11,105.73</u> |

Thompson Parish Council Cash Book 01 April 2018 to 15 May 2018

Business Savings Account

| Date | Reference | Details | Receipts | Payments | Balance |
|-------------------|-----------|-------------------------|----------|--------------------------------|------------------------|
| 01/04/2018 | | Balance brought forward | | | 1,607.47 |
| 15/05/2018 | | | | Balance carried forward | <u>1,607.47</u> |

Community Account

| Date | Reference | Details | Receipts | Payments | Balance |
|------------|-----------|---|----------|----------|-------------------------|
| 01/04/2018 | | Balance brought forward | | | 9,498.26 |
| 06/04/2018 | | Breckland | 2,625.00 | | |
| 06/04/2018 | | Breckland | 28 | | |
| | | Totals | 2,653.00 | 0.00 | <u>12,151.26</u> |
| | | From BPA | | | 1,607.47 |
| | | Total cash carried forward 31 March 2018 | | | <u>13,758.73</u> |

Thompson Parish Council Forecast v actual for year 2017/18

| | Budget 2017/2018 | Actual to date | Forecast for full year | Explanation of variances |
|--------------------------------|-----------------------------|---------------------------|-----------------------------------|--|
| Receipts | | | | |
| Precept | 5050 | 5050 | 5050 | |
| Grant | 111 | 111 | 111 | |
| VAT | 435 | 456 | 435 | Vatable expenditure higher than forecast |
| Recycling | 0 | 205 | 205 | Not forecast |
| Interest | 0 | 1 | 0 | Interest restarted by Barclays |
| Other | <u>0</u> | <u>5196</u> | | Unexpected grant for children's play and sports equipment for all. |
| Total income | <u>5596</u> | <u>11019</u> | <u>5801</u> | |
| Expenditure | | | | |
| Staff Costs including PAYE | 2500 | 2064 | 2504 | Overestimated staff costs - new clerk not appointed during. |
| Payroll services | 120 | 90 | 120 | |
| Insurance | 356 | 389 | 389 | 2% increase in insurance premium tax |
| Grass cutting | 1038 | 1039 | 1039 | |
| VAT | 305 | 262 | 326 | increased expenditure - GDPR and mower repair. |
| Other | 300 | 257 | 300 | |
| Grants | | | | |
| Church | 500 | 430 | 430 | Mower service deducted from grant |
| Wayland Partnership | 300 | 300 | 300 | |
| Village Hall | 150 | 150 | 150 | |
| Thompson Hearts Memberships | 0 | 0 | | |
| Norfolk ALC | 105 | 116 | 105 | Increased electorate |
| Community Action Norfolk | 50 | 50 | 50 | |
| Total expenditure | <u>5724</u> | <u>5147</u> | <u>5713</u> | |
| Income less expenditure | <u>-128</u> | <u>5872</u> | <u>88</u> | Please note that £5196 is ring-fenced for Sports and or Play equipment |