

# Helmingham Parish Council

**Minutes of the Helmingham Parish Council Meeting held on Monday November 6, 2017 at Old Hall Farm, Helmingham Hall at 7.00pm.**

**Present:** Parish Councillors Julian Bowden, Alan Mayhew, Rob Parmenter, David Styles, Nick Styles and Rod Caird (clerk), together with District Councillor Matthew Hicks

## **1/061117: Apologies for Absence**

None

## **2/061117: Declarations of interest and dispensations requested**

None

## **3/061117: Approval of the Minutes of the PC AGM and Annual Parish Meeting on May 8, 2017**

The minutes were approved

## **4/061117: Reports from County and District Councillors and public comments on matters on the agenda**

Cllr Hicks' written reports for October and November are included with these minutes. He particularly drew attention to the website [www.registermyappliance.org.uk](http://www.registermyappliance.org.uk) where white goods can be registered and any advice relevant to particular models automatically sent to owners, reducing fire risks. In addition he undertook to inquire about the provision of high-speed broadband to Helmingham. Clerk will supply phone numbers in order for Cllr Hicks to check.

## **5/061117: Progress Reports on Outstanding Issues**

Clerk will supply photos for the next meeting of possible robust benches to replace the one lost roughly opposite the entrance to New Road, and will inquire about an insurance claim. It may also be possible to request a Communities Enabling grant.

## **6/061117: Report on the internal and external audits covering 2016/17 including any issues raised, and on the audit arrangements for 2017/18**

It was noted that the internal audit for 2016/17, carried out by SALC, recommended noting the legal power under which payments are made; updating the Council's Standing Orders and Financial regulations; and registration with the Information Commissioner. The external audit by BDO Llc raised no additional issues. From 2017/18 onwards, an external audit is unlikely to be required, although internal audit arrangements will continue as before and provisions of the Transparency Code must be observed.

## **7/061117: Financial report and approval of a budget for 2018/19, including payments currently due**

A bank reconciliation to date was presented, showing a net balance of £3,374.12. Payments were made as follows: CAS Insurance (renewal) £271.33; Rod Caird (clerk pay) £484.74; HMRC (PAYE) £80.80; HMRC (PAYE) £40.40; SALC (internal audit) £112.80; CAS (web hosting) £60.

A budget showing projected spending for 2018/19 of £2,889.40 was presented and approved. It was agreed to keep the precept requirement at its current level of £2,400 per annum. It was also agreed that at the meeting on December 11, Section 137 payments would be made on the same basis as for 2016/17, namely £125 for churchyard upkeep, £75 to Old School House Nursery, £25 to the Air Ambulance and £25 to Debenham First Responders. It was also agreed to review the bank signatory list.

**8/061117: Urgent Matters to be Brought to the Attention of the Parish Council**

It was agreed to monitor the Mid Suffolk planning website in order to check applications which may be made in the Parish.

**9/061117: Date of next meeting**

Monday December 11, 2017 at 7.00pm at Old Hall Farm.

DRAFT