

## **EXTRACT FROM MINUTES**

**Monday 13<sup>th</sup> May 2019**

### **2271. Payments**

The following payments were authorised and cheques duly signed.

Ref:	Payee	Gross	VAT	Net
2271.1	E-on	30.71	1.46	29.25
2271.2	A&J Lighting Solutions	25.20	4.20	21.00
2271.3	Mrs J Bannerman	536.85	0.00	536.85
2271.4	Mr J Bannerman (Expenses – Dropbox annual fee)	79.00	13.17	65.83
2271.5	DW Maintenance	140.00	0.00	140.00
2271.6	CPRE (Annual Membership)	36.00	0.00	36.00
2271.7	LCR (Subscription)	17.00	0.00	17.00
2271.8	Insurance (See note below)	255.71	0.00	255.71

The following points to be noted:

2271.3 The Clerks Salary (32 hours) plus holiday pay and allowance.

2271.8 Insurance – clerk will review the insurance as per minute ref 2264.2.ii.

2271.9 It was noted that the Clerk concluded the process of setting up a new Payroll system with Iris and that the cheque for Clerk salary and Payroll fees for April were duly authorised by the Chairman outside of the meeting. (Min Ref: 2545.7)

### **2272. Other Financial Matters**

2272.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
08-Apr-19	Balance			9854.28
02-May-19	Precept received from MDC	20281.00		30135.28
13-May-19	Transferred to Community A/C		1000.00	29135.28
<b>Community Account</b>				
08-Apr-19	Balance			598.49
01-May-19	Party Tent Hire - Purleigh PTA	75.00		673.49
13-May-19	Transferred from Business Reserve	1000.00		1673.49
13-May-19	May Debits		1120.47	553.02

2272.2 End of year accounts 2018/19 Clerk reported that the Internal Auditor had visited on Friday 10<sup>th</sup> May. Her written report when received will be shared with councillors. Clerk has carried out the recommendation regarding how to report unrepresented cheques on the account sheets. The deadline for submission of AGAR to the External Auditor is 1<sup>st</sup> July and the accounts will therefore be considered for approval at the next Parish Council meeting. The Chairman will review the 2018/19 files prior to the next meeting.