



# HELMDON PARISH COUNCIL

## MINUTES



of the **Ordinary** meeting of Helmdon Parish Council, held in the Reading Room,  
Church Street, Helmdon on **Wednesday 25<sup>th</sup> May, 2016 after the Annual Meeting.**

**PRESENT:** Cllrs Coatsworth, Moody, Wheeler, Thorpe, Vicars, Adhemar, Garner and the Clerk.

**IN ATTENDANCE:** 3 members of the public attended.

### 1. Apologies for absence

None.

### 2. Declarations of Interest

There were Declarations of Interest from Cllr Wheeler as he had submitted an application for a village grant on behalf of Whistley 2000 Scouts (item 7e), and Cllr Moody as four of the invoices to be paid are for NCalc (item 7c).

### 3. Approval and signature of the minutes of the meeting of 23<sup>rd</sup> March, 2016

The minutes were approved by all and signed by the Chairman without amendment.

### 4. Matters arising

Item 4: The working group has set a meeting date of 9<sup>th</sup> June.

Item 13: This action is outstanding. **Action: Cllr Coatsworth** to speak to the Sports Club and **Cllr Moody** to advertise about the tennis courts on the website.

Item 20: This action is outstanding. **Action: Cllr Coatsworth** to speak with Cllr Hart regarding submission requirements for a New Homes Bonus grant and then complete the application form with the Clerk.

Item 22: These action points are outstanding. **Action: Cllr Coatsworth** to create a list of actions for the Allotment Committee and **Cllrs Adhemar** and **Wheeler** to do the same for the Playground Committee.

Item 23: **Action: The Clerk** to let Cllr Duncombe know that it's now dry enough to spread the bark at the Playground.

### 5. Open Forum

The Chairman invited questions on any subject.

- a. An update on Broadview was requested. A member of the HSGWAG committee confirmed that the High Court case was heard last week and that they've been told to expect a decision within 1-6 weeks. Cllr Coatsworth requested that HSGWAG be asked to provide a statement on the situation for the village website.
- b. Two members of the public expressed their firm support for agenda item 13.

### 6. To receive an update regarding flooding related issues:

Cllr Coatsworth confirmed that he had been in communication with Anglian Water and there was no official record of the exact location of the high pressure sewage pipe in Grange Lane. He also read out correspondence received from Bulkhead Properties, who are acquiring quotes for the work involved to clear out the existing pipe. It was agreed that the Parish Council would wait until the end of summer to push the matter further if necessary.

Cllr Thorpe gave an update on an email he had received from the Floodbuster team regarding their recent visit to Helmdon and next steps.

## 7. Finance:

### a. Financial statement

The Clerk presented the latest financial statement (see appendix A). The report showed a balance of £22,279.24 at 25<sup>th</sup> May, 2016 and an expected balance once payments and invoices have been settled of £18,020.18

### b. To note payments received

The following payments had been received since 23<sup>rd</sup> March, 2016

1	Unity	Credit Interest		£3.85
2	SNC	Precept – part 1		£8,071.00
3	Allotment Holders	Rental		£80.00
			Total	£8,154.85

The following payments were still to be credited:

1	Allotment Holders	Rental		£20.00
			Total	£20.00

### c. To consider invoices to be paid

It was resolved to pay the following invoices:

1	NCALC	Training	BACS	£39.00
2	NCALC	CiLCA Training	BACS	£495.00
3	E.On	Electricity Supply	BACS	£238.59
4	Helmdon Primary School	School Field Rent	BACS	£350.00
5	Staff	Wages	BACS	£668.57
6	Staff	Expenses	BACS	£42.02
7	Brown & Barden	Grass Cutting	BACS	£258.85
8	E.On	Electricity Supply	BACS	£55.06
9	SLCC	Membership Fees	CHEQUE	£111.00
10	Playmaintain	Playground Repairs	BACS	£1435.66
11	Reading Room	Rental	CHEQUE	£60.00
12	NCALC	Subscription	BACS	£363.31
13	NCALC	Audit Fee	BACS	£162.00
			Total	£4279.06

### d. To receive a report from the Finance Committee

Cllr Coatsworth gave a summary of the minutes from the Finance Committee meeting held on 11<sup>th</sup> May, 2016.

