

Snetterton Parish Council

An Ordinary Parish Council Meeting will be held on 17th June 2024 starting at 6.30pm in the Hospitality Suite, Snetterton Racetrack

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

Sharon Sweet Clerk to Snetterton Parish Council

10th June 2024

AGENDA

1. To receive apologies for absence
2. To receive Declaration of Interests and any requests for dispensation
3. To appoint Responsible Financial Officer (LGA 1972 Section 151)
4. To agree the minutes of the last meeting on 20th May 2024
5. Public forum for members of the public to comment on agenda items, and updates from District and County Councillors
Members of the public are invited to make representations, ask questions, or give evidence to the meeting in respect of items on the agenda. In accordance with standing order 3 (parts 5-7) this item shall be limited to 20 minutes unless directed otherwise by the chair
6. Administrative Matters
 - a. To agree change of banking address to Clerk & RFO
 - b. To agree to add the Clerk & RFO to the banking mandate (online view only and authority to deal with the bank on behalf of the Council)
 - c. To note previous Clerk had not been receiving the bank statements for the Business Savings account
 - d. To note a claim for VAT £46.83 has been submitted to HMRC
 - e. To note the Clerk has achieved access to the Parish Council Government Gateway account, security and business address has been updated
 - f. To agree payment of outstanding PAYE arrears, including late payment interest, of £94.56 for 2023/24
 - g. To consider parish council specific accounting software options – refer to: [Comparing Top Council Accounting Software: Rialtas, EdgeIT, Easy PC Accounts and Scribe | Aubergine \(aubergine262.com\)](#)
 - h. To agree 3 month free trial of Easy PC accounting software, followed by annual subscription £60 pa
 - i. To note the following regarding the council laptop:
 - i. The laptop includes a free 12-month subscription to Office365, expiring on 8th January 2025. Afterward, the council will need to pay for a monthly subscription or purchase a standalone copy of Office
 - ii. Council files have been transferred to Office365 cloud storage for secure backup
 - iii. The laptop is secure, hard drive encrypted with BitLocker and PIN protected
 - iv. The laptop runs Windows 11 in S mode, applications are restricted to those in the Microsoft store
 - v. Due to the restrictions of S mode, HMRC Basic Tools, for in-house payroll, cannot be downloaded to the laptop
7. Finance
Year-end accounts 2023-24
 - a. To agree the appointment of the Internal Auditor, C Bailey
 - b. To consider the Internal Auditor report for year ending 31 March 2024
 - c. To agree amended cashbook of payments and receipts 2022-23
 - d. To agree the cashbook of payments and receipts 2023-24
 - e. To agree asset register 2023-24
 - f. To agree amended statement of accounts for year ending 31 March 2023
 - g. To agree the statement of accounts for year ending 31 March 2024
 - h. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form

- i. To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Clerk and Chairman to sign
- j. To consider and approve the Accounting Statement 2023/24 and to authorise the Chairman to sign
- k. To agree the explanations of variances
- l. To agree the dates for the Notice of Electors Rights 20 June 2024 to 31 July 2024

Finance 2024-25

- a. To authorise payments and note any monies received
 - b. To review and sign cash book reconciliation
 - c. To receive budget monitoring document, and consider recommendations
- 8. To note public consultation on the Breckland Local Draft Plan from 3rd June 2024 to 15th July 2024 and agree council comments
 - 9. To consider developing a planning application response policy
 - 10. To receive items for inclusion on the next agenda
 - 11. To confirm date of next meeting, Tuesday 23rd July 6.30pm, at Snetterton Racetrack Hospitality Suite

To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 12. on the grounds that it could involve the likely disclosure of private and confidential information

- 12. Staffing – agree contract, review June timesheet

Payments for approval June 2024

Description	Type	Payee	Amount
Norfolk ALC - website	chq	Norfolk ALC	£ 93.33
Internal Audit	chq	C Bailey	£ 110.00
WFH allowance	chq	S Sweet	£ 13.00
PAYE arrears interest 2023-24	chq	HMRC	£ 9.13
Clerk Salary May (incl hol pay) & June, incl PAYE	chq	T Holden	
	chq	S Sweet	
	chq	HMRC	£ 800.27
			£ 1,025.73

BUDGET 2024-25

Forecast

	NET Budget 24-25	April	May	June	July	August	September	October	November	December	January	February	March	NET Actual
Payments														
Council Administration														
Staff Costs - Clerk Salary incl. PAYE	£ 2,880.00	£ -	£ 434.88	£ 714.84	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 3,762.69
Staff Costs - PAYE arrears	£ -	£ -	£ -	£ 85.43										£ 85.43
PAYE arrears interest	£ -	£ -	£ -	£ 9.13										
Clerk expenses (WFH;mileage)	£ 200.00		£ 52.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 182.00
Office supplies (paper;ink;stamps)	£ 140.00			£ -	£ -	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ 60.00
Council website & email costs	£ 210.00													£ -
Council phone	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training including books	£ 320.00	£ -	£ -	£ -										£ -
Insurance	£ 460.00	£ -	£ 447.69	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 447.69
Subscriptions (ICO;NALC;SLCC;CPRE)	£ 180.00		£ 56.85	£ 93.33										£ 150.18
Payroll services (incl PAYE arrears)	£ 600.00			£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Audit	£ 200.00			£ 110.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 60.00	£ 170.00
Meeting room hire	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants & donations														
Community grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
S137	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ -	£ 50.00
Open spaces														
Asset - maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - replacement	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grounds & Tree Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - new	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other														
Contingency - unplanned spend	£ 500.00													£ -
Reserve build -EMR elections	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTAL PAYMENTS	£ 5,940.00	£ -	£ 991.42	£ 1,025.73	£ 303.33	£ 303.33	£ 303.33	£ 303.33	£ 413.33	£ 303.33	£ 303.33	£ 303.33	£ 363.33	£ 4,917.12
Receipts														
Other Income														
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
VAT reclaimed	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Precept														
Precept	£ 6,000.00	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 6,000.00
TOTAL RECEIPTS	£ 6,000.00													

KEY: Grey italics = forecast figures