



## HINTON PARISH COUNCIL

20/10/20

### NOTICE OF FINANCE MEETING

You are summoned to the next Finance meeting of the Parish Council, which will be held on **Tuesday 3<sup>rd</sup> November 2020**, Via Zoom, commencing at **7.00 pm**. Please find the agenda set out below.

Meeting ID: 874 3596 4839

Passcode: 005499

*Lesley Moomans Jenkins*

**Clerk to the Council**

### AGENDA

#### **OPEN FORUM –**

***Opportunity for members of the public to raise issues with the Council. Once the meeting has been opened, no further comment may be taken without the agreement of the Chairman. (2 mins PP max 15mins)***

- 1. To accept apologies and note absence-**
- 2. Declarations of interest -** To receive declarations from Councillors, any DPI's (**disclosable pecuniary interest** or simply an interest termed a **personal interest** in the Code the Council adopted) relating to any items on the agenda for November 3rd 2020. (Councillors should also remember that even if they do not stand to gain in any personal way, also to be considered is the public's perception of whether a councillor might gain by being influenced or using influence in a personal capacity.)
- 3. Minutes of the last meeting-** To confirm and sign the minutes of the meeting held on September 1<sup>st</sup> 2020. (distributed by email & Hand)
- 4. Budget Review-** To consider the budget review document.

#### **5. To approve payments below**

Staff Salaries £1360.87

HMRC £271.42

LGPS £454.59 (DD)

R Griffiths £120.00

Archer Signs £41.94 (Covid park signs)

Avon Signs £100.80 (Allotment fires)

Amazon Laptop riser and keyboard £33.97

Phone £13.79 (DD)

Zoom £14.39

Kemp IT £48.00(Laptop MOT)

GAPTC £150.00 (Cllr Training)

Greenfields £150.00 (Swing)

PKF Littlejohn £200.00(Ex Audit)

**TOTAL £ 2959.77**

- 6. Clerks Home Risk Assessment-** The clerk has completed a risk assessment. The Clerk has been working from a wooden kitchen chair and small bureau which she has out grown. The Clerk has purchased a desk and chair at a cost of £160.00+ vat and would like the Council to reimburse the cost, if the Clerk ever leaves then the desk and chair will be given to the next person as it will be Council property, (if the PC

ever return to the office that was built for council use the clerk would take the furniture to the office.)

**To resolve reimbursing the clerk for the furniture**

- 7. To discuss & consider the Budget & Precept settings for 2021/22 and recommend to Full Council**
- 8. Royal British Legion- To consider & resolve a donation for the RBL for the three wreaths.**
- 9. To carry out internal controls, check bank reconciliation /statements and sign. Cannot complete due to Covid 19**
- 10. Next meeting Dec 1<sup>st</sup> 2020**



## HINTON PARISH COUNCIL

20/10/20

### NOTICE OF FINANCE MEETING

You are summoned to the next Finance meeting of the Parish Council, which will be held on **Tuesday 3<sup>rd</sup> November 2020**, Via Zoom, commencing at **7.00 pm**. Please find the agenda set out below.

Meeting ID: 874 3596 4839

Passcode: 005499

*Lesley Moomans Jenkins*

**Clerk to the Council**

### AGENDA

#### **OPEN FORUM –**

***Opportunity for members of the public to raise issues with the Council. Once the meeting has been opened, no further comment may be taken without the agreement of the Chairman. (2 mins PP max 15mins)***

- 1. To accept apologies and note absence-**
- 2. Declarations of interest -** To receive declarations from Councillors, any DPI's (**disclosable pecuniary interest** or simply an interest termed a **personal interest** in the Code the Council adopted) relating to any items on the agenda for November 3rd 2020. (Councillors should also remember that even if they do not stand to gain in any personal way, also to be considered is the public's perception of whether a councillor might gain by being influenced or using influence in a personal capacity.)
- 3. Minutes of the last meeting-** To confirm and sign the minutes of the meeting held on September 1<sup>st</sup> 2020. (distributed by email & Hand)
- 4. Budget Review-** To consider the budget review document.

