

Chair: Sandra Clarke  
Vice Chair: Angela Lambard  
Parish Clerk: Stephen Williamson  
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**MINUTES  
OF  
MEETINGS  
2012-13**

**27<sup>th</sup> JUNE 2012 – Hickling Methodist Church**

**PRESENT AT THE MEETING**

Councillors: S. Clarke (Chair), A. Lambard (Vice-Chair), P. Berrie, P. Deane, T. Ellis, D. Scott, K. Scott.  
Mr. S. Williamson (Clerk). No members of the public attended

*The meeting commenced at 7.09 p.m*

**1: APOLOGIES FOR ABSENCE**

With all Councillors in attendance no apologies were necessary. The Clerk informed that an apology had been received from NNDC Councillor Williams.

*Please note for this particular meeting no 'Declarations' section was allotted as no Councillor had any declaration likely to affect the two remaining agenda items*

**2: PARISH ACCOUNTS 2011-12**

The first item of business was to accept the proposed letter of engagement to internal auditor Mr. John Gallop – Proposed: Mrs Lambard, Seconded: Mrs Deane. All In Favour. Mrs Clarke then went through the accounts for the year in question, copies having been provided for each Councillor. To accept and sign the accounts – Proposed: Mrs Ellis, Seconded: Mrs Scott. All In Favour. Mrs Clarke and Mr. Williamson then signed the accounts in capacity of Chairman and RFO respectively. Attention then turned to the Audit Return for Mazars. Mrs Clarke went through the various entries, including the supplementary information requested. Council agreed everything noted – To approve the 2011-12 Audit Return – Proposed: Mr. Scott, Seconded: Mrs Scott. All In Favour. In relation to one point raised concerning risk assessment relating to financial management, the Clerk (RFO) gave his opinion that possibly a format could be introduced to cover policy and actions relating to any bad debts. This was accepted and it was agreed to give attention to this in due course. Mrs Clarke and Mr Williamson then duly signed the audit return. Council also approved that a covering letter be included with the Audit Return pointing out that the Parish Council was currently in litigation with the Hickling Barn Charity.  
*Note: In addition to complying with the necessary legal rights of Parishioners, a copy of the accounts and audit return will be included within the Minute Book and on the Parish website.*

**3: NEW CODE OF CONDUCT**

The Clerk briefly set out the reasons for the new Code and the legal obligation to adopt a Code under the Localism Act. The Clerk also informed that a new disclosure had to be made to NNDC within 28 days of accepting a Code. The Clerk also pointed out that under terms of the Localism Act, failure to disclose was to become a criminal offence. The three choices were: to accept the Code format provided by NNDC, to accept the Code format provided by NALC, or for the Council to form their own Code. After some debate Council

agreed to accept the Code format supplied by NNDC – Proposed: Mr. Berrie, Seconded: Mr. Scott. All In Favour. The Clerk promised to provide disclosure forms at the meeting on 3<sup>rd</sup> July.

*With the time at 7.44 p.m. the meeting was formally closed.*

*Signed after agreed amendment and approval by  
Council as being a true and accurate record by the  
Chair of the meeting or authorised deputy*

Dated: