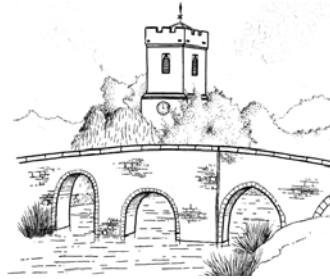


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 25th June 2018 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way.

PRESENT

Chairman Cllr. Fleming – Vice Chairman of the Council

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

Also present: County Cllr Bran and District Cllrs Cargill
3members of the public

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

1. TO RECEIVE AND ACCEPT APOLOGIES

Apologies received and accepted from Cllrs Knight and Ms Randell

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 18th December 2017, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.

Cllr Pound declared an interest in Item 13i)/3ii) as he is a member of the Bidford Pantomime Group

- 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

i. **MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 21ST MAY 2018**

Cllr Mrs Taylor proposed the Minutes be accepted as being accurate

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

ii. **MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 21ST MAY 2018**

Cllr Harvey 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

- i. Resident noted that one of the locations for a Dog Bin was the corner of St Laurence and Waterloo Road and requested it be sited on the shady side to minimise the risk of smelling in hot weather
- ii. Parking on green areas and pavements was raised and it was agreed this would be an item on the next Agenda

6. COUNCILLOR FORUM

- i. The Chairman of the Council and the Chairman of the Amenities WG had attended the Bidford Junior FCs event on Saturday on the Big Meadow which was very successful and very well attended. All present were connected with the local football club.
- ii. Advertising A Frames are being located on the High Street, outside shops and by the traffic lights causing difficulties for people using wheelchairs and mobility scooters.
The Business Development WG to consider this at its next meeting

7. TO RECEIVE REPORT FROM THE COUNTY COUNCILLOR

- i. **Councillor Grant** for £6000 was now open to community groups
- ii. **Bus stop** – the concerns of residents regarding the location of the bus stop by the Bulls Head is being considered and a more suitable location is being investigated
- iii. **Albion Terrace** – dropped kerb: he is still waiting to hear form the officer
- iv. **Marlcliff pump** – disappointed that it has been removed

8. TO RECEIVE REPORT FROM DISTRICT COUNCILLORS

- i. **SDC** – extensive internal transformation taking place
- ii. **South West Relief Road** application has now been received and will have to be considered very carefully. This whole development is needed to ensure the 5 year land supply – failure to go ahead will mean more towns and villages within the district will be at risk of further development

- iii. **SDC Dave Webb** is leaving at the end of the year and a new Executive Director is being appointed
- iv. **Marriage Hill/Persimmons** – concerns have been raised by residents of Salford Road and are being investigated by planners.
- v. **Salford Road bins** – there have been problems with them not being wheeled back into properties creating a problem with visibility. Officers at SDC have written to all residents regarding this.

9. RECEIVE CLERK'S REPORT

This had been circulated and forms an integral part of these Minutes to which it is attached.

RESOLUTION to note

10. TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS

- i. The Annual Governance Statement 2017/18 – to be completed at the meeting. Template circulated
All 9 Statements were read out and Council
RESOLVED to reply YES to 8 and N/A to Point 9. The Annual Governance Statement was then signed by the Chairman of the meeting and the Clerk (copy of the signed Statement attached to these Minutes)
- ii. The Annual Accounting Statements 2017/18 – circulated
RESOLVED to approve. The Annual Accounting Statement was then signed by the Chairman of the Meeting and the RFO (copy of the signed Statement attached to these Minutes)

11. TO CONSIDER THE INTERNAL AUDITOR REPORT – circulated

Council noted the points raised and considered its reply to each

- i. **Grants** the Amenities WG has noted the recommendation that a Balance sheet is also requested to allow it to better consider whether funds are needed.
RESOLVED the Amenities WG will request a Balance Sheet to accompany the accounts and grant application form. The application form to be amended accordingly.
- ii. **Allotments** – the WG noted the proposal.
RESOLVED to meet to consider the proposal. It will also discuss this with the Bidford Allotment Association and report back to full Council with its proposal.
- iii. **Invoices** it was noted that invoices paid on behalf of the Council should be noted as reimbursements
RESOLVED to implement the proposal
- iv. **Signing of stubs** Council noted the comments and
RESOLVED to take more due care and attention when signing cheques and stubs.
- v. **Cheque payments recorded in the Minutes** this was noted and it was
RESOLVED to ensure the figure on the list and the one stated on the Minutes be the same. Any additional payments approved at the meeting to be noted separately in the Minutes

- vi. **Wording of decision making on Reports** comments and proposal noted and it was **RESOLVED** to amend the wording to avoid any lack of clarity. This was already implemented in the Minutes for May 2018

12. TO CONSIDER AND APPROVE THE UNAUDITED FINANCIAL STATEMENTS

These had been circulated and it was proposed they be approved
RESOLVED to approve

13. TO RECEIVE REPORTS FROM THE PARISH COUNCIL'S WORKING GROUP

- i. **Amenities WG** – Report with Resolutions attached to these Minutes of which it forms an integral part.
- ii. **Business Development Strategic WG** – Verbal report made by the Chairman of the BDWG
 - a. Community Interest Company (CIC) – potential directors have been selected and this will be progressed
 - b. British legion Site – meeting with planners and the British Legion's appointed planning surveyors is taking place – hopefully it will allow us to better influence the design

RESOLVED to note the report

- iii. **Communication & Marketing WG** – Verbal report made by the Chairman of the C&MWG

