

PAGHAM PARISH COUNCIL

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20th July 2017

Date and time of meeting: Tuesday 25th July 2017 at 7.30pm

Venue: Committee Room at Pagham Village Hall, Pagham Road, Pagham PO21 4NJ

Members of the Finance Committee: Mr P Atkins, Mrs D Hall, Mr Huntley, Mr P Higson, Mr Radmall & Mrs D Salter

Members are hereby summoned to attend a meeting of the FINANCE COMMITTEE to transact the business detailed below:-

Members of the Public and Press are welcome and encouraged to attend

AGENDA

1. Apologies from Members.
2. To receive declarations of interest by Councillors on any of the agenda items below.
3. **Public Session** (*this will be limited to 10 minutes*)
4. To receive and approve the minutes of the Finance Committee meeting held 13th June 2017 (previously issued)
5. **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)
6. **Accounts**
 - 6.1. Receive accounts for the period ending 30th June 2017 (previously issued)
 - 6.2. Agree Bank reconciliations to 30th June 2017
 - 6.3. Orders for payment for authorisation (*previously received*)
7. **Pagham Flood Defence Steering Committee**
 - 7.1. To receive updates or recommendations from the Steering Committee
8. **Standing Orders and Financial Regulations**
9. **Clerk's report**
10. **Risk Assessment**
11. **To note the date of the next meeting**

Signed: *Nicola Jones*

31st March 2017

31st March 2018

Current Assets			
235	VAT Control A/c	960	
62,548	Current & Saver Bank A/c	81,241	
27,869	Business BR Tracker A/c	27,869	
86	Petty Cash	63	
101	Pagaham on Parade	101	
<hr/>		<hr/>	
90,840			110,234
<hr/>		<hr/>	
90,840	Total Assets		110,234
Current Liabilities			
4,591	Creditors	0	
6,284	Accruals	0	
<hr/>		<hr/>	
10,875			0
<hr/>		<hr/>	
79,965	Total Assets Less Current Liabilities		110,234
Represented By			
49,228	General Reserves		44,497
1,126	EMR Pagham on Parade		1,126
1,752	EMR Flood Defence Reserve		11,752
27,859	EMR Prudent reserve		27,859
0	EMR Housing		25,000
<hr/>		<hr/>	
79,965			110,234

The above statement represents fairly the financial position of the authority as at 30/06/2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			960.15	
200	Current & Saver Bank A/c			81,240.68	
201	Business BR Tracker A/c			27,869.42	
203	Petty Cash			62.56	
204	Pagaham on Parade			101.33	
310	General Reserves				14,227.99
320	EMR Pagham on Parade				1,126.34
321	EMR Flood Defence Reserve				11,752.00
322	EMR Prudent reserve				27,859.00
323	EMR Housing				25,000.00
1027	POP Donations	201	Events		5.00
1076	Precept	100	Income		40,458.50
4100	Clerk Salary	102	Staff Costs	2,817.98	
4105	NI	102	Staff Costs	107.28	
4106	Pension contributions ER	102	Staff Costs	610.90	
4110	Travelling Expenses - Staff	102	Staff Costs	17.25	
4119	Website	101	Administration	240.00	
4121	Bank Charges	101	Administration	5.00	
4123	Computer Maintenance	101	Administration		124.00
4125	Printing & Stationery	101	Administration	47.92	
4126	Postage	101	Administration	60.17	
4127	Telephone, Copier & repair	101	Administration	89.00	
4130	Cllrs Allowances	101	Administration		4,064.00
4140	Audit and Accountancy	101	Administration		500.00
4142	Subscriptions	101	Administration	1,969.59	
4145	Refreshments	101	Administration	1.99	
4146	Room Hire - Meetings	101	Administration	127.00	
4147	Service Charge Parish room	101	Administration	200.00	
4160	PWLB	101	Administration	6,017.11	
4200	POP Expenses	201	Events	50.00	
4300	Parish General Maintenance	301	Amenities	150.00	
4302	Cleaning	301	Amenities	495.00	
4303	Dog & Litter	301	Amenities	90.00	
4304	Grass Cutting	301	Amenities	1,085.00	
4306	Play Areas	301	Amenities	266.50	
4400	Contingencies	401	Special Projects	435.00	
Trial Balance Totals :				125,116.83	125,116.83
Difference				0.00	

