

## Minutes of Suffield Parish Council AGM held on 7<sup>th</sup> May 2019

### Present

Cllr Mary Edmonds - Chairperson  
Cllr Patrick Mutimer  
Cllr Jack Almey  
Cllr Morag Neeld  
Cllr Helen Almey  
Cllr Louisa Inglis  
Cllr Caroline Brett  
Cllr David Hawkins

Clerk Wendy Murphy

1. No Apologies were received
2. Patrick Mutimer was elected as chairman, nominated by Caroline Brett and 2<sup>nd</sup> by Helen Almey. All in favour. Patrick thanked Mary for all her hard work as chairman over the past years and she wished everybody luck and left the meeting. Caroline Brett was elected as Vice Chairman, nominated by Patrick Mutimer and 2<sup>nd</sup> by Louisa Inglis. All in favour.
3. Declarations of acceptance of office were signed and passed back to Wendy who will send off to North Norfolk District Council.
4. It was agreed that Jack Almey would look after Footpaths and highways. Wendy Murphy will look after financial plans and web site and all other responsibilities would be kept the same.
5. The minutes were approved for Parish Council AGM 1/5/18 and Council Meeting 5/5/19
6. There were no declarations of interest
7. Wendy confirmed that her name was wrong on the last minutes and this was changed. Jack Almey will get in contact with highways to discuss a slowdown sign at Keepers Cottage
8. There was not public participation
9. The Accounting statement was approved for the year ending 31<sup>st</sup> March 2019
  - a. The balance of the account was noted as £7010.96
  - b. Payments to authorise M Anderson-Dungar £35.00, Indigo Waste £18.00, Came & Company £294.17
  - c. AGAR Exemption form 2018/2019 was signed
  - d. Financial targets and plans for forthcoming year were discussed. Wendy confirmed that she had had an audit completed and signed off.

10. Correspondence was received from Lisa and Chris Skeels regarding a war memorial, Wendy will send an email to the Vicar for him to look into this.
11. Wendy asked if she could change the website and not renew NALC membership but look to go with Norfolk Parish Training. This was agreed, Wendy will look into using other website providers. There is a window screen behind the Bottle Bank, Helen Almey will arrange for this to be removed. Helen Almey confirmed that the footpath sign that is on Bells Farm has been moved – Wendy will send a letter to ask for this to be re-instated.
12. Meeting closed at 20.30 next meeting was arranged for 3<sup>rd</sup> September at 7.30PM