

Code	EXPENDITURE	2016-17	2017-2018		2018-2019
		Actual	Budget	Expected total	Budget
	<b>Total Regular Expenditure</b>	<b>17328.19</b>	<b>15389.42</b>	<b>14011.09</b>	<b>16046.00</b>
	<b>Total Expenditure inc VAT</b>	<b>18325.96</b>	<b>15389.42</b>	<b>14893.18</b>	<b>16046.00</b>
<b>100</b>	<b>Lighting</b>	<b>1396.3</b>	<b>1416.44</b>	<b>1373.59</b>	<b>1720</b>
101	Electricity Supply	877.81	900.00	957.26	1200
102	Streetlight repairs	102.05	100.00	0.00	100
103	Streetlight maintenance	416.44	416.44	416.33	420
104	Electricity Other	0			
<b>200</b>	<b>Parks &amp; Open Spaces</b>	<b>4780.96</b>	<b>3525.00</b>	<b>2856.18</b>	<b>3980</b>
201	Grass cutting	1509.97	1800.00	1144.99	2000
202	Playground inspection	45	45.00	45.00	50
203	Playground repairs	2078.4	300.00	407.00	300
204	School field rental	850	350.00	350.00	350
205	Garden maintenance for War Memorial and Pump Garden	0	0.00	0.00	50
206	Village Bulbs	26.94	50.00	0.00	50
207	Bin emptying	0	680.00	64.00	680
208	Allotment maintenance	0	200.00	0.00	400
209	General maintenance	20.95	100.00	205.00	100
210	Noticeboards	249.7	0.00	640.19	0
<b>400</b>	<b>General Administration</b>	<b>8700.93</b>	<b>8647.98</b>	<b>8039.24</b>	<b>8546</b>
401	Audit charge	362	282.00	267.00	210
402	Clerk's salary	5036.02	5251.48	5271.67	5606
403	Clerk's expenses	245.26	150.00	126.28	150
404	Election expenses	0	0.00	0.00	0
405	Insurances	1225.34	1300.00	1272.57	1000
406	Training	852	200.00	84.00	100
407	Subscriptions	512.31	500.00	618.22	630
408	Reading Room rent	145	142.50	137.50	150
409	Leaflets & Advertising	119	100.00	0.00	100
410	Web site	150	150.00	150.00	0
411	Banking Fees	0	72.00	72.00	100
412	Other	54	500.00	40.00	500
<b>500</b>	<b>Grants awarded</b>	<b>2050</b>	<b>1400.00</b>	<b>1342.08</b>	<b>1400</b>
501	Grants to Village Organisations	2050	1350.00	1342.08	1350
502	VOY and school prizes	0	50.00	0.00	50
503	S. 137	0	0.00	0.00	0
<b>600</b>	<b>Burial Grounds</b>	<b>400</b>	<b>400.00</b>	<b>400.00</b>	<b>400</b>
601	Churchyard Maintenance	400	400.00	400.00	400
602	Contingency	0	0.00	0.00	0
<b>700</b>	<b>Miscellaneous</b>	<b>997.77</b>		<b>882.09</b>	
701	Vat Paid	997.77	0.00	882.09	0

Fixed 2 year deal, approx £100 per month

4th Corner Landscape quoted £1,450 for 1 year excluding Station Road/The Green - assume extra £500?

School Field bins £88, dog bins £573 (3 bins)

Water pump likely to be under £400 - purchase in 2018/19?

£1075 still to be invoiced for Benches/Noticeboard repairs

No external audit charge next year, internal auditor fee increased to £207

18/19 Annual salary increase of 1SCP and further increase of 1SCP if CiLCA qualification achieved (SCP22: £5605.76 pa)

New contract in Sept 18, likely to be approx £900

NCALC & NALC fees: £383.80, SLCC £120, ACRE £35, CPRE £36, ParishOnline £33.60, SNAST £20 Total: £628.40

