

**BRACKLA COMMUNITY COUNCIL
MINUTES OF MEETING HELD AT OAK TREE SURGERY**

DATE: 16th Oct 2008

ATTENDED BY:		APOLOGIES FROM:
Cllr. Mrs J Aston Cllr. Mr W Bennett Cllr. Mr C Jones Cllr. Mr D Sage Cllr. Mr J Spanswick Cllr. Mrs C Lewis Cllr. Mr M Voisey Jayne Jowett – Clerk Insp. Jay Winslade-Gregory		Cllr. Mr T Hacking Cllr. Mrs P Hacking Cllr. Mr A Wathan Cllr. Mrs D Davies Cllr. Mr D Sage – Late & Left early Cllr. Mr W Bennett - Late
DISTRIBUTION:		
AS ABOVE		
FILE COPY		
Minutes prepared by Jayne Jowett		
NOTE OF MEETING		
157.0	Time for Public to address Council.	
157.1	Insp. Winslade-Gregory introduced himself and updated the Council on his priority – being community policing. He gave Superintendent Jones' apologies. Cllr. Voisey asked if, with the nights getting darker more police presence would be available to discourage youth annoyance. Insp. Winslade-Gregory confirmed he would try to address this, manpower permitting with an emphasis being put on Thursday evenings (Youth Club night). Auto crime is a problem in Brackla as owners are leaving valuables in their vehicles. PCSO's have been targeting known problem areas, knocking residents' doors to make them aware of the problem. Cllr. Lewis mentioned egg throwing in the playground by the Spar, Insp. Winslade-Gregory confirmed that PCSO's were asking local shops not to sell eggs to youths at this time of year. Insp. Winslade-Gregory encouraged Cllrs/Clerk to report any problems to him. Cllr. Spanswick thanked Insp. Winslade-Gregory for his informative visit.	
158.0	To Accept Apologies for Absence.	
158.1	Cllr. Sage – Late due to meeting with Chief Exec of Bridgend County Borough Council; Cllr. Bennett – Late due to thinking that the meeting was starting at 7.30pm. Cllrs P & T Hacking on holiday. Cllr. Davies - ill and Cllr. Wathan had prior family commitments.	
159.0	To disclose personal & pecuniary interests in Agenda Items.	
159.1	Cllrs. Spanswick & Sage;– Agenda item 180.0 – Planning. Prejudicial interest, Members of Bridgend County Borough Council (BCBC) Planning Committee. Cllr. Spanswick – Agenda Item 173.0 prejudicial interest, cabinet member for Communities. Cllr. Sage – Agenda Item 173.0 prejudicial interest, Cabinet member	
160.0	To confirm & sign minutes of routine meeting of council held on 18/09/08; Planning; H&S & Finance meetings of 07/10/08	
160.1	RESOLVED: to accept the minutes of the routine meeting of 18/09/08 as a true record of proceedings RESOLVED: to accept the minutes of the planning meeting of 07/10/08 as a true record of proceedings RESOLVED: to accept the minutes of the H&S meeting of 07/10/08 as a	

	<p>true record of proceedings</p> <p>RESOLVED: to accept the minutes of the Finance meeting of 07/10/08 as a true record of proceedings</p>	
161.0	Matters arising from minutes of meetings of 18/09/08; 07/10/08.	
161.1	Routine meeting 18/09/08 Item 124 sub item 9 – Cllr. Jones had responded to B.C.B.C.'s letter	
162.0	Correspondence: Items for members of council to consider & items for council to note are listed at Appendix 1.	
162.1	<p>Item 3– Noted</p> <p>Item 4 – Code of Conduct training requirements submitted to B.C.B.C.</p> <p>Item 5 – Noted</p> <p>Item 6 –</p> <p>RESOLVED To send the Gardener; Clerk & Cllr. Bennett</p> <p>Item7 –</p> <p>RESOLVED To accept the increased cost of the Neighbourhood Watch Scheme street signs to £16.00.</p> <p>Item 8 –</p> <p>RESOLVED To accept the general price increases of County Borough Supplies</p> <p>Item 9 –</p> <p>RESOLVED That Clerk write to Zurich to seek assurance that our business will remain in the UK and not be affected by the changes.</p>	Clerk
163.0	Finance: Council to consider & agree expenditure & statement of accounts listed at appendix 2.	
163.1	<p>A Full list of expenditure is at appendix 2 and was reviewed by members.</p> <p>RESOLVED: Expenditure against budget agreed by Council.</p> <p>Council to Consider the maturity instructions for the £100k bond. Due to the urgency of the required information by the Co-op Bank and the maturity date of the bond being before the next routine meeting, members of the Council agreed to consider this item as per Standing Orders (Chairmanship - item 38) & Item 16 of main orders.</p> <p>In light of the current economic uncertainty, the Council felt that it would be prudent to investigate the possibility of spreading its funds, only holding a maximum of £50k with any one institution; therefore the following resolutions were made.</p> <p>RESOLVED That the current account be maintained with the Co-op bank.</p> <p>RESOLVED That the £100k bond be transferred into the current account on maturity pending investigation of alternative institutions into which the funds could be transferred if deemed suitable. Clerk & Cllr. Voisey to investigate alternative investment sources and report to next meeting.</p> <p>RESOLVED To also review the £30k bond at maturity with a view to transferring into the current account so this too can be available for re-investment in another institution if deemed a suitable option.</p>	<p>Clerk / MV</p> <p>Clerk</p>

