HOPTON-ON-SEA PARISH COUNCIL

Minute of the Policies & Finance Advisory Committee meeting held on Friday 10 July 2026 commencing at 12:00 at Hopton Village Hall, Station Road, Hopton-on-Sea NR31 9BE.

Present: Parish Cllrs: Jan Windsor-Luck (Chairman), Yvonne Bradley, John Plaskett, John Tonks, Kevin Lee, Steve Ames.

Also present: Anita Edelinski, Officer of the Council.

1.To receive apologies for absence.
No apologies.

2.To receive declarations of interest in respect of items on the agenda and consider any requests for dispensation.
There were none.

3.To discuss Asset Register and Asset Register policy
Asset Register was read line by line. Corrections were suggested. Clerk to prepare amended Asset Register and present at the next meeting. Clerk will contact Insurance company to update the policy.

Asset Register policy has been read line by line. Amendments are going to be done by the Clerk and revised Asset Register policy will be presented at the next meeting.

4.To discuss AGAR and Internal Auditor
AGAR has been sent to the external auditors and acknowledgment of the receipt has been received.
It has been recommended to approach new Internal Auditor due t o current been with the council for long time. The Clerk will acquire quotes.

5. To look into finance spreadsheets

Income and expenditure and AGAR spreadsheets were revised to have an overview of the current position of the Council. Few amendments were recommended. The Clerk will make amendments to be presented at the next meeting.

6. Date and time of the next meeting
Date for the next meeting to be determined at the beginning of the September.

Recommendations to the full council
No recommendations at the moment.

The meeting closed at approx. 12:55

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Signed Dated

These Minutes are in draft format until approved at the next meeting.
The Clerk to the Parish Council can be contacted in the following ways:-
e-mail hoptonparishclerk@hotmail.com Tel: 01502 730768 (message service in operation).
Address: Office at the Village Hall Station Road Hopton-on-Sea NR31 9BE. Office open Mon, Tues, Thurs 8.30am to 1.10pm (flexible)