

## Helmdon Parish Council Finance Report 27/01/16

### Accounts:

Balance at Unity Trust account as of 21/01/16: £16,422.55

Expected balance once invoices settled: £15,064.01

### Payments received since 25/11/15

1	Unity	Interest	BACS	£5.68
			Total	£5.68

Invoi

### ces to be settled 27/01/16

1	NCALC	NCALC Training	BACS	£150.00
2	CPRE	Subscription	300059	£36.00
3	H du Bois	Wages	BACS	£648.26
4	H du Bois	Office expenses	BACS	£32.96
5	E.On	Lighting Maintenance	BACS	£124.93
6	E.On	Electricity	BACS	£216.39
7	D Moody	Helmdon.com management	BACS	£150.00
			Total	£1358.54

## 2015/16 Day Book Current

2015										Current Account			21-Jan-16			
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Payee	Item Description	Total Received	Total Paid	Balance	Bank	Code	VAT					
						DR	CR	Bank								
21-Jan-16						Totals	49820.45	34756.44	15064.01	17262.70						
						Balance B/Fwd 2014	11807.01	11807.01								
02-Apr-15			BACS	Co-op	Interest	1.54		11808.55	##		902					
09-Apr-15		25-Mar-15	500437	Reading Room	Room Hire		72.50	11736.05	##		408					
15-Apr-15		25-Mar-15	500434	P Burns	Lottery Licenses		20.00	11716.05	##		412					
15-Apr-15		25-Mar-15	500435	S Adhemar	Trophy & Prizes		46.95	11669.10	##		412					
15-Apr-15		25-Mar-15	500439	P Burns	Photos		93.60	11575.50	##		502					
17-Apr-15			BACS	SNC	Precept PART 1	7330.00		18905.50	##		901					
20-Apr-15			BACS	Co-op	Fee Copy Item		10.00	18895.50	##		412					
05-May-15			BACS	Co-op	Interest	1.94		18897.44	##		902					
05-Jun-15			BACS	Co-op	Interest	2.75		18900.19	##		902					
10-Jun-15		28-May 14	500400	1st Helmdon Rangers	Grants to Village Organisations		125.00	18775.19	##		501					
03-Jul-15			BACS	Co-op	Interest	1.69		18776.88	##		902					
20-Jul-15		25-Mar-15	500433	E.On	Electricity		160.28	18616.60	##		101	y				
27-Jul-15	3844	30-Apr-15	BACS	Brown and Barden	Grass Cutting		234.85	18381.75	1		201	y				
27-Jul-15	3858	11-Jun-15	BACS	Brown and Barden	Grass Cutting		234.85	18146.90	1		201	y				
27-Jul-15	3870	26-Jun-15	BACS	Brown and Barden	Grass Cutting		234.85	17912.05	1		201	y				
27-Jul-15	3886	30-Jul-15	BACS	Brown and Barden	Grass Cutting		234.85	17677.20	1		201	y				
27-Jul-15		01-Apr-15	BACS	E.On	Electricity		156.81	17520.39	1		101	y				
27-Jul-15	H11AD697EE	09-Jul-15	BACS	E.On	Electricity		478.22	17042.17	1		101	y				
27-Jul-15	4938	01-Apr-15	BACS	NCALC	Internal Audit		155.00	16887.17	1		401					
27-Jul-15	4938	01-Apr-15	BACS	NCALC	Subscription		353.39	16533.78	1		407					
27-Jul-15	017557	01-Jul-15	BACS	Playsafety Ltd	Playground Inspection		78.00	16455.78	1		202	y				
27-Jul-15		01-Jun-15	BACS	S Loake	Wages		669.20	15786.58	1		402					
27-Jul-15		25-Jul-15	BACS	S Loake	Newsletter		105.16	15681.42	1		409					
27-Jul-15		25-Jul-15	BACS	S Loake	Wages		494.93	15186.49	1		402					
27-Jul-15		25-Jul-15	BACS	S Loake	Office expenses		9.60	15176.89	1		403					
27-Jul-15		25-Jul-15	BACS	S Loake	General Maintenance (Bark)		190.00	14986.89	1		207					
27-Jul-15	00017743	27-Apr-15	BACS	Top Print	Newsletter		144.25	14842.64	1		409					
28-Sep-15			BACS	SNC	School Drainage Project	22808.00		37650.64	3		905					
28-Sep-15			BACS	SNC	Precept PART 2	7330.00		44980.64	3		901					
30-Sep-15			BACS	Unity	Interest	3.36		44984.00	3		902					
07-Oct-15	07888	27-Jul-15	300052	Linnell Bros	General Maintenance (Bark)		456.00	44528.00	4		207	y				
12-Oct-15	3904	21-8-115	300053	Brown and Barden	Grass Cutting		234.85	44293.15	4		201	y				
12-Oct-15		22-Sep-15	300056	S Lidgley	Bulbs		62.48	44230.67	4		205	y				
19-Oct-15		04-Jun-15	300054	SNAST NHW	Subscription		10.00	44220.67	4		407					
09-Oct-15		20-Sep-15	BACS	H du Bois	Office expenses		33.98	44186.69	4		403					
09-Oct-15		20-Sep-15	BACS	H du Bois	Wages		319.28	43867.41	4		402					
08-Oct-15		08-Oct-15	BACS	ACFRE	Subscription		35.00	43832.41	4		407					
08-Oct-15	547/2079383	01-Sep-15	BACS	Came & Company	Insurance		1169.09	42663.32	4		405					
08-Oct-15	049914	24-Sept 14	BACS	E.On	Lighting Maintenance		124.93	42538.39	4		101	y				
08-Oct-15	054273	25-Mar-15	BACS	E.On	Lighting Maintenance		124.93	42413.46	4		101	y				
08-Oct-15	056162	09-Jun-15	BACS	E.On	Lighting Maintenance		124.93	42288.53	4		101	y				
08-Oct-15	058621	11-Sep-15	BACS	E.On	Lighting Maintenance		124.93	42163.60	4		101	y				
08-Oct-15	5257	21-Jul-15	BACS	NCALC	NCALC Training		39.00	42124.60	4		406					
09-Oct-15	E2047002408	08-May-15	BACS	Helmdon Primary	School Field Rent		350.00	41774.60	4		203					
08-Oct-15	E2047002409	14-Sep-15	BACS	Helmdon Primary	School Drainage Project	22808.00		18966.60	4		206					
08-Oct-15	POL-2015-02101	31-Aug-15	BACS	Parish Online	Mapping Subs		33.60	18933.00	4		407	y				
08-Oct-15			BACS	Helmdon WI	Grants to Village Organisations		100.00	18833.00	4		501					
08-Oct-15			BACS	Helmdon Fellowship	Grants to Village Organisations		150.00	18683.00	4		501					
08-Oct-15			BACS	Whistley Scouts	Grants to Village Organisations		250.00	18433.00	4		501					
14-Oct-15		23-Sep-15	300055	Helmdon Churchyard	Churchyard Maintenance		400.00	18033.00	4		601					
26-Oct-15				HMRC	VAT refund	528.48		18561.48	4		910					
07-Dec-15	3924	29-Sep-15	BACS	Brown and Barden	Grass Cutting		234.85	18326.63	6		201	y				
07-Dec-15	3087833	30-Sep-15	BACS	SNC	Election Expenses		39.00	18287.63	6		404					
07-Dec-15	1430231	26-Sep-15	BACS	BDO LLP	External Audit		120.00	18167.63	6		401	y				
07-Dec-15	153	29-Sep-15	BACS	Clare Nash Architecture	Pump Garden Plans		450.00	17717.63	6		206					
07-Dec-15	059528	09-Oct-15	BACS	E.On	Electricity Repairs		56.33	17661.30	6		102	y				
07-Dec-15	3943	24-Oct-15	BACS	Brown and Barden	Grass Cutting		234.85	17426.45	6		201	y				
07-Dec-15	5105	30-Apr-15	BACS	NCALC	NCALC Training		11.33	17415.12	6		406					
07-Dec-15		24-Nov-15	BACS	H du Bois	Wages		648.26	16766.86	6		402					
07-Dec-15		24-Nov-15	BACS	H du Bois	Office expenses		40.74	16726.12	6		403					
07-Dec-15	00018291	04-Aug-15	BACS	Top Print	Newsletter		181.75	16544.37	6		409					
22-Dec-15	149	03-Nov-15	300058	Reading Room	Room Hire		127.50	16416.87	6		408					
31-Dec-15				Unity	Interest	5.68		16422.55	6		902					
TO BE PAID			300059	CPRE	Subscription		36.00	16386.55		36.00	407					
TO BE PAID	5353	25-Nov-15	BACS	NCALC	NCALC Training		150.00	16236.55		150.00	406					
TO BE PAID	061029	03-Dec-15	BACS	E.On	Lighting Maintenance		124.93	16111.62		124.93	101	y				
TO BE PAID		27-Jan-16	BACS	H du Bois	Wages		648.26	15463.36		648.26	402					
TO BE PAID		27-Jan-16	BACS	H du Bois	Office expenses		32.96	15430.40		32.96	403					
TO BE PAID	H1263E544A	01-Jan-16	BACS	E.On	Electricity		216.39	15214.01		216.39	101	y				
TO BE PAID	01573	12-Jan-16	BACS	D Moody	WebSite Management		150.00	15064.01		150.00	410					

