

Website: www.whitwickpc.org.uk

To: The Chairman and Members of Whitwick Parish Council

13 September 2018

Dear Councillor

I hereby summon you to attend a **Meeting** of the **Whitwick Parish Council** to be held at **7.00pm** on **Thursday, 20 September 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'.

Cathy Tibbles
Parish Manager

Members of the public are most welcome to observe the meetings of the parish council.

AGENDA

712. Apologies for Absence

713. 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).

714. PUBLIC QUESTION AND ANSWER SESSION

715. MINUTES

To approve the minutes of the previous meetings held on 19 July 2018 (copy attached).

716. 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). Beat Surgery arranged at Community Office on Thursday 27 September (10 am – 12 noon) and further dates may be shown on the police website at <https://leics.police.uk/local-policing/bardon-hill>.

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

717. FUTURE OF HERMITAGE LEISURE CENTRE

See NWLDC website: https://www.nwleics.gov.uk/pages/leisure_centres_project for latest information. **(No new information received by the Parish Council currently.)**

718. VISIONING EXERCISE

Members to consider end date for contributions to the visioning exercise (suggested 30 September) and establish process for analysis of responses received so far.

Members' instructions are required.

719. CODE OF CONDUCT AND DECLARATION OF INTERESTS

Members to consider the NALC legal advice (see attached) and:

- a) to note the opinion given in clarification of pecuniary interests (point 1);
- b) to note the government has never defined regulations for non-pecuniary interests as referred to in the code (point 2) and consider whether any should be listed;
- c) the Parish Manager confirms that the parish Code of Conduct adopted in 2012 is indeed based on the District Council's Code of Conduct (as suggested);
- d) to consider if conflict of interest might be added to the Code of Conduct;
- d) to consider the summary advice for dual hatted councillors and whether the general public perception in the tender process might feel it appropriate to withdraw from discussions on the Grounds Maintenance Contract aware and abstain.

Members' instructions are required.

720. CONSULTATIONS BY NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Members to consider:

- a) Consultation on Premises Licence application by Whitwick Constitutional Club, 8 Silver Street, for provision of plays, films, indoor sporting events, boxing and wrestling, recorded music, dance and the supply of alcohol (on and off the premises). Sunday to Thursday 11:00 hours to midnight, Friday and Saturday 11:00 hours to 0100 hours.

Members instructions are required.

721. LEICESTERSHIRE COUNTY COUNCIL –unitary status

Members to consider the communications between the District Councils and the County Council (copies previously circulated).

Members consideration is required.

722. GRANT APPLICATIONS

Applications received for:

- a) Thornborough Road Wildlife Group requesting £250 towards cost of fencing to enclose the paddock to create a secure area for wildlife (information enclosed for members).
- b) Whitwick Church Tower Group requesting £250 towards cost of providing an auto regulator which will enable full conversion of the clock mechanism to change the hour in spring and autumn (information to follow or to be tabled).

Members to consider applications.

723. TREE PROBLEM

Chairman/ Cllr Gillard to update members on the help given to residents seeking assistance with large trees affecting their properties.

Members to note the information.

724. SHARPS DISPOSAL

Following the request of Cllr Colledge, members to consider the information supplied via Cllr T Gillard on the current system operated by the District Council for disposal of 'sharps' and whether alternative facilities should be requested (extract of information provided – supplementary information available on request).

Members' instructions are required.

725. FACEBOOK SETTINGS

Members to note the ID settings cannot be changed by the current administrators as they were not the originators of the site.

Members to note the information.

726. SECTION 106 FUNDING AGREEMENT

Following a District review of funding held, members to consider the invitation to the parish to utilise £15,120.21 retained since 2011 for the upgrade of existing play areas in Whitwick which might reasonably be used by occupants of the development at rear of 61-65 Gracedieu Road.

Members' instructions are required.

727. STRESS POLICY

Members to consider:

- a) draft policy for adoption;
- b) availability of LGA publication "A Councillor's workbook on stress management and personal resilience" which is commended by the Parish Manager (available on request)

Members' instructions are required.

728. WORKING PARTIES

Members to consider:

- a) report of the **Tender Working Party** and consideration of recommendations (if a meeting has taken place);
- b) Invitation from the District Council to meet a representative of the **Byelaws Working Party** and the Parish Manager to explain the decision not to rescind the District byelaws.