164.0	Council to consider discretionary spend for 09/10 budget.																																																																									
164.1	<p>The Finance Committee explained that these figures were just a starting point and wanted to seek the opinion of the full Council with regard to the budget. Clerk pointed out that no funds had been identified for the architect's fees or any professional legal / financial advice that may be required for the youth project. A further £120 would be required for membership fees. Clerk also confirmed that last year's spend would be reviewed to get a more accurate summary for the unavoidable spend for 2009/2010 budget. Members reviewed the suggestions for the 2009/2010 budget; with the following votes being taken on the discretionary spend.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Suggested Amount</th> <th colspan="2">Votes</th> </tr> </thead> <tbody> <tr> <td>Asst clerk</td> <td>£10k</td> <td>6 for</td> <td>1 against</td> </tr> <tr> <td>Training</td> <td>£1.5k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>New Blower & Mower</td> <td>£1k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Kubota replacement</td> <td>£10k</td> <td>5 for</td> <td>2 against</td> </tr> <tr> <td>Newsletter</td> <td>£1k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Youth Project</td> <td>£10k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Chair's Allowance</td> <td>£600</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Civic Service</td> <td>£500</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Funday</td> <td>£3.5k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Competitions</td> <td>£500</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Section 137 donations</td> <td>£1.5k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Grants</td> <td>£1.5k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Environmental Schemes</td> <td>£1k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Crime prevention</td> <td>£100</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>Summer playscheme</td> <td>£1.5k</td> <td>7 for</td> <td>0 against</td> </tr> <tr> <td>New Xmas lights</td> <td>£5k</td> <td>0 for</td> <td>7 against</td> </tr> <tr> <td>Capital fund</td> <td>£10k</td> <td>0 for</td> <td>7 against</td> </tr> </tbody> </table> <p>In light of the number of dog foul bags being issued, the Council were asked to consider whether to start charging residents for the bags. After discussion the following was the outcome:</p> <p>RESOLVED not to charge residents for the dog foul bags.</p> <p>Clerk was also asked at the last Finance Committee meeting to investigate the cost of purchasing the steel containers which we currently hire. The cost of purchase being £2050.00 for both.</p> <p>RESOLVED To purchase both containers</p> <p>Clerk also explained that the Gardener was currently using his own trousers and fleeces but these were not very suitable for the work undertaken or for the prevailing weather conditions Council were therefore asked to consider logoed corporate clothing for its employees along with identification badges.</p> <p>RESOLVED That the Clerk investigate the cost of these and report to the next finance committee meeting.</p> <p>RESOLVED That, in the mean time, the Clerk uses her delegate authority to purchase some basic two piece coveralls for the Gardener.</p> <p>Cllr. Voisey requested that the Clerk investigate to see if a cheaper mobile telephone contract could be sourced.</p>	Item	Suggested Amount	Votes		Asst clerk	£10k	6 for	1 against	Training	£1.5k	7 for	0 against	New Blower & Mower	£1k	7 for	0 against	Kubota replacement	£10k	5 for	2 against	Newsletter	£1k	7 for	0 against	Youth Project	£10k	7 for	0 against	Chair's Allowance	£600	7 for	0 against	Civic Service	£500	7 for	0 against	Funday	£3.5k	7 for	0 against	Competitions	£500	7 for	0 against	Section 137 donations	£1.5k	7 for	0 against	Grants	£1.5k	7 for	0 against	Environmental Schemes	£1k	7 for	0 against	Crime prevention	£100	7 for	0 against	Summer playscheme	£1.5k	7 for	0 against	New Xmas lights	£5k	0 for	7 against	Capital fund	£10k	0 for	7 against	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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165.0	Council to consider the venue for the Brackla Festival	
165.1	Clerk explained that Brackla Primary School had given permission for Brackla Community Council to use their land for the festival but that we would not be permitted to use the toilets or enter any of the building if it was raining. RESOLVED to keep the venue as Brackla Playing fields.	
166.0	Council to consider the adoption of the Standards of Conduct for Staff.	
166.1	RESOLVED to adopt the Standards of Conduct for staff.	
167.0	Council to consider the offer from B.C.B.C. Youth Offending Team to paint benches in Brackla along with any other ideas for their services.	
167.1	RESOLVED That members will pass any ideas to the clerk	All
	RESOLVED That clerk ask the Gardener if he has any ideas	Clerk
168.0	Council to consider nomination for the 'A Shared Community' working party	
168.1	RESOLVED That Cllr. Lewis is nominated.	
169.0	Council to consider nomination for the Bridgend Local Access Forum.	
169.1	RESOLVED That the Council note this request with no nomination at this time	
170.0	Council to consider change of hours for Gardener	
170.1	Clerk confirmed that the Chair & herself had spoken to the Gardener who was happy to change his hours to the following: May to Oct (inclusive): Mon to Thursday 7.30am to 5.00pm with half hour break Friday 7.30am to 12.30pm November to April (inclusive): Monday to Thursday 8.00am to 3.30pm with half hour break Friday 8.00am to 1.00pm RESOLVED To accept the change of hours as above. Clerk also informed the members that the Gardener had requested that his annual leave be changed from hours to days. In light of the odd hours that the Gardener will undertake it was felt that to maintain an hourly record of his leave was more accurate and fairer to the Gardener. RESOLVED to continue recording the Gardener's leave in hours.	
171.0	Council to consider purchase of extra bins for Brackla	
171.1	Clerk confirmed that neither the resident or B.C.B.C. had replied to her enquiries. RESOLVED To defer to November's agenda.	
172.0	Council to consider changes to Statements of Particulars for Clerk & Gardener	
172.1	As requested the Clerk had investigated any possible outstanding annual leave entitlement due to the wording on the Statement of Particulars, (also known as Statement of Main Terms of Employment) . Following consultation with Peninsula it was identified that the wording on the statements was too ambiguous and that Peninsula did indeed need to amend accordingly. It was also identified that the Gardener had reached five years continuous service whilst still subject to the pre Peninsula Statement of Particulars; therefore no leave entitlement was missed.	

	<p>Suggested amendment from Peninsula is as follows:</p> <p>Clerk: Your holiday year begins on 1st April and ends on 31st March each year. You will receive a paid holiday entitlement of 25 working days (pro rata) during a complete holiday year. Your annual holiday entitlement will increase by five days upon completion of five years' continuous service from the commencement date of the holiday year following the completion of the five years service. For part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year.</p> <p>Gardener: Your holiday year begins on 1st April and ends on 31st March each year. You will receive a paid holiday entitlement of 25 working days (pro rata if applicable) 185 hours equivalent, during a complete holiday year. Your annual holiday entitlement will increase by five days, 37 hours equivalent, upon completion of five years' continuous service from the commencement date of the holiday year following the completion of the five years service. For part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year.</p> <p>RESOLVED To accept the above amendments to the Statement of Particulars</p>	
173.0	Council to consider Chorleywood Allotments update	
173.1	<p>Due to the over run, Cllr. Sage moved that we suspend standing orders, this was seconded by Cllr. Jones</p> <p>Cllrs. Spanswick & Sage declared an interest in this item and withdrew from participation in the discussion. Cllr. Bennett stepped in as temporary Chair, Clerk updated members on the latest letter from B.C.B.C. B.C.C. is just awaiting one utility search before our geo-technical investigation can go ahead.</p>	
174.0	Council to consider Boundary Commission's report	
174.1	<p>Cllr. Spanswick resumed participation in the discussion, whilst Cllr. Sage left due to being ill.</p> <p>Council noted the Boundary Commissions Report with no further comments at this time.</p>	
175.0	Council to consider Inclusions in minutes	
175.1	<p>To save paper; time; printer ink etc the Clerk was asked by the Chair to confirm the legal requirement to include appendices in the members' copies of the minutes having already provided them in the relevant Agenda. One Voice Wales confirmed that, providing members had received a copy of appendices in the agenda and as long as the master copy of the minutes included a copy of all the relevant appendices, members' copies did not require said inclusions. Members being able to refer back to their copies in the agenda.</p> <p>RESOLVED To accept this advice, ensuring that any appendices are confined to the master copy of the Minutes along with the copy on the Website.</p>	
176.0	Council to consider agenda items for Town & Community Council Forum	
176.1	<p>Clerk to request that the Community Capital Fund (administered by the Asset Management & Capital Project Working Group) be put on the agenda with regard to its protocol of access criteria; its decision making / notification process and whether it will be available next year.</p>	

177.0	Clerk's Report.	
177.1	<p>1) Clerk summarised the query from the external auditors and the RFO's response.</p> <p>2) Clerk confirmed the cost of re-cycling via Oak Tree Surgery was £4.00 per bag, which for extra security, would required shredding as well. Clerk had therefore exercised her delegated authority to purchase a new shredder to replace the unserviceable one at a cost of £76.38.</p> <p>RESOLVED To ratify the purchase of the shredder.</p> <p>RESOLVED to re-cycle the shredded paper via free alternatives</p> <p>3) Clerk reported that Parks dept of B.C.B.C. did not yet have a timescale for the replacement of the wooden slats around the skateboard park, this was still with Gareth Evans of Parks dept.</p> <p>4) Clerk confirmed that the quote for this year's Christmas lights had been received and due to the requirement to get an answer back to them as soon as possible so that they could start erecting the lights in the next month it would be necessary to ask the members to consider the quote in this meeting. Members of the Council agreed to consider this item as per Standing Orders (Chairmanship - item 38) & Item 16 of main orders. The cost of the erecting and dismantling of the lights would be £3080.48.</p> <p>RESOLVED To accept this quote. Clerk to inform B.C.B.C.</p> <p>5) Clerk confirmed that the Councils accounts were with the internal auditor for their six month audit.</p> <p>6) Clerk confirmed that the Youth facility working party had meet with the property department of B.C.B.C. with regard to seeking permission to use the required land for the facility. The Clerk also pointed out that if the Council were to create a trust or charity for administering the facility that she did not have the necessary expertise to undertake this and it would therefore be prudent to seek expert legal & financial assistance to ensure that any trust/charity etc was set up legally with the resulting finances administered in line with the relevant law.</p> <p>7) Forthcoming Peninsula Training: Cardiff – 15/01/09: Recruitment & Selection / Equal Ops / Interviewing & Induction Cardiff – 24/03/09: Basic Employment Practice Swansea – 25/02/09: Recruitment & Selection / Equal Ops / Interviewing & Induction Cllrs. To let Clerk know as soon as possible if they wish to attend.</p>	Clerk
178.0	Members' Reports.	
178.1	<p>Cllr. Jones – Nothing to report.</p> <p>Cllr. Lewis – Nothing to report.</p> <p>Cllr. Bennett – Nothing to report</p> <p>Cllr. Voisey – Nothing to report.</p> <p>Cllr. Aston – Nothing to report.</p> <p>Cllr. Spanswick – Nothing to report.</p>	
179.0	Date of next meeting.	
179.1	<p>Planning meeting 04/11/08 starting @ 5.30pm in Oak Tree Surgery, followed by Finance Committee meeting @ 5.45pm</p> <p>Routine Meeting 20/11/08 @ 7pm in Oak Tree Surgery</p>	
180.0	Council to consider planning applications.	
180.1	Cllr. Spanswick declared an interest in this agenda item & left the room.	

