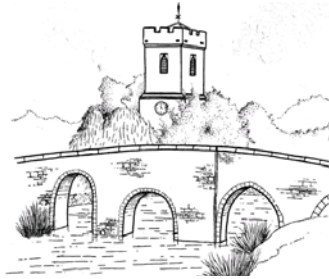


# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 31<sup>st</sup> July 2017 @ 7.30 pm, at the Parish Council Meeting Room, Bramley Way, B50 4QG

### **PRESENT**

Chairman                                      Cllr. Harvey - Chairman of the Council

Cllrs.    Atkins, Ms Deacon, Fleming, Hiscocks, Mrs Keeley, Pound,  
and Mrs Taylor

Also present:                                      District Cllr Cargill  
6 members of the public

In attendance:                                      Mrs E. Uggerløse, Clerk to the Parish Council

### **1. TO RECEIVE AND ACCEPT APOLOGIES**

*Cllrs Knight and Ms Randell had sent their apologies which were accepted.*

### **2. TO RECEIVE ANY DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 30<sup>th</sup> July 2012, if any matter arises during the meeting in which they have declared a disclosable pecuniary interest (DPI) they should leave the room.

*None declared*

- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.  
Dispensations will be granted as appropriate.

*None required*

**3. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 PM ON 26<sup>TH</sup> JUNE 2017**

Cllr Mrs Keeley proposed the Minutes be accepted as being accurate

**RESOLVED:** that the Minutes be accepted as an accurate account, and signed by the Chairman.

**4. YOUTH FORUM**

None present.

**5. PUBLIC FORUM**

No issues raised

**6. COUNCILLOR FORUM**

The following issues were brought up:

- i. It had been noted that the development of 5 dwellings by Mr Jackson had been named "Marine Drive" not "Marina Drive"
- ii. Defibrillators – could Council consider having some installed in Bidford itself. Alcester has 7 whilst Bidford has none.  
It was agreed the Amenities WG should consider this and report back to council with its recommendation
- iii. Could the wording of Item 5 Public Forum, be amended to "questions from members of the public. Please be aware that Council will only be able to respond to the issues relating to the business to be transacted at the meeting".

The Clerk agreed to amend the wording on future agendas.

**7. TO RECEIVE REPORT FROM THE COUNTY COUNCILLOR**

Cllr Brain had sent his apologies. Cllr Cargill advised that both the County Councillor Grant and the Highway Grant schemes were now open.

Clerk to investigate the scope of these grants to see whether there were any current schemes the Parish Council would like to put forward.

**8. TO RECEIVE REPORT FROM DISTRICT COUNCILLORS**

- i. Gypsy and Traveller Broom site appeal was taking place on Thursday 3<sup>rd</sup> August. It was noted the Parish Council was being represented by the Chairman and Clerk.  
The Chairman asked Cllr Cargill what SDC was doing in respect of finding more pitches. Cllr Cargill replied that there had been no positive response to the first call for sites so SDC is now looking further afield.

**9. RECEIVE CLERK'S REPORT**

The Report had been circulated.

The Chairman noted the Clerk was ending her 13<sup>th</sup> year on the job and thanked her for her contribution.

The Clerk advised that there was an update to the report – signage for Bidford Bridge had now been installed. It was brought to the attention of Council that the signage on the crossroads did not prevent HGVs from driving through Barton, which is an unsuitable road for heavy vehicles.

**RESOLVED** the Clerk to take this up with WCC as the Parish Council had stressed the importance of the signage ensuring HGVs did not travel through Barton.

#### **10. TO RECEIVE REPORTS FROM THE PARISH COUNCIL'S WORKING GROUP**

- i. **Amenities WG** – verbal report: the school reported that it was delighted with its award for 2 sewing machines. They had been able to purchase 4 with the aid of the grant by purchasing them in the sales.
- ii. **Business Development Strategic WG** – Report circulated and attached to these Minutes of which it forms an integral part.  
**RESOLVED** to note the Report and update
- iii. **Communications & Marketing Strategic WG** – Report with **RESOLUTIONS** attached to these Minutes of which it forms an integral part.
- iv. **Housing Needs Survey** wording of letter to accompany the survey was presented for approval  
**RESOLVED** to approve

#### **11. TO CONSIDER THE LIGHTING SCHEME FOR THE RURAL EXCEPTION SITE ON BIDFORD ROAD, BROOM**

Council was reminded it is the Street Lighting Authority. The plan, showing the need for 7 additional streetlights along Bidford Road by the site, had been circulated. There followed a discussion as the implications of accepting the scheme (only required if the Parish Council is minded to devolve the street lighting to WCC) bearing in mind the cost of installation would be borne by the developer. It was, however, felt that an additional 7 streetlights on such a short stretch of rural road was unnecessary even if this resulted in the Parish Council continuing to be the Street Light Authority of Broom.

**RESOLVED** not to accept the scheme

#### **12. TO CONSIDER CARRYING OUT A STREET LIGHT SURVEY IN BROOM ON THE FOLLOWING BASIS**

- i. Street lighting to remain as is – 19 streetlights under the responsibility of the Parish Council
- ii. Number of street lights to remain the same but the lights to go off from midnight to dawn
- iii. Increase the number of streetlights by 32 (to include the new scheme on Bidford road) and transfer the streetlights to WCC
- iv. Adopt a “Dark Sky Policy” and remove all existing street lights

**RESOLVED** the survey to be carried out in August/September to enable to Council to make a decision at its September Parish Council Meeting.

