

**Minutes of 45th Annual General Meeting of Redlingfield Parish Meeting
at 8pm on Wednesday on 18th May 2022 (Ref AGM180522)
Horham Community Centre**

1. **Apologies for absence:** PC Simon Green, Cllr Peter Gould, Rev Eleanor Goodison, Alison & Adrian Smith, Sue & Allan Chapman, Manday Miller, Pat Kelly, Ian Winter & Jacqui White.

2. **In attendance:** Chair-Midge Gibbons, Beverley Abbott, Hazel Abbott, Mike Ager, Linda Hudson, Rev Richard Court, Janet Norman-Philips

3. **Reports from guests:**

PC Green sent a brief report via email: "Thanks for your e-mail invite for the Redlingfield AGM on 18th May. I've compiled a report for you below, but do please accept my apologies as I shan't be able to attend in person to present it. Thankfully though, as you'll see, Redlingfield's crime figures are very low, so it won't take long to read through.

Total recorded investigations for Redlingfield addresses between 01/05/21 & 04/05/22 – 02 , consisting of; 2 x attempted thefts

This compares with the same period in 2020/2021 when there were 06 recorded investigations for Redlingfield. The preceding twelve month period was during much more stringent Covid lock-down restrictions when crime reduced nationally, the majority of parishes in the Halesworth locality seeing an increase in 2021/22, not a reduction. Redlingfield's reduction between the 2020/21 period & the 2021/22 period is therefore positive and represents a reduction of reported crime of 200%."

4. **Minutes of last meetings:**

a. Special Redlingfield Parish Meeting on Tuesday 24th August 2021. **Agreed**

b. Redlingfield Village Committee Meeting 9th February 2022. **Agreed.**

- i. Matters arising – Noted that over the year four members of the village committee resigned:- Mike Ager & Janet Norman-Philips, Maria Ford and Ian Winter.
- ii. Mugs due to arrive this week for children and young people.
- iii. Need to push for more Auction of Promises pledges. So far only Katie Abbott, Trevor Edwards, Will Edwards and Mel Googerfam have pledged items.
- iv. Queen's canopy was again welcomed as a "good idea" and "a wonderful idea" and those present confirmed that there had been lots of publicity about the project.

5. **Matters arising from minutes 2:**

a. To be noted: Thanks to Ian Winter, who is co-ordinating the monitoring/upkeep and rota for the Defibrillator on behalf of the Parish Meeting. **Agreed with thanks**

6. **Chairman's report:**

a. Midge reported that it has been a busy year but it's great because we are such a fantastic village.

b. Looking forward she would like to see a much younger chair take over in future years. Midge emphasised that it is essential to get the younger people more involved.

7. **Treasurer's report – Parish Clerk is acting Treasurer (2021-2022 income & expenditure report is appended. Following documents c, d & e are being emailed).**
- a. Report by acting Treasurer – Finance, Insurance & Audit (AGM180522/TRS2)
 - i. Auditor has given us a clean bill of health.
 - ii. The Auditor has also commended us on our transparency in publishing information that we are not legally required to eg The Chair's Register of Interests.
 - iii. The Auditor was also pleased that we had chosen to retain the "two signatures on cheques rule" (also recommended by NALC) – even though this is no longer a legal requirement.
 - iv. The Auditor suggested that we should formally confirm and minute that we have reviewed our insurance cover, which has recently been reviewed. Minute reference AGM180522/TRS2.
 - v. Volunteers in the village (Alison Smith and Janet Norman-Philips) successfully applied to the Suffolk Community Foundation for a Government Grant of £3,000 to help support people in financial difficulty – needing help with the cost of food or energy or other essentials. The Parish Meeting held the funds and the Chair (Midge Gibbons) oversaw the process. In total 6 families or individuals were provided with assistance. Janet Norman-Philips commented that she was shocked at how much in need some people were and expressed concern that with the current increases in food and energy bills – that some families, who are currently hanging on by their fingernails – were going to be even worse off and she hoped that the Government were going to do something to help them.
 - vi. The Defibrillator Fund has been established. In total donations of £3,545.00 were received, of which £2,150 was paid to the Community Heartbeat Trust (CHT) for their managed service. As part of the arrangement, CHT has taken over ownership of the Defibrillator that was donated to Redlingfield Parish by the East Of England Ambulance Service. The remaining £1,395.00 will remain in the Defibrillator Fund, to cover future maintenance and replacement costs.
 - b. Acceptance and minute of Accounts and Governance (AGM180522/TRS1). **Accepted with minute reference: AGM180522/TRS1.**
 - c. Adoption of 2022 Financial Risk Assessment and Management Actions document. **Adopted.**
 - d. Adoption of revised Standing Orders and Financial Regulations. **Following a full read through of the proposed changes, all the additions and notes were adopted.**
 - e. Acceptance of 2022 Assessment of the Effectiveness of Internal Audit report. **Accepted.**
8. **Village committee membership:**
- a. *Existing committee members are:- Andrew Abbott, Graham Abbott, Katie Abbott, Susan Chapman, Allan Chapman, Helen Cook, Will Edwards, Lesley Rose, Emma Hewitt, Pat Kelly, Manday Miller and Adrian Smith.*
 - b. *Are there any new Village Committee member nominations or are any existing members standing down?* **No one has stated that they either wish to join or leave the Village Committee**
 - c. *Vote to appoint Village Committee members.* **Unanimously agreed that all the existing village committee members were re-appointed.**

