**ALBY WITH THWAITE PARISH COUNCIL**

Minutes of the Parish Council Meeting held on 24 May 2017 at 7.30 pm

at Alby Horse Shoes Inn, Cromer Road, Erpingham, NR11 7E

**Present:** Chairman Barry Fitzpatrick, Vice Chairman Will Cutts,

Councillors James Buchan and Stephen Jordan

Clerk Rosalyn Dawson

 **Members of the public/Visitors**

**1. Apologies for Absence:** Councillors William Mellor and Christine Yeomans

**2 Declarations of interest for items on the Agenda:** None

**2(a) Internal Audit Report:** Items ‘B’ (Financial Regulations) and ‘I’ (Bank Reconciliations) identified as requiring improvement were accepted and the internal auditors report was agreed.

**3. Annual Return for the year 31.3.17**

The Annual Governance Statement (S1) and Accounting Statements (S2) were agreed and signed by the Chairman.

**4. Subscription to NALC**

It was agreed to renew the annual subscription of £98.03 to NALC and a cheque for this amount was raised.

**5. Clerk’s Contract of Employment**

This was being finalised but the matter of inclusion in the Clerk’s Job Description and Title – that of Responsible Financial Officer (RFO) had arisen. The internal auditor had highlighted that undertaking the accounting for the Parish Council was the discipline of an RFO. The Chairman stated that the Clerk had undertaken the duties satisfactorily and that RFO should be included in the Clerk’s title. He asked Councillors for their consideration on this and they unanimously agreed.

**6. Public Participation**

The Chairman announced that Steven Wade had resigned as Councillor and a thank you for his past valuable contribution to the Parish Council was acknowledged. There was no other participation.

**7. Date and time for the next Parish Council Meeting:**

Councillor James Buchan requested that meeting dates for the year be agreed and diarised in advance and he considered only 4 meetings each year was necessary. The Chairman said this is a matter which should be raised at a full assembly of Councillors.

**8. The meeting closed at 8.45pm**