



ANGMERING PARISH COUNCIL

Dispensation – Section 33, Localism Act 2011

Dispensations can be given to councillors who apply for one where one or more of the following criteria apply:

- a) Without it, the number of participants excluded from the debate would 'impede the transaction of business';
- b) Without it, political balance would be upset;
- c) It is in the interests of residents of the area;
- d) Without it, the Executive of the Authority could not operate;
- e) It is otherwise appropriate.

Because it might be construed that the **setting of the budget and precept** is a 'pecuniary interest' for councillors the advice is that they should apply for a dispensation to allow them to be involved in the decision-making process for this.

Please complete the following:

I,, request dispensation under the Act to enable me to take part in the budget and precept setting process of Angmering Parish Council, this dispensation being relevant until the next Ordinary Election date, due in May 2019. The reasons for the request are those detailed in a), c) and d) above.

Signed

Dated

ADVICE ON WHETHER COUNCILLORS NEED TO OBTAIN A DISPENSATION TO PARTICIPATE IN A BUDGET/PRECEPT SETTING DEBATE

QUESTION

Under the new Code of Conduct do Councillors need a dispensation to debate and vote on Council Tax and NNDR setting, budget setting, and precept setting?

SUMMARY ADVICE

The best and most cautious advice is: yes Councillors should seek a dispensation before debating and voting in budget and precept setting.

The old Code of Conduct:

The old Code of Conduct contained a paragraph [10(2)(c)(vi)] stating that: 'You do not have a prejudicial interest in any business of the authority where that business relates to setting council tax or a precept under the Local Government Finance Act 1992.'

The new Local Code of Conduct:

By contrast there is no equivalent provision in the new code of conduct.

The best advice is, therefore, that dispensations need to be expressly sought and granted in relation to this matter under the new code (see Advice Note dated 29 October 2012 from the Society of Local Council Clerks [SLCC]).

This is a "pecuniary" or monetary interest because it will affect the Councillor's position and income/savings/assets as payers of Council Tax and/or Business Rates and/or as owners or occupiers of land within the area of the Council.

SEEKING DISPENSATION - Section 33 LOCALISM ACT 2011

Dispensations can be given to Councillors who apply for a dispensation where one or more of these five criteria apply:

- (a) without it, the number of participants excluded from the debate, would "impede the transaction of business"
- (b) without it, political balance would be upset
- (c) it is in the interests of residents of the area
- (d) without it the Executive of the authority couldn't operate
- (e) it is otherwise appropriate

A dispensation will be on certain terms stated and will allow the Councillor subject to it to debate and vote on an issue and will be effective for a period of time stated, which must be no more than four years.

CONCLUSION

The advice is "yes Councillors should seek a dispensation before debating and voting in budget and precept setting". A dispensation should be sought in the way described above.

Town and Parish Councils should have their own procedures for dealing with requests for dispensations, as dispensations are no longer dealt with by the District Council.

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District Councillors should apply to the Standards Committee via the Monitoring Officer for a dispensation.

SOURCES

Localism Act 2011 Chapter 7

SI 2012 No 1464 Discloseable pecuniary Interests

Society of Local Council Clerks Advice Note dated 29 October 2012.

Author: Delwyn Jones – Planning Solicitor and Deputy Monitoring Officer – Arun District Council

Dated: 21 November 2012.



REPORT TO PARISH COUNCIL

Date: 14 November 2016
Prepared by: Rob Martin
Subject: Asset Register & Use of Reserves
Ref:

Asset Review – Use of Reserves and Budgetary Implications

1. This subject was considered at the Governance & Oversight meeting on 8 November 2016, and this report will be accompanied by a verbal report from the committee chairman on its recommendations.
2. The attached analysis was drawn up by Cllr Thompson, in conjunction with the Clerk's office and provides the basis for the recommendations being made AND is the starting point for this review of how earmarked reserves and the budget and its management will be organised for the future.
3. The numbers have been adjusted slightly from the original version circulated to councillors to take account of the Palmer Road Pavilion contribution being £8,000 rather than £2,000.
4. As part of the task, conclusions can be drawn from the spreadsheet on:
 - The day-to-day renewal and maintenance requirements for the remainder of the 2016/2017 financial year.
 - The tasks that will need to be undertaken within the next year – in practice this will also partly be done in 2016/2017 as well.
 - The initial reserve balance that should be held for this type of activity.
 - The annual 'contribution' to be made to ensure that future work can be undertaken when necessary.
5. It should be borne in mind that this analysis is just looking at the maintenance and replacement programme for all existing equipment and does not generally consider the need to provide for future additional provision – the exceptions being the provision for capital expenditure on the Community Centre and the Palmer Road Pavilion replacement.
6. In order to be able to draw logical conclusions on the effect of adopting policies like those being suggested, it is necessary to understand the financing of this work now and consider the effect on the budget and precept of adopting the principles underlying the work.
7. In addition, the CLEW Committee will need to manage the budget and the way that this will be done should be clearly laid out. For this reason, the Governance Committee should look mainly at the principles and processes and look to monitor the performance of CLEW against the agreed plan.

Asset Maintenance & Renewals Reserve

8. The current provisions for basic maintenance have mainly been provided for within the individual budgets, for example from the play area maintenance heading. The amounts put

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into these budgets have generally been there for the very basic tasks that are done day-to-day and amount to no more than a hundred or two.

9. When more substantial work has been necessary, the committee involved, formerly the maintenance committee, has referred to the full Council in order to get approval to spend. It would seem to be sensible to build into the process a full delegation of budget/reserve to CLEW to enable it to carry out the work necessary without reference back.
10. In addition, behind the purpose of the analysis, was a concern that at £92,500 the **General Reserve** was not approaching the guideline level of 50% of the annual precept, which would have amounted to £136,145 for 2016/2017.
11. The initial thought was that the overall level of maintenance reserve was probably too high, and that this could be reduced and the general reserve raised to nearer the required level.
12. The overall reserves picture as at 1st April 2016 was as follows:-

	£	£	
General Reserve	92,492		
TOTAL GENERAL		92,492	
Community Centre Improvement	47,992		This is to be reduced further by the cost of the car park extension £37,058. The long-standing policy is to add £10,000 pa to cover major maintenance or improvement works.
Palmer Road Project	66,518		A long-standing policy has been to earmark £8,000 pa to show that the parish backs this project
TOTAL CAPITAL		114,510	
Office Improvements	5,000		2015/16 Budget not spent so transferred to cover major improvements if we have to stay in current office
Grounds Maintenance Equipment	3,230		To cover the replacement of the tractors/equipment, including the van
Asset Renewal	206,542		A general fund from which anything wanted has been funded. There has been no replacement plan produced
Festive Lights	1,000		The lights were replaced two years ago and this is an annual replacement fund of £1,000
Flood Prevention	4,583		This is the remainder of grants provided which have not yet been spent.
TOTAL REVENUE		220,355	
OVERALL TOTAL		427,357	

13. The exercise that has been undertaken is a financial one which has taken the Asset Register listings and determined a principle for transferring funds into or out of the appropriate reserves each year. The idea is to match this with a physical programme of asset replacement, for which the funds will be available, when needed.
14. Overall, the analysis suggests the following:-

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- The opening balance on the reserve, to provide for the maintenance and Refurbishment of existing assets, of £168,700
 - A transfer of £58,300 per annum (of which £21,100 is for the play areas) into the reserve
 - Expenditure of £6,400 is to be spent in the first year on general and specific items (shown on the spreadsheet as £4,800)
15. A summary of the proposed allocations towards the maintenance and refurbishment of existing equipment is:

	2016/2017	2017/2018
	£	£
Play Area Maintenance Refurbishment	6,400	20,108
Mowers & Machinery		2,250
Parish Office		5,000
Community Centre		10,000
Palmer Road Pavilion		8,000
Van		1,000
Other Assets		8,490
Contingency		3,474
	6,400	58,322

In addition to the consideration of the reserve movements, it is necessary to take account of the budgets already in for 2016/2017, that would be double counted if looking at this analysis in isolation.

16. The budgets concerned are:

• Play Area Maintenance	£1,800
• BMX Track Maintenance	£1,000
• Community Centre Maintenance	£3,000
• Outdoor Gym	<u>£300</u>
TOTAL	<u>£6,100</u>

Effect on the 2016/2017 Budget & Reserve Balance

17. The Community Centre & Palmer Road Pavilion reserve amounts will continue the contributions being made to the relevant potential capital projects.
18. Assuming that there is to be two contributions for maintenance and capital, the following likely position at the end of this current year is as follows taking the budget figures shown in the attached analysis:

	April 2016 Balance	2016/2017 Expenditure	2016/2017 Budgeted Contributions	2016/2017 Adjustments	31 st March 2017 Expected Balance
General Reserve	92,492	(7,110)	0	54,248	139,630
Capital	114,510	(37,058)	18,000	0	95,452
Repairs & Renewals	220,355	(6,400)	8,980	(54,248)	168,687
	427,357	(50,568)	26,980	0	403,769

19. The reduction in the balance of the repairs & renewals reserve, with a consequent transfer to the General reserve makes the latter more than 50% of the precept, which was one of the aims of this exercise.

Practical Application of Principles & Delegation to CLEW

20. As far as the ongoing annual ‘contribution’ to maintenance is concerned, this has two sides to it because against this contribution must be held the cost in each year of keeping up with the maintenance/refurbishment programme, which will not be the same as the contribution.
21. My suggestion is that the budget delegated to CLEW would relate to the work programmed for that year, at the expected cost level. The difference between the cost and the annual contribution would be the ‘financing mechanism’ for the work.
- An example would be that work to the tune of (say) £40,000 could be programmed and budgeted for and the remaining £11,722 would be budgeted as a contribution to the reserve and conversely if the work was budgeted at £70,000, the excess of £18,278 would be financed as a withdrawal from the reserve – this would always ensure that the expected charge of £51,722 would be held against the precept.
22. The problem that then exists is that the whole annual charge has to be afforded from the precept. The consideration of this needs to take into account a number of matters, however. This is because there are a number of budget amounts already in the current year, being financed from the precept that we need to extract if we are going to look at the overall effect of the suggestion. This is as follows:-

	£
Annual Contribution	58,322
Less budgeted contributions to Reserve	(8,980)
Less Maintenance budgets already there	(6,100) (see above)
Less Office Improvements budget	<u>(5,000)</u>
	<u>38,242</u>

23. The current budgeted contribution to this reserve is just £1,900, but the aspiration has always been to contribute £30,000 per annum, albeit with no basis for it and no plan of what was going to be done with it.
24. As a result of this exercise assuming that the contributions and programme will start right away, consideration might need to be given to increasing the precept or reducing other expenditure by £38,000 to put the matter right in one step, or it could make smaller steps to achieve the result over an agreed number of years.

