

Sandon Parish Council

Quarterly Summary Information Report – Covering 2023/24 Quarters 3 (i.e. 12 months to 31st March 2024)

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	10/05/2023 10/05/2023 10/05/2023 10/05/2023 10/05/2023 05/06/2023 12/07/2023 05/08/2023 13/09/2023 04/10/2023 30/10/2023 29/11/2023	HAPTC BHIB Parish Council Officers Internal Auditor Ray Sanders LOtd Parish Council Officers Parish Council Officers Parish Council Officers Parish Council Officers Parish Council Officers Parish Council Officers Parish Council Officers	Annual subscription Annual premium Employment costs including PAYE Audit Coronation Employment costs including PAYE Employment costs including PAYE Employment costs including PAYE Employment costs including PAYE Employment costs including PAYE Employment costs including PAYE Employment costs including PAYE	298.88 498.82 347.88 175.00 988.80 347.88 347.88 344.88 359.68 347.88 347.88 647.14		Association of Parish & Town Councils Insurance underwriters Employees & HMRC Audit Village project Employees & HMRC Employees & HMRC Employees & HMRC Employees & HMRC Employees & HMRC Employees & HMRC 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 5 councillors, who elect a Chair and Vice 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