- a. **Dementia Friendly Village** – Budgens staff are willing to attend an initial Dementia Friends Information Session which will take part in early July.
An invitation to attend a Dementia Friends Information Session has also been posted on Facebook for everyone in the local community. RSVP the Clerk
- b. Lloyds Bank (Bidford branch) from Monday 2nd July is closing for 30 minutes (12.30 – 13.00) during the lunch break (otherwise times remain the same)– they have been selected (with a group of branches) for a Pilot Scheme and, according to the manager, it is seen in a positive light for Bidford branch to be included

RESOLVED to note the report

14. TO RECEIVE VERBAL REPORT FOLLOWING THE MEETING AT SALFORD PRIORS REGARDING CYCLEWAYS

The main points discussed were:

- i. Potential routes and links to Dorsington, Honeybourne, Evesham and Alcester
- ii. Potential setting up of Working Groups
- iii. Phased approach to the project is required

- iv. Mark route options onto a map: see which is the most viable and get it going
 - v. Funding
- RESOLVED** to note the report

15. TO CONSIDER THE REPLY RECEIVED FROM CLLR HAYFIELD REGARDING SCHOOL PLACE AVAILABILITY

Council requested the Clerk to circulate this type of correspondence in future. As expected, the reply advised that WCC were aware of the circumstances. However, there were plenty of places in neighbouring schools and free transport would be provided where necessary. WCC would continue to keep an eye on the situation.

RESOLVED to note the reply

16. TO RECEIVE/CONSIDER WALC JUNE NEWSLETTER

This had been circulated and Councillors were requested to raise any issues they thought of particular importance.

No issues were raised and it was **RESOLVED** to note the newsletter

17. TO CONSIDER AND APPROVE

i. Completed accounts for the month of May 2018

These had been circulated

RESOLVED they should be accepted and approved

ii. To approve payments to be made in June 2018

List of cheques to be raised and signed had been circulated. List of payable invoices form part of these Minutes and totalled an amount £13,621.13

RESOLVED to approve the June payments and cheques to be signed by Cllrs. Mrs Keeley and Mrs Taylor

The meeting closed at approx. 8.55pm



BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 9 - CLERKS REPORT - June 2018

- **Defibrillator Training**
This is taking place at Bidford Fire Station on a Thursday evening. I have written to the Primary Care Trust who will be giving the training, asking them for suitable dates and have advertised this on Facebook.
- **Standing Orders**
there was a minor wording error on point which has been updated and the amended version posted on the website.
- **Jolly Tea Pot**
Following my attendance at the Leadership in Action Conference in Stratford, one of the things I am trying to do is communicate better with those members of our community who are not internet savvy. Many of our older and more vulnerable members of the community meet every Thursday morning at the Jolly Teapot and, after a conversation with the Bidford Community Group Chairman, who run The Jolly Teapot, I will be popping in on Thursdays to see if their any concerns that can be addressed or any issues that need clarifying. The hope is that offering them a regular opportunity to raise concerns, they will feel happier.

- **Dog Bins/Litter Bins**

6 of each have now been delivered and I will be working with the local community to identify sites that need them.

These are some of the proposed locations

- i. Dog bin on the corner of Waterloo Road and St Laurence
- ii. Dog Bin in Kings Lane at the corner by the gate going to the railway
- iii. Dog Bin by Queensway corner to Victoria Road
- iv. Litter bin at the Broom end of the railway footpath

Bidford-on-Avon Youth and Community Services

Discussion document

Introduction

This paper is about more than a rebuild or refurbishment of the Youth centre. It seeks to understand how we can proactively promote youth and community services, raise awareness of, and accessibility to, those services and encourage co-ordination between all those who currently provide them. It argues that we have an obligation to offer both improved infrastructure and leadership.

Background

Bidford Parish.

The parish has approximately 2662 dwellings with around a further 210 under construction or with detailed planning consent. Circa 6,500 residents live in the Parish with a further 500 or so arrive into the new housing over the next two to three years. Assuming the same ratios as the 2011 census of 24.4% of under 16's living in the village, the present figure would be 1,580 (add on another 200 to take that figure up to under 18's and you have circa 1,800 and rising.

The NDP.

The NDP in Policy AM3 says that *'proposals that enhance and improve existing community facilities will be supported. New community facilities will be encouraged provided they are compatible with existing neighbourhood uses.'*

The explanation goes on to say that 74% of residents wanted to *'widen the range of facilities and services provided and enhance the opportunity for sports and recreational use.'*

While talking about a possible expansion of the Crawford Hall to supply *'a safe place for younger generations to go to keep fit and active,'* it regretted the lack of a local secondary school which raises difficulties in supplying some 'after school' activitiesso underlining the need for the provision of more locally accessible amenities.

Village and Community Halls

Both the Crawford Community Hall and Broom Village Hall offer a range of activities for all age groups run by individuals and organisations who rent the space. The Parish Council (PC) has recently had discussions with the Crawford Hall management and been given to understand that the Hall is presently working close to capacity. Broom has some capacity but is out of the way as a central focus for the majority of residents. Neither of these venues is owned by or under the control of the PC and both have independent management committees though both have a PC representative on board.

Other Clubs and Organisations

In addition to the activities offered through the Halls there is a myriad of clubs and societies- there were in excess of 20 individual such organisations represented at the Annual Meeting at the Crawford Hall on Saturday 28th April. Some come with their own buildings/clubhouses such as tennis, bowls and cricket, some without. Some are sports orientated some lean towards to the arts and rural pursuits. Again the PC has no direct control of these organisations though it supports many of them through grants. What struck me most forcibly was the wealth of resource in that hall and the lack of operational connection between them in terms of knowing about and marketing the others' activities within the Parish community.