Conclusions

25. The Governance & Oversight Committee was requested to agree the principles outlined above for the operation of the reserves, and recommend them to the full council. The Chairman of that committee will report to Council on this
26. The financial effect has been worked into the draft budget for 2017/2018 to be considered when the financing decisions, particularly the setting of the precept, are decided upon.
27. To consider these principles when deciding upon the level of precept to charge, and how any shortfall would be accommodated.

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28. The Parish Council is requested to accept the recommendation for the delegation of the repairs & renewals reserve to CLEW with effect from 1 April 2017.

Play area	Description of item	Repair / Replacement	Day to day repair this year	Repair / Replace in 1yr	Repair / Replace in 3yrs	Repair / Replace in 5yrs	Repair / Replace in 7yrs	Repair / Replace in 10yrs	Repair / Replace in 15yrs	Renewal reserve as of July 2016 30%	Renewal reserve as of July 2016 50%	Annual actual to reserve	Comments	
Discovery	Perimeter fencing Surfacing	Repair junction with edge surround	£ 300.00						£ 4,200.00	£ 1,260.00	£ 200.00	£ 200.00	94sq.m	
		Rhyno scrub clean		£ 1,300.00					£ 6,600.00	£ 2,200.00	£ 300.00	£ 300.00		
	Sign Picnic table (timber)	No work required												
		Rub down and apply timber treatment		£ 180.00					£ 300.00			£ 150.00	£ 15.00	
	Litter bin Multi Play	No work required												
		Rub down and apply timber treatment		£ 1,275.00					£ 400.00			£ 200.00	£ 40.00	
	Swings	Replace missing / damaged bolt cap covers							£ 12,000.00			£ 6,000.00	£ 600.00	
		Secure loose fixings		£ 30.00										
		Replace broken panel		£ 40.00										
		Tighten ladder		£ 20.00										
		Rub down and apply timber treatment			£ 560.00				£ 3,000.00					
		Secure loose fixings		£ 40.00										
	Musical panel	Replace chains		£ 30.00										
		Treat any rust and paint												
Replace missing / damaged bolt cap covers													Check replacement cost	
Rub down and paint timber posts			£ 80.00											
Mirror panel	Replace missing / damaged bolt cap covers		£ 30.00											
	Rub down and paint timber posts													
	Treat any rust and paint		£ 80.00											
	No work required							£ 800.00						
General works to area	Replace missing / damaged bolt cap covers							£ 800.00						
	Wash all play units		£ 520.00											
	Temporary security fencing during works		£ 395.00											
Pippin	Perimeter fencing	Reduce height of hedging by half		£ 600.00										
		Adjust surface levels to ensure 1 no. gate closes correctly	£ 150.00											
	Surfacing	Replace hinge to gate		£ 90.00										
		Rhyno scrub clean		£ 1,138.50										
Sign Benches (timber)	No work required		£ 240.12											
	Secure loose fixings							£ 300.00						

Play area	Description of item	Repair / Replacement	Day to day repair this year	Repair / Replace in 1yr	Repair / Replace in 3yrs	Repair / Replace in 5yrs	Repair / Replace in 7yrs	Repair / Replace in 10yrs	Repair / Replace in 15yrs	Renewal reserve as of July 2016 30%	Renewal reserve as of July 2016 50%	Annual actual to reserve	Comments
Activity trail	Secure rope end fixings		£ 30.00										
	Treat any rust and paint		£ 30.00										
	Rub down and apply timber treatment			£ 900.00		£ 4,000.00					£ 2,000.00	£ 400.00	
	Remove and replace 4no. Timber stepping stones												
	Adjust cross chains			£ 600.00									
	Secure loose fixings to wobble board			£ 80.00									
	Replace chains												
	Replace missing / damaged bolt cap covers			£ 1,000.00									
	Replace missing / damaged bolt cap covers			£ 30.00									
	Rub down and apply timber treatment												
	Replace chains			£ 560.00		£ 3,000.00							
	Replace missing / damaged bolt cap covers				£ 200.00								
	Treat any rust and paint			£ 30.00		£ 500.00							
	Replace missing / damaged bolt cap covers			£ 30.00									
Swings	Treat any rust and paint		£ 30.00										
	Replace missing / damaged bolt cap covers												
Spring bike 1	Treat any rust and paint		£ 30.00										
	Replace missing / damaged bolt cap covers												
Spring bike 2	Treat any rust and paint		£ 30.00										
	Replace missing / damaged bolt cap covers												
Spring horse	Treat any rust and paint		£ 30.00										
	See saw												
	Spinning bowl												
Spinning stick	Treat any rust and paint		£ 30.00										
	Temporary security fencing during works												
General works	Treat any rust and paint			£ 500.00									
	Temporary security fencing during works												
Discovery Outdoor Gym	Treat any rust and paint		£ 30.00							£ 850.00		£ 110.00	
	Replace missing / damaged bolt cap covers												
	Treat any rust and paint		£ 40.00										
	Treat any rust and paint		£ 30.00							£ 650.00		£ 85.00	
	Replace missing caps		£ 20.00							£ 500.00		£ 60.00	
	Treat any rust and paint		£ 30.00										
	Replace missing handgrips									£ 500.00		£ 60.00	
	Treat any rust and paint		£ 40.00										
	Replace missing handgrips									£ 650.00		£ 85.00	
	Replace missing / damaged bolt cap covers												
	Replace bushes		£ 40.00										
Hip twist	Replace bushes		£ 100.00										
	Treat any rust and paint		£ 30.00										
Cross trainer	Treat any rust and paint		£ 30.00										
	Replace bushes		£ 40.00										
Cross trainer	Treat any rust and paint		£ 30.00										
	Replace bushes		£ 40.00										
Cross trainer	Treat any rust and paint		£ 30.00										
	Replace bushes		£ 40.00										

It is recommended that they be replaced within a year???

Check replacement cost. Chains do not comply.

Removed. Replace???

Removed. Replace???

Play area	Description of item	Repair / Replacement	Day to day repair this year	Repair / Replace in 1Yr	Repair / Replace in 3yrs	Repair / Replace in 5yrs	Repair / Replace in 7yrs	Repair / Replace in 10yrs	Repair / Replace in 15yrs	Renewal reserve as of July 2016 30%	Renewal reserve as of July 2016 50%	Annual accrual to reserve	Comments	
	Push up & dip stn								£ 1,200.00	£ 400.00		£ 55.00		
Discovery skate bowl area	Repairs to cracks		£ 1,000.00										Repairs required to cracks. Insurance value £87500???	
	Repair welds		£ 100.00							£ 3,000.00	£ 4,200.00	£ 2,000.00		
	Replace seats		£ 400.00		£ 8,300.00			£ 9,000.00				£ 600.00		
	Replace missing / damaged bolt cap covers											£ 820.00		
	Treat and repaint		£ 40.00											
	Warning sign required		£ 400.00				£ 5,000.00					£ 250.00		
	Replace missing / damaged bolt cap covers		£ 300.00											
	Sign		£ 40.00											
	Steel bench 1							£ 300.00					£ 15.00	
	Steel bench 2							£ 350.00					£ 20.00	
Lighting							£ 350.00					£ 20.00	Replacement cost £11000???	
General	Repair areas around seats		£ 100.00										Installation cost £40000	
	Add ongoing day to day costs		£ 4,380.00	£ 25,366.62	£ 26,000.00	£ 50,200.00	£ 9,500.00	£ 33,913.00	£ 50,625.00	£ 19,070.00	£ 55,365.00	£ 18,280.00		
				£ 7,500.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 7,500.00	£ 12,500.00					
										Add the 30%				
										Add 1yr				
	Sub-total		£ 4,380.00	£ 25,366.62	£ 33,500.00	£ 55,200.00	£ 14,500.00	£ 41,413.00	£ 63,125.00					
	Add contingency 10%		£ 438.00	£ 2,536.66	£ 3,350.00	£ 5,520.00	£ 1,450.00	£ 4,141.30	£ 6,312.50					
	Total play areas		£ 4,818.00	£ 27,903.28	£ 36,850.00	£ 60,720.00	£ 15,950.00	£ 45,554.30	£ 69,437.50					

Play area	Description of item	Repair / Replacement	Day to day repair this year	Repair / Replace in 1yr	Repair / Replace in 3yrs	Repair / Replace in 5yrs	Repair / Replace in 7yrs	Repair / Replace in 10yrs	Repair / Replace in 15yrs	Renewal reserve as of July 2016 30%	Renewal reserve as of July 2016 50%	Annual accrual to reserve	Comments
		Sub-total	£ -	£ -	£ 34,500.00	£ 31,000.00	£ 24,900.00	£ 3,000.00	£ 21,600.00	£ 53,550.00	£ -	£ 34,740.00	
		Add contingency 10%	£ -	£ -	£ 3,450.00	£ 3,100.00	£ 2,490.00	£ 300.00	£ 2,160.00	£ 5,355.00	£ -	£ 3,474.00	
		Total other assets	£ -	£ -	£ 37,950.00	£ 34,100.00	£ 27,390.00	£ 3,300.00	£ 23,760.00	£ 58,905.00	£ -	£ 38,214.00	
		Add play areas	£ 4,818.00	£ 27,903.28	£ 36,850.00	£ 60,720.00	£ 15,950.00	£ 45,554.30	£ 69,437.50	£ 109,781.78	£ -	£ 20,108.00	
		Grand total	£ 4,818.00	£ 27,903.28	£ 74,800.00	£ 94,820.00	£ 43,340.00	£ 48,854.30	£ 93,197.50	£ 168,686.78	£ -	£ 58,322.00	



REPORT TO ANGMERING PARISH COUNCIL

Date: 14 November 2016
 Prepared by: Rob Martin
 Subject: Budget 2017/2018
 Ref:
 Policy Number

Budget Preparation and Precept for 2017/2018

1. The draft Budget as summarised below has been based on the continuation of policies unchanged, except for the introduction of the asset repairs and renewals policy considered elsewhere.
2. The analysis below shows the comparison of the 2017/2018 draft budget with the 2016/2017, split by activity as explained in the report to the parish council on 10 October 2016.

	2016/2017 Budget	2017/2018 Draft Budget	Variation
	£	£	£
Income			
Precept	(272,290)	(272,290)	-
Grants	(5,800)	-	5,800
Interest & Investment Income	(12,200)	(10,100)	2,100
Other Income	(1,300)	(1,300)	-
TOTAL INCOME	(291,590)	(283,690)	7,900
Office Expenditure			
Employee Direct Costs	122,500	128,150	5,650
Training	700	750	50
Office Running Costs	3,100	3,250	150
Office Improvements	5,000	-	(5,000)
Office equipment, Stationery and day-to-day costs	4,620	4,600	(20)
Photocopying	3,300	3,300	-
Newsletter	5,000	5,200	200
Publications & Subscriptions	2,500	2,700	200
IT	5,000	4,800	(200)
Audit & Legal	1,450	1,650	200
Recycling Collection	300	300	-
Insurance Premium	10,000	10,000	-
Room Hire, Bank Charges & Adverts	345	745	400

AGENDA ITEM 13**Maintenance Team**

Employee Direct Costs	41,850	45,050	3,200
Training	550	500	(50)
Tools & equipment	2,000	1,700	(300)
Van Running Costs	3,220	3,150	(70)
Operational Equipment	1,400	1,500	100
Rubbish Collection	1,700	2,100	400

Councillors

Allowances	5,200	3,500	(1,700)
Training	2,500	1,500	(1,000)
Hospitality	-	700	700

Maintenance

Dog Bin Collection	1,400	500	(900)
Winter Maintenance	50	-	(50)
Palmer Road	1,400	1,400	-
Flower Beds	7,800	7,800	-
Christmas Tree & Lights	450	450	-
War Memorial	500	500	-
St Nicholas Gardens	1,300	1,300	-
Fletcher's Field	500	500	-
Water Lane	600	600	-
Twittens	500	500	-
Street Lighting	5,600	6,000	400
Verges	300	300	-
Mayflower Park	500	500	-
Play Areas	2,400	600	(1,800)
Skatebowl	150	150	-
BMX Track	1,100	100	(1,000)
Outdoor Gym	400	100	(300)
Community Centre	3,000	3,000	-

Events

Christmas Meal	2,000	1,000	(1,000)
Annual Fair	2,850	3,800	950
BMX/Skatebowl Jam	3,000	1,000	(2,000)

Support Other Organisations

Village Hall Broad band	750	500	(250)
Community Grants	3,000	3,000	-
Community Land Trust	2,000	2,000	-
Allotment Association	825	825	-

Reserve Contributions

Contributions/(Reduction)	26,980	58,322	31,342
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TOTAL EXPENDITURE 291,590 319,892 28,302

NET EXPENDITURE - 36,202 36,202

AGENDA ITEM 13

3. All known changes have been taken into account, summarised as follows:-
 - The loss of **grants** figure (£5,800) brings to an end the support offered to offset the loss of precept raising ability caused by the government changes brought in to move the burden of housing benefit to local taxpayers rather than central ones. ADC have reduced the amount of grant over the last 4 years and have removed it altogether from 2017/2018.
 - The budget for **investment income** has been reduced because of the effect of the Brexit vote on interest and investment income and the fact that using reserves reduces the amount that can be invested.
4. There are unavoidable increases in **employees** costs, both office and groundstaff and these are caused by national pay increases and increments (if awarded). In addition, there is an increase in the rate of National Insurance caused by the fact that, where formerly the people in the LGPS were contracted-out of part of the state pension scheme, this has now ceased. In addition, the employers' contribution rate for the LGPS will increase by around 1%.
5. The **events** reductions are reflecting the council decision to reduce the commitment to these.
6. The reduction in councillors' allowances is due to the fact that the budget reflected the position a year ago, and one recipient of these has now left the council together with a reduction in the budget for training, which was increased in the first year after the election because of the perceived needs of the new councillors.
7. The overall increase is almost solely down to the increase in contribution to the reserves which is dealt with in a separate report. This is where there is a real choice of whether this is matched, and how would that be financed, or if the shortfall is made up over time. This is the main matter to be considered when the question of the precept for 2017/2018 is considered.

Analysis of Budget Variations	£	£
Income		
Loss of Grant		5,800
Loss of Investment Income		2,100
Employees Costs		
Inflation	3,310	
Increments	2,350	
National Insurance, Contracted out change	1,840	
Superannuation 1% increase	1,350	
Total Employees		8,850
Events		(2,050)
Councillors Allowances & Training		(2,000)
Transfers to Reserves	31,342	
Less:		

AGENDA ITEM 13

Maintenance Budgets 2016/2017	(3,650)	
Office Improvements	(5,000)	22,692
Other Variations		810
Total Variations		36,202

2017/2018 Precept Considerations

8. The 2016/2017 precept was based on an overall requirement for £272,290 which is then divided by the **Tax Base** of 3,093 band D equivalent homes, resulting in a basic charge of £88.03.
9. The precept income level shown above for 2017/2018 is the same as the previous year. The **Tax Base** is calculated by Arun District Council once a year, in November, and is based on the number of properties occupied at the designated date. There is no adjustment for further occupations between November and the year of account.
10. There will be a natural growth in this number between the November 2015 and November 2016 calculations, given the housebuilding that has occurred in that time, and ADC have verbally indicated this will be at least an extra 92, making 3,185 in total. The exact number to be used will be known at the beginning of December 2016.
11. It is likely therefore that, without increasing the charge per property, a natural increase of £8,100 in precept income will occur, leaving £28,000 still to be found. If raised by increasing the charge, this would result in an increase of £8.75 (per year) per household, or just less than 10%.

Conclusions

12. The Governance & Oversight Committee will have considered this matter at their meeting on 9 November, and a report from the Committee Chairman will be made.
13. The Council is requested to consider the budget detailed above, and attached, and agree this as a basis for the next year subject to being able to afford to fully fund the contribution to the Renewals Reserve.
14. To agree how much of the shortfall is to be met and by what mechanisms.
15. To consider agreeing a parish precept for 2017/2018.

2016/2017 Original Budget

2016/2017 Revised Budget

2017/2018 Budget

2016/2017 Budget

Nominal		£
Income		
4001	Precept	(272,290)
4100	Grants Received - General	-
4101	Grants Received - Lottery	-
4102	Grants Received - Arun DC	(5,800)
4103	Grants Received - WSCC	-
4104	Grants Received - Government	-
4200	Donations Received	-
4201	Fundraising	-
4500	Section 106 Income	-
4501	Community Infrastructure Levy Income	-
4800	Interest Received	(200)
4801	Investment Income	(12,000)
4900	Allotment Rent Received	(900)
4901	Insurance Claims	-
4902	Ground Rent & Insurance Contribution fr	(400)
4903	Other Income	-
Total Income		(291,590)
Expenditure		
Employees Direct		
5000	Salary - Clerk	38,400
5001	Salary - Assistant Clerk	56,200
5002	Salary - Groundstaff	33,000

£
(272,290)
-
-
(5,800)
-
-
-
-
-
-
(100)
(11,200)
(900)
(2,000)
(400)
-
(292,690)
39,200
65,300
26,900

£
(272,290)
-
-
-
-
-
-
-
-
-
(100)
(10,000)
(900)
-
(400)
-
(283,690)
40,100
57,200
34,600

Total

Total

Total

2016/2017 Original
Budget2017/2018
Budget2016/2017
Revised
Budget

2016/2017 Budget

Total

Total

Total

Nominal		£	£	£
5005	Employer's National insurance	9,100		11,300
5007	Pension - LGPS	27,650		30,000
5008	Pension - Other	-		-
	Employees Indirect			
5012	Travel	250	250	250
5015	Subsistence	-	-	-
5020	Staff Training	1,000	1,000	1,000
	Supplies & Services			
5100	Electricity	650	1,000	1,000
5101	Gas	950	750	750
5102	Water/Sewage	450	400	450
5103	Business Rates	-	-	-
5110	Office Cleaning	700	700	700
5111	Office Maintenance	550	550	550
5112	Office Improvements	5,000	5,000	-
5113	Office Equipment	500	500	500
5200	Stationery & Consumables	2,500	2,500	2,500
5201	Postage	100	100	100
5202	Telephones	1,100	1,100	1,000
5203	Broadband	1,170	1,000	1,000
5204	Mobile Telephones	500	500	500
5205	Photocopying	3,300	3,300	3,300
5206	Printing	300	300	300
5207	Newsletter Production	5,000	2,300	5,200

2016/2017 Original
Budget

2016/2017 Budget

Nominal		£	Total
5208	Newsletter Delivery	500	
5210	Books & Publications	200	
5211	Professional Subscriptions	2,300	
5212	Other Subscriptions	-	
5213	Protective Clothing	500	
5214	Tools & Equipment	1,000	
5215	Bank Charges	20	
5216	Room Hire	300	
5217	Entertainers/Stallholders	7,000	
5220	Advertising	25	
5250	IT Support	3,700	
5251	IT Software	1,000	
5252	IT Equipment	300	
5300	Insurance - Parish Policy	10,000	
5301	Insurance - Vehicles & Equipment	1,000	
5400	Internal Audit Fees	800	
5401	External Audit Fees	600	
5402	Professional Expenses	2,000	
5403	Legal Fees	50	
	Councillors		
5500	Councillor's Basic Allowance	4,200	
5501	Member's Travel Expenses	500	
5502	Chairman's Allowance	1,000	
	Hospitality & Team Building	-	

2016/2017 Revised
Budget

Total

£
500
200
2,500
-
500
1,850
20
700
3,800
25
3,000
4,500
300
9,950
1,400
800
800
2,800
50
3,200
500
300
700

2017/2018
Budget

Total

£
500
200
2,500
-
500
700
20
700
5,000
25
3,100
1,400
300
10,000
1,500
800
800
2,000
50
3,200
500
300
700

2017/2018
Budget2016/2017
Revised
Budget2016/2017 Original
Budget

2016/2017 Budget

Total

Total

Total

Nominal		£	£	£
5503	Courses/Conferences		2,000	1,000
	Other Expenditure			
5600	Election Costs	-	-	-
5700	Community Grants	3,000	3,300	3,300
5800	Allotment Rent Paid	825	825	825
	Maintenance Committee			
6300	Play Area Inspections	800	800	800
6301	Play Area Maintenance	2,800	9,600	-
6302	Play Amenities Maintenance	300	1,300	-
7000	Buildings - Routine Maintenance	3,000	4,000	3,000
7001	Buildings - Insurance Work	500	500	500
7002	Buildings - Improvements	-	-	-
7050	Christmas Tree	400	400	400
7051	Festive Lights	-	-	-
7100	Street Lighting - New Columns	-	-	-
7101	Street Lighting - Electricity	1,400	1,400	1,500
7102	Street Lighting - Maintenance	4,200	4,400	4,500
7200	Dog Fouling Bin Collections	1,400	500	500
7201	Dog Fouling New Bins	-	-	-
7202	Maintenance - Direct Labour	-	-	-
7203	Maintenance - Contractor - General	3,900	4,650	3,900
7204	Maintenance - Contractor - Grass	900	900	900
7205	Maintenance - Contractor - Trees & Hedge	-	-	-
7206	Maintenance - Contractor - Flowers & Be	8,100	7,900	7,800

2016/2017 Original
Budget

2016/2017 Budget

Nominal		Total	£
7207	Rubbish Collection Green Waste	800	
7208	Rubbish Collection Recycling	300	
7209	Rubbish Collection General Waste	900	
8000	Mowers/Strimmers - Purchase	-	
8001	Mowers/Strimmers - Fuel	700	
8002	Mowers/Strimmers - Maintenance	750	
8003	Mowers/Strimmers - Movements	50	
8050	Vehicles - Purchase	-	
8051	Vehicles - Fuel	800	
8052	Vehicles - Licence	-	
8053	Vehicles - Maintenance	700	
8054	Equipment Storage	720	
9000	Loan Charges	-	
9500	Transfers to Reserves	26,980	
9900	Capital Improvements	-	
Total Expenditure		291,590	
Total Net Expenditure/(Income)		-	

2016/2017 Revised
Budget

Total

£
1,200
250
1,100
-
700
800
-
-
900
50
700
2,200
-
(16,478)
37,058
299,800
7,110

2017/2018
Budget

Total

£
1,000
300
1,100
-
700
800
-
-
900
50
700
-
-
58,322
-
319,892
36,202

Report on the hearing on planning application A/131/16/OUT held at Millennium Chamber Wednesday 2nd November 2016

ARUN DISTRICT COUNCIL DESTROY THE MADE ANGMERING NEIGHBOURHOOD PLAN TO ALLOW BUILDING CONTRARY TO THE WISHES OF THE PARISHIONERS

At the development control meeting held to consider the above application to build 9 housing units outside the built-up area boundary the chairman of development control Councillor Jacqui Maconachie used extremely aggressive behaviours to bully, cajole and threaten members of the committee to approve the application clearly operating to an agenda (and reading from pre printed scripts) to achieve the will of her masters to prove that the Angmering NP is out of date and therefore any reference within it to restrict housing in the Parish is now rendered useless.

The officer presenting the application to the committee with a recommendation to approve the application advised that while the papers in front of the committee made reference to Arun obtaining a legal opinion on the status of the Angmering NP the papers advised this was not yet available. The officer however was very pleased to report that the legal opinion had been received earlier in the day [quote: our strategic team did receive this morning, albeit quite late this morning] and verbally advised that this opinion in his view supported the statements he had made in the officer report that the built-up area boundary in the made Angmering NP could be ignored for the purposes of this application. No attempt was made to provide any copy of this opinion to the committee or to the parish at this time.

The Parish were then called to speak and before the start of the 3 minute time a verbal statement was made to the committee as to how unfair and contrary to any reasonable democratic process this situation now was. A request was made to defer this application so that all could see the legal opinion and then act accordingly.

Cllr Mountain : We are told it [*the report*] was received this morning. We have had no sight of it. We know not what it says. How on earth can a reasonable discussion and argument on the legalities of the Secretary of State's clear appeal ruling, which all members of the committee have been made aware of, even be considered today. That is neither equitable nor fair to the people of Angmering.

The request was summarily dismissed by the Chairman and in a very assertive manner the Angmering Parish Councillor was told in no uncertain terms that they had 3 minutes to speak and had better get on with it.

Chair: Cllr Mountain, I have been very tolerant, you do have 3 minutes to speak to the application. I did say at the beginning of the application there was a lengthy update and that the officer would give the committee members a resume of that, you will have also heard, along with everybody else, he did in fact mention the response from the legal side and I have no doubt that all we need to know as a planning committee is the information that has been given to us in the report. There should be no dramatic changes made to that, which has been confirmed. **I am quite sure there will be a copy available should you request it, I'm not sure there's one needed, but I'm sure it**

can be made available to you in the legal department. Now, if you would be kind enough to proceed I would be most grateful. Thank you very much indeed.

The Parish comments on the planning application related only to the specific reason behind the Parish objection to this proposal which was that the site in question is outside the built-up area boundary and as such was contrary to the made Neighbourhood Plan.

Reference was made to the Secretary of States decision in the matter of the Yapton NP and that ruling which was that the Neighbourhood Plan is valid even with the absence of a 5 year land supply and that the NP should be afforded significant weight in deciding a planning application. In the view of the Parish Council there is no distinction between Angmering and Yapton and that the attempt by the planning officer to refer only to certain parts of the Angmering NP to justify his decision to ignore the plan were wrong. It was stated that the Angmering NP includes sites outside the settlement with future potential upon which 400+ houses could be accommodated. This clearly shows the Angmering NP had the ability to be reviewed and adapted as and when the Arun local plan is finally approved. All neighbourhood plans have to be revisited and if required revised when a local plan is finally adopted, this is a fact all town and parishes with NP are aware of and therefore there is no need to state such a revision in any plan document.

The Parish Council was not asking the committee to reject this application, it was asking for it to be deferred so that all parties could see the legal advice.

After the agent for the applicant had spoken the meeting then reverts to the committee and is for councillors to speak and ask questions.

Councillor Ricky Bower stated that Arun DC finds itself in a very difficult position regarding the issues of the status of neighbourhood plans. He advised that this new second tier of planning (meaning the presence of Neighbourhood Plans) which has been added by central government was making it difficult for the District to know what the law actually was and how it should be implemented. He also stated that if a decision was not made today that the applicant could appeal for non determination (this statement was a common theme from Cllr Bower and the Chairman) and he further stated that “we do have to come to a determination on this application”

The Chairman then restated the risk of non-determination and clearly stated “All we need to know is that fortunately it does not influence this decision” (meaning the Yapton appeal and the Secretary of States decision) and that “ I think that is what the committee should vote for” meaning members should pass the planning application.

Only one other councillor spoke to say that he was unhappy with the position and the unclear issue of the legal advice but felt he had to support the application.

The chairman then again stated “There is nothing to be gained by delaying, because it will go to non- determination”

Four Councillors then spoke one after the other and all of them stated that they were very unhappy at making any decision on this application until they had seen the full text of the legal opinion which Arun had received and which was not available at this time other than a short verbal note as already given. These Councillors went on to say that the application should be deferred so that they could evaluate the application with all the facts to hand.

The Chairman then rebuked one of the councillors for their comments and yet again stated **“and the second thing I would say is, you heard, they will go to non-determination. You will have no control over any conditions or anything else if you go for non-determination”** The Parish Council was disbarred from speaking at this time but would seriously question if these words are actually correct in planning law, particularly “anything else” and further demonstrated the Chairmans drive to approve this application.

At this stage the Head of Development Control (Nikolas Antoniou) produced a piece of paper (like a rabbit from a hat) and advised the committee that perhaps if he could read from this paper which was part of the legal opinion this would help the councillors in their deliberations. **He stated “While I don’t have the entirety of the legal opinion I did ask and did obtain a 1 page sheet with 2 or 3 paragraphs”** He then proceeded to read paragraph 8 and 9 which without the context of this opinion and all the factors around it could only be said to have an opinion and we quote from the counsel words “I consider a 50% probability that the decision MAY be quashed by the court” and **“that on the information given to the legal team** it seemed that the Angmering NP being out of date that the built boundary could be ignored in this planning application. “

He also stated that following the revised (yet again) OAN housing numbers the position of all Neighbourhood Plans in Arun District were unknown but he made it clear that “it would be wrong to see the Yapton decision as establishing any new general policy rules that would apply to other schemes in the council’s area”

His final summary was when advising the application should be determined today was **“our decision making power may be taken away by an appeal on determination which in itself then exposes the Council to yet more appeal costs which we can ill afford at this time”** Yet again the repeated threat of what the consequences of deferring would be. It should be noted there is no comment on how much of our Council Tax money has already been spent on lawyers to obtain the legal opinion to bury our neighbourhood plans.

In listening to the reading of the paragraphs it was clear that the legal opinion in those paragraphs was based on information given by the Council and which had been targeted at a specific small section of the Angmering Neighbourhood Plan as no reference at all was made to the land for extra housing or the fact that the plan included an extension of the built boundary.

A Councillor then stated “I am very uncomfortable with this in all aspects and I agree with what the Cllr on my right says. I’m not really convinced that extracts from legal documents will suffice. We need to see the full document they (the lawyers) usually contradict themselves in them anyway, so we need to see them as to what’s going on,

we do not have the evidence to agree or not disagree. I really feel uncomfortable on this one”

The Chairman responded “I can sympathise with your views, but then of course you do realise not only have you got to study their whole report, you have to make yourself absolutely word perfect on the Yapton Plan that particular policy plus the Angmering Plan - Word for word. **In my very long experience if you ask 4 QC the same question you’ll get a different answer** “

Head of Development Control then stated “I may or may not have overstepped the mark by reading out 2 paragraphs anyway, we don’t normally give out legal opinion however It doesn’t mean that the officers or members of the public can’t obtain it,” The chairman intervened at this point and stated “That’s why I mentioned the Legal Department. It would be available via the Legal Department. “

Head of Development Control went on to say “I go back to the point that this advice was received very, very late in the morning, Mr Roberts (Director Planning and Economic Regeneration) **had already analysed this page** setting out very clearly that he was content with the officers recommendation to move forward with the agenda and doesn’t see any need to defer or massively change it, but all I can say is that this legal advice has confirmed Mr Robert’s view that a recommendation can proceed.

The chairman then clearly warned the members of committee that if this application was not decided today then the applicant could appeal for determination due to time elapsed and this would cost the Council Tax payers of Arun money. This was repeated on at least 3 occasions at different parts of the discussions, no mention was made of how much money had been and was being spent by Arun on their legal advice to enable them to overrule the Neighbourhood Plans.

At this stage following a statement from a councillor that they had not had sight of the legal advice it was confirmed to the meeting that it consisted of 5 and a half pages. The officer as above who had read out the one page clearly knew about the other 4 and a half, one wonders as to what they said!

A call to defer the application was proposed and seconded and the vote was 6 for deferment and 8 against. The Chair proclaimed the deferral lost and moved on to a vote and approval on the planning application.

Angmering Community Centre Association

15

Registered Charity Number 1125150

The Parish Office
The Corner House
The Square
Angmering
BN16 4EA

27 October 2016

Dear Rob and Paul

Further to my conversation with Paul yesterday when I left the sheet of information on Flooring Quotations.

After six years of heavy footfall – particularly in the toilets – used by the public as well as people using the Centre – the Altro flooring has not worn well. All the firms coming in agreed that this flooring was not good for our situation and is very difficult to maintain.

I have seen five firms, talked with them about times for doing the work (which needs to be over the Christmas/New Year period where hirers have cancelled), looked at their samples of flooring and discussed the suitability of the flooring to ensure non-slip and easy maintenance.

This was discussed yesterday evening at our Trustee Meeting. All were in agreement that the firm I have placed at the top of the chart – “Euro-Pean” from Horsham looks to be offering the best service and flooring quality – at the lowest price! The flooring we like, which was recommended, is *Tarasafe Geo* which is rated HSE 36+ for permanent slip resistant vinyl floorcovering, is easy to maintain, needing no sealer or polish and has a surface treatment making it resistant to stains. Sample available should you wish to have a look at it.

The Trustees were also in agreement that, although Flooring is listed as part of the Landlord’s Covenant, we would like to work with you on this and share the cost as we have done successfully in the past. We are certain that you will do the best you can for us.

I hope that you can put this on the agenda for the November Parish Council Meeting. It would be good to make arrangements to have this done when the Centre is quieter – which we had to work around in order to complete the recent decorating throughout.

I look forward to hearing from you after the Parish Council meeting.

Yours sincerely



IKARSAFE GEO



R10 SparClean® Meets HSE guidelines



- ▶ 100 % recyclable
- ▶ **Easy to maintain:** no sealer or polish for the entire product life, extreme resistance to stains and chemicals (Betadine) due to SparClean® treatment
- ▶ **Permanent slip resistance** - dense concentration deep inlaid mineral crystal particles throughout the wear layer
- ▶ **Enhanced colour, design and brightness** due to the use of mineral crystal particles
- ▶ **Highest abrasion rating**
- ▶ **Maximum hygiene**
- ▶ **Indoor Air Quality:** extremely low VOC emission

KIT



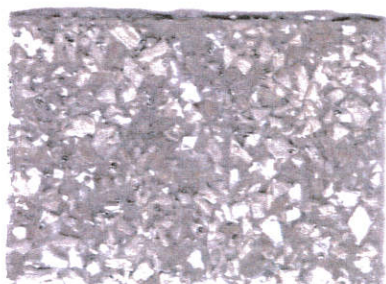
4784 Arctic WR 0181



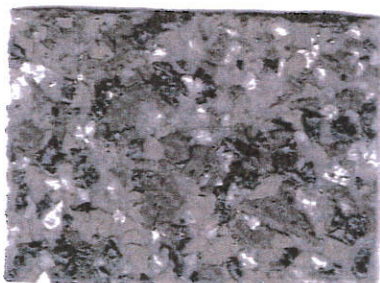
8236 Starburst WR 0228



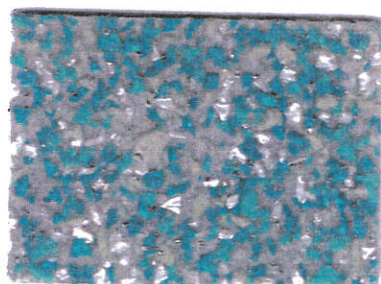
4108 Sunset WR 0184



4316 Salt Lake WR 0196



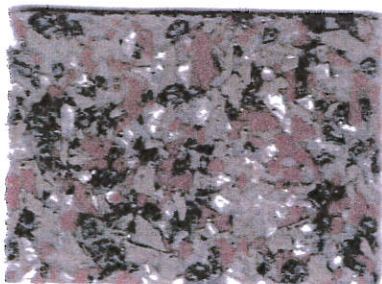
4317 Delta WR 0260



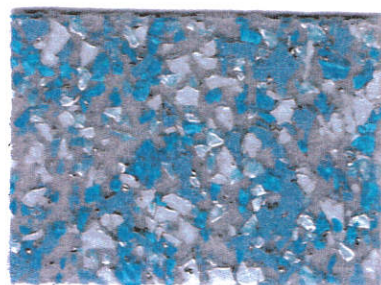
4503 Rainforest WR 0167



4320 Tundra WR 0262

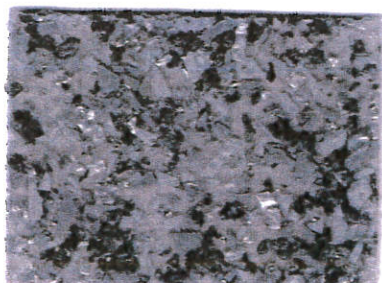


4106 Lava WR 0264

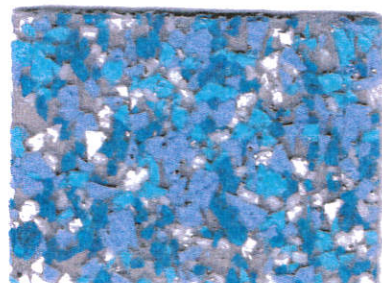


4459 Oceanic WR 0210

T-Units



4788 Alpine WR 0488



4447 Glacier Blue WR 0217

Compact sheet without foam backing
 WR: Welding Rods - Reference number: 0585 - WR code
 Suitable for heavy traffic applications
 * For more details: www.thegreenguide.org.uk

TARASAFE GEO is slip resistant vinyl floorcoverings, with a PVC wearlayer and deeply inlaid mineral crystal particles (patent pending) and coloured chips for a decorative design. It is reinforced with a glass fibre grid in sheet form. It is an ideal solution for heavy traffic applications where enhanced slip resistance, durability, hygiene and easy maintenance are required. Tarasafe is suitable for all heavy Traffic & Public Access areas, with a 12 year warranty. The products are **100% recyclable**.

ADHESIVES: Please refer to Gerflor Installation Guide.

INSTALLATION: Installation should be carried out in accordance with local standards. Sub-floor should be smooth, hard, clean, dry and free from contamination prior to laying. Where applicable the sub-floor must incorporate an effective Damp Proof Membrane. The material must be allowed to acclimatise for 24 hours before installation, in a room temperature of between 18-24°C where the product will be installed. All seams must be hot welded using a Gerflor matching weld rod.

MAINTENANCE: Maintenance should be carried out regularly to retain the appearance and durability of the floor. The floor covering should be maintained with regular sweeping and damp mopping. A more intense cleaning regime should be carried out periodically with a machine using a red pad and a neutral cleaner. No seals, polishes or waxes should be applied to the floorcovering, as this will impair the slip resistance of the floor.

For further instructions and guidance, please contact your local technical department.

Tarasafe Geo

DESCRIPTION

Total Thickness	EN 428	mm	2
Thickness of Wearlayer	EN 429	mm	1.15
Weight	EN 430	g/m ²	2500
Width/Length of Sheet	EN 426	cm/ml	200/20

CLASSIFICATION

Norm/Product Specification	EN 649 / EN 651	-	EN 649
European classification	EN 685	class	34-43
K Rating	-	class	K5
Fire Rating	EN 13501-1	class	Bfl-s1
Static electrical propensity	EN 1815	kV	<2

Slip resistance:

Ramp test shod with oil	DIN 51130	class	R10
Ramp test with water (Shod/Barefoot)	EN 13845, annex C	class	ESf/ESb
Pendulum test (wet & dry)	BS 7976-2	PTV (degree)	≥36
Surface roughness	-	Rz value (µm)	≥20

PERFORMANCES

Wear Resistance	EN 660.2	mm ³	≤2.0
Wear Group	EN 651	-	T
Dimensional stability	EN 434	%	≤0.40
Residual indentation: exigency	EN 433	mm	≤0.10
Impact Sound Insulation	EN ISO 717-2	dB	-
Thermal Conductivity	EN 12 524	W/(m.K)	0.25
Colour Fastness	EN 20 105-B02	degree	≥6
Chemical Products Resistance	EN 423	-	Good
Anti-bacterial activity (MRSA) **	ISO 22196	-	> 99.9% Inhibits growth
Surface Treatment	-	-	SparClean®

CE MARKING

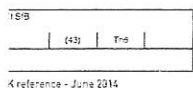


EN 14 041



For more details: www.thegreenguide.org.uk

* The implementation of an effective cleaning method is the best defence against infection.

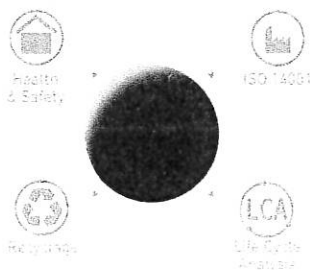


Reference - June 2014

Gerflor. Be CONNECTED!



www.gerflor.com



Committed to sustainable development

Gerflor
theflooringgroup

Création : misterBrown - Réalisation : coco & co - Z0012421 - 06/2014 - Indicative documentation cost: 2.000€

Flooring Quotations for Kitchen and Toilets

Firm	Area	Quote	VAT	TOTAL
Euro-Pean Horsham	Kitchen	£895.00	£179.00	£1074
	Toilets	£2480.00	£496.00	£2976.00
	For Both	£3375.00	£675.00	£4050.00
Peter Blackford Hove	Kitchen	£735.00	£147.00	£882.00
	Toilets	£2685.00	£537.00	£3222.00
	For Both	£3420.00	£684.00	£4104.00
IB Flooring Worthing Quotation Problems! Want 50% Deposit	Kitchen	£845.83	£169.17	£1015.00
	Toilets	£3829.17	£765.83	£4595.00
	For Both	£4675.00	£935.00	£5610.00
Fontwell No Samples left Want 50% Deposit	Kitchen	£1083.33	£216.67	£1300.00
	Toilets	£3250.00	£650.00	£3900.00
	For Both	£4333.33	£866.67.	£5200.00
Burgess Flooring Worthing Useless Quotation	Kitchen	No Price		
	Toilets	No Price		
	For Both	£5998.03	£1199.61	£7197.64

Flooring Samples very similar from all firms – all are safety non-slip.

Euro-Pean impressed the most on their visit, with their clear quotation and helpfulness over fitting the work in during the Christmas / New Year holiday period when the Centre could be clear. And they have come in less expensive. No Deposit required.



Angmering Parish Council
 Claire Fullman
 By Mail

19 October 2016

Dear Claire

RE. Soft Landscaping at Angmering Community Centre

The following prices are based on drawing number GHD2063

Price includes

- Supply and delivery of all plants, based on 2/3 litre pot size or as specified. Native planting price is based on bare root whips, which will be available from November until the middle of March, after this time container grown natives will be required at an additional cost.
- Bark mulch price for the trees, hedges and shrubs.
- All necessary labour to plant the above.
- Removal of waste, pots etc. to your onsite skips.

The following prices assume the following,

- That all areas concerned will be clear of all obstructions and builders materials before our arrival
- Consolidated topsoil is in place before our arrival to a depth of 450mm for beds, 150mm for seed areas and turf, over ripped and non-compacted sub soil
- The following price is based on installing in one visit, as all suppliers and delivery costs are based on one delivery and quantity discounts on plant supply.

Watering.

We will water all of the turf and plants in on completion of our works, after this time it becomes the responsibility of the main contractor and/or client.

Work Duration.

We would expect to be working on your site for approximately 2 working days, however this schedule maybe affect by any particularly bad weather. Ideally we would appreciate three weeks' notice before the works are due to commence.

Prices. All plus vat unless zero rated.

Supply all plants and planting labour as specified £2,215.00 plus vat

Garden House Design offer

- 10 Million Pounds public liability insurance.
- Directors and team leaders CRB checked
- Association of Professional Landscapers member.
- Licensed waste carriers with the environment agency.
- CPCS Ticketed machine operators.
- Personal CSCS card holders.
- Operatives Register of Landscape Operatives H&S card holders.

I hope our proposals are of interest, however if you require any further assistance please do not hesitate to contact me.

Yours sincerely
 Rod Winrow

ANGMERING VILLAGE HALL

Station Road, Angmering BN16 4HL

Reg. Charity no. 271149

Treasurer: Mrs Jennifer Blake
42 Mill Road Avenue, Angmering,
Littlehampton, West Sussex BN16 4HS
Phone 01903 785852
e-mail: jennifer239@btinternet.com

17

Mr R Martin
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex BN16 4EA

RECEIVED 31 OCT 2016

31 October 2016

Dear Mr Martin

Please find enclosed an application from Angmering Village Hall Management Committee for a grant from Angmering Parish Council.

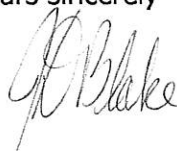
Angmering Village Pre-School are users of the Village Hall and their Health and Safety Report has recommended that the radiators in the main hall should have grills to protect the children from the risk of burns when the radiators are running at a high level. The Village Hall Management Committee feel that this is an important health and safety matter and that grills for the radiators should be provided. However, due to the large expense involved in removing the debris of the very large Monterey Pine tree that fell earlier this year and the subsequent felling of the remaining tree, together with a complete electrical overhaul to comply with new regulations and other ongoing maintenance and projects, the Repairs and Renewal expenses for 2016 so far total £25,569.81, compared to £15,900 for 2015. Our working reserves are therefore extremely depleted and any additional expenditure is currently on hold. The reserves in our notice accounts are the very minimum the Charity Commissioners recommend maintaining for serious emergencies.

The hall is used daily during term time by the Angmering Pre-School and at other times for children's parties. It is regularly used for ballroom dancing, carpet bowls, Pilates classes and by other groups. It is used as a Polling Station, as well as for the Christmas Lunch organised by the Parish Council and is available for use by all residents, young and old, from the surrounding areas.

I enclose a copy of the certified accounts for the year to 31 December 2015, the quarterly accounts as at 23 September 2016, and the quote from Paul Bates of Radiator Guards along with pictures of the grills.

I do hope that this application will be considered sympathetically as the hall is a well-used community asset and the Management Committee are striving to maintain it to the very highest of standards.

Yours sincerely



Jenny Blake
Angmering Village Hall Treasurer



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: rob.martin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2016-2017

In order to be eligible for a Parish Council Grant you or your organisation must fulfil at least one of the criteria in Section A and the application must fulfil at least one of the criteria in Section B. In addition, all applications must be supported by the information in Section C, and have regard to the exclusions in Section D. The details of the application must be completed in Section E.

NAME OF ORGANISATION	ANGMERING VILLAGE HALL
-----------------------------	------------------------

Section A

	<u>What type of organisation are you?</u>	Tick relevant box(es)
A1	A Charity providing services available to residents of Angmering	<input checked="" type="checkbox"/>
A2	An existing local group or organisation providing services available to residents of Angmering	<input type="checkbox"/>
A3	A new group or organisation, wishing to provide services for the residents of Angmering	<input type="checkbox"/>

Section B

	<u>Which criteria will your application fulfil?</u>	Tick relevant box(es)
	Reaching new people	<input checked="" type="checkbox"/>
B1	Increasing group membership and/or widening participation	<input type="checkbox"/>
B2	Starting up new activities and/or expanding existing services for residents of Angmering	<input type="checkbox"/>
B3	Organising community events and activities	<input type="checkbox"/>
B4	Bringing the community together	<input type="checkbox"/>
	Developing Services and supporting the local economy	<input checked="" type="checkbox"/>
B5	Organising one-off events to increase visitors to Angmering	<input type="checkbox"/>
B6	Activities aimed at developing skills for local unemployed	<input type="checkbox"/>

	people and assisting them to gain employment	
B7	Raising the profile of the village and its community	
B8	Improvements for the Angmering community infrastructure and developing community held assets	✓
	Encouraging community growth and self-reliance	
B9	Helping groups and organisations to develop their initial or starting assets and/or resources to support future financial independence	
B10	Helping the community to influence the planning and delivery of local services.	
B11	Protecting the environment and promoting sustainable local development	

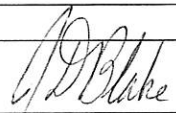
Section C

	<u>Supporting information required</u>	Tick relevant box(es)
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	✓
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	<i>membership not applicable. See covering letter.</i>
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	<i>not applicable</i>
C4	Charity Number, if applicable	271149

Section D

	<u>Conditions and Exclusions</u>
D1	Typically, awards will not be given for general running/administration costs
D2	Awards must be seen to be for the benefit of a significant number of Angmering residents
D3	Awards will not generally be given to individuals
D4	Awards must be used for or towards the specific project or item applied for.
D5	Awards will not be given retrospectively.
D6	Upon completion of the project, evidence must be provided that the award was used appropriately

Section E

Name of contact for grant purposes	Mrs Jennifer Blake
Position of contact	Treasurer & Trustee Angmering Village Hall
Full contact postal address, including postcode.	42 Mill Road Avenue Angmering, West Sussex BN16 4HS
Email address and website (if applicable)	jennifer239@btinternet.com angmeringvillagehall.btck.co.uk
Telephone number of contact	01903 785852
Total Project Cost	£750-00
Amount of grant applied for	£750-00
Where is the remainder to be financed from?	Angmering Village Hall reserves
Cheque to be made payable to	Angmering Village Hall
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	To provide metal radiator grills to cover the six large radiators in the main hall to give protection from direct contact with the main body of the radiator as this can get very hot when heating is on full power.
How many Angmering residents in organisation?	Available for use by all Angmering residents and surrounding areas.
How many Angmering residents will benefit from the grant?	See covering letter.
If you received a grant from the Parish Council during 2014-2015 please outline how the grant was spent	not applicable
Signature	
Date	31/10/16

**ANGMERING VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2015**

ANGMERING VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2015

	Note	Unrestricted funds	Restricted funds	Total	2014
		£	£	£	£
INCOME FROM:					
Donations and legacies	2	-	-	-	28
Income from Charitable activities		23,280	-	23,280	24,009
Other trading activities	3	1,214	-	1,214	1,038
Income from Investments	4	1,046	-	1,046	1,123
Total Income		<u>25,540</u>	<u>-</u>	<u>25,540</u>	<u>26,198</u>
EXPENDITURE ON RAISING FUNDS					
Expenditure on Charitable activities	5	29,031	-	29,031	24,583
Total Expenditure		<u>29,031</u>	<u>-</u>	<u>29,031</u>	<u>24,583</u>
NET EXPENDITURE/ INCOME		-3,491	-	-3,491	1,615
TRANSFER BETWEEN FUNDS		7,000	-7,000	-	-
FUND BALANCES BROUGHT FORWARD		18,152	49,653	67,805	66,190
FUND BALANCES CARRIED FORWARD		<u>21,661</u>	<u>42,653</u>	<u>64,314</u>	<u>67,805</u>

ANGMERING VILLAGE HALL

**BALANCE SHEET
AS AT 31st DECEMBER 2015**

	<u>Note</u>	2015		2014	
		£	£	£	£
FIXED ASSETS	7		2,082		2,776
CURRENT ASSETS					
Debtors and prepayments		1,921		628	
Cash at bank - CAF Cash		8,688		13,516	
- CAF Gold		5,144		135	
- United Trust Bank Deposits		52,318		51,281	
Cash in hand		125		210	
		<u>68,196</u>		<u>65,770</u>	
CURRENT LIABILITIES					
Accruals		<u>5,964</u>		<u>741</u>	
			62,232		65,029
NET ASSETS			<u><u>64,314</u></u>		<u><u>67,805</u></u>
Represented by:					
INCOME FUNDS					
General Purpose Fund			21,661		18,152
Restricted Property improvement fund			42,653		49,653
			<u><u>64,314</u></u>		<u><u>67,805</u></u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2015

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practise (SORP) FRS 102

Fund Accounting

Unrestricted funds are general funds which are available at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors and or Trustees.

Tangible Fixed Assets

These are comprised of fixtures and fittings which are stated at cost less depreciation. The depreciation is calculated to write down the cost of fixtures and fittings to their estimated residual values over the period of their estimated useful lives. The rate being 25% reducing balance.

2. DONATIONS AND LEGACIES

	2015 £	2014 £
Donations	-	28
	<u>0</u>	<u>28</u>

3. OTHER TRADING ACTIVITIES

	2015 £	2014 £
Christmas market	1,214	1,038
	<u>1,214</u>	<u>1,038</u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2015

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	2015 £	2014 £
Bank interest	<u>1,046</u>	<u>1,123</u>

5. DIRECT CHARITABLE EXPENDITURE

	2015 £	2014 £
<u>Restricted Funds</u>		
Repairs, renewals and enhancements	<u>-</u>	<u>-</u>

Unrestricted Funds

	2015 £	2014 £
Repairs and renewals	15,900	11,590
Depreciation	694	925
Cleaning	6,624	6,378
Consumables	401	503
Insurance	828	871
Independent examiners fee	195	195
Water rates	293	495
Light and heat	2,614	2,429
Subscriptions	559	406
Advertising	362	309
Non-domestic rates	150	147
Administration	411	335
	<u>29,031</u>	<u>24,583</u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2015

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings
	£
COST	
at 1st January 2015	23,319
Disposals	-
Additions	-
at 31st December 2015	<u>23,319</u>
DEPRECIATION	
at 1st January 2015	20,543
Disposals	-
Provided in year	694
at 31st December 2015	<u>21,237</u>
NET BOOK VALUE	
at 31st December 2015	<u>2,082</u>
at 31st December 2014	<u>2,776</u>

Angmering Village Hall

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QUARTERLY ACCOUNTS AND BUDGET 2016

	3 months to 31/03/16	3 months to 30/06/16	3 months to 23/09/16	2016 total to date	9 months to 30/09/15	2016 BUDGET
INCOME						
Donations	0.00	0.00	0.00	0.00	0.00	0
Insurance payment	0.00	0.00	567.57	567.57	0.00	0
Lettings	7,744.05	8,726.00	5,736.50	22,206.55	16,323.67	24,750
Christmas Market & other	0.00	0.00	0.00	0.00	0.60	1,200
Investment Income	3.84	5.12	0.00	8.96	6.28	1,050
	7,747.89	8,731.12	6,304.07	22,783.08	16,330.55	27,000
Deposits held at end of quarter	1,250.00	1,150.00	500.00			
EXPENDITURE						
Direct Charitable Expenditure						
Repairs and Maintenance	2,157.04	2,589.12	6,723.18	11,469.34	3,638.59	8,500
Cleaning	1,615.00	1,682.05	1,680.00	4,977.05	4,894.50	6,800
Consumables	170.20	162.20	106.63	439.03	243.02	500
Equipment	168.45	72.49	205.00	445.94	320.81	550
New Flooring toilet areas	2,844.00	0.00	0.00	2,844.00	0.00	0
Water boiler	794.46	0.00	0.00	794.46	0.00	0
Special Projects 2016 – seats	0.00	0.00	2,232.00	2,232.00	0.00	1,500
- defibrillator fitting	0.00	0.00	234.26	234.26	0.00	0
Defibrillator training course	0.00	0.00	75.00	75.00	0.00	0
Dishwasher	0.00	0.00	0.00	0.00	2,424.00	0
Fencing	0.00	0.00	0.00	0.00	2,523.60	0
Management expenses						
Insurance	0.00	0.00	0.00	0.00	796.36	850
Independent examiner fee	195.00	0.00	0.00	195.00	195.00	250
Water Rates	228.60	204.40	156.00	589.00	326.70	500
Light and Heat	1,220.85	359.98	747.80	2,328.63	2,154.93	2,650
Subs PRS & AiRS	288.11	0.00	0.00	288.11	388.86	560
Advertising	189.60	0.00	199.20	388.80	362.40	400
Non Domestic Rates	0.00	151.58	0.00	151.58	150.36	200
Administration	149.14	125.44	129.01	403.59	97.03	350
Fund Raising	0.00	0.00	0.00	0.00	0.00	0
	10,020.45	5,347.26	12,488.08	27,855.79	18,516.16	23,610
Excess income over outgoings				-5,073		3,390
Monies held at 23/09/16:						
CAF cash account 00008326	5,550.77	2,236.18				
CAF gold account 00084663	10,152.88	7,152.86				
United Trust 1 year 10015512	10,456.60	10,456.60				
United Trust 60 day 10014592	41,861.15	41,861.15				
Cash deposits	50.00	150.00				
Petty Cash	114.69	76.00				
Total funds at q/e	68,186.09	61,932.79				
uncleared cheques at q/e	(150.00)	0.00				
uncleared credit at q/e	0.00	0.00				
Adjusted funds at q/e	68,036.09	61,932.79				
	Funds at 23/09/15	62,053.04				
Anticipated exceptional expenses in next two months:						
				tree felling	6,024.00	
				tree & hedge maintenance	140.00	
				path repair	567.57	
					6,731.57	

From: paul bates
Sent: 17 September 2016 10:23
To: ali.reigate@hotmail.co.uk
Subject: Re: Enquiry radiator-guards.co.uk

Hi Alison ,thanks for the measurements.

Your initial measurements were 2044mm wide although working to your new measurements of 1045mm and using our quick release locks we could supply and fit the six guards for a total of £750.00

As previously stated we are not v.a.t registered so the price quoted is the total payable .

If you require a paper quote please let me know and I will put one in the post .

Looking forward to your reply

Kind regards

Tim Bates

On September 16, 2016, at 5:35 PM, alison REIGATE <ali.reigate@hotmail.co.uk> wrote:

Hi Paul

Did I not send you the measurements?

There arr 6 in total all 1045mm wide x 900 mm high x 100mm deep. Clearance from floor 3 x 150 mm 3 x 100 mm.

I look forward to your quote

Metal Guards

CONTENTS

About Us

Radiator Guards contact information

Quotes

Apply on-line for a free no obligation quote

References

Contact satisfied customers

Metal Guards

see the versatility of the Radiator Guards

Wooden Guards

New range of wooden guards

Recommendations

Company

About Us

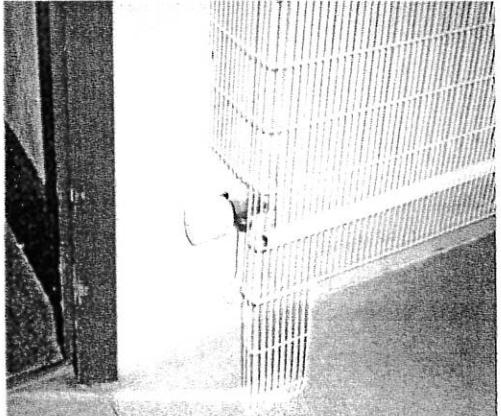
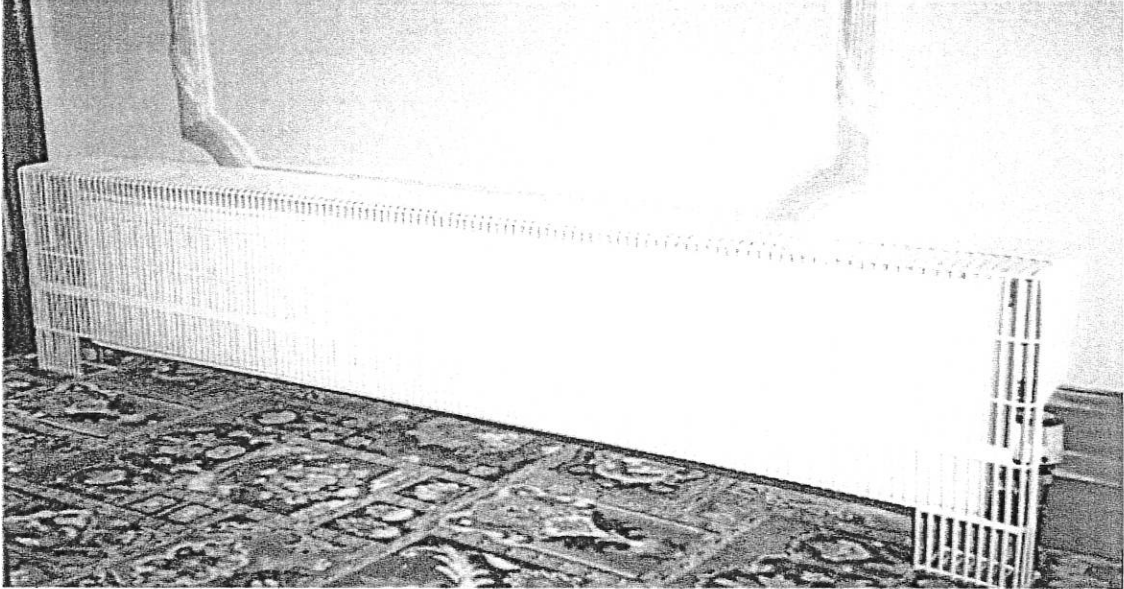
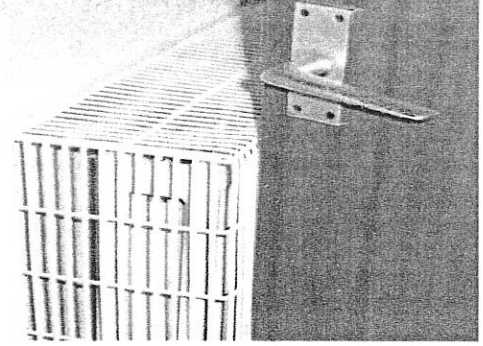
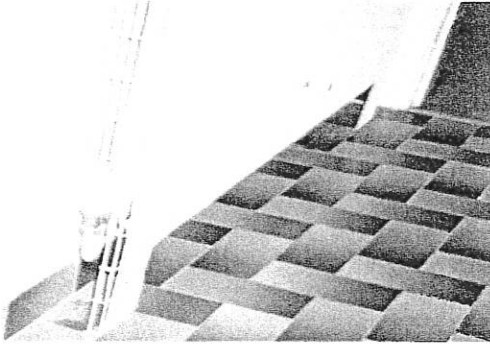
References

