



 **STAMBRIDGE PARISH COUNCIL**

 **www.stambridgepc.co.uk**

**CHAIRMAN:**

**CLERK/RFO:**

**Mr B. Summerfield,**

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO THE MEETING OF THE STAMBRIDGE PARISH COUNCIL FINANCE COMMITTEE**

 **TO BE HELD AT THE STAMBRIDGE MEMORIAL HALL, STAMBRIDGE ROAD, SS4 2AR**

 **ON THURSDAY 18th APRIL 2019.**

 **(Commencing at 7.00 pm followed by a Stambridge Parish Council Meeting at 7.30 pm)**

**Chairman’s opening remarks:**

**1. To Record the Members Present:**

i Councillors:

ii Members of the Public:

**2. Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone.

**3. Declarations of Interests: on items on the Agenda.**

i To receive all declarations of interests:

ii The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.

**4. Public Questions:**

 (Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public).

 i Ward Councillors: ii Councillors: iii Members of the Public:

**5. Finance:**

**To review, discuss and recommend:**

i i To receive the SPC Metro Financial Statements of 18th April 2019 (appendix).

 ii The above balances to be checked against Metro Bank Statements by Cllrs: …………………... and …………………...

ii To receive the Clerk’s Excel draft April ‘Running Costs’ for 2019-2020.

iii To receive the Clerk’s time sheet (26) for January/February 2019 for 47.5 hours.

iv The Clerk's report re: SPC VAT 126 claim - August 2018 to April 2019.

v To receive the AGAR documentation for 2018-2019 from PKF Littlejohn, Auditors (previously The Audit Commission).

vi To receive the Came and Company Ltd Insurance renewal enquiry for 2019-2020.

vii To receive the Excel spreadsheet re: SPC Barclays and Metro Draft Audit balances for 2018-2019.

viii The Clerk’s report and information:

 i The cancelled/declined February letter to the Metro Bank, raising the Standing Order for the Clerk’s salary increase (SCP 29 x NALC increase) from April 2019-2020 based on £8,025 gross per annum.

 ii The new 2019-20 tax year combined with the Clerk’s new personal tax code: equates to £668-75 gross per

 month, £628.95 nett per month and PAYE RTI at £39.40 per month.

ix To agree and co-sign a updated letter to the Metro Bank, requesting the updating of the Standing Order to the Clerk

 Mr B Summerfield in the sum of £628-95 from the 7th of May and thereafter monthly until further notice.

x To record the letter/invoice 20th March to the SCCMC re: shared 2018-2019 BT costs, Vodaphone costs and

 paid EPFA invoice@ £ 609-88.

xi To agree the May HMRC PAYE monthly payment @ £39-80.

xii To agree the precepted community support grant payment 2019-2020 to the SCCMC re: 1st half year @ £2,500-00.

xiii To receive an Invoice April 2019 from B Summerfield re: large envelope stamps (Tenancy agreements) @ £31-80.

xiv i To receive an Invoice April 2019 from B Summerfield/Argon Computing re: Laptop repair @ £45-00.

 ii The Parish Council Laptop condition, fit for purpose and ease of use!

xv To receive an Invoice April 2019 from EALC re: Annul subscription 2019-2020 and NALC affiliation @ £199.33.

xvi Clerk’s report re: Potential May 2019 election costs for the SPC...

xvii To resolve: all above agreed payments, all actions, financial statements, transfers, grants, countersigned cheques, etc.

 Proposed by Councillors: ………………………, seconded by ………………………….. and agreed by all.

**6. The next Stambridge Parish Council Finance Meeting:**

**?? May 2019.**

 **at the Stambridge Memorial Hall, Stambridge Road, SS4 2AR at ??.**

**13th April 2019. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**