

MICHAELSTOW PARISH AUDIT 2021 - 2022

Can you please provide the following:

- . Bank statements for the year x
- . Your Receipts and Payments account x
- . updated fixed asset register; without laptop! x

. Invoices/expense claims that support the following payments:

BHIB Insurance £182.80 x

DM Payroll £95.00 x

S Sanders £392.00 x

Mail out expenses £94.99 x

Caretaker Chapel £60.00 setting up for meetings x

Cllr Whitely £76.00 wreath x

Friends of Michaelstow Church £600.00 grant towards church wall repairs [see notes]

parish maintenance £195.00 x

Election costs £255.00 x

. Payroll, from the minutes it seems you were paid a considerable amount in back pay £1179.76, back dated to April'20 can you provide details of how the sum was calculated and evidence of it having been checked by a councillor or someone ? An explanation as to how this got overlooked between 2020-2021 would be helpful. Presumably your contract supports it? x

Also I note you are now receiving £385.84 per month, can you provide a Jan or Feb payslip and confirm your hours / pay scale and hourly rate. Also when council confirmed this was due. x

Sorry to ask so many questions but of course its a significant amount and there needs to be a control in place ensuring a similar thing doesn't happen in the future, possibly an annual clerk's performance review by a couple of councillors and the clerk. A Staffing Committee?

Receipts; I would like to see the 6 monthly precept remittance advices please. x

I note the debit card no longer works? Is it being replaced? [A new debit card has been sent by the bank but this does not allow access to the parish account because of the two-signatory rule. It does not appear to work as a debit card either. I hope to agenda this item during this year and want to recommend a change of bank but the horrific process of changing banks has deterred me so far].



copy

Mar 21 (i)

MICHAELSTOW PARISH COUNCIL

Sort Code 20-74-20
Account No 03292037

SWIFTBIC BUKBGB22
IBAN GB26 BUKB 2074 2003 2920 37

Issued on 28 April 2021

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ



Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
27 Mar	Start Balance			6,128.13
1 Apr	sto Standing Order to Mitchell S Ref:- Michaelstow Parish	313.39		5,814.74
8 Apr	Giro Direct Credit From Cornwall Council Ref: 113920		2,521.73	8,336.47
14 Apr	Cheque Issued Ref: 100208	392.00		7,944.47
27 Apr	Balance carried forward			7,944.47
	Total Payments/Receipts	705.39	2,521.73	

27 Mar - 27 Apr 2021

Start balance	£6,128.13
Money out	£705.39
▶ Commission charges	£0.00
Money in	£2,521.73
▶ Cross interest earned	£0.00
End balance	£7,944.47

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

00441 01196 F1V1048A 9410310587 2 of 5

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Der May 21⁽²⁾

MICHAELSTOW PARISH
COUNCIL

Sort Code 20-74-20
Account No 03292037

SWIFTBIC BUKBGB22

IBAN GB26 BUKB 2074 2003 2920 37

Issued on 28 May 2021

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ



Your Community Account

At a glance

28 Apr - 27 May 2021

Date	Description	Money out £	Money in £	Balance £
28 Apr	Start Balance			7,944.47
4 May	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	313.39		7,631.08
10 May	Cheque Issued Ref: 100209	40.00		7,591.08
27 May	Balance carried forward			7,591.08
Total Payments/Receipts		353.39	0.00	

Start balance	£7,944.47
Money out	£353.39
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£7,591.08

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



624

May June 21 (3)

MICHAELSTOW PARISH COUNCIL

Sort Code 20-74-20
Account No 03292037

SWIFTBIC BUKGB22

IBAN GB26 BUKB 2074 2003 2920 37

Issued on 28 June 2021

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ



Your Community Account

At a glance

28 May - 25 Jun 2021

Date	Description	Money out £	Money in £	Balance £
28 May	Start Balance			7,591.08
1 Jun	sto Standing Order to Mitchell S Ref:- Michaelstow Parish	313.39		7,277.69
8 Jun	Cheque Issued Ref: 100212	95.00		7,182.69
9 Jun	Cheque Issued Ref: 100211	182.80		6,999.89
15 Jun	Cheque Issued Ref: 100210	29.95		6,969.94
16 Jun	Cheque Issued Ref: 100213	135.65		6,834.29
25 Jun	Balance carried forward			6,834.29
	Total Payments/Receipts	756.79	0.00	

Start balance	£7,591.08
Money out	£756.79
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£6,834.29

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

11715 64367 F1V1979A 2 of 5

JULY MISSING



copy

July Aug 21 (S)

MICHAELSTOW PARISH COUNCIL

Sort Code 20-74-20
Account No 03292037

SWIFTBIC BUKBGB22

IBAN GB26 BUKB 2074 2003 2920 37

Issued on 31 August 2021

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ



Your Community Account

At a glance

28 Jul - 27 Aug 2021

Date	Description	Money out £	Money in £	Balance £
28 Jul	Start Balance			6,128.90
2 Aug	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	313.39	*	5,815.51
18 Aug	Cheque Issued Ref: 100216	1,179.76	*	4,635.75
26 Aug	Cheque Issued Ref: 100215	168.04	*	4,467.71
27 Aug	Balance carried forward			4,467.71
	Total Payments/Receipts	1,661.19	0.00	

Start balance	£6,128.90
Money out	£1,661.19
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£4,467.71

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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MICHAELSTOW PARISH COUNCIL

Sort Code 20-74-20
Account No 03292037

SWIFTBIC BUKBGB22

IBAN GB26 BUKB 2074 2003 2920 37

Issued on 28 September 2021

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ



Your Community Account

At a glance

28 Aug - 27 Sep 2021

Date	Description	Money out £	Money in £	Balance £
28 Aug	Start Balance			4,467.71
1 Sep	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	313.39		4,154.32
6 Sep	Giro Direct Credit From Cornwall Council Ref: 113920		2,521.72	6,676.04
21 Sep	Cheque Issued Ref: 100219	94.99		6,581.05
24 Sep	Cheque Issued Ref: 100217	60.00		6,521.05
	Cheque Issued Ref: 100218	220.00		6,301.05
27 Sep	Balance carried forward			6,301.05
	Total Payments/Receipts	688.38	2,521.72	

Start balance	£4,467.71
Money out	£688.38
▶ Commission charges	£0.00
Money in	£2,521.72
▶ Gross interest earned	£0.00
End balance	£6,301.05

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

MICHAELSTOW PARISH
COUNCIL

Sort Code 20-74-20
Account No 03292037 DUPLICATE

SWIFTBIC BUKBGB22

IBAN GB26 BUKB 2074 2003 2920 37

Issued on 28 October 2021

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ



Your Community Account

At a glance

28 Sep - 27 Oct 2021

Date	Description	Money out £	Money in £	Balance £
28 Sep	Start Balance			6,301.05
1 Oct	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	313.39		5,987.66
4 Oct	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	72.45		5,915.21
15 Oct	Cheque Issued Ref: 100220	56.81		5,858.40
27 Oct	Balance carried forward			5,858.40
	Total Payments/Receipts	442.65	0.00	

Start balance	£6,301.05
Money out	£442.65
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£5,858.40

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ

our Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
28 Oct	Start Balance			5,858.40
	 Cheque Issued Ref: 100224	76.00	•	5,782.40
1 Nov	 Standing Order to Mitchell S Ref:- Michaelstow Parish	385.84	•	5,396.56
	 Cheque Issued Ref: 100222	385.00	•	5,011.56
26 Nov	Balance carried forward			5,011.56
	Total Payments/Receipts	846.84	0.00	

28 Oct - 26 Nov 2021

Start balance	£5,858.40
Money out	£846.84
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£5,011.56

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Sort Code 20-74-20
 Account No 03292037 DUPLICATE
 SWIFTBIC BUKBGB22
 IBAN GB26 BUKB 2074 2003 2920 37
 Issued on 29 December 2021


