

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 1st JULY 2019 AT 7.30 PM AT ST JOHN'S CHURCH, SUTTON

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 10th January 2019
4. Update on matters carried forward from previous meeting:
 - a) Natwest signatories
 - b) Councillor Emails
 - c) Declaration of Interests forms
5. County Councillor Report (10 Minutes)
6. District Councillor Report (10 Minutes)
7. Highways and Footpaths & Village Maintenance Update
8. Tree Warden Update
9. Planning Update
See attachment for full list of applications/decisions
10. GDPR and Data Protection
 - a) ICO Registration
11. Consultations
 - a) Feedback from Parking consultation, Chichester – email circulated 20/6/19
12. Correspondence
 - a) Ash trees disease – email circulated
 - b) Sussex Pathwatch meeting date – email circulated
 - c) Notification of Appeal SDNP/19/00893 - The Croft, email forwarded 14th June
 - d) All Parishes meeting, Monday 15th July – email circulated
13. Finance
 - a) To note Clerk's salary and expenses – **Appendix A**
 - b) To note and approve Income and Expenditure Report – **Appendix B**
 - c) To approve Bank Reconciliation – **Appendix C**
14. Matters arising not dealt with on the Agenda
15. Public Questions (10 Minutes)
16. Any other matters for information only
17. Date of next Meeting – Monday 9th September 2019, St John's Church, Sutton

Signed:



HL O'Callaghan
Clerk & RFO

Clerk Salary and Expenses**Clerks Salary 1 – 31st May 2019**

Net Salary @£13.15 per hour £512.85

Clerks Salary 1- 30th June

Net Salary @£13.15 per hour £512.85

Paid by Standing Order on last working day of the month**Clerks Expenses 13th May – 30th June 2019****Clerks Expenses Paid after the meeting by cheque**

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
1/7/19	Mileage (13/5/19)	Mileage to PC meeting (May) 9 miles @ 45 pence per mile	4.05	0	4.05
1/7/19	Working from home allowance (May)	As per contract	18.00	0	18.00
1/7/19	Working from home allowance (June)	As per contract	18.00	0	18.00
13/5/19	Salary top up	Reimbursement of tax	5.60	0	5.60
Total			45.65	0	45.65

THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT PREPARED ON 24 JUNE 2019

RECEIPTS: 13/5/19 - 24/6/19				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
31/05/2019	Interest	Natwest	Monthly Interest	0.59
				0.59
PAYMENTS: 13/5/19 - 30/6/19				
DATE PAID	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
31/05/2019	online	HL O'Callaghan	May Salary	512.85
11/06/2019	online	SSALC	Magazine Subscription	17
11/06/2019	online	Came & Co	Insurance renewal	448.04
30/06/2019	online	HL O'Callaghan	June Salary	512.85
01/07/2019	560	Chichester Payroll Services	Payroll - May	10
01/07/2019	560	Chichester Payroll Services	Payroll - June	10
01/07/2019	561	John Cross	Paint for bus shelter	16.79
01/07/2019	562	HL O'Callaghan	Refund of tax taken off in March	5.6
01/07/2019	562	HL O'Callaghan	Mileage May meeting	4.05
01/07/2019	562	HL O'Callaghan	Working from home allowance - J	36
				1573.18

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
24-Jun-19		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/19		£7,929.15
Add Total Receipts		3915.20
Less Total Payments		(2,407.04)
TOTAL		£9,437.31
BANK		
Natwest Current as @ 24/6/19		5,934.50
Natwest Savings as @		3,502.81
Plus Uncleared Deposits		
TOTAL		£9,437.31