

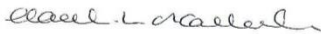
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL COUNCIL
MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
WEDNESDAY 14 NOVEMBER 2018 AT 7.30 PM IN THE VILLAGE HALL

AGENDA

1. Apologies for Absence
2. Code of Conduct
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
3. Approval of Minutes of meeting held on 5th September 2018
4. Update on matters carried forward from previous meeting:
 - a) Village archive
 - b) Website Training Update
 - c) Noticeboard grant application
 - d) Removal of the sign outside White Horse
 - e) Damage to fingerpost and wall outside the White Horse
 - f) Option to Co-opt additional Councillors
 - g) Consideration of a donation to the Church
 - h) Assistance with Bignor grant application
5. County Councillor Report (10 Minutes)
6. District Councillor Report (10 Minutes)
7. Highways and Footpaths & Village Maintenance Update
8. Operation Watershed Application Update
9. Winter Maintenance Update
10. GDPR Update
11. Planning Update
See attachment for full list of applications/decisions
12. Consultations
 - a) Permitted development for shale gas exploration - Consultation. Email sent 17/9/18
13. Correspondence
 - a) Local vehicle damage
 - b) Post Office van
 - c) Notes from Pathwatch Meeting. (email sent 8/10/18)
 - d) Bus User Survey (email sent 11/10/18)
 - e) Council Tax Referendum report (email sent 29/10/18)
 - f) Gatwick Airport CAGNE email (email sent 31/10/18)
 - g) Publication of Report on Site Allocation (email sent 31/10/18)
 - h) Community Infrastructure Call for Projects email (email sent 31/10/18)
14. Finance
 - a) Review of 2018-2019 Budget – **Appendix A**
 - b) To note receipts and approve any payments and Clerk's salary and expenses - **attached**
 - c) To approve Bank Reconciliation, Income, and Expenditure Report – **Appendices B&C**
15. To agree dates for future meetings – **attached**
16. Matters arising not dealt with on the Agenda
17. Public Questions (10 Minutes)
18. Any other matters for information only
19. Date of next Meeting –to be confirmed

Signed:



HL O'Callaghan
Clerk & RFO

Clerk Salary and Expenses

Clerks Salary 1 – 30th September 2018

Net Salary @£12.01 per hour £468.39

Clerks Salary 1- 31st October 2018

Net Salary @£12.01 per hour £468.39

Paid by Standing Order on last working day of the month

Clerks Expenses 4th September - 14th November 2018

Clerks Expenses Paid after the meeting by cheque

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
14/11/18	Mileage	Mileage to PC meeting (September) 9 miles @ 45 pence per mile	4.05	0	4.05
14/11/18	Working from home allowance (September)	As per contract	18.00	0	18.00
14/11/18	Working from home allowance (October)	As per contract	18.00	0	18.00
14/11/18	Postage	Postage of hard copy of Operation Watershed Application	1.26	0	1.26
Total			41.31	0	41.31