## 2015/16 Day Book Budget

		2013-2014			2014-2015			2015-2016		
Code	EXPENDITURE	Budget	Actual	Remaining	Budget	Actual	Remaining	Budget	Actual	Remaining
<b>100</b>	<b>1. Lighting</b>	<b>1,500.00</b>	<b>1,131.82</b>	<b>368.18</b>	<b>1,500.00</b>	<b>925.59</b>	<b>574.41</b>	<b>1,175.00</b>	<b>1,410.57</b>	<b>-235.57</b>
101	Street lighting	1,100.00	1021.97	78.03	1,100.00	613.26	486.74	750.00	1,363.63	-613.63
102	Electricity repairs	400.00	109.85	290.15	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>7,667.00</b>	<b>7,861.44</b>	<b>-194.44</b>	<b>3,087.00</b>	<b>7,334.40</b>	<b>-4,219.15</b>	<b>3,050.00</b>	<b>25,665.04</b>	<b>-22,615.04</b>
201	Grass cutting	1,400.00	1369.97	30.03	1,420.00	1,448.25	-28.25	1,500.00	1,369.97	130.03
202	Playground equip. inspection	72.00	65	7.00	72.00	65.00	7.00	75.00	65.00	10.00
203	School field rent	350.00	350		350.00	350.00		350.00	350.00	
204	War memorial and pump garden	75.00	26.73	48.27	75.00		75.00	150.00		150.00
205	Bulbs	20.00	45	-25.00	20.00	255.82	-235.82	75.00	52.07	22.93
206	Specific projects from sinking fund	3,250.00	1567.07	1,682.93	750.00	5,215.33	-4,465.33	750.00	23,258.00	-22,508.00
207	General maintenance	150.00	679.17	-529.17	150.00		150.00	150.00	570.00	-420.00
208	Other (Jubilee Wall)	2,350.00	3758.5	-1,408.50	250.00		250.00			
<b>300</b>	<b>3. Sinking Fund</b>	<b>625.00</b>	<b>see</b>	<b>see</b>	<b>625.00</b>	<b>4,732.00</b>	<b>see</b>	<b>see</b>	<b>see</b>	<b>see</b>
301	Playground equipment			sinking			sinking			sinking
302	Notice boards	500.00		fund	500.00		fund			fund
303	Computer	125.00		doc	125.00		doc			doc
304	War memorial									
305	Village seats									
306	Other									
<b>400</b>	<b>4. General Administration</b>	<b>8,097.12</b>	<b>7,499.26</b>	<b>597.86</b>	<b>7,712.79</b>	<b>7,144.32</b>	<b>568.47</b>	<b>7,575.01</b>	<b>5,811.47</b>	<b>1,763.54</b>
401	Audit charge	280.00	272.21	7.79	280.00	100.00	180.00	255.00	255.00	
402	Clerk's salary	4,504.49	4504.44	0.05	4,601.79	4,902.22	-300.43	4,015.00	2,779.93	1,235.07
403	Clerk's expenses	140.00	261.73	-121.73	140.00	80.99	59.01	150.00	117.28	32.72
404	Election expenses	200.00		200.00	200.00		200.00	0.01	39.00	-38.99
405	Insurances	1,278.00	1160	118.00	1,278.00	1,194.78	83.22	1,220.00	1,099.43	120.57
406	NCALC training	58.00		58.00	58.00	365.99	-307.99	150.00	200.33	-50.33
407	Subscriptions	231.63	269.63	-38.00	240.00	75.00	165.00	450.00	462.39	-12.39
408	Reading Room rent	150.00	160	-10.00	150.00	-7.16	157.16	225.00	200.00	25.00
409	Newsletter (Talkabout)	555.00	696.25	-141.25	565.00	282.50	282.50	960.00	431.16	528.84
410	Web site	150.00	150		150.00	150.00		150.00	150.00	
411	Traffic calming measures	500.00		500.00						
412	Other (now Vof Yr)	50.00	25	25.00	50.00		50.00		76.95	-76.95
<b>500</b>	<b>Grants</b>	<b>1,250.00</b>	<b>5,143.60</b>	<b>-3,893.60</b>	<b>1,250.00</b>	<b>1,150.00</b>	<b>100.00</b>	<b>1,350.00</b>	<b>718.60</b>	<b>631.40</b>
501	Grants to Village Organisations	1,250.00	5050	-3,800.00	1,250.00	1,125.00	125.00	1,350.00	625.00	725.00
502	Village of the Year - Nat comp		93.60	-93.60		25.00	-25.00		93.60	-93.60
503	S. 137									
<b>600</b>	<b>6. Burial Grounds</b>	<b>300.00</b>	<b>300.00</b>		<b>400.00</b>	<b>400.00</b>		<b>900.00</b>	<b>400.00</b>	<b>500.00</b>
601	Churchyard Maintenance	300.00	300.00		400.00	400.00		400.00	400.00	
602	Contingency							500.00		500.00
	<b>Total Regular Expenditure</b>	<b>19,439.12</b>	<b>21,936.12</b>	<b>-2,497.00</b>	<b>14,574.79</b>	<b>16,954.31</b>	<b>-2,379.52</b>	<b>14,050.01</b>	<b>34,005.68</b>	<b>-19,955.67</b>
701	Transfer Out									
702	To Deposit Account									
703	Other									
704	Vat Paid		966.86			1,463.99			771.58	
	<b>Total Expenditure</b>		<b>22,902.98</b>			<b>18,418.30</b>			<b>34,777.26</b>	
<b>900</b>	<b>INCOME</b>									
901	Precept	13,385.00	14,058.21		14,660.00	14,660.00		14,660.00	14,660.00	
902	Interest	36.00	32.55		25.00	19.51	5.49	25.00	16.96	-8.04
903	Allotments	160.00	125.00		160.00	145.00	15.00	160.00		-160.00
904	Newsletter									
905	Grants+Prizes					250.00	-250.00	22,808.00	22,808.00	
906	Donations		250.00			60.00	-60.00			
907	Dividends									
908	Village Hall - Reading Room									
910	Vat Repayment	100.00				3,173.93	-3,173.93		528.48	528.48
	<b>Total Regular Income</b>		<b>14,465.76</b>			<b>18,308.44</b>			<b>38,013.44</b>	
909	Misc Transfers In									
	<b>Total Working Income</b>		<b>14,465.76</b>			<b>18,308.44</b>			<b>38,013.44</b>	
	<b>Balance</b>		<b>-8,437.22</b>			<b>-109.86</b>			<b>3,236.18</b>	

