



Website: www.whitwickpc.org.uk

To: The Chairman and Members of Whitwick Parish Council

11 May 2018

Dear Councillor

I hereby summon you to attend the **Annual Meeting of Whitwick Parish Council** to be held at **7.00pm on Thursday, 17 May 2018** at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HB, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in black ink that reads "Cathy Tibbles". The signature is written in a cursive style.

Parish Manager

AGENDA

649. ELECTION OF CHAIRMAN

To receive the Chairman's Declaration of Acceptance

650. ELECTION OF VICE CHAIRMAN

To receive the Vice-Chairman's Declaration of Acceptance

651. APOLOGIES FOR ABSENCE

652. DECLARATIONS OF INTEREST

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a '*disclosable pecuniary interest*' (in which case you must leave the meeting while that item is under discussion) or a '*disclosable non-pecuniary interest*' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

653. PUBLIC QUESTION AND ANSWER SESSION

Parish Manager: Cathy Tibbles, Whitwick Community Office, 3a Market Place, Whitwick LE67 5DT
(Tel: 01530 459527) (Email: clerk@whitwickpc.org.uk)

654. MINUTES

To approve the minutes of the previous meeting held on 19 April 2018 (copy attached).

655. COMMUNITY POLICING

This is an opportunity for your local beat PC/PCSOs to have a dialogue with the Parish Council (or to send a report if unable to attend).

656. APPOINTMENT OF COMMITTEES/WORKING PARTIES

To consider reappointing the following for 2018/19:

a) The **Staffing Committee**, currently comprises three members with a wider remit to deal with all staffing matters and with delegated powers to deal with appraisals, institute disciplinary procedures and hear grievances. The membership in 2017/18 was Councillor Barker (Chairman) and Councillors Everitt and Howe with Cllr Straw as a reserve member.

b) The **Appeal Committee** was given delegated powers to hear and decide on appeals lodged. The membership in 2017/18 was Councillors Colledge, Moulton and Woodward. The Appeal Committee should be made up of members who are not on the Staffing Committee.

c) The **Property Management and General Purposes Committee** was given delegated authority and wider terms of reference to deal with all routine matters affecting the Council's land-holdings and street environment matters. The membership in 2017/18 was Councillor Barker (Chairman), Howe, Moulton and Woodward. The remit of the Committee includes all matters relating to the Park Hall and open spaces.

d) The **Finance Working Party** – established to review 2018/19 Budget plans against 2017/18 income and expenditure, draft a schedule of potential virements when required, establish medium - long term financial plans, support the Responsible Financial Officer, with any recommendations reported and submitted to the Council for consideration. Members to consider if the working party has concluded its work or if it wishes to continue with a new/revised role. The membership in 2017/18 was Councillors Howe, Moulton, Straw and Woodward. Date to be set for next meeting if appointment continues.

d) The **Contracts Working Party** – recently established to work on the current tender process aimed at procuring a grounds maintenance contractor from 1 April 2019. The Working Party would continue to support the Parish Manager in seeking professional advice needed for the council to comply with the current procurement legislation. The Parish Manager would endeavour to undertake the necessary administrative arrangements to ensure that the timescale for tenders could be swiftly established. Regular information reports would be made to council and when options were available for consideration, recommendations would be duly submitted. The membership in 2017/18 was Councillor Barker, Howe, Moulton, Pulford and Woodward. Date to be set for next meeting if appointment continues.

657. FUTURE OF HERMITAGE LEISURE CENTRE

See NWLDC website: https://www.nwleics.gov.uk/pages/leisure_centres_project for latest information. Update has been received from Paul Sanders, Head of Community

Services confirming that four providers have been shortlisted from among the top leisure operators in the country. Selection is aimed by January 2019 with a contract to start in April 2019. As a representative of the community and a key stakeholder, the parish council will be contacted at that time to give views on what should be considered for the Hermitage site once the existing leisure centre has closed (see letter attached).

658. GDPR

Members to consider the report of the Parish Manager and the recommendations for policy amendments, updates and adoption in order to ensure compliance where possible by 25 May 2018 (information to follow with GDPR Data Audit outcome and actions, draft Data Protection Policy for adoption - to incorporate new Policy Breach procedures and review of existing Privacy Policy for website.)

659. ANNUAL REVIEW OF POLICIES, PROCEDURES AND RISK ASSESSMENT

To review policies in accordance with list below and consider suggestions from members or the Parish Manager for any amendments.

Last review	Policy	Next Review	Notes (if applicable)
May 2017	Asset Register	May 2018	
May 2017	CCTV & IT Policy	May 2018	
May 2017	Code of Conduct, inc NWLDC Notes for Guidance	May 2018	
May 2017	Community Grants Scheme	May 2018	
May 2017	Complaints Procedure	May 2018	
NEW	Data Protection Policy	May 2018	To include GDPR
May 2017	Environmental Policy Statement	May 2018	
May 2017	Equal Opportunities Policy	May 2018	
Feb 2018	Financial Regulations	May 2018	Amend figure in 4.5 to match 4.1.
Feb 2018	Financial Reserves Policy	May 2018	
May 2017	Freedom of Information Publication Scheme	May 2018	
May 2017	Health and Safety Policy	May 2018	
May 2017	Lone Working Policy & Risk Assessment	May 2018	
May 2017	Media Policy	June 2018	Extend scope FB& Communications
May 2017	Protocol for Conduct of Chairman	May 2018	
May 2017	Retention of Documents and Records Policy	May 2018	
May 2017	Risk Assessment	May 2018	
May 2017	Staff Disciplinary Policy	May 2018	
May 2017	Staff Grievance Policy	May 2018	
Sept 2017	Standing Orders	July 2018	New NALC Model issued April 2018
May 2017	Internal Monitoring Policy	May 2018	
Nov 2017	Terms of Reference Committees	May 2018	

Copies of all policies and procedures are available on the Council's website and should be read before the meeting. Members who require paper copies should advise the Parish Manager.

Members to note that reviews can be carried out earlier if there are legislation changes, advice by NALC for the Council, or a request from a councillor/the Parish Manager.

Members' instructions are requested.

660. FINANCIAL MATTERS

(a) Annual Review of System of Internal Control

To nominate a Member for checking and verifying the figures contained in the quarterly financial statements presented to the Council. The Council has previously made the Chairman responsible for this but could vary the arrangement if it wishes.

(b) Banking Arrangements and Mandate

To review the bank mandate with Unity Trust Bank. Currently any two of five signatories are appointed for the purpose of signing cheques (Councillors Barker, Colledge, Howe, Moulton, Spence and Woodward) and any two of four have been given authority to set up electronic payments (Councillors Barker, Spence, Straw and Woodward).