#### **13. TO CONSIDER REGISTERING THE FOLLOWING LAND**

- i. Crawford Memorial Hall & Social Centre (the Parish Council is the Custodian Trustee of the land i.e. it holds the land in trust for the Management Committee)
- ii. Bidford Youth Club and Canoe Club site
- iii. Entrance to the Big Meadow
- iv. Little and Large California Allotment Sites on the Stratford Road
- v. Salford Road Cemetery

- vi. Grange Road Cemetery
- vii. Riverside Allotments

Although the law does not require any land to be registered if bought before 1998, it is good practice for the Parish Council to consider registering all its land and it is the recommendation of the Clerk and the Council's Solicitors. The cost would be approx. £500 per registry plus disbursements.

**RESOLVED** to register all the land owned by the Parish Council

**14. TO CONSIDER AND APPROVE DRAFT POLICY FOR MAKING DECISIONS OUTSIDE A FORMAL MEETING (REF. PC.MINS. MAY 2017 13 ii))**

The draft policy had been circulated

**RESOLVED** to approve the Policy wording

**15. TO CONSIDER REQUEST FROM RESIDENT TO DO SOMETHING TO PREVENT PEOPLE SWIMMING IN THE RIVER**

It would appear that some young girls had been seen swimming in the river by the arches. The Avon Navigation Trust had suggested installing a "No Swimming" sign the cost of which was £73.90.

However, some Councillors were very concerned about the legal implications, bearing in mind this is a clearly defined river in a riverside recreation ground.

It was proposed the Clerk look into the legal implications of erecting such a sign and report back to Council

**RESOLVED** the Clerk to investigate and report back to Council.

**16. TO CONSIDER**

- i. **SDC Draft Code of Conduct**  
Copy of the draft had been circulated.  
**RESOLVED** to approve the draft wording
- ii. **Adoption of the Code of Conduct**  
**RESOLVED** to adopt the Code of Conduct

**17. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**

- i. **17/00929/FUL – Mr Dan Hatcher Rosconn, Land East of Waterloo Road**  
Erection of 7 dwellings with associated access, parking and landscaping. Amended site layout had house types have been received in response to officer's previous concerns regarding the potential adverse impact of the development on neighbouring amenities and nearby trees; and insufficient residential amenities for future occupiers of the site.  
**RESOLVED** to continue to object as the amendments did not address the issues raised. Furthermore Council finds the design layout cramped and contrived
- ii. **17/02055/TREE Mr Chris Hoffman EOS Contracting, 7 Welford Road, Barton**  
G1: Common Hazel; fell  
**RESOLVED** to object as it is contrary to Policy ENV2 of the Bidford on Avon NDP. Applicant is request to see if it can find a 1 m clearance without felling the hedge.

## **18. TO CONSIDER AND APPROVE**

- i. **Completed accounts for the month of June 2017**  
These had been circulated  
**RESOLVED** they should be accepted and approved
- ii. **To approve payments to be made in July 2017**  
List of cheques to be raised and signed had been circulated. List of payable invoices form part of these Minutes and totalled an amount of £17,582.84  
**RESOLVED** to approve the May payments, cheques to be signed by Cllrs. Hiscocks and Mrs Keeley

The meeting closed at approx. 8.20 pm



# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 9 - CLERKS REPORT - July 2017**

I should like to start this report by thanking the Parish Council, and the local community, for its support over the last 13 years. Yes, believe it or not I started my work as Clerk to the Parish Council on 1<sup>st</sup> August 2004 so today is the last day of my thirteenth year!

During this time, I have endeavoured to do my best for the good of the residents and visitors of Bidford on Avon Parish and in this I have had the unwavering support of who encouraged me (actually this was a requirement when I accepted the job) to take the Certificate in Local Council Administration (known as CiLCA) which would enable to Council to get is Quality accreditation, and later on during my 6 years studies at the University of Gloucestershire, where I obtained my B A (Hons) in Community Engagement and Governance. Those qualifications, together with continuous training to ensure I am up to date with current guidelines and legislation, helps me to advise and assist the Parish Council and Bidford on Avon residents.

It is my hope to continue to *“work for and with the Local Community”*.

**1. EXPENDITURE AUTHORISED BY THE CLERK AS PERMITTED UNDER ITEM 4.1 OF THE ADOPTED FINANCIAL REGULATIONS**

- i. Purchase of 2 dog bins @ £266.42 each  
**Total cost 532.82**

**2. MATTERS ARISING FROM THE JUNE MEETING**

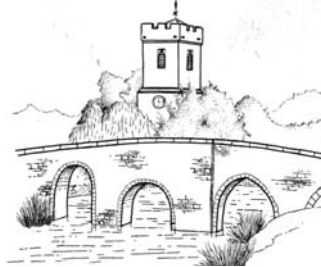
- i. As requested, one of the litter bins was exchanged for a recycling bin to be installed by the seat on the roundabout. However, due to space, the bin to be installed at the end of the footpath leading the Westholme Road remains a standard black Topsy bin.
- ii. Annual Accounts sent to Auditors

**3. BIDFORD BRIDGE**

Following an email sent to WCC, I received a call to advise that work had started and was expected to be completed by the end of the week (Friday 28<sup>th</sup> July). Confirmation email for this was requested together with photographic evidence.

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 10 ii) Report from the Business Development Working Group (BDWG)**

**Members: Cllr Mrs Taylor (Chairman) Atkins, Knight and Pound**

**Attendant: Mrs E Uggerløse – Clerk to the Council**

#### **1. British Legion Property**

The BDWG met Sam Edmunds, British Legion Regional Team Leader and Property Manager. The sale of the Bidford property must go to the highest bidder (ideally with an unconditional offer), who is most likely to complete and /or be of most benefit to the British Legion. Bidding will be closed by requests for a “best and final offer” and the top 3 offers will be presented to the board.

