

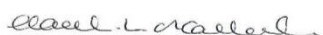
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

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 4th July 2022 AT 7.30 PM

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 9th May 2022
4. Update on expressions of interest for co-option
5. Update on any matters carried forward from previous meeting
 - a) Planting of tree for Queens Jubilee – Clerk provided update on grant
6. 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**
7. Highways, Footpaths and Village Maintenance Update
8. Planning Update
9. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
10. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
11. Correspondence to note
 - a) Update from Mr & Mrs Kimber – Sutton Court Farm
 - b) Summer Road Safety Briefings
12. Matters arising not dealt with on the agenda
13. Public Questions (10 Minutes)
14. Any other matters for information only
15. Date of next Meeting 12th September 2022

Signed:



HL O'Callaghan
Clerk & RFO

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st May 2022

Net Salary £582.64

PAYE 8.60

Clerks Salary 1- 30th June 2022

Net Salary £582.64

PAYE £8.60

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

Paid by Standing Order on last working day of the month

Paid after the meeting

Date to be Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
5/7/22	Working from home allowance (May)	As per contract	18.00	0	18.00
5/7/22	Mileage for May meeting	9 miles @£0.45 per mile	4.05	0	4.05
5/7/22	Working from home allowance (June)	As per contract	18.00	0	18.00
5/7/22	Mileage for July meeting	9 miles @£0.45 per mile	4.05	0	4.05
Total			44.10	0	44.10

Appendix B

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT JULY 2022**

DATE	REF	PAYER	DESCRIPTION	AMOUNT
29/04/2022	Natwest		Interest	0.24
31/05/2022	Natwest		Interest	0.31
				0.55
PAYMENTS:				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
31/05/2022	dd	Arthur Gallagher Insurance	Insurance Renewal 2022-23	496.54
31/05/2022	dd	HL O'Callaghan	Clerk Salary - May	582.64
06/06/2022	dd	HMRC	PAYE - May	8.6
06/06/2022	dd	Chi Payroll	Payroll - May	15
30/06/2022	dd	HL O'Callaghan	Clerk Salary - June	582.64
01/07/2022	dd	HMRC	PAYE - June	8.6
01/07/2022	dd	Chi Payroll	Payroll - June	15
05/07/2022	dd	HL O'Callaghan	Clerk work from home payment (I	36
05/07/2022	dd	HL O'Callaghan	Mileage (May and July meeting)	8.1
				1753.12

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

suttonbarlav@gmail.com

27 June 2022

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
27-Jun-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£7,578.10
Add Total Receipts		4110.55
Less Total Payments		(1,992.08)
TOTAL		£9,696.57
BANK		
Natwest Current as @ 27/6/22		6,185.53
Natwest Savings as @ 27/6/22		3,511.04
Plus Uncleared Deposits		
TOTAL		£9,696.57