9. Election of officers

- a. Treasurer: *Nominations received as of 3 May:- Adrian Smith*
 - i. Adrian Smith was nominated by Mike Ager and seconded by Richard Court.
 - ii. **Adrian Smith was unanimously elected by a show of hands.**
- b. Secretary/Clerk: *Nominations received as of 3 May:- Janet Norman-Philips*
 - i. Janet Norman-Philips was nominated by Midge Gibbons and seconded by Beverley Abbott.
 - ii. **Janet Norman-Philips was unanimously elected by a show of hands.**
- c. Chair: *Nominations received as of 3 May:- Marjery (Midge) Gibbons*
 - i. Midge Gibbons was nominated by Mike Ager and seconded by Richard Court
 - ii. **Midge Gibbons was unanimously elected by a show of hands.**

10. Neighbourhood Watch report

- a. Adrian Smith Neighbourhood Watch co-ordinator. Parish Clerk will find out what is happening and if the Neighbourhood Watch team has been in contact.

11. Report from Redlingfield Village Amenities (Doorstep Green) & Church project

- a. Report by Janet Norman-Philips
 - i. Parking – Unfortunately, realistically, we aren't going to be able to install the parking grids until September or October 2022. The firm doing the work is Roger Gladwell Ltd, a reputable, medium-sized firm from Dennington (www.rogergladwell.co.uk). Installation had originally been planned for October last year (2021), however, that couldn't happen, as the Mid Suffolk District Council Locality Grant for £1,500 was withheld due to Ian Winter's statements and actions and opposition to the full £1,500 grant being spent on the parking grids, despite that being what the grant was being given to the Doorstep Green company for. The grant was only finally received in January this year, by which time the cost of materials had gone up by £614 and we'd lost our October installation slot. We were fortunate that the PCC were able and prepared to provide the additional funds to cover the shortfall – otherwise we would have been in a very difficult situation. We purchased the parking grids as soon as we had the grant and they are safely stored at Rookery Farm. The amount of work involved in getting rid of the lumps and bumps and installing the grids is around four days for two people, this assumes that the grass is already really, really short and that we have already placed the parking grids around the field in groups, close to where they will be installed. The grid manufacturers have confirmed to me that 3-4 days is a reasonable estimate, for experienced installers... We are hoping that the cost of the installation materials (topsoil) will not increase by then, however at this stage we do not know.
 - ii. Some much better news also involves the Doorstep Green. Lots of people have been helping spruce it up and get it ready for summer. There are lots of people to thank:- Matt Cook for pressure washing the safety surface under the swings & the basketball court. (Bev & Pat Abbott's anti-bird prongs are also working well). Billy Eaves and Jamie Jasper for installing the new basketball backboard and hoop. As well as Mike Ager & Ben Hewitt for putting the Cube together. Plus Tom Smith who has been doing a great job mowing. And lots of others who came over to clear, clean, weed and trim plants – including Alison & Adrian Smith, Rob & Cath Scott, Leslie Abbott & Andy Peters, and Paul Walker for digging trenches and installing the water pipes for the church.