They’ve had a valuation but are not revealing how much.

The “for sale” sign will go up in about 6 weeks. They will then allow at least 6 weeks to gauge the level of interest before going to final offers. So it will be a minimum of 3 months before there is a board decision on the sale.

Bidders will need to make their best offer along with an outline plan for the site and proof of funds. The outline plan has to look viable and likely to be approved by Stratford District Council Planning. So the Neighbourhood Plan holds some sway here.

#### **Our actions:**

We are actively seeking small developers to talk to about possible partnerships with Parish Council support so that we can influence this development.

We have one interested potential partner, H2 Land who are not looking for any financial contribution from us for the development itself. But we are keen to encourage other developers to engage with us to give Bidford the best possible outcome for the plot.



## **2. Farmer's Market**

We are contacting 4 market operators to gauge their interest and ideas for a farmers market to start in Bidford next spring. And we will report our findings and recommendations in due course.

## **3. Banners**

Material and paint has been bought and the aim is to have 6 banners up in the high street for a short time at the end of the summer/early autumn.

Ray Cattell, the upholsterer in The Pleck has kindly donated his time to make up banners for a nominal £5 each because "it's for the village".

Village artist, Kate Wiltshire, is working on a few designs and has found some volunteers for painting sessions which will take place in the Church Hall. She is insured to run workshops and has been asked for costings for her time. Thanks to Angie Deacon for working with Kate on this.

Design ideas so far include :

Saxon lady (This one is already being worked up) Symbols representing Bidford  
Quern stone Prince Llewelyn coat of arms Coats of arms of other local families  
Bidford bridge Swan

All ideas actively encouraged!

Painting should have started by the time of the Parish Council meeting.

SPR Designs, a local company who did the Parish Council's tree guards for the Big Meadow, has advised he is willing to do the brackets to specification. We are getting the spec from Tewkesbury and hope to get a competitive price from SPR Designs.

## **Update on Banners**

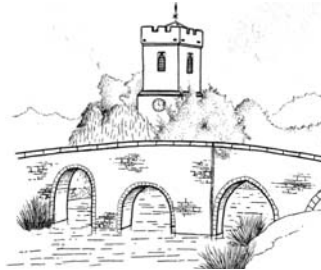
The first designs were shown to Council and it was confirmed the first volunteer meeting was taking place on the morning Friday 4<sup>th</sup> August 2017.

## **RESOLVED**

- i. To note the report
- ii. To send letters of appreciation to Ray Cattell and Kate Wiltshire for their assistance in this project.

# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



### Item 10 iii) - REPORT FROM THE COMMUNICATION & MARKETING WORKING GROUP

**Members:** Cllrs. Ms Deacon – Chairman, Cllr Fleming and Cllr Ms Randell.  
**Attendant:** Mrs E Uggerløse - Clerk

#### 1. Village signage

Following consultations, in partnership with the Business Development WG (BDWG), with the Bidford Chamber of Trade and Commerce and the High Street businesses, it is proposed that the Village Signs at the strategic entrance to the village, be replaced with the more prominent signs already approved by Council at its meeting of March 2017.

The strategic entrances identified are:

- **B439** – from the west. There are currently 2 signs on each grass verge
- **B439** – from the east. It has been agreed with Highways that the current sign remain as it requires to have a lit 2 sided 30 MPH sign incorporated. However, the flower box just before the junction with Grafton Lane at the entrance to the built up area of the village, has been identified as a suitable site.
- **Honeybourne Road** – from the south. There is currently 1 sign on the grass verge on the west side
- **Waterloo Road** – from the north. There is currently on sign on the grass verge on the east side

The entrance from Broom is at the junction of Jacksons Meadow and the M&CWG recognise that a large sign at this site would be overwhelming. The proposal is to use one of the current sites and place it by the flower box already in situ by Jacksons Meadow.

The cost , to include installation of the 5 new signs is **£1,848.20**

**Recommendation** that Council approve the expenditure of the project and place the order

**RESOLVED** to unanimously approve the scheme and expenditure

## 2. Village advertising gates

The M&CWG and the BDWG together with the Bidford Chamber of Trade and Commerce have considered the possibility of having four 5 bar 6ft x 4ft gates permanently installed on the grass verge at identified sites at the entrance to the village (4) where banners advertising events can be placed. This would reduce the clutter in the village and allow all organisations to advertise the event.

It is proposed the use of these advertising gates be managed by the Parish Council: organisations will have to advise the Parish Council they want to advertise an event, give dates when the banner will be placed and removed, and obtain permission. No other type of advertising, with the possible exception of the roundabout, would be permitted.

Cost of the 4 gates (4ft x 6ft) with posts and concrete plus installation is **£653.60**

**Recommendation** that Council approve this expenditure.

**RESOLVED** to unanimously approve the expenditure and scheme

## 3. Brown Signs

The Bidford Chamber of Trade & commerce and other businesses have asked us to look into the possibility of Brown Signs. However, having received the criteria, these do not match the requirements. The main issue with High Street businesses is the lack of information on the B439 – i.e. drivers are not aware of the High Street and drive straight through. One way this could be addressed, is by installing a sign saying “Conservation Area and High Street shops” on the verge of the B439 coming from the east before the junction with the High Street. The site has been discussed with Highways and been approved. When informed, High Street businesses were very pleased with this as they hope it may encourage drivers to drive into the High Street as opposed to continuing on the B439

**Recommendation** that Council approve this and delegates the design of the sign to the C&MWG

**RESOLVED** to approve to delegate the design. Final decision on design and cost to be approved by Council

## 4. Village Directory

When the Parish Council took over the publishing of the Bidford Village Directory from Bidford Community Group it was agreed that the cost should be covered by the advertisements.

