

**Extract From Minutes – 8<sup>th</sup> June 2020**

**2313. Payments**

Cllr. James Bunn proposed and Cllr. Peter Warren seconded that payments be approved. All Councillors in agreement. Clerk will action the payments and arrange for the cheques to be signed.

Ref:	Payee	Gross	VAT	Net
2313.1	E-on (Estimate)	31.73	1.51	30.22
2313.2	A&J Lighting Solutions	25.20	4.20	21.00
2313.3	Mrs J Bannerman (Salary & Allowance)	716.25	0.00	716.25
2313.4	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
2313.5	Mrs J Bannerman (Expenses - Stationery/Stamps)	75.93	10.96	64.97
2313.6	Skippers Ground Maintenance	144.00	24.00	120.00
2313.7	MDC Grounds Maintenance (2019 Season)	390.24	65.08	325.20
2313.8	HMRC 1/4ly payment	311.08	0.00	311.08
2313.9	Nancy Powell Davis (Internal Auditor)	150.00	0.00	150.00

**2314. Other Financial Matters**

2314.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
------	------------------------------	--------------	---------------	---------

**Business Reserve A/C**

11-May-20	Transferred to Community Account			50267.71
08-Jun-20	Interest Received	10.75		50278.46
08-Jun-20	Transferred to Community Account		1500.00	48778.46

**Community Account**

11-May-20	Balance			1058.71
02-Jun-20	Transfer from Business Reserve	1500.00		2558.71
08-Jun-20	June Debits		1858.82	699.89

2314.2 Chairman's Inspection of Accounts: To be completed by Chairman.

2314.3 It is noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings Relevant financial information is available on the Woodham Walter Parish Council

website as per the Transparency Code dictates.

2314.4 It was noted that the Internal Auditor had completed the AGAR and that her final report would be shared with councillors, she had emailed to say that the report will be positive. Any recommendations will be discussed at the next meeting.

2314.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Councillors confirmed the answers to the questions in the Annual Governance Statement 2019/20 in the Annual Return for the year ended 31 March 2020. Cllr. John Brown proposed and Cllr. James Bunn seconded that the Annual Government Statement be approved by this smaller authority, this was agreed by all councillors. Clerk to arrange for Chairman to sign the form.

2314.6 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2020.

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. Clerk to arrange for the form to be signed by 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.

2314.7 Precept Overpayment. No response to query from MDC. No action required.

2314.8 It was noted that the Insurance has been renewed with Zurich as per Clerks Report which was circulated and agreed with Councillors.

2314.9 Review of Bank Statements and Account sheets. Cllr. Brown confirmed that he has reviewed the Bank Statements and Account sheets for May and found them to be reconciled correctly