

ANNUAL ACCOUNTS AND AUDIT

From: cwcl@btinternet.com <cwcl@btinternet.com>

Sent: 13 July 2020 11:19

To: Tim Papworth <Tim@fpapworth.co.uk>; 'Neil Thrush' <jasminecot@aol.com>

Subject: annual audit

Morning Tim and Neil

I have just completed all the annual paperwork and have arranged to drop it off to Maria to do the audit on it. Would you be happy for me to just circulate via email with comments to be sent back asap within the week after Maria has audited and for Tim to sign after the week is up? I then have to advertise the fact that the accounts are available for inspection. We have never had anyone inspect so I think that this approach is acceptable.

Kind regards, Christine

Morning Christine,

Yes happy with your suggestion 😊

Kind Regards Tim

Tim Papworth,

EXMINUTES23072020

The audited accounts were circulated to all councillors by email. They were asked to notify the Clerk of their approval or otherwise. The following responses were received:-

Chairman Tim Papworth – approved – email

Cllr Neil Thrush – approved – email

Cllr. Syd Arksey – approved – email

Cllr. John Newstead – approved – email

Cllr. Des Fern – no response

Cllr. Mike Pepperell – no response

Cllr. John Gouldsmith – approved - phone

The Certificate of Exemption was signed by the Chairman and was emailed to sba@pfk-littlejohn.co.uk, the external auditors, on 24th July 2020.

The accounts were subsequently signed by the Chairman on 27th July 2020

Signed _____

Dated _____

INSURANCE

From: cwcl@btinternet.com <cwcl@btinternet.com>

Sent: 11 April 2020 16:11

To: 'Neil Thrush' <jasminecot@aol.com>; Tim Papworth <Tim@lfpapworth.co.uk>

Subject: RE: New Regulations and Guidance regarding Remote Meetings and the Postponement of Local Elections

The next 'urgent' matter for me to deal with is the annual insurance renewal which is due at the beginning of June. I am thinking maybe just renew for a further year with Zurich because of the current situation not sure how I would get on with getting 3 quotes etc. and that this needs to be put to the councillors. Thoughts please.

Kind regards, Christine

I agree Christine, in these exceptional times I think you should notify the councillors of the intention and then renew the insurance with Zurich.

Kind Regards Tim

Tim Papworth,

Insurance cover was renewed with Zurich at a cost of £351.34 and will expire on 31st May 2021

Signed _____

Dated _____

MANAGEMENT OF MEETINGS DURING COVID19

from: Covid19 Townandparishcouncil <Covid19.Townandparishcouncil@north-norfolk.gov.uk>

Sent: 09 April 2020 12:20

To: Emma Denny <Emma.Denny@north-norfolk.gov.uk>

Cc: Cllr. Sarah Bütikofer <Sarah.Butikofer@north-norfolk.gov.uk>; Emma Duncan

<Emma.Duncan@north-norfolk.gov.uk>; Joe Ferrari <Joe.Ferrari@north-norfolk.gov.uk>

Subject: New Regulations and Guidance regarding Remote Meetings and the Postponement of Local Elections

Dear Clerk

The Ministry of Housing, Communities and Local Government has asked District Councils to notify all the Town and Parish councils within their area of the emergency legislation that has been introduced to enable the holding of remote meetings and the postponement of local elections. Those of you who represent councils that are members of NALC will have received an update and accompanying guidance on this already. For those of you that do not belong to a representative body, I am attaching a summary of the legislation to this email. If you want to find out more information about the legislation it can be accessed here:

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>.

You will notice that this email is being sent to you from a new email address set up by the District Council specifically to communicate with our town and parish councils during this challenging time. The Leader of the Council, Sarah Butikofer, will be in touch with you all later on today to let you know more about how we will be keeping you informed on key issues over the coming weeks.

