

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

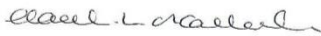
MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL ANNUAL
COUNCIL MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
Wednesday 17th May AT 7.30 PM

AGENDA

1. Election of Chairman and signing of the Declaration of Office
2. Election of Vice Chair and signing of the Declaration of Office
3. To accept delivery of the Acceptance of Office Forms and Register of Interest forms
4. Apologies for Absence
5. Co-Option of New Parish Councillors
6. Signing of Acceptance of Office and Register of Interest Forms by Co-Opted Councillors
7. Approval of Minutes of meeting held on 6th March 2023
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) Code of Conduct
 - d) Freedom of Information
 - e) Staff and Councillors Data Protection Policy
 - f) Risk Register
10. Update on any matters carried forward from previous meeting
11. Finance
 - a) Annual Review for Year ending 31st March 2023
 - i. To receive and note full internal audit report 2022-2023 and any findings
 - ii. **Annual Governance Statement** - To receive the Annual Governance Statement (Section 1) – **Email Attachment**
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2022-2023
 - iii. **Accounting Statements** - To receive and note the Accounting Statements (Section 2) – **Email Attachment**
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return
 - iv. **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.
 - 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 2023-2024 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**
12. Highways, Footpaths and Village Maintenance Update
13. Planning Update

14. Kings Coronation Grant
 - Update on purchase of bench
15. District Councillors Report, to be submitted in advance – TBC – Chichester District Council
16. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
17. Correspondence to note
18. Matters arising not dealt with on the agenda
19. Public Questions (10 Minutes)
20. Any other matters for information only
21. Date of next Meeting 3rd July 2023

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 A

Clerk Salary and Expenses

Clerks Salary 1 – 30th March 2023

Net Salary £613.84
PAYE £16.40
Total £630.24

Clerks Salary 1 – 31st April 2023

Net Salary £613.84
PAYE £16.40
Total £630.24

Paid by Standing Order on last working day of the month

Clerks Expenses

Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
18/5/23	Working from home allowance (March)	As per contract	18.00	0	18.00
18/5/23	Working from home allowance (April)	As per contract	18.00	0	18.00
18/5/23	Mileage for May meeting	Travel to May meeting as per contract 9 miles @ £0.45	4.05	0	4.05
18/5/23	Mileage to drop off and collect Audit docs	Travel to drop off and collect Audit documents 18 miles @ £0.45	8.10	0	8.10
Total			48.15	0	48.15

Appendix B

THE COMMON PARISH OF SUTTON & BARLAVINGTON					
FINANCIAL REPORT MAY 2023					
RECEIPTS:					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	21/04/2023		CDC	Precept Part 1	£ 4,314.45
	28/04/2023		Natwest	Interest	2.75
FILE NUMBER					£ 4,317.20
PAYMENTS:					
	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
1	28/04/2023	BACS	HL O'Callaghan	Clerk Salary April	504.24
2	02/05/2023	BACS	HMRC	PAYE April	126
3	02/05/2023	BACS	Chi Payroll	Payroll April	15
4	02/05/2023	BACS	WSALC Ltd	Yearly WSALC/NALC Subscription	109.88
					755.12

Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
suttonbarlav@gmail.com
9 May 2023

Appendix C

THE COMMON PARISH OF SUTTON & BARLAVINGTON**BANK RECONCILIATION****09-May-23****RECEIPTS & PAYMENTS**

Balance brought forward as at 31/03/23		£10,542.69
Add Total Receipts		4317.20
Less Total Payments		(755.12)
TOTAL		£14,104.77

BANK

Natwest Current as @ 9/5/23		10,576.08
Natwest Savings as @ 9/5/23		3,528.69
Plus Uncleared Deposits		
TOTAL		£14,104.77