### e. To award Village Grants with regard to recommendations from the Finance Committee.

A list of all grant applications was presented, several of which were for the Queen's 90<sup>th</sup> Birthday celebrations. It was recommended by the Finance Committee that this was an exceptional year and that all grant applications should be accepted. This was approved by all members and it was resolved to grant the following:

1	Helmdon Parish Plan Monitoring Group	£120
2	Helmdon Fellowship	£250
3	Royal Village Picnic	£200
4	Friends of Helmdon Church Yard	£400
5	Helmdon Acorns Pre-school	£140
6	Helmdon Primary School	£260
7	St Mary Magdalene Church	£200
8	Helmdon Bridge Players	£400
9	Whistley 2000 Scouts	£250
10	Friends of Helmdon School	£230

**Action: The Clerk** to action payment for each grant application.

**f. To close off accounts for y/e 31<sup>st</sup> March, 2016**

The Clerk presented the end of year accounts and bank reconciliation. (appendix B). It was resolved to close off the accounts.

**g. Annual Return: approval of Annual Governance Statement**

The statements from the annual Governance section were reviewed. All responses were in the affirmative with the final trust funds statement not applicable and it was resolved to approve the Annual Governance Statement. Cllr Coatsworth and the Clerk as Responsible Finance Officer signed Section 1 of the Annual Return.

**h. Annual Return: approval of Statement of Accounts**

The Clerk presented the figures as previously reviewed by the Finance Committee (appendix C) It was resolved to approve the statement of accounts and Cllr Coatsworth and the Clerk as Responsible Finance Officer signed Section 2 of the Annual Return.

**i. To consider recommendations from the Finance Committee regarding the new model Financial Regulations document.**

It was resolved to accept the recommendations from the Finance Committee and adopt the new model Financial Regulations document.

**j. To consider recommendations from the Clerk for changes to the financial sections of Standing Orders to align them with the new model Finance Regulations document.**

It was resolved to accept the recommendations from the Clerk and adopt the updated Standing Orders.

**8. To consider the effectiveness of the new Correspondence Review procedure.**

The report from Cllr Moody was reviewed (appendix D). It was considered that the new approach for correspondence was working well and that there was no need for the previous Correspondence Report. **Action: The Clerk** to follow the approach defined in Cllr Moody's report.

**9. To receive a report of the visit from the judges for the Best Village Competition.**

Cllr Adhemar gave a report of the Judge's visit on 17<sup>th</sup> May and thanks were given to the representatives of the village groups/facilities who had contributed to the day and to the staff at The Bell who had hosted the meet and greet session. The judges' decision will be revealed on July 12<sup>th</sup>.

**10. To confirm insurance arrangements for the Queen's 90<sup>th</sup> Birthday Picnic.**

Cllr Coatsworth confirmed that insurance for the event will be provided by the Church's indemnity insurance policy. Posters advertising the event have been updated to include this information.

**11. To receive update on the draft Heads of Terms document for the School Field License and discuss amendments.**

The Clerk provided an update on the costs for Marcus Young Landscapes to empty the two bins on the school field during the school holidays. It was resolved to accept their quote.

It was agreed that although there were no plans to use the Tennis Courts during the weekend at present, the clause about the Tennis Courts should remain in the lease document.

Cllr Moody confirmed that the embanked bench area near the slide was installed by Helmdon Primary School and was not the responsibility of the Parish Council.

The estimated legal fees were queried. **Action: The Clerk** to check with Cllr Hart whether or not the Parish Council have paid the legal fees before. If the answer is yes, then it was resolved to accept the new Heads of Terms document.

**12. To consider adopting the response drafted by the Helmdon Parish Plan Group (HPPG) to SNC's consultation on the Part 2 Local Plan**

It was resolved to accept the HPPG's draft response. **Action: Cllr Moody** to submit the response.

**13. To consider applying to have the Bell Public House listed as an Asset of Community Value**

Cllr Moody explained the value to the Village of doing this and it was resolved to go ahead with the application. **Action: The Clerk** to apply to have the Bell Public House listed as an Asset of Community Value.

**14. To receive an update on the repairs to the War Memorial**

Cllr Vicars provided an update on the progress of the grant application and confirmed that he should receive notice of their decision by mid-June. Cllr Coatsworth confirmed that discussions about the options available for defining the sacred area around the War Memorial were ongoing.

**15. Councillor questions**

- a. Cllr Wheeler explained the poor state of repair of the picnic bench in the playground and proposed that the Parish Council fund a replacement as part of the Queen's 90<sup>th</sup> Birthday Commemorations. **Action: Cllr Wheeler** to obtain costs for a new bench to be considered in the next Main meeting on 27<sup>th</sup> July, 2016.
- b. Cllr Vicars raised concerns about the high level of litter around the wall area at the entrance to the village. It was suggested that a notice could be set up there asking people to take their litter home with them. **Action: Cllr Coatsworth** to create the sign for this area.
- c. Cllr Vicars asked if there had been any action to move forward with the Speed Radar project. It was resolved to contact Steve Barber from KierWSP and ask for him to investigate the need for it in the village. **Action: The Clerk** to contact Steve Barber. Cllr Vicars offered to accompany Steve Barber on his visits to the village.

