



## North Tuddenham Parish Council

### Minutes of the Extraordinary Parish Council Meeting held on Wednesday 30<sup>th</sup> June 2021 at 7pm at North Tuddenham Village Hall

#### 1.0 Chairman's Opening Remarks

The Chairman welcomed Cllrs to this Extraordinary Meeting essentially to administer the AGAR for 2020-21

#### 2.0 Apologies for Absence – None – All present

#### 3.0 Declarations of Interest – None – No conflictory Agenda Items

#### 4.0 Public Session – No public in attendance

#### 5.0 Finance

##### 5.1 To receive and consider the Internal Auditor's Report and Recommendations

Cllrs reviewed the Internal Auditors Report (previously circulated) and **NOTED** its Recommendations. The Report was considered robust and a vote of thanks was tendered to the RFO for his professional practise. **PROPOSED**: Cllr Baxter; **SECONDED**: Cllr Stapleton. It was unanimously **AGREED** that the Report be accepted by the Council.

##### 5.2 To agree the Council's Exemption Status in line with criteria for 2020-21

Cllr Baxter **PROPOSED** the Council had met the qualifications for Exemption Status in accordance with the criteria set out in the Guidance for the 2020/21 AGAR Return ie gross expenditure and gross income does not exceed 25K. **SECONDED** by Cllr Stapleton. Unanimously **AGREED**.

##### 5.3 To agree and sign the Annual Governance Statement & Accountability Return (AGAR): accounting statements and Exemption Certificate, and agree its submission to PKF Littlejohn (the external auditor), and the arrangements for the posting of the notices regarding the public's right to inspect the accounts

The Annual Governance Statement and Accounting Statements (previously circulated) were reviewed for completeness and accuracy and it was **PROPOSED** by Cllr Baxter that the Council formally **AGREE** the Documents; **SECONDED**: Cllr Stapleton. **AGREED** unanimously by Cllrs. Cllrs unanimously **AGREED** that Officers sign the Annual Governance Statement and the Exemption Certificate in its agreed format. RFO to email Page 3 (Exemption Certificate) to PKF Littlejohn after the meeting and Clerk to post the AGAR return on the Parish Council Website in order to comply with 30<sup>th</sup> June 2021 deadline.

The Notice of Public Right to Access forms have been published on the Website and on village Noticeboards where possible – the period for inspection runs from 1<sup>st</sup> July – 11<sup>th</sup> August 2021. **NOTED**. Clerk to circulate all completed documentation to Cllrs for completeness.

Clerk to North Tuddenham Parish Council: [clerk.norhtuddenham@gmail.com](mailto:clerk.norhtuddenham@gmail.com)

<https://north-tuddenham-parish-council.norfolkparishes.gov.uk/>



## North Tuddenham Parish Council

- 5.4 To agree to pay Internal Auditor's Invoice - £30.00 – Cllr Baxter **PROPOSED** the Council pay the Auditor's Account – **SECONDED**: Cllr Stapleton – All **AGREED**. Clerk to post cheque asap.

### 6.0 Planning

- 6.1 To receive and consider any new planning applications  
**3PL/2021/0852/HOU – Meadow Barn, Low Road, North Tuddenham** – Proposed cart lodge and driveway layout- Cllrs **NOTED** some works had begun already to driveway but it was **AGREED** unanimously not to raise any objection to the Application – Clerk to upload **No Objection** comment to portal by 1<sup>st</sup> July 2021 deadline.

- 7.0 To confirm the date and time of the next ordinary Parish Council Meeting as Tuesday 13<sup>th</sup> July 2021 – **7.30pm** - at North Tuddenham Village Hall – please note slightly later start time to that originally published.

The meeting closed at 7.30pm with no further matters arising.

Clerk to North Tuddenham Parish Council: [clerk.norhtuddenham@gmail.com](mailto:clerk.norhtuddenham@gmail.com)

<https://north-tuddenham-parish-council.norfolkparishes.gov.uk/>