Kind regards

Emma Denny

Democratic Services Manager

Covid19 Townandparishcouncil

-----Original Message-----

To: 'Tim Papworth' <Tim@lfpapworth.co.uk>; 'jasminecot' <jasminecot@aol.com>

Sent: Thu, 9 Apr 2020 16:04

Subject: FW: New Regulations and Guidance regarding Remote Meetings and the Postponement of Local Elections

Tim/Neil

Please read the above attachment. I would suggest in line with the new regulations, that we do not hold an AGM this year or the ordinary meeting that usually follows and hopefully hold the next ordinary meeting in August as we would normally do. The accounts audit has been postponed until September so they can be signed off at the August meeting. Hopefully you will both agree. I will put a notice up on the noticeboard and the website to this effect. I will also circulate the decision to all other parish councillors. What date, towards end of August do you suggest for the ordinary meeting. The next AGM will be in May 2021.

Kind regards, Christine

From: Neil Thrush <jasminecot@aol.com>

Sent: 10 April 2020 08:32

To: cwcl@btinternet.com; Tim@lfpapworth.co.uk

Subject: Re: New Regulations and Guidance regarding Remote Meetings and the Postponement of Local Elections

Good Morning to you both

I agree that it is sensible to delay the next meeting until August given the current situation. I am sure we might have a roller coaster ride yet about the freedom of movement until with some certainty the pandemic is under control. In August we have to avoid the third Tuesday because of the bird fanciers meeting then its either the 25th or stick with the 11th as scheduled.

I would suggest we carry on circulating matters that need attention as we have been doing so in the meantime and where necessary email other councillors as appropriate.

Kindest regards

Neil

From: Felmingham PC <cwcl@btinternet.com>

Sent: 15 April 2020 11:02

To: Tim Papworth <Tim@lfpapworth.co.uk>; Neil Thrush <jasminecot@aol.com>; winebasket@yahoo.com; desfern71@gmail.com; hjr.newstead@gmail.com; 'Syd Arksey' <sydarksey@gmail.com>

Subject: Parish Council Business

Dear everyone

Please see the above notice which has been placed in the parish noticeboard. Given the restrictions being placed on us all and the recently released legislation regarding Covid19, the AGM and ordinary meeting that usually follows have been cancelled. In the light of this pandemic it has been assumed that the Chairman, Vice Chairman and Councillors will continue for a further year.

The only urgent pieces of business are the renewal of the Parish Council insurance and the annual accounts.

The Chairman has agreed that the Annual insurance will be renewed for a further year with Zurich rather than trying to get quotes out of companies who are all rather stretched and are difficult to do business with in the current climate.

The annual accounts will be drawn up as usual, but will not be submitted to the Parish Council until the August meeting. The Annual audit that has to be done has been delayed until September by government and so we will have time to do this later than normal.

These courses of action have both been approved by the Chairman and Vice Chairman.

I have printed a copy of this email and the notice and posted through John Gouldsmith's letterbox.

Please can you all reply to this email, showing your agreement (hopefully) to these actions so that I have an audit trail.

Stay safe everyone,

Kind regards, Christine Westlake
Felmingham Parish Clerk

Sent from [Mail](#) for Windows 10

Thanks Christine 😊

staysafe

Kind Regards Tim

Tim Papworth,

From: Felmingham PC <cwcl@btinternet.com>

Sent: 13 May 2020 11:14

To: Tim Papworth <Tim@lfpapworth.co.uk>; Neil Thrush <jasminecot@aol.com>;
desfern71@gmail.com; 'Syd Arksey' <sydarksey@gmail.com>; hjr.newstead@gmail.com;
winebasket@yahoo.com; john.timewell@norfolk.gov.uk; gregorishous@hotmail.com

Subject: Felmingham Parish Council meeting minutes 14th Jan 2020

Dear all,

Please find attached, the minutes of the previous meeting which seems a very long time ago. Since this meeting we were hit with Covid19 and it was decided to cancel the meeting that was to be held on 12th May to protect our councillors and their families. Any urgent business will still be dealt with and Parish Councillors will be involved in any decisions to be made remotely. In the meantime stay safe and hopefully we will be able to hold out next meeting scheduled in August.

Kind regards Christine, Felmingham Parish Clerk.

Sent from [Mail](#) for Windows 10

Signed _____

Dated _____