

TRIMLEY ST MARTIN PARISH COUNCIL

You are hereby summoned to attend the meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 3rd November at 7.30 p.m.

**Gordon Mussett, Parish Clerk
25th October 2015**

Public Session

Please Note: residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

- Police Report
- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting)
- Public Question Time

1. To Receive Apologies for Absence

2. Receive Declarations of Interests

For Councillors to declare pecuniary interests in matters on the agenda.

3. To Receive and Determine Requests for Dispensations

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

4. To Approve the Minutes of the Meeting Held 6th October 2015 (previously circulated)

To approve the minutes of the meeting held 6th October 2015

5. To Consider Whether, and How, to Commemorate the Queen's 90th Birthday in June 2016 (attached)

To consider whether, and how, to commemorate the Queen's 90th Birthday in June 2016

6. To Comment on the Preferred Suffolk Coastal District Council Local Plan Options – Site Allocations and Area Specific Policies (attached)

To comment on the preferred Suffolk Coastal District Council Local Plan Options – Site Allocations and Area Specific Policies

7. To Comment on the Following Planning Applications (attached)

a) DC/15/4111/FUL – Single storey extension to rear of property – 262 High Road

8. To Note The Actions Raised by the Risk Assessments and Agree Their Implementation (attached)

To note the actions raised by the Risk Assessments and agree their implementation

9. To Receive a Financial Report to 23rd October (attached)

To receive a Financial Report to 23rd October

10. To Note the Completion of the External Audit and Take Appropriate Action (to follow)

To note the completion of the External Audit and take appropriate action

11. To Approve the Following Payments:-

To approve the following payments:-

Cheque No.	Payable to	In Respect of	Amount £
	G N Mussett	Remembrance Day Wreath	£17.00
	G N Mussett	Clerk's Salary	£416.13
	HM Revenue & Customs	NI/PAYE	£104.00
	Mr B Dunningham		£54.00

12. Closure

ITEM 5

To Consider Whether, and How, to Commemorate the Queen's 90th Birthday in June 2016

Lady Euston has contacted the SALC Chairman, Cllr. John Williams, requesting that councils are given notice of dates for next year and opportunities to join in the celebrations for the HM The Queen's 90th Birthday Celebrations. You might wish to note the dates and consider whether this significant national event is one which your council would be interested in supporting, for example, by facilitating your own local event.

Dear Cllr. Williams,

I am writing to ask for your help to encourage our town and parish councils to join in the celebrations for Her Majesty The Queen's 90th birthday next year. There will be major national events taking place in London over the weekend of 11 and 12 June, which will include a 'street party' style lunch for 10,000 guests in The Mall. It would be wonderful if as many people as possible in Suffolk could also show their support by holding their own festivities in their communities.

I would greatly appreciate it if you could help by spreading the word.

Yours sincerely,

Clare Euston

If Members wish to commemorate the Queen's 90th Birthday in 2016 it will be necessary to provide the appropriate funding provision in the budget for 2016/17.

Members are recommended to consider whether the Parish commemorates the Queen's 90th Birthday in June 2016 and if so, to form a Working Party to formulate the detail and report to the December meeting of the Council.

ITEM 6

To Comment on the Preferred Suffolk Coastal District Council Local Plan Options – Site Allocations and Area Specific Policies

The District Council is consulting on the preferred Local Plan Site Allocations and Area Specific Policies. The consultation can be found online at <http://suffolkcoastal.idi-consult.net/localplan/> . A public presentation of the proposals in the form of a "drop-in" session will also be held in the Memorial Hall on Tuesday 17th November from 4.00 p.m. to 8.00 p.m.

