

**Easington Parish Council  
Payment Schedule**

<b>Date</b>	<b>Description</b>	<b>Trns. No.</b>	<b>Amount</b>	<b>Notes</b>	<b>BudgetAllocation</b>
<b>To NOTE the following Contractual Payments:</b>					
31/03/2024	Unity Trust Bank Account Fee		18.00	Automatic payment from bank	Expenses
15/03/2024	February Salaries - All Employees		731.29	Paid 15th of the Month unless a Weekend/Bank Holiday	Salaries/HMRC
<b>07/03/2024 To RESOLVE the following Payments:</b>					
	Microsoft Monthly Payment (March 2024)		12.36	(Inc VAT) Clerks Expenses*	M/Soft/Norton
	Training Course - ERNLCCA - HR		24.00		Training
	Holderness Gazette - Advertising		688.16	Adverts - 2020 to 2023 - Clerk and Grasscutting Adverts x 8	Expenses
	Sandhill Garden Centre		0.56	Voucher/Credit Note	Village Work
	Sandhill Garden Centre		9.44	Plants - Village Garden Clerks Expenses*	Village Work
	<b>Total Monthly Payments</b>		<b>1483.81</b>		

**Notes:**

1. \*Clerks Expenses are amounts paid by the Clerk personally on behalf of the Parish Council and being reclaimed **21.80**
2. Salaries are Gross - inclusive of the HMRC Payment (as HMRC payment fluctuates from month to month) and represent All Employees
3. Once Authorised for payment the RFO raises payment and Dual Authorisation is made via Councillor(s) J Clubley, R Clubley or H. Jacobs
4. VAT Section 126 Payments can be reclaimed

**Signed:**

**Date:**

**Chair of Meeting**

**Signed:**

**Date:**

**Kim Dalton**

**Clerk/RFO**

**Signed as Authorisation to pay the above amounts  
via Bank Transfer from the Community Account**

**Minute Ref: 24/03/**

Easington Parish Council  
Bank Reconciliation 2023 to 2024

**01/04/2023**

Opening Balance - Current Account	1212.26
Opening Balance - Savings Account 1	505.48
Opening Balance - Savings Account 2	7204.00
Voucher Credit - Sandhills	0.56
Income	22494.82
<b>Total</b>	<b>31417.12</b>

Less:

Expenditure	18826.38
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**Reconciliation as at : 29 February 2024** **12590.74**

**Closing Balances as at 29/02/2024 :**

Unity Savings Account - 20450698	515.33
Unity Savings Account 20450708	9431.10
Unity - Current Account - 20450685	2643.75
Cash/Cheque to clear at bank	0.00
Voucher Credit (Sandhills)	0.56

**Plus Uncleared Cheques/payments** 0.00 +

**Balance** **12590.74**

**Signed By Chair:**

**Date:**

**Signed By Clerk:**

**Date:**

## EASINGTON PARISH COUNCIL

### CLERK REPORT ON ONGOING ACTIVITY/ACTION POINTS / OUTSTANDING ITEMS

Minute Ref:	Company/PC	Description	Action	Outcome
21/02/17	EPC	Parish Clock	Clerk	Knocked several times – no response from Occupier (if in) Letter to new owner to request contact 25/07/2023 – No response to date./ 01/09/2023 – No response – property is ‘For Sale’ again. 07/09/2023 – Cllr. Keyworth has details of owner and will inform clerk.
	EPC	Passing Place signs	Clerk	22/5/2023 - ERYC have confirmed they are already aware and have over 300 signs in the area needing attention – they are repairing in order of priority. Situation remains the same – chased by Clerk and Ward Councillor 12/09/2023 – Reminder sent to ERYC
23/07/084 (c)	EPC	Wall – Village Garden	Clerk	Cllr. Keyworth is to look at repairing village wall at own expense.
		Tithe Barn – Overgrown	Clerk	MOP raised at meeting on 07/09/2023 12/09/2023 – Clerk chased Architect and asked for email to be passed on to owner of property.

Appendix 1 – March 2024 – Meeting