

DUNCTON PARISH COUNCIL

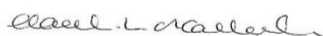
The Parish Council Meeting will be held on Monday 16th May 2022 at 7.00pm

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 14th March 2022
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) Cllr Code of Conduct
 - d) Complaints Procedure
 - e) Freedom of Information
 - f) Grievance Policy
 - g) Equality Policy
 - h) Risk Register
 - i) Privacy/Data Protection Policy
9. Update on matters carried forward from previous meeting:
 - a) Speeding – Cllr Thomas
 - b) Playground Maintenance – Clerk & Cllrs Naphine & Clifford
 - c) Footpaths – Cllr Thomas/Cllr Clifford
 - d) Jubilee Orchard/Seaford College
 - e) Bus Stop repair update
 - f) Recruitment of new Councillors
10. Finance
 - a) Annual Review for Year ending 31st March 2022
 - i. To receive and note full internal audit report 2021 - 22 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 2021 - 22
 - 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 Email Attachment**
 - b) To note the Insurance renewal notification and agree payment (if received prior to meeting)
 - c) To review Budget for 2022 - 23 **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 – Tom Richardson, West Sussex County Council
 14. Correspondence to note
 - a) Rural Broadband Consultation
 15. Update on Parish Meeting
 - a) Speakers confirmed from Rural Crime Team (PCSO Colin Booker & Sergeant Tom Carter)
 16. Matters arising not dealt with on the agenda
 17. Public Questions (10 Minutes)
 18. Any other matters for information only
 19. Date of next Meeting – 11th July 2022

Signed:



HL O'Callaghan
Clerk & RFO

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2022

Net Salary £410.75
PAYE £79.00

Clerks Salary 1- 30th April 2021

Net Salary £350.50
PAYE £64.00

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 (£)
29/4/22	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

Clerks Expenses – paid after meeting by agreement

Hannah-Louise O'Callaghan, Clerk Duncton Parish Council
clerk@dunton.org
5 May 2022

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
17/5/22	Mileage Expenses @ £0.50 per mile	Drop off and Collection of Audit documentation	21.60	0	21.60
17/5/22	Mileage Expenses @ £0.50 per mile	Mileage for March Meeting	4.60	0	4.60
Total			26.20	0	26.20

Appendix B

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	07/04/2022	BACS	CDC	1st half of Precept	4623.00
					4623.00
Payment Ref Number					
1	04/04/2022	dd	CDC	Emptying Litter Bins April 2021 - March 2022	90.48
2	04/04/2022	dd	Jeffs Computers	Email editing and advice	10
3	29/04/2022	dd	HL O'Callaghan	Clerk Salary - April	350.5
4	29/04/2022	dd	HL O'Callaghan	Working from Home - April	36
5	03/05/2022	dd	HMRC	PAYE - April	64
6	03/05/2022	dd	Chi Payroll	Payroll - April	15
					565.98

Dunton Parish Council		
BANK RECONCILIATION		
09-May-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£10,551.49
Add Total Receipts		4623.00
Less Total Payments		(565.98)
TOTAL		£14,608.51
BANK		
Current as @ 9/5/22		6,616.54
Savings as @ 9/5/22		7,991.97
Plus Uncleared Deposits		
TOTAL		£14,608.51