

**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD ON
24 MARCH 2022 AT 6.30 p.m. AT ST CATHERINE'S CHURCH
PETTAUGH**

Those present: Councillor Belinda Bulsing, Councillor Stephen Rowe and Councillor Esther Thornton.

1. **Apologies and note of Absences.** Apologies were received from Councillor Margaret Marlow and Councillor Andy Corrigan. Their absence was approved. Councillor Stephen Rowe was elected as chairperson for the meeting.

2. **To receive any Declarations of Interest, Pecuniary and Non-Pecuniary.** None.

3. **To review Financial Statements.** The Councillors confirmed that there has been no change since 23 March 2022.

- 3a. **To consider current requests for payment.** None.

- 3b. **To consider whether to make a charitable donation and agree the beneficiary/ies.**
Councillor Belinda Bulsing reported that £100 has been allocated in the council's budget for this purpose. After detailed discussion it was decided to defer this item to the next meeting of the Parish Council so that Councillor Margaret Marlow and Councillor Andy Corrigan may also contribute to any decision on this issue.

4. **Public participation session - None.**

5. **To review Risk Register prepared for the year end 31 March 2022 together with a review of the Parish Council Insurance Policy and agree any actions –** The Councillors reviewed the items on the council's risk register and considered each of the risks identified. The Councillors agreed that an additional item, the risk of losing the Notice Board should be added to the Risk Register. Councillor Stephen Rowe (Chair) proposed and Councillor Esther Thornton seconded the motion which was carried unanimously. Councillor Belinda Bulsing reported that no cost figure was available for the insurance for 2023/24 yet. It is anticipated that the current insurance cost will increase. Councillor Belinda Bulsing agreed to follow this up and report back to the council once a figure is available.

6. **To review the Asset Register prepared for the year end 31 March 2022 together with a review of the Parish Council's insurance policy and agree any actions –** The Councillors considered the items on the Asset Register and it was agreed that the register was correct

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and up to date. Councillor Esther Thornton proposed to approve the Asset Register and Councillor Stephen Rowe (Chair) seconded it. It was carried unanimously.

7. To discuss and agree date for Parish Meeting of the Parish (between 1 March and 1 June) – The Councillors agreed to hold the Parish Meeting on Tuesday 24 May 2022 at 6.30pm at St Catherine's Church Pettaugh. It was also agreed to invite to the parish meeting County Councillor Matthew Hicks, District Councillor Suzie Morley and Suffolk Police and Crime Commissioner Tim Passmore.

8. To discuss and agree date for Annual Meeting of the Parish Council (May) - The Councillors agreed to hold the annual meeting of the parish council on Tuesday 31 May 2022 at 6.30pm at St Catherine's Church Pettaugh.

9. To review GDPR arrangements – The Councillors considered the current GDPR arrangements in place. Councillor Stephen Rowe (Chair) agreed to remain the council's Data Control Officer.

10. To report on VAT reclaim- Councillor Belinda Bulsing reported that a VAT reclaim application was made on behalf of the council to HMRC on-line.

11. To discuss and agree any items on the agenda for the Parish Council Meeting on 23 March which were not concluded due to constraints of time – None.

12. Any other business – None.

13. To agree the next date for the next Parish Council Meeting – 14 April 2022 at 6.30pm.

The meeting closed at 7.28p.m.

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