

EXTRACT FROM MINUTES

Monday 10th June 2019

2292. Payments

The following payments were authorised and cheques duly signed.

Ref:	Payee	Gross	VAT	Net
2292.1	E-on	31.73	1.51	30.22
2292.2	A&J Lighting Solutions	25.20	4.20	21.00
2292.3	Mrs J Bannerman (Salary & Allowance)	463.20	0.00	463.20
2292.4	Mr J Bannerman (Expenses – SLCC training)	25.00	0.00	25.00
2292.5	DW Maintenance	220.00	0.00	220.00
2292.6	Nancy Powell Davies (Internal Auditor)	150.00	0.00	150.00
2292.7	HMRC ¼ly PAYE	125.80	0.00	125.80

The following points were noted:

2292.3 Clerks Salary 36 hours

2292.8 Alternative official Parish Council address. Currently the address is the clerks home and given that some communications recently have been regarding the spike in crime in the village there is concern that the village emails give personal address details. After considering various options, it was agreed that clerk should progress with establishing a PO Box address – post would still be delivered to home address at a cost of £285 per year.

2292.9 Funding request from Living Landscapes (via Chris Wheadon) for wild flowers. It was agreed that Cllr. Warren will liaise and discuss options.

2293. Other Financial Matters

2293.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-May-19	Balance			29135.28
03-Jun-18	Interest Received	8.80		29144.08
10-Jun-18	Transferred to Community A/C		200.00	28944.08

Community Account

13-May-19	Balance			570.73
17-May-19	HMRC Vat refund	734.57		1305.30
03-Jun-19	Party Tent Hire - Clark	50.00		1355.30
03-Jun-19	Party Tent Hire - Lane	50.00		1405.30
10-Jun-19	Transferred from Business Reserve	200.00		1605.30
10-Jun-19	June Debits		1040.93	564.37

2293.2 Chairman's Inspection of Accounts: As part of our internal control measures the Chairman confirmed he has inspected the end of year accounts. It is noted that the chairman has also inspected the accounts during the course of the previous year.

2293.3 It was noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The end of year accounts have also been made available to all councillors. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.

2293.4 The report of the Internal Auditor was shared with Councillors. The recommendation regarding website updates was noted, although could not be corroborated when compared with the website produced log. The Clerk confirmed that the minutes are uploaded onto the website following Parish Council meetings.

2293.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2019.

Councillor's confirmed the answers to the questions in the Annual Governance Statement 2018/19 in the Annual Return for the year ended 31 March 2019. Cllr. John Brown proposed and Cllr. Peter Warren Seconded that the annual governance statement be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman.

2293.6 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2019. Cllr. John Brown proposed and Cllr. Peter Warren Seconded that the Accounting Statements be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman. Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.