

Minutes of The Annual Meeting of Suffield Parish Council held on 24th June 2026 at Suffield Village Hall

Jack Almey Chairman
David Hawkins
Larry Meagher
Karen Harris
Mark Major

Clerk Wendy Murphy
Cllr Peter Neatherway - NNDC

1. Welcome and apologies of absence

   Helen Almey, Karl Polglase

2. Declarations of Interest and Request for Dispensations

   None received.

3. To confirm minutes of the Annual Meeting of the Parish Council held on 20th May 2026

   The minutes of Annual Meeting of the Parish Council held on 20th May 2026 were approved and signed as a true record.

4. To receive information on matters arising not listed elsewhere on the agenda

   A resident is happy to do weekly checks on the defibrillator. It was agreed to arrange first aid training. The clerk will speak to the First Responders to see if they will be able to facilitate this.

5. Reports from County and District Councillors
6. To adjourn the meeting to allow members of the public to speak
7. Finance

   7.1 The bank reconciliation up to 31st March 2026 was received.
   7.2 It was noted that Mrs M Anderson Dugar has retired from doing internal auditing the clerk will find another auditor for 2026-2027.
   7.3 The Annual Internal Audit Report 2025-2026 was received. This will be sent to councillors by email.
   7.4 It was agreed to approve section 1 Annual Governance Statement 2025-2026
   7.5 It was agreed to approve section 2 Accounting Statements 2025-2026
   7.6 It was agreed to complete the Certificate of Exemption 2025-2026

8. The Risk Assessment Policy was reviewed and adopted

9. It was agreed to defer the Health and Safety Policy, this will be reviewed at the next meeting.

10. The new email address for the clerk was noted
    clerk@suffield-pc.gov.uk

11. The new new website address was noted
    suffield-pc.gov.uk

12. To note items of information / future agenda
    Health and Safety Policy
    Internal Auditor
    Cashbook
    VAT Claim

13. To confirm date of next meeting
    16th September 2026

Meeting closed at 7.14pm