

EXTRACT FROM MINUTES
Monday 10th September 2018

2396. Payments The following payments were authorised and cheques duly signed.

- 2396.1 E-on –Monthly DD – £25.70 (inc. £1.22 VAT)
- 2396.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)
- 2396.3 Mrs J Bannerman - Clerks Salary (28 hours) & allowance £364.22
- 2396.4 HMRC 1/4ly payment £112.20
- 2396.5 DW Maintenance £370.00
- 2396.6 PKF Littlejohn (External Auditor) £240 (inc. £40 VAT)
- 2396.7 MDC (Grass Cutting at Bell Meadow) Await invoice
- 2396.8 August Payments: To note that the following payments were made during August with the approval of the Chairman and two signatories. E-on – Monthly Direct Debit £25.70 (inc. £1.22 VAT); A&J Lighting Solutions – DD £23.94 inc. £3.99 VAT; Mrs J Bannerman – Clerks Salary, Allowance and Holiday Pay £466.77; DW Maintenance £70; Maldon District Council re: Community Protection Team £248.59 (inc. £41.43 VAT) and Data Protection Officer £180 inc. £30 VAT.

2397. Other Financial Matters

2397.1 Summary of Accounts to date.

| DATE | ACCOUNT / TRANSACTION DETAIL | AMOUNT IN | AMOUNT OUT | BALANCE |
|-----------------------------|--|-----------|------------|----------|
| Business Reserve A/C | | | | |
| 09-Jul-18 | Balance | | | 20027.90 |
| 03-Sep-18 | Interest Received | 10.50 | | 20038.40 |
| 10-Sep-18 | Transfer to Community A/C 60978876 | | 1200.00 | 18838.40 |
| Community Account | | | | |
| 09-Jul-18 | Balance | | | 1398.67 |
| 18-Jul-18 | Party Tent Hire (St Michaels) | 75.00 | | 1473.67 |
| 26-Jul-18 | Party Tent (Marshall) | 50.00 | | 1523.67 |
| 07-Aug-18 | HMRC VAT Refund | 361.21 | | 1884.88 |
| 13-Aug-18 | August Debits | | 1015.00 | 869.88 |
| 13-Aug-18 | Party Tent Hire (Allen) | 50.00 | | 919.88 |
| 04-Sep-18 | Party Tent Hire (Bannerman) | 50.00 | | 969.88 |
| 10-Sep-18 | Transferred from Business Reserve A/C 40622818 | 1200.00 | | 2169.88 |
| 10-Sep-18 | September Debits | | 1587.32 | 582.56 |

2397.2 Bank Account Signatories – Confirmation of changes to the Mandate has been received. The signatories are now Cllr. John Tompkins, Cllr. Jenny Hughes and Cllr. Joanna Symons. Cheques require 2 out of 3 signatures.

2397.3 External Auditor Report – audit report received from PKF Littlejohn reads: On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Clerk has posted the relevant Notice of Conclusion of Audit and AGAR Sections 1, 2 and 3 on the noticeboard in the village and Parish Council website.

2397.4 Street Lighting Maintenance Contract – it was noted that clerk had attempted to gain alternative quotes but had not received any responses. It was agreed that A&J Lighting Solutions have provided a good service over the last 5 years and the quote received is acceptable. Cllr. John Brown proposed and Cllr. Peter Warren seconded that A&J Lighting Solutions be awarded the contract. This was agreed by all present. Cllr. Tompkins then duly signed the contract.