

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 11th May 2022

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 9th March 2022
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) Cemetery Trees – Review of quotes received
 - b) Village Gateways
 - c) Waste Bin
 - d) Plotting of additional graves for allocation
 - e) SID update
 - f) Bus stop signage
 - g) Noticeboard update
10. Brief Report from County Councillor on matters affecting this Parish

11. Brief Report from District Councillor on matters affecting this Parish
12. Traffic Action Group Update/Speeding
13. Roads and Footpaths Update
 - Pavements and Sidings
 - Email re state of repairs – Bridleway to Black Bush House, Chilgrove
14. Cemetery & Churchyard
 - Churchyard maintenance and general tidy
 - Church path maintenance
 - To discuss email regarding cleaning of tombstones
15. Asset of Community Value, the Selsey Arms (formerly the Dean)
16. Queens Platinum Jubilee activities
17. Planning Committee – to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting
18. Finance
 - a) Annual Review for Year ending 31st March 2022
 - i. To receive and note full internal audit report 2021 – 22 and any findings
 - ii. **Certificate of Exemption** – To approve and sign the Certificate of Exemption
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.
 - iii. **Annual Governance Statement** – To review the effectiveness of the system of internal control (Section 1)
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2021 – 22
 - iv. **Accounting Statements** – To consider the Accounting Statements (Section 2)
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return
 - b) **To agree and set the period of public rights**
 - c) To review and agree any changes to the Budget for 2022 – 23
 - d) To approve regular ongoing standing orders for 12 months
 - i. Clerks salary
 - ii. Monthly payroll payment
 - iii. Microsoft 365 monthly payment
 - e) To acknowledge receipt of first instalment of Precept
 - f) To approve Clerks salary and expenses – **Appendix A**
 - g) To note and approve income and expenditure report – **Appendix B**
 - h) To approve the regular Bank Reconciliation – **Appendix C**
19. Correspondence and Consultations – to note any items of interest
 - a) Summer Road Safety Virtual Stakeholder Briefing (28th April)
 - b) Event Notification – Goodwood (11 – 12th June)
20. Any other matters not on agenda
21. Any other business for information only
22. Date of Next Meeting – 6th July 2022

Signed:



Clerk Salary and ExpensesClerks Salary 1 – 31st March 2022**Net Salary £537.00****PAYE £24.80****Total Net Outlay £561.80**Clerks Salary 1 – 30th April 2022**Net Salary £467.21****PAYE £7.20****Total Net Outlay £474.41****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 (£)
12/5/22	Working from home allowance (March)	As per contract	18.00	0	18.00
12/5/22	Working from home allowance (April)	As per contract	18.00	0	18.00
12/5/22	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 4/5/22					
RECEIPTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
1	07/04/2022	HSGP06787	CDC	Precept Part 1	6615
					6615
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
1	04/04/2022	dd	CDC	Bin Emptying 2021 - 22	413.71
2	04/04/2022	dd	Jeffs Computers	SSL certificate 2021 - 22	40
3	29/04/2022	dd	HL O'Callaghan	Clerk Salary - April	467.21
4	03/05/2022	dd	Chi Payroll	Payroll - April	15
5	03/05/2022	dd	HMRC	PAYE - April	7.2
6	03/05/2022	dd	Microsoft	Office 365 Subscription - April	11.28
7	12/05/2022	dd	HL O'Callaghan	Work from Home (March & April)	36
7	12/05/2022	dd	HL O'Callaghan	Clerk Mileage Expenses	21.6
8	12/05/2022	dd	RS Hall	Internal Audit 2021 - 22	120
9	12/05/2022	dd	K Goacher	Cemetery Grass Cutting Part 1	780
10	12/05/2022	dd	WSALC Ltd	WSALC/NALC Yearly Subscription	136.24
					2048.24

Appendix C

BANK RECONCILIATION		
04-May-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		6,615.00
Less Total Payments		(954.40)
TOTAL		£41,547.60
BANK		
Barclays as @ 4/5/22		35,344.62
Santander as @ 5/3/22		6,202.98
TOTAL		£41,547.60

