**DUNCTON PARISH COUNCIL**

**The Parish Council Meeting will be held on Monday 14th March 2022 at 7.00pm**

**AGENDA**

1. Apologies for Absence
2. Code of Conduct

Declaration of Members’ disclosable pecuniary interests and other interests on items included on the agenda.

1. Approval of Minutes of meeting held on 17 January
2. Update on matters carried forward from previous meeting:
3. Speeding – Cllr Thomas
4. Playground Maintenance – Cllr Clifford
5. Footpaths – Cllr Thomas/Cllr Clifford
6. Jubilee Orchard Update
7. Bus Stop repair update
8. Recruitment of new Councillors
9. Finance
10. To approve Clerks salary and expenses – **Appendix A**
11. To note and approve income and expenditure report **– Appendix B**
12. To approve the regularBank Reconciliation – **Appendix C**
13. To confirm the appointment of Rachel Hall as the internal auditor for 2021-22
14. To discuss the ongoing services of Chichester Payroll
15. Planning Update: To comment on:
16. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
17. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
18. Any Correspondence to note
19. Post 16-19 Travel assistance consultation
20. Community Action Day – 30th June
21. Consideration of date for Parish Meeting
22. Matters arising not dealt with on the agenda
23. Public Questions (10 Minutes)
24. Any other matters for information only
25. Date of next Meeting 16th May 2022
26. Exclusion of Press and Public
27. To consider implementation of NALC pay scales for Clerk and awarding of back pay

Signed:



HL O’Callaghan

Clerk & RFO

**Appendix A**

**Clerk Salary and Expenses**

**Clerks Salary 1 – 31st January 2022**

Net Salary £344.45

PAYE £62.80

**Clerks Salary 1- 28th February 2022**

Net Salary £344.45

PAYE £62.80

**Paid by Standing Order on last working day of the month**

**Clerks Working from Home Expenses (paid by Standing Order as per contract)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Paid** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** |
| 31/1/22 | Working from home allowance (January) | As per contract. Agreed payment by dd each month | 36.00 | 0 | 36.00 |
| 28/2/22 | Working from home allowance (February) | As per contract. Agreed payment by dd each month | 36.00 | 0 | 36.00 |
| **Total** |  |  | **72.00** | **0** | **72.00** |

**March 2022 Expenses**

**Clerks Expenses to be paid (as per contract)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Paid** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** |
| 15/2/22 | Mileage | As per contract. Mileage March meeting 4.6 miles @ £0.50 per mile x 2 | 4.60 | 0 | 4.60 |
| **Total** |  |  | **4.60** | **0** | **4.60** |

**Appendix B**



**Appendix C**