Youth Club

What the PC does own and could choose to control directly are the building and land which the Youth Club (YC) stands on and which is currently leased to them. This lease comes up for renewal in October this year.

The Program.

- The YC is staffed entirely by volunteers led by Diane Bennett and family and it runs a valuable but limited program of activities from the club.
- Junior Club (9- 14 years) - 7.30 – 9.30pm Wednesdays with an average 20 attendees (up to 50 on role).

- Senior Club (15 – 18+ years) - **not run for 2 years now.**
- Young Leaders – run to encourage leader support for the younger children and the development of adult leaders – up to 10 on the role.
- Canoe Club – runs May to September on Fridays 6.30 – 8.00pm, approx 16 participants/week but with double that number wanting to take part limited by equipment and qualified instructors (supplied by the Children’s Kayaking Trust from Evesham).
- St John’s Ambulance rent the Club on a Thursday night to run their training in First Aid and Kim Rigielski runs Pilates 5 x weekly, both of these supply income which is vital in supporting YC running costs.

The Building.

The single storey building is very tired; it has a concrete slab wall structure and asbestos clad roofing. There are various ancillary sheds and stores for equipment which are separate from the main block but close to it. Around the building and particularly to the rear there is a good amount of land in two parcels giving access down to the river – on one there is a hard area for play and the second is grassed.

Proposals for discussion

The Youth Centre

There is little doubt that the present building is past its sell-by date and it can be argued that even an ambitious refurbishment would not be a sound investment. In addition this site gives the PC the very best opportunity to ‘purpose build’, on land it already owns, a centre that is of a high quality and design. It could offer a much wider range of activities to many more young people right across the age range. It could also expand the range of day time activities in partnership with the Crawford and Broom Halls and the various clubs and societies presently operating in Bidford.

Such a centre could have a significant co-ordinating and marketing role in ensuring young people have a broad understanding of all those clubs

and societies that operate close to them. It could be a source of knowledge about how to access them and encouragement to try them out.

The Youth Leader.

This of course presupposes the single most important element in this strategy and that is the appointment of a paid full time youth worker/leader. As discussed above, the present work force by their own admission are limited by the fact that they all have jobs and run the YC for the love of it in their spare time. While this situation continues the service will *'at best remain as it is and at worst collapse entirely'* – not my words but those of Diane Bennett our present Youth Leader.

In order to run a Youth and Community operation with any real scope for extending the present service and facilitating the engagement of young people in as wide a range of available activities as possible, professional paid leadership will be central to success. That leader, according to Diane, could continue to count on the support of the present volunteers and the Young Leaders she is working to recruit and train. It is an exciting prospect and one that I very much hope the PC can investigate as the potential is huge. If you take a look at the outline job description (JD) for youth workers – attached below - it shows that the skills and responsibilities are not just constrained to running a YC. Indeed a core element is to foster the engagement and education of the wider community in working effectively together for the benefit of young people – school, churches, clubs and societies et al.

It seems to me that this is an ideal time for the PC to look at investing in high quality facilities and leadership for the youth of our parish and for the benefit of the Parish as a whole.

Feasibility study

I believe there is a need for careful scoping work on the key issues arising from this paper, a broad feasibility study including (among other topics):

- Survey of young people interests and opinions
- Survey of opinions of existing appropriate clubs and organisations

- Building options, costs and potential planning issues.
- Opportunities for grant funding of both the building work, equipment and the youth worker costs
- JD and salary of FT youth worker with on-costs
- Time scale and funding of this study.

Joe Harvey – 23.05.2018

Notes on Youth Leaders

While many youth workers have a degree, relevant work experience and the desire to make a difference in the lives of young people are essential for this job

Youth workers guide and support young people in their personal, social and educational development to help them reach their full potential in society.

You'll generally work with young people aged between 11 and 25 in a variety of settings such as:

- colleges;
- faith-based groups;
- schools;
- youth centres.

Responsibilities

As a youth worker, you'll need to:

- assess the needs of young people, and plan and deliver programmes related to areas such as health, fitness, smoking, drugs, gangs, violence, relationships and bullying;
- regularly monitor and review the quality of the local youth work provision;
- run arts-based activities, community/environmental projects, residential activities, outdoor education and sporting activities;
- befriend and support young people in different settings, including outreach work;
- mentor, coach and support individuals and encourage greater social inclusion;
- work in partnership with professionals from other organisations that support young people such as social care, health, police, education, youth offending teams and local authorities;
- attend and contribute to multi-agency meetings that bring together practitioners from different sectors as part of a 'team around the family' (TAF) approach;
- attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments;
- recruit, train and manage staff, including volunteers;
- undertake administrative tasks, maintain effective recording systems and respond to queries;
- work with parents and community groups to win support for improved provision and act as an advocate for young people's interests;
- identify and pursue sources of funding for projects to improve services and/or resources for young people;
- draw up business plans, write reports and make formal presentations to funding bodies.

Salary

- Youth support workers (e.g. those who are not fully qualified professional youth workers) can expect to earn between £14,597 and £26,398.
- **Salaries rise incrementally for experienced professional youth workers with a recommended range of £23,213 to £37,549.**
- Salaries for local authority youth service managers vary according to the size of the authority and responsibility of the post, but are usually in excess of £37,000.

