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 15TH JANUARY 2020 AT 7.30 PM ST JOHNS 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.

1. Approval of Minutes of meeting held on 4th November 2019
2. Update on matters carried forward from previous meeting:
3. Invitation to Charlotte Hall re AGM
4. Repair of fingerpost
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
10. Consultations
11. Correspondence
12. Town & Parish Council Nov & Dec Newsletters
13. Volunteer Conservation Fund 2020 – Email sent 28/11/19
14. Highways Transport & Planning Newsletter – Email sent 28/11/19
15. Burton & Chingford Meeting Minutes – Email sent 28/11/19
16. Soft Sand Review – Email sent 6/1/20
17. West Sussex County News – Email sent 6/1/20
18. Finance
	1. To set Precept for next financial year 2020-2021
	2. To appoint an internal auditor for 2019-20 accounts
	3. To note Clerk’s salary and expenses – **Appendix A**
	4. To note and approve Income and Expenditure Report – **Appendix B**
	5. To approve Bank Reconciliation – **Appendix C**
19. Matters arising not dealt with on the Agenda
20. Public Questions (10 Minutes)
21. Any other matters for information only
22. Date of next Meeting – Monday 9th March 2020

Signed:



HL O’Callaghan

Clerk & RFO

**Appendix A**

**Clerk Salary and Expenses**

**Clerks Salary 1 – 30th November 2019**

Net Salary @£13.15 per hour £512.85

**Clerks Salary 1- 31st December**

Net Salary @£13.15 per hour £512.85

**Paid by Standing Order on last working day of the month**

**Clerks Expenses 3rd November 2019 – 14th January 2020**

Paid after the meeting by cheque

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Paid** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** |
| 14/01/20 | Mileage 04/11/19) | Mileage to PC meeting (November) 9 miles @ 45 pence per mile | 4.05 | 0 | 4.05 |
| 14/01/20 | Working from home allowance (November) | As per contract | 18.00 | 0 | 18.00 |
| 01/01/20 | Working from home allowance (December) | As per contract | 18.00 | 0 | 18.00 |
| **Total** |  |  | **40.05** | **0** | **40.05** |

**Appendix B**



**Appendix C**

