

**Minutes of the Meeting of Sustead Parish Council
Held on Wednesday 5th May 2021 at 7:00pm
Via Zoom (online).**

PRESENT: Mr. A. Fell (AF) (Chairman)
Mrs. A Williams (AW) (Vice Chairman)
Mrs. J Thorne (JT)
Ms. M Bowland (MB)
Ms. P Howell (PH)
Mrs. Kirsty Cotgrove (Clerk)
Two members of the public was present

21/14. (i) Election of Chairman for 2021/22

AF was proposed by PH, seconded by JT, all agreed. The declaration of office will be signed in the presence of the Clerk.

(ii) Election of Vice Chairman for 2021/22

MB was proposed by AW, seconded by AF, all agreed. The declaration of office will be signed in the presence of the Clerk.

21/15. Apologies: Apologies were accepted for.

21/16. Declarations of interest and dispensations to speak: None.

21/17. The Minutes of the last meeting: Minutes from the meeting held on 8th February 2021 were agreed and signed off as a true record.

21/18. (i) To declare the Parish Council exempt from external audit in 2020-21

As the payments and receipts in 2020-21 were under £25,000, it was agreed to declare the Parish Council exempt from external audit (prop. AW, sec. JT, all agreed). The certificate of exemption was signed.

(ii) To receive the internal auditor's report and discuss its findings

The report was received, and its recommendations were noted.

(iii) To approve the Annual Governance Statement 2020-21

The Annual Governance Statement was approved and signed (prop. PH, sec. AF, all agreed).

(iv) To approve the Accounting Statements 2020-21

The Accounting Statements were approved and signed (prop. MB, sec. JT, all agreed).

(v) To approve an internal auditor for 2021-22

It was agreed to appoint Jo Boxall as internal auditor for 2021-22 (prop. JT, sec. AW, all agreed).

21/19. Finances

(i) To approve the current position

The cash book was distributed prior to the meeting.

(ii) To approve the following payments

The following payments were approved:

J Boxall – internal audit	£30.00
NALC – annual subscription	£131.71
K Cotgrove – May salary	£242.60
HMRC – May tax	£7.40

21/20. Any other business, for information: AF has decided not to rent the Village Hall. He will try to get the grass cut before leaving. He advised that the building is too damp, and requires maintenance. AW & MB are going to go in and have a look and try to obtain some quotes. It was noted that there are two vacancies currently. Councillors will arrange a date for a Parish litter pick.

21/21. Date of next meeting: Monday 9th August, 7:30pm, in the Village Hall.

Meeting closed at 7:14pm.

Signed

Date