However the C&MWG believes that things have changed since 2013/14 and that the Parish Council should consider and approve the publishing and distribution of this essential Directory on the following grounds:

- i. It fulfils the requirement of this Strategic Working Group to keep the local community advised of what is available in the parish, including details of its representatives
- ii. It takes into account that not everyone uses modern technology to research information on local community groups, services, businesses etc. something this Strategic Working Group takes into account
- iii. It embraces the strategic objectives of
  - a. **Economy** by allowing all local businesses, large or small, to advertise in a publication that is delivered to all households in Bidford on Avon Parish.  
Although it has been noted that some of the businesses in the industrial estate are less willing to advertise in the directory, this is not the case of the businesses on the High Street which, as the NDP survey showed, is the more vulnerable area in economic terms and the one the Parish Council is keen to help.
  - b. **Amenities** – the publication is, as its name states, primarily Bidford Village **Directory**: this means it contains, free of charge, details of the various community and sports groups as well as of other facilities and services provided within the parish. The C&MWG believe this is essential information that is available to all residents, especially new comers as it is part of the Welcome Package delivered by the local estate agents and developers who are also recipients of the booklet as is the Parish Council Office and the library. Both of which can attest that residents still come and ask for a copy.

The cost of 3,500 directories is £2,245.00 for a 2 year period. To date, the advertisements have raised £1,355 a shortfall of £890 part of which may be covered by further advertisements as some are still to come back.

**Recommendation** notwithstanding the current policy that the directory should be self funding, the C&MWG feel very strongly that the Parish Council should be publishing this Bidford Village Directory for the reasons detailed above. In view of this it asks Council to endorse its recommendation that it continues to support and public this essential information directory even it is not self funding.

There was an update to the shortfall which was reduced to approx. £400.

Following a discussion where some issues were raised, such as

- i. Alcester Town Council have a similar publication but it is produced by a third party. Perhaps for the next issues this could be considered as it may be more financially feasible
- ii. It has been agreed that this should be self financing and this should remain the case. Perhaps the design and quality of the publication should be tailored to the amount of money raised by the advertisements

It was proposed that the Clerk should check whether the decision that the publication was to be self funding had been taken within the last 6 months;

whether the cost of production could be reduced and whether more advertisements could be sold to further reduce the deficit.

**RESOLVED** to postpone the final decision until the August Parish Council meeting.

## Bank Current Account

Payments made between 01/06/2017 and 30/06/2017

## Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/06/2017	O2 - DD	DD	41.86	41.86		501			Purchase Ledger
14/06/2017	Stratford-on-Avon District Cou	DD2128	53.00	53.00		501			Purchase Ledger
14/06/2017	Stratford-on-Avon District Cou	DD2267	55.00	55.00		501			Purchase Ledger
14/06/2017	Stratford-on-Avon District Cou	DD2454	66.00	66.00		501			Purchase Ledger
22/06/2017	EDF Energy - DD	DD	583.21	583.21		501			800/Streetlights May 17
23/06/2017	Came & Company	6842	2,312.42	2,312.42		501			826/Insurance renewal Jun-May
23/06/2017	Bidford Chamber of Trade & Com	6843	500.00			4061	107	500.00	BCTC- Grant
23/06/2017	O2 - DD	DD1	11.08	11.08		501			810/0780 232 7083
26/06/2017	Arrowscape	6824	335.25	335.25		501			798/Website updates
26/06/2017	John Astley & Sons Ltd	6825	192.00	192.00		501			802/10 packs(200) refuse sacks
26/06/2017	Phil Basford	6826	252.34	252.34		501			789/1 x Bottle Slime
26/06/2017	Bloomfield Limited	6827	182.00	182.00		501			791/Big Meadow suggestion card
26/06/2017	Building & Plumbing Supplies L	6828	20.81	20.81		501			814 -3 x concrete slabs
26/06/2017	DCK Beavers Ltd	6829	450.00	450.00		501			807/Year End Accounts Prep
26/06/2017	Environmental & Retail Service	6830	18.00	18.00		501			792/A4 aper
26/06/2017	Grundon Waste Management Ltd	6831	758.35	758.35		501			808/Skip Hire May 17
26/06/2017	Limebridge Rural Services Ltd	6832	300.00	300.00		501			796/Tree Felling nr Scout Hut
26/06/2017	Lucas Studio Ltd	6833	228.00	228.00		501			793/Housing Needs forms
26/06/2017	D J Prickett	6834	460.00	460.00		501			811/Play area check May 17
26/06/2017	Printout	6835	717.60	717.60		501			812/Council referendum materia
26/06/2017	Simon Rouse	6836	550.00	550.00		501			8150B Cricket Club
26/06/2017	ShredPro	6837	30.00	30.00		501			813/10 x bags shredded
26/06/2017	SLCC Enterprises Ltd	6838	237.60	237.60		501			794/Leadership in Actionx2
26/06/2017	Mark Smith	6839	10,530.00	10,530.00		501			817/Jubilee Park
26/06/2017	Mrs A Smith	6840	300.00	300.00		501			816/Fees June 2017
26/06/2017	Elisabeth Uggerloese	6841	83.14	83.14		501			825/Clerks exps June17
26/06/2017	Mrs E Uggerloese	SO	1,973.54			516		1,973.54	Mrs E Uggerloese
27/06/2017	Vodafone - DD	DD2	63.27	63.27		501			835/01789 778 653
30/06/2017	Microshade VSM - SO	SO	53.10	53.10		501			801/Monthly rental/hosting fee
30/06/2017	Warks PS	SO	793.20			517		793.20	Warks PS
30/06/2017	DCK Beavers Ltd	SO1	252.00	252.00		501			608/June Accounts
30/06/2017	Limebridge Rural Services Ltd	SO2	1,992.10	1,992.10		501			Purchase Ledger
<b>Total Payments :</b>			<b>24,394.87</b>	<b>21,128.13</b>	<b>0.00</b>			<b>3,266.74</b>	

