

Heveningham Parish Council Minutes

7.30 Wednesday 26th August 2015

1) Attendance Stephen Newby (Chairman), Michael Bryenton, Debra Lankester, Sophie Morphey, Sam Fairs, Kath Cadle (Parish Clerk). (Public) Vickie Milner-Smith, Albert Morphey.

2) Apologies Georgina Lee, Clare Fairs.

3) Minutes of last meeting

4) Minutes agreed and signed

5) Actions followed up from last meeting

K.C. reported that she had been unable to access the light-fitting, to replace the light strip, as a special tool was required, similar to radiator key, but without the usual wings. Mr Lee had thought he may have something appropriate, and D.L. suggested asking Tom Lankester. Walpole Parish Clerk had been emailed for advice, and to suggest what significant costs would be incurred by a small meeting room, but there had been no reply as yet.

D.L. said the BBQ had been postponed due to the atrocious weather and other commitments.

6) Risk Assessment

The Risk assessment was reviewed in March, but had not been minuted, (possibly due to having no light and heat at the March P.C. meeting, so the meeting was curtailed) so the external auditors were querying this. The risk assessment was read through and accepted. All activities must be sanctioned by the P.C. and comply with the Risk Assessment

7) Finance Accounts and audit

The finances had been audited by Lesley Sutton (internal) and B.D.O (external) The Risk Assessment, which was with the Standing Orders and Allotment Forms, had been overlooked by the internal auditor, and therefore had been raised with the external auditors. A reply/explanation had been requested by B.D.O., within 14 days, and had been sent on 12th August, but there had been no reply as yet.

8) Bank and Charity mandates.

The bank required to specifically have the chairman's details and signature, on the mandate. (the Vice- Chairman's did not suffice) in order to change the signatory and to

remove previous signatories. S.N. would provide these, so that the mandate could be processed.

The Charities Commission was simpler, and could be changed. S.N and M.B. volunteered to be signatories, and this was accepted by the P.C.

9) Volunteer work

It was pointed out that all voluntary work must be sanctioned by the P.C. and must comply with the Risk Assessment. S.N. had received a letter querying if petrol costs could be claimed for work done by volunteers. The letter had queried if allotment fund could be used. V.M-S. explained that the allotment funds were being used by a worker dealing with the allotment edges etc, and that there were no funds remaining. It was agreed that petrol could be purchased for the mower. This would not apply to any work done on C. of E. land. D.L. pointed out that Tom Lnkester did not claim and was also covered by his own insurance. D.L. suggested that, as clearing the Recreation Ground was beyond the capabilities of volunteers, an approach might be made to Heveningham Hall for a project donation.

K.C. confirmed that no communication was being received from Heveningham Hall at all, although other villages and the Parish Church had been contacted recently. K.C. thought the person who dealt with this (Ann Clark?) had been ill, but would contact Sue Seabon, another Heveningham Hall contact, about this.

10) Allotments

V.M-S. reported that after early delays, signatures and fees had been obtained for allotment holders. There was some concern about overgrown plots. The council suggested that, after a reasonable wait, if the users did not comply, plots should be put forward for re-allocation.

11) Cheques to be minuted

P.C.'s salary (25th September)

P.C.'s expenses (25th September) K.C pointed out that expenses were only claimed for printer ink, and that stationary, all other charges, telephone calls etc had been donated.

P.C.'s tax to HMCR (5th October)

Internal Auditor's fee

A cheque had been received from EON for the wayleave

12) A.O.B.

K.C. had received a letter saying that M.P. Therese Coffey would visit on Wednesday 2nd September, and would meet villagers at 17.10-17.20, outside the church.

Heveningham Parish Website. S.M. reported that she had recreated the website, as the original site that she created last year, had been not as user-friendly. She had added the draft minutes to the site . <http://heveningham.wix.com/heveninghamparish>

S.F. queried if any costs had been found for putting facilities into the Parish Church.

D.L. had seen one example, where toilets had been added to a church. The cost had been £68,000.

S.N. reported that he had received a resignation letter (25th August) from the Parish Clerk as she would need to be away from the village for several weeks in future. Her contract required a month's notice. K.C. said she would contact Mandy Spurgeon at Suffolk Coastal and would continue to organise the paperwork etc during any transition.

14) Next meeting 7.30 Wednesday 25th November

15) Meeting closed 20.20