	RESOLVED that Council made the following planning application decision as listed at Appendix 3.	
	Meeting closed at 9:32pm	

Appendix one - Correspondence received:

1	15/09/08	OVW	For members of Council to consider Motions for debate @ AGM
2	16/09/08	Mayor's Chamber	For Council to note an invite to the clerk to attend a clerks' meeting on 22/10/08 @2.30pm Civic Offices
3	16/09/08	OVW	For members of Council to consider agenda for AGM & nominations for Chair & Vice Chair
4	29/09/08	B.C.B.C.	For members of Council to consider Code of conduct training
5	06/10/08	Welsh Assembly Government	For members of Council to consider Clean Neighbourhood & Environment Act Guidance notes
6	08/10/08	Keep Wales Tidy	For members of Council to consider shortlisting in competition.
7	09/10/08	Neighbourhood Watch Ass't	For members of Council to consider price increase of Street signs to £16.00
8	09/10/08	County Borough Supplies	For members of Council to consider price increases
9	09/10/08	Zurich	For members of Council to consider changes to the structure of Zurich Financial Services Group.

Correspondence sent:

1-2	11/09/08	Cllr. Wathan & Voisey	Agendas
3	15/09/08	Girlguide asst	Acknowledgement of donation request
4	16/09/08	Glam Farm Supplies	Invoice
5-6	17/09/08	Allan's Gdn Mach & Neighbour' Watch Ass't	Invoices
7	29/09/08	Carwyn Jones	Re Chorleywood Allotments
8	30/09/08	Mrs Podd	Re litter bins
9	01/10/08	P Kestle	Update of Chorleywood allotments.
10	01/10/08	Mrs Phillips	Acknowledgement for Thank you letter
11-18	07/10/08	Various	Invoices

Tel / Face to Face enquires:

1	15/09/08	Resident of Brackla	Bin in Church Acre still not emptied, reported to Parks & Highways.
2	15/09/08	Resident of Brackla	Enquiry re woods at rear of property blocking out light. Passed onto B.C.B.C.
3	16/09/08	Resident of Brackla	Wanted to know who organised the PACT meeting & when & where they were advertised – furnished him with the info'
4	16/09/08	Resident of Brackla	Street light out in Trem-Y-Mor – reported to B.C.B.C.
5	18/09/08	Resident of Brackla	Wanting directions to Bryn-Y-Cae nursing home – provided.
6	18/09/08	Resident of Bridgend	Wanting to know how to get a bus pass – Passed him onto B.C.B.C.
7	30/09/08	Resident of Brackla	Wanting to dispose of unwanted furniture – passed onto B.C.B.C.

Appendix Three

Planning Applications Approved by Bridgend County Borough Council:

Chun-Ok Kim, 57 Cae Brackla, Brackla – Conditional Permission
Mr & Mrs Priday, 13 The Hollies, Brackla – Single storey extension.

Planning Applications Declined by Bridgend County Borough Council:

Nil return

APPENDIX Three
PLANNING APPLICATIONS 8th Oct to 16th Oct 2008

	<u>Ref:/ Date Received</u>	<u>Name & Add of Applicant</u>	<u>Property that planning application applies to</u>	<u>Details of planning application</u>	<u>Decision</u>
1	P/08/910/FUL 09/10/08	Mr & Mrs J Davies 36 Priory Oak Brackla	Same	Conservatory Extension	No Objection B.C.B.C. permitted
2	T/08/52/TPO/CW 09/10/08	Tracy-Jane Bisatt 5 Vale View, Brackla	Same	Remove Large Branch overhanging fence & property (OBC TPO [No8] 1988)	No Objection
3	P/08/886/FUL 13/10/08	Mrs M Hibberd 17 Ger Y Coed, Brackla	Same	Sun Lounge to rear.	No Objection

APPENDIX Two

Brackla Community Council

Bank Reconciliation Statement as at: 30/09/2008 for Cash Book 1 Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op Current A/c	30/09/2008	247	47,455.98
			47,455.98

Unpresented Cheques (Minus)	Amount
13/08/2008 202044 Mr/s Titley	10.00
16/09/2008 202059 Allan's Garden Machinery	45.00
16/09/2008 202060 Bridgend County Neighbor'Watch	14.00
29/09/2008 DDR68 Forbuoys Martin McColl Ltd	6.98
	75.98
	47,380.00

