

COTHERSTONE PARISH COUNCIL

Finance Report

Author Responsible Financial Officer
Meeting date 14 February 2018

1. Receipts and Payments

a) Income received: 22 November 2017 to 15 January 2018

From	Description	Amount
Teesdale Memorials	Whitfield headstone	£90.00
Cotherstone Village Hall	Hearse House rent	£78.00
Allotment rents	8 plots	£48.00
Petty cash account (closure)	Petty cash	£46.88
CDALC	Transparency Fund grant	£586.64

b) Payments due and needing authorisation on 14 February 2018

Payee	Description	Amount
Clerk	Salary – February 2018	£100.00
Play @ Cotherstone	Contribution	£150.00
Teesdale Mercury	Grass cutting tender notice	£84.00
Clerk	Reimbursement for laptop, software and printer/scanner • Currys £337.99 • Amazon £61.23	£399.22
Clerk	Travel and subsistence (in connection with meeting of Chair, Vice-Chair and Clerk to open new bank account)	£20.90

2. Transparency Fund

As resolved at the Parish Council meeting on 10 January 2018, an application was submitted to the Transparency Fund for a grant to purchase a laptop computer, associated software, a printer/scanner and to fund the Clerk's work, over and above the monthly salary, in uploading material to the Parish Council's website to achieve compliance with the Transparency Code for Smaller Authorities.

The application was successful; a cheque for £586.64 was received on 26 January and the equipment purchased on 29 January.

3. Banking arrangements

As resolved at the Parish Council meeting on 10 January 2018, an application was made to open a Community Bank Account with Barclays Bank. The account is now open and operating. Cheques on the account will be signed wherever possible by the two councillor-signatories — Cllrs Birkett and Hunter. The Clerk is also a signatory to the account, in order to monitor the account online, and will, in the absence of one of the other signatories, be able to sign cheques. Barclays are unable to accommodate more than three signatories to the account.

The account at HSBC should be closed as soon as possible to simplify the accounting.

Recommendations

1. To receive the monthly report of receipts and payments and authorise due payments.
2. To note the receipt of Transparency Fund grant of £584.64.
3. To note that the Parish Council has now opened a bank account with Barclays and to authorise that a cheque be written to move the balance from the HSBC account to the new account.