Date: 25/07/2017

Bidford on Avon Parish Council

Page No: 1

Time: 14:17

Cash Book No : 1

User : DAL

## Bank Current Account

Receipts received between 01/06/2017 and 30/06/2017

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : <b>01/06/2017</b>	<b>200.00</b>						
	Sales Recpts Page 33	200.00	200.00		100			Sales Recpts Page 33
	Banked on : <b>05/06/2017</b>	<b>2,160.00</b>						
Dep	Bidfors on Avon - Car Park	2,160.00		360.00	1000	201	1,800.00	Bidfors on Avon - Car
	Banked on : <b>06/06/2017</b>	<b>14.50</b>						
Dep	BAA - Allotment Assoc	14.50			1010	202	14.50	BAA - Allotment Assoc
	Banked on : <b>08/06/2017</b>	<b>550.00</b>						
BGC	Stratford on Avon - Precepts	550.00			1176	101	550.00	Stratford on Avon -
	Banked on : <b>16/06/2017</b>	<b>7.00</b>						
bgc	Aerial Direct DIC779083	7.00			4021	101	7.00	Aerial Direct DIC779083
	Banked on : <b>16/06/2017</b>	<b>10.80</b>						
BGC	Aerial Direct 782557	10.80			4021	101	10.80	Aerial Direct 782557
	Banked on : <b>27/06/2017</b>	<b>20,000.00</b>						
TFR	Deposit Account 07357312	20,000.00			202		20,000.00	Deposit Account
	Banked on : <b>27/06/2017</b>	<b>315.00</b>						
500329	Big Meadow Car Park	315.00		52.50	1000	201	262.50	Big Meadow Car Park
	<b>Total Receipts :</b>	<b>23,257.30</b>	<b>200.00</b>	<b>412.50</b>			<b>22,644.80</b>	

Month No : 3

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>101</b>	<b>Administration</b>							
4001	Salary & Wages	42,591	10,812	43,803	32,991		32,991	24.7 %
4008	Training Costs	948	233	1,000	767		767	23.3 %
4009	Travelling	629	178	750	572		572	23.8 %
4010	Janitorial	1	47	0	-47		-47	0.0 %
4011	Business Rates	455	371	465	94		94	79.8 %
4020	Sundry Expenses	159	47	200	153		153	23.4 %
4021	Telephone	990	94	1,000	906		906	9.4 %
4022	Postage & Carriage	107	31	130	99		99	24.1 %
4023	Office Stationery	488	90	500	410		410	17.9 %
4024	Subscriptions	1,286	971	1,350	379		379	71.9 %
4025	Insurance	2,213	2,312	2,500	188		188	92.5 %
4026	Broadband and Internet	274	55	295	240		240	18.6 %
4027	Equipment Rental	1,076	410	1,450	1,040		1,040	28.3 %
4028	Accounts Support	3,503	1,005	3,665	2,660		2,660	27.4 %
4029	IT & Computer Support	704	218	650	432		432	33.5 %
4030	Website	1,128	397	1,600	1,203		1,203	24.8 %
4032	Publicity & Special Events	275	0	200	200		200	0.0 %
4034	New Office Equipment	547	0	150	150		150	0.0 %
4035	Village Improvement	1,926	0	2,000	2,000		2,000	0.0 %
4056	Legal and Professional	0	0	750	750		750	0.0 %
4057	Audit Fees External & Internal	1,416	-1,601	1,250	2,851		2,851	-128.1
	Administration :- Expenditure	<b>60,716</b>	<b>15,670</b>	<b>63,708</b>	<b>48,038</b>	<b>0</b>	<b>48,038</b>	<b>24.6 %</b>
1120	Room hire and letting Fees	68	0	0	0			0.0 %
1121	Sundry Receipts	0	4	0	4			0.0 %
1176	Precept	216,424	120,243	230,255	-110,013			52.2 %
1177	Council Support Grant	12,290	0	9,130	-9,130			0.0 %
1190	Bank Interest	1,997	70	2,500	-2,430			2.8 %
	Administration :- Income	<b>230,778</b>	<b>120,316</b>	<b>241,885</b>	<b>-121,569</b>			<b>49.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-170,062</b>	<b>-104,646</b>	<b>-178,177</b>	<b>-73,531</b>			
<b>102</b>	<b>Civic &amp; Democratic</b>							
4032	Publicity & Special Events	500	903	0	-903		-903	0.0 %
4037	Newsletter	1,060	960	2,020	1,060		1,060	47.5 %
4053	Election Costs	0	0	2,500	2,500		2,500	0.0 %
	Civic & Democratic :- Expenditure	<b>1,560</b>	<b>1,863</b>	<b>4,520</b>	<b>2,657</b>	<b>0</b>	<b>2,657</b>	<b>41.2 %</b>
	<b>Net Expenditure over Income</b>	<b>1,560</b>	<b>1,863</b>	<b>4,520</b>	<b>2,657</b>			



