**ALBY WITH THWAITE PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Wednesday 21 March 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, Stephen Jordan, Christine Yeomans, Alistair MacKinnon and Sheila Goodley

Clerk Rosalyn Dawson

1. **Members of the public**
2. **Questions from members of the public:**

A member of the public queried this item. It was explained that the opportunity to ask questions had been included in the Parish Council’s standing orders.

**2. Apologies for Absence: None**

**3. Minutes of Parish Council Meeting on 21 February 2018**

Agreed subject to Item 4, ‘Matters Arising’ (Item 11 on the previous Agenda).

**4. Matters arising:**

 Councillor MacKinnon reported that his attempt to resolve the car parking difficulties had been unsuccessful. The Council agreed to review its options.

**5. Declarations of interest for items on the Agenda:** None

**6. Statement of Accounts @ 28.2.18**

 **(i)** The Clerk reported the following:

Community a/c balance @ 28.2.18 £3,264.33

 Income: Interest .04p

 Expenditure: Clerk’s Salary - £357.00

 Stationary - £64.57

 Good Councillor Guide - £3.49

 Premium a/c current balance: £252.26

 **£3,516.59**

 **(ii)** The Clerk presented a spreadsheet showing the financial position. This will be attached to the Minutes as an addendum. The Clerk asked if a Member, each time they were presented, would check the figures in the accounts against the balances on the bank statements and initial for accuracy. This was highlighted in the previous audit. Councillor Yeomans offered her services and this was accepted.

The figures in the accounts were unanimously agreed by the Council.

 The Clerks salary and expenses was presented to the Council for agreement. Councillor MacKinnon reported that a member of the public was expressing some concern at the level of cost for administration. The Clerk responded saying the previous Clerks salary was included in this year’s figures and also extra documents had been composed: The Complaints Procedure, The Standing Order and presently the Financial Regulations and she considered the administration would level off once the Council was legally compliant. Councillors accepted this explanation and the Clerk’s salary and stationery expenses were unanimously agreed.

**(iii)** The Clerk advised that the ‘present year end actual and projection summary’ would be presented at the next meeting.

 **7. Signatories for Cheques, Standing Orders, etc**

James Buchan announced he would relinquished his role as a Signatory. Councillor Yeomans offered her services and Councillors unanimously agreed.

**8. Clerk’s Contract of Employment**

Subject to two queries from the Clerk concerning Annual Leave and sick pay. The two matters were resolved and Councillors collectively agreed the contract.

**9. Grant from the Transparency Fund**

An application for funding from the Transparency Fund had been successful. The sum awarded on this occasion was £290.63 and including the previous funding, the maximum grant was awarded. The Chairman thanked the Clerk for her efforts in making the application.

**10. Public Participation:**

Members of the public reported the following:

That horse hoof marks had been seen on Thwaite Common and queried if horse riding was permitted.

That the Holl Road footpath sign was missing normally sited near the entrance to Middle Cottage. **The Clerk to contact Highways.**

**12. Date and time of next meeting:**

 **To be arranged for a date in May.**

The meeting closed at 21.15 hours

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