## 2016/17 Draft Budget & Precept – part 1

Code	EXPENDITURE	2015-2016				Notes for 2015	Budget for 2016/17	Notes for 2016/17
		Budget	Actual	Exp Jan-Mar 16	Remaining		Budget	
<b>100</b>	<b>1. Lighting</b>	<b>1,175.00</b>	<b>1,410.57</b>	<b>124.93</b>	<b>-485.43</b>		<b>1,619.00</b>	
101	Street lighting	750.00	1,363.63	124.93	-738.56	Included some 2014 payments	1,419.00	Likely to be £919 for supply and £500 for maintenance - agreed to budget as if remaining with EOn for 2016/17 for now
102	Electricity repairs	425.00	46.94		378.06	1 repair	200.00	Reduced to the average spend over the past 3 years
103	Other							
<b>200</b>	<b>2. Parks &amp; Open Spaces</b>	<b>3,050.00</b>	<b>25,665.04</b>		<b>-22,615.04</b>		<b>6,390.00</b>	
201	Grass cutting	1,500.00	1,369.97		130.03		1,600.00	May increase due to new options B and C - will amend once tenders are opened in meeting on 27th Jan
202	Playground equip. inspection	75.00	65.00		10.00		65.00	Wicksteed £54, Play Inspections £102, John Hicks & Assoc £68.4
203	School field rent	350.00	350.00				350.00	Rental agreement expires 31st March 2016
204	War memorial and pump gardens	150.00			150.00		150.00	This is for bulbs for the garden, not repairs
205	Bulbs	75.00	52.07		22.93		75.00	
206	Specific projects from sinking funds	750.00	23,258.00		-22,508.00		4,000.00	£1000 for pump garden renovations & £3000 for flood prevention - <b>both values to come from grant</b>
207	General Contingency	150.00	570.00		-420.00	Bark	150.00	
208	Parish Paths						465.00	allow s for 2 kissing gates <b>to come from grant</b>
<b>300</b>	<b>3. Sinking Fund</b>				<b>see</b>		<b>2,025.00</b>	
301	Playground equipment				sinking		1900.00	Playground repairs expected to be £2500 - use £606.49 from sinking fund and remainder from Precept
302	Notice boards				fund			
303	Computer				doc		125.00	
304	War memorial							
305	Village seats							
306	Other							
<b>400</b>	<b>4. General Administration</b>	<b>7,575.00</b>	<b>5,811.47</b>	<b>715.22</b>	<b>1,048.31</b>		<b>11,616.00</b>	
401	Audit charge	255.00	255.00				400.00	Internal: £200 - move to band 3 due to school field grant in 2016 (w as £162). External (BDO): £200+VAT (w as £100)
402	Clerk's salary	4,015.00	2,779.93	648.26	586.81	SCP18 £9.21/hour	4,480.00	Increase to SCP19(£9.52/hour) from April plus £280 for hours attending CICA training
403	Clerk's expenses	150.00	117.28	32.96	-0.24		150.00	estimate figure given for Jan-Mar16
404	Election expenses		39.00		-39.00			
405	Insurances	1,220.00	1,099.43		120.57		1,170.00	Fixed for next 3 years at £1169.09
406	NALC training	150.00	200.33	34.00	-84.33		650.00	Includes CILCA and 4 x Off to a Flying Start
407	Subscriptions	450.00	462.39		-12.39		921.00	NALC £48.18, NALC £314.25, CPRE £36, ACRE £35, NHW £10, Parish Online £28 TOTAL=£471.43
408	Reading Room rent	225.00	200.00		25.00		225.00	Nothing in the Reading Rooms latest minutes about any rate increase
409	New sletter (Talkabout)	960.00	431.16		528.84		270.00	For flyers to distribute key information throughout the year plus £70 for leaflets for Blackpitts Monitoring Group
410	Web site	150.00	150.00				150.00	No increase for 16/17
411	Traffic calming measures						3,200.00	For speed radar, <b>to come from grant</b>
412	Other (now Vof Yr)		76.95		-76.95			
<b>500</b>	<b>Grants</b>	<b>1,350.00</b>	<b>718.60</b>		<b>631.40</b>		<b>2,050.00</b>	
501	Grants to Village Organisations	1,350.00	625.00		725.00		1,350.00	
502	Village of the Year - Nat comp		93.60		-93.60		200.00	For Village of the Year and any school competition prizes
503	S. 137						500.00	For half share of village defibrillator <b>to come from grant</b>
<b>600</b>	<b>6. Burial Grounds</b>	<b>900.00</b>	<b>400.00</b>		<b>500.00</b>		<b>400.00</b>	
601	Churchyard Maintenance	400.00	400.00				400.00	
602	Contingency	500.00			500.00			
	<b>Total Regular Expenditure</b>	<b>14,050.00</b>	<b>34,005.68</b>	<b>840.15</b>	<b>-20,795.83</b>		<b>24,100.00</b>	
701	Transfer Out							
702	To Deposit Account							
703	Other							
704	Vat Paid		771.58					
	<b>Total Expenditure</b>		<b>34,777.26</b>					
<b>900</b>	<b>INCOME</b>							
901	Precept	14,660.00	14,660.00					
902	Interest	25.00	16.96		-8.04		25.00	
903	Allotments	160.00			-160.00	Waived for 2015/16	100.00	Yes from 8 holders so far, still to hear from 7 other holders, 1 plot confirmed vacant
904	New sletter							
905	Grants+Prizes	22,808.00	22,808.00					
906	Donations							
907	Dividends							
908	Village Hall - Reading Room							
910	Vat Repayment		528.48		528.48			
	<b>Total Regular Income</b>		<b>38,013.44</b>					
909	Misc Transfers In							
	<b>Total Working Income</b>		<b>38,013.44</b>					
	<b>Balance</b>		<b>3,236.18</b>					

2016/17 Draft Budget & Precept – part 2

		Balance end of Jan 2016	Outstanding Jan-Mar 2016		Expected Balance end March 2016
Unity		15,064.01	Payments:	840.15	14,223.86
			Receipts:		
<b>Total</b>		<b>15064.01</b>		<b>840.15</b>	<b>14,223.86</b>
Expected Sinking Fund Reserves					£6,033.60
Expected General Reserves					£8,190.26
Based on the figures our anticipated budgeted expenditure is:					£24,100.00
Less our anticipated income (exc precept)					£125.00
"-ve adjustments due to grants					£8,165.00
"-/+ adjustment to general/earmarked reserves					
Precept Request					£15,810.00
Rounded					£15,810.00
Previous precept					£14,660.00
Percentage increase on last year					7.84%

