

Agenda Item 9: INSURANCE RENEWAL

On a **proposal** by Cllr Andrews and **seconded** by Cllr Neave, Council agreed to change the policy to AXA as per the previously circulated email. Cllr Neave reported that he had already sent an email to the insurers to this effect however Clerk will follow up

Agenda Item 10: FINANCE**a) To approve Accounts, Bank Reconciliation, Income and Expenditure Reports**

A copy of the Accounts to 23rd May 2017 is attached and bank statements, bank reconciliation as at the same date was available at the Meeting for monitoring and reconciliation purposes.

Agenda Items 10a,b,c,d,e & f were accepted and approved by Councillors. Cllr Parkes **PROPOSED** the motion which was **SECONDED** by Cllr Cross

In line with good practice, Cllrs Neave and Parkes inspected the Natwest Bank Statements and initialled the corresponding balance.

b) To approve Final Account 2016 – 17**c) To receive Report from the internal auditor****d) Approval of Annual Return Section 1****e) Approval of Annual Return Section 2****f) To approve accounts for payment and Clerk's salary and expenses****Clerks Salary 1 – 31st May 2017**

LCP Scale 25 (per SALC payment schedule)	£11.77 per hour
Salary for April 2017	£357.02
Less Tax April 2017	Nil
Less NIC April 2017	Nil
Net salary for April 2017	£357.02

On a motion proposed by Cllr Parkes and seconded by Cllr Cross, Council **APPROVED** the setting up of a standing order to pay Clerks salary on the last working day of each month

Clerks Expenses DUE TO AUDIT, APRIL EXPENSES TO BE PAID AT MAY MEETING

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
31/04/17	Working from home allowance (April)	As per contract	18.00	0	18.00
22/03/17	Mileage	Mileage to PC meeting (March) 9 miles @ 45 pence per mile	4.05	0	4.05
06/04/17	Mileage	Mileage for handover 36 miles @ 45 pence per mile	16.20	0	16.20
12/04/17	Mileage	Mileage for finance meeting @ 45 pence per mile	4.05	0	4.05
25/04/17	Mileage	Dropping off Audit docs @ 45 pence per mile	10.80	0	10.80

Total			53.10	0	53.10
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Clerks Expenses 1 – 24th May 2017

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
01/04/17	Mileage	Collection of Audit docs @ 45 pence per mile	10.80	0	10.80
26/04/17	Mileage	Mileage to PC meeting (April) 9 miles @ 45 pence per mile	4.05	0	4.05
10/05/17	Purchase of new software	Update of laptop as discussed	8.29	1.66	9.95
31/05/17	Working from home allowance (May)	As per contract	18.00	0	18.00
22/5/17	Tesco Receipt - Purchase of items for AGM	Purchase of drinks etc for AGM	38.89	0	38.89
23/5/17	Stationery Purchase	Purchase of paper and notebook	4.75	0	4.75
Total			84.78	1.66	84.78

Agenda Item 11: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on Monday 10th July at 7.30pm, Sutton Village Hall

Meeting finished at 9pm

Attachments

Audit Sections 1 & 2
Accounts to end 23rd May 2017