Current Bank A/c

Receipts

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		62,548.42					62,548.42	
	Banked: 07/04/2017	40,458.50						
001/17	Arun District Council	40,458.50			1076	100	40,458.50	Precept payment 1
	Banked: 27/04/2017	234.72						
002/17	HMRC	234.72			105		234.72	VAT refund Q4 2016/17
	Banked: 10/05/2017	5.00						
003/17	Cat & Rabbit Rescue Centre	5.00			1027	201	5.00	PoP stall holder fee
Total Receipts		40,698.22	0.00	0.00			40,698.22	
Cashbook Totals		<u>103,246.64</u>	<u>0.00</u>	<u>0.00</u>			<u>103,246.64</u>	

Current Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2017	TalkTalk	DD010417	53.40		8.90	4127	101	44.50	Phone and broadband
03/04/2017	Barclays Bank Plc	DD030417	2.50			4121	101	2.50	Bank charges
03/04/2017	Pagham Village Hall Trust	STO030417	200.00			4147	101	200.00	Standing charge office
11/04/2017	Pagham Village Hall Trust	201573	56.00			4146	101	56.00	Room hire March 2017
11/04/2017	SSE	201571	133.90		6.37	4320	301	127.53	Q4 street lighting
11/04/2017	AJ Bunce	201570	2,640.00		440.00	4400	401	2,200.00	2020 Traffic Consultancy
11/04/2017	Petra Billings Woodland Consul	201572	1,350.00			4400	401	1,350.00	Consultancy report planning
12/04/2017	Arun District Council	DD200417	1,178.72			4100	102	939.16	Payroll
						4105	102	35.76	Payroll
						4106	102	203.80	Payroll
21/04/2017	Public Works Loan Board	DD210417	6,017.11			4160	101	6,017.11	PWLB payment
25/04/2017	BA Small	201574	260.00			4302	301	220.00	Bins/Bus shelter/play areas
						4303	301	40.00	Bins/Bus shelter/play areas
25/04/2017	Sussex Steel	201577	50.00			4200	201	50.00	Steel band PoP deposit
25/04/2017	David Chaffe	201578	240.00			4119	101	240.00	Website maintenance
02/05/2017	TalkTalk	DD020517	53.40		8.90	4127	101	44.50	Phone and broadband
10/05/2017	Barclays Bank Plc	DD100517	2.50			4121	101	2.50	Bank charges
12/05/2017	Arun District Council	DD120517	1,178.72			4100	102	939.16	Payroll
						4105	102	35.76	Payroll
						4106	102	203.80	Payroll
16/05/2017	Local Lawns	201579	500.00			4304	301	500.00	Grass cutting
16/05/2017	Pagham Village Hall Trust	201580	45.00			4146	101	45.00	room hire
16/05/2017	RS Hall & Co	201581	360.00		60.00	4140	101	300.00	Internal audit fee 16/17
16/05/2017	Petra Billings Woodland Consul	201582	75.00			4400	401	75.00	Church Barton farm letter
25/05/2017	Local Lawns	201575	310.00			4304	301	310.00	Grass cutting
25/05/2017	West Sussex ALC Ltd	201576	1,834.59			4142	101	1,834.59	SALC/NALC subs
30/05/2017	Lindsay Frost Consulting Ltd	201583	360.00			4400	401	360.00	Letter re call in application
30/05/2017	Rialtus Business Solutions	201584	139.20		23.20	4123	101	116.00	Support 2017/18
30/05/2017	S A Smart	201585	1,998.00		333.00	4307	301	1,570.00	Bench maint/repairs/gate locks
						4306	301	95.00	Bench maint/repairs/gate locks
01/06/2017	TalkTalk	DD010617	53.40		8.90	4127	101	44.50	Phone and broadband
06/06/2017	Barclays Bank Plc	DD060617	2.50			4121	101	2.50	Bank charges
12/06/2017	Arun District Council	DD120617	1,178.22			4100	102	939.16	Payroll
						4105	102	35.76	Payroll
						4106	102	203.30	Payroll
12/06/2017	Arun District Council	DD120617	0.50			4100	102	0.50	Payroll adjustment - admin err
13/06/2017	West Sussex County Council	201589	162.00		27.00	4142	101	135.00	Admin Support JWAAC H&T sub gp
13/06/2017	BA Small	201588	260.00			4302	301	220.00	Bins/bus shelter/play areas
						4303	301	40.00	Bins/bus shelter/play areas
13/06/2017	Pagham Village Hall Trust	201587	82.00			4146	101	82.00	Room hire
16/06/2017	Local Lawns	201586	585.00			4304	301	585.00	Grass cutting
27/06/2017	Playsafety Limited	201590	205.80		34.30	4306	301	171.50	RoSPA report 2017
27/06/2017	Viking	201591	113.50		9.58	4125	101	47.92	Stationery
						4126	101	56.00	Stationery

