



STANSFIELD PARISH COUNCIL

Locum Clerk: David Lines
e: clerk@stansfield-pc.gov.uk
p: to be advised

Minutes of the Extraordinary Parish Council Meeting held on Monday 19th June 2023

23.06.01

Present: Cllrs. R Barnes (Chairman), Pallett, P. Barnes and Slater,
the Locum Clerk and two members of the public.

1. **Welcome** - the Chairman welcomed everyone to the meeting and advised that it would be recorded.

2. **RECEIVED and APPROVED - apologies for absence from Cllrs. Ball, Corlett and Spillett.**

Best wishes were sent to Cllr. Corlett for a full and speedy recovery

Declarations of interest - NONE

Declarations of Interest Dispensations - NONE

3. **APPROVED** - the Minutes of the Annual Meeting of the Council held on **17th May 2023** (previously circulated) as a true and accurate record.

4. **Election of the Vice Chair to the Parish Council** – it was **RESOLVED** unanimously to elect **Cllr. Andrew Pallett** as Vice Chairman of the Parish Council

5. **Public Forum** – discussion revolved around the Community Engagement group and the reintroduction of the Community Speed Watch (2 sites identified). ANPR cameras mentioned as an alternative.
Agreed to be agenda items at the next meeting

6. **End of Year Financial Reports**

RECEIVED and APPROVED - the Annual Financial Reports, including the Bank Reconciliation of 31st March 2023.

7. **Annual Governance and Accountability Return (AGAR)**

a) **APPROVED** - the Internal Audit Report for 2022/2023 and the recommendations therein.

b) **APPROVED and SIGNED** - the Annual Governance Report for 2022/2023.

c) **APPROVED and SIGNED** - the Accounting Statements for 2022/2023.

d) **RESOLVED** – that the Council, meeting the criteria, wishes to claim Exemption for External Audit for FY22/23

8. **Planning and Development**

To **CONSIDER** any planning applications received by the Council for comment, including those received after the publication of this agenda - **NONE**.

9. **RFO Report**

a. **APPROVED** - the following list of payments. It was **AGREED** to cancel the EE Mobile service.

15 June 2023 (2023-2024)

Stansfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
27 Website	15/06/2023		Barclays current acco		Website (new)	Aubergine	S	849.00	169.80	1,018.80
28 Emptying of dog bins	15/06/2023		Barclays current acco		Emptying of dog bins	West Suffolk Council	E	91.52		91.52
29 Internal audit fees	15/06/2023		Barclays current acco		Internal audit fee	Suffolk Association of Local C	S	169.00	33.80	202.80
32 Locum Fees	15/06/2023		Barclays current acco		Locum Fees	Town and Parish Advisory Se	X	596.00		596.00
30 Email monthly fees	15/06/2023		Barclays current acco		Email - Microsoft Exchange Pla	Force36 IT Consultants	S	25.20	5.04	30.24
31 Email monthly fees	15/06/2023		Barclays current acco		Email - Microsoft Exchange Pla	Force36 IT Consultants	S	28.80	5.76	34.56
34 EE Mobile subscription	15/06/2023		Barclays current acco		Phone costs	EE mobile	S	19.99	4.00	23.99
35 EE Mobile subscription	15/06/2023		Barclays current acco		Phone costs	EE mobile	S	19.99	4.00	23.99
33 EE Mobile subscription	15/06/2023		Barclays current acco		Phone costs	EE mobile	S	17.48	3.50	20.98
Total								1,816.98	225.90	2,042.88

b. **RESOLVED** - to open a bank account with Unity Trust Bank (see addendum) and **CONFIRMED** that **Cllrs. P. Barnes, R. Barnes, Corlett and Slater** shall be the signatories to the account, with the Locum Clerk's authority restricted to "View" and "Submit".

10. **CONFIRMED** - the date of the next meeting as **Monday 17th July 2023** at 7.00 pm in the Village Hall.

The Chairman closed the meeting at 7.38 pm

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Addendum re Irem 9b) – Resolution to open an account with Unity Trust Bank

Your resolution

- We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening Terms and Conditions (<https://www.unity.co.uk/terms-and-conditions/>).
- We accept Unity's Terms and Conditions (<https://www.unity.co.uk/terms-and-conditions/>) and appoint them as our Bankers.
- We acknowledge that Unity's Terms and Conditions (<https://www.unity.co.uk/terms-and-conditions/>) may vary from time to time and we agree to be bound by them.
- We will provide Unity with instructions and changes in line with the mandate.
- Unity should rely on this Mandate until we send future amends.
- We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.
- We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

Tick here to agree to the resolution

Your telephone and Internet Banking declaration

- I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- I/We agree to use the Internet Banking Service in accordance with the Terms and Conditions (<https://www.unity.co.uk/terms-and-conditions/>).
- The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.
- The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
- Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

Tick here to agree to this declaration

Your declaration

- I/We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
- I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
- I/We confirm that we have read the Terms and Conditions (<https://www.unity.co.uk/terms-and-conditions/>) and Privacy Statement (<https://www.unity.co.uk/privacy-statement/>) and acknowledge that we will be bound by them.

Tick here to agree to this declaration