



Stoke by Clare

Parish Council

Minutes of an Additional Meeting of Stoke by Clare Parish Council held at 5.00pm on Monday 29th September 2023 at Mayberry House, Upper Green, Stoke by Clare

Present

Parish Councillors:

G Dadd (Chairman)	R McKenny
J Blake James (Vice Chairman)	K Nichols
J Kiddy	P Vincent

Also present:

Judith Dignum Parish Clerk and Responsible Financial Officer

Apologies for absence: Cllrs K Richardson and M Rushbrook (West Suffolk Council)

1. Chairman's Welcome and Apologies for Absence

The Chairman welcomed those present and apologies for absence were received.

2. Declarations of Interest

None.

3. Internal Audit and AGAR

The Council received and considered the report of the Internal Auditor for the financial year to 31 March 2023. The Clerk presented a draft action plan to address the issues identified in the report. This was agreed with some amendments for circulation to members, with progress updates to be presented at every meeting of the Council pending completion of all actions.

The following additional issues and actions arose from consideration of the report:

- Action would be taken to implement online banking.
- The format of the Cashbook would be amended to allow the recording of periodic bank reconciliations.
- Regarding the potential implementation of secure email addresses for Parish Councillors, Members expressed a strong preference for continuing with existing practice. This was on the grounds that managing a single email address reduced the risk of important issues being overlooked.
- Concerning parish council contact details, it was agreed to continue publishing a single contact telephone number in The Record and to include a reference to the Stoke by Clare Community Facebook page on the noticeboard.
- A link to information about Members' Interests published on the West Suffolk Council website would be added to the Parish Council website.

Resolved:

1. That the Internal Audit report for the financial year ending 31 March 2023 be formally accepted.

2. That, subject to completion of the amendments to the financial statements required by the Internal Auditor, circulation of the revised version to councillors, and completion of the period for the exercise of public rights, the AGAR be approved for submission to the Council's external auditors.
3. That the period for the exercise of public rights be set for the 30 days from Monday 2 October 2023, or as soon as possible thereafter.

4. Payments

Accounts for payment in the sum of £1,604.15 were authorised, as set out in an appendix to these minutes, and cheques signed accordingly.

The Council acknowledged the excellent work done to refurbish the village sign and recorded sincere thanks to Cllr Vincent, Bell Landscapes and all who had contributed. It was agreed to add the sign to the Asset Register.

The meeting closed at 6.00pm.

Signed.....

Chairman
19 October 2023

Appendix

**Stoke by Clare Parish Council
Accounts for Payment Authorisation, 29 September 2023**

AUTHORISED

	Cheque No	To Whom	Amount £	Authorised
1.	597	Community Heartbeat Trust – support contract for defibrillator to 01/10/24	162.00	29/09/23
2.	598	Bell Landscapes Ltd – repairs to village sign	591.00	“
3.	599	Playdale Playgrounds Ltd – repairs to roundabout	851.15	“
		TOTAL	£1,604.15	