Month No : 3

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>107</b> <u>Grants &amp; Donations Power Gen C</u>							
4061 Grants and Donations	17,526	500	25,000	24,500		24,500	2.0 %
Grants & Donations Power Gen C :- Expenditure	<b>17,526</b>	<b>500</b>	<b>25,000</b>	<b>24,500</b>	<b>0</b>	<b>24,500</b>	<b>2.0 %</b>
1178 Grants Received	7,165	3,900	0	3,900			0.0 %
Grants & Donations Power Gen C :- Income	<b>7,165</b>	<b>3,900</b>	<b>0</b>	<b>3,900</b>			
<b>Net Expenditure over Income</b>	<b>10,361</b>	<b>-3,400</b>	<b>25,000</b>	<b>28,400</b>			
<b>109</b> <u>Capital &amp; Projects</u>							
4991 Rolling Projects Provision	40,000	0	50,000	50,000		50,000	0.0 %
4992 Funding from Rolling Projects	-10,263	0	-11,500	-11,500		-11,500	0.0 %
5128 Tfr frm EMR Play Equipment	-5,000	0	0	0		0	0.0 %
Grants & Donations Power Gen C :- Income	<b>24,738</b>	<b>0</b>	<b>38,500</b>	<b>38,500</b>	<b>0</b>	<b>38,500</b>	
4015 Electricity	0	14,478	0	-14,478		-14,478	0.0 %
4901 CP Play Equipment	21,200	0	0	0		0	0.0 %
4903 CP New Streetlights	5,764	0	11,500	11,500		11,500	0.0 %
Capital & Projects :- Expenditure	<b>26,964</b>	<b>14,478</b>	<b>11,500</b>	<b>-2,978</b>	<b>0</b>	<b>-2,978</b>	<b>125.9 %</b>
<b>Net Expenditure over Income</b>	<b>51,702</b>	<b>14,478</b>	<b>50,000</b>	<b>35,522</b>			
<b>201</b> <u>Parks and Outside Areas</u>							
5120 Tfr frm EMR Millers Bank Maint	-6,020	-1,900	0	1,900		1,900	0.0 %
Capital & Projects :- Expenditure	<b>-6,020</b>	<b>-1,900</b>	<b>0</b>	<b>1,900</b>	<b>0</b>	<b>1,900</b>	
4005 Casual & agency workers	1,800	900	2,000	1,100		1,100	45.0 %
4010 Janitorial	909	176	1,000	824		824	17.6 %
4012 Water Rates	429	0	440	440		440	0.0 %
4013 Rent Paid Parks	13,300	0	12,000	12,000		12,000	0.0 %
4014 Rent Paid Play Areas	100	0	0	0		0	0.0 %
4017 Waste Disposal	6,273	1,109	8,000	6,891		6,891	13.9 %
4019 Gatekeepers Commission	6,500	0	6,000	6,000		6,000	0.0 %
4020 Sundry Expenses	336	112	500	388		388	22.5 %
4023 Office Stationery	0	85	0	-85		-85	0.0 %
4035 Village Improvement	200	0	0	0		0	0.0 %
4036 Building Maintenance	69	472	1,000	528		528	47.2 %
4038 Vandalism Repairs	1,663	0	1,800	1,800		1,800	0.0 %
4039 General Maintenance	18,069	1,015	10,000	8,985		8,985	10.1 %
4041 Equipment Maintenance	5,297	659	500	-159		-159	131.7 %
4042 Equipment Maintenance	50	0	0	0		0	0.0 %
4043 Tree Maintenance	4,800	450	2,000	1,550		1,550	22.5 %