Working hours

Working hours are usually around 37 hours per week. It may be necessary to work some evenings and weekends.

What to expect

- **Local authorities have reduced funding to non-statutory services including youth support, due to central government cuts. This has seen a reduction in youth worker positions, although there are still some local councils recruiting for these roles.**

Qualifications

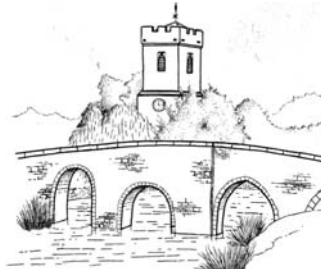
The minimum qualification required to work as a professional youth worker is a BA (Hons) degree validated by the NYA. Professional training is also available at postgraduate level for those with a degree in a subject other than youth work. Visit the NYA website for a list of validated undergraduate and postgraduate courses.

Skills

You will need to show:

- **a strong commitment to young people and an understanding of the factors affecting their lives;**
- **the ability to provide reliable support to young people in times of stress and act with integrity;**
- **excellent interpersonal skills, with the ability to establish good relationships with young people;**
- **patience, tolerance and flexibility;**
- **a sense of adventure and a willingness to try new things;**
- **formal communication skills for presentations, report writing and funding applications;**
- **the ability to treat young people's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality and the boundaries that govern the youth/youth worker relationship;**
- **a great deal of resilience.**

BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



Item 13 i) AMENITIES WG REPORT AND RESOLUTIONS

Present: Cllrs Harvey, Hiscocks and Mrs Keeley

In attendance : Mrs E Uggerløse

Meetings took place on Wednesday 23rd May 2018 @ 4.30 pm and Tuesday 19th June 2018 @ 4.00 pm

1. Nomination of Chairman

It was proposed Cllr Hiscocks should continue as Chairman

RESOLVED to nominate Cllr Hiscocks

Council **RESOLVED** to note the nomination of Cllr Hiscocks as the Chairman of this WG

2. Youth Project

Cllr Harvey made a verbal presentation of his vision of addressing NDP Policy AM3 which states "*proposals that enhance and improve existing community facilities will be supported. New community facilities will be encouraged provided they are compatible with existing neighbourhood uses*"

Copy of the written report was given to all present.

Proposals

- i.** Scoping of key issues
- ii.** Broad feasibility study to gauge the needs and interests of young people and other community groups.
- iii.** Visit successful local Youth Projects and discuss why they are successful and how the learning from these projects could be transferred to Bidford.

AGREED to set up these visits and look into possible candidates to carryout elements of the scoping and the feasibility study and assess the costs.

RECOMMENDATIONS

- i.** Council to note the report

- ii. Council to approve an initial expenditure of £2,500 to cover the cost of a scoping and feasibility study

Council considered the Recommendations and, after a short discussion as to who would carry out the scoping and feasibility study (an independent party) it **RESOLVED** to approve the recommendations and **NOTED** the Bidford-on-Avon Youth and Community Services Discussion Document and approves an initial expenditure of £2,500.

3. Grant Applications

- i. Bidford Bright Stars Nursery CIC
Provision of a nursery and community rooms.
Total cost of project : £700k
Grant requested: as much as the Parish Council can give

It was agreed that for Council to consider this grant, it would require the following information:

- Copy of the business plan
- Amount of grant being sought
- Exact purpose of the grant

RECOMMENDATION not to award the grant until the requirement is met
Council considered the recommendation and **RESOLVED** not to award the grant

- ii. Bidford Pantomime Group
Cost for the production of "Oh, What a Lovely War" to commemorate the end of WWI £2,421
Cost of the License and Score : £643.80
Statement of Account supplied
Grant requested : £643.80

Council considered the recommendation and **RESOLVED** to approve the grant of £643.80

RECOMMENDATION to award the grant requested

- iii. Bidford Youth Club
Require between £2 – 3k p.a. to ensure its viability
Accounts supplied
Grant requested: £3,000

RECOMMENDATION to award the grant requested

Council considered the recommendation and, following a short discussion as to whether this was going to be a continued, annual support, it **RESOLVED** to award a grant of £3,000 this year and monitor the situation.

- iv. Goslings Baby and Toddler Group
To replace the outside shed that was vandalised (Police have been advised)
Cost : £180 -200

Grant requested: £180

RECOMMENDATION to award the grant requested

Council considered the recommendation and **RESOLVED** to award the grant of £180

- v. Warwickshire and Northamptonshire Air Ambulance requesting financial support which has been given in the past to enable them to continue their work across the county.

RECOMMENDATION to award a grant of £250

Council considered the recommendation and **RESOLVED** to award a grant of £250 and recommended council consider further support in future.

4. Youth Club Site

Following the site visit by full Council, to consider recommendation to council in respect of:

- i. Replacement and improvement of fence to the Canoe Club area
RECOMMENDATION to install a 5 ft fence, in green metal, with gate
Council considered the recommendation and **RESOLVED** to approve the replacement of the fence, in green metal with gate without stipulating the exact height.
- ii. Replacement of fence to the allotments
RECOMMENDATION that the same 5ft green metal fence be continued
Council considered the recommendation and **RESOLVED** to approve the replacement of the fence, in green metal as a continuation from the Canoe Club, without stipulating the exact height.
- iii. Installing a fence to the east of the site
RECOMMENDATION not to install a fence – two of the properties already have a right of access and the Youth Club would lose 1 meter strip. Letter to be sent to the residents of the two properties stating clearly that they have a Right of Access to the river NOT to the site
- iv. Installing fence to the north of the site adjacent to the fencing installed by the two dwellings.