12. Any other business

- a. Residents' views sought on the "*Mid Suffolk District Council Community Governance Review of Parishes, Town Councils and Unparished areas*". Attached MSDC FAQ's and note describing the difference between a Parish or Town Council and a Parish Meeting.
 - i. The meeting was unanimous in wanting to send a clear message back to MSDC that they want to keep the current arrangements and boundaries. There is no desire to become a Parish Council nor is there any desire to disband Redlingfield Parish Meeting.
- b. Defibrillator. Rota in place and equipment is being checked regularly.
 - i. The meeting was very pleased with the progress and the hard work being done by the co-ordinator (Ian Winter) and the volunteers who are checking the machine regularly and/or able to assist as required.
 - ii. The Chair was concerned to know what the Defibrillator insurance policy covered. For example in a situation in which a lorry destroys the Phone Box and Defibrillator – is there confirmation that the Community Heartbeat Trust (CHT) insurance will cover rebuilding or replacing the phone box or is that to be covered on the Parish Meeting's insurance policy? The Parish Chair will liaise directly with Ian Winter on this.
 - iii. The Chair queried if it might be sensible to have a 999 phone re-installed in the phone box and also about implementing the VETS system that was apparently purchased from CHT. (Although these are not in the contract). A VETS system is described by CHT thus:- "*A third of all 999 calls are from lone rescuers, so getting help to them quickly is important. VETS is a community-run system and enables up to 10 "good neighbours" to assist pending the arrival of the emergency services. A local number is used as a single point of contact using "Hunting-Group" technology to ring all volunteers phone numbers simultaneously. The system can also be used for any emergency where additional help is required from neighbours, whether Cardiac Arrest or not. The availability of VETS helps villages whether or not they are using a CHT provided defibrillator project, and gives a level of reassurance to the elderly, those living alone, and to the infirmed, that there is always help on hand.*"
 - iv. One of the meeting attendees – Richard Court, who is also a volunteer Defibrillator helper, felt that having a 999 phone in the phone box made sense as the mobile coverage locally was very patchy and he also thought that the VETS system would be very useful for people who needed to contact him or any of the other volunteers for help, especially when asking them to collect the defibrillator and take it to someone's house.
 - v. The Parish Chair will liaise directly with Ian Winter regarding a 999 phone and the VETS system.
 - vi. Richard Court also suggested that a map of the village with people's houses on it and their what3words reference would be very useful – both for volunteers and for villagers to know the what3words reference for their houses. The Parish Clerk agreed to organise a map of this kind – including dealing with any Data Protection issues that arose from it.

13. Planned Events

The Planned events were considered by the Meeting and the following comments or suggestions were made:-

Tea on the Green – it was noted that our MP Dr Dan Poulter will be coming to our Tea on the Green. He is due to arrive at 3.30pm and will stay for half an hour or so. Rev Eleanor Goodison will be holding a “Hymns & Pimms” starting at 4pm with Rev. Eleanor leading the service and the PCC providing the Pimms and live music.

The Red Feather Club were thanked for agreeing to hold a Jubilee Jump & Jive Swing Dance fundraiser for the Doorstep Green on Saturday 29th October. Ticket money will go to the Doorstep Green and the bar takings to the Red Feather Club. It was suggested that Ben Hewitt and the PCC might like to organise providing a BBQ – with funds from that going to the PCC. Rev Richard Court to speak with Ben.

The Pedal to the Palace Fundraiser by the PCC is gaining momentum – already over £1,000 has been donated or pledged. Can everyone please keep publicising this, including on your social media pages. (Poster is attached to these minutes).

Link to Pedal to the Palace Just Giving website is:

www.justgiving.com/campaign/redlingfieldpedaltothepalace

Auction of Promises – can people please start coming forward with things that we can auction. Something you can do for someone else, prepare a meal for 4-6 people, spend a day or half-day gardening, take someone for a trip on your combine, all sorts of things (Poster is attached to these minutes).

List of Events for 2022:-

- a. **Saturday 7th May - First 2022 Pub on the Green from 6pm till Midnight.**
- b. **Tuesday 10th May Redlingfield Parochial Church Council (PCC AGM) 7.30pm St Andrews Church – all are welcome.**
- c. **Jubilee Bank Holiday, Celebrating the Queen’s Platinum Jubilee is Thursday 2nd June to Sunday 5th June.**
 - i. **Thursday 2nd June**
 - ii. **Saturday 4th June Jubilee Pub on the Green from 3pm till Midnight**
 - iii. **Sunday 5th June Jubilee Tea on the Green – 2pm till 4pm Everyone is invited to tea/coffee, cakes and nibbles (BYOB). Plus Hymns & Pimms at 4pm lead by Rev Eleanor Goodison.**
- d. **Redlingfield Dog Show Sunday 12th June.** Alison Smith will be organising this popular event – to raise funds for St Andrews Church repairs and improvements. With the Pub on the Green open.
- e. **The remaining Pubs on the Green are planned for Saturday 30th July; Saturday 27th August; Saturday 17th September and Saturday 5th November (moved from 29th October). Starting at 6pm ending at Midnight**
- f. **Redlingfield Pedal to the Palace Saturday & Sunday 2nd & 3rd of July.** Fundraiser for Church updating/improvements and Doorstep Green. Five brave souls pedalling from Redlingfield to Buckingham Palace with Jubilee greetings for the Queen. Sponsorship forms on our website or go to just giving and www.justgiving.com/campaign/redlingfieldpedaltothepalace