2016/17 Sinking Fund

Reserves – general and sinking fund - 2015/16					
	Year ending 31/03/15	General	Sinking Fund	Total funds available	
		5,323.41	6,483.60	11807.01	
	Breakdown	Total 31/03/15	Expected spend this yr to date	Budgeted for sinking fund this yr	Expected Total 31/03/16
301	Playground equipment	606.49	0	0	606.49
302	Notice boards	1,000.00	0	0	1,000.00
303	Computer	259.46	0	0	259.46
304	War memorial	1,316.67	0	0	1,316.67
305	Village Seats	1,800.00	0	0	1,800.00
	Pump Repair	400.00	450	0	-50.00
404	Elections	1,100.98	0	0	1,100.98
306	Other	0	0	0	0
				Total	<b>6,033.60</b>
Reserves – general and sinking fund - 2016/17					
	Year ending 31/03/16	General	Sinking Fund	Total funds available	
		8,190.26	6,033.60	14223.86	
	Breakdown	Total 31/03/16	Expected spend this yr to date	Budgeted for sinking fund this yr	Expected Total 31/03/17
301	Playground equipment	606.49	606.49	0	0.00
302	Notice boards	1,000.00	0	0	1,000.00
303	Computer	259.46	0	125	384.46
304	War memorial	1,316.67	0	0	1,316.67
305	Village Seats	1,800.00	0	0	1,800.00
	Pump Repair	0.00	0	0	0.00
404	Elections	1,100.98	0	0	1,100.98
306	Other	0	0	0	0.00
				Total	<b>5,602.11</b>

# **HELMDON PARISH COUNCIL**



## **FINANCE COMMITTEE TERMS OF REFERENCE**

**January 2016**

Adopted on \_\_\_\_\_ (date)

Signed \_\_\_\_\_ (Chairman)

Date	Details of any revision

Schedule of review: November 2016



# Authority

The Finance Committee is an advisory committee and is appointed by and solely responsible to Helmdon Parish Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will meet quarterly but can also be convened to deal with special events as they occur.

# Membership

All members of the Committee will be members of the Parish Council. The Committee will consist of no fewer than four elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting one of its members will be appointed as Internal Controls Councillor - to be re-elected each year after the Annual Parish Council meeting.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting.

# Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors and will report at the next Full Council meeting

The minutes will be published at [www.helmdon.com](http://www.helmdon.com) and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

# Responsibilities

**Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and manpower.**

The Finance Committee will have the following specific duties: -

- a To prepare budgets and recommend precepts and will submit them to the Main Council for approval.
- b To monitor the overall financial performance of the budget against estimates (capital and revenue)

- c To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets including the insurance of buildings and property and maintenance of the asset register.
- d To settle and keep under review the format and presentation of the Council's budgets and the financial parts of the Annual Report.
- e To secure the implementation of any measures recommended by the internal and external auditors and to submit recommendations, where applicable, to the Council.
- f To order, regulate and generally supervise the Council's finances.
- g To monitor and, where appropriate, recommend purchase of all capital items
- h To make provision for future agreed capital projects.
- i To ensure the proper management of all property owned or leased by the Council.
- j To monitor, review and recommend on all matters relating to the Council's staff levels and conditions of service.
- k To monitor the Council's financial risk assessments and recommend changes where necessary.
- l To establish and effect a clear policy for grant administration.
- m To approve other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Main Council.
- n In the case of services undertaken or to be undertaken by external contractors selected after competition, to be responsible for:
  - Specifying the standards and other terms to be applied within the tender documents;
  - Selection of tenderers;
  - Assessment of bids and award of contract;
  - Subsequent monitoring of contractors' performance;
  - Adjustment or standards or variation of contract terms if appropriate
- o To recommend to the Main Council such delegated powers to the Clerk as thought appropriate.
- p To undertake an annual review of Financial Regulations and make recommendations to the Main Council.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.



# **HELMDON PARISH COUNCIL**

Clerk – Helen du Bois, 2a Station Road, Helmdon, NN13 5QT  
Telephone: 01295 768588 Email: parishcouncil@helmdon.com



Helmdon Parish Council is seeking tenders for the grass cutting (and detail strimming and litter clearance as required) for the months **April to October 2016** inclusive. The areas are as follows:

## **Quote A:**

- Reading Room, Church Street – **FORTNIGHTLY**
- War Memorial, Wappenham Road and long verge on same side as Fountain House – **FORTNIGHTLY**
- Top of the School field play area - 2 sets of swings, play frame/monkey bars, clatter bridge, wobble boards, bench (excludes the trim trail closest to the School) – **FORTNIGHTLY**
- Play area bank on School field containing the slide – **MONTHLY**
- Jenners Hill, Wappenham Road (triangle containing bench) – **EVERY 6 WEEKS**
- Jenners Hill, Wappenham Road (brambles at the top perimeter) – **ANNUAL CLEARANCE IN OCTOBER**

## **Quote B:**

- Rough cut of verges on both sides of Station Road from the Welsh Road down to the bridge – **TWICE YEARLY IN APRIL AND OCTOBER.**

## **Quote C:**

- Green area of Station Road (opposite the entrance to Hintons Close) and the grass verges leading into Hintons Close – **FORTNIGHTLY**

Please provide **3 separate quotes**.

Applicants are welcome to inspect the areas at any reasonable time with prior arrangement with the Parish Clerk.

Tenders to be **provided in writing** to Helen du Bois, Parish Clerk, 2A Station Road, Helmdon, NN13 5QT **by Friday 22<sup>nd</sup> January, 2016** for consideration by the council at the meeting of 27<sup>th</sup> January, 2016.