 MR SIMON MITCHELL
 MICHAELSTOW PARISH COUNCIL
 FENTONDALE COTTAGE
 FENTONDALE
 ST BREWARD
 CORNWALL
 PL30 4PJ

Your Community Account

At a glance

27 Nov - 24 Dec 2021

Date	Description	Money out £	Money in £	Balance £
27 Nov	Start Balance			5,011.56
1 Dec	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	385.84		4,625.72
24 Dec	Balance carried forward			4,625.72
	Total Payments/Receipts	385.84	0.00	

Start balance	£5,011.56
Money out	£385.84
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£4,625.72

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Sort Code 20-74-20
 Account No 03292037
 SWIFTBIC BUKBGB22
 IBAN GB26 BUKB 2074 2003 2920 37
 Issued on 28 January 2022

MR SIMON MITCHELL
 MICHAELSTOW PARISH COUNCIL
 FENTONDALE COTTAGE
 FENTONDALE
 ST BREWARD
 CORNWALL
 PL30 4PJ



Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			4,625.72
4 Jan	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	385.84	•	4,239.88
27 Jan	Balance carried forward			4,239.88
	Total Payments/Receipts	385.84	0.00	

25 Dec 2021 - 27 Jan 2022

Start balance	£4,625.72
Money out	£385.84
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£4,239.88

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Jan Feb 22 (10)

MICHAELSTOW PARISH
COUNCIL

Sort Code 20-74-20
Account No 03292037 DUPLICATE

SWIFTBIC BUKBGB22

IBAN GB26 BUKB 2074 2003 2920 37

Issued on 28 February 2022

MR SIMON MITCHELL
MICHAELSTOW PARISH COUNCIL
FENTONDALE COTTAGE
FENTONDALE
ST BREWARD
CORNWALL
PL30 4PJ



Your Community Account

At a glance

28 Jan - 25 Feb 2022

Date	Description	Money out £	Money in £	Balance £
28 Jan	Start Balance			4,239.88
1 Feb	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	385.84		3,854.04
9 Feb	Cheque Issued Ref: 100226	195.00		3,659.04
25 Feb	Balance carried forward			3,659.04
Total Payments/Receipts		580.84	0.00	

Start balance	£4,239.88
Money out	£580.84
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£3,659.04

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



MR SIMON MITCHELL
 MICHAELSTOW PARISH COUNCIL
 FENTONDALE COTTAGE
 FENTONDALE
 ST BREWARD
 CORNWALL
 PL30 4PJ

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
26 Feb	Start Balance			3,659.04
1 Mar	STO Standing Order to Mitchell S Ref:- Michaelstow Parish	385.84		3,273.20
11 Mar	Cheque Issued Ref: 100227	312.87		2,960.33
14 Mar	Cheque Issued Ref: 100228	75.00		2,885.33
25 Mar	Balance carried forward			2,885.33
	Total Payments/Receipts	773.71	0.00	

26 Feb - 25 Mar 2022

Start balance	£3,659.04
Money out	£773.71
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£2,885.33

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



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Invoice

Invoice Number: LCO01341-506264
 Invoice Date: 13 April 2021
 Policyholder Name: Michaelstow Parsh
 Policyholder Address: Fentondale Cottage
 St. Breward
 BODMIN
 Cornwall
 PL30 4PJ

Policy Number: LCO01341
 Effective Date: 01 June 2021
 Description: Local Councils Insu
 Premium: £163.21
 Insurance Premium Tax: £19.59
 Fee: £0.00
Total Premium Due: £182.80

Terms of Payment: In advance of your renewal date (see above)

Payment Methods:

During the current lockdown, our offices are not always attended daily. So as to avoid any delays in processing your renewal, we would ask that you please either make payment by credit/debit card or BACS/automatic transfer, rather than by cheque. If you are unable to make payment, other than by cheque, please email or call us to let us know that a cheque has been sent to the office, noting your policy number, the amount paid and the date you posted this to us.

You can now make premium payments quickly and securely online, via our BHIB Self Service Portal. Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email or call the team and we will be happy to help.

