

DUNCTON PARISH COUNCIL

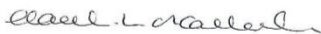
The Parish Council Meeting will be held on Monday 13th July 2020 at 7.00pm

In line with government guidelines this will be a Zoom meeting.

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 2nd March 2020 (no meeting in May)
4. Annual Return
 - a) To receive internal audit report 2019 – 20 – **attached**
 - b) To agree and sign exemption certificate – **attached**
 - c) To consider the Section 1 Annual Governance Statement and findings – **attached**
 - d) To agree, sign and date Section 1 Annual Governance Statement 2019 – 20 – **attached**
 - e) To consider the Annual Accounting Statements (Section 2) – **attached**
 - f) To agree, sign and date Section 2 Accounting Statements 2019 – 20 – **attached**
 - g) To set the period of public rights (Friday 28th August – 9th October 2020 inclusive) – **attached**
5. Finance
 - a) Comparison of 2019 - 20 Budget against expenditure and approve final accounts 2019 – 20 – **attached**
 - b) Acknowledgement of receipt of first instalment of Precept
 - c) To review and approve ongoing Standing Orders:
 - i. Clerks monthly salary
 - ii. Payroll
 - iii. Working from home expenses to be paid on last working day of the month in arrears as per salary
 - d) To approve Clerks salary and expenses – **Appendix A**
 - e) To note and approve income and expenditure report – **Appendix B**
 - f) To approve the regular Bank Reconciliation – **Appendix C**
6. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
7. County Councillors Report, to be submitted in advance – David Bradford, West Sussex County Council
8. Update on matters carried forward from previous meeting:
 - a) Speeding – Cllr Thomas
 - b) Playground – Clerk & Cllrs Napthine & Clifford
 - c) Defibrillator – Clerk & Cllrs O'Sullivan & Thomas
9. Matters arising not dealt with on the Agenda
10. Public Questions (10 Minutes)
11. Any other matters for information only
12. Date of next Meeting – Monday 7th September 2020

Signed:



HL O'Callaghan
Clerk & RFO

Clerk Salary and Expenses

Clerks Salary 1 – 31st May 2020

Net Salary @£14.96 per hour £374

Clerks Salary 1- 30th June 2020

Net Salary @£14.96 per hour £374

Paid by Standing Order on last working day of the month

Clerks Expenses June 2020

Date Agreed	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
30/6/20	Working from home allowance (June)	As per contract. Agreed payment by dd each month	36.00	0	36.00
14/7/20	Mileage	Mileage to drop off and pick up audit docs @ 50pence per mile	10.60	0	10.60
Total			46.60	0	46.60

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	08/06/2020	online	Barclays	Interest June	3.27
Payment Ref Number					
8	29/05/2020	dd	Came & Co	Insurance Renewal	521.3
9	29/05/2020	SO	HL O'Callaghan	May Salary	318
10	02/06/2020	dd	Chi Payroll	Payroll - May	10
11	08/06/2020	dd	HMRC	PAYE tax May	56
12	03/07/2020	dd	Chi Payroll	Payroll - June	10
13	30/06/2020	SO	HL O'Callaghan	June Salary	318
14	08/07/2020	dd	HMRC	PAYE tax June	56
					1289.3

Dunston Parish Council		
BANK RECONCILIATION		
06-Jul-20		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/20		£12,822.69
Add Total Receipts		5693.27
Less Total Payments		(1,981.90)
TOTAL		£16,534.06
BANK		
Current as @ 03/07/20		4,363.41
Savings as @ 03/07/20		12,170.65
Plus Uncleared Deposits		
TOTAL		£16,534.06