

DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Thursday 6th May 2021 at 7.00pm

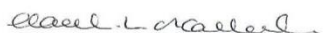
In line with government guidelines this will be a Zoom meeting.

AGENDA

1. Election of Chair and Signing of the Acceptance of Office
2. Election of Vice Chair and Signing of the Acceptance of Office
3. To confirm and accept all Declarations and Acceptance of Office have been made and received
4. Apologies for Absence
5. Code of Conduct
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
6. Approval of Minutes of meeting held on 15th March 2021
7. Councillor roles and responsibilities and formation of any sub committees
8. Procedures & Policies – review & agree the following:
 - a) Standing Orders
 - b) Financial Regulations
 - c) Complaints Procedure
 - d) Freedom of Information
 - e) Grievance Policy
 - f) Equality Policy
 - g) Risk Register
 - h) Privacy/Data Protection Policy
9. Update on matters carried forward from previous meeting:
 - a) Speeding – Cllr Thomas
 - b) Playground Maintenance and Inspection – Clerk & Cllrs Napthine & Clifford
 - c) Footpaths – Cllr Thomas/Cllr Clifford
 - d) Rewilding of Communal Areas
 - e) Bus Stop repair update
 - f) Recruitment of new Councillor
10. Finance
 - a) Annual Review for Year ending 31st March 2021
 - i. To receive and note full internal audit report 2020-21 and any findings **Email Attachment**
 - ii. **Certificate of Exemption** – To approve and sign the Certificate of Exemption **Email Attachment**
To be completed where the higher of gross income or gross expenditure did not exceed £25,000 and the Parish Council wish to certify themselves as exempt from a limited assurance review.
 - iii. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1) **Email Attachment**
 - iv. Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2020-21
 - v. **Accounting Statements** - To consider the Accounting Statements (Section 2) **Email Attachment**
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return
 - vi. **To agree and set the period of public rights (Thursday 3rd June – Wednesday 14th July) Email Attachment**
 - b) To note the Insurance renewal notification and agree payment (long term agreement in place until 2022)
 - c) To review Budget for 2020-21 and to agree 2021-22 Budget **Email Attachment**
 - d) To approve regular ongoing standing orders for 12 months
 - i. Clerks salary
 - ii. Clerks working from home expenses
 - iii. Monthly payroll payment

- e) To acknowledge receipt of first instalment of Precept
 - f) To approve Clerks salary and expenses – **Appendix A**
 - g) To note and approve income and expenditure report – **Appendix B**
 - h) To approve the regular Bank Reconciliation – **Appendix C**
11. Planning Update
 12. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
 13. County Councillors Report, to be submitted in advance – David Bradford, West Sussex County Council
 14. Correspondence to note
 - a) Rural Broadband Consultation
 15. Update on meetings attended by Councillors
 - a) Safer Roads Committee – Cllr Thomas
 - b) SDNP Dark Skies – Cllr O’Sullivan
 16. Return to face to face meetings
 - a) Covid requirements and risk assessment for village hall
 17. Matters arising not dealt with on the Agenda
 18. Public Questions (10 Minutes)
 19. Any other matters for information only
 20. Date of next Meeting – 12th July 2021

Signed:



HL O’Callaghan
Clerk & RFO

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2021

Net Salary £335.35
PAYE £60.40

Clerks Salary 1- 30th April 2021

Net Salary £335.55
PAYE £60.20

Paid by Standing Order on last working day of the month

Clerks Working from Home Expenses (as per contract)

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
30/4/21	Working from home allowance (April)	As per contract. Agreed payment by dd each month	36.00	0	36.00
Total			36.00	0	36.00

Hannah-Louise O’Callaghan, Clerk Duncton Parish Council
clerk@duncton.org
29 April 2021

Clerks Expenses – paid after meeting by agreement

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
7/5/21	Mileage Expenses @ £0.45 per mile	Drop off and Collection of Audit documentation	21.60	0	21.60
Total			21.60	0	21.60

Appendix B

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	07/04/2021	BACS	CDC	1st half of Precept	4623.00
					4623.00
Payment Ref Number					
1	07/04/2021	dd	CDC	Emptying Litter Bins April 2020 - March 2021	89.23
2	30/04/2021	SO	HL O'Callaghan	Working from home - April	36
3	30/04/2021	dd	HL O'Callaghan	Clerk Salary - April	335.55
4	31/04/21	dd	HMRC	PAYE April	60.2
5	30/04/2021	dd	Chi Payroll Serv	Payroll - April	10
6	07/05/2021	dd	HL O'Callaghan	Clerk Mileage Expenses	21.6
7	07/05/2021	dd	RS Hall	Internal Audit 2020-21	120
					672.58

Duncton Parish Council		
BANK RECONCILIATION		
28-Apr-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£9,403.41
Add Total Receipts		4623.00
Less Total Payments		(89.23)
TOTAL		£13,937.18
BANK		
Current as @ 28/04/21		5,946.01
Savings as @ 28/04/21		7,991.17
Plus Uncleared Deposits		
TOTAL		£13,937.18