

Taverham Parish Council Meeting on Monday 25th June 2018, at Taverham Village Hall, commencing after the Planning Application Committee Meeting, when there were present:

Mr J Pennells in the Chair

Mrs Barrington-Smith
Mrs B Clarke
Mr J Cox
Mr C Ison
Mrs J Latchford
Mrs P Mooney

Mr R Morriss
Mrs S Parkinson
Mr P Savage
Mrs M Temple
Mrs J Tyler
Mr D Wilson

Also present: Clerk and Responsible Financial Officer

111/18 Apologies for absence were received from Mrs Karimi-Ghovanlou and Mr King

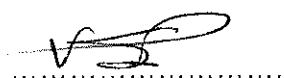
112/18 Declarations of Interest None. Mr Pennells and Mrs Temple reminded the meeting that they were members of the District Council's Standards Committee.

113/18 To receive and approve the Council's accounts for the financial year ended 31st March 2018 The Income & Expenditure Account and Balance Sheet had been copied to Councillors in advance of the Meeting. It was noted that the Agency Services Receipts were nil due to the funds received from Norfolk County Council for verge cutting had been entered into Council's Miscellaneous income. The accounts were approved unanimously and signed by the Chairman and RFO.

114/18 To receive the Internal Audit Report and recommendations for the financial year ended 31st March 2018 The Internal Auditor's 2017/18 report had been copied to Councillors and was formally received by the Meeting. It was noted only minor points had been raised in the report, dated 21st June 2018. The Responsible Financial Officer confirmed passwords are changed twice a year and never written down. There is no formal Procedures Manual, and Edge had been contacted for correction of a transaction when they changed the way the finance system operated and a small fee had been incurred. Further training has been booked for the ILCA course and basic finance training will be provided by the Responsible Financial Officer to the Clerk/Office Administrator as and when time permits. An error was made in paying a contractor twice; this was rectified quickly and easily with the contractor in question. The GDPR is and will continue to cause extra work for the office staff, and cost implications will need to be considered. Councillors should be fully aware of the GDPR and how it impacts the Council and staff. An additional bank account needs to be opened to keep Council funds within the current FSCS limit which has now been increased to £85,000, the Responsible Financial Officer to deal with this as soon as time permits.

115/18 To complete and sign the Annual Governance Statement for the financial year ended 31st March 2018 Councillors responded in the affirmative to each of the questions itemised in the Statement, which was then signed by the Chairman and the Clerk. It was confirmed that a Notice of Electors Rights would be published on the noticeboards and website covering the period 2nd July 2018 to 10th August 2018.

116/18 To complete and sign the Accounting Statements for the financial year ended 31st March 2018 All Councillors had received a copy of the Return and Statement, the Annual Return was approved unanimously and signed by the Chairman and RFO.



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117/18 To confirm Reserves transfers The responsible Financial Officer requested agreement to the following transfers and this proposal was unanimously agreed:-

Streetlighting Structural/Electrical Testing to Streetlight Reserve	£1,500.00
Streetlights Reserve to Council budget for the balance of the streetlight upgrade costs for 2017/18	£12,090.00
Sports Tennis to Tennis Courts Reserve	£1,500.00
Council Allotments to Allotments Reserve	£650.00
Council Skatepark budget to Skatepark Reserve	£816.67
Council Budget to Office Extension Reserve	£5,000.00
Council Budget to Neighbourhood Plan Reserve	£3,556.18
Council Budget to Allotments Reserve	£302.50

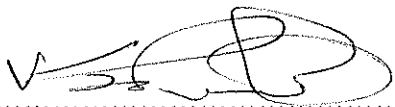
118/18 To confirm the allocation of surplus funds from the 2017/18 financial year The expenditure and income surplus amounts to £5,902.94. The Clerk and Responsible Financial Officer recommends that £2,155 is set aside for works to be carried out following an inspection of the tennis courts lights on Sandy Lane. Following discussions concerning the funding of the proposed Neighbourhood Plan and the low level of Community Safety funds available it was recommended the surplus funds be allocated as follows:-

Tennis Courts Reserve	£2,155.00
Community Safety Reserve	£1,747.94
Neighbourhood Plan Reserve	£2,000.00

The proposal was unanimously agreed.

119/18 To confirm the Notice of Appointment of Date for the Exercise of Public Rights The Notice for the Exercise of Public Rights has been prepared and it was confirmed that this will be placed on the Council noticeboards/website from 29th June 2018.

Signed



Dated 9/7/2018