

INGWORTH PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB
Telephone: 01263 587755 / 07754 885750 Email: ingworthclerk@yahoo.co.uk

Minutes of the Parish Council Meeting of Ingworth Parish Council held on Thursday 6th May 2021, at 7:00pm, via Zoom (online).

Present: Annmarie Gibbons (Chair), Fran Whiting, Gill Chambers, Liz Elsdon
0 Parishioners
K Cotgrove (Clerk).

21/19. (i) To elect a Chair for 2021-22 – A Gibbons was proposed by L Elsdon, seconded by G Chambers, all agreed. The declaration of office will be signed in the presence of the Clerk.
(ii) To elect a Vice Chair for 2021-22 – L Elsdon was proposed by A Gibbons, seconded by G Chambers, all agreed. The declaration of office will be signed in the presence of the Clerk.

21/20. Apologies for absence – A Gibbons welcomed everyone. Apologies were accepted for Belinda Northey. A Gibbons will send an email of thanks to John Timewell, the outgoing County Councillor.

21/21. Declarations of Interest & dispensation to speak – None.

21/22. To agree the minutes of the Parish Council meeting held on Thursday 11th February 2021 – The minute of the meetings of Thursday 11th February 2021 were approved and signed (prop. A Gibbons, sec. L Elsdon, all agreed).

21/23. To consider co-option of a Councillor – No one has come forward yet. A Gibbons will let people know when she takes around the questionnaire, to see if there is any interest.

21/24. To review and approve the Financial Regulations, to allow for internet banking – The Financial Regulations were reviewed and approved (prop. A Gibbons, sec. G Chambers).

21/25. To approve a Parish Council insurance policy – Four quotes have been received. On a proposal by F Whiting, seconded by G Chambers, it was agreed to accept the quote from CAS, on a Long Term Agreement.

21/26. Finance

(a) To approve the financial statement and budget update – The cash book was distributed to Councillors prior to the meeting.

(b) Payments – The following payments were approved:

(i)	£ 250.00	Kirsty Cotgrove – clerk's salary for February meeting
(ii)	£ 54.00	R Slaughter – grass cutting
(iii)	£ 114.71	NALC – annual subscription renewal
(iv)	£ 30.00	J Boxall – internal audit
(v)	£ 22.17	E.on electricity direct debit
(vi)	£ 335.45	CAS – insurance renewal

(c) To note receipt – the following receipt was noted:

(i)	£1415.00	NNDC – precept 1 st instalment
-----	----------	---

21/27. To declare the Parish Council as exempt from external audit in 2020-21 – As the payments and receipts for the year were both under £25,000 it was agreed to declare the Council as exempt from external audit (prop. A Gibbons, sec L Elsdén). The certificate of exemption was signed.

21/28. To receive the internal audit report for 2020-21 The internal auditor's report was distributed prior to the meeting. The recommendations were noted, and will be actioned.

21/29. To approve and sign the Annual Governance Statement 2020-21 – The Annual Governance Statement was approved and signed (prop. A Gibbons, sec. L Elsdén).

21/30. To approve and sign the Accounting Statements 2020-21 – The Accounting Statements were approved and signed (prop. A Gibbons, sec. L Elsdén).

21/31. To approve an internal auditor for 2021-22 – It was agreed to appoint Jo Boxall to conduct the 2021-22 internal audit (prop A Gibbons, sec. L Elsdén, all agreed).

21/32. Any other urgent business, for information only – A Gibbons has been distributing questionnaires to houses in the Parish. She has spoken to Justin Le May, to see if the village gates are a possibility. She will request a site visit to discuss gates and the Village Green. A Gibbons emailed Roy Payne at Westcotec, as the SAM2 isn't picking up data from the central location. She has identified a location for a new post, and has asked Westcotec for a quote. There is a possibility that the post has already been paid for. The Clerk will check if a post has already been paid for.

The Clerk has not yet heard from the National Trust regarding work required to the Reading Room.

The fence is down in the play area. A Gibbons is attempting to obtain quotes.

21/33. Date of next meeting- Thursday 12th August 2021 7:00pm, in the Reading Room.

21/34. To close the meeting - There being no further business, the meeting closed at 7:30pm.

Signed by:

(Chair)

Date: