

Minutes of ordinary meeting of Avon Dassett Parish Council

22nd November 2021 at

The Reading Room, Avon Dassett

All attendees were requested to follow the meeting protocol

The meeting commenced at 7.00 pm

- 1) PRESENT: Cllr. Trevor Gill (Chairman), Cllr. Phil Baxter (Minute taker), Cllr. Mike Blakeman, Cllr. Liz Hirst, Cllr. Darrell Muffitt, two members of the public Prof. Sarah Richardson and Mr. Ray Randerson
- 2) APOLOGIES: None.
- 3) DECLARATIONS OF INTEREST: Cllr. Phil Baxter partner of Sarah Richardson (5i)
- 4) CONFIRM MINUTES: Confirm the minutes of the monthly meeting of 4th October and the extraordinary meeting of 9th November. Proposed: Cllr. Baxter, Seconded: Cllr. Blakeman, unanimous. Signed and dated by Cllr. Gill.
- 5) MATTERS ARISING:
 - a) Matter concerning email that had not been received by the clerk was closed.
 - b) Confirmation of the border of Highways land behind bus stop **Action: Cllr. Gill to contact landowner.**
 - c) Seeded area by playground. Matter closed and area will be monitored in the spring.
 - d) War Memorial. Cllr. Muffitt proposed re-laying slabs in the centre, removing slabs from the edge and replacing with gravel. This was agreed to progress in the spring.
 - e) Remembrance silhouettes. An additional silhouette representing women in war had been purchased following a donation from Ray Randerson. The parish council thanked Mr. Randerson for this generous gift.
 - f) Repair of swing in the playground. The work had been carried out by Cllr. Gill.
 - g) Remembrance Sunday. This had been co-ordinated by Cllr. Muffitt and was one of the best attended in recent years. The parish council thanked Father Bill for leading the service and to Cllr. Muffitt for the organisation. The parish council authorised any travel expenses that Father Bill had incurred.
 - h) Meetings had resumed in the Reading Room and this would be kept under review.
 - i) Post Office sign to be installed at the Reading Room. **Action: Cllr. Hirst to progress.**
 - j) Projects meeting. To be arranged in January. **Action: Cllr. Muffitt to organise.**
- 6) QUESTIONS FROM THE PUBLIC: (Limited to 3 minutes per speaker, 15 minutes in total)
 - a) Ray Randerson raised the issue of safety of the graves if they were dug in close succession in sequence as outlined on the plan. **Agreed:** if there were multiple burials in a short period of time, the graves would be dug out of sequence.

b) Sarah Richardson reminded Cllr. Blakeman that he wanted to correct a declaration in the November minutes.

7) COMMUNITY:

a) Coronavirus update: testing kits were temporarily being held by a local resident but could be accessed using the helpline as usual.

b) Burial Ground: nothing to report.

c) Community policing/neighbourhood watch: nothing to report.

d) Playground: Cllr. Hirst had reviewed the report. Most of the actions concerned the matting underneath the play equipment. **Action: Cllr. Hirst to circulate a list of actions needed, some of which may be covered by the playground project.**

e) War Memorial: no updates apart from those raised above.

f) Reading Room: Cllr. Muffitt stated he was pleased that meetings had resumed in the Reading Room and that they were compliant with government guidance.

g) Roads and drains:

i) Kerbs. An email has been received from a resident concerning the kerb edging after the footpath repairs. Cllr. Baxter has inspected the kerbing but cannot see any problems. **Action: Cllr. Gill to inform the resident and ask that if they have further concerns, a site meeting will be organised.**

ii) Mowing: there have been concerns raised about the mowing this year including strimming and leaving debris; missing certain areas; leaving grass cuttings on graves. **Action: Cllr. Baxter to draft an email giving feedback to the current contractor. Going forward for next year, the plan of green areas and the specification given to contractors should be reviewed. Action: Cllr. Baxter to see if he has the existing plan, will produce a specification and the contract will go to tender, ideally to three contractors.**

iii) Corner on Park Close: Cllr. Baxter has not received a response from Highways.

iv) Drains: Cllr. Baxter had completed a map of the village showing drains that need clearing. **Action: Cllr. Baxter to circulate again and contact Highways on items iii) and iv) and copy Cllr. Mills in.**

v) Street lighting: **Action:** map of street lights will be circulated by Cllr. Gill. For details please see **Appendix A**

h) Projects report.

i) St John's Church: Cllrs. Hirst and Gill had attended a meeting with the Churches Conservation Trust (CCT). The provision of lighting and toilets were discussed and the CCT will look into whether they can get grant funding for this. Gates have been replaced and the old gates are now in the church.

