

# COTHERSTONE PARISH COUNCIL

## Finance Report

Author            Responsible Financial Officer  
 Meeting date    9 September 2020

### 1. Bank reconciliation at 29 August 2020

#### 30 Jul - 28 Aug 2020

Start balance	£22,855.17
Money out	£1,000.58
▶ Commission charges	£0.00
Money in	£10,400.00
▶ Gross interest earned	£0.00
End balance	£32,254.59

Cashbook	Opening balance	Receipts	Payments	Closing balance
30 June 2020 *	£23,131.27			
Receipts 30 June - 29 August		£10,400.00		
Payments 30 June - 29 August			£2,334.16	
29 August 2020				<b>£31,197.11</b>

\* pre-paid grant of £935 not included in above

Bank	Opening balance	Receipts	Payments	Closing balance
Community Account 30 June 2020 *	£23,478.75			
Receipts 30 June - 29 August		£10,400.00		
Payments 30 June - 29 August			£1,624.16	
				£32,254.59
Adjustment - add monies not yet received		£0.00		
Adjustment - less unrepresented cheques			£1,057.48	
29 August 2020				<b>£31,197.11</b>

\* pre-paid grant of £935 not included in above

### 2. Payments to report since last meeting

A payment to Butler & Gee Management Ltd, of £102, fell due on 9 July, the day following the last Council meeting. As Council had previously agreed to pay this sum (£85+VAT) in respect of the 2019-20 internal audit work, payment was made by cheque on 29 July.

### 3. Receipts to report since last meeting

A payment of £10,000, a Business Rates Covid-19 Grant, was received from Durham County Council on 12 August 2020.

A payment of £400, for two Exclusive Rights of Burial, was received on 31 August.

#### 4. National pay agreement

On 25 August notice was received that agreement had been reached between the National Employers and the National Joint Council (NJC) Trade Union Side on rates of pay applicable from 1 April 2020. This will result in an increase of 2.75%.

The Clerk is currently paid at Spinal Column Point 7 on the national pay scale, for which the hourly rate of pay increases from £10.16 to £10.44. The Council's approved budget for 2020-21 allowed for an increase up to £11.41 per hour.

The National Joint Council also agreed that from 1 April 2020, minimum annual leave increases from 21 to 22 days for employees with less than five years' service. This results in an increase in the Clerk's annual leave from 27.9 hours to 28.8 hours.

#### 5. Payments due and needing authorisation on 9 September 2020

Payee	Description	Amount
Clerk	Salary September (£203.58) and back pay from 1 April 2020 (£27.00) (gross)	£184.38
Mr L Jopling	Tree work, additional pruning at Cemetery	£30.00
HMRC	PAYE/NI 2020-21 Quarter 2	£125.40
<b>TOTAL</b>		<b>£339.78</b>

#### Recommendations

1. To receive a bank reconciliation at 28 August 2020.
2. To note payments and receipts since the last meeting.
3. To note the agreed national pay scale increase and agree that this be applied to the Clerk's salary, backdated to 1 April 2020.
4. To authorise payments due.