

Agenda for Ordinary meeting of Avon Dassett Parish Council

22nd November 2021, 7.00pm

in The Reading Room, Avon Dassett

All attendees are requested to strictly adhere to the Meeting Protocol which is attached in Appendix A.

- 1) DECLARATIONS OF INTEREST:
- 2) CONFIRM MINUTES: Confirm the minutes of the Monthly Meeting 4th October 2021 and the Extra Ordinary Meeting held on 6 November 2021
- 3) MATTERS ARISING:
- 4) QUESTIONS FROM THE PUBLIC: (Limited to 3 minutes per speaker, 15 minutes in total)
- 5) COMMUNITY:
 - a) Coronavirus update
 - b) Burial Ground
 - c) Community Policing/Neighbourhood Watch
 - d) Playground
 - i) Review of the inspection report
 - e) The Village War Memorial
 - f) The Reading Room
 - g) Roads, Traffic and Drains
 - h) Projects:
 - i) St John's Church
 - ii) Community Speedwatch
 - i) Parish Plan: Update
- 6) COMMUNICATION & ADMINISTRATION:
 - a) The Resignation of the Clerk and Responsible Financial Officer
 - i) Job Advert – Appendix B
 - ii) Job Description - Appendix C
 - iii) Person Description – Appendix D
 - b) Clerk and Responsible Financial Officer functions
 - c) Adoption of the Updated Risk Assessment
 - d) Adoption of the Updated Communications Policy
- 7) COUNCIL REPORTS:
 - a) Warwickshire County Council:
 - b) Stratford on Avon District Council
- 8) CORRESPONDENCE
- 9) PLANNING:
 - a) Declarations of interests
 - b) Applications: None
 - c) Decisions: Formal decision re 21/01919/LBC - 4 Avon Carrow – Construction of Conservatory awaited. Planning committee meeting held on 10 November 2021 - Agreed Refusal
- 10) FINANCE:
 - a) Financial statements at 15 November 2021: Please see Appendix E

- b) Approval of the Budget for the financial year 2022 – 2023: Please see Appendix F
 c) Payments for authorisation at the meeting:

Description	Amount
Expenses re the Remembrance service	£ 60.00
Remembrance Day Wreaths	£ 60.00
Frank Mann Farmers	£ 309.60
Google Storage Re the Clerk's Email Account	£ 15.99
Administration Expenses	£ 26.00
Playsafety Limited Re the Playground Inspection Report	£ 99.00
Covid Phone October 2021	£ 13.38
Covid Phone November 2021	£ 13.38
Total Energy Re Street Lighting	£ 200.00

- d) Inter Account Transfer

Description	Amount
Transfer of burial fees from current account to the deposit account	£ 200.00

11) MEMBER REPORTS:

- 12) MEETING DATES: 17 January; 7 March; 4 April; 9 May (AGM; Parish Meeting and Monthly Meeting); 4 July; 5 September; 7 November.

Avon Dassett Parish Council

Meetings Protocol

Update Schedule

Adopted by Avon Dassett Parish Council	9 November 2021

Introduction

Avon Dassett Parish Council is committed to holding meetings which are accessible to all residents of Avon Dassett, Councillors and employees in an environment which acknowledges the risks associated with the Covid pandemic and taking all steps necessary to ensure that all attendees are safe.

The agendas for meetings will ensure that meetings are focused on decisions and will last for the shortest possible time. Written reports and updates on action points will be encouraged where practical and these will be circulated to Councillors in advance of the meeting.

The venue (usually The Reading Room, Avon Dassett) will be well ventilated where possible bearing in mind local weather conditions.

Attendees are asked to comply with the following measures:

- 1) Please consider whether you need to attend the parish council meeting in person or whether the matter can be dealt with in another way, eg by email to the clerk
- 2) Please consider taking a lateral flow test before attending the meeting.
- 3) Please do not attend if you are experiencing any symptoms of COVID-19.
- 4) Please do not attend if you have been told to self-isolate.
- 5) Please observe any signed instructions on entering the Reading Room.
- 6) Seats will be spaced out. Please do not move the seats. All visitors should remain seated.
- 7) Face coverings are no longer mandatory and the wearing of them is now a decision for the individual but please respect the choice that other people have made.
- 8) Please use the hand sanitiser provided frequently.
- 9) When addressing the meeting, please do not shout or raise your voice as this increases the distance respiratory particles will travel.
- 10) Please avoid sharing items (e.g.: pens, papers).
- 11) Please register with NHS Test and Trace using the QR code which is available to all attendees of the meeting.

Avon Dassett Parish Council

Part-time Clerk and Responsible Financial Officer

We are looking to appoint a suitably qualified and experienced Parish Clerk to act as the administrative focal point for the Council, undertaking the management and financial duties that keep the Council operational. Candidates must be well organised, dynamic and happy to work alone to prioritise their activities in support of elected Councillors. Candidates should exhibit good organisational, secretarial and administrative skills and strong numerical and financial acumen.

Avon Dassett is a relatively small parish with approx. 163 electors and 5 Councillors. The budget is approx. £15,500. Although the volume of work generated is relatively small, the extent is broad across a wide range of subjects which require flexibility and a broad base of knowledge to allow candidates to be able to manage their work effectively.

Like many Councils, Avon Dassett is undergoing change and has recently agreed to reduce the number of meetings to seven a year with additional planning meetings as and when required. At the same time there is an active programme of projects that the Council is aiming to launch and complete for the benefit of the community.

Part-time (hours by negotiation). Permanent role.

Salary: Negotiable depending upon experience and hours. NJC Scale LC1 or 2 scale points 5 to 21 (£10.04 to £13.74 per hour).

Key Areas -

- **Meetings, Policies & Procedures** - support meetings of the Council. Tasks include preparing agendas, attending meetings, taking minutes, advising Councillors on procedural and legal matters and progressing actions. Keep Policies and procedures under constant review.
- **Manage the Council's finances** – act as the Councils finance officer. Tasks include contract administration, payments, income collection, banking, VAT reclaim, budgeting, financial monitoring and reporting, final accounts, internal and external audit liaison. Excel is currently used for financial accounting. Previous experience in accounts is a requirement of the role.
- **Managing the Council's assets** – assets include the Reading Room, Playground and village cemetery. Tasks include ensuring that assets are properly managed and all cemetery activities including maintenance and internments are managed in accordance with legal requirements. Liaise with volunteer Cemetery Warden
- **Planning Applications** - ensure planning applications are circulated to Councillors, meetings convened and submit agreed responses to the planning authorities as required.
- **Administration** – Handle all correspondence, draft public notices and undertake all necessary administration.

Candidates should demonstrate a thorough knowledge of duties of a Clerk and Responsible Financial Officer. CiLCA qualification is preferred. Strong oral and written communication skills are required and proficiency in Microsoft Office is necessary.

Tact, diplomacy and good interpersonal skills are key as the Clerk is often the point of contact for the Parish Council and its public face through contacts with parishioners, suppliers and other agencies.

Please contact Trevor Gill, Chair, Avon Dassett Parish Council by email to adpc.chair@icloud.com or by phone to 07775 762927 for more details and a detailed job description.

Avon Dassett Parish Council

JOB DESCRIPTION – CLERK TO THE COUNCIL

Job Title:	Clerk and Responsible Financial Officer to the Council
Responsible to:	Chair of the Council
Responsible for:	All Council staff, property and financial resources

Job Purpose

1. To ensure that the Council’s civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority’s Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council’s Standing Orders and Financial Regulations are correctly observed and implemented.
4. To manage the Council’s resources effectively and to be the Council’s principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Parish Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
6. To be responsible as the Council’s Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
7. To act as the principal adviser on financial matters and be responsible for the careful administration of the Council’s finances.

Key Duties and Responsibilities in the Role as Clerk to the Council

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council’s principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.

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4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval.
5. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
8. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
11. To act as the official representative of the Council at meetings of other relevant organisations as required.
12. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
13. To oversee the development and publication of the Parish Plan and produce a rolling business plan
14. To take appropriate action to ensure that all Council elections are arranged and held successfully.
15. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
16. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.

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17. To work towards the achievement of Quality Status of the Council and obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
19. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

Key Duties and Responsibilities In The Role of Responsible Financial Officer

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.
2. To ensure that the Council's finances are effectively managed and monitored and to advise the Council on its financial forward plan, strategy and policies.
3. To advise on and prepare and present the annual estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements to Committees and the Council.
4. To ensure that all Management Reports are reported to the Council and the statutory external audit requirements are completed each year.
5. To monitor and manage the Council's budget expenditure and income and provide Council Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
6. To ensure that the Council's obligations for financial risk assessment are properly met.
7. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met
8. To ensure that:-
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked and all associated records kept and any queries are investigated
 - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
 - all necessary records in connection with the above are maintained
 - all necessary administration and banking procedures are arranged to ensure that all full and part time staff wages and salaries are paid
 - all relevant rents or charges are collected for relevant Council services and facilities

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- all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely
9. To monitor and ensure that the Council's accounts are balanced and the Council informed of the ongoing financial situation.
 10. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
 11. To work closely with internal and external audit to ensure financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the Council.
 12. To ensure that appropriate and adequate insurances are maintained and an annual equipment inventory is carried out.
 13. To advise the Council on and assist in the raising of funds by way of grants and sponsorship etc.
 14. To ensure that all surplus Council funds are invested securely and to maximise income.

**PERSON DESCRIPTION - CLERK AND RESPONSIBLE FINANCIAL OFFICER
TO THE COUNCIL**

Job Title: Clerk and Responsible Financial Officer to the Council

Responsible to: Chair of the Council

Responsible for: All Council property and financial resources

	Essential	Desirable	How demonstrated a) application form b) Interview c) test d) presentation
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of administering an organisation or business • Evidence of a commitment to continue professional development 	<ul style="list-style-type: none"> • Previous parish clerk experience • Completion of, or working towards, the Certificate in Local Council • Administration or other recognised related qualification(s) 	a) b)
Finance	<ul style="list-style-type: none"> • Proven experience of accounting practices, budget setting, financial control and VAT. 	<ul style="list-style-type: none"> • Administration and bookkeeping qualifications 	a) b) c)
Knowledge and Expertise	<ul style="list-style-type: none"> • Administration experience with an organised approach. • Knowledge and understanding of Parish Council practice and functions • Knowledge of procedures, roles, duties and responsibilities of Parish Councillors 	<ul style="list-style-type: none"> • Project Management experience 	a) b) d)
Information Technology	<ul style="list-style-type: none"> • Good working knowledge of MicrosoftOffice 	<ul style="list-style-type: none"> • Good working knowledge of IT systems including websites 	a) b) c)
Competence and Communication	<ul style="list-style-type: none"> • Ability to work effectively on your own or in a team • Excellent oral and written communication skills with the ability to build good relationships with Councillors. • Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council • Ability to provide objective advice to Councillors in a timely and coherent manner. 		a) b)
Meetings and administration	<ul style="list-style-type: none"> • Availability to attend evening Council meetings 	<ul style="list-style-type: none"> • Practical experience of servicing committees. 	a) b)

Appendix E

AVON DASSETT PARISH COUNCIL 2021 - 2022 FINANCIAL YEAR
 Tuesday, 9 November 2021

	Actual	Net Receipts	Variance With Budget	Budget
Receipts				
Precept	£15,660.00	£15,660.00	£50.00	£15,610.00
Bank Interest	£1.14	£1.14	£1.14	£0.00
Burial Ground	£200.00	£200.00	£200.00	£0.00
Miscellaneous - Funds From Village Functions	£123.65	£123.65	£123.65	£0.00
Hire of Reading Room, car park etc	£0.00	£0.00	£0.00	£0.00
Mowing Refund From Stratford District Council	£0.00	£0.00	£0.00	£0.00
Freedom of Information Fees Received	£0.00	£0.00	£0.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	£0.00	£0.00
VAT Reimbursement	£1,379.06	£1,379.06	£1,379.06	£0.00
TOTAL RECEIPTS	£17,363.85	£0.00	£17,363.85	£15,610.00

	Actual	Funded From Reserves	Net Expenditure	Variance With Budget	Budget
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	(£210.00)		(£210.00)	(£30.00)	£180.00
Reading Room: Electricity Supply	(£178.57)		(£178.57)	£471.43	£650.00
Reading Room: Maintenance	(£143.91)		(£143.91)	£356.09	£500.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Total Reading Room	(£532.48)	£0.00	(£532.48)	£797.52	£1,330.00

