

**MINUTES of meeting of the Old Buckenham
Parish Council
held on 17th September 2024 at 7pm
at Old Buckenham Village Hall**

**Old Buckenham
Parish Council**



The minutes are recorded in line with the terms of reference for meeting and the numbered items on the agenda. Copies of the Agenda will be issued alongside the final ratified minutes.

Present: Councillors N Bailey - Chair (NB), A McWilliam – Vice Chair (AM), D Irons (DI), D Taylor (DT), P Twissell (PT), S Gowers (SG)(from 7:20pm)

Apologies: S Burton (SB), L Evison (LE)

In Attendance: - Rachel Noyes – Clerk (RN)

Also present: 6 members of the Public

Meeting opened: 19:15

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute

Action

- 24.09e.01 **Apologies for absence**
Apologies received and accepted from LE and SG. SG sends apologies and will be late.
- 24.09e.02 **To record declarations of interests not already recorded in the current Members' Register of Interests**
None
- 24.09e.03 **To agree Standing Orders (Doc ID: OBPC Standing Orders 2018 – updated April 2022 rev A.pdf)**
Propose to approve by NB, Seconded by DT (5 in favour)
APPROVED
- 24.09e.04 **To agree Financial Regulations (Doc ID: OBPC Financial Regulations Policy Rev A.pdf)**
Propose to approve by DI, Seconded by AM (5 in favour)
APPROVED
- 24.09e.05 **To agree Quarterly Financial Audit documentation:**
- **Internal Control Policy (Doc ID: OBPC Internal Control Policy Rev A.pdf)**
 - **Internal Control Form (Doc ID: OBPC Internal Control Form Rev A.pdf)**

DOCUMENT ID.	REV.	STATUS	PAGE
EXTRAORDINARY MEETING MINUTES 17.09.24	A	Approved	1/3

Propose to approve by PT, Seconded by DT (5 in favour)
APPROVED

- 24.09e.06 **To amend minutes from previous extraordinary meeting (23rd August 24)**
Amendment proposed for Item 8 (To agree the opening of a new bank account for Council business) to remove “with Utility Bank” as it was discussed that DT would be researching the possibilities and providing a recommendation at a later date. Proposed to accept amendment by AM, Seconded by NB (5 in favour) APPROVED

- 24.09e.07 **To agree a new bank account** NB/DT/
DI/LE
DT has researched possible banks that would fit the criteria of providing Charity/Non Profit accounts, having 2 people to approve payments and also local to allow in-person visits when required.
Recommend opening an account for Council Business with Lloyds Bank.
(SG arrived at 7:20pm just before the vote)
Propose to accept recommendation by NB, Seconded by AM (5 in favour, 1 abstain) APPROVED

- 24.09e.08 **To agree the 3 signatories of new bank account**
LE, DT and DI have volunteered for the positions
Propose to accept by NB, Seconded by AM (4 in favour, 2 abstain) APPROVED

- 24.09e.09 **To agree the 2 Quarterly Auditors (only non-signatories)**
NB and PT have volunteered for the positions.
Propose to accept by DT, Seconded by DI (4 in favour, 2 abstain) APPROVED

- 24.09e.10 **To agree Template Documents:**
 - **Agenda Template (Doc ID: Agenda OBPC Template Rev A)**
 - **Letterhead Template (Doc ID: Letter Head OBPC Template Rev A)**
 - **Minutes Template (Doc ID: Minutes OBPC Template Rev A)**
Propose to accept by NB, Seconded by PT (6 in favour)
APPROVED

- 24.09e.11 **To agree to use post box at Old Buckenham Village Hall for all Parish Council correspondence**

DOCUMENT ID.	REV.	STATUS	PAGE
EXTRAORDINARY MEETING MINUTES 17.09.24	A	Approved	2/3

Village Hall (VH) have kindly agreed that the PC can use the postbox for PC correspondence. PT has a key and will enquire with VH about getting an additional key cut for the Clerk.

New correspondence address for OBPC will be:
Old Buckenham Village Hall
Abbey Road
Old Buckenham
Attleborough
NR17 1RH

Propose to accept by NB, Seconded by SG (6 in favour)
APPROVED

24.09e.12 **To Confirm date of next Parish Council meeting will be on
3rd October 2024 at Old Buckenham Methodist Church at
7:30pm**
Confirmed

Meeting Closed at 7:25pm

DOCUMENT ID.	REV.	STATUS	PAGE
EXTRAORDINARY MEETING MINUTES 17.09.24	A	Approved	3/3