

HINDERCLAY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THE VILLAGE HALL, HINDERCLAY  
24<sup>th</sup> JUNE 2025 AT 7.30 PM  
(Draft until approved and signed)

PRESENT:

Councillor Paul Rose (Chair) (PR)  
Councillor Rob McGuire (Vice Chair) (RM)  
Councillor Lindsey Aves (LA)  
Councillor Michael Bishop (MB)  
Councillor Andrew Goodall (AG)  
Councillor Jessica Holligan-Hollingsworth (JH)

IN ATTENDANCE:

Nicholas Spring (Parish Clerk) (NS)

2 members of the public were present.

1. Apologies for absence - none
2. Members' declarations of interests & requests for dispensations - none
3. The minutes of the meeting held on 15<sup>th</sup> May 2025 were approved.
4. End of Year 2024/2025

The Council

- reviewed the Internal Audit Report received from Heelis & Lodge and agreed to action the two recommendations: 1) to include reference to GDPR in the Council's Risk Assessment and 2) to review whether earmarked reserves need to be established (September meeting)
- reviewed and agreed the Council's Internal Controls
- reviewed the Council's Financial Risk Assessment and it was agreed that reference to GDPR should be included within it. An amended Risk Assessment would be considered at the July Meeting.
- reviewed a possible GDPR Risk Assessment and it was agreed that reference to GDPR should be included in the overall Risk Assessment rather than separately
- approved the Annual Governance Statement
- approved the Accounting Statements & Bank Reconciliation
- approved the Explanation of Variances
- approved the Certificate of Exemption

The Chair & Clerk signed the Annual Governance Statement, and the Chair signed the Accounting Statements

The Responsible Finance Officer set the commencement date for the exercise of public rights: 25<sup>th</sup> June to 5<sup>th</sup> August 2025

The Certificate of Exemption was signed by the RFO and the Chair

5. The Council reviewed and adopted a new Co-Option Policy

6. Defib update

The defib had been returned for assessment (under warranty) and a loan defib was in place.

7. VJ Day 80 (Friday 15<sup>th</sup> August 2025)

Initial ideas were discussed, and the Village Hall was booked provisionally. It was agreed that JH should purchase a VJ Day flag and arrange a temporary flagpole to be positioned by the village sign. A permanent flagpole would be considered at the July meeting.

(The application for the Summer Fete on Coronation Green was also noted and agreed.)

8. Finances

The Payments Schedule was approved.

9. The date of the next meeting was confirmed: Thursday 10<sup>th</sup> July 2025