**16. Close**

The meeting was closed at 9.16pm.

The next ordinary meeting of the Council will take place on Wednesday 27<sup>th</sup> July, 2016 in the Reading Room.

Signed \_\_\_\_\_ dated \_\_\_\_\_

Councillor John Coatsworth, Chairman

# Appendix A

## Helmdon Parish Council Finance Report 25/05/16

### Accounts:

Balance at Unity Trust account as of 25/05/16:	£22,279.24
Expected balance once payments and invoices settled:	£18,020.18

### Payments credited since 23/3/16:

1	Unity	Credit Interest		£3.85
2	SNC	Precept – part 1		£8,071.00
3	Allotment Holders	Rental		£80.00
			Total	£8,154.85

### Payments to be credited 25/5/16:

1	Allotment Holders	Rental	CHEQUE	£20.00
			Total	£20.00

### Invoices to be settled 25/5/16

1	NCALC	Training	BACS	£39.00
2	NCALC	CILCA Training	BACS	£495.00
3	E.On	Electricity Supply	BACS	£238.59
4	Helmdon Primary School	School Field Rent	BACS	£350.00
4	Staff	Wages	BACS	£668.57
5	Staff	Expenses	BACS	£42.02
6	Brown & Barden	Grass Cutting	BACS	£258.85
7	E.On	Electricity Supply	BACS	£55.06
8	SLCC	Membership Fees	CHEQUE	£111.00
9	Playmaintain	Playground Repairs	BACS	£1435.66
10	Reading Room	Rental	CHEQUE	£60.00
11	NCALC	Subscription	BACS	£363.31
12	NCALC	Audit Fee	BACS	£162.00
			Total	£4279.06

# 2016/17 Day Book Current

2016										Current Account		25-May-16				
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Payee	Item Description	Total Received	Total Paid	Balance	Bank Reconciled	Code	VAT					
						DR	CR					Bank				
25-May-16					Totals	22299.24	4279.06	18020.18				22199.24				
					<b>Balance B/Fwd 2015</b>	<b>14128.24</b>		<b>14128.24</b>								
28-Apr-16				SNC	Precept	8071.00		22199.24	10		901					
11-May-16				CHEQUES	Allotment Rental	50.00		22249.24			903					
25-May-16				CASH	Allotment Rental	30.00		22279.24			903					
TO BE PAID	5492	22-Mar-16	BACS	NCALC	Councilor Training		39.00	22240.24			406					
TO BE PAID	5504	23-Mar-16	BACS	NCALC	CiLCA Training		495.00	21745.24			406					
TO BE PAID	H12C95BE6D	01-Apr-16	BACS	E.On	Electricity Supply		238.59	21506.65			101	y				
TO BE PAID	E2047002417	12-Apr-16	BACS	Helmdon Primary Scho	School Field Rent		350.00	21156.65			203					
TO BE PAID		25-May-16	BACS	Helen du Bois	Wages		668.57	20488.08			402					
TO BE PAID		25-May-16	BACS	Helen du Bois	Expenses		42.02	20446.06			403					
TO BE PAID	4016	30-Apr-16	BACS	Brown & Barden	Grass Cutting		258.85	20187.21			201	y				
TO BE PAID	H12E8B9DD3	29-Apr-16	BACS	E.On	Electricity Supply		55.06	20132.15			101	y				
TO BE PAID				SLCC	Clerk's Membership		111.00	20021.15			407					
TO BE PAID				CHEQUES	Allotment Rental	20.00		20041.15			903					
TO BE PAID	SI-343	31-Mar-16	BACS	Playmaintain	Playground Repairs		1435.66	18605.49			301	y				
TO BE PAID	156	11-May-16	CHEQUE	Reading Room	Room Bookings		60.00	18545.49			408					
TO BE PAID	5611	01-Apr-16	BACS	NCALC	Subscription		363.31	18182.18			407					
TO BE PAID	5611	01-Apr-16	BACS	NCALC	Internal Audit Fee		162.00	18020.18			401					

