

WOODTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in Woodton Village Hall on May 7th 2013

Present : Andrew Weatherly(AW), David Patey(DP), Jane Wickstead (JW), Richard Holden(RH), Michael Day(MD), Ian Butler(IB)
County Councillor Adrian Gunson

1 member of the public

Apologies had been received from : Michael Windridge (MW), Colin Walker (CW)

1.Election of the Chair and Vice Chair for 2013-14

Motion : AW and DP are to stay in the roles of Chair and Vice Chair for the next year
Proposed JW Seconded MD . Passe unanimously

2.Acceptance of office by the Chair

AW signed the Declaration of Acceptance of Office.
He then congratulated AG on his success in the May 2nd elections and commenced the business of the meeting.

3.Minutes of the Annual Parish Council Meeting held on May 15th 2012

It was pointed out that Woodton parish council have only representative on the Village Hall committee not two as recorded in the minutes. The minutes were annotated accordingly.
They were then agreed and signed.

4. Report from the County Councillor

- The bus stop proposal is being followed up
- The new surface dressing will be done earlier this year , probably in June The whole length of Shotesham Rd is to be top dressed
- The public enquiry for the Northern Distributor Road is to take place later this year
- A two faced sign at the Harvey Lane junction on the Bungay Rd is to be provided

DP asked about the unacceptable standard of work on Hempnall Rd by the roadsweeper and AG agreed to take up the poor workmanship with May Gurney.

5. Report from the District Councillor

MW had emailed a report that had been circulated to all councillors

6. Election of Parish Council representatives for the Village Hall and Ravens Den Committees

JW is the current parish council representative on the Village Hall Committee and is prepared to stand again. No other councillor expressed interest. The motion that JW continue in the role was proposed by MD , seconded by RH and was passed unanimously.

DP and AW are the current representatives on the Ravens Den Committee. DP wishes to stand down. A motion was put forward that MD replace DP thus dropping his place as an ordinary member on that committee. This was proposed by DP and seconded by JW. The motion was passed unanimously.

7. Confirmation of the Parish Council nominees to the WUC and the WNPF Charity for the next year

Mrs Jane Bond and MD are the current nominated persons for the WUC, MD replacing Christine Taylor whose term in the role has come to an end. (minuted in the meeting on April 16th). The two nominees were reaffirmed.

The parish council is concerned to get real representation on the WNPF Committee. The nomination of DP is to stand and meeting dates are to be requested. When these are known CW will be asked if he can attend the next meeting. If he is unable to do so , or to commit to the following meeting dates an alternative nominee will be selected.

At the date of this AGM DP and CW are the Parish Council nominees.

8. Parish Council Accounts and Financial Report for 2012-13

The financial statements and report had been distributed and copies were available. Jean Holden had done an initial internal audit and was invited to comment on her findings. The following comments were noted by the RFO

- Bank statement sheet 71 was not in the files
- The number of the Football a/c has changed
- There is no supporting detail for the funds paid in to the accounts
- The clerks employment contract is needed for payments made to be checked
- The January cheque summary needs a signature
- The last Ian Smith invoice was not in the files
- The Ravens Den account paying in book had not been provided
- The multi bank account spreadsheet was not easy to use for audit purposes
- Before the annual reclaim of VAT the relevant previous years purchase invoices need to be checked as there may be unreclaimed VAT from those.

The RFO noted these and will address them before the Annual Return has to be signed by the internal auditor.

Jean was thanked for her thorough work on the accounting records.

9. Proposed Financial Regulations

The set of financial regulations on file are undated and are out of line with current requirements. The RFO had drafted a set of new regulations which had been circulated to all councillors. A motion was proposed by DP and seconded by IB that these be accepted. This was passed unanimously.

10. Dates of Meetings for the next year

The list of dates that had been circulated were accepted.

The meeting closed at 8.40 p.m.

**Next 2 meetings – The Annual Parish Meeting on May 21st
– An Ordinary Parish Council meeting on June 25th**

Approved

At the Meeting Dated