

## HESSETT PARISH COUNCIL

An **Extra-Ordinary Meeting** of Hessett Parish Council took place on Wednesday, 1<sup>st</sup> June 2016 at 7.30pm in the Village Hall to discuss the RFO's position and agreement on how he will take over his role, a proposal to adopt the appendices of section 3 of the Standing Orders and a discussion on the Internal Audit Report and External Audit forms.

Present: Cllrs Michael Poulter (chairman) Linda Dixey (vice chairman), Graham Baully, Andrew Pearson, Colin Hawes, Lynn Heymoz, Marcus Sanders and David Dixey (RFO).

**1/2** - The Chairman opened the meeting with no declaration of interest giving apologies from County Councillor Penny Otton & District Cllr Esther Jewson.

**3** - Chairman requested a proposal to send the RFO onto a training course which Cllr Hawes agreed, seconded by Cllr Dixey with all Cllrs in favour.

**4** - The Chairman also requested a proposal for the cost of which £25 plus VAT for the RFO to attend a training course which Cllr Pearson agreed, seconded by Cllr Baully with all Cllrs in favour. RFO to write cheque (number 100819).

**5** - A discussion took place on how the RFO will be compensated for any costs he may incur in his duties. Cllr Pearson put a proposal forward that the RFO should be offered a temporary contract of 4 months at a salary scale point of £7,544 per hr based on 4 hours a week. Cllr Baully seconded this proposal pointing out that the pay structure and meetings would suit better if done for 2 meetings. It was also agreed that any expenses should be claimed in a similar way to the clerk's. This along with the clerk's hours should then be reviewed during that time and a compromise arrived at as the duties evolve which was unanimously agreed.

### **6 – Model Job Description**

#### **Responsible Finance Officer (RFO)**

The RFO will be responsible for all the financial records of the Council and the careful administration of its finances. The RFO will be expected to;

- Keep a record of the council's receipts and payments.
- Reconcile and balance the Council's accounts regularly.
- Ensure bank accounts are reconciled with the council's accounts on a monthly basis.
- Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are authorised correctly.

So Signed by the Chairman at the Meeting of 4<sup>th</sup> July 2016

- To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- Monitor and report income and expenditure against budget.
- Manage the council's payroll, including making payments to HMRC for PAYE and National Insurance.
- Prepare VAT returns.
- Prepare, in conjunction with councillors and the clerk, the annual budget and precept request.
- Produce year-end accounts to be presented to the council.
- Prepare the annual return, and present to council.
- Prepare all necessary accounts and documents to be sent to the internal and external auditors.
- Ensure statutory notices relating to the accounts and audit are prepared and made public as required.
- Ensure the council reviews the effectiveness of internal audit and internal controls on annually.
- Ensure that the council's risk management is sound.
- Maintain the council's register of assets.
- Report to council, as required, on the financial position of the council
- Keep abreast of legal and other requirements for sound local council financial management
- Attend training courses on the work and role of the RFO as required by the Council.

To complete other tasks as required by the council

David proposed the foregoing, seconded by the Chairman and signed with all Cllrs in agreement.

Chairman suggested we all need to go through it and make your own comments.

**7 -** Chairman read out the Protocol for section 3 of Standing Orders for the filming/recording etc at Meetings of the Council or Committees issued by SALC – *A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.*

So Signed by the Chairman at the Meeting of 4<sup>th</sup> July 2016

## Hessett Parish Council

### Protocol for the Reporting at Meetings of the Council or Committees

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session.
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.
3. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chairman.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:

So Signed by the Chairman at the Meeting of 4<sup>th</sup> July 2016

- Moving outside designated public areas
  - Excessive noise during debate
  - Intrusive lighting and use of flash photography
  - Asking people to repeat for the purpose of recording
  - Failure to observe this protocol
12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
13. Recording and reporting the council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.
14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.
16. Generally, archived recordings made by the Council will be available on request.

Chairman proposed we adopt this procedure, seconded by Vice Chairman with all Cllrs in agreement.

