

- (c) The Council's Bank Reconciliation 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (d) The Council's Asset Register 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (e) The AGAR Section 1 Governance Statement 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (f) The AGAR Section 1 Explanation of Negative Responses 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (g) The AGAR Section 2 Accounting Statements 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (h) The AGAR Section 2 Explanation of Variances 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (i) The AGAR Part 2 Certificate of Exemption 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (j) The Parish Clerk confirmed that he would make arrangements to publish the required suite of documents on the Council's web site by 1 July 2019 in order to comply with the Transparency Code. The Parish Clerk confirmed that the external auditor small authority exemption submission would also be made by the same time.
- (k) Members noted the Barclays Bank Community account balance of £4,239.44 and the Business Premium account balance of £1,051.70 as at 31 May 2019.
- (l) As Responsible Financial Officer, the Parish Clerk requested a change to the Barclays Bank correspondence address to assist with access to future bank statements. Members agreed to postpone these matters until the next meeting following the conclusion of the employee/employer probation period.
- (m) The Parish Clerk confirmed that he had taken on the role to include the formalities of the year end preparations for 2018/19 with a start date of 1 April 2019 which had required 43 hours' work to be carried out during the first ten weeks. He was therefore concerned that the allocation of two hours per week was insufficient. The Parish Clerk was requested to provide details of his working hours until the day of the meeting. Members agreed that the Parish Clerk should make savings in future weeks and that this matter would be considered further at the next meeting.
- (n) Following discussion of payment of the Parish Clerk's hours, Members agreed not to make a donation to East Anglia's Children's Hospices.
- (o) Following discussion of payment of the Parish Clerk's hours, Members agreed not to make a donation to Suffolk Accident Rescue Service.
- (p) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£378.47) and Suffolk Association of Local Councils for the Internal Audit (2018/19) (£117.60). These payments were approved by Members.

7. Governance

- (a) The Parish Clerk confirmed that Cllr Thornton had completed a Declaration of Acceptance form in advance of the meeting.
- (b) Members agreed that Cllr Owers would need to complete the MS DC Register of Interests as soon as possible.

*M.ZQ 3/12/2019*