Email: enquiries@bhibaffinities.co.uk
 Phone: 0330 013 0036

1. Payment by credit/debit card - please access our online BHIB Self Service Portal, or call BHIB on 0330 013 0036 and have your card details ready
2. Payment by BACS/automatic transfer - please arrange payment to:
 BHIB Ltd - Account No 01100742 - Sort Code 56-00-60 quoting your policy number (see above) as the reference
3. Payment by cheque - please make cheques payable to BHIB Ltd and forward to BHIB Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester LE19 1SJ, quoting your policy number (see above) on the reverse

BHIB Leicester
 AGM House, 3 Barton Close,
 Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036
 E.enquiries@bhibaffinities.co.uk
www.bhincouncils.co.uk

BHIB Councils Insurance is a trading name of BHIB Limited. Registered office is AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ. BHIB Limited is registered in England and Wales number 829660. Authorised and regulated by the Financial Conduct Authority under registration number 116675. For more details you can check the Financial Services Register by visiting www.fca.org.uk. We are covered by the Financial Ombudsman Service. You can find out more at www.financial-ombudsman.org.uk.

Communist 9508 06/17

BARCLAYS
 BARCLAYS BANK PLC
 WADEBRIDGE BRANCH

FB6-81CM7T29J4

20-74-20

03292037

Date: 24.05.21

Pay **BHIB Ltd** Only **£182.80**

One hundred and eighty two pounds 80 pence only

02/01/2018 FB6-81CM7T29J4

Cheque No. Sort Code Account No.

100211 20074203 03292037002

OFFICIAL OFFICIAL

FOR AND ON BEHALF OF
 MICHAELSTOW PARISH COUNCIL
 Simon Wainwright

DM Payroll Services Ltd
 7 New Road
 Far Forest
 Kidderminster, DY14 9TQ
 United Kingdom

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Michaelstow Parish Council
 Fentonadle Cottage
 St Breward
 Cornwall
 PL30 4PJ
 United Kingdom

Invoice

Number: 1471
 Date: 6th Apr '21
 Due By: 4th May '21
 Account: MICH001
 Purchase Order:

Qty	Description	Rate	Total
1	Administration of payroll for 2021/22	95.00	95.00

Please make cheques payable to DM Payroll Services Ltd

TOTAL: 95.00£

BACS payments to sort code 40-26-08 Account number 61795724
 Use your invoice number as the reference

Payments to be made within 30 days

BARCLAYS
 BARCLAYS BANK PLC
 WADEBRIDGE BRANCH

LF8VAQ+A9<2CU6

20-74-20
 03292037
 Date 24.05.21

Pay DM Payroll Services Ltd Only

Ninety-five pounds only £95 —

FOR AND ON BEHALF OF
 MICHAELSTOW PARISH COUNCIL

Simon Birchall

02/01/2018 LF8VAQ+A9<2CU6

Cheque No. Sort Code Account No.

OFFICIAL OFFICIAL

⑈ 100212⑈ 20⑈ 74 20⑈ 03 29 203 7⑈ 02

APRIL & JULY

FROM MR S J SANDERS
14, HIGH ST CAMELFORD
PL32 9PQ

7

MICHAELSTOW PARISH
COUNCIL

22-4	4
26-4	4 1/2
27-5	2 1/4
5-6	2 1/4
7-6	3
8-6	3
15-6	2 1/2
30-6	4
3-7	2 1/2

287 f14 TOTAL £392

S.J. Sanders

COMMUNIS 9508 06/17

BARCLAYS
BARCLAYS BANK PLC
WADEBRIDGE BRANCH

Pay Mr S Sanders
Mrs Mudd and
Mrs Sanders

02/01/2018

Chque No. 100214

Sort Code 20 74 20

Account No. 032920371002

Account Payee Ministry

Only £392

Date 3.07.21

20-74-20
03292037

FOR AND ON BEHALF OF
MICHAELSTOW PARISH COUNCIL
S J Sanders
OFFICIAL

KNCL683TDP2JF9

Billing Information:

Simon Mitchell
s mitchell
Fentonadle Cottage
Fentonadle
Bodmin, PL30 4PJ
United Kingdom
T: 01208851356

10

Payment Method:

PayPal Express Checkout

Payer Email
simonthescribe@yahoo.co.uk

Shipping Information:

Simon Mitchell
s mitchell
Fentonadle Cottage
Fentonadle
Bodmin, PL30 4PJ
United Kingdom
T: 01208851356

Shipping Method:

United Parcel Service - Standard

Delivery within 5 working days.
For binders please allow 5-7 days.