UNSIGNED

## 2016/17 Day Book Budget

Code	EXPENDITURE	2015-2016			2016-2017		
		Budget	Actual	Remaining	Budget	Actual	Remaining
<b>100</b>	<b>1. Lighting</b>	1,175.00	1,424.36	- 249.36	<b>1,619.00</b>	<b>279.67</b>	<b>1,339.33</b>
101	Street lighting	750.00	1,377.42	- 627.42	1,419.00	279.67	1,139.33
102	Electricity repairs	425.00	46.94	378.06	200.00		200.00
103	Other			-			
<b>200</b>	<b>2. Parks &amp; Open Spaces</b>	3,050.00	25,665.04	-22,615.04	<b>6,855.00</b>	<b>565.71</b>	<b>6,289.29</b>
201	Grass cutting	1,500.00	1,369.97	130.03	1,600.00	215.71	1,384.29
202	Playground equip. inspection	75.00	65.00	10.00	65.00		65.00
203	School field rent	350.00	350.00	-	350.00	350.00	
204	War memorial and pump garden bulbs	150.00	-	150.00	150.00		150.00
205	Bulbs	75.00	52.07	22.93	75.00		75.00
206	Specific projects from sinking funds	750.00	23,258.00	-22,508.00	4,000.00		4,000.00
207	General maintenance	150.00	570.00	- 420.00	150.00		150.00
208	Other		-	-	465.00		465.00
<b>300</b>	<b>3. Sinking Fund</b>	-	-	-	<b>2,025.00</b>	<b>1,196.38</b>	<b>see</b>
301	Playground equipment		-	see	1900.00	1,196.38	sinking
302	Notice boards		-	sinking			fund
303	Computer		-	fund	125.00		doc
304	War memorial		-	doc			
305	Village seats		-				
306	Other		-				
<b>400</b>	<b>4. General Administration</b>	7,575.01	6,461.71	1,113.30	<b>11,948.00</b>	<b>1,940.90</b>	<b>10,007.10</b>
401	Audit charge	255.00	255.00	-	400.00	162.00	238.00
402	Clerk's salary	4,015.00	3,415.63	599.37	4,480.00	668.57	3,811.43
403	Clerk's expenses	150.00	173.27	- 23.27	150.00	42.02	107.98
404	Election expenses		39.00	- 38.99			
405	Insurances	1,220.00	1,099.43	120.57	1,170.00		1,170.00
406	NCALC training	150.00	298.33	- 148.33	982.00	534.00	448.00
407	Subscriptions	450.00	462.39	- 12.39	921.00	474.31	446.69
408	Reading Room rent	225.00	127.50	97.50	225.00	60.00	165.00
409	Leaflets & Advertising	960.00	431.16	528.84	270.00		270.00
410	Web site	150.00	150.00	-	150.00		150.00
411	Traffic calming measures		-	-	3,200.00		3,200.00
412	Other		10.00	- 10.00			
<b>500</b>	<b>Grants</b>	1,350.00	525.00	825.00	<b>2,050.00</b>		<b>2,050.00</b>
501	Grants to Village Organisations	1,350.00	500.00	850.00	1,350.00		1,350.00
502	VOY and school prizes		25.00	- 25.00	200.00		200.00
503	S. 137		-	-	500.00		500.00
<b>600</b>	<b>6. Burial Grounds</b>	900.00	400.00	500.00	<b>400.00</b>		<b>400.00</b>
601	Churchyard Maintenance	400.00	400.00	-	400.00		400.00
602	Contingency	500.00	-	500.00			
	<b>Total Regular Expenditure</b>	14,050.01	34,476.11	-20,426.10	<b>24,897.00</b>	<b>3,982.66</b>	<b>20,914.34</b>
701	Transfer Out		-				
702	To Deposit Account		-				
703	Other		-				
704	Vat Paid		701.62			296.40	
	<b>Total Expenditure</b>		35,177.73			<b>4,279.06</b>	
<b>900</b>	<b>INCOME</b>						
901	Precept	14,660.00	14,660.00	-	16,142.00	8,071.00	-8,071.00
902	Interest	25.00	20.81	- 4.19	25.00		-25.00
903	Allotments	160.00	-	- 160.00	100.00	100.00	
904	Newsletter		-	-			
905	Grants+Prizes	22,808.00	22,808.00	-	8,165.00		-8,165.00
906	Donations		-	-			
907	Dividends		-	-			
908	Village Hall - Reading Room		-	-			
910	Vat Repayment	-	528.48	528.48			
	<b>Total Regular Income</b>		38,017.29		<b>16,267.00</b>	<b>8,171.00</b>	
909	Misc Transfers In		-				
	<b>Total Working Income</b>		38,017.29			<b>8,171.00</b>	
	<b>Balance</b>		2,839.56			<b>3,891.94</b>	

# Appendix B

## 2015/16 End of Year Accounts

### 2015/16 Day Book

The Unity balance stood at £14,153.24 at 31<sup>st</sup> March, 2016.

There was one adjustment made for a cheque that was issued on 23-7-14 but never received or cashed.

