

## **EXTRACT FROM MINUTES**

**Monday 9<sup>th</sup> September 2019**

### **2332. Payments**

Cllr. Peter Warren proposed and Cllr. Joanna Symons seconded that the following payments be authorised and cheques duly signed. All Councillor's present were in agreement. The Payment Schedule and cheques were duly signed, the invoices duly initialled. It was noted that the August payments were made outside of the meeting as per authorisation at July meeting. Minute Reference: 2312.9-2312.13.

Ref:	Payee	Gross	VAT	Net
<b>August Payments</b>				
2332.1	E-on	31.73	1.51	30.22
2332.2	A&J Lighting Solutions	25.20	4.20	21.00
2332.3	Mrs J Bannerman	557.75	0.00	557.75
2332.4	DW Maintenance	210.00	0.00	210.00
2332.5	MDC (Community Protection Team)	332.83	55.47	277.36
2332.6	MDC (Parish Elections)	69.15	0.00	69.15
2332.7	Barclays Bank Charges	0.95	0.00	0.95
<b>September Payments</b>				
2332.8	E-on	31.73	1.51	30.22
2332.9	A&J Lighting Solutions	25.20	4.20	21.00
2332.10	Mrs J Bannerman	425.20	0.00	425.20
2332.11	Mrs J Bannerman (Expenses)	30.85	3.66	27.19
2332.12	DW Maintenance	320.00	0.00	320.00
2332.13	MDC (Grass Cutting - Q1)	146.34	24.39	121.95
2332.14	RCCE (Annual Membership)	52.80	8.80	44.00
2332.15	Barclays Bank Charges	0.16	0.00	0.16
2332.16	HMRC ¼ly PAYE	97.00	0.00	97.00
2332.17	Skippers Ground Maintenance Ltd	180.00	30.00	150.00
2332.18	LJ Print	13.24	0.00	13.24
2332.19	PKF Littlejohn LLP	240.00	40.00	200.00

### **2333 Other Financial Matters**

2333.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
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#### **Business Reserve A/C**

08-Jul-19	Balance			26044.08
02-Sep-19	Interest Received	13.68		26057.76
09-Sep-19	Transferred to Community A/C		1600.00	24457.76

#### **Community Account**

08-Jul-19	Balance			281.55
15-Jul-19	Party Tent Hire - St Michael's PCC	75.00		356.55
16-Aug-19	Party Tent Hire - Bradbrook	50.00		406.55
21-Aug-19	Paypal (Playground)	0.01		406.56
30-Aug-19	Bell Meadow Day Fundraising (Playground)	59.00		465.56
05-Sep-19	Bell Meadow Day Fundraising (Playground)	29.00		494.56
09-Sep-19	Transferred from Business Reserve	1600.00		2094.56
09-Sep-19	September Debits		1562.52	532.04

2333.2 Playground funds – clerk reported that she had sought advice from Internal Auditor and Society of Local County Clerks who both advised that clear accounting is the way to explain where the council's money is, why it is holding it and how it has been spent. Clerk will include additional columns in the accounts sheets to show playground income and expenditure. They also advised that so long as the play area is free to use and the council retains ownership of it, the council will be able to reclaim VAT on the cost. A Paypal account has been set up in order for donations to be received.

2333.3 Financial Regulations. It was noted that NALC had issued updated Financial Regulations. As there are a number of changes to our current document, these are to be reviewed and a recommendation given at the next meeting.

2333.4 2018/19 Annual Governance and Accountability Return. Clerk was disappointed to report that an 'except for' matter has been raised. *The smaller authority has not restated the 2017/18 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.*

Clerk has updated the applicable Fixed Assets document with the restated figure and this will be uploaded to the website.

The Notice of Conclusion of Audit Annual Governance & Accountability Return for the year ended 31 March 2019 will be displayed on the noticeboard and uploaded to the website along with the AGAR sections 1, 2 & 3. The documents are available for inspection by any local government elector in the area of Woodham Walter on application as per the notice.