

BADINGHAM PARISH COUNCIL

Minutes of the Council Meeting held on Thursday 28 April 2022 at 6.30pm

in Badingham Village Hall, Low Street, Badingham IP13 8JT

Members: Cllr. S. Frost (Chair) Cllr. D. Horrocks Cllr. M. Bowe Cllr. T. Mountain

1. **Appointment of the new Clerk/Responsible Finance Officer:** Caroline Emeny was formally appointed as the new Clerk and Responsible Finance Officer.
2. **Apologies for Absence:** Apologies were received and accepted from Cllr Welham.
3. **Pecuniary/Non-Pecuniary Interests:** There were no Pecuniary or Non-Pecuniary Interests declared and no requests for dispensation.
4. **Co-option to Council:** Lisa Sweeney was co-opted onto the Parish Council and signed the Acceptance of Office.
5. **Minutes:** The minutes of the meeting 3rd March 2022 were approved and signed by the Chair.
6. **Public Forum:** There were no members of the public present and no issues had been raised with the Clerk.
7. **Report from County Councillor Stephen Burroughes:** There was no report available. County Cllr Burroughes confirmed his new Locality Budget for 22/23 was live meaning he could fund the £1,000 contribution to the village hall redecoration.
8. **Report from District Councillors Lydia Freeman/Maurice Cook:** East Suffolk Council (ESC) confirm the first batch of £150 energy rebates have been processed meaning nearly 63,000 payments totalling approx. £9.5M have been processed to date for householders on Bands A-D. Every effort is being made to process all due payments asap.
9. **Accounts**
 - a) The clerk presented a list of payments for approval totalling £1532.48. It was unanimously resolved to approve them, and the Chair signed the cover document.
 - b) The Clerk presented the bank reconciliation for the 31st March 2022 which was duly signed by the Chair.
 - c) The Clerk presented the financial statement report of Budget vs. Actual. It was unanimously resolved to approve the proposed Virements as presented.
 - d) The Clerk confirmed the following receipts: The full Precept of £16000 and the £4000 grant for the external improvements to the outside area had been notified by ESC.
10. **Audit:**
 - a) The internal audit report and its contents were approved and noted, all documents having been previously circulated.
 - b) The Annual Governance Statement Sections 1 and 2 were approved and signed by the Chair and Clerk.
 - c) The accounting statements were approved and signed by the Chair and the Clerk.
 - d) It was unanimously resolved to apply for an exemption certificate for an external audit and the Chair and Clerk signed the AGAR Form 2 being the Exemption Certificate.
11. **Bank Account:** There was no further update on the Barclays Bank mandate complaint. It was agreed to send the details to Cllr Sweeney for expediting and resolving the claim. The Clerk had a new mandate for signing by the relevant signatories already held on file by Barclays.
12. **Update on the Village Hall:**
 - a) Cllr Horrocks presented an update on the Village Hall. Expenditure grossly outstripped income, approx. £6700 to 7000 v £2250. Hire fees would have to increase substantially to break even. The loss of the pre-school is the major contributing factor which previously covered the major running costs. The hall is being used 4 out of 5 weekday evenings but rarely on weekends.
The following actions were agreed:
Clerk to put the hall details on the Community Action Village Halls website.
Cllr Sweeney to get some stock photos and flood social media including Facebook with the details to promote the hall for wider use. Any information to be brought to the next Parish Council meeting.

BADINGHAM PARISH COUNCIL

- b) To discuss the application for a grant for a projector and sound system – deferred to the next meeting but Clerk to send the quotes received to all in the interim.
- c) Having received the grant to develop the outside area of the Village Hall, determine next steps – deferred to the next meeting.

STANDING ORDER 3'x' was suspended to allow the meeting to continue for another 30 minutes.

- 13. Pocket Park:** To review the ROSPA report on Pocket Park – deferred to the next meeting in the absence of Cllr Welham. Cllrs Frost and Mountain to meet with Cllr Welham to review the list of outstanding actions. Clerk to investigate new signage.
- 14. Platinum Jubilee Celebrations:** It was agreed to call a Jubilee meeting on 6th May to further discuss the plans for the village. All Councillors to bring two other persons with them. It was agreed the Jubilee celebrations will be held under the auspice of the Parish Council. The Clerk to enquire with our insurers re the beacon. The Chair to send all the official information received to all Councillors. Cllr Bowe agreed to be in charge of the risk assessment.
- 15. Website:** The new website is up and running. The Clerk suggested she be a gatekeeper for any other groups wishing to publish information so we maintain website accessibility requirements. It will take time to learn how to navigate the new site.
- 16. Code of Conduct:** To discuss the new Code of Conduct, its implications and training – deferred until the Clerk has undergone training scheduled for June. All Councillors have been made aware of the new tighter Conduct to be adopted.
- 17. Parish Meeting:** It was agreed that the Annual Parish Meeting (APM) will be held on Friday 20 May at 7pm in the Village Hall. Agenda to be agreed between the Clerk and The Chair.
- 18. Strategic Plan:** To review the strategic plan started at the previous meeting – deferred to the next meeting.
- 19. Motion under the Public Bodies** There were no motions required to exclude the public and press for discussions regarding personnel.

The meeting closed at 8.50 pm.

Caroline Emeny

Clerk and Responsible Financial Officer to Badingham Parish Council