# THELBRIDGE PARISH COUNCIL

Minutes of a Meeting of Thelbridge Parish held on Wednesday 23rd July 2025, 7.30pm, at Thelbridge Parish Hall.

Present: In the Chair Cllr Linsey Clements

Cllrs John Gibson (arrived during the Meeting), John Cowell, Richard Grant, Roderick Hayes and Chris Keller

Parish Clerk Malcolm Vallance

1. Chair's welcome – Cllr Clements explained that the main purpose of the Meeting was to discuss. and agree. the Parish Council's Finances for the year ended 31st March 2025 (2024/25).
   Also, to completed the AGAR (Annual Return) as the Parish Council had been selected as one of the 5% of Councils for a full review for this year.

2. Apologies for Absence - Cllr Wallace Boundy

3. Public Forum - Public Forum – No Parishioners present

4. Declarations of Interest - None

5) Planning 25/00788/FULL Building at NGR 282241 113747 West Middlewick Farm Nomansland - Retention of change of use of farm building to cafe/tearoom, kitchen and function room **NO COMMENT**

Cllrs John Gibson joined the Meeting.

6) **Annual Governance and Accountability Return 2024/25**

   a) To receive and note the Annual Internal Audit Report

   b) To approve the Annual Governance Statement (section 1 of the Annual Return)

   c) To approve the accounting statements (section 2 of the Annual Return)

   d) To approve the annual financial statement for year ended 31st March 2025

e) To approve the year end bank reconciliation for 2024/2025 and to approve the dates for the Period of the Exercise for Public Rights

**These were all approved by the Parish Council and the Clerk would now arrange for the relevant documents to be submitted to the External Auditor.**

7) Finances – Payment to the Internal Auditor (2024 and 2025)

The Honorarium for 2024 for £30, payable to Debbie Martin (Internal Auditor), had not been made.

It was agreed to arrange for this payment to be made, plus £30 for the 2024/2025 Internal Audit. Also to express the thanks of the Parish Council To Debbie for carrying out this duty.

8) Councillors' items for the next Meeting on 30th September 2025

Councillors were asked to submit any items to the Clerk ahead of the next meeting.

a) Personal use of Email addresses by Councillors

The Clerk reminded Councillors they were advised to use dedicated council email addresses for official business. This was to ensure compliance with data protection regulations like GDPR (The General Data Protection Regulation) and to maintain a clear distinction between personal and public communications.
Using personal email for council matters could complicate data management, subject private accounts to potential legal action, and make it difficult to comply with information access and deletion requests.

b) Thelbridge Defibrillator update

The Defibrillator was in the process of being packed up and sent back to for repair

There being no other business the Chair closed the Meeting at 8.30pm

9) Date of next Meeting 30th September 2025