**SUTTON PARISH COUNCIL**

www.suttonwithshoplandparishcouncil.com

**CLERK:**

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**CHAIRMAN:**

Councillor Mr R Gaylor,

### 5, Templegate Cottages,

### Sutton Road,

### Essex

### SS2 5QR

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**AGENDA**

**YOU ARE HEREBY SUMMONED TO THE EXTRAORDINARY MEETING (Internal Audit)**

**OF THE SUTTON PARISH COUNCIL AT**

**CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH.**

**ON WEDNESDAY 23rd JULY 2025 AT 7 P.M.**

Chairman's opening remarks:

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

i Councillors:

ii Members of the Public:

**2. Apologies for absence:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss SPC acceptance of reasons for absence:

**3. Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

Localism Act 2011.

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 Forum:** ( 5 min per person only )

Councillors, Guests, visiting Ward/County Councillors and questions/statements from members of the public.

**5. To receive the Minutes of the Annual General Meeting of the 24th May 2025.**

To resolve the Minutes:

**6. Matters arising from the Minutes**: (not on the Agenda)

Item:

**7. The Internal Audit report/AGAR Section 2 - 2024-25:**

To receive, discuss and complete:

i The Clerk to read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk to introduce the Certificate of Exemption, Form 2, (Page 3, AGAR 2024-25) to the Council.

The Councillors to agree the above and the Chairman and Clerk/RFO to sign the document.

iii The Clerk to read the Internal Auditors ‘completed’ report (Page 4, AGAR 2024-25), to the Council.

iv The Clerk to introduce The Section 1, The Annual Governance Statement (Page 5, AGAR 2024-25).

The Councillors to agree the above and the Chairman and Clerk/RFO to sign the document.

v The Clerk to introduce The Section 2, the Accounting Statements 24-25 (Page 6, AGAR 2024-25).

The Councillors to agree the above and the Chairman and Clerk/RFO to sign the document.

vi To record that all above documents and the Cash Book 2024-25 will be available on the PC website.

vii The Clerk to forward the signed Exemption Certificate to PKF-Littlejohn.

viii The Clerk to complete and publish on the website the Bank Reconciliation form (A), the Explanation of Variances

Form (B) and the Notice of Public Rights (C).

ix The Clerk published the Public Rights Notices on the FI Notice Boards on 29th June 25.

**8. Planning consultations:**

Application no 24/00…/FUL

**9. The PKF-L Audit Commission required .GOV.UK email Domain**

i The Clerk’s report re: his research has revealed that the best suited ( .gov.uk ) update is ‘Parish Online’.

A free ‘[clerk@Paglesham-pc.guv.uk](mailto:clerk@Paglesham-pc.guv.uk) domain’ is offered initially with the ‘Councillors .gov .uk’ addresses

following at a final cost of £260 per year.

ii Councillors to discuss/agree to take up Parish Online .gov.uk domain.

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

**10. Correspondence:**

i To receive an e/letter June 2025 from ECC Highways re: Salt bag Partnership 2025-26.

i Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

**11. Finance:**

i To receive the SPC Financial and Metro Bank Statements ending 23rd July 2025.

ii The above financial statement balances to be agreed by Councillors: …………….. and ………………………..

iii A letter authorising the Clerk/RFO Mr B Summerfield, the agreed use of the Metro Bank’s online

bank transfers, was presented by the Clerk to the Metro Bank.

i The received new Metro Bank Mandate to be agreed and completed by councillor signatories.

iv To record the June 25 RDC receipt of the second half of the 25-26 Precept @ £4,565.00.

v To agree a July 25 payment to: B Summerfield/First Quarter 25-26 HMRC PAYE-RTI @ £ 213.12.

vi To agree a July 25 payment to: B Summerfield/IONOS June Website: @ £ 42.00.

vii To agree a July 25 payment to: J P Watson & Co re: Internal Audit 24-25 @ £ 185.00.

viii To agree a July 25 payment to: Mr R Pitts Re: May Invoice 53B @ £110.00.

ix To agree a July 25 payment to: Mr R Pitts Re: June Invoice 55B @ £110.00.

x To record the payment May 25 Insurance Invoice to [Communityrenewals@ajg.com](mailto:Communityrenewals@ajg.com) @ £ 890.61.

xi To record the payment May 2025 to Mr Pitts re: Invoice (51B) @ £ 110-00.

xii To record the payment May 2025 to B Summerfield/IONOS re: website x 2 @ £ 42.00.

xiii To record the payment June 2025 to B Summerfield/Website IONOS re: @ £ 13.20/£28.80.

xiv To record the payment April 2025 to EALC re: annual subscription @ £ 72.87.

xv To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned

cheques.

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

**12. Streetlighting:**

iCouncillors reports:

**13. Highways, Pavements and Public Rights of Way:**

i Councillor reports:

ii The Dingy at Butlers Gate.

**14. Website:**

The website is to be updated with the inclusion of this meetings’ information.

**15. Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items:

**16. The next Sutton Parish Council Meeting:**

at **Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.**

**To agree:** **Saturday 27th SEPTEMBER - 4th / 11th OCTOBER 2025**

**at 10 AM.**

**18th JULY 2025. B. Summerfield Sutton, Parish Council Clerk/RFO.**