Budget for new webmaster

£72 account fees plus £36 per year for payment card

	<b>Total Regular Income</b>	<b>18807.59</b>	<b>24444.00</b>	<b>18364.00</b>	<b>255</b>	
	<b>Total Working Income</b>	<b>18807.59</b>	<b>24444.00</b>	<b>19897.90</b>	<b>255</b>	
<b>900</b>	<b>INCOME</b>	<b>18807.59</b>	<b>24444.00</b>	<b>18364.00</b>	<b>255</b>	
901	Precept	16142	17074.00	17074.00	0	
902	Interest	4.82	0.00	0.00	0	
903	Allotments	110	160.00	240.00	255	17 plots at £15 - increase rent for water pump?
904	Grants+Prizes	2150.77	7210.00	1050.00	0	£4750 still to be drawn down from SNC if SID and dog bins go ahead this year.
905	Donations	400			0	
<b>1000</b>	<b>MISCELLANOUS INCOME</b>	<b>0</b>	<b>0.00</b>	<b>1533.90</b>	<b>0</b>	
1001	Misc Transfers In	0	0.00	0.00		
1002	Vat Repayment	0	0.00	1533.90		
	<b>Balance</b>		<b>9054.58</b>	<b>5004.72</b>	<b>-15791</b>	
<b>300</b>	<b>Sinking Fund</b>	<b>TARGET</b>	<b>8925.42</b>	<b>8285.42</b>		
301	Playground equipment	2000	3006.49	3006.49		£240 likely spend on swings (parts & installation) before end of year
302	Notice boards	1000	1000.00	360.00		£640 for Greenbarnes already invoiced (201). Will also need to include £450 for Mobile Caretaking if invoiced this year
303	Computer	500	504.46	504.46		Likely spend of £400 on new laptop before end of year
304	War memorial	1800	1416.47	1416.47		
305	Village seats	1800	1800.00	1800.00		Will also need to include £625 for Mobile Caretaking (benches/noticeboards) if invoiced this year
306	Elections	800	1198.00	1198.00		
307	Burial Ground	0	0.00	0.00		New addition this year
<b>800</b>	<b>Projects for 2018/19</b>		<b>9335.00</b>	<b>2041.04</b>		
801	War Memorial Repairs		1200.00	0.00		Repairs likely to cost £1186 - £890 for WMT grant, £296 from reserves
802	War Memorial Garden Renovations		525.00	495.00		Complete
803	Flagpole & Bench Project		1000.00	754.37		Cost for Village Flag and moving bin on Station Road still to be agreed
804	Flood Prevention		0.00	0.00		
805	Speed Radar		5000.00	0.00		£4195 still to be invoiced
806	Pump Garden Renovations		950.00	791.67		Complete
807	Dog Waste Bins		660.00	0.00		£555 still to be invoiced

# Helmdon Parish Council - Asset Register

Last updated

19/06/2017

Signed: \_\_\_\_\_

Ref No.	Description/Location/Identification	Date acquired	Payment Ref.	Supplier	Asset Value (based on original purchase cost where known)	Insurance Value	Market Value	Title/Possession	Date disposed
BL001	Reading Room, Church Street	1887	-	-	£1.00	Insured by RRCM	£365,000	Charity asset held by council as custodian trustee	-
BL002	War Memorial, Wappenham Road	Unknown	-	-	£1.00	£40,124	-	-	-
AD001	Laptop PC, Acer F456, Serial No- 992364726	11/08/2010	-	-	£349.00	-	-	Clerk	22/01/2014
AD002	Printer	11/08/2010	-	-	£200.00	-	-	Clerk	01/09/2015
SF001	Waste bin on Station Road	Unknown	-	-	-	-	-	-	-
SF002	Waste bin on Church Street	Unknown	-	-	-	-	-	-	-
BL003	Acorns Nursery, Hintons Close	?	-	-	£1.00	Insured by Acorns	?	Charity asset held by council as custodian trustee	-
PE001	Playground Equipment*	Various*	-	-	£15,465.00	?	?	-	-
SF004	Street Furniture*	Various*	-	-	£58,545.00	?	?	-	-
LD001	Allotments behind The Green	?	-	-	£10,000.00	?	?	-	-
LD002	Jenner's Piece, Wappenham Road	?	-	-	£1.00	?	?	-	-
LD003	Pump Garden, Church Street	?	-	-	£1.00	?	?	-	-
SF005	Notice board - Reading Room	30/01/2013	500316	Greenbarnes	£962.60	£1,155.13	£1,155.13	-	-
SF006	Notice board - The Green	30/01/2013	500316	Greenbarnes	£1,123.04	£1,347.65	£1,347.65	-	-
SF007	Notice board - The Square	30/01/2013	500316	Greenbarnes	£1,123.04	£1,347.65	£1,347.65	-	-
PE002	Jubilee Wood Information Sign	26/11/2013	500370	P Ward	£65.00	£65.00	£65.00	-	-
BL004	Jubilee Wall, Station Road	22/01/2014	500381	P Gartside	£3,876.50	£4,000.00	-	-	-
AD003	Laptop PC, Packard Bell, Serial No. 33902572166	22/01/2014	500377	E Hart	£459.99	£459.99	£459.99	Clerk	-
PE003	Play Area Slide steps	20/11/2015	500396	LR Brown	£5,494.80	£5,494.80	£5,494.80	-	-
AD004	Scanner/Printer HP Envy 5646	15/03/2017	-	H du Bois	£69.95	£69.95	£69.95	Clerk	-
PE004	Play Area Information Sign	24/03/2017	-	H du Bois	£22.00	£22.00	£22.00	-	-
SF008	Flag Pole	14/06/2017	-	H du Bois	£710.40	£710.40	£710.40	-	-
SF009	3 x Flags	14/06/2017	-	H du Bois	£194.85	£194.85	£194.85	Flag Master	-
<b>Total Asset Value</b>					<b>£98,117.17</b>				

