

Nacton Parish Council

Minutes of an extraordinary meeting on Wednesday 28 June 2021 starting at 10.30am

Present:

Parish councillors: Cllr B Hunt (Chairman), Cllr J Leeder, Cllr P Warner

Mrs C Lucas (Clerk)

Agenda Item	Context/Discussion	Actions and Decisions
16. AGAR	The 6 points raised by the auditor as action plans and actions were: • 1) Update the clerk contact details for Information Commissioner Office – to be done by the clerk • 2) Publish website accessibility statement – clerk to forward information to Rob Giles • 3) Clerk to confirm with HMRC re operating procedures • 4) Clerk to ensure compliance with Pensions • 5) Schedule of invoices and items of income need to be listed in the minutes – clerk will ensure this is done going forward • 6) Some invoices not signed - due to originals from April - Sept not being found. New ones were printed, but not signed. One off problem associated with Covid and clerk handover The report highlighted:	

	The finances were all sound and there was no problem found with reconciling the balance. The AGAR was read and signed by the Chairman and has now been submitted.	
17. Annual cheques	The clerk to organise the following annual payments: - Community Council - Churchyard - Village Hall - ICO	
19. SALC AGM	Clerk to send reminder and zoom details to councillors regarding SALC AGM	
20. Parish matters	To add to agenda for meeting on 28th July - Festival of Suffolk - VAR (battery issue)	