

## Minutes of the extraordinary meeting of Fressingfield Parish Council

held at The old Chapel, Craftfield Road on  
Tuesday, 9<sup>th</sup> July 2024 - starting at 7pm.

Present: Stuart Balmer, Hilary Day, Garry Deeks, Cindy Engel, Tom Lindsay, Di Warne (C),  
Rachel Troughton

In attendance: Odile Wladon (Locum Clerk), Andy Parris (Finance)

Item Ref	Minute
1.	<b>Welcome and Introductions</b> The Chair welcomed all to the meeting.
2.	<b>Apologies for absence</b> Councillors received apologies from Nick Stolls, Councillors resolved to approve the reasons for absence received.
3.	<b>Declaration of interests</b> The following declarations of interested were noted: none
4.	<b>Declarations of lobbying</b> The following lobbying relating to agenda items was noted: none
5.	<b>Public Forum:</b> No comments or questions were received
6.	<b>Appointment of temporary personnel</b>
6.01	Councillors resolved to appoint Andy Parris as Acting RFO who will also manage the Cemetery in the interim.
6.02	SALC have been approached regarding appointing a Locum Clerk – they have advised that there is no one available at present.
6.03	Councillors resolved that Di Warne would minute meetings, this will be unpaid. All councillors to help with issues as they arise.
7.	<b>Clerk vacancy</b> Councillors resolved that the roles of Clerk and RFO will be split and advertised separately. If the right candidate comes forward, both roles can be offered to the same applicant.
8.	<b>Finance</b>
8.01	Councillors resolved to approve Finance Committee's terms of reference.
8.02	Councillors noted that the Financial Regulations have been updated and will be reviewed at the next Finance Committee meeting before approval by Full Council.
8.03	Procedure for staff performance review -Councillors agreed that the Chair of the Council and Chair of Finance Committee will undertake the Clerk/RFO review. The caretaker will be reviewed by Chair of the Council.
8.04	Councillors reviewed the first quarter receipts and payments. It was noted that there were no forecast overspends on expenditure items.

8.05	Councillors reviewed the CIL budget plan noting the income in April 2024 of £22,155 and that another payment is due in October 2024. Suffolk Highways have advised that the Council's contribution to new road signs is £4261.
8.06	Councillors reviewed a grant application for £1020 for The Fressingfield Shed. Councillors resolved to release the budgeted donation of £875 and that this is topped up with a grant of £145. The Charity will be advised how the funds were allocated. Councillors further resolved to release all budgeted donations.
8.07	<p>Councillors resolved to increase cemetery fees as follows:  Exclusive Right of Burial £150  Interments:  a) Still born child or children under 18 years of age: no charge  b) Person over 18: £110  c) Cremated remains: £80  Further interment in a grave for which an exclusive right of burial  a) Still born child or children under 18 years of age: no charge  b) Person over 18 years of age: £70  c) Cremated remains: £40  Monuments  1. Headstone - £50  2. Horizontal - £50  3. Ledger - £50  4. Tablet - £50  5. Vase - £50  6. Additional inscription - £30</p> <p>Additional comment: The 100% increase will be waived if Fressingfield was the usual place of residence prior to the resident entering care.</p>
8.08	<p>Councillors noted the Internal Audit report and considered the following:</p> <ul style="list-style-type: none"> <li>• New Financial Regulations are under review.</li> <li>• S.137 donation to CAB recommended that s.142 is used for this.</li> <li>• Budget – Councillors noted that the comment on p8 identified that the budget was set, with the figures being shown in the budget schedule.</li> <li>• General reserves – the level of reserves will be reviewed by Finance Committee.</li> <li>• Annual audit letter – this will be noted at an appropriate Council meeting.</li> <li>• Review information available on the website, to ensure all financial information is published.</li> <li>• Model Publication Scheme – Councillors noted that a review of the publication scheme was required.</li> <li>• Gov.uk – Councillors noted that the email accounts are being prepared.</li> </ul>
8.09	Councillors reviewed and resolved to approve the payments and receipts as per the reconciliation statement attached to the minutes, these figures reconcile back to the bank statements. An internal transfer of £6700 was noted.

8.10	Councillors resolved to appoint SALC to undertake payroll services for the Council.
8.11	Councillors resolved to immediately purchase Scribe professional accounts at £35 per month plus an initial £299 set up fee. Councillors also resolved that should the new RFO require more assistance, then the premium package will be purchased.
9.	Dates and management of meetings for July, August and September were agreed as follows: 16 <sup>th</sup> July 2024 August – no meeting 3 <sup>rd</sup> September 2024

Meeting closed at: 8.52pm

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

DRAFT