(c) Financial Report 2017/18

To receive a final summary of expenditure and income for the last financial year, with a balance sheet showing the 3 bank balances to 31 March 2018 and the final figures for general, restricted and earmarked reserves (see attached).

Members' instructions are requested.

661. ASSET REGISTER

To receive a revised schedule of assets and property as at 31 March 2018, as reviewed by Property & General Purposes Committee, (information to follow) and to note this will form part of the annual audit for 2017/18.

Members to accept the revised Register.

662. ANNUAL REVIEW OF DISCLOSEABLE PECUNIARY INTERESTS

To remind Members of their responsibility to ensure that their Declarations of Disclosable Interests are up-to-date. These will be made available to view on the Council's website. Any amendments must be made on the prescribed forms to NWLDC's Monitoring Officer via the Parish Manager.

663. CONSULTATIONS

Members to consider:

- a) NWLDC draft supplementary planning document (SPD) to guide the design of shop fronts and advertisements. The SPD would replace their existing 'Advice on traditional shop fronts and signage' (2007). Deadline is Friday 6 June 2018. Link below to download the proposed document and see our online consultation form.

www.nwleics.gov.uk/shop_front_spd

- b) NWLDC consultation on preferred name proposed by developer at North Street for the road to be called **Alan Garlick Court** after the late Alan Garlick as a fitting and lasting memorial to his work as a GP in Whitwick (and its surrounding areas) who was dedicated to his patients for 28 years. Deadline is Monday, 21 May 2018. Site plan and NWLDC Street Naming Guide available at the meeting (or on request to the Parish Manager).
- c) Draft proposals for a new Leicestershire Passenger Transport Policy and Strategy (PTPS) – Cllr T Gillard undertook to attend a briefing event at County Hall on Council's Cabinet on 26 March to hear further details on how the County Council would go about meeting its statutory duties and deliver value for money passenger transport services for Leicestershire.

664. SCHEDULE OF MEETINGS 2018/19

To confirm the coming year's meeting dates, in line with the existing pattern already established of meeting at 7 pm on the third Thursday evening each month: 21 June, 19 July, (not August) 20 September, 18 October, 15 November, 13 December (2nd week due to Christmas), 17 January 2019, 21 February, 21 March, 18 April and 16 May.

Members to confirm acceptance of these dates.

Members to consider if the Annual Electors Meeting should be held on 9 May 2019 (as arrangements can vary in an election year).

665. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

To consider appointing representatives on the following outside bodies:

Whitwick Quarry Liaison Committee – 1 member (currently Cllr D Howe)
Thornborough Road Allotment Society – 1 member (currently Cllr P Moulton)
Walkers Flats Allotment Society – 1 member (currently Cllr A Barker)

666. DISTRICT COUNCILLORS' REPORTS

667. COUNTY COUNCILLOR'S REPORT

668. PLANNING MATTERS

(a) Applications

None.

(b) Decisions

List to follow or to be tabled.

Members' to note the information.

669. WHITWICK PARK MAINTENANCE

Members to consider the replacement of the Water Tank for the irrigation system at the Bowling Green. A site meeting is to take place between the Property Management and General Purposes Committee (to be confirmed) and a verbal update, with possible recommendations to be given. Quotation previously circulated.

Members' instructions are requested.

670. PARISH MANAGER'S REPORT AND MATTERS PENDING

The Parish Manager to submit report (to follow or to be tabled), together with a list of matters which have previously been considered by the Council where action is not yet completed.

Members' instructions are requested.

671. ACCOUNTS FOR PAYMENT

- a) To note the opening income and expenditure account for 2018/19 as adopted (see attached) and bank balances for the latest period (verbal report at meeting);
- b) To note the income received since the last meeting (cash book reports attached);
- c) To approve the following payments and salaries for the latest period (cash book reports attached);
- d) To note and approve the new national pay scales from 1st April have been received from NALC, following conclusion of national negotiations. A two year deal agreed with rationalisation of all scales for 2019/20 (see attached).

Members' instructions are requested.

672. EXCLUSION OF PRESS AND PUBLIC

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of items 672 set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

673. GROUNDS MAINTENANCE SPECIFICATION

Under confidential terms, members to review the second draft of the specification and tender document (information previously circulated) and agree any revisions or clarification that is required. The Working Party may have clarification on some minor matters.

Members' instructions are requested. Clear guidance is needed urgently to be provided to the council's advisor.

Date of next meeting: 21 June 2018

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 19 APRIL 2018 at 7 pm at Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor R Woodward (Chairman)

Cllrs R Adams [except Item 632a], A Barker, D Everitt, [except Item 632a], D Howe [Items 627-641 only], P Moulton [except Item 632a], T Pulford, L Spence and J Straw.

In Attendance:

Mrs C Tibbles, Parish Manager

7 Members of the public [Items 627-643 only]

Guests:

PCSO A Booth, Neighbourhood Police Team [Items 627 – 631 only]

Mr K Middleton, [Items 627-632a only],

PCSO L Rose, Neighbourhood Police Team [Items 627 – 631 only]

Sgt G Johnson, Neighbourhood Police Sgt [see Item 631 & 635 only]

627. APOLOGIES

Received from Cllrs S Colledge and T Gillard.

628. DECLARATIONS OF INTEREST

Cllr R Adams declared a disclosable non-pecuniary interest in all planning matters as a District Councillor.

Cllr Moulton declared a disclosable non-pecuniary interest in Item 648a, the planning application regarding 243 Church Lane and Item 632a pre-planning consultation for potential development at 2-4 North Street.

Cllr J Straw declared a disclosable non-pecuniary interest in all planning matters regarding the Green Wedge as a member of Whitwick Action Group.

Cllr D Everitt declared a disclosable non-pecuniary interest in all planning matters as a District Councillor and would not comment on applications.

629. MINUTES

Resolved: That the minutes of the meetings held on 15 March and 22 March 2018 be approved as a correct record.

630. PUBLIC QUESTION AND ANSWER SESSION

A member of the public expressed disgust at the 50% increase in the parish precept, notwithstanding their support for work that the parish council undertook and with realisation that regulations prohibited the council from going bankrupt, it was felt that restraint should have been exercised and careful budgeting done. The Chairman explained that the council continued to hold extra meetings to review budgets and make careful plans for the parish but the council was required to have reserves. Questions were asked about the amount of money put into reserves, the advice/policy/regulations regarding reserves, actual reason for removal of a grit bin in the parish and suggestion for a new one in Birch Avenue in a different location, report of trespassing happening at Holly Hayes Wood due to gates and a barrier being

removed, why wasn't information published in the Coalville Times about precept increase, the lack of recent street and road cleaning for North Street by the county council. Members agreed that as the 15 minute period set aside for public questions had been reached, Standing Order 5.5 should be temporarily suspended as it was important to listen to views of everyone in attendance. Questions therefore continued on the topics of pension increases being used to pay the extra precept charge, why some grass areas were not being cut by the parish council, understanding of what 'special expenses' were formerly used for, how the public could express their views to the parish council, how to help public understand the parish council responsibilities because they were now bewildered.

