

**EXTRACT FROM MINUTES**  
**Monday 13<sup>th</sup> November 2018**

**2438. Payments**

Ref: 2438.9 Poppy Appeal. It was agreed to add a £10 donation to the cost of the wreath.

Ref: 2438.12 Election Course training, it was noted that this would be partially refunded via the Essex Clerks Bursary Fund.

Ref: 2438.13 Annual Direct Debit instruction - Information Commissioners Officer for Annual Data Protection Fee. Clerk advised that a saving of £5 for payment by Direct Debit could be achieved.

Cllr. James Rushton proposed that an annual Direct Debit be set up, this was seconded by Cllr. John Brown, all councillors agreed.

The following payments were authorised and cheques duly signed.

	Payee	Gross	VAT	Net
2438.1	E-on (DD)	25.70	1.22	24.48
2438.2	A&J Lighting Solutions (DD)	25.20	4.20	21.00
2438.3	Mrs J Bannerman (Clerks Salary)	528.26	0.00	528.26
2438.4	Mrs J Bannerman (Clerks Expenses)	16.72	0.00	16.72
2438.5	DW Maintenance (Grass Cutting/MemGdn Seeding)	425.00	0.00	425.00
2438.6	MDC (Community Protection Team)	317.42	52.90	264.52
2438.7	Danbury Fencing (Await invoice)	832.08	138.68	693.40
2438.8	Mr J Warner (Fixing goal posts)	45.00	0.00	45.00
2438.9	Royal British Legion - Poppy Appeal (Wreath)	30.00	0.00	30.00
2438.10	NALC (Local Council Award Scheme)	60.00	10.00	50.00
2438.11	MDC (Grass Cutting)	121.63	20.27	101.36
2438.12	EALC (Election Training Course)	85.00	0.00	85.00
2438.13	I.C.O. (Annual Data Protection fee) (DD)	35.00	0.00	35.00

**2439. Other Financial Matters**

2439.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
08-Oct-18	Balance			18338.40
12-Nov-18	Transfer to Community A/C 60978876		2400.00	15938.40
<b>Community Account</b>				
08-Oct-18	Balance			521.07
tbc	Party Tent Income (Lee)	75.00		596.07
12-Nov-18	Transferred from Business Reserve A/C	2400.00		2996.07
12-Nov-18	November Debits		2547.01	449.06

2439.2 ¼ly Expenditure Review to 30<sup>th</sup> September 2018. As part of the system of internal control the Chairman reported that he had reviewed accounts documents and banking statements and found them to be in order. This check will help inform the Annual Governance statement.

2439.3 Barclays Bank – Account Information Update request – Relevant sections were completed and signed. Clerk to action further information requested and send off form.

2439.4 2019/20 Budget – Draft budget considerations to be discussed at the December meeting. Councillors to notify clerk of any budget requirements.

Cllr. Bunn informed that the Memorial Shelter was in need of some maintenance which should be budgeted for. Cllr. Bunn and Cllr. Tompkins will work on a document in order to gain quotes for the work.