TACOLNESTON PARISH COUNCIL

Minutes of the ordinary meeting of Tacolneston Parish Council on Wednesday 21st April 2021 at 7 pm Via Zoom.

Present: Cllr R McClenning (Chairman), Cllrs Gulliver (Vice-chair), K. Darrell, T. Gowing, and E. Taylor.
Cllrs Taylor & Darrell are standing in as Acting RFO & Joint acting clerk.
District Councillor B. Duffin & 1 members of the public.

	Minute Ref No:
1. **To consider accepting apologies for absence** Apologies were received and accepted from County Cllr B. Spratt	21/001
2. **To receive declarations of interest and requests for dispensations (previously notified to the clerk) from members on any items to be discussed.** None were received	21/002
3. **Public Participation.** a) District Cllr Duffin reported that he hoped to have more information by May 7th on the Village Cluster Housing Allocations Plan (VCHAP) consultation. b) No matters of concern were raised by members of the public.21/003	21/003
4. **To approve and sign the minutes of the parish council meeting held on 10th March 2021.** Having been circulated to the council prior to the meeting, it was proposed by Cllr Pincher, seconded by Cllr Gulliver and agreed by all, except Cllr Hooper, who had not been present, that the Minutes of the 10th of March 2021 were approved as a correct record.	21/004
5. **To appoint the Internal Auditor.** It was proposed by Cllr Darrell, seconded by Cllr Pincher and agreed by all that Mrs. Anne Barnes be appointed internal auditor in respect of the accounts for the year ended March 2021. It was noted that this would be the 2nd to last year Mrs. Barnes would be available for this job.	21/005
6. **To receive the Minutes and Terms of Reference for the Media and Communication Subcommittee meeting held on 9th April.** These had been circulated to the council prior to the meeting. Cllr Hooper raised two questions. Question 1: Is it a committee or a sub-committee? it was agreed that it is a	21/006

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committee and not a sub-committee, apologies were made regarding the typographic error. Question 2:
Was this committee open to all? It was clarified that all members were entitled to attend this committee meeting.

7. **To adopt updated Financial Regulations.** 21/007

The Financial Regulations and associated Financial Risk Assessment had been circulated to the council prior to the meeting. Cllr Taylor explained the substantive changes to these documents.
Cllr Taylor also reported that she was updating the Asset Register to reflect the recent acquisition of the BT phone box. She was thanked for all the hard work contributed to updating policies. Cllr Hooper proposed that the updated Financial Regulations and Financial Risk Assessment be adopted. This proposal was seconded by Cllr Gulliver and agreed by all.

8. **To adopt updated Standing Orders.** 21/008

The updated Standing Orders had been circulated to the council prior to the meeting and the substantive changes were highlighted as those necessary to comply with legislation concerning meetings held by Zoom (indicated by purple dots), the Local Authority Police and Crime Panels (highlighted in yellow) and the Restrictions on Councillor Activities. Cllr Darrell proposed that the updated Standing Orders by adopted. This proposal was seconded by Cllr Gulliver and agreed by all.

9. **To agree schedule to review policies.** 21/009

The schedule to review policies had been circulated to the council prior to the meeting and it was proposed by Cllr Pincher that this be agreed. This proposal was seconded by Cllr Gulliver and agreed by all.

10. **To confirm the adoption of the phone box from BT.** 21/010

The old phone box has now been acquired from British Telecom and there is no record of them making any allowance for repairs. It was agreed that the parishioners would be invited at the Annual Parish Meeting to share their views on how the old phone box should be used by the community. The repairs to the phone box will be an item for the next parish Council agenda. The joint acting clerks both agreed that the current email account for the parish is not user friendly and it was agreed to take up the suggestion from NALC to use a '.gov.uk' email account instead, this to be a task for the new clerk.

11 **Any planning matters.** 21/011

The planning portal had been checked prior to the meeting. It was reported that no new planning applications had been received. Cllr Duffin said he will keep the parish council updated on the Fields.

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12 **To note current balances and any financial matters.** 21/012

These had been reported;
Barclays Current Account £6,342.76
Held by Nationwide £3,084.13
VAT reclaim in process £3,513.63

AGAR training, had been undertaken by Cllr Taylor, since the last meeting, the invoice had been circulated. It was proposed to pay NALC £30 (£5 of which is VAT) by Cllr Pincher, seconded by Cllr Gowing and agreed by all.

Payee	Detail	Net	Vat	Gross
NALC	AGAR Training	£25.00	£5.00	£30.00

13 **To confirm the date of the AGM & Annual Parish Meeting as 19th May 2021.** 21/013

All agreed this.

14 **To exclude the press and public to discuss HR matters. A new Zoom link was issued.** 21/014

Cllr Duffin and one member of the public left the meeting at this point.

15 **Appointment of new clerk.** 21/015

It was reported that, now the references had been received, Mr. Dan Wickham had been selected by the interview panel and would be in post from 1st May this year. The interview panel was thanked for their contribution.

The meeting ended at 19:56

Signed: Date: 26/5/21