

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL ANNUAL COUNCIL MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
TUESDAY 4TH MAY 2021 AT 7.30 PM

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

AGENDA

1. Election of Chair and Signing of the Acceptance of Office
2. Election of Vice Chair and Signing of the Acceptance of Office
3. To confirm and accept all Declarations and Acceptance of Office have been made and received
4. Apologies for Absence
5. Code of Conduct
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
6. Approval of Minutes of meeting held on 8th March 2021
7. Councillor roles and responsibilities and formation of any sub committees
8. Procedures & Policies – review & agree the following:
 - a) Standing Orders
 - b) Financial Regulations
 - c) Freedom of Information
 - d) Staff and Councillors Data Protection Policy
 - e) Risk Register
9. Update on any matters carried forward from previous meeting
10. Finance
 - a) Annual Review for Year ending 31st March 2021
 - i. To receive and note full internal audit report 2020-21 and any findings
 - ii. **Certificate of Exemption** – To approve and sign the Certificate of Exemption – **Email Attachment**
To be completed where the higher of gross income or gross expenditure did not exceed £25,000 and the Parish Council wish to certify themselves as exempt from a limited assurance review.
 - iii. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1) – **Email Attachment**
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2020-21
 - iv. **Accounting Statements** - To consider the Accounting Statements (Section 2) – **Email Attachment**
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return
 - v. **To agree and set the period of public rights (Thursday 3rd June – Wednesday 14th July) – Email Attachment**
 - b) To note the proposed Insurance renewal notification and agree payment (subject to receipt prior to meeting)
 - c) To review Budget for 2020-21 and to agree 2021-22 Budget – **Email Attachment**
 - d) To approve regular ongoing standing orders for 12 months
 - i. Clerks salary
 - ii. Monthly payroll payment
 - e) To acknowledge receipt of first instalment of Precept
 - f) To approve Clerks salary and expenses – **Appendix A**
 - g) To note and approve income and expenditure report – **Appendix B**
 - h) To approve the regular Bank Reconciliation – **Appendix C**
11. Highways, Footpaths and Village Maintenance Update
12. Planning Update
13. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
14. County Councillors Report, to be submitted in advance – David Bradford, West Sussex County Council

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

suttonbarlav@gmail.com

26 April 2021

15. Return to face to face meetings
 - a) Covid requirements and risk assessment for Church
16. Correspondence to note
 - a) Ash Tree dieback works
 - b) Folly Lane road closure 10th May
17. Matters arising not dealt with on the Agenda
18. Public Questions (10 Minutes)
19. Any other matters for information only
20. Date of next Meeting 5th July 2021

Signed:



HL O'Callaghan
Clerk & RFO

List of Appendices & Attachments

Attachment – Certificate Of Exemption

Attachment – Annual Governance Statement

Attachment – Annual Accounting Statement

Attachment – Period of Public Rights

Attachment – Budget

Appendix A – Clerk Salary & Expenses

Appendix B – Monthly Payments

Appendix C – Bank Reconciliation 27/4/21

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2021

Net Salary £540.95

PAYE 7.00

Clerks Salary 1- 30th April 2021

Net Salary £543.75

PAYE £4.20

Paid by Standing Order on last working day of the month

Clerks Expenses 7th March – 3rd May 2021

Paid after the meeting

| Date Paid | Detail | Reason | Cost ex VAT (£) | VAT (£) | Cost inc VAT (£) |
|--------------|-------------------------------------|---|-----------------|----------|------------------|
| 5/5/21 | Working from home allowance (March) | As per contract | 18.00 | 0 | 18.00 |
| 5/5/21 | Working from home allowance (April) | As per contract | 18.00 | 0 | 18.00 |
| 5/5/21 | Mileage allowance at £0.45 per mile | Drop off and collection of Audit documents (12 miles each way x 4 journeys) | 21.60 | 0 | 21.60 |
| Total | | | 57.60 | 0 | 57.60 |

Appendix B

| THE COMMON PARISH OF SUTTON & BARLAVINGTON | | | | | |
|--|------------------|----------------|-----------------------------|-----------------------------------|-----------------|
| FINANCIAL REPORT MAY 2021 | | | | | |
| RECEIPTS: | | | | | |
| | DATE | REF | PAYER | DESCRIPTION | AMOUNT |
| | 07/04/2021 | Precept Part 1 | CDC | Precept Part 1 | 4,110 |
| | | | | | 4,110.00 |
| PAYMENTS: | | | | | |
| FILE NUM | DATE PAID | SO/DD | PAYEE | DESCRIPTION | AMOUNT |
| 1 | 30/04/2021 | online d/d | HL O'Callaghan | Clerk Salary April | 543.75 |
| 2 | 30/04/2021 | online d/d | HMRC | PAYE April | 4.2 |
| 3 | 30/04/2021 | online d/d | Chichester Payroll Services | Payroll - April | 10 |
| 4 | 05/05/2021 | online d/d | HL O'Callaghan | Clerks work from home (March/Apri | 36 |
| 5 | 05/05/2021 | online d/d | HL O'Callaghan | Clerks Mileage Expenses | 21.6 |
| 6 | 05/05/2021 | online d/d | Rachel Hall | 2021 Internal Audit | 120 |
| | | | | | 735.55 |

| THE COMMON PARISH OF SUTTON & BARLAVINGTON | | |
|---|--|-------------------|
| BANK RECONCILIATION | | |
| 27-Apr-21 | | |
| RECEIPTS & PAYMENTS | | |
| Balance brought forward as at 31/03/21 | | £7,534.45 |
| Add Total Receipts | | 4110.00 |
| Less Total Payments | | - |
| TOTAL | | £11,644.45 |
| BANK | | |
| Natwest Current as @ 27/4/21 | | 8,134.32 |
| Natwest Savings as @ 27/4/21 | | 3,510.13 |
| | | |
| | | |
| | | |
| Plus Uncleared Deposits | | |
| | | |
| TOTAL | | £11,644.45 |