Councillors clarified the actual monetary amount was far smaller than the %age figure implied it to be, that residents paid 70% of council tax to the County Council, the consequence this year of using reserves in 2017/18 to avoid increasing the precept, the Chairman undertook to let the relevant trustees of Holly Hayes Wood know about the damaged barrier, how the council encouraged public involvement at council meetings and in the budget process, how to approach County Cllr T Gillard for assistance on county council issues like road sweeping, responsibility of the county council for the majority of grass verges and highway land, former levy of 'special expenses' by the district council which had been replaced in 2011 by the parish council for the same initial cost, the local decisions of parish councillors whose paramount consideration was always what it felt to be best for Whitwick, the parish councillors recognising they needed to communicate better with residents which it would strive to do, new savings were being made on previous contracted payments.

The Chairman invited members of the public to meet with him separately at the Community Office for a longer discussion about the precept increase and this offer was accepted by two people. Everyone was also encouraged to attend the special 'Visioning Meeting' on Thursday 28 June at 7 pm at Park Hall when public ideas for future plans for Whitwick would be welcomed and explored. The Chairman thanked the public for their candid views and for attending to contribute to the meeting.

631. COMMUNITY POLICING

PCSO Booth gave his report on the recent crime figures: 3 burglaries in the past month, 5 thefts from shops etc, with 3 being dealt with, some vehicle crime had occurred but with no witnesses, 1 robbery and some on-going ASB. Cllr Adams praised Cllr Barker and Mrs. Barker for collecting 8 bags of rubbish from Green Lane but reported to the police that one whole bag was beer cans and asked that attention be made to the area if excessive drinking was taking place there. Cllr Howe asked if anyone had been apprehended for the break at a local business and was asked to supply details via the Parish Manager. Cllr Moulton reported suspicious activity taking place in the village centre and further details would be discussed privately with the police. PCSO Rose requested information regarding ASB for some residents adjoining the boundary of a local school and Cllr Barker undertook to enquire about the fencing problem.

[Sgt Johnson arrived later in the meeting at 8.07 pm and left before Item 636.] Cllr Adams enquired about a local problem for motorists early on Saturday 14 April and reported that proper traffic management was not in place on Greenhill Road that day. The Parish Manager undertook to report a serious deterioration in the road surface in Silver Street due to subsidence of a previous excavation, as highlighted by Cllr Howe. Sgt Johnson reported an increase in ASB problems outside the parish and members discussed local problems with drinking and drugs. Sgt. Johnson confirmed he was preparing two

closing orders for homes in Whitwick due to evidenced behaviour, with two other houses nearby also about to be closed on the order of local magistrates. [Sgt. Johnson left the meeting 8.20 pm.]

632. CONSULTATIONS

The Chairman explained that the parish council was a consultee on planning matters but decisions on applications were taken by the District Council. [In accordance with declarations of interests made earlier in the meeting, Cllrs Adams, Everitt and Moulton left the meeting at 7.41 pm].

Resolved that:

- a) **Pre-Planning Consideration of potential development at 2-4 North Street –**
Following information from Mr Middleton, members were asked for suggestions or improvements or comments on the drawings he had supplied. Cllr Straw suggested the developer consult Whitwick Historical Group, as 'neighbours' to the development, Cllr Howe mentioned traffic aspects and Cllr Barker referred to the earlier relocation of the former bus stop which he thought had alleviated some of the problems. **The chairman, on behalf of members, summarised the general view of the council that the potential development may improve the area but opinion was reserved for any future consultation that would take place upon deposit of a formal planning application.** [Cllrs Adams, Everitt and Moulton re-joined the meeting at 7.48 pm].
- b) **Members wished to receive information on the progress of the Leicestershire Minerals and Waste Local Plan**
- c) **No comments to be submitted to NALC on the National Policy Planning Framework or the Local Government Ethical Standards Committee;**
- d) **The meeting to discuss draft proposals for a new Leicestershire Passenger Transport Policy and Strategy was deferred to the next meeting, in the absence of Cllr T Gillard who had attended for the parish council.**

633. FUTURE OF HERMITAGE LEISURE CENTRE

Cllr Adams had asked the Chief Executive of the District Council about the future of the site but there was no further news to report at this stage.

634. ROAD GRITTING IN WHITWICK – LEICESTERSHIRE COUNTY COUNCIL

Resolved to:

- a) **note the current budget provision by the Parish Council for purchase of new grit bins was £1050, with an additional £1050 held in earmarked reserves for this purpose; to seek permission from the county council to directly purchase grit bins to save money on the charges they levied;**
- b) **to accept the offer of a resident to seek support from the local MP and for the parish council to also write to the MP regarding the complexity of the process;**
- c) **the Chairman to support officers by visiting suggested locations to take photographs of potential installation sites so that consultations can commence (draft letter tabled). Members were reminded that any objections to proposed locations would be likely to have the application refused.**

635. DISTRICT COUNCILLORS' REPORTS

Cllr Gillard had submitted a report on the £1.1 million project by the district council to make Marlborough Square a pleasant public place. Tenants had started to move into

the first new council homes to be built in North West Leicestershire for 27 years. 2 houses and 4 bungalows had been built at Linford Crescent. Cllr Adams reported that the annual meeting of the district council would be held on Tuesday 15 May. He had successfully applied for 2 new litter bins to be installed in Green Lane to help address the litter problems there. He had received an enquiry about low lying cables from the quarry across Leicester Road. Cllr Everitt referred to the powers for house building being given to housing associations and felt homes should be built where people could afford to live in them. Cllr Barker asked how long the homes would be occupied before residents had the option to buy and was told there was a qualifying period of 5 years. Cllr Adams had read an interesting report on the figures for sales of council homes and income rental that had been lost.

636. COUNTY COUNCILLOR'S REPORT

Cllr Gillard had submitted a report about the resurfacing works planned for various areas of Whitwick which was good news after his endeavours to the Highways Department for surface improvements. In addition, he had lobbied the county council to make good pot holes in local roads and he was assured that an amount of money would be made available in the near future for this, in addition to the funds already allocated. He reported Arriva bus were making some minor timing changes to their service 29/29A/29X Burton to Coalville service from 10 June. He had earlier provided the information on Whitwick Quarry requested at the last meeting and this had been publicised by the parish council.

637. GDPR

Members noted that staff were attending a website training locally and new guidance had been received from SLCC and NALC. A quote had been requested from a sector specialist who was offering an assessment service but not yet received. Clarification had been issued by the Information Commissioners Office to reassure parish/town councils that their restricted resources were recognised and that providing a parish council was making its best endeavours to co-operate and comply with GDPR, then any reported issues would be reasonably dealt with by the ICO.