**All tenders must be in a sealed envelope clearly marked “Grass Cutting Tender”.**



## **Correspondence received by Helmdon Parish Council** **26<sup>th</sup> November 2015 – 22<sup>nd</sup> January 2016**

### **South Northamptonshire Council**

- Weekly Planning Application listings
- Parish Precept 2016-17 and New Homes Bonus
- Consultations – Draft Statement of Community Involvement Consultation,
- Planning Applications:
  - S/2015/2884/MAR at Radstone Fields, Brackley - approval of reserved matters for access, appearance, landscaping, layout and scale for the construction of 115 new dwellings as part of Phase 2
  - S/2015/2715/LDP at 12 Station Road, Helmdon - a lawful development certificate for use of highway as a residential garden
  - S/2015/3064/FUL at 16 Church Street - construction of vehicular access
  - S/2016/0069/MAR at Radstone Fields, Brackley - application for the approval of reserved matters for phase 2 of (S/2010/0995/MAO An urban extension comprising up to 1000 new homes, including highway access arrangements from Halse Road and Radstone Road, local centre including community hall with uses within A1-A5 inclusive (up to 1000 square metres), a site for a new primary school, open space and associated physical infrastructure
- Confirmation of receipt of online planning consultation comments
- Electoral register monthly changes
- Result of Rough Sleeper Estimate for South Northants on 12th November 2015 - zero return
- Press releases: Town nets funding for new women only sports team, Several weather protocol activated to protect rough sleepers, Future leaders learn to work together, Important new charge on developments, T'was the season to be jolly, now it's time to reuse or recycle your Christmas tree, Health program gets people back on their feet, A hat-trick of healthy eating awards for Buddies USA, Council Leader joins Towcester Evening WI to mark end of the movement's centenary year, Chance to win prizes in return for your food scraps, New council service offers pre-application advice for licenses, Landowner fined over rural eyesore, Third fine for nuisance dog owner in Towcester, Council ready to help rough sleepers in cold snap, Check your taxi is fully licensed this Christmas, **\*\*IMPORTANT\*\*** Final reminder of the Christmas bin collections, Tribute to former South Northamptonshire Council Chairman, Council grant helps community centres spend a penny, Young people sing to bring the community together, Get food safety "wrapped up" this Christmas, Feed Your Caddy, Could you help spread some comfort and joy this Christmas?, Don't forget your license for those festive events, South Northants teen knows better than fly-tipping businessman, Towcester restaurateur find over eyesore in conservation area, Have your say on Gayton's conservation area boundary review, New Open Space, Sport and Recreation study for West Northamptonshire, Lay-by surprise for lorry driver, **IMPORTANT** – Christmas Bin Collections, Work under way on Towcester's new car park, Injunction served on those illegally occupying land, Christmas blue bin sale, Council celebrates five years of food hygiene rating.

### **Northamptonshire County Council**

- Northamptonshire County Council Consultations:
  - Draft Budget and Council Plan Consultation 2016-17,
  - Draft Northamptonshire Parking Standards Consultation
  - Northamptonshire Joint Health and Wellbeing Board Strategy 2016-2020 (Draft) - Supporting Northamptonshire to Flourish Consultation
  - Minerals and Waste Local Plan Update
- My County Council Newsletters – December, January
- Reminder regarding Care and Support at Home Engagement Events
- Flood and Water: Small Schemes Pathfinder Project – Helmdon Community Visit

## **NCALC**

- County Roundup
- Training Opportunities 2016
- Important changes to External Audit
- Have you heard the good news?
- eUpdate – November/December 2015
- Details of clerking vacancies
- CiLCA 2016 training

## **Miscellaneous**

- Various sealed Grass Tender applications
- Northants ACRE: Best Village Competition, Membership
- Helmdon School Bursar: License agreement, Defibrillator application
- Northamptonshire Highways: contact details
- SLCC: Practitioners' Conference 2016, Training in your area
- Volunteer on Horseback (Cassie Cross)
- Northants Police – email from Inspector Phil Kings, Making Northamptonshire the safest place in England booklet.
- NERC E-bulletin: 5<sup>th</sup> Jan 2016
- Gavin Curley, Western Power Distribution: Helmdon Village Electricity Works
- SNVB: e-Bulletins, South Northants VCS Forum
- Action for Children: South Northants Timetable for 2016
- Wright Hassall Solicitors – Acquisition of land from South Northants Homes
- Rural Services Network – Weekly Email News Digest, Hinterland – Rural Intelligence from behind the headlines, Fuel Poverty
- Northants CAB: Pension Wise
- Rural Vulnerability Service: Newsletter
- NAB: Visit of Mobile Sight Centre to Daventry & Brackley
- ERTA Public Meeting Notice and Agenda 20th February
- Northamptonshire Highways: contact details, Footpath AP36 Helmdon
- British Red Cross: Wheelchair loan
- Various communications from Grass Cutting contractors
- Various communications from Allotment holders
- Richard Farquharson: Community Bus – Flooding Issues, Flooding Issues – Properties affected, Small Schemes Pathfinder Project Helmdon – Flooding Issues
- Towcester News About My Area Newsletter
- Top Print: Helmdon Voice Newsletter (august) invoice outstanding, payment received.
- Neighbourhood Alerts – Elderly Targeted by Fake Police Officers
- Gateway.gov.uk – receipt of online submission
- Local Government Weekly Newsletters
- Parish Online – latest news, top tips and new tools
- Various communications from SNAG
- Various communications from SNVB
- Fields in Trust – December update

# **HELMDON PARISH COUNCIL**



## **PLANNING COMMITTEE TERMS OF REFERENCE**

**November 2015**

Adopted on \_\_\_\_\_ (date)

Signed \_\_\_\_\_ (Chairman)

Date	Details of any revision

Schedule of review: November 2016

# Authority

The Planning Committee is appointed by and is solely responsible to Helmdon Parish Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will schedule meetings as necessary to meet the deadlines set by the Planning Authority.

# Membership

All members of the Committee will be members of the Parish Council. The Committee will consist of no fewer than four elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting.

# Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at [www.helmdon.com](http://www.helmdon.com) and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

# Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on the Parish.

The Planning Committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to Helmdon Parish by the Planning Authority, including calling in applications to elected members where appropriate.
- b. All other planning matters concerning Helmdon Parish, including liaison with potential developers or any agency proposing change to the built environment.
- c. All matters concerning the highways and other means of access in and adjacent to Helmdon Parish, or likely to have any impact on Helmdon Parish.
- d. Helmdon Parish environmental matters.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.