RECOMMENDATION there is no need for further fencing.

A letter to be sent annually to the residents of the 3 dwellings with no Right of Access (on 1st January every year) stating that *“There is no Right of Access from their dwelling to the Youth club Area (or whatever the designation of this land will be in the future) and advising that entry into the site will be considered as trespass and, if persistent, the Parish Council will have no alternative but to consider measures to prevent this”*. The letter will be addressed to the Current Resident to ensure it applies to the dwelling not the person. Copy to be sent to Bidford Youth Club.

Council considered the recommendations for Points iii and iv and **RESOLVED** to seek legal advice before making a decision to ensure the site is protected now and in the future from the risk of the dwellings obtaining a Right of Way through usage.

- v. The existing lease for the Youth Club terminates in August 2018.
RECOMMENDATION to continue the lease on a roll over basis until the Parish Council has made a decision regarding the future of the Youth Project, solicitors have confirmed this is in order., An additional clause to be added stating that *“the Youth Club may not grant access to people who are not members or part of the Youth Club with out prior permission from the Parish Council”*
 Council considered the recommendation and **RESOLVED** to approve it.

5. Bidford-on-Avon Streetlight programme

Report from WCC has now been received and the following costs quoted:

a.	To upgrade the existing 115 streetlights :	£149,500
b.	Installation of additional 65 streetlights:	97,500
c.	Upgrade Crompton Avenue (6 streetlights)	<u>12,000</u>
	TOTAL	£259,000

Current cost:

i.	Electricity	£6,250
ii.	Maintenance (WCC)	<u>990</u>
	TOTAL	£7,240

RECOMMENDATION in view of the cost, the recommendation is that Council continue its programme of renewing the streetlights prioritizing those that need replacing and whole street, as this will enable them to be returned to WCC, at an annual cost of approx. £15,000

Council considered the recommendation and there followed a lengthy discussion as to the benefits of proceeding with the upgrade compared to continuing the current programme, as recommended after which it was **RESOLVED** to approve the continuation of the programme for this year, allocating £15,000 and Council to decide which WG should consider a Street Light Strategy to present to Council for consideration

Bidford on Avon Parish Council

Cash Book 1

Bank Current Account

For Month No : 2

Payments for Month: 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/05/2018	O2 - DD	DD	55.76	55.76		Creditor Control			1140/07718628925
08/05/2018	GoCardless -Omnicapital -K78FQ	DD	29.83			Telephone	Adminstration	29.83	GoCardless - Omnicapital -K78FQ
11/05/2018	NPower - DD	DD1	157.45	157.45		Creditor Control			1164/10 Jan to 25 Apr 2018
11/05/2018	Broom Village Hall Grant	7023	1000			Grants and Donations	Village Management	1000	Broom Village Hall Grant
14/05/2018	Stratford-on-Avon District Cou	DD172128	54	54		Creditor Control			Purchase Ledger
14/05/2018	Stratford-on-Avon District Cou	DD192267	61	61		Creditor Control			Purchase Ledger
14/05/2018	Stratford-on-Avon District Cou	DD192454	66	66		Creditor Control			Purchase Ledger
15/05/2018	CCLA Inv Management	BP	50000			CCLA Inv Management		50000	CCLA Inv Management
17/05/2018	EDF Energy - DD	DD	626.33	626.33		Creditor Control			1171/2nd Apr to 1st May 2018
17/05/2018	EDF Energy - DD	DD1	657.65	657.65		Creditor Control			1170/1st Mar to 1st Apr 18
21/05/2018	The Alcester Connection	7024	72.8	72.8		Creditor Control			1156/Magazine May 2018
21/05/2018	D BENNETT	7025	10.97	10.97		Creditor Control			1157/Padlock & chain
21/05/2018	Bloomfield Limited	7026	524	524		Creditor Control			1159/Business Cards
21/05/2018	Boardroom Skateparks Ltd	7027	380	380		Creditor Control			1169/Service skate facility
21/05/2018	Canon UK Ltd	7028	88.01	88.01		Creditor Control			1160/Copier rental
21/05/2018	Bidford Church Cottage Trust	7029	42	42		Creditor Control			1158/Use of church hall April
21/05/2018	Environmental & Retail Service	7030	2.95	2.95		Creditor Control			1161/dividers
21/05/2018	Grundon Waste Management Ltd	7031	7.2	7.2		Creditor Control			1162/rental front loading cont
21/05/2018	Hartwell & Co (Timber) Ltd	7032	38.55	38.55		Creditor Control			1163/padlocks & rail
21/05/2018	M J Prickett	7033	95	95		Creditor Control			1167/Council office refurb
21/05/2018	Pear Technology Services Ltd	7034	102	102		Creditor Control			1165/Maplink Tech Sup to 30/4