	Actual	Funded From Reserves	Net Expenditure	Variance With Budget	Budget
Administration					
Staff costs:					
Clerk's Pay	(£2,548.94)	£0.00	(£2,548.94)	£2,201.06	£4,750.00
ADPC Pension Contribution	(£609.65)		(£609.65)	£590.35	£1,200.00
Employee Pension Contribution	(£106.92)		(£106.92)	(£106.92)	£0.00
Administration Expenses	(£455.99)		(£455.99)	£24.01	£480.00
ADPC Training	(£36.00)		(£36.00)	£324.00	£360.00
Audit Fees	(£362.50)		(£362.50)	£37.50	£400.00
Data Protection	(£35.00)		(£35.00)	£15.00	£50.00
Election Fees	£0.00	£0.00	£0.00	£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC Subscriptions	(£183.00)		(£183.00)	(£53.00)	£130.00
Insurance	(£544.76)		(£544.76)	£55.24	£600.00
Total Administration	(£4,882.76)	£0.00	(£4,882.76)	£3,087.24	£7,970.00

	Actual	Funded From Reserves	Net Expenditure	Variance With Budget	Budget
Village Maintenance					
Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£516.42)		(£516.42)	£333.58	£850.00
Village Maintenance & Mowing	(£2,339.80)	£0.00	(£2,339.80)	£160.20	£2,500.00
Tubs Etc	£0.00		£0.00	£250.00	£250.00
Total Village Maintenance	(£2,856.22)	£0.00	(£2,856.22)	£893.78	£3,750.00

	Actual	Funded From Reserves	Net Expenditure	Variance With Budget	Budget
Playground					
Playground Lease & Inspections	£0.00		£0.00	£150.00	£150.00
Playground Equipment and Repairs	(£67.80)		(£67.80)	£182.20	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
Total Playground	(£67.80)	£0.00	(£67.80)	£582.20	£650.00

	Actual	Funded From Reserves	Net Expenditure	Variance With Budget	Budget
Communications & IT Expenditure					
Avon Dasset Parish Council Website	(£184.72)		(£184.72)	£45.28	£230.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£334.56)		(£334.56)	(£34.56)	£300.00
Total Communications & IT Expenditure	(£519.28)	£0.00	(£519.28)	£10.72	£530.00

	Actual	Funded From Reserves	Net Expenditure	Variance With Budget	Budget
Miscellaneous					
Coffee Morning Expenses & Xmas Gathering	(£7.75)		(£7.75)	£172.25	£180.00
Other - Section 111	(£1,080.00)	£1,080.00	£0.00	£0.00	£0.00
Other - Section 137	(£395.00)		(£395.00)	(£395.00)	£0.00
Defibrillator	(£50.10)		(£50.10)	£149.90	£200.00
Community Projects	(£343.20)		(£343.20)	£656.80	£1,000.00
Total Miscellaneous	(£1,876.05)	£1,080.00	(£796.05)	£583.95	£1,380.00

TOTAL PAYMENTS	(£10,734.59)	£1,080.00	(£9,654.59)	£5,955.41	£15,610.00
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Reserves

	01 April 2021	Deposits	Withdrawals	09 November 2021
General Reserve	£0.00	£9,439.55	(£1,080.00)	£8,359.55
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£565.95	£1.14	£0.00	£567.09
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£575.00	£0.00	£0.00	£575.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
Total Reserves	£13,152.14	£9,440.69	(£1,080.00)	£21,512.83

Closing Period Bank Balances As At:

	09 November 2021
Current Account	£6,847.79
Deposit Account	£21,512.83
Total Bank Balances	£28,360.62

Signed.....
 Chair Avon Dasset Parish Council
 Monday, 4 October 2021

**Avon Dassett Parish Council
Financial Statement**

Balances as at close of business:

Tuesday, 9 November 2021

Current Account:	£6,847.79
Deposit Account:	£21,512.83

Bank transactions

Payments & Receipts Since 30 June 2021

Current Account:

