

**Extract From Minutes – 14<sup>th</sup> September 2020**

**2358. Other Financial Matters**

2358.1 Summary of Accounts to date. (Estimate)

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

13-Jul-20	Balance			46178.46
17-Aug-20	Transferred to Community Account		900.00	45278.46
07-Sep-20	Interest Received	6.63		45285.09
14-Sep-20	Transferred to Community Account		1600.00	43685.09

**Community Account**

13-Jul-20	Balance			515.96
14-Aug-20	Donation (Playground)	1000.00		1515.96
17-Aug-20	Transfer from Business Reserve	900.00		2415.96
17-Aug-20	August Debits		1878.32	537.64
14-Sep-20	Transfer from Business Reserve	1600.00		2137.64
14-Sep-20	September Debits		1709.84	427.80

2358.2 Review of Bank Statements and Account sheets. Councillor Brown confirmed that he has reviewed the Bank Statements and Account sheets for July and August and found them to be reconciled correctly.

2358.3 On-line payments/Credit Card application. Councillors agreed to proceed with the new method of payments. Cllr. Tompkins and Cllr. Hughes have both received the Barclays banking information and will be able to authorise payments set up by Clerk from next month. Clerk to develop a Banking Policy for adoption at the next meeting.

2358.4 Direct Debit – it was agreed that clerk should investigate setting up a Direct Debit to pay the 1/4ly PAYE/NIC contributions.

2358.5 Banking Mandate – Cllr. John Brown Proposed and Cllr. Peter Warren Seconded that Cllr. Joanna Symons should be removed from signatories and Cllr. James Rushton (Vice Chairman) be added.

2358.6 End of Year Accounts – The Annual Governance and Accountability Return for the financial year ended 31 March 2020 has been received from the auditors and states: On the basis of Sections 1 and 2 of the AGAR, in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our

attention giving cause for concern that relevant legislation and regulatory requirements have not been met. There were no other matters affecting the opinion. Clerk has duly prepared the "Notice of Conclusion of audit" which details the rights of inspection, in line with the statutory requirements. The notice has been published along with the certified AGAR (Sections 1,2 & 3) on the Parish Council noticeboard (outside Tadpoles) and on the Parish Council Website ([www.woodhamwalterpc.org](http://www.woodhamwalterpc.org)).

2358.7 To note that NALC have agreed the National Salary Award and this has been duly applied to Clerks Salary (Backdated to 1 April 2020).

2358.8 Grants for Local Organisations Policy – Cllr. James Rushton proposed and Cllr. James Bunn Seconded that the policies be adopted, all councillors in agreement.

2358.9 The following August payments as per July meeting minute ref 2332.7 had been approved

and signed by the Chairman and Cllr. Hughes.

Ref:	Payee	Gross	VAT	Net
2358.9.1	E-on (DD)	31.73	1.51	30.22
2358.9.2	A&J Lighting Solutions (DD)	25.20	4.20	21.00
2358.9.3	Mrs J Bannerman (Salary & Allowance)	897.03	0.00	897.03
2358.9.4	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
2358.9.4	Mrs J Bannerman (Expenses - Microsoft 365)	11.28	1.88	9.40
2358.9.4	Mrs J Bannerman (Expenses - B&W printing/post/card)	40.30	6.00	34.30
2358.9.4	Mrs J Bannerman (Expenses - Ring Central)	24.00	4.00	20.00
2358.9.5	MDC (Community Engagement Team)	328.32	54.72	273.60
2358.9.6	LJ Print (Warren Colour Leaflet printing)	44.79	0.00	44.79
2358.9.7	A&J Lighting Solutions (Annual Maintenance) (DD)	125.28	20.88	104.40
2358.9.8	Skippers Ground Maintenance	336.00	56.00	280.00

## 2359. Payments

Cllr. John Brown proposed and Cllr. James Bunn seconded that the following payments be approved, all in agreement. Clerk will issue cheques which will be signed by two signatories.

Ref:	Payee	Gross	VAT	Net
2359.1	E-on	31.73	1.51	31.73
2359.2	A&J Lighting Solutions	25.20	4.20	21.00
2359.3	Mrs J Bannerman (Salary, Back Pay, Holiday Pay & Allowance)	890.67	0.00	890.67
2359.4	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
2359.5	Mrs J Bannerman (Expenses - Microsoft 365)	11.28	1.88	9.40
2359.6	HMRC 1/4ly payment	454.31	0.00	454.31
2359.7	PKF Littlejohn LLP (Audit)	240.00	40.00	200.00