21/05/2018	D J Prickett	7035	460	460	Creditor Control			1166/Play area check April
21/05/2018	Shaw & Sons Ltd	7036	137.56	137.56	Creditor Control			1168/Receipts for IntermentFee
21/05/2018	Elisabeth Uggerloese	7037	68.53	68.53	Creditor Control			1173/Clerks Exp May 18
21/05/2018	WALC	7038	3	3	Creditor Control			1175/GDPR Toolkit printout
21/05/2018	M Smith - Grant	7039	400		Grants and Donations	Administration	400	M Smith - Grant
21/05/2018	Mrs A Smith	7040	300	300	Creditor Control			1186/Big Meadow Facilities
21/05/2018	Timothy Lea & Griffiths Estate	7041	781.7	781.7	Creditor Control			1187/Appraisal PC properties
21/05/2018	Mrs E Uggerloese	SO	2015.92		Net Pay Control		2015.92	Mrs E Uggerloese
21/05/2018	Mrs E Uggerloese	7037	0.1		Travelling	Administration	0.1	Mrs E Uggerloese-small opymnt
25/05/2018	Vodafone - DD	DD2	34.63	34.63	Creditor Control			1174/Broadband
29/05/2018	Information Commissioner's Off	DD3	35	35	Creditor Control			1139/Data Protection Registati
29/05/2018	Bidford Community Library Ltd	SO2	200	200	Creditor Control			1149/Licence agree April 18
30/05/2018	Microshade VSM - SO	SO	57.54	57.54	Creditor Control			Purchase Ledger
30/05/2018	DCK Accounting Solutions Ltd	SO1	252	252	Creditor Control			1178/Accounting May 2018
30/05/2018	Limebridge Rural Services Ltd	SO4	2088.87	2088.87	Creditor Control			Purchase Ledger
30/05/2018	Warks PS	SO	825.64		Pension Contribution		825.64	Warks PS
31/05/2018	O2 - DD	DD4	55.28	55.28	Creditor Control			1182/0771 862 8925
Total Payments for Month			61,787.27	7,515.78	0.00			54,271.49
Balance Carried Fwd			48,854.76					
Cash Book Totals			<u>110,642.03</u>	<u>7,515.78</u>	<u>0.00</u>			<u>103,126.25</u>

Bidford on Avon Parish Council

Cash Book 1

Bank Current Account

For Month No : 2

Receipts for Month		2	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>
Balance Brought Fwd :		93,437.17						93,437.17
	02/05/2018	440						
502323	Big Meadow Car Park		440		73.33	Carparking Fees	Parks and Outsire Areas	366.67 Big Meadow Car Park
	03/05/2018	120						
502706	A E Bennett (1285)		120			Burials	Cemetery	120 A E Bennett (1285)
	08/05/2018	46.63						
DEP	BAA1 - Allotments		46.63			Allotment Sundry Income	Allotments	46.63 BAA1 - Allotments
	08/05/2018	841.13						
Dep	BAA2 - Allotments		841.13			Allotment Sundry Income	Allotments	841.13 BAA2 - Allotments
	10/05/2018	305						
502707	D Baker (1286)		305			Burials	Cemetery	305 D Baker (1286)
	15/05/2018	7180.1						
BGC	HMRC VAT Repay		7180.1			VAT		7180.1 HMRC VAT Repay
	15/05/2018	460						
502708	Merston Green		460			Burials	Cemetery	460 Merston Green
	16/05/2018	7						
BGC	Aerial Direct DIS 1176497		7		1.17	Telephone	Adminstration	5.83 Aerial Direct DIS 1176497
	17/05/2018	4125						
502324	Big Meadow Car Park		4125		687.5	Carparking Fees	Park and Outside Areas	3437.5 Big Meadow Car Park
	17/05/2018	60						
FPI	WALC inv 466		60	60		Debtors Control		WALC inv 466
	22/05/2018	2125						
502709	D Baker (1288)		125			Burials	Cemetery	125 D Baker (1288)
502709	L Best - Sales Ledger		2000	2000		Debtors Control		L Best - Sales Ledger
	24/05/2018	1240						
502325	Big Meadow Car Park		1240		206.67	Carparking Fees	Parks and Outside Areas	1033.33 Big Meadow Car Park
	24/05/2018	255						
502710	G Clifford (469)		85		14.17	Memorials	Cemetery	70.83 G Clifford (469)
502710	D Baker(470)		95			Burials	Cemetery	95 D Baker(470)
502710	Broom As (467)		75			Fishing Rights	Parks and Outside Areas	75 Broom As (467)
	24/05/2018	0						
502710	Broom Angling Club Inv 467		75			Fishing rights	Parks and Outside Areas	75 Broom Angling Club Inv 467
502710	Broom Angling Club (467)		75	75		Debtors Control		Broom Angling Club (467)
Total Receipts for Month			17,204.86	2,135.00	982.84			14,087.02
			<u>110,642.03</u>	<u>2,135.00</u>	<u>982.84</u>			<u>107,524.19</u>

