

**Sweffling Parish Council
Extraordinary General Meeting
At Sweffling Village Hut, The Street, IP17 2BN
Thursday 29th June 2023 at 7.30pm**

Minutes

This meeting was called solely for the purpose of completing the AGAR for the Annual Audit and up-dating policies needed. The public have been excluded for this special reason (Standing Orders 3d)

1. Attendance and Apologies

Those present: Vice Chairman Cllr. Amanda Daniel (AD)

Cllr. Jill Abbott (JA)

Cllr. Lindsey Jennings (LJ)

Cllr. Audrey Lummis. (AL)

Cllr. Jenny Tyson (JT)

Mrs Alyson Chilvers - proposed new clerk

Apologies from Cllr. John Tesh and Cllr. Steve Ashurst received and accepted.

2. Appointment of new Clerk

Following the unexpected resignation (for personal reasons) of our newly appointed clerk Mrs Ann Dobson, we are pleased to welcome Mrs Alyson Chilvers to take up the post of Clerk and RFO starting from the preparation for the July meeting.

Proposed JA and seconded by LJ.

The Declaration of Acceptance of Office was signed by AC.

3. To approve and sign the Annual Governance and Accountability Review (AGAR).

With the help of the Financial Regulations, councillors considered the statements of the AGAR and agreed the responses.

- a) Annual Governance: JT proposed, AL seconded, all agreed, AD signed.
- b) Accounting Statements: LJ proposed, JT seconded. AD signed.
- c) Variances - statements were unanimously agreed.

4. To sign the External Audit Exemption Certificate

AD explained why this was needed and that it has to be received by the external auditors PKF Littlejohn by midnight tonight. It was signed by AD after unanimous agreement.

5. 2022/2023 Bank Reconciliations - to check against statements and agree to sign off.

AD reported that the cash book had to be produced for the Audit. This has been checked against the Bank Statements and reconciled. This agreed with Jude Chin's end of year balance 31st March 2023. All agreed and AD signed.

6. To review and sign Internal Controls, up-dated Risk Assessments and other audit matters.

The 'Financial Regulations' and 'Standing Orders' were sent to all councillors to scrutinise as they were to be up-dated today. All other audit policies were readopted but will be reviewed in more detail at future meetings.

- a) Risk Assessment - All agreed to adopt this document as it stands now, but to review at the July 11th 2023 meeting, especially with Jubilee Field in mind. Proposed AL, seconded LJ. All in favour.
- b) Standing Orders - Councillors agreed to tailor the Standing Orders to Sweffling PC. All brackets in points 1,3,4,6, have been completed. Decisions for Previous Resolutions, Motions, and Standing Orders Generally, have been deferred until our clerk has had her training. The section 19 'Handling Staff Matters' section will be covered in September.

- c) Financial Regulations - Councillors all agreed to adopt this latest version of NALC regulations but to check for an up-dated version in June 2024
- d) Internal Control - This document review was postponed until post audit to take account of auditors comments (September or October '23)
- e) Legal & Privacy Statement - Unanimously adopted: proposed JT, seconded AD, all in agreement.
- f) Data Protection Policy - NALC policy, adoption proposed JA, seconded AD, all in agreement.
- g) Suffolk Code of Conduct - adoption proposed by AD and seconded by AL, all in agreement.
- h) Vexatious Complaints Policy was adopted in Oct 22 and proposed as adopted again now June '23, proposed by AL, and seconded by JT.

7. To agree the Fixed Asset Register together with a description of our land asset.

The Fixed Asset Register was unanimously agreed as a true record of SPC assets. Proposed JA and seconded by AL.

Councillors agreed as accurate, the description of the Jubilee Field with Google Map and Land Registry Plan. Proposed by AD and seconded by LJ.

8. To sign off expenditure reports for CIL payments

AD & JA were authorised to sign off the end of year CIL report for 2021/22 and the end of year CIL report for 2022/2023. They will be posted on the website.

9. Items for the agenda of 11th July meeting.

- Our Community Engagement Officer PC Amy Yeldham 1330 from the Halesworth locality, will talk on Crime Prevention and Neighbourhood Watch.
- Revisiting and up-dating remaining Policies, not covered at EGM
- Appointment of councillors, general responsibilities.
- Appointment of councillors with responsibilities, for inspection of physical assets, for regular maintenance.
- The formation of an SPC Employment Committee.
- Agreement for letterhead design by Sue Ashurst.

Thanks were given to Amanda Daniel for all her time spent on the preparation and uploading of documents and figures for the Audit, which can now be presented on time.

The Meeting finished at 9.37pm

Minutes agreed as a true record.....

Amanda S. Daniel

date *29/06/2023*

Vice- Chairman of SPC