

Over Norton parish Council- Minutes

A meeting of the Over Norton Parish Council was held at the Over Norton Village Hall on

Thursday 22nd June 2023 at 7.30pm.

The following persons were present: -

Cllr G Pashley, Chairman

Cllr M Harrison

Cllr S Llewellyn

Cllr R Harris

Mrs K Llewellyn, Parish Clerk

44/23 Agree minutes of the meeting held on 11th May 2023 - Agreed

45/23 Public participation - None

46/23 Apologies for absence- Cllr Westerman not present

47/23 Declarations of interest - None

48/23 Receipt of internal auditor's report- received

49/23 Recommendations of internal auditor's report-

The recommendations from the internal auditor were noted, and the following actions agreed:

- A note will be added to the minutes to indicate who approved payments/signed the cheques
- Standing orders/financial regulations will be reviewed in May
- Legal powers will be recorded on invoices
- Cllr Llewellyn will convert all previous minutes on the website to accessible pdfs and will upload all future minutes in this format
- Review date will be added to the risk assessment
- Bank balances will be provided at each meeting
- S137 will be added to relevant payments in the minutes and a column will be added to the accounts
- We will add a separate income and expenditure columns on the next budget
- Actual vs budget figures will be presented
- Precept request amount will be included in the minutes in future not just agreement of the precept.
- Cllr Pashley has been appointed to check accounts at the end of year before being approved by council next year.

- Cllr Llewellyn will add a list of councillor responsibilities to individual names on the website (Play area & website- Cllr Llewellyn, Paths- Cllr Harrison, Dog waste bins- Cllr Harris).
- Clerk will look into ICO and find cost etc
- Clerk will present, data protection, retention and disposal of documents policies for council to consider
- Public notice dates will be included in the minutes as well as displayed

50/23 signing of section 1 of AGAR- signed

51/23 signing of section 2 of AGAR- signed

52/23 dates of notice of exercise of public rights – 26th June 2023 – 04th August 2023 approved

53/23 Finance – Clerk to find out if we are allowed to pay for the trees to be cut. Clerk to look into who is able to help get the trees cut.

Cheques signed by Cllr Pashley and Cllr Harrison;

- £175- Kopyrite
- £132- Lisa Wilkinson (internal audit)
- £514.99- Thomas Fox
- £514.99- Thomas Fox

Clerk to Email regarding invoices for the play area grass cutting and ask for a cut.

Cllr Pashley to ask for a quote for overgrowth to be cut

54/23 Any other business- None

55/23 Date of Next Meeting- 27th July 2023