638. PLANNING MATTERS

a) The Council had been consulted by NWLDC on the following application:

REF 18/00318/FUL – 243 Church Lane - Proposed two storey rear extension - no objections were raised.

REF 18/00362/FUL - Land Adjacent To 67 Parsonwood Hill - Erection of a detached dwelling - no objections were raised.

REFERENCE 18/00433/FUL - 21 Grove Road - Single storey rear extension - no objections were raised.

REFERENCE 18/00443/FUL - 37 Cademan Street - removal of existing conservatory and erection of a two storey rear extension - no objections were raised.

REF 18/00501/FUL - 4D Market Place - Proposed conversion of integral garage to dining room - no objections were raised.

REF 18/00533/OUT - 171 Hall Lane – Erection of two dwellings with associated access and parking (outline - means of access and layout for approval) - no objections were raised.

b) Decisions notified and approved by the District Council:

REF 17/01593/FUL 81 & 81A North Street - Residential development including retention of existing dwelling and erection of seven new dwellings including access and parking arrangements.

REF 18/00137/FUL - 67 St Bernards Road - Proposed two-storey side extension, single storey rear extension and replacement garage.

c) Past Decisions

Members were reminded of condition 3 on Planning App Ref. 17/00166/TPO that stipulated a tree should be planted at The Chestnuts, Loughborough Road following felling of 2 chestnut trees and a lime tree, to maintain continuity of tree cover and **resolved the Parish Manager should ask the Planning Department if the condition had been fulfilled.**

639. CONTRACTS WORKING PARTY and 640. GROUNDS MAINTENANCE SPECIFICATION

These items were moved to the end of the meeting, to be taken under confidential terms, to enable members of the public to remain for the next items.

641. ANNUAL RENEWALS, SUBSCRIPTIONS AND ROUTINE DIRECT DEBITS

Resolved that:

- a) Membership of NALC/LRALC be renewed for 2018/19 at a cost of £971.48;**
- b) Hosting of the council website continue with Quiet Storm at a renewal cost of £420;**
- c) That the list of routine fixed/variable direct debits (as circulated) be approved.**

[Cllr Howe left the meeting at 8.29 pm].

642. BOWLING GREEN IRRIGATION SYSTEM

Members noted the need to replace two irrigation heads and install a new steel tank, although final costs were still being obtained with difficulty by NWLDC. The parish council would endeavour to provide a public bowling green as a facility but limited investment was available from the repairs and renewals budget.

643. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

None.

644. PARISH MANAGER'S REPORT AND MATTERS PENDING

Members noted the report and updated list of outstanding action points, with additional communications from Fields In Trust and Keep Britain Tidy. The

Parish Manager reported that average weekly opening hours of the office in the past year had been 18.5 instead of the advertised 9 hours. A request for the Administrative Assistant to attend a SLCC positive resilience training day in Newark costing £145 was approved. The Clerk had voluntarily completed and passed the SLCC ILCA training course.

645. FINANCE AND ACCOUNTS FOR PAYMENT

Resolved that:

- a) the latest income and expenditure report be noted and the bank balances were reported as Current Account £13,262.84, Deposit Account £51,974.81 and Investment Account £85,000.00 for 31/03/18. A £40,000 internal transfer had been made to pay recent invoices. The Current Account had £51,234.92, Deposit Account £12,003.84 and Investment Account £85,000.00 at 19/4/18;
- b) the updated income received since the last meeting be noted;
- c) the latest payment list, ratification of £1,335.23 invoices paid by the Parish Manager between 16-31 March and retrospective salary payments be approved;
- d) to note the year end accounts and Annual Governance and Accountability Return was likely to be ready for consideration at the June council meeting. Provisional details of Year End figures, balances and earmarked reserves may be ready for consideration at the May meeting.

639. CONTRACTS WORKING PARTY (deferred from earlier in the meeting)

Resolved: That having regard to the confidential nature of the business to be transacted and the need to consider legal advice, publicity in respect of which would be prejudicial to the public interest, **the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.**

Resolved that members receive the notes of the confidential Contracts working party meeting held on Wednesday 11 April 2018.

640. GROUNDS MAINTENANCE SPECIFICATION

Under confidential terms, members received an update on the further meetings of some members of the working party held on 13, 18 and 19 April 2018. The recommendations of the Contracts Working Party were accepted, in accordance with the report given. Further information would be presented at a future meeting.

Full signature of Chairman: Date:

The meeting terminated at 9.28 pm.

Cllr Howe left at 8.29 pm

Date of Annual Parishioner's meeting: Thursday 10 May 2018 at 7 pm

Date of next council meeting: Thursday 17 May 2018 at 7 pm



657



Paul Sanders
Head of Community Services

01530 454832
paul.sanders@nwleicestershire.gov.uk

Wednesday 2 May 2018

Dear Cathy Tibbles,

As a key stakeholder in the development of a new leisure centre, I am writing to keep Whitwick Parish Council informed of progress with the project. I would be grateful if you could provide this update to parish councillors and interested parties.

New leisure centre

The process of finding an operator to build a new leisure centre in Coalville and take over the management of both the new centre and Hood Park Leisure Centre began in January.

The initial expressions of interest have now been assessed and four providers have been shortlisted. We're pleased that these are four of the top leisure operators in the country.

The next stage is for the project team to enter into 'dialogue' sessions with each of the bidders. At this point we will be drilling down into how the different operators would meet our objectives if they won the contract.

We hope to select an operator by January 2019, with the contract likely to start in April 2019. We will, of course, keep you informed throughout the process and inform you of the chosen provider once that decision has been made.

Once the contract is in place, work on the new leisure centre will begin quickly. It is likely to take around 18 months to build, with an expected opening in autumn 2020.

Hermitage Leisure Centre

As you know, Hermitage Leisure Centre will remain open until the new centre is ready to be occupied and open to the public in 2020. This gives us plenty of time to make an informed and considered decision about what to do with the site once the existing leisure centre has closed.

It's important that the community and the council both benefit from any decision on this and we are keen to hear and respond positively to your views.

With this in mind, we will start talking to you as a representative of your community, as well as other stakeholders, once the contract with the new leisure operator is signed and underway (likely to be April 2019). We will then be able to fully concentrate our efforts on making the best decision for the Hermitage site.

In the meantime, please feel free to get in touch with ideas or insight from the Whitwick community that you represent, so we can feed this in to the process.

