

STOCKLAND PARISH COUNCIL FINANCE AND STAFF COMMITTEE

Minutes of the Meeting held in Stockland Victory Hall on Tuesday, 22nd July 2025 at 7.30pm

- 1) **Public Participation Time** (SO 1e & f): 15 minutes in length with each person to speak once only, for no longer than 3 minutes, or shorter, at the discretion of the chairperson.

No members of the public attended.

- 2) **Resolve to exclude members of the press and public:** To agree any items to be dealt with after the public and press have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies (Admission to Meetings Act) 1960].

No members of the press or public were present, so this was not required.

- 3) **To record those Present and Apologies for absence;** and to consider whether to approve any dispensations.

Present were Cllrs C. Bernhardt, J. Durrant (Chair), R. Pearse, N. Powell, A. Smith, R. Switzer and the Clerk (D.Clay).

- 4) **Declarations of Interest:** Members to declare any interests they have in agenda items that accord with any Disclosable Pecuniary Interest (s31 & 33 of the Localism Act 2011) or Personal/ Prejudicial Interests (Code of Conduct, 2012).

None.

- 5) **Quarter 1 Accounts and Cashbook:**

The Committee had received the cashbook and accounts for the first quarter of the current financial year. **The Clerk will revise the current version to include Budget information to enable the PC to track expenditure against individual items in the budget.**

- 6) **Quarter 1 Bank reconciliation:**

The Committee resolved to accept the Quarter 1 Bank Reconciliation produced by the Clerk, and the paper version was duly signed by the Chair of the Committee and the Clerk.

- 7) **Quarter 1 Review of the timesheets and PAYE submission records for the Council entered by the Clerk:**

a) Cllr Switzer signs off the Clerk's timesheets on a monthly basis. The signed Q1 timesheets were compared to the PAYE submissions for accuracy and the submission documents were signed by the Chair of the Committee.

b) The HMRC software used to submit PAYE data is set up so that a submission is made on behalf of Stockland PC as an Employer. If Stockland PC had more than one Employee, a submission would be made for each Employee on a monthly basis. It is important to note that when the Clerk makes a submission to HMRC using this software, he is acting on behalf of Stockland PC, which has the relationship with HMRC for PAYE purposes; at the end of the financial year the software produces a P60 form for each Employee. The Employee uses the P60 to inform HMRC of the tax and NI (if any) which has been deducted and paid during the year.

- 8) **Update on Claim 583MC231:**

a) The Chair and the Clerk updated the Committee on the court hearing that took place on the 14th of July. The case was not resolved as the Claimant had not produced any evidence or a written statement. There is to be a further hearing, and any written submissions need to be

made by 11th August.

b) The Committee resolved to submit to the Court the Agenda and Minutes of the Full Council meeting held in March 2025.

9) **Items of Future Business for the next Agenda:**

Update on Claim 583MC231

Review spending against the budget items

10) **Confidential Items:** Matters identified under item 3 (above).

Item 8 is a confidential matter.

Meeting Closed 8.55 pm

J. Durrant; Chair, Stockland Parish Council Finance and Staff Committee, / /2025