Receipts not Banked/Cleared (Plus)	0.00
	47,380.00
Balance per Cash Book is :-	47,380.00
Difference is :-	0.00

Brackla Community Council

Current Account

List of Payments made between 08/09/2008 and 09/10/2008

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/2008	B Whitlock	BILL PAY	237.08		Salary w/e 13/09/08
08/09/2008	J Jowett	BILL PAY	34.15		Expenses Aug 08
11/09/2008	Riverside Hardware &	DDR62	34.95		Rachet Strap
15/09/2008	B Whitlock	BILL PAY	267.77		Salary w/e 13/09/08
15/09/2008	Brackla Tabernacle	202057	50.00		Hire of church for B in Bloom
15/09/2008	Glamorgan Farm Supplies	202058	28.69		Equipment
16/09/2008	BT	DD	61.95		Telephone bill
16/09/2008	Allan's Garden Machinery	202059	45.00		Equipment maintenance
16/09/2008	Bridgend County	202060	14.00	21.2.08 item	Pay't of road sign
17/09/2008	Somerfield Stores	DDR63	50.00		Fuel for van
17/09/2008	B&Q	DDR64	44.98		Equipment
18/09/2008	Tesco	DDR65	50.00		Vacuum
18/09/2008	Hire One	DDR66	26.21		Lightweight anti-vibration glo
18/09/2008	Arian Finance Ltd	DD	268.84		Van Hire
23/09/2008	J Jowett	BILL PAY	559.72		Part pay salary Sept 08
23/09/2008	B Whitlock	BILL PAY	216.77		salary w/e 20/09/08
26/09/2008	B&Q	DDR67	16.44		Coveralls & glue
27/09/2008	Dr Madelin Oak Tree Surgery	SO	209.71		Rent
28/09/2008	J Jowett	SO	1,000.00		Part pay salary Sept 08
29/09/2008	B Whitlock	BILL PAY	216.97		Salary w/e 27/09/08
29/09/2008	Forbuoys Martin McColl Ltd	DDR68	6.98		Diary & Pen for Gardener
29/09/2008	Dr madelin Oak Tree Surgery	SO	11.54		Part Payt of Rent
01/10/2008	G H Griffiths & Son	DDR69	46.01		fuel for van
02/10/2008	Somerfield Stores	DDR70	10.58		Fuel for equipment
03/10/2008	Vodafone	DD	39.99		Mobile telephones
06/10/2008	B Whitlock	BILL PAY	304.29		Salary w/e 04/10/08
07/10/2008	Planning Aid Wales	202061	621.80		Training
07/10/2008	Ravenstock MSG Ltd	202062	121.68		Steel store hire Sept 08
07/10/2008	J Jowett	BILL PAY	10.91		Expenses for Sept 08
07/10/2008	Allan's Garden Machinery	202063	135.64		Equip maintenance & oil
07/10/2008	RCT	202064	859.32		Pension contributions Sept 08
07/10/2008	RBS Software Solutions	202065	105.75		Records back up service
07/10/2008	Graham Paul Chartered	202066	141.00		Wages Prep for July to Sept 08
07/10/2008	HM Revenue & Customs	202067	2,639.71		NI & PAYE
07/10/2008	Harrison's Packaging	202068	317.25		Dog Foul Bags
07/10/2008	Broad Street Garden Centre	DDR71	24.99		Replace't for vandalised tree
		Total Payments	8,830.67		

