Ettington Parish Council

Report to Council

Date 11 April 2018

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| Item 9 Appendix 1 | Finance Report |

**1 Passing of Accounts for Payment**

The payments listed in the following table require authorisation. Those marked \* have been paid and require retrospective authorisation.

|  |  |  |  |
| --- | --- | --- | --- |
| Chq No/DD | Payee | Comment | Amount |
| \*101627 | Mail Boxes Etc | Printing | 18.90 |
| \*101637 | WCC | Street Light Maintenance | 22.20 |
| \*101638 | Came & Co | Insurance | 1149.59 |
| 101639 | WALC | Clerk Training | 30.00 |
| 101640 | S Furniss | Office Expenses | 160.79 |
| 101641 | S Furniss | Reimbursement of Broadmark Services (computer health check) | 36.00 |
| 101642 | SDC | Webhosting | 253.02 |
| 101643 | WALC | Annual Subscription | 373.00 |
| 101644 | MBE | Banners for Parish Meeting | 165.00 |
| 101645 | APS | Neighbourhood Plan | 1116.00 |
| 101646 | S Furniss | Salary | 506.46 |
| 101647 | WCC | Pension Contributions | 189.52 |
| 101648 | HMRC | PAYE | 126.40 |
|  | **4146.88** |

**Action Required:** To authorise the above accounts for payment.

**3 Clerk’s Annual Leave**

The Clerk's Terms and Conditions of Service state that after 5 years continuous service she would be entitled to an additional 4 days annual leave. This point was reached on 30 May 2018. This results in a total leave of

|  |  |  |
| --- | --- | --- |
|  | Was | Now |
| Annual Leave | 21 | 25 |
| Bank Holidays | 8 | 8 |
| Statutory Days | 2 | 2 |
| Total | 31 | 35 |

Annual leave is paid as a monthly supplement (the Clerk continues to monitor e-mails/manage workload throughout the year even when away and no time is recorded as annual leave) of 12% of salary and this rises to a supplement of 13.5 from 1 April 2018.

**Action Required:** To approve payment of additional supplement from 1 April 2018

**4 Quarter 4 Budget Report**

The amounts in accounts as at 31 March 2018 are:

Current Account: £11,094.35

Business Account: £80,206.19

NS&I Account £10,081.34

**TOTAL £101,381.88**

The Q4 budget report is at appendix 1.

**Action Required:** To note, discuss and comment on the report.