Date	Payee	Details	Budget Category	Payment	Receipt
<u>Emergency Payments</u>					
<u>Other Payments & Receipts</u>					
06 October 2021	Frank Mann Farmers	Mowing Inv 2558	Village Maintenance & Mowing	(£355.20)	£0.00
06 October 2021	Burton Dassett Village Hall	Hall Hire	Administration Expenses	(£30.00)	£0.00
06 October 2021	T. Gill	Covid Phone Sept	Community Projects	(£13.38)	£0.00
06 October 2021	Wicksteed Leisure	Playground - Baby Swing	Playground Equipment and Repairs	(£67.80)	£0.00
06 October 2021	Hide-Wright	Expenses September 2021	Administration Expenses	(£47.10)	£0.00
06 October 2021	Tommy Statues	Remembrance Statues	Other - Section 137	(£395.00)	£0.00
08 October 2021	Dell	Extended Warranty Re Laptop	IT Software, Hardware & Consumables	(£46.80)	£0.00
13 October 2021	T Gill	Defibrillator Pads	Defibrillator	(£50.10)	£0.00
20 October 2021	Nuthatch	Reading Room Water Problem	Reading Room: Maintenance	(£85.00)	£0.00
20 October 2021	D Watts	Cemetery Fees	Burial Ground	£0.00	£200.00
20 October 2021	ICO Fees	Data Protection Fees	Data Protection	(£35.00)	£0.00
20 October 2021	Hide-Wright	Clerk's Salary	Clerk's Pay	(£317.52)	£0.00
20 October 2021	Warwickshire Pension Fund	ADPC Pension Contribution	ADPC Pension Contribution	(£89.37)	£0.00
20 October 2021	Warwickshire Pension Fund	Employee Contribution	Employee Pension Contribution	£0.00	£0.00
20 October 2021	Hide-Wright	Working From Home Allowance	Administration Expenses	(£26.00)	£0.00
20 October 2021	Eon	Electricity	Street Light Electricity Supply	(£23.00)	£0.00
20 October 2021	1 & 1 Internet	ADPC Website	Avon Dassett Parish Council Website	(£40.79)	£0.00
21 October 2021	C. Dancer	Cleaning Reading Room	Reading Room: Cleaning	(£30.00)	£0.00
22 October 2021	British Telecom	Reading Room WiFi	Reading Room: Maintenance	(£39.22)	£0.00
05 November 2021	WALC	Training	ADPC Training	(£36.00)	£0.00
05 November 2021	PKF Littlejohn	External Audit	Audit Fees	(£240.00)	£0.00
				£1,967.28	£200.00

Deposit Account:

Date	Payee	Details	Budget Category	Payment	Receipt
09 November 2021	Lloyds Bank	Bank Interest	IT Software, Hardware & Consumables	£0.00	£0.17
				£0.00	£0.17

Payments For Authorisation

Payments For Authorisation From Current Account			
D Muffitt	Expenses re Father Bill	Community Projects	£60.00
Royal British Legion	Remembrance Day Wreaths	Community Projects	£60.00
Frank Mann Farmers	Mowing Inv 2611	Village Maintenance & Mowing	£309.60
Google	Storage Re Clerk's Email Account	IT Software, Hardware & Consumables	£15.99
Hide-Wright	Expenses October / Novemb 2021	Administration Expenses	£26.00
Playsafety Limited	Playground Inspection Report	Playground Lease & Inspections	£99.00
T Gill	Covid Phone October 2021	Community Projects	£13.38
T Gill	Covid Phone November 2021	Community Projects	£13.38
Total Gas and Power	Electricity	Street Light Electricity Supply	£200.00
			£797.35