<u>Committed (Unavoidable Spend 09/10)</u>		
Wage Clerk	£ 25,132.00	
Wage Gardener	£ 15,553.00	
NI PAYE	£ 11,200.00	
Employers Pension Contributions	£ 9,000.00	
Overtime	£ 3,000.00	
Vehicle Hire	£ 3,000.00	
Vehicle Ins	£ 1,000.00	
Petrol	£ 1,200.00	
Accountancy	£ 750.00	
Accts Package	£ 700.00	
PCSO	£ 15,000.00	
Rent	£ 3,000.00	
Peninsula	£ 2,369.00	
Liability Ins	£ 1,500.00	
Photocopier	£ 950.00	
Mobile Tel	£ 600.00	
Office Tel	£ 900.00	
Stationery	£ 1,500.00	
Office Equipment	£ 1,000.00	
Chain Engraving/ Honours Board	£ 100.00	
Audit	£ 1,100.00	
One Voice Wales	£ 1,200.00	
Pat Testing	£ 60.00	
Election costs	£ 1,500.00	
Web Updating	£ 200.00	
Web Hosting	£ 120.00	
Postage	£ 300.00	
Cllr Expenses	£ 100.00	
Steel Store Hire	£ 1,545.00	
Dog Fould Bags	£ 2,200.00	
Tools	£ 3,000.00	
Equip Maintenance	£ 1,300.00	
Erect Xmas Lights	£ 3,500.00	
Seasonal Bedding	£ 5,000.00	
Vehicle Maintenance	£ 1,000.00	
Fuel for Equip	£ 300.00	
Sub Total		£ 119,879.00
		(Last year this was £117868.00)
		Increase of 1.7%
<u>Discretionary Spend</u>		
Asst Clerk	£ 16,000.00	
Training	£ 1,000.00	
New Blower	£ 1,000.00	
Kubota replacement	£ 10,000.00	
Newsletter	£ 3,000.00	
Youth Project	£ 10,000.00	
Chairs Allowance	£ 750.00	
Civic Service	£ 500.00	
Funday	£ 3,500.00	
Competitions	£ 500.00	
Section 137 payments	£ 3,000.00	
Grants	£ 3,000.00	
Environment Schemes	£ 1,000.00	
Crime Prevention (Neighbourhood watch)	£ 100.00	
Summer Playscheme	£ 1,500.00	
New xmas lights	£ 5,000.00	
Capital Fund	£ 10,000.00	
Sub Total		£ 69,850.00
Grand Total		£ 189,729.00
Last Year's Precept was £141K		
25.78% increase.		
The discretionary spend figures are just to give you a discussion starting point for next week's Finance meeting		

Detailed Income & Expenditure by Year to Date Budget Heading

Month No : 6

Committee Report

	Current Mth	Current Mnth	Current Mnth	Year to Date	Year to Date	Year to Date	Total Annual	Committed	Funds
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Expenditure	Available

Finance

101 Staffing

4000	Clerks Salary	1,560	2,042	482	9,760	12,252	2,492	24,500	14,740	0
4002	Gardeners Salary	1,153	1,258	105	6,016	7,548	1,532	15,100	9,084	0
4003	Overtime	0	250	250	0	1,500	1,500	3,000	3,000	0
4004	Employers Pension	0	750	750	2,951	4,500	1,549	9,000	6,049	0
4005	Employers National Insurance	0	2,625	2,625	2,705	5,250	2,545	10,500	7,795	0
4006	Health and Safety	0	0	0	55	60	5	60		5
4007	Staff Expenses	34	33	-1	138	198	60	400	262	0
4008	Employment Costs	0	42	42	0	252	252	500		500
4010	Training	0	57	57	115	342	227	682	567	0
	Staffing :- Expenditure	2,747	7,057	4,310	21,741	31,902	10,161	63,742	41,497	504
	Net Expenditure over Income	2,747	7,057	4,310	21,741	31,902	10,161	63,742		

102 Administration

4012	Rent	221	231	10	1,304	1,386	82	2,772	1,468	0
4022	Stationery	0	94	94	120	564	444	1,126		1,006

4023	Telephones	53	75	22	302	450	148	900	598	0
4024	Mobile Phones	34	50	16	191	300	109	600	409	0
4025	Photocopier	0	0	0	446	475	29	950	504	0
4026	Postage	0	25	25	113	150	37	300	187	0
4027	Insurance	0	1,500	1,500	1,067	1,500	433	1,500		433
4028	Subscriptions	0	0	0	1,132	1,200	68	1,200		68
4031	Newsletter	0	0	0	1,072	3,000	1,928	3,000		1,928
4032	Website Maintenance	0	17	17	0	102	102	200		200
4033	Website Hosting	0	10	10	0	60	60	120		120
4055	Accounts Services	0	188	188	130	375	245	750	620	0
4057	Audit	0	800	800	-700	1,000	1,700	1,000	1,700	0
4059	Peninsula	168	197	29	1,008	1,182	174	2,369	1,361	0
4060	Accounts Package Maintenance	0	0	0	398	310	-88	600	202	0
4070	Office Equipment	35	0	-35	229	0	-229	0		-229
4071	Capital Fund	0	286	286	0	1,716	1,716	3,433		3,433
	Administration :- Expenditure	511	3,473	2,961	6,814	13,770	6,956	20,820	7,049	6,957
1006	Income Photocopier	0	0	0	19	0	19	0		
1176	Precept Received	0	0	0	141,000	141,000	0	141,000		
1190	Interest Received	806	0	806	3,240	0	3,240	0		
	Administration :- Income	806	0	806	144,260	141,000	3,260	141,000		
	Net Expenditure over Income	-295	3,473	3,768	-137,446	154,770	10,216	-120,180		