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON			
	Budget	Current to date	Forecast
	2018-19		31/03/2019
	£		£
Balance b/fat 1 April	£8,432.42	£8,432.42	8,432.42
Receipts			
Precept	£7,454.00	£7,454.00	£7,454.00
Bank interest - PC	£2.00	£3.16	£4.00
CDC Grants (NHB) & VH Boiler grant	£0.00	£0.00	£0.00
Other Grants - transparency	£0.00	£0.00	£0.00
WSCC Grants- Op Watershed	£0.00	£0.00	£0.00
Queens 90th grant	£0.00	£0.00	£0.00
Vat recovered	£400.00	£356.80	£356.80
Total receipts for period	£7,856.00	£7,813.96	£7,814.80
Total receipts	£16,288.42	£16,246.38	£16,247.22
Payments			
<u>General Administration</u>			
Income Tax	£0.00	£0.00	£0.00
Computer costs/Website	£200.00	£200.00	£200.00
Postage	£2.50	£1.26	£2.50
Stationery costs	£100.00	£6.38	£100.00
Bank Charges	£0.00	£0.00	£0.00
Clerk expenses	£250.00	£45.90	£250.00
Home office	£234.00	£144.00	£216.00
Employment Costs (Gross)	£4,994.28	£3,278.73	£5,265.04
Employment costs PAYE	£0.00	£0.00	£0.00
Payroll	£120.00	£80.00	£120.00
Insurance	£350.00	£418.08	£350.00
Audit fee	£200.00	£100.00	£200.00
Training (Clerk/Councillors)	£200.00	£100.00	£200.00
Councillor Expenses	£50.00	£0.00	£50.00
AGM & other events	£140.00	£58.63	£140.00
Village maintenance	£300.00	£0.00	£300.00
Winter maintenance	£400.00	£0.00	£400.00
Clerk's membership fees (SLCC, SSALC)	£155.10	£244.43	£155.10
Hire of Hall	£150.00	£0.00	£150.00
Notice board/BT phone box/Other	£0.00	£0.00	£0.00
<u>S.137 & S.142 payments</u>			
- Sutton PCC	£0.00	£0.00	£0.00
- Barlavington PCC	£0.00	£0.00	£0.00
- Village News	£0.00	£0.00	£0.00
- Ebonee Young Farmers	£0.00	£0.00	£0.00
- Sutton Youth Club	£0.00	£0.00	£0.00
Sutton Village News Magazine	£0.00	£0.00	£0.00
- Sutton Village Hall	£0.00	£0.00	£0.00
- CAB	£0.00	£0.00	£0.00
- Sussex Air Ambulance	£0.00	£0.00	£0.00
- Sutton Fabric Fund	£0.00	£0.00	£0.00
- P&DCA	£0.00	£0.00	£0.00
- Victim Support	£0.00	£0.00	£0.00
- Amberley First Responders?(1st meeting)	£0.00	£0.00	£0.00
- Rural Mobile Youth Trust - Purple Bus	£0.00	£0.00	£0.00
Election	£0.00	£0.00	£0.00
Precept payments	£7,845.88	£4,677.41	£8,098.64
Queens 90th grant & NHB grant	£0.00	£0.00	£0.00
Transparency Grant	£0.00	£0.00	£0.00
Operation Watershed	£1,080.00	£1,020.00	£1,080.00
VAT paid	£600.00	£190.00	£600.00
Total payments	£9,525.88	£5,887.41	£9,778.64
Surplus/deficit	-£1,669.88	£1,926.55	-£1,963.84
(Receipts less payments for period)			
Balance carried forward	£6,762.54	£10,358.97	£6,468.58
RESERVES			
General Reserve	£5,212.54	£8,808.97	£4,918.58
Computer reserve	£0.00	£0.00	£0.00
Hamish Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington	£300.00	£300.00	£300.00
Flora Mervin	£250.00	£250.00	£250.00
Bus shelter reserve	£250.00	£250.00	£250.00
Winter maintenance reserve	£1,000.00	£1,000.00	£1,000.00
Balance carried forward	£6,762.54	£10,358.97	£6,468.58

Hamish Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington

flora.mervin@barlavington.gov.uk

Bus shelter reserve

19 November 2018

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
05-Nov-18		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2018		£8,557.74
Add Total Receipts		7813.96
Uncleared March 2018 salary paid in April finances		
Less Total Payments		(5,456.10)
TOTAL		£10,915.60
BANK		
Natwest as @ 05/11/18		3,849.50
Natwest as @ 05/11/18		7,066.10
Plus Uncleared Deposits		
TOTAL		£10,915.60

Appendix C

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT PREPARED ON 5 NOVEMBER 2018				
RECEIPTS 29th August - 5 November 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
31/08/2018	Interest	Natwest	Monthly Interest	0.34
28/09/2018	Interest	Natwest	Monthly Interest	0.27
31/10/2018	Interest	Natwest	Monthly Interest	1.19
				1.8
PAYMENT 6th September - 14th November				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
01/10/2018	online	HL O'Callaghan	Clerk Salary - September	468.39
14/11/2018	542	Chi Payroll	September Payroll	10
14/11/2018	542	Chi Payroll	October Payroll	10
14/11/2018	543	Robert Eitel	Website Training	200
14/11/2018	544	HL O'Callaghan	Mileage	4.05
14/11/2018	544	HL O'Callaghan	Clerk Home Allowance	36
14/11/2018	544	HL O'Callaghan	Postage Costs	1.26
31/10/2018	online	HL O'Callaghan	Clerk Salary - October	468.39
				1198.09