

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

Monday 9th May 2022 AT 7.30 PM

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
Apologies received in advance by Cllr Cross
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 23rd March 2022
7. Update on expressions of interest for co-option
8. To allocate councillor roles and responsibilities and formation of any sub committees
 - Planning
 - Finance
 - Highways/Footpaths
 - Trees
9. 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
10. Update on any matters carried forward from previous meeting
11. Finance
 - a) Annual Review for Year ending 31st March 2022
 - i. To receive and note full internal audit report 2021-22 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 2021-22
 - 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 – Email Attachment**
 - b) To note the proposed Insurance renewal notification and agree payment (subject to receipt prior to meeting)
 - c) To review Budget for 2022-23 and to consider any amendments – **Email Attachment**
 - d) To approve regular ongoing standing orders for 12 months
 - i. Clerks salary and PAYE
 - 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**

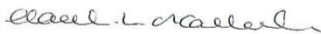
Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington

suttonbarlav@gmail.com

3 May 2022

12. Highways, Footpaths and Village Maintenance Update
13. Planning Update
14. Planting of tree for Queens Jubilee – Cllr Snowdon
15. Parish meeting – Wednesday 25th May 6.30pm
16. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
17. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
18. Correspondence to note
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 4th July 2022

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 31/3/22

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2021

Net Salary £637.15

PAYE 27.80

Clerks Salary 1- 30th April 2021

Net Salary £582.84

PAYE £8.40

Paid by Standing Order on last working day of the month

*Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
suttonbarlav@gmail.com
3 May 2022*

THE COMMON PARISH OF SUTTON & BARLAVINGTON					
FINANCIAL REPORT MAY 2022					
RECEIPTS:					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
1	07/04/2022	Precept Part 1	CDC	Precept Part 1	4,110
					4,110.00
PAYMENTS:					
FILE NUM	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
1	29/04/2022	dd	HL O'Callaghan	Clerk Salary	582.84
2	03/05/2022	dd	HMRC	PAYE - April	8.4
3	03/05/2022	dd	Chi Payroll	Payroll - April	15
4	10/05/2022	dd	RS Hall	Internal Audit 2021 - 22	120
5	10/05/2022	dd	WSALC Ltd	Yearly WSALC/NALC Subscription	105.46
6	10/05/2022	dd	HL O'Callaghan	Clerk Mileage	21.6
6	10/05/2022	dd	HL O'Callaghan	Clerk Work from Home Payment (36
					889.3

BANK RECONCILIATION		
31-Mar-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£7,578.10
Add Total Receipts		4110.24
Less Total Payments		(606.24)
TOTAL		£11,082.10
BANK		
Natwest Current as @3/5/22		7,571.37
Natwest Savings as @ 3/5/22		3,510.73
Plus Uncleared Deposits		
TOTAL		£11,082.10