Site Allocations

These identify the preferred locations for development (both residential and commercial) and have been identified using the definition of sustainability as defined by the National Planning Policy Framework. The following site allocations are proposed for Trimley St Martin:-

Policy FPP6 – Land opposite the Hand in Hand Public House, High Road – residential development (this is the site for which Bidwells made a presentation to the Council's October meeting)

Policy FPP7 – Land off Howlett Way – residential development

Dealing with the proposed development policies for these in turn:-

a) Policy FPP6

Applicants should have regard to the following (use of bold italics is mine to highlight areas of potential concern to Members):-

- a) **Primary** vehicular access onto High Road
- b) Village green to be created fronting onto High Road to reduce impact on the setting of the Hand in Hand Public House
- c) Existing Public Right of Way to be retained and integrated into the site layout
- d) 70 dwellings expected on the site **as a minimum** with affordable housing provision to be in line with Core Strategy Policy DM2
- e) **Future residential properties** should not extend beyond the residential curtilage of 21 Grimston Lane
- f) A range of **housing types and tenures in keeping with the surrounding area** and in line with Core Strategy Table 3.6
- g) Maximum build height of 2 storeys
- h) High percentage of bungalow/low rise units to reflect character of the surrounding area
- i) Air Quality assessment required

The key issues that Members may wish to comment on are as follows:-

- a) should not the ONLY access to the site be off High Road, not just the primary access as suggested ?
- b) should 70 dwellings be set as the maximum ?
- c) should the policy read “No further development of any kind (residential or commercial) beyond the residential curtilage of 21 Grimston Lane” ?
- d) should the mix of housing types be determined by a Housing Needs survey conducted by Community Action Suffolk ?

Members have previously raised additional concerns regarding this site which should also be included in the policy FPP6, namely:-

- a) road widening of High Road to provide layby parking on its south side (the north boundary of this development)
- b) junction control (mini-roundabout or traffic lights) for access road opposite Mill Lane and may wish to add:-
- c) pedestrian crossing in High Road to enable residents from new development to access services

b) Policy FPP7

Applicants should have regard to the following:-

- a) **Primary** vehicular access onto Howlett Way
- b) No vehicular access onto Church Lane
- c) Links to existing Public Rights of Way Network
- d) 360 dwellings expected on the site **as a minimum** with affordable housing provision to be in line with Core Strategy Policy DM2
- e) A range of **housing types and tenures in keeping with the surrounding area** and in line with Core Strategy Table 3.6
- f) Development to be sympathetic to the setting of the Old Rectory
- g) Site design and layout to take into account the water mains crossing the site
- h) On-site open space and play facilities to meet needs identified in the SCDC Leisure Strategy
- i) Air Quality Assessment needed

The key issues that Members may wish to comment on are as follows:-

- a) should not the ONLY access to the site be off Howlett Way not just the primary access as suggested ?
- b) should 360 dwellings be set as the maximum ?
- c) should there be a height limit on development of 2 storeys ?

In addition to these two site allocations within Trimley St Martin itself, the following proposed site allocations may have an impact on traffic passing through the village:-

- a) FPP8 – Land south of Thurmans Way, Trimley St Mary (100 dwellings proposed as a minimum)
- b) FPP4 – Land north of High Street, Walton (400 dwellings proposed as a minimum plus business units – although a link road will be required to be constructed between High Street, Walton and Candlet Road).

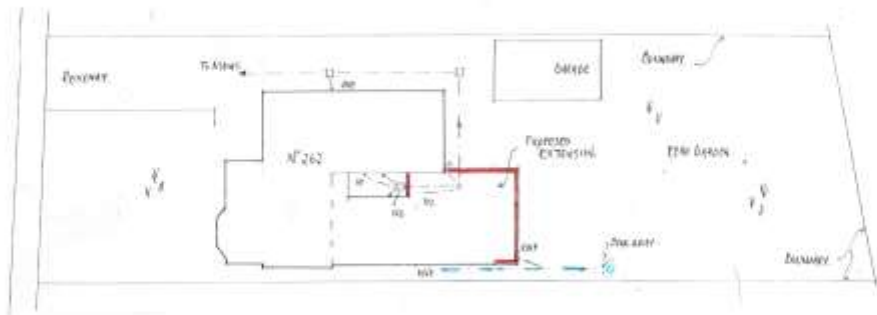
Members may wish to comment on either, or both, of these sites.

ITEM 7

DC/15/4111/FUL – Single storey extension to rear of property – 262 High Road



-LOCATION PLAN @ 1:2500-



-SITE/BLOCK PLAN @ 1:200-

A.C./050/15
REV:



- NORTH EAST ELEVATION -

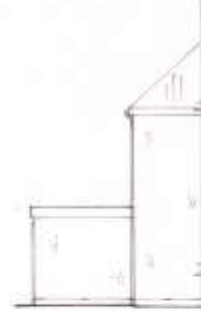
1:100



- SOUTH EAST ELEVATION -



- NORTH WEST ELEVATION -



A L/040/15
REV: A

ITEM 8

To Note The Actions Raised by the Risk Assessments and Agree Their Implementation



Trimley St Martin Parish Council
Assessment for year 2015 To 2016

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
Community Centres									
140	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
432	Financial	Inadequate budget provision	Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval to be sought for any unexpected expense to be met from reserves/virement.	Medium High	6	Council to ensure adequate annual provision and contribution to longterm maintenance fund	Council	12-Jan-16	<input type="checkbox"/>
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
16	Physical	Security of buildings	Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
0	Physical	Maintenance of buildings	Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.	Medium High	6	Council to ensure adequate annual provision and contribution to longterm maintenance fund based on professional advice	Council	12-Jan-16	<input type="checkbox"/>
Computing									
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Medium High	6	Back up at regular intervals. Use website as cloud storage.	Clerk	01-Jan-16	<input type="checkbox"/>

Council Property and Documents



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Medium High	6	Council to check insurance is renewed and adequate	Council	01-Sep-16	<input type="checkbox"/>
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Medium High	6	Council to receive financial report at every meeting. Councillors to see originals of bank statements.	Council	01-Nov-15	<input type="checkbox"/>
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.	Medium High	6	Council to monitor by attendance at SALC area meetings	Council	12-Jan-16	<input type="checkbox"/>
Employment of Staff									
35	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Medium High	6	Council to appraise staff annually. Council to have procedures in place to protect staff from harassment.	Council	12-May-16	<input type="checkbox"/>
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Medium High	6	Council to monitor.	Council	12-May-16	<input type="checkbox"/>



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Medium High	6	Council to undertake annual staff appraisal	Council	12-May-16	<input type="checkbox"/>
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Medium Medium	4	Council to monitor through Personnel Committee. Personnel Committee to check annually.	Personnel Committee	12-Jun-16	<input type="checkbox"/>
361	Professional	Inability to recruit	Review recruitment policy.	Medium High	6	Council to review salary offered when recruiting	Council	10-Dec-15	<input type="checkbox"/>

Financial Management



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Medium High	6	All payments to be by cheque signed by two Councillors. No petty cash to be used.	Council	06-Oct-15	<input type="checkbox"/>
Investments									
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Medium Medium	4	Council to adopt Investment Policy.	Council	12-Jan-16	<input type="checkbox"/>
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Medium High	6	All cheques to be signed by two Councillors. Council to have sight of original bank statements at every meeting.	Council	10-Nov-15	<input type="checkbox"/>

Land



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	High High	9	All documents requiring retention to be placed with Suffolk Record Office within twelve months. Copies of documents to be stored on website.	Council	12-Jan-16	<input type="checkbox"/>
413	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti- social behaviour. Instigate legal action against perpetrators where appropriate.	Medium Medium	4	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
414	Physical	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>

Meetings of the Council

36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Medium Medium	4	Council to remain member of SALC	Council	10-Nov-15	<input type="checkbox"/>
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Open spaces



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
315	Physical	Property Maintenance	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Medium High	6	Council to ensure adequate annual provision and contribution to longterm maintenance fund based on professional advice	Council	12-Jan-16	<input type="checkbox"/>



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
Public buildings and Village hall									
267	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in Budget process.	Medium High	6	Council to ensure adequate annual provision and contribution to longterm maintenance fund	Council	12-Jan-16	<input type="checkbox"/>
269	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
262	Physical	Security of premises and contents	Define policy for security of premises and equipment Allocate responsibility for security/control of equipment. Maintain asset register.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>
263	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Medium High	6	Council to ensure adequate annual provision and contribution to longterm maintenance fund	Council	12-Jan-16	<input type="checkbox"/>



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
264	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Medium High	6	Council to consider provision of cctv to cover Memorial Hall and grounds	Council	10-Dec-15	<input type="checkbox"/>

Submitted to council: _____

No of issues listed: 30

Minute reference: _____

Date: _____

Signed by chairperson - John Barker _____

Signed by responsible Finance officer - Gordon Mussett _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
 (not recorded on LCRS).