Item	SKU	Qty	Subtotal
Paper labels/stickers rectangle 64 x 38mm matt	W30-W-6438-R-M-S	160	£26.00

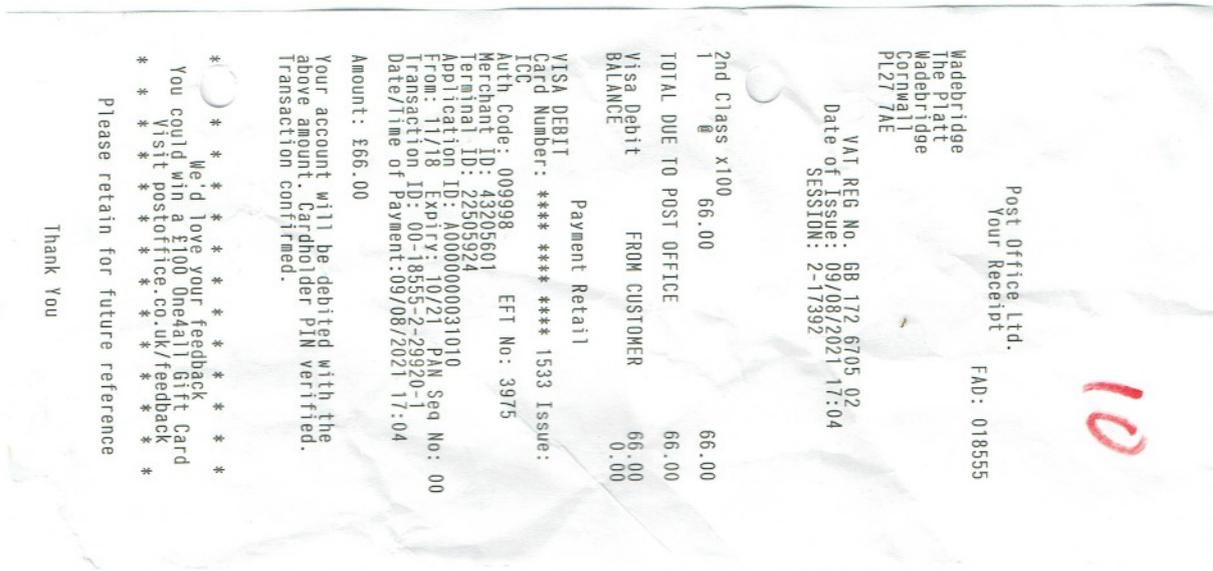
Shape: Rectangle
Size: 64 x 38 mm
Material: Paper
Finish: Matt

Subtotal	£26.00
Shipping	£2.99
Total (Excl.VAT)	£24.16
VAT	£4.83
Total (Incl.VAT)	£28.99

Thank you again, Avery®

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10

Michaelstow Parish Council

c/o Simon Mitchell. Parish Clerk
Fentonadle Cottage
Fentonadle
St. Breward
Cornwall
PL30 4 PJ



9.09.2021

email: michaelstowparish@gmail.com

M. Watkinson

12

Mrs M. Watkinson

Here are your cheques RE: **Treveighan Chapel**

Please confirm receipt of the following payments by signing below and returning the letter to
The clerk.

02.09.21 payment made for caretaking Treveighan Chapel for the Parish Council	£60
02.09.21 payment made for meeting hire of Treveighan Chapel for the year	£220

Yours sincerely

A handwritten signature in black ink that reads "Simon Mitchell".