ii) Community Speed Watch. Sites are being risk assessed in the village.

i) Parish Plan: Cllr. Hirst reported that Stratford District Council were very pleased with the number of questionnaires returned and had also had positive feedback about the content of the questionnaire from Cropredy Parish Council. Sarah Richardson recorded her thanks to all residents who completed the questionnaire and to the parish councillors who volunteered to distribute and collect them. It was hoped that there would be a preliminary report to be shared with the village at the Pop-up Market event on 4th December. The next steps would be to decide how to present the results fully to the village. There were two options as this was a parish plan refresh a) to present a simple summary of areas raised b) to present a fuller report which contained more information on the village (similar to the last parish plan). Cllrs agreed that a fuller parish plan would be preferable. **Action: The parish plan group will scope out and price options for the report.**

8) COMMUNICATION AND ADMINISTRATION:

a) Cllr. Blakeman confirmed that at the September meeting he had declared an interest in the planning application for Hillside Farm and not for Carrow Barn. So the minutes for 6th September are incorrect.

b) The clerk has resigned and 22 November is her last day at work. Cllrs recorded their thanks for her service over the past 13 years and wished her luck for the future. A **job advertisement – Appendix B, job description – Appendix C and person specification - Appendix D** had been compiled and will be advertised via WALC. It was agreed that in the interim Cllr. Gill will act as clerk and responsible financial officer and this will be reviewed at each meeting. Cllr. Muffitt will have access (as a second person) to the Mail Chimp email distribution list. Cllr. Blakeman (as a second person) will have access to the clerk's email account. Cllr. Baxter will take the minutes and (as a second person) will have access to the website. **Action: Cllr. Gill will distribute the logon details to Mail Chimp, the clerk's email account and the website to the relevant councillors.**

c) Communications policy and risk assessment. The communications policy (**Appendix E**) was approved. Proposed, Cllr Blakeman, Seconded, Cllr Hirst. The risk assessment will be reviewed further.

9) COUNCIL RERPORTS: Reports were received from Cllrs. Feilding and Mills , please see **Appendix F and Appendix G.**

10) CORRESPONDENCE:

a) A poster regarding avian flu had been received and circulated.

b) A film company were looking for local premises for offices and storage but their filming is now delayed until February.

c) An email has been received from a local resident regarding the Warwickshire Hunt. **Action: Cllr. Gill will draft a response to the resident stating that they are able to contact the local hunt representative (Ray Randerson) who will be able to give them advanced notice of when the hunt is in the village.**

11) PLANNING: 21/01919/LBC 4 Avon Carrow – Construction of Conservatory. Decision: Refusal by Stratford on Avon Planning Committee on 10 November 2021.

12) FINANCE:

a) The financial statement of 15 November 2021 was approved. Proposed: Cllr. Muffitt. Seconded: Cllr. Hirst. Unanimous. Please see **Appendix H**

b) Budget 2022-23 approved. Proposed Cllr. Blakeman. Seconded Cllr. Hirst. Unanimous. Please see **Appendix I**