Bidford on Avon Parish Council

Detailed Income & Expenditure by Budget Heading 31/05/2018 Cost Centre Report

Page No 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
Administration					
Salary & Wages	3,692	43,803	40,111	40,111	8.4
Rent for Room	400	0	-400	-400	0
Training Costs	255	1,000	745	745	25.5
Travelling	112	750	638	638	14.9
Janitorial	31	0	-31	-31	0
Business Rates	379	465	86	86	81.5
Waste Disposal	25	0	-25	-25	0
Sundry Expenses	0	200	200	200	0
Telephone	160	1,000	840	840	16
Postage & Carriage	25	130	105	105	19.3
Office Stationery	5	500	495	495	1.1
Subscriptions	1,312	1,350	38	38	97.2
Insurance	2,405	2,500	95	95	96.2
Broadband and Internet	38	295	257	257	13
Equipment Rental	148	1,450	1,302	1,302	10.2
Accounts Support	420	3,665	3,245	3,245	11.5
IT & Computer Support	133	650	517	517	20.5
Website	0	1,600	1,600	1,600	0
New Office Equipment	0	150	150	150	0
Village Improvement	0	2,000	2,000	2,000	0
Building Maintenance	95	0	-95	-95	0
Legal and Professional	651	750	99	99	86.9
Audit Fees External & Internal	-1,601	1,250	2,851	2,851	128.1
Grants and Donations	400	0	-400	-400	0
Administration :- Expenditure	9,086	63,508	54,422	54,422	14.3 %
Precept	129,488	230,255	-100,768		56.2
Council Support Grant	0	9,130	-9,130		0
Grants Received	-750	0	-750		0
Bank Interest	0	2,500	-2,500		0
Administration :- Income	128,738	241,885	-113,148		53.2 %
Net Expenditure over Income	-119,652	-178,377	-58,725		
Civic & Democratic					
Publicity & Special Events	0	200	200	200	0
Newsletter	588	2,020	1,432	1,432	29.1
Election Costs	0	2,500	2,500	2,500	0
Civic & Democratic :- Expenditure	588	4,720	4,132	4,132	12.5 %
Net Expenditure over Income	588	4,720	4,132		

Bidford on Avon Parish Council

Detailed Income & Expenditure by Budget Heading 31/05/2018 Cost Centre Report

Page No 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
<u>Grants & Donations Power Gen C</u>					
Grants and Donations	-1,000	21,400	22,400	22,400	4.7
	-1,000	21,400	22,400	22,400	-4.7 %
Net Expenditure over Income	-1,000	21,400	22,400		
<u>Capital & Projects</u>					
Publicity & Special Events	33	0	-33	-33	0
Village Improvement	113	0	-113	-113	0
CP New Streetlights	0	11,500	11,500	11,500	0
Rolling Projects Provision	0	50,000	50,000	50,000	0
Funding from Rolling Projects	0	-11,500	-11,500	-11,500	0
Capital & Projects :- Expenditure	146	50,000	49,854	49,854	0.3 %
Net Expenditure over Income	146	50,000	49,854		
<u>Parks and Outside Areas</u>					
Casual & agency workers	0	2,000	2,000	2,000	0
Janitorial	1,240	1,000	-240	-240	124
Water Rates	5	440	435	435	1.1
Rent Paid Parks	0	12,000	12,000	12,000	0
Waste Disposal	753	8,000	7,247	7,247	9.4
Gatekeepers Commission	0	6,000	6,000	6,000	0
Sundry Expenses	11	500	489	489	2.2
Building Maintenance	0	1,000	1,000	1,000	0
Vandalism Repairs	0	1,800	1,800	1,800	0
General Maintenance	118	10,000	9,882	9,882	1.2
Equipment Maintenance	0	500	500	500	0
Tree Maintenance	0	2,000	2,000	2,000	0
Grass Cutting	0	15,000	15,000	15,000	0
Play Area Maintenance	1,595	15,000	13,405	13,405	10.6
Street Furniture & Signs	0	250	250	250	0
Grants and Donations	0	3,600	3,600	3,600	0
:- Expenditure	3,722	79,090	75,368	75,368	4.7 %
Carparking Fees	4,888	12,500	-7,613		39.1
Lease,Rent,Hire pitches/land	2,867	2,500	367		114.7
Fishing Rights	1,111	1,100	11		101
Moorings Income	0	1,325	-1,325		0
Concessions	0	2,080	-2,080		0
Parks and Outside Areas :- Income	8,865	19,505	-10,640		45.5 %
Net Expenditure over Income	-5,144	59,585	64,729		

Bidford on Avon Parish Council

**Detailed Income & Expenditure by Budget Heading 31/05/2018
Cost Centre Report**

Page No 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
Allotments					
Water Rates	0	550	550	550	0
General Maintenance	0	260	260	260	0
Tfr to EMR Allotments	0	1,590	1,590	1,590	0
Allotments :- Expenditure	0	2,400	2,400	2,400	0.0 %
Allotment Rents	0	2,400	-2,400		0
Allotment Sundry Income	888	0	888		0
Allotments :- Income	888	2,400	-1,512		37.0 %
Net Expenditure over Income	-888	0	888		
Cemetery					
Business Rates	844	750	-94	-94	112.5
Water Rates	0	500	500	500	0
Office Stationery	115	100	-15	-15	114.6
Subscriptions	90	90	0	0	100
General Maintenance	0	10,000	10,000	10,000	0
Equipment Maintenance	0	750	750	750	0
Tree Maintenance	0	500	500	500	0
Grass Cutting	483	0	-483	-483	0
Cemetery :- Expenditure	1,531	12,690	11,159	11,159	12.1 %
Burials	1,865	5,000	-3,135		37.3
Memorials	146	2,000	-1,854		7.3
Cemetery Maintenance Income	0	686	-686		0
Cemetery :- Income	2,011	7,686	-5,675		26.2 %
Expenditure over Income	-480	5,004	5,484		
Street Lighting					
Electricity Streetlights	522	7,400	6,878	6,878	7.1
General Maintenance	0	1,800	1,800	1,800	0
Street Lighting :- Expenditure	522	9,200	8,678	8,678	5.7 %
Net Expenditure over Income	522	9,200	8,678		