Yours sincerely,

Paul Sanders

Head of Community Services

10/05/2018

Whitwick Parish Council Current Year

12:43

Detailed Income & Expenditure by Budget Heading 01/04/2018

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	193,704	0	290,556	290,556			0.0%	
1080 Council Tax Support Grant	15,535	0	11,651	11,651			0.0%	
1100 Bank Interest	181	0	100	100			0.0%	
1200 Allotment Inc/ Thornborough Rd	1,109	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	441	0	410	410			0.0%	
1250 Bowling Green & Pavilion Hire	1,000	0	1,000	1,000			0.0%	
1300 Whitwick Park Hall Hire	9,460	(83)	3,500	3,583			(2.4%)	
1350 Other Income	1,733	0	200	200			0.0%	
	<u>223,163</u>	<u>(83)</u>	<u>308,457</u>	<u>308,540</u>			<u>0.0%</u>	<u>0</u>
4465 Refunded Deposits	283	0	0	0		0	0.0%	
	<u>283</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Income :- Indirect Expenditure								
	<u>283</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>222,880</u>	<u>(82)</u>						
<u>200 Salaries</u>								
4000 Office Admin Salaries	29,097	0	37,270	37,270		37,270	0.0%	
4010 Park Hall Caretakers	2,743	0	3,610	3,610		3,610	0.0%	
4040 Employers NI	1,751	0	2,800	2,800		2,800	0.0%	
4050 Employers Pension	951	0	1,230	1,230		1,230	0.0%	
4055 Sickness Contingency/ Holiday	297	0	520	520		520	0.0%	
	<u>34,838</u>	<u>0</u>	<u>45,430</u>	<u>45,430</u>	<u>0</u>	<u>45,430</u>		<u>0</u>
Salaries :- Indirect Expenditure								
	<u>(34,838)</u>	<u>0</u>						
Movement to/(from) Gen Reserve	<u>(34,838)</u>	<u>0</u>						
<u>210 Administration</u>								
4110 Stationery/Postage/Consumables	700	0	742	742		742	0.0%	
4120 Printing	254	0	300	300		300	0.0%	
4130 Bank Charges	117	0	130	130		130	0.0%	
4150 Parish Website	385	0	400	400		400	0.0%	
4160 Getmapping (Parish Online)	126	0	130	130		130	0.0%	
4170 Office Equipment	897	0	1,030	1,030		1,030	0.0%	
4180 Software Licences/Support	2,187	(600)	2,000	2,600		2,600	(30.0%)	
4310 Subscriptions and Memberships	1,136	0	1,095	1,095		1,095	0.0%	
4320 Insurance	2,942	0	3,090	3,090		3,090	0.0%	
4330 Audit	998	0	1,185	1,185		1,185	0.0%	
4335 GDPR	0	0	2,000	2,000		2,000	0.0%	
4340 Professional Fees	3,121	0	4,244	4,244		4,244	0.0%	
4350 Staff Training	699	0	1,250	1,250		1,250	0.0%	
4360 Councillors Training	179	0	250	250		250	0.0%	
4370 Staff Recruitment	0	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2018

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Election Contingency	0	0	2,500	2,500		2,500	0.0%	
Administration :- Indirect Expenditure	<u>13,740</u>	<u>(600)</u>	<u>20,546</u>	<u>21,146</u>	<u>0</u>	<u>21,146</u>	<u>(2.9%)</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,740)</u>	<u>600</u>						
<u>300 Community Initiatives</u>								
4510 Projects	210	0	1,000	1,000		1,000	0.0%	
4520 Salt Bins	0	0	1,050	1,050		1,050	0.0%	
4530 Newsletter and Media	1,330	0	1,200	1,200		1,200	0.0%	
4540 Community Events	1,052	0	2,000	2,000		2,000	0.0%	
4550 Community Grant Scheme	1,460	0	1,500	1,500		1,500	0.0%	
Community Initiatives :- Indirect Expenditure	<u>4,052</u>	<u>0</u>	<u>6,750</u>	<u>6,750</u>	<u>0</u>	<u>6,750</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,052)</u>	<u>0</u>						
<u>350 Community Office Running Costs</u>								
4200 Electricity	556	0	515	515		515	0.0%	
4210 Water Charges	174	0	258	258		258	0.0%	
4220 Business Rates	435	0	480	480		480	0.0%	
4250 Internet/Phone	793	0	750	750		750	0.0%	
4260 Fire Extinguisher Servicing	22	0	28	28		28	0.0%	
4270 Security Servicing	0	0	52	52		52	0.0%	
4280 PAT Testing	35	0	26	26		26	0.0%	
4480 Running Costs Contingency	0	0	500	500		500	0.0%	
Community Office Running Costs :- Indirect Expenditure	<u>2,015</u>	<u>0</u>	<u>2,609</u>	<u>2,609</u>	<u>0</u>	<u>2,609</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,015)</u>	<u>0</u>						
<u>400 Park Hall Running Costs</u>								
4200 Electricity	699	0	1,288	1,288		1,288	0.0%	
4210 Water Charges	234	0	275	275		275	0.0%	
4220 Business Rates	103	0	115	115		115	0.0%	
4260 Fire Extinguisher Servicing	57	0	103	103		103	0.0%	
4270 Security Servicing	120	0	0	0		0	0.0%	
4280 PAT Testing	35	0	31	31		31	0.0%	
4310 Subscriptions and Memberships	170	0	105	105		105	0.0%	
4410 Waste Collection	140	0	258	258		258	0.0%	
4420 Consumables	239	0	258	258		258	0.0%	
4430 Electrical Certificate	0	0	52	52		52	0.0%	
4440 Sewer Pump Servicing	192	0	185	185		185	0.0%	
4450 Boiler Servicing	0	0	103	103		103	0.0%	
4460 Repairs and Maintenance	500	0	1,000	1,000		1,000	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4480 Running Costs Contingency	62	337	1,545	1,208		1,208	21.8%	
Park Hall Running Costs :- Indirect Expenditure	<u>2,551</u>	<u>337</u>	<u>5,318</u>	<u>4,981</u>	<u>0</u>	<u>4,981</u>	<u>6.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,551)</u>	<u>(337)</u>						
<u>405 Pavilion and Other Building</u>								
4200 Electricity	1,153	0	1,288	1,288		1,288	0.0%	
4210 Water Charges	704	0	750	750		750	0.0%	
4460 Repairs and Maintenance	640	0	0	0		0	0.0%	
4480 Running Costs Contingency	0	0	750	750		750	0.0%	
Pavilion and Other Building :- Indirect Expenditure	<u>2,497</u>	<u>0</u>	<u>2,788</u>	<u>2,788</u>	<u>0</u>	<u>2,788</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,497)</u>	<u>0</u>						
<u>410 Railway Station Building</u>								
4460 Repairs and Maintenance	0	0	1,030	1,030		1,030	0.0%	
4480 Running Costs Contingency	0	0	750	750		750	0.0%	
4490 Building Condition Survey	0	0	206	206		206	0.0%	
Railway Station Building :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,986</u>	<u>1,986</u>	<u>0</u>	<u>1,986</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>420 Allotments</u>								
4460 Repairs and Maintenance	0	0	515	515		515	0.0%	
4470 Annual Lease	600	0	600	600		600	0.0%	
4570 Grants Paid Th Road	950	0	950	950		950	0.0%	
4575 Grants Paid W Flats	220	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>1,770</u>	<u>0</u>	<u>2,315</u>	<u>2,315</u>	<u>0</u>	<u>2,315</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,770)</u>	<u>0</u>						
<u>430 Grounds Maintenance</u>								
4710 Grounds Maintenance	133,772	(33,786)	135,840	169,626		169,626	(24.9%)	
Grounds Maintenance :- Indirect Expenditure	<u>133,772</u>	<u>(33,786)</u>	<u>135,840</u>	<u>169,626</u>	<u>0</u>	<u>169,626</u>	<u>(24.9%)</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(133,772)</u>	<u>33,786</u>						
<u>440 Other Running Costs</u>								
4310 Subscriptions and Memberships	50	0	50	50		50	0.0%	
Other Running Costs :- Indirect Expenditure	<u>50</u>	<u>0</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(50)</u>	<u>0</u>						

