

# COTTON PARISH COUNCIL

## Minutes of the full Council meeting held on 12 July 2023 held in Cotton Village Hall

**Councillors Present:** Sarah Wenban (SW) (Chairman), Paul Howlett (PH) (Vice Chairman), Peter Gibbs (PG), Trevor Woods (TW), Sue Pushman (SP) and Jacob Stringer (JS).

**In Attendance :** David Rayner (DR) (Cotton Parish Clerk) and Andrew Stringer (AS) (District Councilor) joined later.

120723/01 **Apologies for absence:** Beryl Ellis (BE) was absent but not unexpected as it was made clear at the previous meeting that this was a short notice meeting.

120723/02 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

120723/03 **Minutes of previous meetings:** The minutes of the meetings held on 10 May 2023, 14 June 2023 and 7 July 2023 were approved by the councillors as true records of the decisions made. The council also went through the minutes of the Annual Parish Meeting, noting all the follow up points. These minutes will be presented to the Annual Parish Meeting in May next year for acceptance and signature.

120723/04 **Finance:** The councillors unanimously approved the financial position at 31 March 2023.

120723/05 SW was authorised by the council to sign the AGAR report on page 3, Certificate of Exemption, and page 6, Section 2 Accounting Statements.

120723/06 PH asked if the finance information could be sent to councillors in Excel format rather than in PDF as its easier to check in Excel. DR is going to amend the workbook and will send round in Excel format and only convert to PDF when agreed by councillors.

120723/07 Councillors authorised SW to sign the CIL return for the year ended 31 March 2023.

120723/08 Councillors discussed the asset register at 31 March 2023. DR pointed out the opening balance of the asset register agreed to the closing figure from the 2021/22 AGAR return, and with the addition of the notice board purchased and the removal of two parish maps marked as removed in 2021/22 with the resulting figure being

Signed: *Sarah Wenban*

Date: **13/09/2023**

shown on the 2022/23 AGAR return. SW was duly authorised to sign the asset register.

120723/09 PH left the meeting.

120723/10 Councillors approved the following payments to be made:

	<b>Payee</b>	<b>Description</b>	<b>£</b>
120723/11	Donation	For first aid training	100.00
120723/12	Bacton 89 FC	Support regarding pitch at Cotton Village Hall	200.00
120723/13	Cotton Village Hall	Rent of hall for meeting	13.50
120723/14	MSDC	Dog and litter bin emptying for 2023/24	215.18
120723/15	David Rayner	Clerk's salary for June	256.97
120723/16	David Rayner	Clerk's salary for July	252.97

120723/17 Authorisation has been given for the payment of SALC's invoice for web hosting when it becomes due.

120723/18 **Matters for a future agenda:** Policy reviews and website revamp for September.

120723/19 **Next meeting:** Councillors were advised that the next meeting is scheduled for 13 September.

120723/20 The Chairman closed the meeting at 19:53.