Simon Mitchell on behalf of Michaelstow Parish Council.
Parish Clerk for Michaelstow

I agree that cheques made out as above have been received

signed Mary Watkinson

A handwritten signature in black ink that reads "M. Watkinson".

dated

22nd Sept 2021.

richwhitby@btinternet.com

From: Lady Haig's Poppy Factory <shop@lhpfcotland.org.uk>
Sent: 07 October 2021 18:03
To: richwhitby@btinternet.com
Subject: Your Lady Haig's Poppy Factory order receipt from October 7, 2021

=====
Thank you for your order
=====

Hi Richard,

Just to let you know -- weve received your order #67613, and it is now being processed:

[ORDER #67613] (OCTOBER 7, 2021)

No.1 Wreath (17") with a hole in the centre no logo can be attached X
1 = £31.20

=====
Subtotal: £31.20
Shipping: £5.00 via Wreath Shipping
Payment method: Worldpay Card Payment
Total: £36.20 (includes £5.20 VAT)

BILLING ADDRESS

Richard Whitby
Tregunnon House
Michaelstow
Cornwall
PL30 3PD
07917851065
richwhitby@btinternet.com

SHIPPING ADDRESS

Richard Whitby
Tregunnon House
Michaelstow
Cornwall
PL30 3PD

64075
LADY HAIGS POPPY FACTORY
9 WARRISTON ROAD
EH7 4HJ
H****05269 ****5339
VISA DEBIT
**** * 8722
KEYED
SALE
CARDHOLDER COPY
PLEASE KEEP THIS RECEIPT
FOR YOUR RECORDS
AMOUNT £39.80
CUSTOMER NOT PRESENT
THANK YOU
08:23 06/05/20
AUTH CODE: 496788

14
LADY HAIGS
POPPY FACTORY LTD.
9 WARRISTON ROAD
EDINBURGH
EH7 4HJ
DATE 06/05/2020 WED
MISC. WREATH £31.00
P & P £8.80
TOTAL £39.80
CREDIT £39.80
NO.000014 REG 01 STAFF 1 TIME 09:39
TEL..0131 550 1573-4
www.ladyhaigspoppyfactory.org.uk/
VAT REG 751 2279 40
CHARITY NO.SCO 16682

Friends of Michaelstow Church £600.00 grant towards church wall repairs

Some of the councillors for Michaelstow manage 2 other funds.

These are 'Friends of Michaelstow Church' and 'Michaelstow Community Fund' and sometimes use the opportunity of a parish council meeting to manage these funds after a council meeting has finished

'Friends of Michaelstow Church' was set up to help with funding the upkeep of the church in Michaelstow. The parish clerk does not keep the account books for this and is unable to supply invoice copies. The fund was set up because church money going to the diocese from Michaelstow residents was not coming back to the church. The parish council is not allowed to fund maintenance to the church. The 1894 Local Government Act prevents parish councils from spending money on churches.

'Michaelstow Community Fund' was set-up to hold the money donated by a local farmer from his wind turbine, for the benefit of the community of Michaelstow parish, which totalled £4,500 before he stopped making the payments. It has been used couple of times eg to fund brownies and for church maintenance. Once again the parish clerk does not manage the accounts for this fund and business is transacted outside of parish council meetings.

44
OCT 2021

S J SANDERS
14, HIGH ST CAMELFORD
PL32.9PQ

TO
MICHAELSTOW PARISH
COUNCIL

15

7-10 = 2
9-10 = 1
11-10 = 4 1/2
TOTAL 7 1/2 x £14 = £105-

clean DITCH OUT WITH
41W1 Digger = £90-

TOTAL = £195

S.J. Sanders

Communis 5508 06/17

BARCLAYS
BARCLAYS BANK PLC
WADEBRIDGE BRANCH

?VGBLEE4H82QZD

Date 05.02.22

20-74-20
03292037

Pay S J Sanders
One hundred and ninety
Five Pounds only
02/01/2018 ?VGBLEE4H82QZD

Account

Only

£195-

OFFICIAL

OFFICIAL

FOR AND ON BEHALF OF
MICHAELSTOW PARISH COUNCIL
Simon Williams



SALES INVOICE

9826 1263 8100 2152 140

16

St Tudy Parish Council
c/o Simon Mitchell
Fentonadle Cottage
Fentonadle
ST BREWARD
Cornwall
PL30 4PJ
United Kingdom

