

# HEMINGSTONE PARISH COUNCIL

Chairman: Councillor Mohammed Touman

Clerk: Tina Newell

25 Shakespeare Road, Stowmarket,  
Suffolk IP14 1TU.

hemingstone\_PCC@outlook.com

[www.hemingstone.onsuffolk.net](http://www.hemingstone.onsuffolk.net)

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## Minutes of the Parish Council meeting held on Thursday 7 July 2022

### In The Hut, Hemingstone

Councillors Present: Mohammed Touman (Chairman) (MT), Claire Martin (Vice Chairman) (CM), Jason Fayers (JF) and David Penny (DP).

Others in attendance: Tina Newell (Acting Clerk &RFO) (TN) only.

070722/01 **Appointment of interim Parish Clerk and Responsible Financial Officer (RFO):**

All Councillors agreed to appoint Tina Newell on the terms of employment as presented noting this is only a temporary appointment. MT signed and dated the written terms of employment.

070722/02 **Apologies for absence:** Councillor David Byrnan (DM) offered apologies prior to the meeting.

070722/03 All Councillors resolved to accept Councillor DM's apologies.

070722/04 **Declarations of Interest:** None received.

070722/05 **Dispensations:** No requests for dispensation were received.

070722/06 All Councillors confirmed receipt of the draft minutes for the meeting held on 23 June 2022 prior to the meeting. All Councillors resolved to accept these as a true record of the decisions made at the meeting (minute ref 1/230622 to 08/230622 inclusive). MT signed and dated the minutes.

070722/07 **Public Forum:** No questions or comments were received prior to the meeting and no members of the public were present at the meeting.

#### **Finance:**

070722/08 **Bank Reconciliation:** All Councillors confirmed receipt of the finance report for the year ended 31 March 2022 prior to the meeting and agreed the bank reconciliation for the Community account, as presented, matched to the bank statement as at 31 March 2022 showing available cash of £5,777.31.

- 070722/09 Councillor DP asked why HSBC has been charging a maintenance fee of £8 per month since January 2022 with a charge of £1 per cheque issued. After discussion all Councillors agreed for TN to contact the bank agreeing these are not acceptable charges.
- 070722/10 **Budget to Actual:** All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting. With no questions all Councillors accepted the budget to actual report for the year ended 31 03 2022.
- 070722/11 **Reserves:** All Councillors confirmed receipt of the year end reserves account prior to the meeting and resolved to accept it.
- 070722/12 **Assets:** All Councillors confirmed receipt of the schedule of assets prior to the meeting. MT proposed to accept the asset register as presented for the year ended 31 03 2022 is approved agreeing the year end assets held by the Parish Council total £7,198. With all Councillors in favour the asset register was approved.
- 070722/13 DP confirmed the VAS is not working and agreed to email TN with the serial number and TN would contact the manufacturer.
- 070722/14 CIL Report: All Councillors agreed that the CIL report, as presented, is approved, signed and published on the website; MT signed the CIL report which was countersigned by TN.
- 070722/15 Payments: All Councillors considered and resolved to approve the following payments to be made by cheques:

	Payee	Details	£
070722/16	Tina Newell	Salary and re-imbursments	266.86
070722/17	Gipping Press	Leaflet re walks	56.00
070722/18	CAS	Insurance	50.55
070722/19	SALC	Payroll	27.00
070722/20	Dave Penny	Refreshment for Annual Parish meeting	39.00
070722/21	Trevor Brown	Internal Audit	95.00
070722/22	Peter Funnell	Various	188.49

070722/23 DP asked if the Parish Council would consider a simpler mechanism for reimbursing members of the Hemingstone Environment Initiative for expenses.

### **Governance**

070722/24 All Cllrs agreed to accept the Internal Auditors Report for the year ended 31 March 2022 noting the Council has maintained satisfactory financial management throughout what have been difficult circumstances. Councillors noted the recommendations from the Internal Auditor and agreed these have, or are, being acted upon.

070722/25 All Councillors approved the Annual Governance Statements section one of the Annual Governance and Accountability Statement (AGAR) in turn confirming the Parish Council have a sound system of internal control. MT and TN signed section one of the AGAR in the presence of the meeting.

070722/26 All Councillors approved the Accounting Statements for 2021/22 as transposed on section two of the AGAR in turn confirming the statements present fairly the financial position for the year ended 1 March 2022 of the Council. MT signed section 2 of the AGAR noting TN as interim RFO had signed prior to the meeting.

070722/27 It was agreed the dates for public inspection of the accounts will be from 1 July 2022 up to and including 11 August 2022 and a notice will be displayed on line and on the Parish noticeboard.

070722/28 All Councillors noted the Certificate of Exemption (minute 7/230622) was signed outside of the meeting and the External Auditor has confirmed receipt.

070722/29 **Standing Orders:** All Councillors noted the amendment to the Model Standing Orders regarding financial controls and procurement and resolved to adopt the Model Standing Orders with this amendment.

070722/30 **Financial Regulations:** All Councillors noted and agreed to adopt the Model Financial Regulations as amended.

070722/31 **Future meetings:** All Councillors resolved to schedule future meetings for 15 September, 17 November, 19 January and 23 March. Noting in an election year the Annual Parish Council meeting must be held on or within 14 days after the day on which the Councillors elected take office, it was agreed to hold the Annual meeting of the Parish Council on 11 May 2023 (MSDC elections are scheduled to take place May 4, 2023).

- 070722/32     **Business for information or inclusion on a future agenda:** risk assessments, policies and procedures, bank mandate, redeclaration of compliance with Pensions Regulator, amending contact details on the ICO register.
- 070722/33     **Post of permanent Clerk and RFO:** All Councillors agreed the vacancy is advertised with SALC, on the Parish Council website and on the notice board.
- 070722/34     The Chairman closed the meeting at 20.25pm.