Bidford on Avon Parish Council

**Detailed Income & Expenditure by Budget Heading 31/05/2018
Cost Centre Report**

Page No 4

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
<u>Village Management</u>					
Waste Disposal	0	500	500	500	0
Publicity & Special Events	282	0	-282	-282	0
Village Improvement	0	6,500	6,500	6,500	0
General Maintenance	0	500	500	500	0
Tree Maintenance	0	550	550	550	0
Lengthman	0	1,000	1,000	1,000	0
Footpath & Verge Mtce	1,988	11,400	9,412	9,412	17.4
War Memorial Maintenance	0	500	500	500	0
Street Furniture & Signs	0	3,000	3,000	3,000	0
Flower Boxes	850	5,100	4,250	4,250	16.7
Legal and Professional	0	250	250	250	0
Grants and Donations	1,000	0	-1,000	-1,000	0
Village Management :- Expenditure	4,120	29,300	25,180	25,180	14.1 %
Agency Income	0	3,000	-3,000		0
Village Management :- Income	0	3,000	-3,000		0.0 %
Net Expenditure over Income	4,120	26,300	22,180		

Bidford on Avon Parish Council**Trial Balance for Month No: 2**

Combined Account Totals by Account Number

Account Name	Debit	Credit
Debtors Control	1,678.12	
VAT Control A/c	174.26	
Current Bank A/c	48,854.76	
CCLA Inv Management	590,000.00	
General Reserves		161,832.17
EMR Rolling Projects Fund		350,114.64
EMR Millers Bank Maintenance		2,781.00
EMR Allotments		877.00
Creditors Control		4,526.13
PAYE Control		880.03
Net Pay Control	2,015.92	
Pension Contribution	825.64	
Bidford Banner Group		750.00
Carparking Fees		4,887.50
Lease,Rent,Hire pitches/land		2,866.67
Fishing Rights		1,111.00
Allotment Sundry Income		887.76
Burials		1,865.00
Memorials		145.83
Precept		129,487.50
Grants Received	750.00	
Salary & Wages	3,691.67	
Rent for Room	400.00	
Training Costs	255.00	
Travelling	111.74	
Janitorial	1,271.37	
Business Rates	1,222.92	
Water Rates	4.93	
Waste Disposal	777.69	
Electricity Streetlights	521.95	
Sundry Expenses	10.97	
Telephone	160.16	
Postage & Carriage	25.03	
Office Stationery	120.09	
Subscriptions	1,401.92	
Insurance	2,404.92	
Broadband and Internet	38.34	
Equipment Rental	147.76	
Accounts Support	420.00	
IT & Computer Support	132.95	
Publicity & Special Events	315.00	
Village Improvement	112.70	
Building Maintenance	95.00	
Newsletter	587.80	
General Maintenance	118.04	

Bidford on Avon Parish Council

Trial Balance for Month No: 2

Combined Account Totals by Account Number

Account Name	Debit	Credit
Grass Cutting	482.50	
Play Area Maintenance	1,595.00	
Footpath & Verge Mtce	1,987.66	
Flower Boxes	850.00	
Legal and Professional	651.42	
Audit Fees External & Internal		1,601.00
Grants and Donations	400.00	
Trial Balance Total :	<u>664,613.23</u>	<u>664,613.23</u>
Difference :	0.00	

Bidford on Avon Parish Council

Cash Book No : 1

Bank Current Account

Payments made between 01/06/2018 and 25/06/2018

Nominal Ledger Analysis									
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
06/06/2018	Go-Cardless - K78FQ	DD	29.83			Telephone	Administration	29.83	Go-Cardless - K78FQ
08/06/2018	EDF Energy - DD	DD1	623.81	623.81		Creditors			2/5 to 31/5/18
						Control			
11/06/2018	CCLA Inv Management	BP	30000.00			CCLA		30000.00	CCLA Inv Management
13/06/2018	Bidford Church Cottage Trust	7042	42.00	42.00		Creditors			Purchase Ledger
						Control			
13/06/2018	Bidford Banner Group- Cash	7043	100.00			Bidford		100.00	Banner Group
						Banner Group			
13/06/2018	John Astley & Sons Ltd	7044	428.92	428.92		Creditors			t/tissue,towels & Floor gel
						Control			
13/06/2018	Bidford Church Cottage Trust	7045	56.00	56.00		Creditors			Use of Church Hall - May
						Control			
13/06/2018	Grundon Waste Management Ltd	7046	896.03	896.03		Creditors			Container rental May 2018
						Control			
13/06/2018	D J Prickett	7047	460.00	460.00		Creditors			Play Areas check May 2018
						Control			
13/06/2018	SLCC Enterprises Ltd	7048	286.92	286.92		Creditors			SLCC Membership
						Control			
13/06/2018	WALC	7049	35.00	35.00		Creditors			Planning Training
						Control			
13/06/2018	Cxl7029 Bidford Church Trust	CNXL7029	-42.00	-42.00		Creditors			Cxl7029 Bidford Church Trust
						Control			
14/06/2018	Stratford-on-Avon District Cou	DD172128	54.00	54.00		Creditors			Purchase Ledger
						Control			
14/06/2018	Stratford-on-Avon District Cou	DD192267	61.00	61.00		Creditors			Purchase Ledger
						Control			
14/06/2018	Stratford-on-Avon District Cou	DD192454	66.00	66.00		Creditors			Purchase Ledger
						Control			
25/06/2018	Mark Smith	7050	10265.00	10265.00		Creditors			Clean & Mend Flaps
						Control			
25/06/2018	Mrs A Smith	7051	300.00	300.00		Creditors			Fees June 2018
						Control			

25/06/2018 Elisabeth Uggerloese

7052

88.45

88.45

Creditors
Control

Clerks Exps June 2018

Total Payments :

43,750.96 13,621.13 0.00

30,129.83