Current Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/06/2017	BA Small	201588	325.00			4302	301	275.00	Bins Play areas Bus shelters
						4303	301	50.00	Bins Play areas Bus shelters
Total Payments			22,005.96	0.00	960.15			21,045.81	
Balance Carried Fwd			81,240.68						
Cashbook Totals			103,246.64	0.00	960.15			102,286.49	

Detailed Income & Expenditure by Budget Heading 05/07/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Income						
1000 Rent	0	10	10			0.0%
1026 Donations	0	4,064	4,064			0.0%
1076 Precept	40,459	80,917	40,459			50.0%
1090 Interest	0	40	40			0.0%
Income :- Income	40,459	85,031	44,573			47.6%
Movement to/(from) Gen Reserve	40,458					
101 Administration						
4119 Website	240	624	384		384	38.5%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	5	30	25		25	16.7%
4123 Computer Maintenance	(124)	512	636		636	(24.2%)
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	48	400	352		352	12.0%
4126 Postage	60	200	140		140	30.1%
4127 Telephone, Copier & repair	89	1,186	1,097		1,097	7.5%
4130 Cllrs Allowances	(4,064)	4,064	8,128		8,128	(100.0%)
4131 Cllrs Expenses & Training	0	150	150		150	0.0%
4137 Insurance	0	1,673	1,673		1,673	0.0%
4140 Audit and Accountancy	(500)	1,000	1,500		1,500	(50.0%)
4141 Legal Fees	0	1,500	1,500		1,500	0.0%
4142 Subscriptions	1,970	2,042	72		72	96.5%
4145 Refreshments	2	50	48		48	4.0%
4146 Room Hire - Meetings	127	700	573		573	18.1%
4147 Service Charge Parish room	200	800	600		600	25.0%
4160 PWLB	6,017	12,034	6,017		6,017	50.0%
Administration :- Indirect Expenditure	4,070	27,165	23,095	0	23,095	15.0%
Movement to/(from) Gen Reserve	(4,070)					
102 Staff Costs						
4100 Clerk Salary	2,818	11,982	9,164		9,164	23.5%
4105 NI	107	450	343		343	23.8%
4106 Pension contributions ER	611	2,600	1,989		1,989	23.5%
4109 Training - Staff	0	350	350		350	0.0%
4110 Travelling Expenses - Staff	17	125	108		108	13.8%
Staff Costs :- Indirect Expenditure	3,553	15,507	11,954	0	11,954	22.9%
Movement to/(from) Gen Reserve	(3,553)					

Detailed Income & Expenditure by Budget Heading 05/07/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Events</u>						
1027 POP Donations	5	0	(5)			0.0%
Events :- Income	<u>5</u>	<u>0</u>	<u>(5)</u>			
4200 POP Expenses	50	0	(50)		(50)	0.0%
Events :- Indirect Expenditure	<u>50</u>	<u>0</u>	<u>(50)</u>	<u>0</u>	<u>(50)</u>	
Movement to/(from) Gen Reserve	<u>(45)</u>					
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	0	1,000	1,000		1,000	0.0%
4251 Discretionary Grants	0	3,000	3,000		3,000	0.0%
Community Contributions :- Indirect Expenditure	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	
Movement to/(from) Gen Reserve	<u>0</u>					
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	150	4,700	4,550		4,550	3.2%
4301 Bus Shelters Maintenance	0	1,000	1,000		1,000	0.0%
4302 Cleaning	495	2,860	2,365		2,365	17.3%
4303 Dog & Litter	90	620	530		530	14.5%
4304 Grass Cutting	1,085	5,750	4,665		4,665	18.9%
4306 Play Areas	267	1,200	934		934	22.2%
4307 Public Benches	0	1,000	1,000		1,000	0.0%
4308 Village Signs	0	300	300		300	0.0%
4320 Public Lighting	0	890	890		890	0.0%
4331 Village Enhancement	0	1,500	1,500		1,500	0.0%
Amenities :- Indirect Expenditure	<u>2,087</u>	<u>19,945</u>	<u>17,859</u>	<u>0</u>	<u>17,859</u>	<u>10.5%</u>
Movement to/(from) Gen Reserve	<u>(2,086)</u>					
<u>401 Special Projects</u>						
4400 Contingencies	435	5,000	4,565	5,000	(435)	108.7%
4420 Parish Plan Update	0	2,500	2,500		2,500	0.0%
4430 Sea Defence	0	10,000	10,000		10,000	0.0%
Special Projects :- Indirect Expenditure	<u>435</u>	<u>17,500</u>	<u>17,065</u>	<u>5,000</u>	<u>12,065</u>	<u>31.1%</u>
Movement to/(from) Gen Reserve	<u>(435)</u>					