\*See schedule for detailed description of individual items

## Key

- BL Buildings and monuments
- AD Administration and business
- SF Street Furniture
- PE Park Equipment
- IN Long term investments
- LD Land holdings

## Schedule of Playground Equipment

Ref No.	Description/Location/Identification	Date acquired	Payment Ref.	Supplier	Asset Value (based on original purchase cost where known)	Insurance Value	Market Value	Title/Possesion	Date disposed
PE101	Slide	?	-		?	?	?	-	-
PE102	Toddler Swing	?	-	-	?	?	?	-	-
PE103	Children's Swing	?	-	-	?	?	?	-	-
PE104	Bench table	?	-	-	?	?	?	-	-
PE105	Seating Area	?	-	-	?	?	?	-	-
PE106	Chain bridge	?	-	-	?	?	?	-	-
PE107	Equipment Item 1	?	-	-	?	?	?	-	-
PE108	Equipment Item 2	?	-	-	?	?	?	-	-
PE109	Equipment Item 3	?	-	-	?	?	?	-	-
PE110	Bin by bench table	?	?	?	?	?	?	-	-
PE111	Bin by top playground	?	?	?	?	?	?	-	-
<b>Total Asset Value</b>					<b>£15,465</b>				

## Schedule of Street Furniture

Ref No.	Description/Location/Identification	Date acquired	Payment Ref.	Supplier	Asset Value (based on original purchase cost where known)	Insurance Value	Market Value	Title/Possesion	Date disposed
SF101	Streetlight No.1	Unknown	-	-	-	?	?	-	-
SF102	Streetlight No.2	Unknown	-	-	-	?	?	-	-
SF103	Streetlight No.3	Unknown	-	-	-	?	?	-	-
SF104	Streetlight No.4	Unknown	-	-	-	?	?	-	-
SF105	Streetlight No.5 & pole	30/09/2015	-	-	£10	?	?	-	-
SF106	Streetlight No.6	Unknown	-	-	-	?	?	-	-
SF107	Streetlight No.7 & pole	30/09/2015	-	-	£10	?	?	-	-
SF108	Streetlight No.8	Unknown	-	-	-	?	?	-	-
SF109	Streetlight No.9	Unknown	-	-	-	?	?	-	-
SF110	Streetlight No.10	Unknown	-	-	-	?	?	-	-
SF111	Streetlight No.11	Unknown	-	-	-	?	?	-	-
SF112	Streetlight No.12	Unknown	-	-	-	?	?	-	-
SF113	Streetlight No.13	Unknown	-	-	-	?	?	-	-
SF114	Streetlight No.14	Unknown	-	-	-	?	?	-	-
SF115	Streetlight No.15	Unknown	-	-	-	?	?	-	-
SF116	Streetlight No.16	Unknown	-	-	-	?	?	-	-
SF117	Streetlight No.17	Unknown	-	-	-	?	?	-	-
SF118	Streetlight No.18	Unknown	-	-	-	?	?	-	-
SF119	Streetlight No.19	Unknown	-	-	-	?	?	-	-
SF120	Streetlight No.20	Unknown	-	-	-	?	?	-	-
SF121	Streetlight No.21	Unknown	-	-	-	?	?	-	-
SF122	Streetlight No.22	Unknown	-	-	-	?	?	-	-
SF123	Bench on Jenner's Piece	Unknown	-	-	-	?	?	-	-
SF124	Bench on Pump Garden	?	?	?	?	?	?	-	-
SF125	Bench on The Green	Unknown	-	-	-	?	?	-	-
SF126	Bench on Station Road	Unknown	-	-	-	?	?	-	-
SF127	<del>Old notice board - Reading Room</del>	<del>Unknown</del>	<del>-</del>	<del>-</del>	<del>£150</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>31/01/2013</del>
SF128	<del>Old notice board - The Green</del>	<del>Unknown</del>	<del>-</del>	<del>-</del>	<del>£150</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>31/01/2013</del>
SF129	<del>Old notice board - The Square</del>	<del>Unknown</del>	<del>-</del>	<del>-</del>	<del>£150</del>	<del>-</del>	<del>-</del>	<del>-</del>	<del>31/01/2013</del>
SF127	Flagpole	14/06/2017			£710	£710	£710		
<b>Total Asset Value</b>					<b>£58,545</b>				