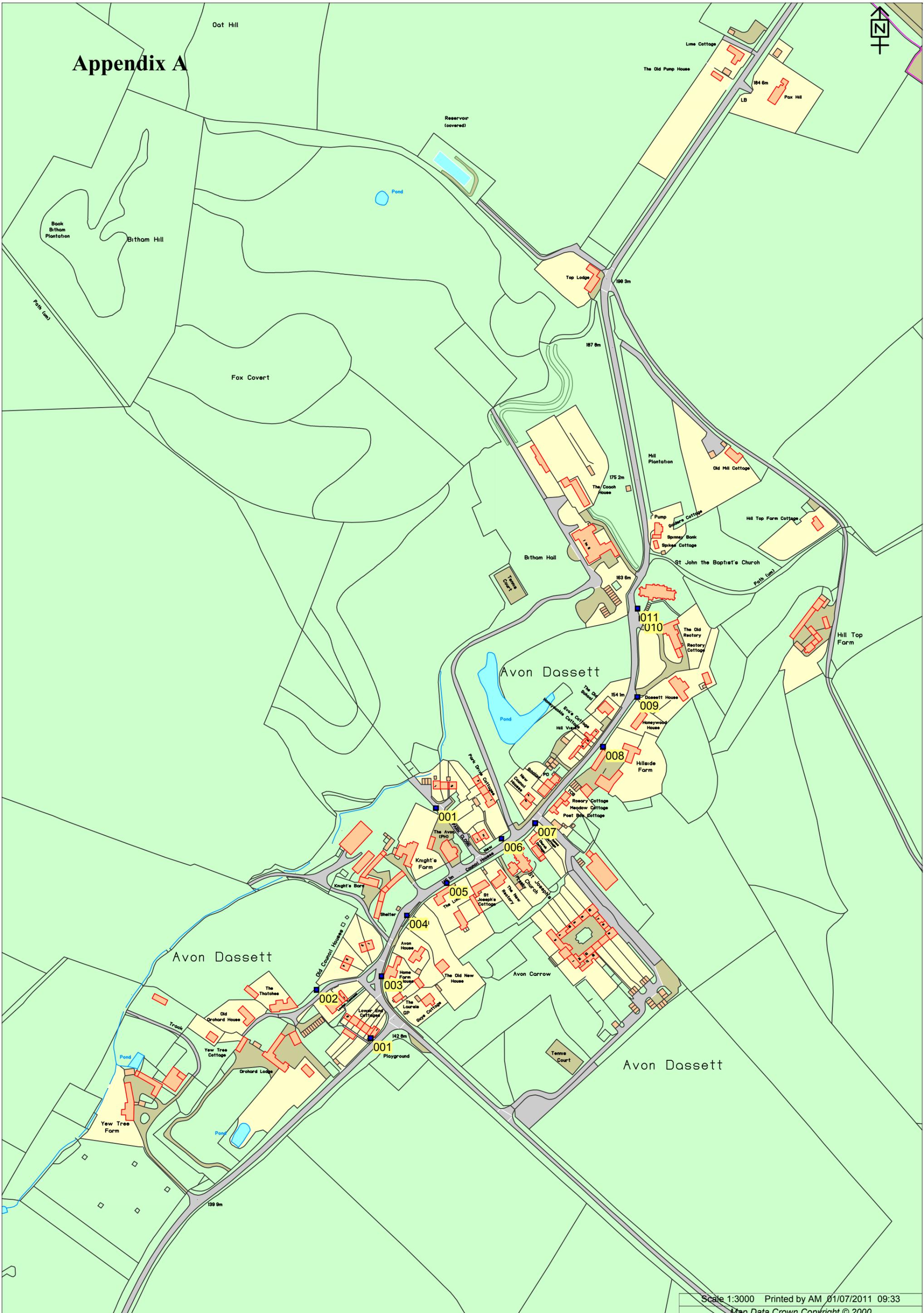
13) MEMBER REPORTS: none

14) MEETING DATES:

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

The meeting closed at 7.54 pm.

Appendix A



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.

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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.

Appendix D

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)

Avon Dassett Parish Council

Communications Policy

Update Schedule

<u>Action</u>	<u>Date</u>
Adopted by Avon Dassett Parish Council	9 May 2016
Adopted by Avon Dassett Parish Council	13 May 2019
Adopted by Avon Dassett Parish Council	5 May 2021
Adopted by Avon Dassett Parish Council	22 November 2021

Avon Dassett Parish Council
Communications Policy

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Avon Dassett Parish Council

Communications Policy

1) Aims

Avon Dassett Parish Council “the Parish Council,” aims to establish clear, easy to use channels of communication between the Parish Council and the Parishioners, and vice versa.

To provide information on important matters in an appropriate manner and also to facilitate and encourage informed comment from interested individuals and groups.

It will aim to use clear and established methods of communication and wherever possible will seek to use appropriate channels of communication.

2) Introduction

Each Parish Councillor has a duty to represent, without bias, the interest of the whole community. They will endeavour to do their best and are available to help Parishioners with regard to matters relating to the parish of Avon Dassett.

If the matter is important, parishioners should be asked to send a letter or an email to the Clerk to ensure that this will be brought before the Parish Council and dealt with in a suitable and professional manner. Correspondents should note that all emails addressed to the clerk are automatically copied to the chair in order that, when the clerk is not available for whatever reason, urgent matters can be dealt with in a timely manner.

If parishioners wish to communicate with the clerk in confidence they should write directly to them by post to:

Avon Dassett Parish Council
The Reading Room
Avon Dassett
Southam
Warwickshire
CV47 2AL

3) Monthly Parish Council Meetings

The Parish Council will usually meet 7 times per year (with addition extraordinary meetings as necessary) in The Reading Room, Avon Dassett and the dates will be published in the minutes for meetings and also on Avon Dassett Parish Council’s website. Meetings are open to members of the public and our local Stratford on Avon District and Warwickshire County Councillors are usually in attendance.

