

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 ANNUAL  
COUNCIL MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON  
MONDAY 5<sup>th</sup> JULY 2021 AT 7.30 PM AT THE CHURCH

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AGENDA

1. Apologies for Absence  
Apologies were received from Cllr Brown
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 4<sup>th</sup> May 2021
4. Update on matters carried forward:
  - a) Clerk confirmed submission and receipt of AGAR
5. Questions to County Councillor Tom Richardson (Report to be submitted in advance)
6. Questions to District Councillor Alan Sutton (Report to be submitted in advance)
7. Planning Update
8. Highways, Footpaths and Village Maintenance Update
9. Finance
  - a) To approve Clerks salary and expenses – **Attached**
  - b) To note and approve income and expenditure report – **Attached**
  - c) To approve the regular Bank Reconciliation – **Attached**
10. Correspondence
  - a) Salt Bins Audit – referred to Cllr Parkes
  - b) Gravestones in Churchyard – Passed on Cllrs Brown and Cross
  - c) PROW Report – Passed to Cllr Brown
11. Matters arising not dealt with on the Agenda
12. Public Questions (10 Minutes)
13. Any other matters for information only
14. Date of next Meeting 6<sup>th</sup> September 2021

Signed:



HL O'Callaghan  
Clerk & RFO

**Clerk Salary and Expenses**

**Clerks Salary 1 – 31<sup>st</sup> May 2021**

Net Salary £525.89

**Clerks Salary 1- 30<sup>th</sup> June 2021**

Net Salary £525.89

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

**Clerks Expenses 4 May – 4 July 2021**

**Paid after the meeting**

<b>Date</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
5/7/21	Working from home allowance (May)	As per contract	18.00	0	18.00
5/7/21	Working from home allowance (June)	As per contract	18.00	0	18.00
<b>Total</b>			<b>36.00</b>	<b>0</b>	<b>36.00</b>

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT JULY 2021				
<b>RECEIPTS:</b>				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
30/04/2021	Interest	Natwest	Interest	0.03
28/05/2021	Interest	Natwest	Interest	0.03
				<b>0.06</b>
<b>PAYMENTS:</b>				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
28/05/2021	online d/d	HL O'Callaghan	Clerk Salary May	543.75
01/06/2021	online d/d	Came & Co Insurance	Insurance 2021/22	475.28
01/06/2021	online d/d	Chichester Payroll	Payroll May	10
04/06/2021	online d/d	HMRC	PAYE May	4.2
28/06/2021	online d/d	WSALC	Subscriptions 2021-22	100.01
30/06/2021	online d/d	HL O'Callaghan	Clerk Salary June	543.55
30/06/2021	online d/d	HMRC	PAYE June	4.4
01/07/2021	online d/d	Chichester Payroll	Payroll June	10
06/07/2021	online d/d	HL O'Callaghan	Clerks work from home (May/June)	36
				<b>1727.19</b>

<b>THE COMMON PARISH OF SUTTON &amp; BARLAVINGTON</b>		
<b>BANK RECONCILIATION</b>		
<b>28-Jun-21</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/21		£7,534.45
Add Total Receipts		4110.06
Less Total Payments		(1,868.79)
<b>TOTAL</b>		<b>£9,775.72</b>
<b>BANK</b>		
Natwest Current as @ 28/6/21		6,265.53
Natwest Savings as @ 28/6/21		3,510.19
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£9,775.72</b>