



Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

Minutes from Three Saint South Elmham Parish Council's ANNUAL PARISH MEETING Rumburgh Village Hall Wednesday 16th May 2018 at 7.30pm

Present: John Flatt (Chair), Paul Watkin (Vice Chair), David Lee, James Montagu, Richard Pooley

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: Five Parishioners

1. Chair's Welcome

The Chair welcomed everyone to the meeting.

2. Apologies

County & District Councillor David Ritchie

3. To approve the Minutes of the Meeting held 17th May 2017

The Minutes of the Meeting were confirmed as a true and accurate record and signed by the Chair - proposed unanimously.

4. Matters Arising

From the 2017 minutes; *A parishioner asked if All Saints South Elmham could have entry/exit village road signs on the main road from Wissett.*

A parishioner asked the outcome and was advised WDC was contacted but no action was taken. Clerk to contact WDC again.

Action: Clerk

5. Chairman's End of Year Report

The Chair gave a verbal report. Main points:

- Thanked Councillors' for their time and the Clerk.
- TSPC had received a noticeboard grant of £241 from CC David Ritchie and it's now installed at All Saints and a transparency grant of £120 to maintain the website.
- TSPC was pleased to give grants to Community News of £380 and Rumburgh's Children's party £50.
- This year's new rules for the external audit and General Data Protection Regulations has created extra work for the Clerk.
- TSPC is in a comfortable financial position to maintain all the PC's requirements and is compliant with the Government's current legislation including the transparency code.
- Thanked parishioners (not present) for clearing brambles and drains.

Signed: _____ (Chair)

Date: _____



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6. Responsible Financial Officer's End of Year Report

The RFO gave an End of Year Budget Report and the Year End Balance Report (see report attached). **The Reports were agreed as a true and accurate record – proposed unanimously.**

7. District Councillor's & Councillor's End of Year Report

None sent.

8. To receive Community Reports

None

9. Public Questions

- a) A Councillor asked if the website could produce some statistics. **Action: Clerk**
- b) Parishioners' asked about a container on the common. The Chair advised correspondence had been exchanged and it would be removed soon. **Action: Clerk**
- c) A Parishioner reported the track to his and other houses were full of pot holes. The Chair agreed to scape. **Action: Chair**
- d) A Parishioner had emailed regarding an overgrown Walnut tree growing into BT wires. The Clerk confirmed she was seeking advice over who is responsible. **Action: Clerk**

The meeting ended at 8.35pm

Signed: _____ (Chair)

Date: _____



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Point 7

Three Saints South Elmham Parish Council			
Year ended 31st March 2018			
Receipts and Payments			
2016/17		2017/18	
£ Receipts		£	
3000.00	Precept	3200.00	
626.65	Additional Grants	361.00	
0.00	Cil Payments	0.00	
158.36	VAT Reclaim (will now be claimed)	0.00	
0.34	Business Saver Interest	1.11	
3785.35		3562.11	
Payments			
1145.84	Clerk's Salary	1560.00	
60.00	Clerk's Office Costs	90.00	
42.54	Clerk's Expenses	26.07	
16.00	Training	0.00	
283.37	Insurance	271.90	
127.73	SALC Subscription	131.50	
0.00	Maintenance	0.00	
90.00	Payroll Services	0.00	
16.50	Miscellaneous	0.00	
42.00	Internal Audit Fee	0.00	
68.00	Hall Hire	62.00	
230.00	S137/Donations	631.00	
50.00	Website	50.00	
493.82	CIL Money	0.00	
132.75	VAT on payments	53.61	
-40.00	Cheque 100568 not presented £40.00 - <i>written off</i>	0.00	
2758.55		2876.08	
1026.80	Surplus income over expenditure	686.03	
4527.26	Balance b/f	5554.06	
5554.06	Balance c/f	6240.09	
Balance Sheet			
£ Cash at Bank		£	
4159.07	Current Account	4843.99	
1394.99	Business Saving Account	1396.10	
0.00	Petty Cash	0.00	
0.00	Uncleared cheques	0.00	
5554.06		6240.09	
4581.65	General Fund	1767.68	
672.41	Earmarked Reserves	4472.41	
5254.06		6240.09	
The above statement represents fairly the financial position of the Authority as at 31st March 2018 and reflects its receipts and payments during the year.			
Signed			
	John Flatt - Chair		
Signed			
	Sally Chapman - Responsible Financial Officer		

Signed: _____ (Chair)

Date: _____