Payments For Authorisation From Reserves

£0.00

AVON DASSETT PARISH COUNCIL

	2020 - 2021 Budget Figures	2021 - 2022 Budget Figures	2022 - 2023 Budget Figures	Variance	Percentage Of Budget	Comment
Receipts						
Precept	£15,610	£15,610	£15,610		100%	
Bank Interest						
Burial Ground Fees						
Miscellaneous - Funds From Village Functions						
Hire of Reading Room, car park etc						
Mowing Refund From Stratford District Council						
Freedom of Information Fees Received						
Election Fees Re The Use Of The Reading Room						
VAT Reimbursement						
TOTAL RECEIPTS	£15,610	£15,610	£15,610		100%	
Payments (Annual expenses)						
The Reading Room						
Reading Room: Cleaning	£180	£180	£360	£180	2%	
Reading Room: Electricity Supply	£600	£650	£500	(£150)	3%	
Reading Room: Maintenance	£500	£500	£350	(£150)	2%	
Reading Room: Rates						
Reading Room: WiFi			£360	£360	2%	
Total Reading Room	£1,280	£1,330	£1,570	£240	10%	
Administration						
Staff costs:						
Clerk's Pay	£4,750	£4,750	£4,750		30%	The clerk provides a high level of technical and administrative support. I propose no increase in the budgeted amount for this financial year. The nationally agreed pay rise I would expect to be to the order of 2/3% which can be covered within the budgeted amount. It should be noted that if overtime payments are made as was the case in the current financial year then we might be over budget
ADPC Pension Contribution	£1,200	£1,200	£1,200		8%	Legal requirement to provide a pension if requested. Costs rise in line with pay
Employee Pension Contribution						
Administration Expenses	£480	£480	£480		5%	Provision of a mobile phone, mileage costs, printing and stationary.
ADPC Training	£150	£360	£300	(£60)	2%	Required to cover the costs of training usually as a result of new legal requirements.
Audit Fees	£400	£400	£400		3%	Legal requirement
Data Protection	£50	£50	£50		0%	
Election Fees						Legal requirement to cover election costs in the event of a contested election.
Councillors' expenses						
Subscriptions	£130	£130	£200	£70	1%	WALC & WRCC provide invaluable support and it is by being members that we are advised of all of the legal notices and updates to regulations.
Insurance	£650	£600	£600		4%	This covers The Reading Room, our fixed assets and also public liability.
Total Administration	£7,810	£7,970	£7,980	£10	53%	
Village Maintenance						
Street Light Maintenance	£150	£150	£150		1%	Required to support the street lights maintenance contract
Street Light Electricity Supply	£750	£850	£1,170	£320	6%	Electricity costs re the street lights.
Village Maintenance & Mowing	£3,000	£2,500	£2,500		16%	
Tubs Etc	£250	£250	£200	(£50)	1%	Annual costs for the tub maintenance in the village.
Total Village Maintenance	£4,150	£3,750	£4,020	£270	24%	
Playground						
Playground Inspections	£150	£150	£150		1%	
Playground Equipment and Repairs	£250	£250	£250		2%	Small amount to cover repairs.
Playground General Maintenance	£250	£250	£250		2%	Small amount to cover repairs.
Total Playground	£650	£650	£650		4%	
Communications & IT Expenditure						
Avon Dasset Parish Council Website	£320	£230	£300	£70	2%	ADPC website costs
Communications & Surveys						
IT Software, Hardware & Consumables	£300	£300	£300		2%	Software licences etc
Total Communications & IT Expenditure	£620	£530	£600	£70	4%	
Miscellaneous						
Coffee Morning Expenses & Xmas Gathering	£150	£180	£150	(£30)	1%	
Other - Section 111						
Other - Section 137						
Defibrillator	£200	£200	£200		1%	Costs re callout process & replacement pads
Community Projects	£750	£1,000	£440	(£560)	3%	Possible support for community activities
Total Miscellaneous	£1,100	£1,380	£790	(£590)	5%	
TOTAL PAYMENTS	£15,610	£15,610	£15,610		100%	

Ring Fenced Funds

Reserve Description	22 October 2021	Comment	Reallocation
General Reserve	£8,359.55	General Reserve	
Defibrillator	£250.00	To cover the costs of future training requirements. Funds remaining from grants received as we were fortunate to receive the first training free of all charges	
St John's Steps Appeal Funds	£86.19	Small amount left over from the project to repair the steps at St John's Church Avon Dasset	
IT Equipment & Software	£566.92	Ring fenced to support future IT hardware costs.	
Playground Lease Grant	£200.00	Ring fenced to support the possible legal costs re a lease for the playground.	
Neighbourhood Watch	£185.00	Could be reallocated	Propose reallocation to crime prevention and speed monitoring
Village Cemetery	£575.00	Funds received. From burials in the cemetery and placed in ring fenced funds to support future repairs and maintenance other than grass cutting	
Reading Room Maintenance	£8,810.00	These funds have been ring fenced to support the work to refurbish The Reading Room. This work has started and is ongoing. Work is required to enhance the inside of The Reading Room and in particular the kitchen and toilet area.	
Parish Plan	£2,000.00	Ring fenced for the production of a Parish Plan	Parish Plan produced in 2021. The cost after deduction of VAT is £1500 the balance on this reserve should be reallocated
Playground Maintenance	£250.00	Unused grant proceeds received from Avon Dasset Fete Committee.	
Village Maintenance	£230.00	Funds received from Avon Dasset Fete Committee	
	£21,512.66		