Members instructions are required.

729. COMMUNITY EVENTS/PROJECTS

- a) **Grit Bins** - members to note that the parish was unable to apply to the County Council for any new grit bins as the required 100% support from neighbouring locations was not achieved and to consider the detailed report and recommendation (see attached).
- b) **Speed Awareness** – members to note wheelie bin stickers bearing the parish council logo are being freely distributed, with residents calling at the Community Office as the stickers are being seen. Other methods of distribution may be suggested.

- c) **Macmillan Coffee Morning** – members to note invitations for this fundraising event are now issued. It is being held at (outside) the Community Office between 10 am and 12 noon on Friday 28 September.
- d) **Poppies on Lampposts** – provisional display date of Thursday 25 October, in conjunction with students from Stephenson College with removal on Monday 12 November. Volunteers welcome to help with the installation or to make donations towards the cost.

Members instructions are required.

730. DISTRICT COUNCILLORS' REPORTS

Reports to be given and questions may be raised by parish councillors.

731. COUNTY COUNCILLOR'S REPORT

Reports to be given and questions may be raised by parish councillors.

732. PLANNING MATTERS

a) Applications

The Council has been consulted by NWLDC on the following applications:

18/01426/FUL - 7 Rockland Rise - Erection of a two-storey side extension and single-storey front and rear extensions

18/01533/VCI - 48 Hilary Crescent - Variation of condition 2 attached to planning permission 16/00373/FUL to allow for retention of rooflights in eastern roof slope

18/01465/OUT -56 Green Lane - Erection of one dwelling (outline - all matters reserved)

18/01467/FUL – 35 Tressall Road - Erection of single storey front and rear extensions and replacement garage

Members' instructions are requested.

Delegated decisions taken by Parish Manager on 06/09/18 as extension to deadline was not given by NWLDC:

REF 18/01146/VCI - 81 North Street- Variation of condition two of planning permission 17/01593/FUL to alter heights and design of plots 1-3 and 6-7 along with amendments to access **No objection raised**

Delegated decisions taken by Parish Manager on 30/08/18, with extensions to deadlines given by NWLDC:

REF 18/01200/FUL - 26 Stainsdale Green - Single storey rear extension, single storey front and side extension, replacement detached garage and rendering of property **No objection raised.**

18/01206/OUT - Land Rear Of 21 To 63 , Church Lane - Erection of three dwellings (Outline - Details of Access included) (Revised Scheme) **Request for REFUSAL sent following objections received from residents and parish councillors**

18/01238/FUL - 2 Tressall Road - Single storey rear extension – **No objection raised.**

Members' to note the delegated decisions taken following consultation.

b) Decisions

NWLDC have now **approved** the following applications:

18/00783/FUL Erection of a single-storey rear extension at 150 Brooks Lane

18/00829 – 209 Thornborough Road – single storey rear extension

REF 18/00863/VCUM – 191 Loughborough Road – Variation of condition 3 of 14/00933/OUTM to amend the position of vehicular access off Loughborough Road

REF 18/00865/FUL – 191 Loughborough Road – Erection of a detached dwelling including associated off-street parking and formation of new access onto Loughborough Road

REF 18/00972/FUL – 11 King Richards Hill – Proposed single storey side and rear extension

REF 18/00979/FUL – 2 Dumps Road – Proposed single storey side extension

18/01238/FUL - 2 Tressall Road - Single storey rear extension

REF 18/01253/FUL - 97 Spring Lane, - Two storey and single storey rear extensions

c) Decision by Planning Inspectorate. Appeal has been **ALLOWED. REF APP/G2435/W/18/3194614 – Glebe Farm, Green Lane**

733. PROPERTY AND LAND MATTERS

To receive the minutes of the Property Management and General Purposes Committee meetings held on 13 September 2018 and note the delegated decisions taken (draft minutes to follow if available or item to be deferred to next meeting).

Members to note the information.

734. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

Reports to be given.

735. PARISH MANAGER'S REPORT AND MATTERS PENDING

The Parish Manager to submit report, including communications received, together with a list of matters which have previously been considered by the Council where action is not yet completed (report and action list attached). The direct invitation for comments from the council on Telefonica G4 radio mast and the potential GP practice move have not been requested as agenda items.