Detailed Income & Expenditure by Budget Heading 05/07/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	40,464	85,031	44,568			47.6%
Expenditure	10,195	84,117	73,922	5,000	68,922	18.1%
Net Income over Expenditure	<u>30,269</u>	<u>914</u>	<u>(29,355)</u>			
Movement to/(from) Gen Reserve	<u>30,269</u>					

Pagham Parish Council Standing Orders

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How to use model standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Standing orders that are in bold type contain statutory requirements. For convenience, the word "councillor" is used in the standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

These standing orders do not include financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Pagham Parish Council has its own financial regulations which are given to each member of the Parish Council. Financial regulations, like standing orders need to be reviewed on a regular, basis ideally annually.

List of standing orders

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Any reference in these standing orders to the male gender is done purely for convenience. The English language has no single pronoun which applies to people of both sexes.

Standing Orders

1. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.

- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t. Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **3** minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- ■ d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above **shall not exceed 15 minutes** unless directed by the chairman of the meeting.
- g. Subject to standing order 3(f) above, a member of the public shall not speak for more than **3** minutes.
- h. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i. A person shall raise his hand when requesting to speak The chairman of the meeting may at any time permit a person to be seated when speaking.
- j. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- ■** l. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- ■** m. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- o. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- ■ ■ p. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- ■ ■ q. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- r. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- ■ ■ t. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- u. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

- ■ ■ v. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- ■ ■ w. **A meeting shall not exceed a period of 2 hours.**

4. Committees and sub-committees

- a. **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c. **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **4** days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a

- sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.

5. Ordinary council meetings

- a. **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c. **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d. **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e. **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j. **Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall**

include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;(note 1)
- xii. Review of inventory of land and assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xiv. Review of the council's complaints procedure
- xv. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xvi. Review of the council's policy for dealing with the press/media; and
- xvii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.**

6. Extraordinary meetings of the council; committees and sub-committees

- a. **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b. **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c. The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d. If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within **7 days** of having been requested to do so by **4** members of the committee [or the sub-committee], any **2** members of the committee [and the

sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **5** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance

with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least **3** clear days before the meeting.

- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f. Minutes will not be posted to the Parish Council’s Web Site until approved at the next meeting.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a. Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c. The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or sub-committee serve** a summons, by email, confirming the time, place and the agenda provided any such email contains the signature, date and title of the Proper Officer.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.

- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least **7** days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority;
- xv. The Proper Officer shall keep a record of every planning application received and ensure that such applications are added to the agenda for the next available planning meeting. Should the application be urgent or would be "out of time" before the next planning committee meeting the Proper Officer will notify the Chairman of the Planning Committee or in the Chairman's absence the Vic-Chairman within 48 hours of receipt. Any decisions made under delegated powers by the Chairman or Vice-Chairman will be reported to the next Planning Committee Meeting.
- xvi. manage access to information about the council via the publication scheme;
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect

16. Responsible Financial Officer

- a. The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a. "Proper practices" in standing orders refer to the most recent version of [Governance and Accountability for Local Councils – a Practitioners' Guide (England)]
- b. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor accounting reports at least quarterly on the following:
 - i. the council's receipts and payments and income and expenditure for the period;
 - ii. the council's aggregate receipts and payments and income and expenditure for the financial year to date;
 - iii. the balances held at the end of the period being reported

These will include a comparison with the budget for the financial year.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments and income and expenditure for the year; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A complete draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below)

- b. Financial regulations shall be reviewed at least annually for fitness of purpose.
- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £..... shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility or considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11 above.
- b. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- c. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password

protected and encrypted.

