

## HELMINGHAM PARISH COUNCIL

MINUTES of the statutory annual meeting

**TUESDAY 30 MAY 2023**

at The Coach House, Helmingham Hall, Helmingham (start time 7.30 pm)

**Present:**

Councillors Alan Mayhew (Presiding, I Pepper, D Styles and N Styles

**1/05 ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor A Mayhew be re-elected Chairman of the Parish Council for the ensuing Municipal Year.

**2/05 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Bowden and S Curwen-Frost.

**3/05 APPOINTMENT OF VICE-CHAIRMAN**

It was agreed to not appoint a Vice-Chairman.

Signed: *Lesley Clark*

Lesley Clark

Chair of Helmingham Parish Council

Date: *29/04/2024*

**4/05 ELECTION 15 JUNE 2023**

The Clerk reported on the outcome of the above election resulting in the re-election of the four existing Councillors which left one vacant seat. It was agreed that the signing of their statutory Declarations of Acceptance of Office as Councillors would be completed by or at the next meeting.

**5/05 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** that the Minutes of the statutory annual meeting of the Parish Council held on 23 May 2022 and of the meeting of the Parish Council held on 17 April 2023 be approved and confirmed.

**6/05 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS**

None received. The Clerk drew Councillors' attention to the requirement to complete and return to Mid Suffolk District Council their register of interests forms. The classification of interests derived from the revised model form of Code of Conduct for Councillors, and it was agreed that the Parish Council should look at this at its next meeting.

Signed: *Lesley Clark*

Lesley Clark

Chair of Helmingham Parish Council

Date: *29/04/2024*

#### **7/05 PUBLIC PARTICIPATION SESSION**

In the absence of any members of the public this was not held.

#### **8/05 MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

There were no matters arising.

#### **9/05 APPOINTMENT OF CLERK**

The Chairman reported on the engagement of Stuart Jennings to provide advice and consultancy in relation to Clerking Services, with a view to taking on the fuller role at some future date. An hourly rate of £14.00 together with a mileage rate of £0.45 had been agreed, and the further development of his involvement would be the subject of discussion with the Chairman in due course.

**RESOLVED** that these arrangements are confirmed.

#### **10/05 FINANCE**

##### **(a) Financial Statements**

The Chairman reported that Councillor Bowden had provided information as to the end of year position for 2022/23 which included total expenditure of £1,189.00, and total income of £2,600.00 (the precept).

The Chairman mentioned the possibility of financial support being considered this year for the Air Ambulance service.

##### **(b) Annual Audit of Accounts 2022/23**

Consideration was given to the requirements to be met given the scale of the Parish Council's operations and transactions and the potential exemption from the need for an external audit. Councillor Pepper reported on his discussion with the external auditors and information received from them. The Annual Governance and Accountability Return (AGAR) for 2022/23 would need to be completed and published on the Parish Council's website. Given that there would not be another meeting of the Parish Council until October, this would need to be circulated to Parish Councillors and agreed by assent, together with clarification as to the requirement for an Internal Audit and Certificate.

**RESOLVED** that the Certificate of Exemption part of the AGAR for 2022/23 be approved for publication.

Signed: *Lesley Clark*

Lesley Clark

Chair of Helmingham Parish Council

Date: *29/04/2024*

**(c) Accounts for payment**

Suffolk Cloud (Set up and build new website £150.00)(Hosting and support from 1/6/23 to 31/5/24 £120.00)(Updating/uploading of documentation 1/6/23 to 31/5/24 £120.00) – totalling £390.00

**RESOLVED** that the above account be approved for payment.

**11/05 REVIEW OF CONSTITUTIONAL DOCUMENTS**

The Parish Council considered the need to introduce constitutional documentation including Standing Orders, Financial Regulations, and Internal Controls, and the possibility of Asset and Risk Management documentation. It was agreed that this be considered at the next meeting.

**12/05 OTHER URGENT BUSINESS**

**(a) Planning Application Consultation**

A consultation had been received from Mid-Suffolk District Council on planning application ref. DC/23/0249 for the erection of a wooden shelter to provide an outdoor learning space at Helmingham Primary School.

**RESOLVED** that the application is supported.

**(b) Events at Helmingham Hall**

Some concerns were expressed about the traffic implications of the above through the significantly increased use of the minor roads together with significant tailbacks. The Events Manager who was present at the meeting advised that numbers were being looked at with pre-booking being encouraged. There were no plans to increase the number of events held at Helmingham Hall. She added that they were keen to work with the Parish Council on initiatives and projects to benefit the locality.

**13/05 NEXT MEETING**

It was agreed that the next meeting is fixed for Monday 30 October 2023.

The Chairman closed the meeting at 8.13 pm.

Signed: *Lesley Clark*

Lesley Clark

Chair of Helmingham Parish Council

Date: *29/04/2024*