## REPORT TO COUNCILLORS ON ELECTRICITY SUPPLY & VILLAGE LIGHTING – JAN 2016

This report covers two areas: a comparison of suppliers of electricity for streetlights and a review into changing from sodium (SOX) to LED lanterns.

### **ELECTRICITY SUPPLY**

The electricity for village lighting is currently supplied by E.On, on a deemed (not fixed) unmetered basis. We pay E.On for the kwh used and a 3<sup>rd</sup> party. E.On Highway Maintenance, for the general maintenance of the streetlights.

Until recently E.On charged 8.240 pence per kwh which was competitive and had remained at that price for several years. In May 2015 E.On increased its rate to 12.40 pence per kwh - a 50.5% increase which has raised Helmdon's annual Electricity usage bills from £605.64 to £911.40

I have contacted other electricity suppliers - the table below gives an analysis of the rates available to Helmdon at present:

Supplier	Pence rate per kwh	Annual Supply Costs	Daily standing charge	Annual standing charge	Annual Maintenance Costs	Annual Total	Annual saving if switched	Contract Type	Notes
Current Usage 7,350 kwh per year (average)									
ALL PRICES EXCLUDE VAT									
E.On	£0.12400	£911.40	£0.00	£0.00	£416.00	<b>£1,327.40</b>	-	Deemed Unmetered	
		Total Supply cost	<b>£911.40</b>						
Opus (rate 1)	£0.08285	£33.39	£0.07060	£25.77	£416.00	<b>£1,126.37</b>	£201.03	Fixed Unmetered	Contract fixed for 1 year
Opus (rate 2)	£0.09374	£651.21	£0.07060						Rate 1 is for 1 x 55 watt lamp and Rate 2 is 28 x 30 watt lamps
		Total Supply cost	<b>£710.37</b>						
Scottish Power	£0.10360	£761.46	£0.26740	£97.60	£416.00	<b>£1,275.06</b>	£52.34	Fixed Unmetered	Contract fixed until 31st March 2017
		Total Supply cost	<b>£859.06</b>						
nPower	£0.11625	£854.44	£8.00 per month	£96.00	£416.00	<b>£1,366.44</b>	-£39.04	Fixed Unmetered	Contract fixed for 24 months from supply date
		Total Supply cost	<b>£950.44</b>						
Green Energy UK	£0.12710	£934.19	£0.24780	£90.45	£416.00	<b>£1,440.63</b>	-£113.23	Deemed Unmetered	
		Total Supply cost	<b>£1,024.63</b>						
EDF	Declined to quote - EDF do not offer Deemed rates for Unmetered supplies and cannot offer a cost effective contract solution for an unmetered supply of this size								
SSE	Scottish & Southern Electricity: They have acknowledged receipt of my enquiry but no quote received yet								
Haven Power	No reply								

All prices exclude VAT of 5% for the supply and 20% for maintenance.

Our maintenance contractor, E.On Highway Maintenance are not affiliated with any particular electricity supplier and they have confirmed that their maintenance charges will remain the same if Helmdon were to switch suppliers.

### **CLERKS RECOMMENDATION**

It should be relatively straight forward to switch electricity suppliers and will not require a change in our existing maintenance contract.

If the Parish Council wish to switch suppliers then switching to Opus could save the Parish Council ~ £200 pa. It would mean changing from a deemed contract to a 1 year fixed contract. Please note that the pence per kwh quoted by Opus was only valid for the date that the quotation was sent (13<sup>th</sup> Jan, 2016).

## STREET LIGHTING

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Helmdon Parish Council are considering upgrading the existing street lighting from sodium (SOX) bulbs to LED lanterns. Below is a summary of what is involved but this is a top line study, more work should to be done to ascertain full costs and risks if it is decided to go ahead with the project.

### THE BENEFITS OF LED

There are 30 street lights in Helmdon (although E.On and E.On Highways Maintenance appear to only charge us for 29 lights) – please see appendix A for an inventory and appendix B for a location map. All 30 lights contain sodium (SOX) lightbulbs.

Switching from the existing sodium lanterns to LED lanterns will produce savings in both electricity supply costs and maintenance costs. The existing sodium bulbs use between 30-55 watts whereas LED lanterns use between 10-20 watts so we could expect ~ 50 % drop in electricity supply bills. Maintenance charges with our existing provider would also decrease from £3.39 to £1 per lantern per quarter.

LED lanterns have a 10 year guarantee but I've been told we could expect them to last at least 20 years before they need replacing. It is worth noting that sodium light bulbs are due to be phased out within the next 10 years and will then become more costly to repair

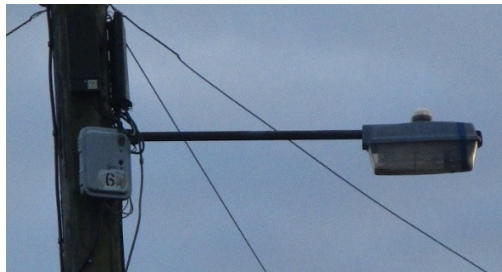
### COSTS

There are 4 different types of street light in Helmdon - the difference between them is important as it determines the costs for upgrading:

1. Metal – the entire pole and lantern unit are one piece of metal, there is no service box:



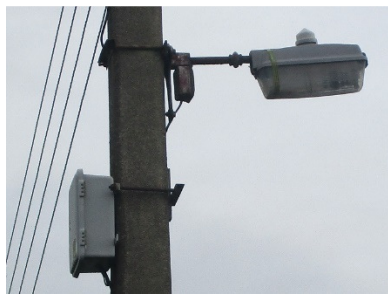
2. Wooden & Plastic – the pole is wooden and the service box is plastic:



3. Wooden & Metal – the pole is wooden and the service box is metal:



4. Concrete & Plastic – the pole is concrete and the service box is plastic:



When switching to LED lighting, the entire lantern of each streetlight is replaced. This is a straight forward process for the 9 metal and the 13 wood/concrete & plastic lamps - the cost per streetlight will be £350 (exc VAT).