There was one unrepresented cheque for £25.00 which cleared on 4<sup>th</sup> April – this gives a carry over into 2016/17 of **£14,128.24**.

2015					Current Account			29-May-16	
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Payee	Item Description	Total Received	Total Paid	Balance	Bank Reconciled
						DR	CR		
<b>Totals</b>						<b>49279.03</b>	<b>35150.79</b>	<b>14128.24</b>	
29-May-16					<b>Balance B/Fwd 2014</b>	<b>11261.74</b>		<b>11261.74</b>	
02-Apr-15				BACS Co-op	Interest	1.54		11263.28	102
17-Apr-15				BACS SNC	Precept PART 1	7330.00		18593.28	103
20-Apr-15				BACS Co-op	Fee Copy Item		10.00	18583.28	103
05-May-15				BACS Co-op	Interest	1.94		18585.22	103
05-Jun-15				BACS Co-op	Interest	2.75		18587.97	104
03-Jul-15				BACS Co-op	Interest	1.69		18589.66	105
27-Jul-15	3844	30-Apr-15		BACS Brown and Barden	Grass Cutting		234.85	18354.81	1
27-Jul-15	3858	11-Jun-15		BACS Brown and Barden	Grass Cutting		234.85	18119.96	1
27-Jul-15	3870	26-Jun-15		BACS Brown and Barden	Grass Cutting		234.85	17885.11	1
27-Jul-15	3886	30-Jul-15		BACS Brown and Barden	Grass Cutting		234.85	17650.26	1
27-Jul-15	H1146D590C	01-Apr-15		BACS E.On	Electricity		156.81	17493.45	1
27-Jul-15	H11AD697EE	09-Jul-15		BACS E.On	Electricity		478.22	17015.23	1
27-Jul-15	4938	01-Apr-15		BACS NCALC	Internal Audit		155.00	16860.23	1
27-Jul-15	4938	01-Apr-15		BACS NCALC	Subscription		353.39	16506.84	1
27-Jul-15	017557	01-Jul-15		BACS Playsafety Ltd	Playground Inspection		78.00	16428.84	1
27-Jul-15		01-Jun-15		BACS S Loake	Wages		669.20	15759.64	1
27-Jul-15		25-Jul-15		BACS S Loake	Newsletter		105.16	15654.48	1
27-Jul-15		25-Jul-15		BACS S Loake	Wages		494.93	15159.55	1
27-Jul-15		25-Jul-15		BACS S Loake	Office expenses		9.60	15149.95	1
27-Jul-15		25-Jul-15		BACS S Loake	General Maintenance (Bark)		190.00	14959.95	1
27-Jul-15	00017743	27-Apr-15		BACS Top Print	Newsletter		144.25	14815.70	1
28-Sep-15				BACS SNC	School Drainage Project	22808.00		37623.70	3
28-Sep-15				BACS SNC	Precept PART 2	7330.00		44953.70	3
30-Sep-15				BACS Unity	Interest	3.36		44957.06	3
07-Oct-15	07888	27-Jul-15	300052	Linnell Bros	General Maintenance (Bark)		456.00	44501.06	4
12-Oct-15	3904	21-8-115	300053	Brown and Barden	Grass Cutting		234.85	44266.21	4
12-Oct-15		22-Sep-15	300056	S Lidgley	Bulbs		62.48	44203.73	4
19-Oct-15		04-Jun-15	300054	SNAST NHW	Subscription		10.00	44193.73	4
09-Oct-15		20-Sep-15		BACS H du Bois	Office expenses		33.98	44159.75	4
09-Oct-15		20-Sep-15		BACS H du Bois	Wages		319.28	43840.47	4
08-Oct-15		08-Oct-15		BACS ACRE	Subscription		35.00	43805.47	4
08-Oct-15	547/2079383	01-Sep-15		BACS Came & Company	Insurance		1169.09	42636.38	4
08-Oct-15	049914	24-Sept 14		BACS E.On	Lighting Maintenance		124.93	42511.45	4
08-Oct-15	054273	25-Mar-15		BACS E.On	Lighting Maintenance		124.93	42386.52	4
08-Oct-15	056162	09-Jun-15		BACS E.On	Lighting Maintenance		124.93	42261.59	4
