**DUNCTON PARISH COUNCIL**

**The Parish Council Meeting will be held on Thursday 22nd June 2023 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 Registers of Interest and Acceptance of Office have been received
4. Apologies for Absence
5. 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 13th March 2023
2. Councillor roles and responsibilities and formation of any sub committees
3. Procedures & Policies – review & agree the following:
4. Standing Orders
5. Financial Regulations
6. Risk Register
7. Privacy/Data Protection Policy
8. Code of Conduct
9. Update on matters carried forward from previous meeting:
10. Speeding
11. Footpaths
12. Bus Stop repair update
13. Village Hall meeting room update
14. Finance
15. Annual Review for Year ending 31st March 2022
16. To receive and note full internal audit report 2022-2023 and any findings **Email Attachment**
17. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1) and approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2022-2023 **Email Attachment**
18. **Accounting Statements** - To consider the Accounting Statements (Section 2) and approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return **Email Attachment**
19. **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.

1. **To agree and set the period of public rights Email Attachment**
2. To review Budget for 2023-2024 **Email Attachment**
3. To approve regular ongoing standing orders for 12 months
4. Clerks salary
5. Clerks working from home expenses
6. Monthly payroll payment
7. To acknowledge receipt of first instalment of Precept
8. To approve Clerks salary and expenses – **Appendix A**
9. To note and approve income and expenditure report **– Appendix B**
10. To approve the regularBank Reconciliation – **Appendix C**
11. Planning Update

Decisions:

**SDNP/23/00803/HOUS**

Mr & Mrs John & Sonia Spence

Proposal: Installation of an Air Source Heat Pump.

Location: The Old Post House , A285 Duncton Church Road To Duncton Common, Duncton, West Sussex

**Decision: Approved 9th June**

1. District Councillors Report, to be submitted in advance – Dr John Cross – Chichester District Council
2. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
3. Correspondence to note
4. Matters arising not dealt with on the agenda
5. Public Questions (10 Minutes)
6. Any other matters for information only
7. Date of next Meeting – TBC

Signed:



HL O’Callaghan

Clerk & RFO

**Appendix A**

**Clerk Salary and Expenses**

**Clerks Salary 1 – 30th April 2023**

Net Salary £379.85

PAYE £71.40

**Clerks Salary 1- 31st May 2023**

Net Salary £379.85

PAYE £71.40

**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 (£) |
| 31/5/23 | Working from home allowance (May) | As per contract. Agreed payment by dd each month | 36.00 | 0 | 36.00 |
| 30/6/23 | 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** |

**Clerks Expenses – paid after meeting by agreement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Paid** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** |
| 23/6/23 | Reimbursement of mileage as per contract | June meeting @£0.50 per mile | 4.60 | 0 | 4.60 |
| **Total** |  |  | **4.60** | **0** | **4.60** |

**Appendix B**



**Appendix C**

