

**MINUTES OF THE SWAFFHAM BULBECK PARISH COUNCIL EXTRAORDINARY MEETING
NUMBER 337**

**Held prior to the Annual Parish Meeting in the Community Room at Downing Court on Tuesday,
18th May 2010, starting at 7.00pm**

Present: Margaret Chadwick-Chairman, Bert Collins-Vice-Chairman (late arrival), Loder Bevington, Daphne Dodds, Lynn Reed, Sharyn Robinson, Mary Smith (late arrival) and David Turner. There were no members of the public present.

In Attendance: Karen King-Clerk.

2547: Apologies for Absence: Giles Merritt (family illness)

2548: Members' Declaration of Interest for Items on the Agenda: None

2549: Payment of Retention to Adventure Playgrounds Ltd:

Loder Bevington confirmed that he and David Turner had met with Adventure Playgrounds to tighten the zip wire and were now able to carry out any future tightening of the wire themselves. It was agreed that the retention of £544-14 would now be paid. *Proposed: Loder Bevington. Seconded: Sharyn Robinson.*

2550: Approval of Audit Return for 2009/10:

Frank Frankland had carried out his internal audit of the accounts and recommended a reduction in the surplus/closing balance by the amounts owed on the new playground equipment giving reasons as his letter dated 11th May 2010 (held on file). In light of this Sharyn Robinson submitted for comments/approval the revised end-of-year financial statement and Audit Return to include creditors as below:

Adventure Playgrounds Ltd	£4,262.00 ex VAT	Part payment made 6 th April 2010, final payment due 18 th May
Monster Play Ltd	£6,846.34 ex VAT	Invoice for cantilever swing (pending remedial work to structure damaged during installation), expected payment May
S Robinson	£152.61 ex VAT	Playground opening ceremony costs, paid 4 th May 2010
Total:	£11,260.95	

The revision to include creditors and amended Audit Return including the completed Governance Statement was agreed. *Proposed: Loder Bevington. Seconded: Lynn Reed.* The completed Annual Audit with explanation and bank reconciliation was to be sent to External Auditors at the end of the public notice period (28/5/10).

As part of the above Sharyn Robinson had reviewed the asset register as min.ref.2545 and circulated a revised schedule of assets for approval. The assets were listed at market value rather than insurance value with minor items such as bins with little value removed. This resulted in an asset total of £240,000. The War Memorial was listed as an asset and Sharyn Robinson queried the ownership of this. Loder Bevington confirmed that the Parish Council took on the responsibility of the War Memorial when the British Legion gave up and as such it should be listed on asset register. *This was agreed. Proposed: Loder Bevington. Seconded: Lynn Reed.*

The meeting closed at 7.20pm.

2551: Dates of Next Meetings:

1st June

6th July

No August meeting unless called

7th September

5th October

2nd November

7th December