Detailed Income & Expenditure by Budget Heading 01/04/2018

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
450 Repairs and Renewals Fund Land								
4460 Repairs and Maintenance	2,100	0	12,500	12,500		12,500	0.0%	
Repairs and Renewals Fund Land :- Indirect Expenditure	2,100	0	12,500	12,500	0	12,500	0.0%	0
Movement to/(from) Gen Reserve	(2,100)	0						
460 Projects/ Initiatives								
4610 Goal Posts/All Weather Matting	2,016	0	0	0		0	0.0%	
4620 Park Entrance Lighting	3,348	0	5,000	5,000		5,000	0.0%	
Projects/ Initiatives :- Indirect Expenditure	5,364	0	5,000	5,000	0	5,000	0.0%	0
6000 plus Transfer from EMR	2,229	0						
Movement to/(from) Gen Reserve	(3,135)	0						
Grand Totals:- Income	223,163	(83)	308,457	308,540			0.0%	
Expenditure	203,033	(34,049)	241,132	275,181	0	275,181	(14.1%)	
Net Income over Expenditure	20,130	33,967	67,325	33,358				
plus Transfer from EMR	2,229	0						
Movement to/(from) Gen Reserve	22,359	33,967						

31st March 2017

31st March 2018

Current Assets			
0	Debtors	510	
0	VAT Control A/c	9,000	<i>claim for reimbursement</i>
0	<i>Bank Accounts</i> }	WPC Unity Trust Acc 0992	10,579
0		WPC Unity Trust 1001	52,004
0		WPC CCLA Ac 5479	85,000
0		<hr/>	157,093
0 Total Assets			<hr/> 157,093
Current Liabilities			
0	Creditors	1	
0	Accruals	34,049	
0	Receipts in Advance	428	
0		<hr/>	34,478
0 Total Assets Less Current Liabilities			<hr/> 122,615
Represented By			
0	General Reserves		86,194
0	RR S106 The Elms Public OS		19
0	RR S106 Robinson Rd Play Area		531
0	EMR Local Elections 2019		5,000
0	EMR Casual Election Contingen.		2,500
0	EMR Capital Projects Provision		8,807
0	EMR Community Benches		1,000
0	EMR Salt Bins		1,050
0	EMR Community Projects		790
0	EMR Park Hall Renewal & Repair		764
0	EMR Railway Station Building		1,000
0	EMR Fund Land Repair & Renewal		10,400
0	EMR Fencing		4,500
0	EMR Poppies & Lampost Project		60
0		<hr/>	122,615
0			<hr/> 122,615

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	193,704	0	290,556	290,556			0.0%	
1080 Council Tax Support Grant	15,535	0	11,651	11,651			0.0%	
1100 Bank Interest	181	0	100	100			0.0%	
1200 Allotment Inc/ Thornborough Rd	1,109	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	441	0	410	410			0.0%	
1250 Bowling Green & Pavilion Hire	1,000	0	1,000	1,000			0.0%	
1300 Whitwick Park Hall Hire	9,460	(83)	3,500	3,583			(2.4%)	
1350 Other Income	1,733	0	200	200			0.0%	
Income :- Income	<u>223,163</u>	<u>(83)</u>	<u>308,457</u>	<u>308,540</u>			<u>0.0%</u>	<u>0</u>
4465 Refunded Deposits	283	0	0	0		0	0.0%	
Income :- Indirect Expenditure	<u>283</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>222,880</u>	<u>(82)</u>						
<u>200 Salaries</u>								
4000 Office Admin Salaries	29,097	0	37,270	37,270		37,270	0.0%	
4010 Park Hall Caretakers	2,743	0	3,610	3,610		3,610	0.0%	
4040 Employers NI	1,751	0	2,800	2,800		2,800	0.0%	
4050 Employers Pension	951	0	1,230	1,230		1,230	0.0%	
4055 Sickness Contingency/ Holiday	297	0	520	520		520	0.0%	
Salaries :- Indirect Expenditure	<u>34,838</u>	<u>0</u>	<u>45,430</u>	<u>45,430</u>	<u>0</u>	<u>45,430</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>(34,838)</u>	<u>0</u>						
<u>210 Administration</u>								
4110 Stationery/Postage/Consumables	700	0	742	742		742	0.0%	
4120 Printing	254	0	300	300		300	0.0%	
4130 Bank Charges	117	0	130	130		130	0.0%	
4150 Parish Website	385	0	400	400		400	0.0%	
4160 Getmapping (Parish Online)	126	0	130	130		130	0.0%	
4170 Office Equipment	897	0	1,030	1,030		1,030	0.0%	
4180 Software Licences/Support	2,187	(600)	2,000	2,600		2,600	(30.0%)	
4310 Subscriptions and Memberships	1,136	0	1,095	1,095		1,095	0.0%	
4320 Insurance	2,942	0	3,090	3,090		3,090	0.0%	
4330 Audit	998	0	1,185	1,185		1,185	0.0%	
4335 GDPR	0	0	2,000	2,000		2,000	0.0%	
4340 Professional Fees	3,121	0	4,244	4,244		4,244	0.0%	
4350 Staff Training	699	0	1,250	1,250		1,250	0.0%	
4360 Councillors Training	179	0	250	250		250	0.0%	
4370 Staff Recruitment	0	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2018

