

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

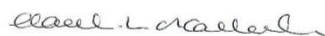
MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL COUNCIL
MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
MONDAY 6th JULY 2020 AT 7.30 PM ST JOHNS CHURCH, SUTTON

Due to the Coronavirus Government guidelines the meeting will be held via Zoom video conference call

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 9th March 2020 (no minutes for May meeting due to postponement of meeting due to Covid 19)
4. Annual Return
 - a) To receive full internal audit report 2019 – 20 – **attached**
 - b) To agree and sign exemption certificate – **attached**
 - c) To consider the Section 1 Annual Governance Statement and findings – **attached**
 - d) To agree, sign and date Section 1 Annual Governance Statement 2019 – 20 – **attached**
 - e) To consider the Annual Accounting Statements (Section 2) – **attached**
 - f) To agree, sign and date Section 2 Accounting Statements 2019 – 20 – **attached**
 - g) To set the period of public rights (Friday 28th August – 9th October 2020 inclusive) – **attached**
5. Finance
 - a) Comparison of 2019 - 20 Budget against expenditure and approve final accounts 2019 – 20 – **attached**
 - b) Acknowledgement of receipt of first instalment of Precept
 - c) To approve Clerks salary and expenses – **Appendix A**
 - d) To note and approve income and expenditure report – **Appendix B**
 - e) To approve the regular Bank Reconciliation – **Appendix C**
6. Update on matters carried forward:
 - a) Repair of fingerpost. Ongoing
 - b) Website. Please see recent email
7. Questions to County Councillor (Report to be submitted in advance)
8. Questions to District Councillor (Report to be submitted in advance)
9. Planning Update
10. Matters arising not dealt with on the Agenda
11. Public Questions (10 Minutes)
12. Any other matters for information only
13. Date of next Meeting – Monday 14th September 2020

Signed:



HL O'Callaghan
Clerk & RFO

Clerk Salary and Expenses

Clerks Salary 1 – 31st May 2020

Net Salary @£13.15 per hour £512.85

Clerks Salary 1- 30th June 2020

Net Salary @£13.15 per hour £512.85

Paid by Standing Order on last working day of the month

Clerks Expenses 4 May - 5 July 2020

Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
6/7/20	Working from home allowance (May)	As per contract	18.00	0	18.00
6/7/20	Working from home allowance (June)	As per contract	18.00	0	18.00
6/7/20	Mileage	Mileage to collect Audit Docs @ 45 pence per mile	10.80	0	10.80
6/7/20	Stamps	Letters to JK Engineering and additional stamps	6.84	0	6.84
Total			53.64	0	53.64

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT JULY 2020				
RECEIPTS:				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
30/05/2020	Interest	Natwest	Interest	0.56
				0.56
PAYMENTS:				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
20/05/2020	online	RS Hall	Internal Audit	120
29/05/2020	online	Came & Co	Insurance Renewal	426.35
29/05/2020	online	Chi Payroll	May Payroll	10
26/06/2020	online	WSALC	Annual Subs	104.99
31/05/2020	SO	HL O'Callaghan	Clerk Salary May	512.85
				1174.19

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
29-Jun-20		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/20		£6,837.58
Add Total Receipts		5060.14
Less Total Payments		(1,757.89)
TOTAL		£10,139.83
BANK		
Natwest Current as @ 29/6/20		6,630.00
Natwest Savings as @ 29/6/20		3,509.83
Plus Uncleared Deposits		
TOTAL		£10,139.83

