

Helmingham Parish Council

Minutes of the Helmingham Parish Council Annual General Meeting and Annual Parish Meeting held on Wednesday 23rd May 2022 at The Coach House, Helmingham Hall, Helmingham at 7.00pm.

Present: Parish Councillors Julian Bowden (Chair), Alan Mayhew, Ian Pepper, Suzanne Curwen-Frost, David Styles and Nick Styles. County Cllr Matthew Hicks and District Cllr Suzie Morley were also in attendance. The meeting was minuted by Ian Pepper in the absence of a Parish Clerk.

1/230522 Election of Chair/Vice-Chair for 2022/23

Julian Bowden explained his intention to step down as Chair for the coming year, although he would remain as a Parish Councillor.

Alan Mayhew was duly elected as the Chair for 2022/23. Ian Pepper was elected as Vice-Chair. The remaining Parish Councillors are to retain their positions on the Parish Council for the coming year.

The Parish Council would like to put on record their thanks to Julian for his 5 years as Chair.

2/230522: Apologies for Absence

None

3/170122 Declarations of interest and dispensations requested

None

4/230522 Approval of Minutes from last meeting on 17 January 2022

Approved

5/230522 Updates from Matthew Hicks and Suzie Morley

Verbal summaries of previously published reports were outlined by both Suzie Morley and Matthew Hicks.

6/230522 Progress reports on outstanding issues

The Parish Council remains without a Parish Clerk. Despite a search, no applications have been forthcoming. The discussion concluded that, in the absence of any Clerk going forward, we would continue to run as we currently do, with Ian Pepper creating agendas and taking minutes. It was acknowledged that there are elements of the role of a Parish Clerk that we are not able to perform and as such, gaps and errors may occur but we will endeavor to do our utmost to keep things running without major issue.

It was suggested that a contact address (email and paper correspondence) should be added to the website. Ian Pepper will action. Julian Bowden will look to approach Edward Tollemache to see whether the Hall's office address may be used to receive and hold letters on behalf of the Parish council which we could collect and action periodically.

7/230522 Financial Report

No full financial report is yet available due to the absence of a Parish clerk but the current account stands at £5743 in credit. A number of items such as insurance, SALC and audit costs are to come out of this amount. Julian Bowden will contact SALC in order to ascertain how we may progress the VAT return and any other financial requirements that have not yet been addressed.

8/230522 Urgent Matters for the attention of the Council

There were no urgent matters raised.

The Annual Parish Meeting was discussed and all items had been dealt with as part of the previous agenda so no further actions were recorded.

Further meetings during the year will be (all at Old Hall Farm, Helmingham):-

Monday 21 November 2022

Monday 12 December 2022

Monday 16 January 2023

Meeting Ends