08-Oct-15	058621	11-Sep-15		BACS E.On	Lighting Maintenance		124.93	42136.66	4
08-Oct-15	5257	21-Jul-15		BACS NCALC	NCALC Training		39.00	42097.66	4
09-Oct-15	E2047002408	08-May-15		BACS Helmdon Primary	School Field Rent		350.00	41747.66	4
08-Oct-15	E2047002409	14-Sep-15		BACS Helmdon Primary	School Drainage Project		22808.00	18939.66	4
08-Oct-15	OL-2015-02101	31-Aug-15		BACS Parish Online	Mapping Subs		33.60	18906.06	4
08-Oct-15				BACS Helmdon WI	Grants to Village Organisations		100.00	18806.06	4
08-Oct-15				BACS Helmdon Fellowship	Grants to Village Organisations		150.00	18656.06	4
08-Oct-15				BACS Whistley Scouts	Grants to Village Organisations		250.00	18406.06	4
14-Oct-15		23-Sep-15	300055	Helmdon Churchyard	Chuchyard Maintenance		400.00	18006.06	4
26-Oct-15				HMRC	VAT refund	528.48		18534.54	4
07-Dec-15	3924	29-Sep-15		BACS Brown and Barden	Grass Cutting		234.85	18299.69	6
07-Dec-15	3087833	30-Sep-15		BACS SNC	Election Expenses		39.00	18260.69	6
07-Dec-15	1430231	26-Sep-15		BACS BDO LLP	External Audit		120.00	18140.69	6
07-Dec-15	153	29-Sep-15		BACS Clare Nash Architectur	Pump Garden Plans		450.00	17690.69	6
07-Dec-15	059528	09-Oct-15		BACS E.On	Electricity Repairs		56.33	17634.36	6
07-Dec-15	3943	24-Oct-15		BACS Brown and Barden	Grass Cutting		234.85	17399.51	6
07-Dec-15	5105	30-Apr-15		BACS NCALC	NCALC Training		11.33	17388.18	6
07-Dec-15		24-Nov-15		BACS H du Bois	Wages		648.26	16739.92	6
07-Dec-15		24-Nov-15		BACS H du Bois	Office expenses		40.74	16699.18	6
07-Dec-15	00018291	04-Aug-15		BACS Top Print	Newsletter		181.75	16517.43	6
22-Dec-15	149	03-Nov-15	300058	Reading Room	Room Hire		127.50	16389.93	6
31-Dec-15				Unity	Interest	5.68		16395.61	6
29-Jan-16	5353	25-Nov-15		BACS NCALC	NCALC Training		150.00	16245.61	7
29-Jan-16	061029	03-Dec-15		BACS E.On	Lighting Maintenance		124.93	16120.68	7
29-Jan-16		27-Jan-16		BACS H du Bois	Wages		648.26	15472.42	7
29-Jan-16		27-Jan-16		BACS H du Bois	Office expenses		32.96	15439.46	7
29-Jan-16	H1263E544A	01-Jan-16		BACS E.On	Electricity		216.39	15223.07	7
29-Jan-16	01573	12-Jan-16		BACS D Moody	WebSite Management		150.00	15073.07	7
22-Feb-16		27-Jan-16	300059	CPRE	Subscription		36.00	15037.07	8
23-Mar-16		23-Mar-16	300060	ACRE	Village of the Year Entry		25.00	15012.07	10
29-Mar-16	5446	29-Feb-16		BACS NCALC	NCALC Training		39.00	14973.07	9
29-Mar-16	5436	16-Feb-16		BACS NCALC	The Good Councillor Guide		25.00	14948.07	9
29-Mar-16		16-Mar-16		BACS H du Bois	Wages		635.70	14312.37	9
29-Mar-16		16-Mar-16		BACS H du Bois	Office Expenses		55.99	14256.38	9
29-Mar-16	063620	19-Mar-16		BACS E.On	Lighting Maintenance		124.93	14131.45	9
30-Mar-16	5405	09-Feb-16		BACS NCALC	NCALC Training		34.00	14097.45	9
31-Mar-16				Unity	Interest	3.85		14101.30	9
31-Mar-16	adjustment	23-Jul-14	CHEQUE	V.Vicars	unpresented cheque		-26.94	14128.24	



