

**Associated Papers APC Meeting on 20<sup>th</sup> June 2018**

**Agenda Item 2 Councillor Dispensation**

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

**Agenda Item 5 Routine Correspondence**

If there is an email that I have circulated which is not included on the agenda or below and you consider it should be discussed, please raise the item at this point.

- BDC regarding St Edmunds Cottage
- BDC regarding Liaison Meeting on 10<sup>th</sup> July
- BDC regarding new dog bin requested Wemsley Lane

**Agenda Item 6 Clerks Report**

Minute	Action	Complete ✓
	Minutes placed on website and sent to parish magazine and Jennie Jenkins.	✓
	Planning responses sent to Babergh DC	✓
18/046	Clerk sent Mr White a letter of engagement to be Internal Auditor for 2018/19	✓
18/050	Clerk emailed Jennie Jenkins the emails between her and Helen Wallace relating to the Breakers Yard	✓
18/053	Clerk emailed Annual Return to auditors	✓
18/053 e	Clerk sent signed cheques	✓
18/054 h	Clerk emailed Jennie Jenkins details of the outstanding planning applications and concerns relating to St Edmunds Cottage	✓
18/055	Clerk emailed BDC with a request for an additional dog bin	✓
<b>Clerks Hours</b>		
1st April 2018 to 1st June 2018 - 45 hours paid / 61 hours worked		

**Agenda Item 7 Finance**

ASSINGTON				Receipts	Payments
Date	Details	File Ref	Ref		
30/05/18	Assington Allotment Ass	3		180.00	
20/06/18	Assington PCC - Donation	PO4	792		350.00
20/06/18	Macmillian Cancer Support -	PO4	793		50.00
20/06/18	Alzheimers Society - Donation	PO4	794		50.00
20/06/18	SARS - Donation	PO4	795		50.00
20/06/18	Assington Association - Donation	PO4	796		50.00
20/06/18	Anglian Water - Allotments March	PO5	799		54.01
30/06/18	J Hatton - Salary	PO6	797		652.97
30/06/18	J Hatton - WFHA	PO6	797		39.00
30/06/18	J Hatton - Expenses	PO7	797		225.53
30/06/18	HMRC - Clerk Tax	PO6	798		163.00

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	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/05/18	£280.00				
	31/05/18	£19,561.48	£17,901.97	£1,939.51	£0.00	£0.00
Cash	12/05/18	£0.00	£0.00			£0.00
		£19,841.48	£17,901.97	£1,939.51	£0.00	

Budget		Actual	Reserves		Budget	Actual
Assets B/Forward		£15,222.90				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,800.00	£4,298.47	Clerks Salary	£2,700.00	£866.37	
Grants	£331.40	£0.00	Admin	£1,300.00	£645.00	
Bank Interest	£5.00	£0.00	Donations	£600.00	£550.00	
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00	
Other	£360.00	£180.00	CIL	£0.00	£0.00	
CIL	£0.00	£0.00	Insurance	£350.00	£0.00	
VAT Repayment	£0.00	£320.98	Inspection	£100.00	£0.00	
			P3 Scheme	£360.00	£0.00	
			Licensed Footpaths	£175.00	£0.00	
			Contingency	£500.00	£0.00	
			Maintenance	£630.00	£0.00	
			Loan Repayment	£1,417.14	£0.00	
			Loan Interest	£156.18	£0.00	
			Allotments / Conservation	£655.00	£59.01	
			VAT Paid	£0.00	£0.00	
<b>Total</b>	<b>£8,496.40</b>	<b>£4,799.45</b>	<b>Total</b>	<b>£0.00</b>	<b>£9,293.32</b>	<b>£2,120.38</b>
			Assets C/Forward			£17,901.97
<b>Total</b>		<b>£20,022.35</b>	<b>Total</b>			<b>£20,022.35</b>

**Clerk Salary and Expenses**

Payroll No	Name	NI No				
1	J Hatton	*****				
01/05/18	260 hours at £9.808 per hour	£2,550.08 pa £212.51 pm £637.52 pq				
WFHA	£3 per week	£39 per quarter				
Additional Hours at £9.392 per hour	training 19 hours	£178.45				
Month	Salary	Tax Deducted	NEST Pension Deducted	NI Deducted	Net	Ee's HMRC
1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3	£815.97	£163.00	£0.00	£0.00	£652.97	£163.00
4					£0.00	£0.00
5					£0.00	£0.00
6					£0.00	£0.00
7					£0.00	£0.00
8					£0.00	£0.00
9					£0.00	£0.00
10					£0.00	£0.00
11					£0.00	£0.00
12					£0.00	£0.00
<b>Totals</b>	<b>£815.97</b>	<b>£163.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£652.97</b>	<b>£652.97</b>