Month No : 3

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4046	Grass Cutting	14,564	5,490	15,000	9,510		9,510	36.6 %
4047	Play Area Maintenance	14,778	2,135	15,000	12,865		12,865	14.2 %
4050	Street Furniture & Signs	167	278	250	-28		-28	111.2 %
4061	Grants and Donations	0	4,150	0	-4,150		-4,150	0.0 %
	Parks and Outside Areas :- Expenditure	<b>89,305</b>	<b>17,031</b>	<b>75,490</b>	<b>58,459</b>	<b>0</b>	<b>58,459</b>	<b>22.6 %</b>
1000	Carparking Fees	17,628	7,842	12,500	-4,658			62.7 %
1001	Lease,Rent,Hire pitches/land	3,685	1,175	2,500	-1,325			47.0 %
1002	Fishing Righs	1,036	0	1,100	-1,100			0.0 %
1003	Moorings Income	0	0	1,325	-1,325			0.0 %
1005	Insurance Claims - Play Equipt	2,889	0	0	0			0.0 %
1012	Concessions	2,079	3,758	2,080	1,678			180.7 %
1178	Grants Received	7,191	0	0	0			0.0 %
	Parks and Outside Areas :- Income	<b>34,509</b>	<b>12,775</b>	<b>19,505</b>	<b>-6,730</b>			<b>65.5 %</b>
	<b>Net Expenditure over Income</b>	<b>48,776</b>	<b>2,356</b>	<b>55,985</b>	<b>53,629</b>			
<b>202</b>	<b>Allotments</b>							
5026	Tfr to EMR Allotments	0	0	1,590	1,590		1,590	0.0 %
	Parks and Outside Areas :- Income	<b>0</b>	<b>0</b>	<b>1,590</b>	<b>1,590</b>	<b>0</b>	<b>1,590</b>	<b>0.0 %</b>
4012	Water Rates	596	0	550	550		550	0.0 %
4039	General Maintenance	229	530	260	-270		-270	203.8 %
	Allotments :- Expenditure	<b>825</b>	<b>530</b>	<b>810</b>	<b>280</b>	<b>0</b>	<b>280</b>	<b>65.4 %</b>
1010	Allotment Rents	2,663	864	2,400	-1,536			36.0 %
	Allotments :- Income	<b>2,663</b>	<b>864</b>	<b>2,400</b>	<b>-1,536</b>			<b>36.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,837</b>	<b>-334</b>	<b>0</b>	<b>334</b>			
<b>203</b>	<b>Cemetery</b>							
4005	Casual & agency workers	3,500	0	0	0		0	0.0 %
4011	Business Rates	711	762	750	-12		-12	101.6 %
4012	Water Rates	29	0	500	500		500	0.0 %
4016	Electricity Floodlights	21	0	300	300		300	0.0 %
4023	Office Stationery	44	0	100	100		100	0.0 %
4024	Subscriptions	90	90	90	0		0	100.0 %
4039	General Maintenance	11,502	724	10,000	9,276		9,276	7.2 %
4042	Equipment Maintenance	882	2,331	750	-1,581		-1,581	310.8 %
4043	Tree Maintenance	0	0	500	500		500	0.0 %
4046	Grass Cutting	0	1,750	0	-1,750		-1,750	0.0 %
4050	Street Furniture & Signs	0	99	0	-99		-99	0.0 %
	Cemetery :- Expenditure	<b>16,780</b>	<b>5,755</b>	<b>12,990</b>	<b>7,235</b>	<b>0</b>	<b>7,235</b>	<b>44.3 %</b>

Month No : 3

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1130	Burials	5,770	1,215	5,000	-3,785			24.3 %
1131	Memorials	1,346	292	2,000	-1,708			14.6 %
1135	Cemetery Maintenance Income	142	0	686	-686			0.0 %
	Cemetery :- Income	<b>7,258</b>	<b>1,507</b>	<b>7,686</b>	<b>-6,179</b>			<b>19.6 %</b>
	<b>Net Expenditure over Income</b>	<b>9,523</b>	<b>4,249</b>	<b>5,304</b>	<b>1,055</b>			
<b>204</b>	<b>Street Lighting</b>							
4016	Electricity Floodlights	16	477	0	-477		-477	0.0 %
4018	Electricity Streetlights	6,727	605	7,100	6,495		6,495	8.5 %
4039	General Maintenance	1,368	0	1,800	1,800		1,800	0.0 %
4050	Street Furniture & Signs	2,072	0	0	0		0	0.0 %
	Street Lighting :- Expenditure	<b>10,182</b>	<b>1,082</b>	<b>8,900</b>	<b>7,818</b>	<b>0</b>	<b>7,818</b>	<b>12.2 %</b>
	<b>Net Expenditure over Income</b>	<b>10,182</b>	<b>1,082</b>	<b>8,900</b>	<b>7,818</b>			
<b>205</b>	<b>Village Management</b>							
4010	Janitorial	0	34	0	-34		-34	0.0 %
4017	Waste Disposal	250	0	500	500		500	0.0 %
4024	Subscriptions	159	0	0	0		0	0.0 %
4025	Insurance	360	0	0	0		0	0.0 %
4035	Village Improvement	7,103	17	6,500	6,483		6,483	0.3 %
4039	General Maintenance	1,842	392	500	108		108	78.5 %
4042	Equipment Maintenance	38	0	0	0		0	0.0 %
4043	Tree Maintenance	471	0	550	550		550	0.0 %
4045	Lengthman	295	0	1,000	1,000		1,000	0.0 %
4046	Grass Cutting	0	1,425	0	-1,425		-1,425	0.0 %
4047	Play Area Maintenance	0	994	0	-994		-994	0.0 %
4048	Footpath & Verge Mtce	15,842	2,100	16,500	14,400		14,400	12.7 %
4049	War Memorial Maintenance	0	0	500	500		500	0.0 %
4050	Street Furniture & Signs	2,023	0	3,000	3,000		3,000	0.0 %
4052	Neighbourhood Plan	4,575	1,050	0	-1,050		-1,050	0.0 %
4056	Legal and Professional	229	0	250	250		250	0.0 %
	Village Management :- Expenditure	<b>33,188</b>	<b>6,013</b>	<b>29,300</b>	<b>23,287</b>	<b>0</b>	<b>23,287</b>	<b>20.5 %</b>
1160	Agency Income	3,034	0	3,000	-3,000			0.0 %
	Village Management :- Income	<b>3,034</b>	<b>0</b>	<b>3,000</b>	<b>-3,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>30,154</b>	<b>6,013</b>	<b>26,300</b>	<b>20,287</b>			