105 Civic

4105	Chairs Allowance	0	0	0	225	700	475	700	325	150
4110	Civic Service	0	0	0	167	750	583	750	500	83
4115	Elections	0	0	0	5,067	6,000	933	7,500	2,433	0
4120	Engraving	0	0	0	0	13	13	13		13
	Civic :- Expenditure	0	0	0	5,460	7,463	2,004	8,963	3,258	246
	Net Expenditure over Income	0	0	0	5,460	7,463	2,004	8,963		

106 Events

4280	Funday	0	0	0	2,763	3,500	737	3,500		737
4295	Competition Prizes	89	250	161	290	500	210	500	200	10
	Events :- Expenditure	89	250	161	3,053	4,000	947	4,000	200	747
1055	Income Funday	0	0	0	-320	0	-320	0		
	Events :- Income	0	0	0	-320	0	-320	0		
	Net Expenditure over Income	89	250	161	3,373	4,000	627	4,000		

109 Grants

4400	Section 137	0	0	0	430	750	320	1,100		670
4405	Summer Playscheme	0	1,500	1,500	1,471	1,500	29	1,500		29
4406	Youth Work	0	625	625	0	3,750	3,750	7,500		7,500
4407	Grants Out	0	0	0	400	0	-400	400		0
	Grants :- Expenditure	0	2,125	2,125	2,301	6,000	3,699	10,500	0	8,199

Net Expenditure over Income		0	2,125	2,125	2,301	6,000	3,699	10,500		
<u>201 Environment</u>										
4200	Vehicle Renewal/Hire	229	250	21	1,373	1,500	127	3,000	1,627	0
4201	Vehicle Maintenance	-134	86	220	0	516	516	1,030		1,030
4203	Vehicle Insurance	0	0	0	691	1,000	309	1,000		309
4204	Petrol	116	83	-33	484	498	14	1,000		516
4220	Container Rental	0	129	129	528	774	246	1,545	1,017	0
4225	Equipment	200	250	51	578	1,500	922	3,000		2,422
4227	Equipment Maintenance	219	108	-111	666	648	-18	1,300		634
4231	Fuel for Equipment	15	17	2	109	102	-7	200		91
4250	Environmental Schemes	0	183	183	657	1,098	441	2,200		1,543
4260	Roundabout Sponsorship	0	0	0	-140	0	140	0		140
4261	Seasonal Bedding	0	0	0	3,765	3,000	-765	4,700		935
4281	Xmas Lights	0	0	0	0	0	0	5,000	3,500	1,500
	Environment :- Expenditure	644	1,106	462	8,712	10,636	1,924	23,975	6,144	9,119
1050	Income Roundabout Sponsorship	0	0	0	876	0	876	0		
1055	Income Funday	0	0	0	320	0	320	0		
1057	Income Green Waste Bags	58	0	58	202	0	202	0		
	Environment :- Income	58	0	58	1,398	0	1,398	0		
	Net Expenditure over Income	586	1,106	520	7,314	10,636	3,322	23,975		

202 Safety

4270	PCSO	0	3,750	3,750	3,643	7,500	3,857	15,000	11,357	0
4271	Crime Prevention	14	0	-14	34	0	-34	0		-34
	Safety :- Expenditure	14	3,750	3,736	3,676	7,500	3,824	15,000	11,357	-33
	Net Expenditure over Income	14	3,750	3,736	3,676	7,500	3,824	15,000		
	Finance Expenditure	4,005	17,761	13,755	51,755	81,271	29,516	147,000	69,505	25,740
	Income	864	0	864	145,337	141,000	4,337	141,000		
	Net Expenditure over Income	3,141	17,761	14,620	-93,582	-59,729	33,853	6,000		