

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 555

Held at Downing Court, Swaffham Bulbeck on 10th June 2025.

Present: Councillor Gordon Reid; Councillor Sophie Singleton; Councillor Nicky Bates; Councillor John Trapp; Councillor Robert Bates; Councillor George Ballard; Councillor Kay Ballard.

Members: 9 Quorum 3

Clerk: Mrs S Chambers-Turner

Members of the public: 0

Meeting opened at 7.30pm

6014 RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Councillor Penny Harvey-Samuel; Councillor Ian Woodroffe.

6015 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION.

None.

Councillors K Ballard & G Ballard arrived at 7.36pm.

6016 TO REVIEW THE INTERNAL AUDITOR'S REPORT FOR FINANCIAL YEAR END 24/25

The Internal Auditor's letter and report were circulated prior to the meeting. It was noted that the Internal Auditor's cover letter erroneously makes reference in one place to Bottisham Parish Council. **It was proposed by Councillor Bates, seconded by Councillor G Ballard, 6 for (Councillors N Bates, R Bates, Singleton, K Ballard, G Ballard, and Reid) and 1 abstention (Councillor Trapp) and carried that, notwithstanding the error, the letter and report be accepted. Action: The Clerk to ask the Internal Auditor to correct the letter.** Matters arising from the report were discussed and will be addressed in a timely manner.

6017 TO REVIEW ASSUMPTIONS AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR END 24/25

The Annual Governance and Accountability Return (AGAR) for Financial Year 24/25 and the associated paperwork were circulated to the Council prior to the meeting. All assumptions were read by the Clerk and approved unanimously on each item. **It was proposed by Councillor G Ballard, seconded by Councillor N Bates and resolved that the AGAR for 24/25 be signed by the Chairman and the Clerk. Action: Chairman and Clerk to sign the AGAR. The Clerk to prepare paperwork for the External Auditors and start the Notice of Public Rights.**

6018 AGENDA ITEMS FOR THE NEXT MEETING

Items for inclusion on the next agenda should be sent to the Clerk at least seven days before the meeting.

6019 DATE OF NEXT MEETING

Next full Council Meeting will be at 7.30pm on 1st July 2025 in the Pavilion, Swaffham Bulbeck.

The meeting closed at 8.27pm.

Signed *G.Reid* 1/7/2025