## Combined Account Totals by Account Number

<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors Control	2,255.00	
105	VAT Control A/c	4,256.45	
201	Current Bank A/c	13,037.02	
202	Bank Deposit Account	585,496.98	
310	General Reserves		145,222.31
315	EMR Rolling Projects Fund		201,185.70
320	EMR Millers Bank Maintenance		5,091.00
321	EMR Play Area Renewal		61,913.32
322	EMR Tree Maintenance		26,462.00
323	EMR Village Improvement		56,059.20
324	EMR Cemetery Wall Repair		11,333.40
325	EMR Skatepark		695.05
327	EMR Neighbourhood Plan		11,062.12
501	Creditors Control		5,138.78
515	PAYE Control		2,543.45
1000	Carparking Fees		7,841.67
1001	Lease,Rent,Hire pitches/land		1,175.00
1010	Allotment Rents		864.32
1012	Concessions		3,758.33
1121	Sundry Receipts		3.50
1130	Burials		1,215.00
1131	Memorials		291.67
1176	Precept		120,242.50
1178	Grants Received		3,900.00
1190	Bank Interest		69.90
4001	Salary & Wages	10,812.45	
4005	Casual & agency workers	900.00	
4008	Training Costs	233.00	
4009	Travelling	178.30	
4010	Janitorial	257.06	
4011	Business Rates	1,133.25	
4015	Electricity	14,478.49	
4016	Electricity Floodlights	476.80	
4017	Waste Disposal	1,109.38	
4018	Electricity Streetlights	605.18	
4020	Sundry Expenses	159.28	
4021	Telephone	93.86	
4022	Postage & Carriage	31.31	
4023	Office Stationery	174.67	
4024	Subscriptions	1,061.08	
4025	Insurance	2,312.42	
4026	Broadband and Internet	54.84	
4027	Equipment Rental	409.79	
4028	Accounts Support	1,005.00	
4029	IT & Computer Support	217.75	
4030	Website	396.52	
4032	Publicity & Special Events	903.00	

## Combined Account Totals by Account Number

<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
4035	Village Improvement	17.34	
4036	Building Maintenance	472.00	
4037	Newsletter	960.00	
4039	General Maintenance	2,661.01	
4041	Equipment Maintenance	658.71	
4042	Equipment Maintenance	2,331.03	
4043	Tree Maintenance	450.00	
4046	Grass Cutting	8,665.00	
4047	Play Area Maintenance	3,128.83	
4048	Footpath & Verge Mtce	2,099.75	
4050	Street Furniture & Signs	376.67	
4052	Neighbourhood Plan	1,050.00	
4057	Audit Fees External & Internal		1,601.00
4061	Grants and Donations	4,650.00	
5120	Tfr frm EMR Millers Bank Maint		1,900.00
	<b>Trial Balance Total :</b>	<b>669,569.22</b>	<b>669,569.22</b>
	<b>Difference :</b>	<b>0.00</b>	

## Bank Current Account

Payments made between 01/07/2017 and 31/07/2017

## Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
03/07/2017	O2 - DD	DD	42.11	42.11		501		Purchase Ledger
14/07/2017	Stratford-on-Avon District Cou	DD -192454	66.00	66.00		501		Purchase Ledger
14/07/2017	Stratford-on-Avon District Cou	DD1-172128	53.00	53.00		501		Purchase Ledger
17/07/2017	HMRC PAYE	BACS	2,512.33			515	2,512.33	HMRC PAYE
17/07/2017	HMRC	FPO	2,512.33			515	2,512.33	HMRC
17/07/2017	HMRC /PAYE	FPO	-2,512.33			515	-2,512.33	HMRC/PAYE - entered twice
17/07/2017	De Lage Leasing Ltd - DD	SO	429.30	429.30		501		Purchase Ledger
24/07/2017	EDF Energy - DD	DD	583.01	583.01		501		838/June 2017
25/07/2017	O2 - DD	DD1	11.08	11.08		501		809/07718 628 925
31/07/2017	The Alcester Connection	6844	50.00	50.00		501		830/Connection Mag Jul 17
31/07/2017	Apogee Corporation Ltd	6845	62.45	62.45		501		837/Photocopier 14/3/17 to 16/
31/07/2017	Nic Ashford	6846	30.00	30.00		501		828/lock to side gate/spray
31/07/2017	Avon Planning Services	6847	1,260.00	1,260.00		501		827/Planning advice June 17
31/07/2017	Simon Barrier	6848	244.25	244.25		501		847/Signs & Fence repairs
31/07/2017	Phil Basford	6849	87.34	87.34		501		842/Strimmer cord & head
31/07/2017	Bloomfield Limited	6850	455.00	455.00		501		829/A4 Newsletter BIG
31/07/2017	Building & Plumbing Supplies L	6851	31.03	31.03		501		848/Junior bag crusher run
31/07/2017	Environmental & Retail Service	6852	15.00	15.00		501		831/ 5 x packs A4 paper
31/07/2017	Glasdon U.K.Limited	6853	1,954.62	1,954.62		501		839/Bins & signs
31/07/2017	Grundon Waste Management Ltd	6854	346.62	346.62		501		849/charges to 30/6/17
31/07/2017	Hartwell & Co (Timber) Ltd	6855	29.74	29.74		501		832/3.6m 20mm x 47mm TSW
31/07/2017	D J Prickett	6856	575.00	575.00		501		834/Check play areas June 17
31/07/2017	SLCC Enterprises Ltd	6857	24.96	24.96		501		854/Guides
31/07/2017	Mark Smith	6858	7,910.00	7,910.00		501		852/Mow all areas
31/07/2017	Mrs A Smith	6859	300.00	300.00		501		851/Fees July 2017
31/07/2017	Stratford-on-Avon District Cou	6860	108.00	108.00		501		855/Member training
31/07/2017	Elisabeth Uggerloese	6861	227.00	227.00		501		856/July expenses
31/07/2017	WALC	6862	175.00	175.00		501		836/Art of Being Brilliant

<b>Total Payments :</b>	17,582.84	15,070.51	0.00	2,512.33
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