- d. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- e. All staff matters and policies will be contained within a Parish Council Policies and Employment Hand Book. Such handbook will be subject to regular review.

20. Requests for information

- a. Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a. Requests from the press or other media for an oral or written comment or statement from the Council will be handled by the Chairman or the Proper Officer. All other communications must be prefaced or qualified as personal opinions or interpretation.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a council without a common seal.

23. Communicating with District and County councillors

- a. An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Councillor representing the area of the council.

- b. Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Adopted 9th January 2016

Voucher	Cheque	Date	Gross £	VAT	H & A Meeting	Finance Meeting	Council Meeting			
					Net £	Payee	Details			
001/17	201573	3/31/17	£ 56.00		£ 56.00	PVHT				
002/17	201571	3/31/17	£ 113.90	£ 6.37	£ 127.53	SSE				
003/17	201570	3/27/17	£ 2,640.00	£ 440.00	£ 2,200.00	2020 Consultancy - Adam Bunce				
004/17	201572	3/31/17	£ 1,350.00		£ 1,350.00	Petra Billings Woodland Consultancy				
005/17	DD010417	3/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges			
006/17	DD030417	3/16/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges			
007/17	DD200417	3/29/17	£ 1,178.72	£ -	£ 1,178.72	ADC	Payroll			
008/17	201574	3/10/17	£ 260.00	£ -	£ 260.00	BA Small	Play areas/bus shelters/bins			
009/17	201575	3/31/17	£ 310.00	£ -	£ 310.00	Local Lawns	Grass cutting			
010/17	201576	4/1/17	£ 1,834.59	£ -	£ 1,834.59	WSALC	SALC/NALC fees			
011/17	201577	4/24/17	£ 50.00	£ -	£ 50.00	Sussex Steel	PoP deposit			
012/17	201578	4/12/17	£ 240.00	£ -	£ 240.00	D Chaffe	Website Process2			
013/17	DD210417	4/21/17	£ 6,017.11	£ -	£ 6,017.11	PWLB	Loan repayment			
014/17	DD120517	4/28/17	£ 1,178.72	£ -	£ 1,178.72	ADC Payroll	Salary			
015/17	DD100517	4/21/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges			
016/17	DD020517	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges			
017/17	201579	4/30/17	£ 500.00	£ -	£ 500.00	Local Lawns	Grass cutting			
018/17	201580	4/30/17	£ 45.00	£ -	£ 45.00	PVHT	Room hire			
019/17	201581	4/30/17	£ 360.00	£ 60.00	£ 300.00	RS Hall & Co	Internal audit fee			
020/17	201582	4/21/17	£ 75.00	£ -	£ 75.00	Petra Billings Woodland Consultancy	Letter			
021/17	201583	5/24/17	£ 360.00	£ -	£ 360.00	Lindsay Frost Consulting Ltd	Letter re calling in application			
022/17	201584	6/11/17	£ 139.20	£ 23.20	£ 116.00	RBS Software	RIALTUS support contract			
023/17	201585	5/26/17	£ 1,998.00	£ 333.00	£ 1,665.00	SA Smart	Bench maintenance/repairs/gate latches			
024/17	DD060617	5/18/17	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges			
025/17	DD010617	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges			
026/17	DD120617	5/31/17	£ 1,178.72	£ -	£ 1,178.72	ADC	Salary			
027/17	201586	5/31/17	£ 585.00	£ -	£ 585.00	Local Lawns	Grass Cutting			
028/17	201587	5/31/17	£ 82.00	£ -	£ 82.00	PVHT	Room hire			
029/17	201588	5/31/17	£ 585.00	£ -	£ 585.00	BA Small	Bus shelter/bins/play areas			
030/17	201589	6/1/17	£ 162.00	£ 27.00	£ 135.00	WSSCC	JWAAC H&T committee administration contribution			
031/17	201590	6/20/17	£ 205.80	£ 34.30	£ 171.50	Playsafety Ltd	RoSPA report			
032/17	201591	6/13/17	£ 113.50	£ 9.58	£ 103.92	Viking	Stationery			