## 2015/16 Budget vs Actual

Code	EXPENDITURE	2014-2015			2015-2016		
		Budget	Actual	Remaining	Budget	Actual	Remaining
<b>100</b>	<b>1. Lighting</b>	<b>1,500.00</b>	<b>925.59</b>	<b>574.41</b>	<b>1,175.00</b>	<b>1,424.36</b>	<b>-249.36</b>
101	Street lighting	1,100.00	613.26	486.74	750.00	1,377.42	-627.42
102	Electricity repairs	400.00	312.33	87.67	425.00	46.94	378.06
103	Other						
<b>200</b>	<b>2. Parks &amp; Open Spaces</b>	<b>3,087.00</b>	<b>2,580.51</b>	<b>456.46</b>	<b>3,050.00</b>	<b>25,638.10</b>	<b>-22,588.10</b>
201	Grass cutting	1,420.00	1,369.97	-28.25	1,500.00	1,369.97	130.03
202	Playground equip. inspection	72.00	65.00	7.00	75.00	65.00	10.00
203	School field rent	350.00	350.00		350.00	350.00	
204	War memorial and pump garden	75.00		75.00	150.00		150.00
205	Bulbs	20.00	312.21	-292.21	75.00	25.13	49.87
206	Specific projects from sinking funds	750.00	483.33	266.67	750.00	23,258.00	-22,508.00
207	General maintenance	150.00		150.00	150.00	570.00	-420.00
208	Other (Jubilee Wall)	250.00		250.00			
<b>300</b>	<b>3. Sinking Fund</b>	<b>625.00</b>	<b>4,579.00</b>	<b>see</b>			<b>see</b>
301	Playground equipment		4,579.00	sinking			sinking
302	Notice boards	500.00		fund			fund
303	Computer	125.00		doc			doc
304	War memorial						
305	Village seats						
306	Other						
<b>400</b>	<b>4. General Administration</b>	<b>7,712.79</b>	<b>6,408.94</b>	<b>1,303.85</b>	<b>7,575.01</b>	<b>6,461.71</b>	<b>1,113.30</b>
401	Audit charge	280.00	100.00	180.00	255.00	255.00	
402	Clerk's salary	4,601.79	4,151.48	450.31	4,015.00	3,415.63	599.37
403	Clerk's expenses	140.00	75.49	64.51	150.00	173.27	-23.27
404	Election expenses	200.00		200.00	0.01	39.00	-38.99
405	Insurances	1,278.00	1,194.78	83.22	1,220.00	1,099.43	120.57
406	NCALC training	58.00	365.99	-307.99	150.00	298.33	-148.33
407	Subscriptions	240.00	28.00	212.00	450.00	462.39	-12.39
408	Reading Room rent	150.00	135.00	15.00	225.00	127.50	97.50
409	Newsletter (Talkabout)	565.00	141.25	423.75	960.00	431.16	528.84
410	Web site	150.00	150.00		150.00	150.00	
411	Traffic calming measures						
412	Other	50.00	66.95	-16.95		10.00	-10.00
<b>500</b>	<b>Grants</b>	<b>1,250.00</b>	<b>1,343.60</b>	<b>31.40</b>	<b>1,350.00</b>	<b>525.00</b>	<b>825.00</b>
501	Grants to Village Organisations	1,250.00	1,250.00	125.00	1,350.00	500.00	850.00
502	Village of the Year - Nat comp		93.60	-93.60		25.00	-25.00
503	S. 137						
<b>600</b>	<b>6. Burial Grounds</b>	<b>400.00</b>	<b>400.00</b>		<b>900.00</b>	<b>400.00</b>	<b>500.00</b>
601	Churchyard Maintenance	400.00	400.00		400.00	400.00	
602	Contingency				500.00		500.00
	<b>Total Regular Expenditure</b>	<b>14,574.79</b>	<b>16,237.64</b>	<b>-1,662.85</b>	<b>14,050.01</b>	<b>34,449.17</b>	<b>-20,399.16</b>
701	Transfer Out						
702	To Deposit Account						
703	Other						
704	Vat Paid		1,472.61			701.62	
	<b>Total Expenditure</b>		<b>17,710.25</b>			<b>35,150.79</b>	
<b>900</b>	<b>INCOME</b>						
901	Precept	14,660.00	14,660.00		14,660.00	14,660.00	
902	Interest	25.00	19.51	5.49	25.00	20.81	-4.19
903	Allotments	160.00	140.00	15.00	160.00		-160.00
904	Newsletter						
905	Grants+Prizes		1,190.00	-1,190.00	22,808.00	22,808.00	
906	Donations		60.00	-60.00			
907	Dividends						
908	Village Hall - Reading Room						
910	Vat Repayment		3,173.93	-3,173.93		528.48	528.48
	<b>Total Regular Income</b>		<b>19,243.44</b>			<b>38,017.29</b>	
909	Misc Transfers In						
	<b>Total Working Income</b>		<b>19,243.44</b>			<b>38,017.29</b>	
	<b>Balance</b>		<b>1,533.19</b>			<b>2,866.50</b>	

## Helmdon Parish Council Bank Reconciliation Year Ending 31st March 2016

Unity account balance 31st March 2016				<b>£14,153.24</b>
Less Unpresented cheques				
	300060	ACRE	Village of the Year Entry	£25.00
	Total			£25.00
Add payments not yet credited				<b>£0.00</b>
Total				<b>£14,128.24</b>
Cash Book Balance at 31st March 2016				<b>£14,128.24</b>
Difference between bank account and cash book				<b>£0.00</b>

