

WEST DEAN PARISH COUNCIL

HL O'Callaghan, Clerk to the Council

C/o Wykikamookow, School Lane, Fittleworth,

West Sussex, RH20 1JB

Tel: 07584 269606 e-mail: westdeanpc@yahoo.com

Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 5th March 2021

In line with current government guidelines this meeting will be held via Zoom

The order of business to be transacted is:

1. Election of Chair and Signing of Declaration of Acceptance of Office
2. Election of Vice Chair and Signing of Declaration 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
 - (i) Declarations of Interests on items included on the agenda.
 - (ii) Dispensations - to consider any requests for Dispensations.
6. Minutes – to agree and sign the minutes of the meeting held on 10th March 2021
7. Review and Election of Committees
 - a) Traffic Action Committee
 - b) Planning
 - c) Highways and Flooding
 - d) Village Maintenance and Footpaths
 - e) Winter Management/Maintenance
8. Review and Adoption of:
 - a) Standing Orders
 - b) Financial Regulations
 - c) Freedom of Information
 - d) Staff and Cllr Data Policy
 - e) Data Protection Policy (General)
 - f) Risk Register
9. Update on matters carried forward from previous meeting:
 - a) Verge cutting trial update
 - b) Pavements and Sidings
 - c) Tankers Update
 - d) Dog Waste Bins
10. Brief Report from County Councillor on matters affecting this Parish
11. Brief Report from District Councillor on matters affecting this Parish
12. Traffic Calming Update

13. Village Gateways
14. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting
15. 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 (to be attached) 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. **Email Attachment**
 - iii. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1) **Email Attachment**
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2020-21
 - iv. **Accounting Statements** - To consider the Accounting Statements (Section 2) (to be attached) Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return. **Email Attachment**
 - v. **To agree and set the period of public rights (Thursday 3rd June – Wednesday 14th July)** **Email Attachment**
 - b) To review Budget for 2020-21 and to agree 2021-22 Budget. **Email Attachment**
 - c) To approve regular ongoing standing orders for 12 months
 - i. Clerks salary
 - ii. Monthly payroll payment
 - iii. Microsoft 365 monthly payment
 - d) To acknowledge receipt of first instalment of Precept
 - e) To approve Clerks salary and expenses – **Appendix A**
 - f) To note and approve income and expenditure report – **Appendix B**
 - g) To approve the regular Bank Reconciliation – **Appendix C**
16. Correspondence and Consultations – to note any items of interest
 - a) FOI request – Litter
 - b) Stakeholder Survey – Southern Water
 - c) Rural Broadband Consultation
17. Any other matters not on agenda
18. Any other business for information only
19. Date of Next Meeting – 7th July 2021

Signed:



Clerk to the Council

5 May 2021

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2021

Net Salary £447.96

PAYE £4.00

Total Net Outlay £451.96

Clerks Salary 1 – 30th April 2021

Net Salary £449.16

PAYE £2.80

Total Net Outlay £451.96

Paid by Standing order on last working day of the month

Clerks Expenses Paid after the meeting

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
6/5/21	Working from home allowance (March)	As per contract	18.00	0	18.00
6/5/21	Working from home allowance (April)	As per contract	18.00	0	18.00
6/5/21	Mileage	Mileage to drop off and collect audit documents to internal auditor at 45pence per mile per trip	21.60	0	21.60
Total			57.60	0	57.60

Appendix B

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 27/4/21				
RECEIPTS				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
07/04/2021	HSGP06787	CDC	Precept Part 1	6300
13/04/2021	N00084	CDC	Refund of duplicate payment	408.72
19/04/2021	Santander	Santander	Interest Jan-April	0.15
23/04/2021	HMRC	HMRC VTR	VAT reclaim	519.26
				7228.13
PAYMENTS				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
07/04/2021	online	CDC	Bin Emptying 2020-21	408.72
07/04/2021	online	CDC	Bin Emptying 2020-21	408.72
16/04/2021	online	Jeffer Computers	SSL certificate 2020-21	40
30/04/2021	online	Microsoft	365 monthly payment - April	11.28
30/04/2021	online	HL O'Callaghan	Clerk Salary - April	449.16
30/04/2021	online	HMRC	PAYE April	2.8
30/04/2021	online	Chi Payroll Services	Payroll - April	10
06/05/2021	online	HL O'Callaghan	Working from Home Allowance (March & April)	35
06/05/2021	online	HL O'Callaghan	Mileage for Audit	21.6
06/05/2021	online	Rachel Hall	Internal Audit 2021	120
				1507.28

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
27-Apr-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		7,228.13
Less Total Payments		(857.44)
TOTAL		£41,975.93
BANK		
Barclays as @ 27/4/21		35,773.50
Santander as @ 27/4/21		6,202.43
TOTAL		£41,975.93