## Helmdon Parish Council - Asset Register - Schedule of Disposals & Acquisitions

### Year Ending 31 March 2013

Ref No.	Description/Location/Identification	Asset Value	Date acquired	Date disposed
	<b>Opening Asset Value at 1/4/12</b>	<b>£84,994.00</b>		
SF127	Old notice board - Reading Room	£150.00	-	31/03/2013
SF128	Old notice board - The Green	£150.00	-	31/03/2013
SF129	Old notice board - The Square	£150.00	-	31/03/2013
SF005	Notice board - Reading Room	£962.60	30/01/2013	-
SF006	Notice board - The Green	£1,123.04	30/01/2013	-
SF007	Notice board - The Square	£1,123.04	30/01/2013	-
	<b>Closing Asset Value at 31/3/13</b>	<b>£87,752.68</b>		

### Year Ending 31 March 2014

Ref No.	Description/Location/Identification	Asset Value	Date acquired	Date disposed
	<b>Opening Asset Value at 1/4/13</b>	<b>£87,752.68</b>		
PE002	Jubilee Wood Information Sign	£65.00	26/11/2013	-
BL004	Jubilee Wall, Station Road	£3,876.50	22/01/2014	-
AD003	Laptop PC	£459.99	22/01/2014	-
AD001	Laptop PC, Acer F456	£349.00	-	22/01/2014
	<b>Closing Asset Value at 31/3/14</b>	<b>£91,805.17</b>		

### Year Ending 31 March 2015

Ref No.	Description/Location/Identification	Asset Value	Date acquired	Date disposed
	<b>Opening Asset Value at 1/4/14</b>	<b>£91,805.17</b>		
	<b>Closing Asset Value at 31/3/15</b>	<b>£91,805.17</b>		

### Year Ending 31 March 2016

Ref No.	Description/Location/Identification	Asset Value	Date acquired	Date disposed
	<b>Opening Asset Value at 1/4/15</b>	<b>£91,805.17</b>		
AD002	Printer	£200.00	-	01/09/2015
SF105	Streetlight No 5 & Pole	£10.00	30/09/2015	-
SF017	Streetlight No 7 & Pole	£10.00	30/09/2015	-
PE003	Play Area Slide Steps	£5,494.80	20/11/2015	-
	<b>Closing Asset Value at 31/3/16</b>	<b>£97,119.97</b>		

### Year Ending 31 March 2017

Ref No.	Description/Location/Identification	Asset Value	Date acquired	Date disposed
	<b>Opening Asset Value at 1/4/16</b>	<b>£97,119.97</b>		
AD004	Scanner/Printer HP Envy 5646	£69.95	15/03/2017	-
PE004	Play Area Information Sign	£22.00	24/03/2017	
	<b>Closing Asset Value at 31/3/17</b>	<b>£97,211.92</b>		



## **HELMDON PARISH COUNCIL**

### **TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN**

THIS AGREEMENT made on the *[insert date]* day of April 2018 between Helmdon Parish Council of 2A Station Road, Helmdon, NN13 5QT, ('the Council') and *[insert full name of tenant]* of *[insert tenant's address]* ('the tenant') by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at Station Road, Helmdon and referenced as plot no. \_\_\_\_\_ in the Council's Allotment Register ('the Allotment Garden') *[outlined in red for identification purposes only on the plan attached]*.
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the 1<sup>st</sup> day of April 2018 *[and thereafter from year to year]* unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £ \_\_\_\_\_ whether demanded or not which shall be payable in full on the \_\_\_\_\_ of April 2016 *[and for every year after the first year of the tenancy on the \_\_\_\_\_ day of April]*.
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by him/herself and his/her family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
6. When the Council allocates available plots, priority shall be given to residents of Helmdon Parish.
7. The only Right of Access to the allotments is via the gate by the garages behind the Green. Access to individual allotments from tenant's properties may be permitted but does not establish a Right of Way.
8. During the tenancy, the tenant shall :

- a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
  - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
  - c) not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;
  - d) keep all livestock or poultry food in specific food dispensers and store food supplies in metal containers with lids.
  - e) not keep cockerels on the Allotment Garden;
  - f) not keep bees or hives on the Allotment Garden;
  - g) not set traps or snares on the Allotment Garden;
  - h) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
  - i) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
  - j) not fence the Allotment Garden without first obtaining the Council's written consent;
  - k) maintain and keep in repair the fences and gates forming part of the Allotment Garden;
  - l) trim and keep in decent order all hedges forming part of the Allotment Garden;
  - m) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
  - n) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
  - o) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
  - p) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
  - q) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.
9. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
10. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.



- 11. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
- 12. The tenancy may also be terminated by the Council by service of one month's written notice on the tenant if:
  - a. the rent is in arrears for 40 days or;
  - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8
- 13. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
- 14. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
- 15. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
- 16. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
- 17. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Parish Clerk.

Signed by

.....  
The tenant

and

.....  
Helen du Bois, Parish Clerk  
For and on behalf of Helmdon Parish Council

# ALLOTMENT PLAN