#### **5. To approve payments below**

Staff Salaries £1360.87

HMRC £271.42

LGPS £454.59 (DD)

R Griffiths £120.00

Archer Signs £41.94 (Covid park signs)

Avon Signs £100.80 (Allotment fires)

Amazon Laptop riser and keyboard £33.97

Phone £13.79 (DD)

Zoom £14.39

Kemp IT £48.00(Laptop MOT)

GAPTC £150.00 (Cllr Training)

Greenfields £150.00 (Swing)

PKF Littlejohn £200.00(Ex Audit)

**TOTAL £ 2959.77**

- 6. Clerks Home Risk Assessment-** The clerk has completed a risk assessment. The Clerk has been working from a wooden kitchen chair and small bureau which she has out grown. The Clerk has purchased a desk and chair at a cost of £160.00+ vat and would like the Council to reimburse the cost, if the Clerk ever leaves then the desk and chair will be given to the next person as it will be Council property, (if the PC

ever return to the office that was built for council use the clerk would take the furniture to the office.)

**To resolve reimbursing the clerk for the furniture**

- 7. To discuss & consider the Budget & Precept settings for 2021/22 and recommend to Full Council**
- 8. Royal British Legion- To consider & resolve a donation for the RBL for the three wreaths.**
- 9. To carry out internal controls, check bank reconciliation /statements and sign. Cannot complete due to Covid 19**
- 10. Next meeting Dec 1<sup>st</sup> 2020**



## HINTON PARISH COUNCIL

20/10/20

### NOTICE OF FINANCE MEETING

You are summoned to the next Finance meeting of the Parish Council, which will be held on **Tuesday 3<sup>rd</sup> November 2020**, Via Zoom, commencing at **7.00 pm**. Please find the agenda set out below.

Meeting ID: 874 3596 4839

Passcode: 005499

*Lesley Moomans Jenkins*

**Clerk to the Council**

### AGENDA

#### **OPEN FORUM –**

***Opportunity for members of the public to raise issues with the Council. Once the meeting has been opened, no further comment may be taken without the agreement of the Chairman. (2 mins PP max 15mins)***

- 1. To accept apologies and note absence-**
- 2. Declarations of interest** - To receive declarations from Councillors, any DPI's (**disclosable pecuniary interest** or simply an interest termed a **personal interest** in the Code the Council adopted) relating to any items on the agenda for November 3rd 2020. (Councillors should also remember that even if they do not stand to gain in any personal way, also to be considered is the public's perception of whether a councillor might gain by being influenced or using influence in a personal capacity.)
- 3. Minutes of the last meeting-** To confirm and sign the minutes of the meeting held on September 1<sup>st</sup> 2020. (distributed by email & Hand)
- 4. Budget Review-** To consider the budget review document.

#### **5. To approve payments below**

Staff Salaries £1360.87

HMRC £271.42

LGPS £454.59 (DD)

R Griffiths £120.00

Archer Signs £41.94 (Covid park signs)

Avon Signs £100.80 (Allotment fires)

Amazon Laptop riser and keyboard £33.97

Phone £13.79 (DD)

Zoom £14.39

Kemp IT £48.00(Laptop MOT)

GAPTC £150.00 (Cllr Training)

Greenfields £150.00 (Swing)

PKF Littlejohn £200.00(Ex Audit)

**TOTAL £ 2959.77**

- 6. Clerks Home Risk Assessment-** The clerk has completed a risk assessment. The Clerk has been working from a wooden kitchen chair and small bureau which she has out grown. The Clerk has purchased a desk and chair at a cost of £160.00+ vat and would like the Council to reimburse the cost, if the Clerk ever leaves then the desk and chair will be given to the next person as it will be Council property, (if the PC

ever return to the office that was built for council use the clerk would take the furniture to the office.)

**To resolve reimbursing the clerk for the furniture**

- 7. To discuss & consider the Budget & Precept settings for 2021/22 and recommend to Full Council**
- 8. Royal British Legion- To consider & resolve a donation for the RBL for the three wreaths.**
- 9. To carry out internal controls, check bank reconciliation /statements and sign. Cannot complete due to Covid 19**
- 10. Next meeting Dec 1<sup>st</sup> 2020**