

Notes from Fillingham Parish Meeting

AGM Monday, 14th May 2018

1. **In attendance:** Margaret O'Grady (Chair), Peter O'Grady (Vice-chair), Glenn Cargill (RFO), Vicky Cargill (Assistant RFO), Dawn Greetham (Clerk) and three parishioners.
2. **Apologies for absence:** Zoe Rampley, Naomi McGregor-Smith, PCSO Julie McFaul, Cllr Roger Pattison, Geoff Burton.
3. **Notices of Interest:** None.
4. **AGM:** Representatives of the Parish Meeting were re-appointed unanimously for the year as follows, Margaret O'Grady (Chair), Peter O'Grady (Vice Chair), Dawn Greetham (Clerk). Glenn Cargill and Vicky Cargill were appointed as the new Responsible Financial Officer and Assistant Financial Officer respectively.
5. **Annual Review of formal documents:** The Code of Conduct was circulated to the meeting. It was agreed unanimously that the following documents will be brought to the next meeting (4th June) for approval: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessments, Freedom of Information and documentation required for GDPR. Glenn will take responsibility for the Asset Register from June. It was agreed that the insured sum specified in the insurance policy be revised in light of the playground equipment. Margaret to review.
6. **Minutes of the last meeting held on 9th April 2018:** These were approved unanimously and signed.
7. **Matters arising:** Black cable on High Street, BT Openreach informed work now completed.
8. **Reports:**
 - I. Police: There are no incidents to report.
 - II. Finance: Glenn circulated the new and exciting Fillingham Parish Account Report (FPAR) to all in attendance. Money held from various events was paid in to the Parish account awaiting the Village Hall account to the sum of £392.21. A further installment was received further to damage to the Village Hall £60.70 and a small grant from WLDC was also received for Village Hall insulation, £500. Payments were made for Village Hall Maintenance £1740, FireStop £105.24, LALC membership £41.74 and for additional insulation to the Village Hall £600. The new account for the Village Hall is in the process of being opened. Peter reported that the records for the Annual Governance and Accountability Report (AGAR) has now been completed and that:
 - a) The Internal Audit has been carried out with no findings.
 - b) The Certificate of Exemption has been completed to confirm income and expenditure for the year were below £25,000 and therefore the Parish Meeting will submit this to PKF Littlejohn.
 - c) The Governance Statement was brought to the meeting and approved for the financial year ending 31st March 2018.
 - d) The Accounting Statements were brought to the meeting and approved for the financial year ending 31st March 2018.
 - e) The completed documentation will now be posted on the Parish Meeting website. Thanks were expressed to Peter, Michael and Glenn for their work in completing the accounts.
 - III. Village Hall Report: The works to the exterior of the hall have now been completed with a new soak away and telescopic airflow installed. There is also increased insulation to the roof. A grant of £2,500 has been approved from IGAS for the dry lining to the walls pending match funding. The Parish has been successful in reaching the second round for the Screwfix grant and the Parish is hopeful that this will raise sufficient funds for the dry lining. A grant application has also been sent to Tesco. The windows in the hall are in need of repair and Margaret will obtain quotes. The damp proofing to the hall was also inspected and found to be in good condition, therefore the deposit (cheque) for £108 was returned uncashed. It was advised to install an access panel to the flooring when the dry lining work has commenced. The Vintage Tea raised £180.16 after costs, from which it was agreed unanimously that a donation of £100 be forwarded to the RAF Benevolent Fund, the remainder to be put towards the maintenance of the village hall.
 - IV. Playground: Weekly inspections are carried out and Margaret is awaiting a date for the independent annual inspection.
9. **Correspondence:**

- I.** Invoices received: One invoice from Jupp-Foard as above which was signed for payment.
 - II.** GDPR information: Peter informed the Parish of the GDP requirements and will bring the necessary policies and documentation to the next meeting for discussion.
 - III.** Tree Preservation Order: There are TPO's in place for trees bordering The Old Rectory and bordering the main road of the village. Appeals may be registered with WLDC on their website.
- 10. Parish/District/county matters:** Due to time constraints, it was agreed to suspend any other items on the agenda until the next meeting (4th June).
- 11. Dates of next meetings:** 4th June, 2nd July, no meeting in August, 3rd September, 1st October, 1st November, 3rd December 2018.

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