

Minutes of Great and Little Gidding Parish Council Meeting

Held on Tuesday 16th October 2018 at Great Gidding Village Hall

PRESENT: Cllrs Jarvis, Hodson, Dear, County Councillor Gardener, Parish Clerk and joined by 2 members of the public

143.18 Chairman welcomed those in attendance.

144.18 To receive apologies and reasons for absence

Cllr Hill Holiday

District Cllr Alban not available

145.18 Member's Declaration of Disclosable interests NONE

146.18 and **151.18** Public and Press participation with respect to items on the Agenda:

Members of the public (SS and MR) offer to organise an event to mark the 100th anniversary of the end of World War 1. They proposed a simple event of poetry/readings/songs, accompanied by food and drink, with the lighting of a beacon in the Village Hall car park. They requested funding for this event from the Parish Council - Councillors (Cllr Hodson proposed and seconded by Cllr Dear) decided an amount of £147 will be available from the Clothes Bank fund, with an additional £275 from Section 137, a total of £422 (TEN licence from Hunts DC will come out of this sum). They would accept offers from those villagers who had responded to the earlier flyer that was sent around the village and would advise all villagers via a flyer. It was agreed that there would be no charge for use of the Village Hall. Cllr Jarvis requested that they submit an action plan as soon as possible.

Clerk will book the Village Hall for 11th November. Member of public left the meeting.

146.18 continued. Cllr Gardener advised that the new Highways engineer is Joseph Hudson. He advised of CambsCC programmes named Stronger for Longer and Stay Well campaign. Also advised that the Fire Authority were seeking to remain separate from the Police and Crime Authority. Cllr Gardener left the meeting.

147.18 Confirm and accept Minutes of previous meeting:

These were accepted and confirmed (Cllr Hodson proposed and Cllr Dear seconded).

148.18 Matters arising from the Minutes of the previous meeting:

Clerk has not yet registered for view only on the Barclays account - Chairman and Clerk will address this as soon as possible.

149.18 Council issues to note:

Training - the Clerk has signed up for CAPALC training in November.

Councillors - the independent internal auditor identified that Councillors needed to attend training sessions. Clerk had been unable to identify useful training so far, auditor had made suggestions to help. A training log sheet will be set up for recording of training sessions attended.

The decision was taken to increase the training budget to £700.

150.18 FINANCIAL MATTERS

Independent Internal Auditor:

a) The report was noted as received.

Matters to be noted from the report:

- Minutes should be sequentially numbered, bound and sent to CambsCC Archives Dept for storage (**Archives are not accepting any documents at present).
 - CAPALC to be asked for advice about HMRC/PAYE/NI etc
 - Updated Register of Interest forms - will be circulated for completion prior to next meeting and added to next agenda.
 - Defibrillator - is owned by the Charity - Lydia James keeps a check on it
 - Policies, Financial Regulations and Standing Orders - update these using CAPALC advice and templates
 - Charity Trustees are Parish Councillors - auditor had been advised of this in an earlier audit and this will remain the same.
 - Village Hall accounts - Clerk will request these from Village Hall Treasurer.
- b) The 2017/18 end of year accounts were approved
- c) The annual return form was checked and approved ready to be sent to the external auditor
- d) CANALBS was appointed as the independent internal auditor for the year end 2018/19

152.18 Payments, as set out in the agenda, were agreed and signed - see spreadsheet for details.

153.18 Correspondence, as set out on the agenda, was noted and no further action taken.

154.18 Items for decisions at next meeting:

- Allocated reserves and budget
- Set the precept for 2019/20
- Register of interest forms for Councillors

155.18 Date of next meeting - Tuesday 20th November at 1930 hours in the Village Hall, Great Gidding.

Meeting closed at 21.38 hours

