



Heveningham Parish Council

Minutes of the **Council Meeting** held on **Wednesday 7th June 2017** at 7.00 pm
At Hill Farm, Heveningham

Members: Cllr. S. Newby Cllr. S. Fairs Cllr. D. Lankester
Cllr. S Morphey Cllr. C. Fairs Cllr. G. Lee
Cllr. S Sillis
Also present: K. Forster - Clerk to the Council

18/17 Apologies for Absence

Apologies from Cllrs. Sillis and Lee. Cllr. Newby was absent

19/17 Declarations of Interest & Dispensations

There were no declarations of interest.

20/17 Minutes from the Previous Meetings.

Minutes of the meeting of the AGM and parish meeting of 24th May 2017 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and they were duly signed by the Chairman.**

21/17 Internal Auditor Report

The internal auditor report that had been previously circulated was reviewed. Council noted the following items:

- a) In the Risk Assessment section it was stated that Data Protection Registration had not been made. This was an error. The Clerk has forwarded the invoice detail to the Auditor.
- b) The Auditor recommended that the Allotments should be included in the asset register. It is thought that this land is part of Bell Meadow and that all of this land should be included in the asset register. Cllr. Lankester is to research the deeds and titles and to organise a valuation of the land. **NOTED**
- c) The Auditor asked if the Council is a sole trustee or a custodian of the Recreation Ground and Childrens Playground Charity. The Clerk has established that the council is the Custodian.
- d) The Auditor noted that the AGM for 2016 had been held in April not May. The Clerk said that she had not been aware at that time of the requirement for a May date however this had now been resolved.

There being no further comments **it was unanimously RESOLVED that the Internal Report is accepted.**

22/17 Annual Governance Statement 2016/17

The Chairman read the statements of the annual governance statement 2016/17 and council agreed with each. **It was unanimously RESOLVED that the Annual Governance statements are correct.** The Chairman and the Clerk duly signed the form.

23/17 Annual Accounts Statements 2016/17

The R & P accounts had been previously circulated. There were no questions. **It was unanimously RESOLVED that the accounts statements are accepted.** The Chairman and the Responsible Finance Officer duly signed the form.

Meeting closed at 7.20 pm
Next meeting Wednesday 26th July 7.30 pm
At Hill Farm

NOTE – CHANGE IN VENUE

Karen Forster

Clerk to Heveningham Parish Council

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