Summary of Accounts and Holdings			
Value at 31.03.15			Value at 31.03.16
£91,805.00	Asset Register		£97,120.00
£11,288.69	Unity	Tailored Account	£14,128.24
N/A	Unity	Deposit Account	£0.00
£103,093.69		Total	£111,248.24

# Appendix C

## 2015/16 Audit Statement

### 2015/16 Annual Return statement

<b>HELMDON PARISH COUNCIL ANNUAL RETURN</b>			
<b>Year to 31 March 2016</b>			
		<b>2015</b>	<b>2016</b>
BALANCE B/FWD		£9,755	£11,262
PRECEPT		£14,660	£14,660
OTHER RECEIPTS		£4,583	£23,357
STAFF COSTS		£4,149	£3,416
LOAN REPAYMENTS		£0	£0
OTHER PAYMENTS		£13,587	£31,735
BALANCE C/FWD		£11,262	£14,128
CASH		£11,262	£14,128
FIXED ASSETS		£91,805	£97,120
	<i>Total Income</i>	<i>£28,998</i>	<i>£49,279</i>
	<i>Total Outgoings</i>	<i>£17,736</i>	<i>£35,151</i>
	<i>Year End Balance</i>	<i>£11,262</i>	<i>£14,128</i>

#### **OTHER RECEIPTS**

Allotments	£0.00
Interest	£20.81
Donation	£0.00
Best Village	£0.00
Grant	£22,808.00
VAT Rebate	£528.48
	<u>£23,357.29</u>

#### **STAFF COSTS**

Clerk		
May	SL	£669.20
July	SL	£494.93
September	HdB	£319.28
November	HdB	£648.26
January	HdB	£648.26
March	HdB	£635.70
		<u>£3,415.63</u>

#### **OTHER PAYMENTS**

TOTAL PAYMENTS	£35,150.79
Less STAFF COSTS	£3,415.63
	<u>£31,735.16</u>

#### **EXPLANATION OF SIGNIFICANT DIFFERENCES**

##### **OTHER RECEIPTS £23,357 (2014/15 £4,583)**

The Council received grant income from South Northants District Council of £22,808, towards a drainage project for the playing field at Helmdon Primary School.

There were no other grants, prizes or donations received this year. (2015/16: £0.00, 2014/15: £1250)

Income from VAT repayment was less as payment was just for the previous year, where as the payment received in 2014/15 had been for the previous 2 years (2015/16: £528.48 2014/15: £3173.93)

##### **OTHER PAYMENTS £31,735 (2014/15: £13,587)**

The Council contributed £22,808 to a drainage project of the playing field at Helmdon Primary School.

Staff costs were less (2015/16: £3415, 2014/15: £4151) as the Council operated without a Clerk for a period of time and also stopped the production of the village newsletter

Applications from village groups for the Small Grant Scheme were lower than usual this year. (2015/16: £500, 2014/15: £1250)

## Appendix D

### Report to Helmdon Parish Council regarding correspondence received by the council

Danny Moody – May 2016

I have reviewed the list of correspondence received from 26 November 2015 to 16 March 2016. It seems to fit into several categories:

Category	Example	Proposed Action
Items that require the council to make a decision	Notification of a planning application	Clerk to put item on agenda for council or appropriate committee and circulate correspondence by e-mail as part of the meeting papers with copy to correspondence@
Items that need to be brought to the attention of the council related to decisions to be taken	Copy of SNC's Part II Local Plan consultation documents	Clerk to circulate to all councillors by e-mail with copy to correspondence@
Items that need to be brought to the attention of the council for information	Northants CALC <i>eUpdate</i> newsletter	Clerk to circulate to all councillors by e-mail with copy to correspondence@
Items that require the clerk's attention/action only	Communication from Lynn Lavender regarding 2015-16 audit	Clerk to action as appropriate. No need to circulate
Items of general interest to Helmdon Parish Council	New Homes Bonus Allocations from SNC	Clerk to forward to correspondence@helmdon.com
Items of general interest	Anglian Water: Help us reduce pollution in your parish	Clerk to forward to correspondence@helmdon.com
Items of no interest	SNC press release - Responses sought on the review of Tiffield's conservation area	Do not circulate or forward

Councillors should all have access to [correspondence@helmdon.com](mailto:correspondence@helmdon.com) via web mail and can either keep an eye on it on an ongoing basis or can trawl through it prior to the deadline for submitting agenda items and request that an item go on the agenda if they think it is of interest.

It should no longer be necessary for the clerk to produce a list of correspondence for each meeting.