

12th May 2020

MELTON CONSTABLE PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB
01263 587755 / 07754 885750 **clerkmeltonpc@gmail.com**

MINUTES of the Melton Constable Parish Council meeting held on 12th May 2020 7.30pm via Zoom (online)

Present: S Unsworth D Carter
S Meacock E Smith
A Crawford K Cotgrove (Clerk)
0 members of the public

3238 Apologies for Absence

Apologies were accepted for Cllr Cox, District Cllr Brown and County Cllr Aquarone.

3239 Declarations of Interest

None.

3240 To declare the Parish Council exempt from external audit in 2019-20

The Parish Council's income and expenditure in 2019-20 were both under the £25,000 threshold. Therefore, on a PROPOSAL by Cllr Meacock, SECONDED by Cllr Smith, it was AGREED to declare the Parish Council exempt from external audit. The Certificate of Exemption was signed.

3241 To receive the Internal Audit report and recommendations

The Internal Auditor's report was noted, and recommendations accepted.

3242 To approve and sign the Annual Governance Statement 2019-20

On a PROPOSAL by Cllr Crawford, SECONDED by Cllr Meacock, the Annual Governance Statement was APPROVED and signed.

3243 To approve and sign the Accounting Statements 2019-20

On a PROPOSAL by Cllr Carter, SECONDED by Cllr Smith, the Accounting Statements were APPROVED and signed.

3244 To approve an internal auditor for 2020-21

It was AGREED to appoint Jo Boxall to carry out the internal audit in 2020-21.

3245 Any other urgent business for information only

Cllr Crawford has received correspondence from a Parishioner regarding a felled tree on the edge of the industrial estate. The Clerk has also received an email and a telephone call regarding this, and has reported it to North Norfolk District Council's Planning Enforcement department. Enforcement have confirmed that they were notified by the landowner as the tree was leaning, and are happy with the work carried out.

(iii) Receipts – The Following receipt was noted:

3246 Date and time of next meeting

Tuesday 9th June 2020, 7:30pm. Either in the Country Club, or online, current situation allowing.

19:42: Meeting Closed

Clerk Chair Dated