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Election Contingency	0	0	2,500	2,500		2,500	0.0%	
Administration :- Indirect Expenditure	<u>13,740</u>	<u>(600)</u>	<u>20,546</u>	<u>21,146</u>	<u>0</u>	<u>21,146</u>	<u>(2.9%)</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,740)</u>	<u>600</u>						
300 Community Initiatives								
4510 Projects	210	0	1,000	1,000		1,000	0.0%	
4520 Salt Bins	0	0	1,050	1,050		1,050	0.0%	
4530 Newsletter and Media	1,330	0	1,200	1,200		1,200	0.0%	
4540 Community Events	1,052	0	2,000	2,000		2,000	0.0%	
4550 Community Grant Scheme	1,460	0	1,500	1,500		1,500	0.0%	
Community Initiatives :- Indirect Expenditure	<u>4,052</u>	<u>0</u>	<u>6,750</u>	<u>6,750</u>	<u>0</u>	<u>6,750</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,052)</u>	<u>0</u>						
350 Community Office Running Costs								
4200 Electricity	556	0	515	515		515	0.0%	
4210 Water Charges	174	0	258	258		258	0.0%	
4220 Business Rates	435	0	480	480		480	0.0%	
4250 Internet/Phone	793	0	750	750		750	0.0%	
4260 Fire Extinguisher Servicing	22	0	28	28		28	0.0%	
4270 Security Servicing	0	0	52	52		52	0.0%	
4280 PAT Testing	35	0	26	26		26	0.0%	
4480 Running Costs Contingency	0	0	500	500		500	0.0%	
Community Office Running Costs :- Indirect Expenditure	<u>2,015</u>	<u>0</u>	<u>2,609</u>	<u>2,609</u>	<u>0</u>	<u>2,609</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,015)</u>	<u>0</u>						
400 Park Hall Running Costs								
4200 Electricity	699	0	1,288	1,288		1,288	0.0%	
4210 Water Charges	234	0	275	275		275	0.0%	
4220 Business Rates	103	0	115	115		115	0.0%	
4260 Fire Extinguisher Servicing	57	0	103	103		103	0.0%	
4270 Security Servicing	120	0	0	0		0	0.0%	
4280 PAT Testing	35	0	31	31		31	0.0%	
4310 Subscriptions and Memberships	170	0	105	105		105	0.0%	
4410 Waste Collection	140	0	258	258		258	0.0%	
4420 Consumables	239	0	258	258		258	0.0%	
4430 Electrical Certificate	0	0	52	52		52	0.0%	
4440 Sewer Pump Servicing	192	0	185	185		185	0.0%	
4450 Boiler Servicing	0	0	103	103		103	0.0%	
4460 Repairs and Maintenance	500	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2018

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4480 Running Costs Contingency	62	337	1,545	1,208		1,208	21.8%	
Park Hall Running Costs :- Indirect Expenditure	<u>2,551</u>	<u>337</u>	<u>5,318</u>	<u>4,981</u>	<u>0</u>	<u>4,981</u>	<u>6.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,551)</u>	<u>(337)</u>						
<u>405 Pavilion and Other Building</u>								
4200 Electricity	1,153	0	1,288	1,288		1,288	0.0%	
4210 Water Charges	704	0	750	750		750	0.0%	
4460 Repairs and Maintenance	640	0	0	0		0	0.0%	
4480 Running Costs Contingency	0	0	750	750		750	0.0%	
Pavilion and Other Building :- Indirect Expenditure	<u>2,497</u>	<u>0</u>	<u>2,788</u>	<u>2,788</u>	<u>0</u>	<u>2,788</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,497)</u>	<u>0</u>						
<u>410 Railway Station Building</u>								
4460 Repairs and Maintenance	0	0	1,030	1,030		1,030	0.0%	
4480 Running Costs Contingency	0	0	750	750		750	0.0%	
4490 Building Condition Survey	0	0	206	206		206	0.0%	
Railway Station Building :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,986</u>	<u>1,986</u>	<u>0</u>	<u>1,986</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>420 Allotments</u>								
4460 Repairs and Maintenance	0	0	515	515		515	0.0%	
4470 Annual Lease	600	0	600	600		600	0.0%	
4570 Grants Paid Th Road	950	0	950	950		950	0.0%	
4575 Grants Paid W Flats	220	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>1,770</u>	<u>0</u>	<u>2,315</u>	<u>2,315</u>	<u>0</u>	<u>2,315</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,770)</u>	<u>0</u>						
<u>430 Grounds Maintenance</u>								
4710 Grounds Maintenance	133,772	(33,786)	135,840	169,626		169,626	(24.9%)	
Grounds Maintenance :- Indirect Expenditure	<u>133,772</u>	<u>(33,786)</u>	<u>135,840</u>	<u>169,626</u>	<u>0</u>	<u>169,626</u>	<u>(24.9%)</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(133,772)</u>	<u>33,786</u>						
<u>440 Other Running Costs</u>								
4310 Subscriptions and Memberships	50	0	50	50		50	0.0%	
Other Running Costs :- Indirect Expenditure	<u>50</u>	<u>0</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(50)</u>	<u>0</u>						

Detailed Income & Expenditure by Budget Heading 01/04/2018

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
450 Repairs and Renewals Fund Land								
4460 Repairs and Maintenance	2,100	0	12,500	12,500		12,500	0.0%	
Repairs and Renewals Fund Land :- Indirect Expenditure	<u>2,100</u>	<u>0</u>	<u>12,500</u>	<u>12,500</u>	<u>0</u>	<u>12,500</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,100)</u>	<u>0</u>						
460 Projects/ Initiatives								
4610 Goal Posts/All Weather Matting	2,016	0	0	0		0	0.0%	
4620 Park Entrance Lighting	3,348	0	0	0		0	0.0%	
* 4630 New Projects/Initiatives	0	0	5,000	5,000		5,000	0.0%	
<i>NS New name</i>								
Projects/ Initiatives :- Indirect Expenditure	<u>5,364</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
6000 plus Transfer from EMR	2,229	0						
Movement to/(from) Gen Reserve	<u>(3,135)</u>	<u>0</u>						
Grand Totals:- Income	223,163	(83)	308,457	308,540			0.0%	
Expenditure	203,033	(34,049)	241,132	275,181	0	275,181	(14.1%)	
Net Income over Expenditure	<u>20,130</u>	<u>33,967</u>	<u>67,325</u>	<u>33,358</u>				
plus Transfer from EMR	2,229	0						
Movement to/(from) Gen Reserve	<u>22,359</u>	<u>33,967</u>						

671 (b)

