

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL  
Minutes of the meeting held Monday 9 April 2018 at the Riverside Centre

Present: Councillors Ian Norman, Ian Tayler, Rosemary Conibeer, Gordon Gilbert, Richard Ayres, Jill Pass, Tim Plant

Apologies: Councillor Andrew Reid (SCC)

Did not attend: Councillor Carol Poulter (SCDC)

In attendance: Parish clerk Debbi Tayler

**35/18 Apologies**

Apologies were received from Councillor Reid (SCC).

**36/18 Declarations of Interest**

There were no declarations of interest.

**37/18 Minutes of meeting held 12 March 2018**

The minutes of the last meeting were unanimously approved and signed.

It was agreed the clerk will report the state of the pavement at the entrance to the service station as this is badly broken up.

Councillor Norman expressed his thanks to Viviane Garland for her service to the parish council. The casual vacancy created by her resignation has been advertised on the council noticeboards and website, the clerk will advertise it in the parish magazine.

**38/18 Questions from the public**

There were no questions from the public.

**39/18 Reports from County and District Councillors**

No reports were received.

**40/18 Clerk's Report**

The correspondence log was circulated.

The clerk advised she has received several requests for donations. As agreed at a previous meeting these will be retained until later in the year when a decision on them will be made.

**41/18 RFO's report**

The current and end of financial year bank balance in Barclays Bank is £3141.84.

There were four invoices for approval.

		Legal power
Clerk's salary	175.42	LGA 1972 s.112
PAYE Month 11	43.80	LGA 1972 s.112
Village maintenance	372.00	LGA 1972 s.111
SALC subscription	136.29	LGA 1972 s.111

The invoices were all approved. The balance in the account is now £2414.33. There was one receipt of £230.95 from HMRC in respect of a VAT refund.

**42/18 AGAR 2017/18 Certificate of Exemption**

The clerk explained that small authorities with income and expenditure of less than £25,000 in the year 2017/18 who meet the criteria set out may sign a Certificate of Exemption and thus not have an external audit. The council unanimously agreed that the criteria were met and that an external audit was not necessary. The Certificate of Exemption was signed and will be forwarded to the external auditor.

The AGAR must still be completed and published on the council's website as well as the Exercise of Elector's Rights.

**43/18 AGAR 2017/18**

The clerk explained that advice has been received from SALC and that the AGAR does not have to be signed prior to the internal audit being carried out. In fact the Governance Statement cannot be signed before the internal audit is conducted. As the Accounting Statement must be signed after the Governance Statement it makes sense to delay council approval of the AGAR until the internal audit has been conducted which is scheduled for w/c 21 May 2018.

**44/18 Emergency Plan**

The clerk presented information from Benhall and Sternfield Parish Council's website which explains their emergency procedures. It was agreed that at the June meeting there will be a discussion about what should go in the emergency box, the clerk will check what other parish councils have in their boxes and Councillor Ayres will prepare a draft list. Councillor Plant will find out from Dick Plant if the Riverside Centre has the facility for a generator.

**45/18 Reports from external meetings**

Councillor Ayres had attended a workshop for Emergency Rest Centres, his points were covered in the previous item.

**46/18 Items for future meetings**

The next meeting is the parish council AGM and the Annual Parish Meeting. The first item of business at the AGM is the election of the chair, the clerk asked that any nominations be sent to her. The clerk will invite the Riverside Centre, Parochial Church Council and Alde Valley Lunch Club to attend the APM and give their annual reports.

Date of next meeting 14 May.

The meeting was closed at 20.31.

Signed.....Date: \_\_\_\_\_