

Sandon Parish Council

Quarterly Summary Information Report – Covering 2022/23 Quarters 1-4 (i.e. 12 months to 31<sup>st</sup> March 2023)

| Ref    | Information Title   | PC Approval Date                                     | Beneficiary   | Purpose   | £ Excl. VAT                           | £ VAT not yet recovered | Merchant category of expenditure / Explanatory notes on Parish Council (PC) activities  |
|--------|---|--|---|---|---------------------------------------|-------------------------|---|
| 1      | Expenditures exceeding £100   | 11/05/2022<br>11/05/2022<br>13/07/2022<br>09/11/2022 | HAPTC<br>Zurich<br>Parish Council Officers<br>Parish Council Officers | Annual subscription<br>Annual premium<br>Employment costs including PAYE<br>Employment costs including PAYE | 295.26<br>570.97<br>1900.00<br>631.50 |                         | Association of Parish & Town Councils<br>Insurance underwriters<br>Employees & HMRC<br>Employees & HMRC   |
| 2      | Govern't Procurement Card transactions                                  |  |   |   |                                       |                         | None  |
| 3      | Procurement Tenders issued over £5,000                                  |  |   |   |                                       |                         | None  |
| 4      | PC Land & Buildings owned.  | Village Hall (13/12/1960)                            | Village residents   | Meetings & Social events  | (Rebuild Insurance value £373k)       |                         | This Community Asset was conveyed to the Parish Council by St Albans Diocesan Board of Finance and Elizabeth Faure Walker in 1960 in consideration of funds raised by donations, subscriptions and gifts from the inhabitants of the Parish, and cannot be sold by the Council and is hence valued at a nominal £1 on the PC Asset Register |
| 5      | Social Housing Asset Value  |  |   |   |                                       |                         | None  |
| 6      | Grants paid to voluntary, community and social enterprise organisations |  |   |   |                                       |                         | None  |
| 7      | Organisation Chart  |  |   |   |                                       |                         | The PC comprises 6 councillors, who elect a Chair and Deputy from their number. Both Clerk and RFO report to the PC.  |
| 8      | Trade Union Facility Time   |  |   |   |                                       |                         | There are no trade union representatives and no paid time is allocated for trade union activities   |
| 9 & 10 | Parking Account & Parking Spaces  |  |   |   |                                       |                         | The Council has no parking spaces and hence no parking account  |
| 11     | Senior Salaries   |  |   |   |                                       |                         | No employee earns over £50,000 p.a.   |
| 12     | Constitution  |  |   |   |                                       |                         | Standing Orders and Code of Conduct are regularly reviewed and published on the Sandon Parish Council website   |
| 13     | Pay multiple  |  |   |   |                                       |                         | 2:0 – M & F employees are paid the same hourly rate   |
| 14     | Fraud   |  |   |   |                                       |                         | No instances of fraud and no ongoing fraud investigations   |
| 15     | Waste Contracts   |  |   |   |                                       |                         | No waste contracts are appointed by Sandon PC   |