- g. **Redlingfield Jubilee Summer Fayre & Hog Roast/BBQ** is planned for **Saturday 9th July** from **3pm till Midnight**. With the Pub on the Green open.
- h. **Redlingfield Produce Show is on Sunday 4th September**. Alison Smith will be organising Redlingfield's third produce show – to raise funds for St Andrews Church repairs and improvements. With the Pub on the Green open
- i. **Redlingfield Jubilee Scarecrow Walk Sunday 2nd October. From 11am till 4pm**. The theme is Historic Royals. With the Pub on the Green open.
- j. **Redlingfield Jubilee Jump & Jive Swing Dance Saturday 29th October. At the Red Feather Club from 7.30pm till 11.30pm**. Fundraising for Doorstep Green.
- k. **Redlingfield Church Windows – Saturday & Sunday 3rd & 4th December**.
- l. **Redlingfield Auction of Promises – to raise funds for the Doorstep Green and a fund for youngsters starting their first job or college course. Dates to be agreed. *What can you give that we can auction?***

14. Date of next village committee meetings:

- a. Wednesday 8th February 2023. To set dates for the 2023 year. 8pm. Venue to be agreed. **Agreed**

15. Any Other Business

Midge Gibbons asked to have minuted "A huge thank you to Janet for all her work during the last few months" and "A big thank you to Janet & Mike who do so much for the village". This was agreed unanimously.

Parish Annual General Income & Expenditure overview April 2021-March 2022

Opening Balance in Bank start April 2021:	£4,940.24	
Closing Balance in Bank end March 2022:	£6,770.63	
Movement in year:	£1,830.39	
Events		Restarting post COVID
Pub on Green Sales Income	£2,826.40	
Pub on Green Sales Expenditure	£1,260.91	
Pub on Green Net Income	£1,565.49	
Defibrillator Fund (Earmarked)		New fund created in 2021/22
Donations	£3,545.00	Residents' donations
Expenditure	£2,150.00	Purchase of CHT managed service
Balance remaining in fund at end March 2022	£1,395.00	For ongoing maintenance & replacement
Household Support Grant Round 2 (Earmarked)		Suffolk Community Foundation/DWP Fund held on behalf of village volunteers for relief of hardship
Grants & Donations	£3,000.00	
Expenditure	£3,000.00	
Other Income		
Donations	£75.00	
Village Magazine	£0.00	
Bank Interest	£0.16	
Total Other Income	£75.16	
Total All Income	£9,446.56	
Other Expenses		
Insurance	£442.41	
Suffolk Association of Local Councils membership	£37.86	
Dog Bin emptying	£52.19	
Grass Cutting	£435.00	
Village Magazine Printing Costs	£0.00	
Data Protection registration fee	£35.00	
Scribe Accounting System	£118.80	
Internal Audit costs (SALC)	£84.00	
Total of other expenses	£1,205.26	
Total All Expenses	£7,616.17	
General Funds in Bank at year end (excluding Earmarked)	£5,375.63	<i>Growth of £435.39 in year</i>

Explanation of Variances (Receipts and Payments)

Explanation Report

Save

You can view annual return variances and add explanations to them

Box No	Description	31/03/2021	31/03/2022	Variance	Explanation
1	Balances brought fwd	6422.23	4940.24		BALANCE B/F AGREES
2	Annual precept	0.00	0.00	N/A	No Precept is raised
3	Total other receipts	1254.28	9446.56	8192.28 (653%)	Defibrillator fund £3,545. Household Hardship Fund £3,000. Income from Events restarting post-covid
4	Staff Costs	0.00	0.00	N/A	There are no staff
5	Loan interest/capital repayments	0.00	0.00	N/A	There are no loans or repayments
6	Total other payments	2736.27	7616.17	4879.90 (178%)	Defibrillator spend £2,150. Household Hardship fund spend 3,000
7	Balances carried forward	4940.24	6770.63		VARIANCE EXPLANATION NOT REQUIRED
8	Total Cash and Short Term Investments	4940.24	6770.63		VARIANCE EXPLANATION NOT REQUIRED
9	Total Fixed Assets and Long Term Investments	0.00	1.00	N/A	Only asset is a notice board which was a gift so nominal cost - insured for £800
10	Total Borrowings	0.00	0.00	N/A	There are no borrowings

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