

Extra – Ordinary
Minutes of a Meeting of Necton Parish Council
Held at NRCC
Monday 23rd June 2014 at 7.30 pm

Present (Councillors): Frank Woodward (Chairman), Jeanette Webb (Vice-Chairman and acting clerk, RFO, Cllrs Ian Thompson, David Mathews, Louise Willis, Denise Axham No members of the public were present.

1. Apologies for absence

1.1 Apologies were received from Cllr Joe Sisto.

2. Members' declarations of interest in items on the agenda

2.1 No declarations of interest were made.

3. Interim Arrangements For Clerk/RFO Vacancy

3.1 Cllr Webb agreed to be temporary clerk and RFO. Proposed by Cllr Woodward and 2nd by David Matthews. Agreed unanimously.

3.2 Agreement for new email account for security. JCW to set up and circulate.

3.3 Interim arrangements for 7th July Cllr Matthews to take minutes.

3.4 Also agreement to purchase 2 memory sticks to back up the laptop computer. One is to be given to the Chairman with password in a sealed envelope and exchange them at PC meeting this will mean the information for the PC is only one month in arrears

4. Correspondence

4.1 Email received from Breckland and no further action required.

4.2 JW has been through all invoices and documents and informed all of change of address and telephone number

5. Audit Report

5.1 A number of issues have been identified through the independent audit of accounts the asset register needs review, all policies and procedures, all our suppliers need to have their contracts reviewed. Action plan to be devised.

5.2 Agreed Cllr Axham and Matthews to complete and return to Clerk for discussion with Insurance Company and alter the policy. Also include new assets register in the accounts

5.3 Internal Auditor has produced as part of her commitment to the PC a full set of computer accounting records, she has also completed the VAT return and made suggestion this is applied for 6 monthly. She has also suggested a PC acts as a internal monitoring officer of the finances on a quarterly basis to ensure the smooth running of the accounts. (Not to be a cheque book signatory)LW was proposed and all agreed. Statements read out in Preparation of the accounts for Mazars, documents circulated prior to the meeting all concerns discussed and evidence shown.

5.4 No payments will be made without a clear invoice as to what service has been provided and the cost.

5.5 The signatories for cheques are to be Cllr Axham and Cllr Woodward, to ensure consistency of approach. Others are on the approved list with Barclays but they will be called upon during times of leave or absence.

6. Expenses

- 6.1 Car Mileage is to be paid at 45p per mile. Monies paid above this rate have to be referred to the HMRC as it is liable for tax.
- 6.2 Expenses form to be completed for all employees and Parish Councillors to claim their expenses.
- 6.3 All Parish Councillors agreed to pay expenses for JW as Acting Clerk £13 per month for telephone/Broadband and £153 per year towards heating and electricity, for Parish Council business.

7. Outstanding items

- 7.1 JCW to contact Eon with the codes for the new lights (30)
- 7.2 JW to contact Ulric web design to re look at contract and update site, invite to meeting.

8. Messages of Thanks

- 8.1 The Parish Council expressed their sincere thanks to JW/DA and JS for their help in investigating the issues for the Parish Council and for their reports. The recommendations will be addressed and dealt with through an action plan.

Sincere thanks also expressed for the invaluable help, guidance and legal support given from Steven Teverson, Jane Scarrott, and Terry Wilshin of Norfolk Association of Local Councils.

9. Training and Conferences

- 9.1 It was agreed DM could attend the NALC summer conference at a cost of £45 to ensure his continued professional development which support the Parish Council in their endeavours. Proposed FW and 2nd LW all agreed.

The Chairman closed the meeting at 9 pm. The next Council meeting will be held on Monday 7 July 2014 at 7.30 pm, NRCC.