Telephone : 01209 614340
Email : cmanage@cornwall.gov.uk

Invoice Date : 07-Jan-2022
Purchase Order :
Payment Terms : IMMEDIATE

Invoice Number : 8100215214
Customer Number : 542640
Due Date : 07-Jan-2022

Description	Net Amount	VAT Amount	Total
May 2021 Election Recharges	£255.00	£0.00	£255.00
Tax Summary			
GB OUT OF SCOPE £255.00 0% £0.00			
			£0.00
Net Total Goods/Services			£255.00
Total VAT			£0.00
Total (GBP)			£255.00

paid on 7th February

VAT Registration Number : GB132746770
Please refer to Payment Methods overleaf

Cornwall Council , Cashiers, 3rd Floor, East Wing,
Dolcoath Offices, Camborne, Cornwall, TR14 8SX.

Payroll issue of clerks pay rise backdated.

Due to intermittent internet breakdowns locally, the clerk was sourcing NALC payrise and payrates information from a printed document on file and was unaware that pay rates were occasionally changed. He sourced annual increment pay rates from the printed information.

His contract supports an annual increment increase if supported by the councillors. On checking the rate rises it appears that there were differences in rates dating back several years which caused a back claim - [to the previous year only].

Clerk payment 2021-22

NB. After 12 years continuous service the clerk is on level 39 of LC3 on the NALC pay scales. Due to referencing these salary scales from an out-of-date print-out, pay-awards have been skipped over the years. The clerk is presently being paid £17.93 per hour and level 39 of LC3 is actually £22.26/h. The clerk has asked for this payment to be backdated to April 2020 pending figures being presented to the council as below.

1. Difference between actual payment and what it should have been in 2020-21.

20 21: Increment level LC3 38 [£21.77]

Actual Annual Payment of clerk 20-21 = £3730.86 / hours [52x4=208] = £17.93 per hour

Difference of £3.84 per hour x 208 = **£798.72**

2. Difference between actual payment and what it should have been in 2021 -22.

21-22 from April-end August = 22 weeks

21-22 increment level LC3 39 [£22.26 p/h]

Difference of £4.33 per hour x 88 hours = **£381.04**

Total **£1179.76**

The situation was similar at St. Tudy when I was clerk there and the figures have been supplied and independently checked by them. Please ask for these calculations if you need them for St Tudy also.

Michaelstow Parish Council agreed to this increment and backdated pay award as shown in the minutes of August 2021 . The pay award was not independently checked by a councillor but the figures were accepted. The councillors supported a letter to the bank (overleaf) at the Sept 2021 meeting, co signed by the chair according to mandate.

<http://www.parish-council.com/michaelstow/documents/currentyearminutes/minsaug21.pdf>

There is also a payslip provided for February 2021 overleaf. I am still employed for 4 hours per week @ level 39 £22.26 per hour

sent 9.09

Michaelstow Parish Council



c/o Simon Mitchell, Parish Clerk
Fentonadle Cottage
Fentonadle
St. Breward
Cornwall
PL30 4 PJ

email: michaelstowparish@gmail.com
www.parish-council.com/michaelstow/

02.09.21

Barclays Bank Plc
Leicester
LE87 2BB

Dear Barclays Bank Plc

We have one standing order payment with you for £313.39 on a monthly basis for the clerk's salary. Please will you increase this amount to £385.84 per month from the next payment due in October 21 .

Our account:
Barclays Camelford Branch [closed]
Named Michaelstow Parish Council
Sort code - 20-74-20
Account No 03292037

As according to our mandate, two signatories are needed as below.

Yours Faithfully

Simon Mitchell, clerk

Parish Council Account signatories:

Cllr. J Marshall [chairman]

Simon John Mitchell Month Ending 28 Feb 2022

Michaelstow Parish Council

Employee Details

Works number **1**
Tax code **1257L**
National Insurance number **YZ 88 71 97 D**
National Insurance table **A**
Annual leave remaining **0 days**

Payments

Monthly pay **£385.84**

Total **£385.84**

Deductions

Tax **£0.00**
National Insurance **£0.00**

Total **£0.00**

This Month

Taxable gross pay **£385.84**
Net pay **£385.84**

Year to Date

Taxable gross pay **£5,061.75**
Tax **£0.00**
Employee National Insurance **£0.00**
Employer National Insurance **£0.00**

