

Extract from Minutes – 13th July 2020

2331. Payments

Cllr. James Bunn proposed and Cllr. Jenny Hughes seconded that the payments listed in the Payment Schedule be approved. All councillors in agreement. To note that annual grants to be paid to local organisations are as per the budget agreed for 2020/21. All future grants will be awarded following a formal application process, details of which will be sent to beneficiaries with this year's grant cheque and application documents will be available on the website.

Ref:	Payee	Gross	VAT	Net
2331.1	Nancy Powell Davis (Internal Auditor) (From June)	150.00	0.00	150.00
2331.2	E-on	30.71	1.46	29.25
2331.3	A&J Lighting Solutions	25.20	4.20	21.00
2331.4	Mrs J Bannerman (Salary & Allowance)	626.05	0.00	626.05
2331.5	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
2331.6	Mrs J Bannerman (Expenses - Microsoft 365)	11.28	1.88	9.40
2331.7	Skippers Ground Maintenance (May & June)	852.00	142.00	710.00
2331.8	Mr G Orford (Neighbourhood Watch Signs)	42.00	0.00	42.00
2331.9	Royal Mail Group Ltd (PO Box Renewal)	352.50	58.75	293.75
2331.10	EALC (Chairman Training - Cllr. Rushton)	48.00	8.00	40.00
2331.11	RCCE (Membership Renewal)	52.80	8.80	44.00
2331.12	Grant: Woodham Walter Women's Club	198.00	0.00	198.00
2331.13	Grant: Woodham Walter Village Hall	269.00	0.00	269.00
2331.14	Grant: Essex Wildlife Trust	262.00	0.00	262.00

2332. Other Financial Matters

2332.1 Summary of Accounts to date.

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

08-Jun-20	Balance			48778.46
13-Jul-20	Transferred to Community Account		2600.00	46178.46

Community Account

08-Jun-20	Balance		699.89
13-Jul-20	Transfer from Business Reserve	2600.00	3299.89
13-Jul-20	July Debits	2783.93	515.96

2332.2 Review of Bank Statements and Account sheets. Councillor Brown confirmed that he has reviewed the Bank Statements and Account sheets for June and found them to be reconciled correctly.

2332.3 Chairman's Inspection of 2019/20 Accounts: The chairman confirmed that he has carried out the annual review of the accounts.

2332.4 Internal Auditor Report. Councillors accepted the report and considered the recommendations. 1) The Internal Auditor report should appear on the website. 2) The council should seek alternative payments methods so that clerk is not making out of pocket expenses.

Clerk confirmed that the summary Internal Auditor report has been uploaded to the website. Councillors discussed the report submitted by the Clerk who has investigated a Council method of card payments. Cllr. Joanna Symons proposed and Cllr. James Rushton seconded that a Credit Card would be the best and securest method. All councillors in agreement and clerk will proceed with the application process. The expenditure limits as per the Financial regulations will suffice. Councillors also ask clerk to investigate on-line banking – clerk will check the guidelines.

2332.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Clerk confirmed that the accounts have been submitted for Audit. Information has been placed on the noticeboard outside Tadpoles and on the website as per transparency rules.

2332.6 Annual Investment Report – Councillor James Bunn proposed and Cllr. Peter Warren seconded that the council should accept the Clerks recommendation that due to low levels of interest rates generally, the Council should remain with Barclays for both the current and savings account. All councillors in agreement.

2332.7 August Payments: It was agreed that payments be made outside of an August Meeting with the approval of the Chairman/Vice Chairman and cheques signed by two signatories.

Expected expenditure: E-on DD; A&J Lighting Solutions DD; Mrs J Bannerman (Clerks Salary/Holiday Pay/Allowance and Expenses; Skippers Ground Maintenance; MDC (Community Engagement Team);

2332.8 Quarterly Expenditure Review to end of June 2020. A new design of report has been shared with councillors following advice from the Internal Auditor that the report is simplified. Councillors to review.