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Communications Policy

We will meet the statutory notice periods required to advertise Parish Council meetings. Agendas and Minutes will be published on the Avon Dassett Parish Council website, made available to the Avon Dassett Community website and displayed on the Parish Council noticeboard. In addition, subscribers to our internal communication facility will receive an email advising them of the dates for meetings, or that the respective agendas and minutes are available and also giving them a link to the relevant documents on the Parish Council website.

a) Annual Meetings

The Annual Meeting and the Annual Parish Meeting of the Parish Council will be held in May when Councillors will elect the Chair and appoint the Vice Chair for the forthcoming year.

The chair will present an annual report highlighting important events during the previous year

4) Email Correspondence

Councillors are able to use their personal email addresses for emails relating to Parish Council business provided that all emails addressed to anyone other than Councillors or the Clerk / Responsible Financial Officer, are copied to the clerk's email address avondassett.clerk@googlemail.com at the time they are originated.

However, if emails which relate to Parish Council matters, are received by councillors to their personal email accounts from anyone other than Councillors or the Clerk / Responsible Financial Officer then they should be forwarded to the Clerk and the originator should be requested to at least copy the Clerk on all future emails that relate to Parish Council matters. It is important that this is adhered to in order that the Parish Council has full and complete records of all email correspondence relating to Parish Council business.

In order to ensure impartiality of the Parish Council, the use of business email accounts to originate or answer Parish Council matters, is not permitted.

It must also be noted that if the Parish Council receives a Freedom of Information request it is possible that access could be required to Councillors personal email accounts. The Parish Council, will, where requested, be pleased to establish email accounts for Councillors in order that the need to access non Parish Council email accounts is avoided.

All emails between Councillors or Councillors and the Clerk are to be treated as strictly confidential irrespective of a whether they are marked as such.

5) Avon Dassett Parish Council Website

Avon Dassett Parish Council operates it's own website for the provision of information to Parishioners and the world at large. It will be maintained by elected Councillors and the Clerk.

There are individual pages on the Parish Council website detailing:

- how we will communicate with Parishioners, and

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Communications Policy

- how we would like Parishioners to communicate with us

The website gives full contact details and also a communications forms to enable contact with us from our website

6) Email Facility

Avon Dassett Parish Council has developed and implemented a secure mailing list that we will anonymise and use as the basis for communications and distribution. To enable us to achieve this the express agreement of each resident who wants to be contacted by email will be obtained.

This facility will be categorized to enable subscribers to exclude certain categories of correspondence that they do not want to receive.

This facility will circulate information on behalf of Avon Dassett Parish Council. It will also, upon receipt of a specific request, circulate information on behalf of local clubs societies and fund raisers. It will not, however, circulate information on behalf of local businesses where to do so would imply support for that particular business entity.

7) Social Media

Avon Dassett Parish Council, will, where appropriate, use social media to supplement it's communication facilities.

8) Paper

When requested, Avon Dassett Parish Council will deliver paper copies of communications to residents.

Appendix F

Cllr John Feilding Report 22nd November 2021

Covid Report

I have no updated information since the 1st November 2021

The last week has seen a reduction in cases across the district and the county. The current 7 day average per 100,000 (3 day lag) is now 519.6 for the district, compared with 571.7 at the same point last week. Across the county the comparable rate has reduced to 503.8 from 615.3.

The current rate in the over 60's remains relatively high at 240.1, however, it is pleasing to note that there has only been 3 cases in the over 80's over the last week.

Digital Report

Before we can go too far, we need to 'fix our plumbing' to ensure we have the right systems in place. For example, we need safe and secure sharing of information. We need simple to use services that work first time, every time whichever way you access them. The digital tools should be simple to use, reliable and will work – from the point where a request is made to the time an outcome is delivered. We need to keep customers informed and ensure our services are designed to communicate with customers using clear, concise and appropriate methods, chosen by the customer. For that we need an excellent website with up to date accurate information.

To achieve this we need excellent broadband. The offering here is still poor with only 36% of properties having gigabit Broadband. This is something we are still working on.

Green Bin Collection

As at 28 October 2021 nearly 49,000 permits had been purchased and over 75% of dwellings with a garden have at least one permit. Amazingly, we are still selling permits at the rate of around 50 per week.

Waste Contract

The joint SDC / WDC contract was awarded to Biffa and will commence on the 1 August 2021 when we will also be bringing in a new waste collection system known as '1-2-3'. We will run an information night for councillors of both Councils so that you are aware of what this means and you can ask questions. More details will follow.

After the New Year there will many messages going out on social media, the media, Parish Notice Boards, Council Tax booklet etc. to encourage residents to recycle more and put waste in the right bin. We will also be using bin hangers. These will be attached to each and every bin which will have further details of the '1-2-3' system. There are other plans for those that use bags. This will ensure that every resident who uses bins or bags will be informed.

