

EXTRACT FROM MINUTES
Monday 14th May 2018

2334. Payments The following payments were authorised and cheques duly signed.

2334.1 E-on –Monthly DD – £24.08 (inc. £1.15 VAT)

2334.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2334.3 Mrs J Bannerman - Clerks Salary 66 hours (a busy month inc. APM, GDPR & archive sorting) + allowance. Councillor's approved the NALC 2018/19 National Salary Award, SCP 27 rate increases to £12.815 per hour. £728.02

2334.4 Mrs J Bannerman – Expenses £109.40 (inc. £1.50 VAT) (Postage, Stationery, Refreshments for APM, Dropbox)

2334.5 DW Maintenance £350 (inc. grass cutting and tree works to Memorial Garden)

2334.6 EALC/NALC Affiliation Fee 2018/19 £172.65

2334.7 CPRE Membership Renewal £36.00

2334.8 Woodham Walter Village Hall Association £17.00 (hire of hall for APM)

2334.9 NALC - LCR Subscription £17

2334.10 Zurich Municipal £238 (Annual Insurance Premium)

2335. Other Financial Matters

2335.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
09-Apr-18	Balance			9419.13
30-Apr-18	Precept Received from MDC	15601.00		25020.13
14-May-18	Transfer to Community A/C		1500.00	23520.13

Community Account				
09-Apr-18	Balance			559.78
30-Apr-18	Party Tent Hire (Pidding)	50.00		609.78
30-Apr-18	Party Tent Hire (Neale)	50.00		659.78
30-Apr-18	VDS Receipt (Beighton)	4.00		663.78
01-May-18	Party Tent Hire (Hughes)	75.00		738.78
14-May-18	Transferred from Business Reserve A/C	1400.00		2138.78
14-May-18	May Debits		1716.09	593.49
14 May 18	Party Tent Hire (Wiltshire)	50.00		572.69

2335.2 Annual Investment Report & Review. The Clerks report was accepted.

2335.3 Bank Account Signatories – Cllr. John Brown proposed and Cllr. James Bunn seconded that the signatories on the bank account be changed to: The Chairman, The Vice Chairman and the previous Chairman. Any two may sign cheques. All Councillors in agreement. Cllr. John Tompkin and Cllr. Jenny Hughes to complete paperwork and visit bank. Clerk to submit Mandate document to bank. Cllr. Peter Warren and Cllr. James Rushton to be removed from the list of signatories.

2335.4 Internal Audit Report. The report was received and the recommendations will be implemented.

2335.5 Chairman's Inspection of Accounts: As part of our internal control measures the outgoing Chairman, Cllr. Joanna Symons and the incoming Chairman, Cllr. John Tompkins have inspected the end of year accounts. It was noted that the Chairman also inspected the accounts during the course of the previous year.

2335.6 It was noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The end of year accounts have also been made available to all councillors. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.

2335.7 End of Year Accounts – Annual Return for the financial year ended 31 March 2018.

Councillor's confirmed the answers to the questions in the Annual Governance Statement 2017/18 in the Annual Return for the year ended 31 March 2018. Cllr. James Rushton proposed and Cllr. James Bunn Seconded that the annual governance statement be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman.

2335.8 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2018. Cllr. Joanna Symons Proposed and Cllr. Jenny Hughes Seconded that the Accounting Statements be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman. Clerk to arrange to send the accounts to the External auditor for examination. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.