ITEM 9

To Receive a Financial Report to 23rd October

Income										
				Precept	Grants	VAT Refund	Bank Interest	Other Interest	Other	TOTAL
Date	Reference	From	In Respect of							
01-04-15	DD	SCDC	Precept	£ 12,250.00	£ 413.98					£ 12,663.98
07-04-15	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23-04-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
24-04-15	DD	HMRC	VAT Refund			£ 4,273.76				£ 4,273.76
23-05-15	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23-06-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
06-07-15	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23-07-15	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
10-08-15	DD	HM Treasury 2.5 stocks	Disposal of Stock						£ 73.09	£ 73.09
10-08-15	DD	Suffolk Provincial Grand Cha	Grant towards Memorial Hall Rebuild		£ 250.00					£ 250.00
23-08-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23-09-15	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
30-09-15	DD	SCDC	Precept	£ 12,250.00	£ 413.97					£ 12,663.97
23-10-15	DD	SCDC	Bank Interest Deposit Account				£ 0.47			£ 0.47
				£ 24,500.00	£ 1,077.95	£ 4,273.76	£ 3.33	£ 0.90	£ 73.09	£ 29,929.03

Expenditure															
				Clerk's Salary	General Administration	Subscriptions	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Total Exc VAT	VAT	Total Inc VAT
Date	Reference	Paid To	In Respect of												
01-04-15	245	A C Harding	Final Settlement - Memorial Hall Rebuild									£ 6,299.87	£ 6,299.87	£ 1,259.97	£ 7,559.84
01-04-15	246	Concerus	Memorial Hall Fees									£ 14,840.05	£ 14,840.05	£ 2,968.01	£ 17,808.06
07-04-15	247	K Coutts	Clerk's Salary	£ 890.66									£ 890.66	£ -	£ 890.66
07-04-15	248	HM Customs & Revenue	Tax/NI	£ 156.49									£ 156.49	£ -	£ 156.49
07-04-15	249	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50	£ -	£ 67.50
07-04-15	250	JAS	Roundabout Maintenance					£ 275.00					£ 275.00	£ -	£ 275.00
07-04-15	251	JAS	Flower Beds							£ 270.00			£ 270.00	£ -	£ 270.00
07-04-15	252	Community Action Suffolk	Subscription			£ 25.00				£ 270.00			£ 25.00	£ 5.00	£ 30.00
07-04-15	253	K Coutts	Expenses		£ 162.73								£ 162.73	£ 5.00	£ 167.73
07-04-15	254	Computing Needs	Toner Catridges		£ 47.90								£ 47.90	£ 9.58	£ 57.48
07-04-15	255	SALC	Subscription			£ 664.00							£ 664.00	£ -	£ 664.00
01-05-15	256	K Coutts	Clerk's Salary	£ 968.90									£ 968.90	£ -	£ 968.90
01-05-15	257	HM Customs & Revenue	Tax/NI	£ 128.39									£ 128.39	£ -	£ 128.39
01-05-15	258	K Coutts	Expenses		£ 101.41								£ 101.41	£ 5.28	£ 106.69
01-05-15	259	B Dunningham	Bus Shelter Cleaning						£ 54.00				£ 54.00		£ 54.00
02-06-15	260	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50		£ 67.50
23-06-15	261	Felixstowe District Council for Sport & Recreation	Subscription			£ 5.00							£ 5.00	£ -	£ 5.00
23-06-15	262	123-Reg	Web Hosting		£ 35.88								£ 35.88	£ 7.18	£ 43.06
23-06-15	263	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50		£ 67.50
23-06-15	264	SALC	Internal Audit Fee				£ 330.00						£ 330.00	£ 66.00	£ 396.00
18-08-15	265	SALC	Photocopying		£ 57.00								£ 57.00	£ 11.40	£ 68.40
18-08-15	266	ICO	Registration		£ 35.00								£ 35.00		£ 35.00
18-08-15	267	G N Mussett	Expenses		£ 52.92								£ 52.92	£ 10.58	£ 63.50
18-08-15	268	G N Mussett	Clerk's Salary	£ 416.13									£ 416.13		£ 416.13
18-08-15	269	HM Customs & Revenue	Tax/NI	£ 104.00									£ 104.00		£ 104.00
18-08-15	270	JAS	Roundabout Maintenance					£ 275.00					£ 275.00		£ 275.00
01-09-15	271	Inprint	Photocopying		£ 73.50								£ 73.50	£ 14.70	£ 88.20
01-09-15	272	G N Mussett	Clerk's Salary	£ 416.13									£ 416.13		£ 416.13
01-09-15	273	HM Customs & Revenue	Tax/NI	£ 104.00									£ 104.00		£ 104.00
01-09-15	274	CPRE	Subscription			£ 36.00							£ 36.00		£ 36.00
01-09-15	275	B Dunningham	Bus Shelter Cleaning						£ 54.00				£ 54.00		£ 54.00
01-09-15	276	B Dunningham	Bus Shelter Cleaning						£ 54.00				£ 54.00		£ 54.00
01-09-15	277	Trimley Memorial Hall Management Committee	Grant towards hedgecutting		£ 75.00								£ 75.00		£ 75.00
06-10-15	278	Cane & Co	Insurance Premium		£ 1,393.50								£ 1,393.50		£ 1,393.50
06-10-15	279	SALC	Training		£ 620.00								£ 620.00	£ 124.00	£ 744.00
06-10-15	280	B Dunningham	Bus Shelter Cleaning						£ 67.50				£ 67.50		£ 67.50
06-10-15	281	DMH Solutions	Risk Software		£ 100.34								£ 100.34	£ 20.07	£ 120.41
06-10-15	282	G N Mussett	Clerk's Salary	£ 416.13									£ 416.13		£ 416.13
06-10-15	283	HM Customs & Revenue	Tax/NI	£ 104.00									£ 104.00		£ 104.00
06-10-15	284	Trimley Memorial Hall Management Committee	Hall Hire		£ 140.00								£ 140.00		£ 140.00
06-10-15	285	JAS	Roundabout Maintenance					£ 275.00					£ 275.00		£ 275.00
				£ 3,704.83	£ 2,895.18	£ 730.00	£ 330.00	£ 825.00	£ 432.00	£ 270.00	£ -	£ 21,139.92	£ 30,326.93	£ 4,506.77	£ 34,833.70

ITEM	BUDGET 2015/16	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 12,225.00	£ 3,704.83	30.3%
General Expenses	£ 1,200.00	£ 806.68	67.2%
Audit Fees	£ 440.00	£ 330.00	75.0%
Insurance	£ 1,352.91	£ 1,393.50	103.0%
Election Fees	£ 2,000.00		0.0%
Clerk Training	£ 500.00		0.0%
Councillor Training	£ 500.00	£ 620.00	124.0%
Recruitment Fees	£ 500.00		0.0%
Subscriptions	£ 648.00	£ 730.00	112.7%
Grants/Donations	£ 525.00		0.0%
Bus Shelter Cleaining	£ 800.00	£ 432.00	54.0%
Flower Beds & Roundabout	£ 1,500.00	£ 1,095.00	73.0%
Hall Hedge Cutting	£ 300.00	£ 75.00	25.0%
Christmas Tree	£ 100.00		0.0%
Parish Pump	£ 700.00		0.0%
School Vouchers	£ 100.00		0.0%
New Dog Bin	£ 295.00		0.0%
Memorial Hall Rebuild	£ -	£ 21,139.92	N/A
TOTALS	£ 23,685.91	£ 30,326.93	

Reconciliation	
As at 31/3/15	
Deposit Account	£ 10,020.38
Current Account	<u>£ 32,022.08</u>
	<u>£ 42,042.46</u>
Add Receipts to 23/09/15	£ 29,929.03
Less Expenditure to 23/9/15	<u>-£ 34,833.70</u>
Less Unpresented Cheques	<u>-£ 140.00</u>
As at 23/7/15	<u>£ 37,277.79</u>
As at 23/10/15	
Deposit Account	£ 10,023.71
Current Account	<u>£ 27,254.08</u>
	<u>£ 37,277.79</u>