Fly Tipping

Fly tipping is well below last year's level but still has some way to go before we get to 2019 levels. Against other authorities, we appear to be faring better than they are.

Household Support Fund

I would like to draw your attention to one of the Press Releases to which there is a link at the end of this issue. I refer to the £3.47m that has been made available by the Government to WCC. To quote the Press Release:

The objective of the funding is to support those Warwickshire residents, who are struggling and need immediate financial support this winter with food, energy and water bills. At least 50% of the total funding is ring fenced to support families with children, with the remainder being made available to other households genuinely in need of support this winter

The Press Release includes relevant contact details so that you can action any cases of which you become aware.

I have raised the problems of Conservation and CO2. SDC what's to limit the amount of fossil fuel, but the use of air source pumps and double glazing is a problem for listed buildings. This matter will be raised at Cabinet.

If there are any items that you would like me to refer to Overview and Scrutiny please let me know.

County Councillor report Avon Dassett Parish Council Meeting 22nd November 2021

Mental Health and Wellbeing Support

WCC's COVID-19 Mental Wellbeing and Resilience Fund has awarded £750k to support local community groups and businesses to develop sustainable and innovative solutions to help improve the mental wellbeing and resilience of Warwickshire.

Find out more:

<https://www.warwickshire.gov.uk/news/article/2464/warwickshire-county-council-is-investing-750k-on-local-initiatives-to-support-mental-health-and-wellbeing>

Project Warwickshire

A £557,000 contract to help the county's small businesses in the hospitality, leisure and tourism sectors bounce back from the Covid pandemic has been awarded by Warwickshire County Council to Coventry and Warwickshire Chamber of Commerce.

Find out more: <https://www.warwickshire.gov.uk/news/article/2472/project-warwickshire-launches-to-help-tourism-leisure-and-hospitality-businesses>

Help for residents to meet household costs through the winter.

Central Government recently announced that a new £500 million Household Support Fund grant will be made available to local authorities in England, as the country continues its recovery from the pandemic.

The objective of the funding is to support those Warwickshire residents, who are struggling and need immediate financial support this winter with food, energy and water bills. At least 50% of the total funding is ring fenced to support families with children, with the remainder being made available to other households genuinely in need of support this winter.

Warwickshire's allocation is £3.47million to cover the period 6 October 2021 to 31 March 2022.

For information about wider support from the council and other services, go to: www.warwickshire.gov.uk/facinghardship

People can also contact the Warwickshire Local Welfare Scheme team on 01926 359182 or 0800 408 1448 or visit www.warwickshire.gov.uk/localwelfarescheme

Residents encouraged not to return to pre-pandemic behaviours

With cases of Covid-19 remaining high across the county, the Director of Public Health for Warwickshire, Dr Shade Agboola is urging residents not to revert to pre-pandemic behaviour to stop cases increasing any further. For more information, advice, and support, visit: <https://www.warwickshire.gov.uk/information-cronavirus>

Green Shoots Community Climate Change Fund: Town and Parish Council Climate Emergency Action Planning Events

Town and Parish Council's across Warwickshire will be supported to create their own climate emergency action plans thanks to the Warwickshire County Council Green Shoots Fund.

For further information about the Local Council Climate Action Day organised by WALC, visit: <https://www.walc.org.uk/events-list/952-climate-action-day>

Warwickshire County Council Successful in bid for Government's Community Renewal Fund

Warwickshire County Council as the lead authority for Warwickshire, is to receive funding of over £2.7m from the Government's Community Renewal Fund to invest in skills and training, to boost business growth and to support people into employment.

New counselling project in Warwickshire to support children and parents

A new project called Strengthened Families will support children and parents in Warwickshire with their wellbeing, including those with Special Educational Needs and Disability from 0-25 and their parents to help them with their mental health needs alongside their general health wellbeing.

For more information contact: counselling@parentingproject.org.uk.

Warwickshire County Council one step closer to providing Priority Worker Help to Buy funding

Cabinet approved the plan to progress the development of the PWHTB scheme to facilitate home ownership for priority workers who may not otherwise be able to move onto or up the property ladder.

Have your say on how Covid-19 has impacted on you

Many people have had a tough time during the last 18 months during the Covid crisis. Therefore, Warwickshire County Council is inviting people who live, work or study in Warwickshire to take part in survey to help understand the impact of the COVID-19 on our communities.

The survey should only take 15 minutes to complete and is available on-line at <https://ask.warwickshire.gov.uk/insights-service/covid-recovery-survey-2021>

Appendix H

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

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

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

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

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

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

Appendix I

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		