**8** – Chairman stated that in principle all Cllrs have agreed to accept Paul Bird's quotation for grass cutting/grounds maintenance and that we have given the contract to him. He asked if he can have a proposal to minute this which came from Cllr Pearson , seconded by Cllr Baully with all Cllrs being in favour of.

*"We are happy to enclose a quotation for grass cutting work for Hessett Parish Council for the 2016 season.*

*Our quotation is £62.00 + VAT (in accordance with the map supplied), based on at least fortnightly cutting in high growth periods. Our price for monthly flailing of the footpath behind the church is £34.97 + VAT per cut. VAT is charged at the standard rate. This price remains the same as last year (2015).*

So Signed by the Chairman at the Meeting of 4<sup>th</sup> July 2016

*If drought conditions ensue, grass cutting will cease until such a time when growth re-occurs."*

9 – David Dixey (RFO) read through the various points raised in the Internal Audit report where lengthy discussions took place. Chairman pointed out that although the Parish Council is allowed to pay for the upkeep of the church, all donations made in the past are incorrect and possibly illegal. David to make further enquiries when he goes to the Book-keeping & Accountancy Course and to ask how we go about adopting these as a report. Chairman stated that Standing Orders need re-writing. David is going to send to all a draft copy of the Financial Regulations. Chairman asked for a proposal to adopt the Internal Audit report which was received from Cllr Hawes, seconded by Cllr Sanders with all Cllrs in agreement.

See attached appendices 'Internal Audit Report'

10 – Lengthy discussions took place with the end of year finances 2015/16 relating to the findings of the Internal Report. All cheque payments to be minuted and random payments signed for. We need to comply with the Financial Regulations which need to be rewritten. It was noted that the Balance Sheet and Receipts & Payment figures for this year end were correct. It was proposed by Cllr Pearson that these accounts should be signed. This was seconded by Cllr Heymoz and duly signed by the Chairman and Clerk. The asset list needs to be rewritten to include the cost of installation. Insurance cover needs to be done annually – we should be obtaining quotations.

Hessell Parish Council

BALANCE SHEET AS AT 31st MARCH 2016

	2014/2015	2015/2016	2014/2015	2015/2016
£ 8,092.02	Balance B/Fwd at 1st April	£ 8,199.30		
£ 10,227.20	And Total Receipts	£ 9,951.54	£ 8,199.30	Community Account
£ 18,319.22		£ 18,150.84		£ 9,775.84
£ 10,119.92	Less Payments	£ 8,375.00		
£ 8,199.30	Balance C/Fwd at 31 March	£ 9,775.84	£ 8,199.30	

Signed:   
Chairman

Date: 16/7/16

Signed:   
Responsible Financial Officer

Date: 15/7/2016



- (b) March Draft Minutes – These minutes should have ‘Rougham Estate’ removed from them (6c) and a copy of the revised 2016/17 Budget added as an Appendices.
- (c) Barclays Bank – Business Savings Account – this has been opened with Chairman and Cllr Dixey as signatories.
- (d) Training Courses – The Chairman has asked the RFO to ascertain what are appropriate training courses which the Parish Council can legally pay for.
- (e) Minutes – We have to ensure that all that is discussed is minuted. All pages in the minutes have to have a signature and date box and any papers discussed must be added as an appendices.
- (f) S106 Money (£1237.40) Outdoor Sports. Cllr Sanders requested that he could ask villagers for suggestions on equipment they would like to see at the Big Lunch & Open Farm event on Sunday 5<sup>th</sup> June. Clerk to clarify what specific equipment can be purchased
- (g) Play Area Meeting has been arranged for 13<sup>th</sup> June at 7.30pm.
- (h) Cllr Heymoz asked if there had been a solution to the placing of the Village Hall sign on nearby fence. Cllr Dixey to make enquiries with the Committee.
- (i) Cllr Hawes requested that we contact MSDC relating to the parking of a caravan in the car park opposite the Green. Clerk to look into.
- (j) Cllr Bauly gave thanks to the Chairman, Vice Chairman & RFO for the input they had given into updating the Parish Council’s procedures.

The meeting was concluded at 9.30pm with thanks from the Chairman.