

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

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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 13 MAY 2018 AT 7.30 PM IN SUTTON VILLAGE HALL

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AGENDA

The Order of Business to be transacted is:

1. Election of Chairman and signing of the Declaration of Office
2. Election of Vice Chair and signing of the Declaration of Office
3. To accept delivery of the Acceptance of Office Forms and Declaration of Interest forms
4. Apologies for Absence
5. Co-Option of New Parish Councillors
6. Signing of Acceptance of Office and Declaration of Interest Forms by Co-Opted Councillors
7. Code of Conduct
  - a) Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
  - b) To consider any requests for Dispensations
8. Approval of Minutes of meeting held on 6<sup>th</sup> March 2019
9. Review and Approval of:
  - a) Code of Conduct
  - b) Standing Orders
  - c) Financial Regulations
  - d) Parish Council Assets
  - e) Staff and Cllrs Data Policy
  - f) Health & Safety
  - g) Risk Assessment
10. Appointment of representatives on the following bodies
  - a) North East Parishes Forum and CDALC
  - b) Burton and Chingford Ponds LNR
11. Election of members to serve on the following committees
  - a) Planning
  - b) Roads, Ditches, Footpaths & Trees
  - c) Winter Maintenance Plan
  - d) Finance & Communication
12. Planning Update  
Summary of any new applications or decisions, attached
13. County Councillor Report (10 Minutes)
14. District Councillor Report (10 Minutes)
15. Update on matters carried forward from previous meeting:
  - a) Update on Invitation for representative from Rother Valley Farmer to speak at Electors Meeting on 17<sup>th</sup> May
  - b) AGM
  - c) Councillor Emails
16. Highways and Footpaths & Village Maintenance Update
17. Winter Maintenance Update
18. Consultations
19. Correspondence
  - a) Email received regarding concerns re pruning of tree during village tidy up
20. Annual Return
  - a) To receive full internal audit report 2018-19 – **sent as separate attachment**
  - b) To consider the Section 1 Annual Governance Statement and findings – **see attached AGAR form**
  - c) To agree Section 1 Annual Governance Statement 2018-19

- d) To consider the Annual Accounting Statements (Section 2) – **see attached AGAR form**
- e) To agree Section 2 Accounting Statements 2018-19
- f) To sign and date approved Accounting Statements 2018-19
- g) To note and agree the explanation of variances - **attached**
- h) To set the period of public rights (Monday 3<sup>rd</sup> June – Friday 13<sup>th</sup> July inclusive)

21. Finance

- a) Comparison of 2018-19 Budget against expenditure – **see Appendix 1**
- b) To approve Final Accounts to 31<sup>st</sup> March 2019 – **Appendix 1**
- c) To agree addition of all councillors as bank signatories
- d) Acknowledgement of first installment of Precept
- e) To approve Clerk's salary and expenses – **Appendix 2**
- f) To approve Bank Reconciliation, Income, and Expenditure Report – **Appendices 3 & 4**

22. To approve and publish future meeting dates – **sent as separate email attachment**


23. Matters arising not dealt with on the Agenda

24. Public Questions (10 Minutes)

25. Any other matters for information only

26. Date of next Meeting – 1<sup>st</sup> July 2019

Signed:



HL O'Callaghan

Clerk & RFO

## Appendix 1 – Final Accounts 2018-19

### THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

	Budget 2018-19	Final Accounts 31/03/2019
	£	£
<b>Balance b/f at 1 April</b>	£8,557.74	8,557.74
<b>Receipts</b>		
Precept	£7,454.00	£7,454.00
Bank interest - PC	£2.00	£17.47
CDC Grants - Noticeboard	£0.00	£665.00
Other Grants - bignor defibrillator	£0.00	£820.00
WSCC Grants- Op Watershed	£0.00	£17,894.00
Queens 90th grant	£0.00	£0.00
Vat recovered	£400.00	£4,199.01
<b>Total receipts for period</b>	<b>£7,856.00</b>	<b>£31,049.48</b>
<b>Total receipts</b>	<b>£16,413.74</b>	<b>£39,607.22</b>
<b>Payments</b>		
<u>General Administration</u>		
Income Tax	£0.00	£0.00
Computer costs/Website	£200.00	£290.00
Postage	£2.50	£1.26
Stationery costs	£100.00	£9.92
Bank Charges	£0.00	£0.00
Clerk expenses	£250.00	£73.80
Home office	£216.00	£216.00
Employment Costs (Gross)	£4,994.28	£5,152.29
Employment costs PAYE	£0.00	£0.00
Payroll	£120.00	£120.00
Insurance	£350.00	£418.08
Audit fee	£200.00	£100.00
Training (Clerk/Councillors)	£200.00	£120.00
Councillor Expenses	£50.00	£0.00
AGM & other events	£140.00	£58.63
Village maintenance	£300.00	£50.00
Fingerposts	£0.00	£50.00
Winter maintenance	£400.00	£240.00
Clerk's membership fees (SLCC, SSALC)	£155.10	£244.43
Hire of Hall	£150.00	£62.00
Notice board/BT phone box/Other	£0.00	£401.16
<u>S.137 &amp; S.142 payments</u>		
- Sutton PCC	£0.00	£0.00
- Barlavington PCC	£0.00	£0.00
- Village News	£0.00	£0.00

Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington  
suttonbarlav@gmail.com  
9 May 2019