Date: 11/05/2018

Whitwick Parish Council Current Year

Page: 18

Time 14:33

Cashbook 1

User: CM

Current Ac Unity Trust 0992

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BT 1362046	Banked: 27/04/2018	151,103.63						
BT 1362046	North West Leics District Coun	151,103.63			1076	100	145,278.13	Precept - 1st instalment
					1080	100	5,825.50	LCTSS
5	Banked: 01/05/2018	50.00						
5 B/T	Hirer	50.00			1300	100	30.00	Hall Hire 20/5/18
					560		20.00	Hall Hire Deposit 20/5/18
6	Banked: 01/05/2018	60.00						
6 B/T	Hirer	60.00			1300	100	40.00	Hall Hire 12/5/18
					560		20.00	Hall Hire Deposit 12/5/18
7	Banked: 01/05/2018	990.00						
7 B/T	Hermitage Day Nursery	990.00			1300	100	990.00	Hall Hire - March & April
8	Banked: 01/05/2018	150.00						
8 B/T	Inkyblue Productions	150.00			1300	100	150.00	Hall Hire - 7/5 & 28/5
9	Banked: 01/05/2018	65.00						
96	Hirer	65.00			1300	100	45.00	Hall Hire - 29/4/18
					560		20.00	Hall Hire Deposit - 29/4/18
10	Banked: 01/05/2018	1.00						
96A	Whitwick History Group	1.00			1350	100	1.00	Annual Rent of Old Stn Build
11	Banked: 03/05/2018	200.00						
97	Public	200.00			1350	100	200.00	Licence Fee for Carr Hill Rock
12	Banked: 03/05/2018	40.00						
97A	Walkers Flats Allotments	40.00			1300	100	20.00	Hall Hire - 24/5/18
					560		20.00	Hall Hire Deposit - 24/5/18
13	Banked: 03/05/2018	1,000.00						
97B	Bowls Club	1,000.00			1250	100	1,000.00	Annual Hire of Green&Pavilion
3	Banked: 05/05/2018	60.00						
98	Whitwick U3A	60.00			1300	100	40.00	Hall Hire for 30/11/18
					560		20.00	Hall Hire Deposit for 30/11/18
4	Banked: 05/05/2018	45.00						
4 B/T	Hirer	45.00			1300	100	25.00	Hall Hire 14/05/18
					560		20.00	Hall Hire Deposit 14/05/18
Total Receipts for Month		153,764.63	0.00	0.00			153,764.63	
Cashbook Totals		153,764.63	0.00	0.00			153,764.63	

671 ©

Date: 11/05/2018

Whitwick Parish Council Current Year

Page: 19

Time 14:33

Cashbook 1

User: CM

Current Ac Unity Trust 0992

For Month No: 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			30,564.15					30,564.15	
01/05/2018	North West Leics District Coun	4 DD	11.00			4220	400	11.00	Park Hall Rates - May
01/05/2018	North West Leics District Coun	5 DD	48.00			4220	350	48.00	Office Rates - May
01/05/2018	North West Leics District Coun	9	900.00		150.00	4710	430	750.00	Park Water Pipe Repair Work
01/05/2018	SLCC Enterprises	10	185.00			4310	210	185.00	Annual Membership
01/05/2018	Quiet Storm	11	90.00			4335	210	90.00	Website form GDPR Amendments
01/05/2018	North West Leics District Coun	12	70.00			4310	400	70.00	Renewal of Licence/Cert Licens
01/05/2018	North West Leics District Coun	13	5,040.00		840.00	4640	460	4,200.00	Robinson Road P/A Fencing
01/05/2018	North West Leics District Coun	14	360.00		60.00	4710	430	300.00	Gate for Walkers Flats Allotme
01/05/2018	Ace Copying Equipment	15	23.55		3.93	4210	210	19.62	April Copying
01/05/2018	Community Voice	16	100.00			4530	300	100.00	Full Page Insert - April
06/05/2018	Salary Payments	18	2,956.36			4000	200	2,498.66	Office Salaries - April
						4010	200	184.68	Park Hall Salaries - April
						4040	200	189.90	ER's NIC
						4050	200	83.12	ER's Pension
11/05/2018	Anstey Shoe Repair	17	16.85		0.33	4420	400	1.67	Bin Liners
						4460	405	14.85	Keys for Pavilion
15/05/2018	North West Leics District Coun	8 DD	12.73			4410	400	12.73	Refuse Collection - May
Total Payments for Month			9,813.49	0.00	1,054.26			8,759.23	
Balance Carried Fwd			113,386.99						
Cashbook Totals			153,764.63	0.00	1,054.26			152,710.37	

18 APRIL 2018

EMPLOYMENT BRIEFING E01-18 | 2018-2019 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2018-2019 to be implemented from 1 April 2018.
- New pay scales for 2019-2020 to be implemented from 1 April 2019
(Further information on these will be issued by NALC later this year).

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by SLCC and ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2018

© NALC 2018

ANNEX

NJC has reached agreement on the pay scales for 2018-19. Consequently, NALC recommends that the below salary scales for full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) are applied from 1 April 2018.

Pay scales from 1 April 2018

Scale Points below Substantive range		Substantive Benchmark range		Points above Substantive range	
LC1					
	(15-17)		(18-22)		(23-25)
15	£17,972	18	£18,870	23	£21,693
16	£18,319	19	£19,446	24	£22,401
17	£18,672	20	£19,819	25	£23,111
		21	£20,541		
		22	£21,074		
LC2					
	(26-29)		(30-34)		(35-38)
26	£23,866	30	£27,358	35	£31,401
27	£24,657	31	£28,221	36	£32,233
28	£25,463	32	£29,055	37	£33,136
29	£26,470	33	£29,909	38	£34,106
		34	£30,756		
LC3					
	(39-42)		(43-47)		(48-51)
39	£35,229	43	£39,002	48	£43,757
40	£36,153	44	£39,961	49	£44,697
41	£37,107	45	£40,858	50	£45,816
42	£38,052	46	£41,846	51	£46,957
		47	£42,806		
LC4					
	(52-55)		(56-60)		(61-68)
52	£48,138	56	£53,131	61	£61,732
53	£49,331	57	£54,455	62	£63,541
54	£50,421	58	£56,272	63	£65,372

55	£51,832	59	£58,082	64	£67,167
		60	£59,901	65	£68,869
				66	£70,607
				67	£72,387
				68	£74,217

PART-TIME CLERKS - HOURLY RATES April 2018

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2018 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£9.341
SCP	16	£9.521
SCP	17	£9.705
SCP	18	£9.808
SCP	19	£10.107
SCP	20	£10.301
SCP	21	£10.676
SCP	22	£10.953
SCP	23	£11.275
SCP	24	£11.643
SCP	25	£12.012
SCP	26	£12.404
SCP	27	£12.815

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	Annual £	Hourly £p	SCP	Annual £	Hourly £p
6	£16,394	£8.521	11		£8.839
7	£16,495	£8.573	12	£17,173	£8.926
8	£16,626	£8.641	13	£17,391	£9.039
9	£16,755	£8.708	14	£17,681	£9.190
10	£16,863	£8.765			