Payment

£385.84
Paid by Cheque 28/02/2022

Employer PAYE Reference: 475/LA90491

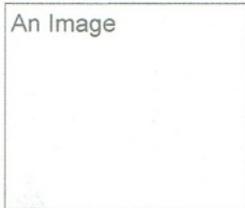
Created with  brightpay

Remittance Advice from Cornwall Council

From: supplierapqueries@cornwall.gov.uk

To: michaelstowparish@gmail.com

Date: Tuesday, 6 April 2021, 13:34 BST



Payment Remittance Advice

06-Apr-2021

From Payer	Cornwall Council New County Hall, Treyew Road Truro TR1 3AY	Supplier Number To Payee	113920 Michaelstow Parish Council c/o Simon Mitchell, Fentonadle Cottage, St Breward Bodmin Cornwall PL30 9PL
Enquiry Phone Number	01872 323000	Bank Name	Barclays Bank UK Plc
Enquiry Email	SupplierAPQueries@cornwall.gov.uk	Bank Number	
		Bank Account	****2037

Your bank account will be credited 2 working days from the date of this advice.

Payment Reference Number	118245
Paper Document Number	
Payment Date	06-Apr-2021
Payment Currency	GBP
Payment Amount	2,521.73

Remittance Detail						
Document Reference Number	Document Date	Our Ref		Document Amount	Amount Withheld	Amount Paid
		PONumber	Voucher			
CTS Grant - April 2021 - Michaelstow	01-Apr-2021		453829	21.73	0.00	21.73
Description						
Michaelstow						
Precept - April 2021 - Michaelstow	01-Apr-2021		453637	2,500.00	0.00	2,500.00
Description						
Michaelstow						
				Total	0.00	2,521.73

Cornwall Council is under duty to protect the public funds it administers and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, please see www.cornwall.gov.uk/nfi.

Remittance Advice from Cornwall Council

From: supplierapqueries@cornwall.gov.uk

To: michaelstowparish@gmail.com

Date: Thursday, 2 September 2021, 12:37 BST

Payment Remittance Advice

02-Sep-2021

From Payer	Cornwall Council New County Hall, Treyew Road Truro TR1 3AY	Supplier Number To Payee	113920 Michaelstow Parish Council c/o Simon Mitchell, Fentonadle Cottage, St Breward Bodmin Cornwall PL30 9PL
Enquiry Phone Number	01872 323000	Bank Name	Barclays Bank UK Plc
Enquiry Email	SupplierAPQueries@cornwall.gov.uk	Bank Number	
		Bank Account	****2037

Your bank account will be credited 2 working days from the date of this advice.

Payment Reference Number	167821
Paper Document Number	
Payment Date	02-Sep-2021
Payment Currency	GBP
Payment Amount	2,521.72

Remittance Detail						
Document Reference Number	Document Date	Our Ref		Document Amount	Amount Withheld	Amount Paid
		PONumber	Voucher			
CTS Grant - Sep 2021 - Michaelstow	01-Sep-2021		645460	21.72	0.00	21.72
Description						
Michaelstow						
Precept - Sep 2021 - Michaelstow	01-Sep-2021		645268	2,500.00	0.00	2,500.00
Description						
Michaelstow						
				Total	0.00	2,521.72

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Michaelstow Parish



Michaelstow Parish Council Asset Register 2022

Fixed assets:

2 display boards valued at	£1142
1 noticeboard shelter valued at	£1000
2 parish seats valued at	£300
Projection equipment	£260
Total parish assets	£2702

Risk Assessments Schedule on Parish Assets

Display Board at Michaelstow Churchtown: checked by clerk when putting up notices

Display Board at Treveighan: checked by clerk when putting up notices

Bus shelter & noticeboard opposite Tregawn Farm: checked by clerk when putting up notices

Parish seat on edge of Treveighan: checked by Cllr Marshall

Parish seat outside church in Michaelstow: checked by Cllr ffrench Blake

Projection screen stored by chairman: checked with occasional usage

Projector in clerk's office: checked with occasional usage