-Ebenoe Young Farmers	£0.00	£0.00
-Sutton Youth Club	£0.00	£0.00
Sutton Village News Magazine	£0.00	£0.00
- Sutton Village Hall	£0.00	£0.00
- CAB	£0.00	£0.00
- Sussex Air Ambulance	£0.00	£0.00
-Sutton Fabric Fund	£0.00	£0.00
- P&DCA	£0.00	£0.00
- Victim Support	£0.00	£0.00
- Amberley First Responders?(1st meeting)	£0.00	£0.00
- Rural Mobile Youth Trust - Purple Bus	£0.00	£0.00
Election	£0.00	£0.00
<b>Precept payments</b>	<b>£7,827.88</b>	<b>£7,607.57</b>
CDC Grants - Noticeboard	£0.00	£665.00
Bignor Defibrillator Grant	£0.00	£820.00
Operation Watershed	£1,080.00	£18,744.00
VAT paid	£600.00	£3,841.50
<b>Total payments</b>	<b>£9,507.88</b>	<b>£31,678.07</b>
<b>Surplus/deficit</b>	<b>-£1,651.88</b>	<b>-£628.59</b>
<b>(Receipts less payments for period)</b>		
<b>Balance carried forward</b>	<b>£6,905.86</b>	<b>£7,929.15</b>
<b>RESERVES</b>		
<b>General Reserve</b>	<b>£5,355.86</b>	<b>£6,379.15</b>
<b>Computer reserve</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Transparency reserve</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Election reserve</b>	<b>£300.00</b>	<b>£300.00</b>
<b>Bus shelter reserve</b>	<b>£250.00</b>	<b>£250.00</b>
<b>Winter maintenance reserve</b>	<b>£1,000.00</b>	<b>£1,000.00</b>
<b>Balance carried forward</b>	<b>£6,905.86</b>	<b>£7,929.15</b>

**Clerk Salary and Expenses****Clerks Salary 1 – 30<sup>th</sup> April 2019**

Net Salary @£13.15 per hour £512.85

**Clerks Salary 1- 31<sup>st</sup> May 2019**

Net Salary @£13.15 per hour £512.85

**Paid by Standing Order on last working day of the month****Clerks Expenses Paid after the meeting by cheque**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
13/5/19	Mileage (6/3/19)	Mileage to PC meeting (March) 9 miles @ 45 pence per mile	4.05	0	4.05
13/5/19	Working from home allowance (March)	As per contract	18.00	0	18.00
13/5/19	Working from home allowance (April)	As per contract	18.00	0	18.00
13/5/19	Stationery expenses	Stamps	13.92	0	13.92
13/5/19	Mileage	Mileage to drop off and collect audit documents to internal auditor at 45pence per mile per trip	21.60	0	21.60
13/5/19	Renewal of Hover domain	Reimbursement of domain renewal paid by Clerk	9.13	0	9.13
13/5/19	Stationery Expenses	Replacement ink cartridges	12.77	0	12.77
13/5/19	Salary top up	Under-payment of salary, standing order not changed in time	38.86	0	38.86
<b>Total</b>			<b>136.33</b>	<b>0</b>	<b>136.33</b>

<b>THE COMMON PARISH OF SUTTON &amp; BARLAVINGTON</b>		
<b>BANK RECONCILIATION</b>		
<b>07-May-19</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 07/04/19		£7,929.15
Add Total Receipts		3914.61
Less Total Payments		(936.78)
<b>TOTAL</b>		<b>£10,906.98</b>
<b>BANK</b>		
Natwest Current as @ 7/5/19		7,404.76
Natwest Savings as @ 7/5/19		3,502.22
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£10,906.98</b>

**THE COMMON PARISH OF SUTTON & BARLAVINGTON**  
**FINANCIAL REPORT PREPARED ON 7 MAY 2019**

DATE	REF	PAYER	DESCRIPTION	AMOUNT
<b>RECEIPTS 1/4/19 - 7/5/19</b>				
12/04/2019	Precept Part 1	CDC	Precept Part 1	3914
30/04/2019	Interest	Natwest	Monthly Interest	0.61
				<b>3914.61</b>
<b>PAYMENT 1/4/19 - 13/5/19</b>				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
02/05/2019	online	HL O'Callaghan	March Salary did not clear account	468.39
13/05/2019	555	Chichester Payroll Services	March Payroll	10
13/05/2019	556	WSALC	Subscriptions WSALC & NALC	60.04
13/05/2019	557	SLCC	Renewal of Annual Subscription	156
13/05/2019	558	HL O'Callaghan	Hover domain renewal Paid by Cle	9.13
13/05/2019	558	HL O'Callaghan	Stationary - stamps	13.92
13/05/2019	558	HL O'Callaghan	Stationary - replacement ink cartri	12.77
13/05/2019	558	HL O'Callaghan	Working from home allowance Ap	18
13/05/2019	558	HL O'Callaghan	Working from home allowance Ma	18
13/05/2019	558	HL O'Callaghan	Mileage March meeting	4.05
13/05/2019	558	HL O'Callaghan	Mileage - Audit documents drop c	21.6
13/05/2019	558	HL O'Callaghan	Salary Shortfall	38.86
31/05/2019	online	HL O'Callaghan	April Salary	512.85
13/05/2019	555	Chichester Payroll Services	April Payroll	10
13/05/2019	559	RS Hall	Internal Audit	120
				<b>1473.61</b>