

Clerk's Report for Burley Parish Council Meeting

Monday 16th May 2022

Finance

Payments including those pre-approved, paid under contract or to be authorised at the meeting:

Payee	Description	Budget Heading	Net	Vat	Gross	Power / Status
T Brindley	Salary	Salaries	520.00	0.00	520.00	5 \$
HMRC	PAYE	Salaries	130.00	0.00	130.00	5 \$
Microsoft	MS365 Business	Admin	4.50	1.80	5.40	4 \$ +
Away with the Fairies	Covid Grant	Grants	71.96	0.00	71.96	6 +
Langford trees	9 Oak trees	Project:Trees	442.00	88.40	530.40	1 * +
The Tree Management Company	Pound Lane Trees	Project:Trees	2336.90	467.38	2804.28	1 *
Talkmobile	Mobile phone sub.	Admin	7.50	1.50	9.00	6 \$
T Brindley	Expenses (TBA)	Admin	78.10	1.00	79.10	5 \$
Shappen Stores	Covid Grant (TBA)	Grants	200.0	0.00	200.0	6
Do The Numbers	Internal Audit	Admin:Audit	190.0	0.00	190.0	4 \$ +
EPS Print	Leaflets	Admin	115.00	0.00	115.00	6
Wel Medical	Defib pads	Repairs & Maintenance	79.90	15.98	95.88	6
Village Hall	Hall hire (TBA)	Admin:Hall	50.0	0.00	50.0	4
TOTAL			4225.86	576.06	4801.02	

Status: \$ = Contractual * = Approved + = Already paid

Powers: 1 Grass cutting: Open Spaces Act 1906 s.10, 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19, 3 HALC membership: LGA 1972 s.143, 4 Audit, Insurance, Training: LGA 1972 s.111, 5 Salary/expenses: LGA 1972 s.112(2), 6 Other, Localism Act 2011, 7 S137: LGA 1972 s137

Receipts up to 12th May

Payee	Description	Budget Heading	Gross
NFDC	Precept	Precept	7407.00
NatWest	Interest	Interest	1.24
NFDC	Grant	Grant Recv	271.90

1. Internet banking access and debit card now active.
2. Recommendation to move to Bankline (this does not change the bank account just the IB interface) which will allow for two person authorisation – clerk and councillor.
3. Need to get two more councillors onto IB.

Account Reconciliation

Balance of accounts 30th April 2022:

Current Account	15065.98
Deposit Account	16345.41
War Memorial	1,365.32
o/s cheques	0.00
	32,776.71

For information at the meeting:

Internal audit

Internal audit completed 9th May. Audit passed with comments.

Test		Matter arising	Recommended Action	RFO comment
B	Minute approval	The signed set of minutes for the April 2021 meeting was not to hand during the audit.	Please ensure that a signed set of minutes is on file in advance of approval of the AGAR.	
B	Public participation	It is good practice not to minute the names of members of the public speaking in a personal capacity as their GDPR 'right to be forgotten' cannot be met once minutes are signed.	Where possible, use the term 'an elector' or 'a resident' to allow accurate but non personal minutes.	
B	VAT reclaim	The VAT reclaim to the end of the year had not been submitted as at the date of audit.	This should be done in advance of approval of the AGAR.	Advice incorrect, HMRC advise is not to submit claims for under £100. BPC VAT was £68 on 31 st March.
D	Reserves	The council has been unable to bring forward existing projects and may have altered the viability of others so the reserves are higher than best practice.	Over the coming months, all reserves and projects should be reviewed for viability and where possible brought forward.	General reserves to be assigned to earmarked projects.
L	Website information	At the start of the audit, some broken links on the website made finding information unclear.	Over the coming months, the new clerk should work with the council to check the website.	Links now corrected
M	Member resignation and co-option	During the year the resignation of a councillor was minuted to be effective at a later date.	Resignation of councillors is immediate once notified to the proper officer.	Cllr Martin gave notice of intention to resign. This is not allowed.
M	Member resignation and co-option	During the year it appears that a member was co opted without electors having the opportunity to request an election.	Co option procedures are set by statute and should be followed.	Councillor Cook co-opted at the same meeting Cllr Martin resigned. How was vacancy advertised?

Lengthsman grant

No reply from Cllr Mans on how to apply for this grant. HCC knew nothing about the scheme (it may be known under a different title internally).

War Memorial Cleaning

A second more favourable quotation has been received from Harris Grave tending. The contractor can do the work in June. Quote is £695.

Shappen Stores Defibrillator

The pads for the defibrillator at Shappen stores have been replaced.

Talkmobile

Talkmobile say that only Eileen Hayward, who is named on the account, can cancel the contract. I have stopped direct debit.

Accounting packages

Example site set up for members to review. Cost is £228 per year.

Broadband at Myrtle Hall

I propose to trial a 4G modem on Vodafone.

Licensing

Three new applications for the Burley Food Fair

Tom Brindley

13th May 2022