Those lanterns that have a metal service box (we have at least 4 of these) will also require the service box to be upgraded to plastic, as the metal service box is outdated and considered unsafe - the cost for this is an additional £300 (exc VAT). The table below shows a summary of approximate replacement costs from our existing maintenance provider. There are 4 poles that are covered in ivy and I've been unable to determine the material of the service box – for the calculations below I've optimistically assumed that they are plastic:

Number of Lamps 30	Replacement Costs per type of lamp			
	Metal -	Wooden Metal service box	Wooden/Concrete Plastic service box	Unknown
Cost to replace lantern:	£350.00	£750.00	£350.00	£350.00
	9	4	13	4
Replacement Cost per type	£3,150.00	£3,000.00	£4,550.00	£1,400.00
<b>Estimate Total (exc VAT)</b>	<b>£12,100.00</b>			
	<b>Sodium</b>	<b>LED</b>		
Annual Maintenance Costs (exc VAT)	£416.00	£116.00		
Annual Electricity Supply (exc VAT)	£911.00	£455.50		
	£1,327.00	£571.50		
An annual saving of	£755.50	with current E.On price of 12.400p kwh		
Number of years for return on investment	16.02			

## **PROCEDURE FOR UPGRADING**

The upgrade process appears to be relatively straightforward. It could be managed by our existing maintenance contractor who give a lead time of 5 weeks to order the LED lanterns and then 3 weeks to fit them. It will not involve any disruption to residents' electricity supplies.

It is not necessary to upgrade every streetlight at once, they could be upgraded in groups of 5-10 at a time. We would be invoiced once each stage of work had been completed.

## **ALTERNATIVES TO CONSIDER**

Sodium and LED lanterns are not the only options available for street lighting - there is a third type of lantern available called Compact Fluorescent (PLL) which provides a light that is halfway between the orange glow of sodium and the bright white light of LED.

Aylesbury Mains Ltd (another maintenance contractor) have suggested that some villages prefer PLL lighting as they find the bright white of LEDs too much of a change from the orangey glow they're used to. PLL lanterns are cheaper than LEDs (about £100 less per lantern) and provide an energy saving of approximately 40-50% when compared to sodium bulbs. The MD of Aylesbury Mains Ltd has offered to visit Helmdon and present the different lighting options available if the Parish Council are interested in hearing more.

## **CLERKS RECOMMENDATION**

The long term benefits of upgrading street lamps to LED or PLL lights are clear – greatly reduced energy costs and a reduced carbon footprint for the village. However, it is a costly project which would take many years to recover through energy bill savings alone - Bugbrooke and Sulgrave have applied for a Public Works Loan to cover their costs.

The light given out by PLL and LED lanterns is different to the orange glow Helmdon is used to. I would advise that the Parish Council visit areas that have already made the switch to LED or PLL lighting. NCC are upgrading all their streetlights to LED and have started to change the lights in Brackley - you can see new LED streetlights on the streets around the new Radstone Fields development and some parts of the Birds estate. Turweston have also upgraded - I will try to find out more from their Parish Clerk.

There are several initial questions that the council should consider:

- a) Is there a need to upgrade the existing street lights?
- b) Should they be upgraded to LED or an alternative?
- c) Should the work be done all at once or over a period of time?
- d) How could the upgrade be funded?

## APPENDIX A –STREET LIGHT REGISTER

Lamp Number	Service Box			Summary	30
	Pole Type	Type	Position		
1	Wooden	Plastic	At entrance to village on Wappenham Road	Metal pole	9
2	Wooden	Metal	By entrance to Lukes Close	Wooden & Plastic	13
3	Wooden	Plastic	At entrance to Cross Lane	Wooden & Metal	4
4	Wooden	Plastic	Halfway down Cross Lane	Unknown	4
5	Wooden	Plastic	At top of Field Way		
6	Wooden	Plastic	At bottom of Field Way		
7	Wooden	Plastic	Wappenham Road, near Lilac Farm		
8	Wooden	Plastic	Wappenham Road		
9	Wooden	Plastic	Wappenham Road		
10	Wooden	Plastic	War Memorial		
11	Wooden	?	Unknown lamp number but suspect this is the one next to bridge at Jeffs, allotment side. Covered in ivy - can't see service box		
12	Metal	-	The Green		
13	Wooden	?	On Station Road, opposite turning for Church Street. Covered in ivy - can't see service box		
14	Wooden	Plastic	Towards the bottom of Church Street		
15	Wooden	Plastic	At entrance to Bell Close		
16	Wooden	Plastic	Church Street, near Gravel Path		
17?	Metal	-	Unknown lamp number but suspect this is at zebra crossing near school		
18?	Metal	-	Unknown lamp number but suspect this is at zebra crossing near school		
19	Wooden	? Metal ?	At entrance to Grange Lane, service box likely to be metal but not 100% sure		
20	Concrete	Plastic	At green area of Station Road, opposite Hintons Close		
21	Metal	-	In Hintons Close		
22	Wooden	Metal	Near Bungalow Stores, Station Road		
23	Metal	-	Shortlands Close, halfway up on lhs		
24	Metal	-	Shortlands Close, at top on rhs		
25	Wooden	Metal	At top of Church Street, opposite the Church		
26	Metal	-	At top of Lukes Close		
27	Metal	-	Halfway into Bell Close, lhs		
28	Metal	-	At top of Bell Close, lhs		
29	Wooden	Metal	Just after Jeffs bridge, lhs before war memorial		
?	Wooden	?	Unknown lamp number, outside 40 Church Street, covered in ivy - can't see service box		

APPENDIX B – STREET LIGHT LOCATIONS

