

TWIGWORTH PARISH COUNCIL

Financial Meeting 13th June 2019

Present Helen Ford, Mike Davies, Pauline Harris, Janet Hill and Jerry Ridler

1. Purchase of Laptop and Office package to carry out Administrative tasks for the Parish Council approved. Clerk to arrange the purchase.
2. Clerks hours to increase from 3 hours per week to 4 hours per week. Clerk to inform PATA UK Payroll Services of the Change.
3. Pauline Harris has been nominated as a Signatory on the Twigworth Parish Council. Clerk to arrange the necessary paperwork.
4. Following the Audit, which entailed the Clerk having to work an extra 5 hours to present the accounts to the Accountant the AGAR paperwork was discussed and is now ready for Publication on the Twigworth Parish Council Website. Clerk to forward the Exemption Certificate to PKF Littlejohn as required.
5. Clerk to claim payment for the extra work due on the Accounts.