Quotes

Metal Guards

Wooden Guards

Recommendations



ANGMERING PARISH COUNCIL

Balances Outstanding as at: 31-Oct-16

	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	91,940.99	
Lloyds Bank 12-month Deposit Account	150,000.00	
Lloyds Bank Current Account	55,038.43	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
	521,979.42	
 Petty Cash Imprest Account		
	5.26	
 TOTAL BANK BALANCES AVAILABLE		521,984.68
 Public Works Loan Board		
Outstanding Debt - Office		-

2016/2017 Budget Monitor

31 October 2016

Revised Budget £ Actual to Date £ Proportion of Total £ Comments

Income	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Precept	(272,290)	(272,290)	100%	
Grants & Donations	(5,800)	(6,000)	103%	
Section 106 & CIL Income	-	-	0%	
Interest & Investment Income	(12,200)	(4,669)	38%	
Other Income	(1,300)	(5,824)	448%	Items in expenditure heads, covered by insurance income here
Total Income	(291,590)	(288,783)	99%	
Expenditure				
Employees Direct				
Salaries, NI & Pensions	164,350	101,279	62%	
Employees Indirect				
Staff Travel, Subsistence & Training	1,250	678	54%	
Supplies & Services				
Office Building Running Costs	2,750	1,224	45%	
Office Maintenance, Improvements & Equipment	6,050	284	5%	
Office Running Costs	8,970	6,042	67%	
Newsletter	5,500	385	7%	
Books Publications & Subscriptions	2,500	2,610	104%	SALC Subscription (£2,079) already paid for year.
Protective Clothing, Tools & Equipment	1,500	1,952	130%	Includes £1,036 for Defibrillator and box, not budgeted for.
Bank Charges	20	8	38%	
Room Hire	300	384	128%	
Event Costs	7,000	2,391	34%	
Advertising	25	-	0%	
IT Support, Software and Equipment	5,000	4,048	81%	
Insurance	11,000	11,366	103%	
Audit Fees	1,400	1,300	93%	
Professional & Legal	2,050	(630)	-31%	CLT Contract for AIRS to be paid for.
Councillors				
Allowances	4,700	1,925	41%	
Chairman's Allowance	300	300	100%	
Courses/Conferences	2,000	(210)	-11%	
Official Hospitality	700	335	48%	
Other Expenditure				

2016/2017 Budget Monitor

31 October 2016

Revised Budget £ Actual to Date £ Proportion of Total £ Comments

	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Election Costs	-	(240)	0%	
Community Grants	3,000	1,621	54%	
Allotment Rent Paid	825	(1,238)	-150%	Not been invoiced for 18 months
Christmas Day Event	-	-	0%	
Maintenance Committee				
Play Areas	3,900	2,402	62%	
Buildings	3,500	5,302	151%	Includes replacement sliding door mechanism for Community Centre
Christmas Tree & Lights	400	-	0%	
Street Lighting	5,600	(5,047)	-90%	Still awaiting invoice for £5,000 to cover Downs Way light replacement from 2014.
Dog Fouling & Waste Bins	1,400	-	0%	
Village Maintenance	14,900	9,343	63%	
Vehicles & Equipment	3,720	5,067	136%	
Loan Charges	-	-	0%	
Transfers to Reserves	26,980	-	0%	
Capital Improvements	-	38,823	0%	
Total Expenditure	291,590	191,703	66%	
Total Net Expenditure/(Income)	-	(97,079)	0%	

General Reserve

Balance b/f	(92,492)	(95,961)	
Less: Net Expenditure/(Income)	-	(97,079)	
Balance c/f	(92,492)	(193,040)	

RECEIPTS AND PAYMENTS SCHEDULE

Oct-16

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
04/10/2016	CCLA	BGC	6.28	-	6.28 Interest
10/10/2016	Lloyds	BGC	5.38	-	5.38 Interest
13/10/2016	Bounce Mania	BGC	340.00	-	340.00 Refund
24/10/2016	AVIVA Insurance	BGC	710.00	-	710.00 Tarmac Repairs
24/10/2016	Allotments Association	BGC	900.00	-	900.00 Allotment Rent
28/10/2016	HMRC	BGC	12,071.66	-	12,071.66 VAT REFUND
31/10/2016	Mrs. Weiland	500059	420.00	-	420.00 Flat Rent & Insurnace
31/10/2016	Cooperative	BGC	500.00	-	500.00 Peggy's Walk
31/10/2016	CCLA	BGC	2,227.01	-	2,227.01 Investment Income
TOTAL RECEIPTS			17,180.33	-	17,180.33

Oct-16

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
03/10/2016	WSSC	OL270916	3,054.29	-	3,054.29 Pension Contributions September 2016
03/10/2016	HMRC	OL270916	3,690.26	-	3,690.26 Tax/NI September 2016
03/10/2016	Costco	Dcard0604	26.40	4.40	22.00 Annual Subscription
04/10/2016	Arun Coordinated Community Transpor	003932	500.00	-	500.00 Community Grant
05/10/2016	Allstar Business Solutions	DD0602	20.08	3.35	16.73 Fuel
11/10/2016	Biffa	OL041016	302.75	50.46	252.29 Waste Collection
11/10/2016	Bounce Mania	OL041016	340.00	56.67	283.33 Inflatables
11/10/2016	Dale Valley Training	OL041016	348.00	58.00	290.00 Spraying Course
11/10/2016	Event PA Hire	OL041016	750.00	125.00	625.00 PA System BMX Day
11/10/2016	Ferring Nurseries	OL041016	2,285.34	380.88	1,904.46 Flower Bed Maintenance July/August/September
11/10/2016	Harrie's Food	OL041016	22.00	-	22.00 Coffee on BMX day
11/10/2016	J Electrical	OL041016	54.00	9.00	45.00 Lights Made Safe
11/10/2016	Mulholland Tree Surgery	OL041016	150.00	-	150.00 Tree Surgery
11/10/2016	Newman Business Solutions	OL041016	487.55	81.26	406.29 Photocopies
11/10/2016	Sovereign Alarms	OL041016	1,074.00	179.00	895.00 Community Centre Fire Alarm
11/10/2016	SSALC Ltd	OL041016	78.00	13.00	65.00 Chairs Training
11/10/2016	Sussex Toilets	OL041016	240.00	40.00	200.00 Toilets BMX Day
11/10/2016	Travis Perkins	OL041016	76.15	12.69	63.46 Equipment
11/10/2016	YESSS Electrical	OL041016	13.16	2.19	10.97 Electrical Adapter
12/10/2016	Allstar Business Solutions	DD0604	39.48	6.58	32.90 Fuel
13/10/2016	SAGE	DD0601	36.65	-	36.65 Payroll
14/10/2016	Fargro	Dcard0603	138.60	23.10	115.50 Knapsack Sprayer
16/10/2016	Sage	DD0608	54.00	9.00	45.00 Accountancy
18/10/2016	Vodafone	DD0610	45.74	7.62	38.12 Mobile Phones
19/10/2016	Allstar Business Solutions	DD0603	35.32	5.89	29.43 Fuel
20/10/2016	Employees	OL201016	8,296.77	-	8,296.77 Salaries
20/10/2016	WSSC	OL201016	3,022.34	-	3,022.34 Pension Contributions October 2016
20/10/2016	HMRC	OL201016	3,031.03	-	3,031.03 Tax/NI October 2016
20/10/2016	Land Registry	Dcard0602	39.00	-	39.00 Flooding Scheme Research
21/10/2016	SCS	DD0609	104.24	17.37	86.87 Telephones
24/10/2016	GiffGaff	DD0611	5.00	0.83	4.17 Emergency Mobile
25/10/2016	Yeomans Nissan	Dcard0601	523.50	87.25	436.25 Van Service
25/10/2016	BT	DD0605	25.44	4.24	21.20 Village Hall Broadband
25/10/2016	Focus IT Services	DD0607	300.60	50.10	250.50 IT Support
26/10/2016	rabbleplace	FASTER	925.00	-	925.00 Mayflower Way Concept Plan - Fee
26/10/2016	rabbleplace	FASTER	87.62	-	87.62 Mayflower Way Concept Plan - Expenses
26/10/2016	Allstar Business Solutions	DD0601	37.41	6.23	31.18 Fuel
30/10/2016	Conxserv	Dcard0605	42.00	7.00	35.00 Website Hosting
31/10/2016	Utility Warehouse	DD0606	83.58	4.28	79.30 Energy
			30,385.30	1,245.39	29,139.91