

Tunstead Parish Council

Extraordinary General Meeting Minutes from 28th August 2018 at 7.30pm

Present:	Chris Oakes	CO	Chair
	Nigel Williams	NW	Vice Chair
	Wendy Atkins	WMA	Councillor
	Tim Place	TP	Councillor
	Caroline Purdy	CP	Clerk
Apologies:	Revd. Tim Gosden		
	Neil Coston		
	Clive Rich		

Item	Action								
The Chairman opened the meeting, noting apologies.									
<p><u>2 Report on Progress</u></p> <p>CO confirmed he was still in contact with the lady clearing Eileen's flat; he has been told that our laptop is present, but we do not yet have this in our possession. We expect the laptop and more paperwork in due course. TP advised that his IT guy may be able to help if we cannot access laptop.</p> <p>CP confirmed that she had advised contractors and contacts of the change in personnel, had collated 2017/18 accounts (as circulated) and was making inroads with learning processes etc.</p>									
<p><u>3 Financial Report 2017/18</u></p> <p>The final accounts for 2017/18 had been circulated. These were agreed.</p> <p>TP advised of the budget sheet to be updated and CO advised of an 'annual statement' form to go with the accounts to be completed. It is believed the 'annual statement' comes via NNDC. CP to follow up.</p> <p>CP advised the next step was to meet with internal auditor, John Groom, for him to complete his checks before going to PKF Littlejohn, the new external auditors (in contact with both).</p>	<p>CP</p> <p>CP</p>								
<p><u>4 Payments Pending</u></p> <p>The following payments were approved and made:</p> <table border="0"> <tr> <td>BHIB (Public Liability Insurers)</td> <td style="text-align: right;">£446.19</td> </tr> <tr> <td>S R Print (newsletters from Nov 2017)</td> <td style="text-align: right;">£148.00</td> </tr> <tr> <td>URM (bottle bank)</td> <td style="text-align: right;">£ 12.60</td> </tr> <tr> <td>CGM (April – July inc)</td> <td style="text-align: right;">£367.20</td> </tr> </table> <p>One payment was queried; Community Heartbeat Trust (no evidence of paperwork from EO available) a quotation was listed for payment and needs to be checked before September's meeting.</p> <p>An update on the orders from CHBT and BHF for defib were also required. Hardware can be delivered to Place UK, if required.</p>	BHIB (Public Liability Insurers)	£446.19	S R Print (newsletters from Nov 2017)	£148.00	URM (bottle bank)	£ 12.60	CGM (April – July inc)	£367.20	<p>CP</p> <p>CP</p>
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5 Any Other Business

1. CO raised plans (circulated previously – PF/18/1471) for Manor Farm, Sco Ruston, so that TPC could make comment via NNDC ahead of the closing date.
2 votes “No Objection”
2 votes “In Support”
The Chair’s casting vote in support was recorded. CP to comment via NNDC online planning.
2. The councillors would like the clerk to check on ‘applying’ for the parish precept and how to go about this.
3. It was agreed that the newsletters would be bi-monthly. The next issue being due in October 2018.
4. It was confirmed that the bank account had been sorted and was ‘unfrozen’ for use again.
5. The clerk’s monthly fee of £150 was agreed to be paid via Standing Order.

CP

CP

The next meeting of the Parish Council will be on 18th September at 7.30pm at the portacabin.

Agreed and Signed on behalf of Tunstead Parish Council:

Chair

Date: _____