Members' instructions are requested.

736. FINANCE AND ACCOUNTS FOR PAYMENT

a) To note the latest income and expenditure account for 2018/19 (information attached);

- b) To note the latest bank balances at 31/08/18 as Unity current a/c £33,312.83; Unity Deposit a/c £12,013.77; CCLA Public Sector Deposit Fund £145,000.00;
- c) To note the income received since the last meeting (cash book reports attached) which include an insurance settlement of £2,400 for vandalised bollards and a partial refund received of business rates on the Community Office;
- d) To approve the following payments and salaries for the latest periods, noting that August payments were made under delegated powers by the Parish Manager and are submitted for retrospective approval, September payments require approval in the normal manner (cash book reports attached);

Members' instructions are requested.

737. 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.

738. GROUNDS MAINTENANCE TENDER ARRANGEMENTS

Under confidential terms, members to receive an update on the tenders received and the process to be followed for assessment and award.

Members' instructions are requested.

Date of next council meeting: 7 pm Thursday 18 October 2018
Additional meeting to be arranged for the Contract Award process.

N.B. All Minutes are deemed as draft until formally approved and signed.

298

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

Present: Councillor R Woodward (Chairman)

Cllrs A Barker, S Colledge, D Everitt [Items 683- end], T Gillard [Items 681-698 only], P Moul, T Pulford and J Straw.

In Attendance:

Mrs C Tibbles, Parish Manager

2 Members of the public [Items 681-698/701]

681. APOLOGIES

Received from Cllrs R Adams, D Howe and L Spence.

682. DECLARATIONS OF INTEREST

Cllr T Gillard declared a disclosable non-pecuniary interest in items 686 and 688 as a District Councillor and would not comment.

Cllr T Pulford declared a disclosable non-pecuniary interest in Item 698 on planning.

Cllr S Colledge declared a disclosable non-pecuniary interest in all planning matters regarding the Green Wedge as a member of Whitwick Action Group, in Item 688(c) consultation on green spaces and in Item 690(b) as a member of Woodstock in Whitwick.

Cllr J Straw declared a disclosable non-pecuniary interest in all planning matters regarding the Green Wedge as a member of Whitwick Action Group and in Item 688(c) on green space protection.

Cllr P Moul declared a disclosable non-pecuniary interest in Item 690(a) as the Link Councillor to Thornborough Road Allotment Society and Item 688(b) consultation on Draft Gambling Act.

683. PUBLIC QUESTION AND ANSWER SESSION

Members of the public complained about the poor quality of the planting troughs at the entrances to the parish and whilst appreciating the extended dry weather this year, when compared to other villages noted there was a big contrast. The Chairman said that these were maintained by the District Council and a complaint would be made. A question was raised on whether Section 106 monies from developers could be conditionally set aside to mitigate flood problems and after discussion of any Severn Trent responsibilities, Cllr Gillard, as a District Councillor, undertook to investigate if regulations allowed this. A written response was requested to help inform neighbours of the resident. A question was asked for the District Council to provide dual purpose street litter bins that encouraged recycling and this would be raised to seek a response.

[Cllr Everitt arrived at 7.04 pm]

684. MINUTES

Resolved that the minutes of the meeting held on 21 June 2018 be approved as a correct record.

685. COMMUNITY POLICING

The Parish Manager said that PCSO Booth had tried to arrange for a report to be given in his absence but wondered if operational needs might have prevented this. [Parish Manager's note: the Community Office was hosting the next Whitwick Beat Surgery on Friday 27 July (3-4.30 pm)].

686. FUTURE OF HERMITAGE LEISURE CENTRE

Cllr Gillard reported the District Council was finalising the tender process with negotiations taking place between 4 companies.

Cllr Colledge had been contacted by a resident who walked daily in the public fields at the proposed site for the new leisure centre. The contamination of the site left by travellers had posed a serious public health hazard with broken glass, human faeces, tree debris and a burnt-out caravan. Although she understood a specialist contractor had been commissioned to clear this at a cost of £5000 the site was still not fully cleared. Cllr Colledge asked the company be brought back to finish the job and that walkers should be warned of the hazards by problem areas being taped off. Cllr Gillard undertook to raise this but reminded members who had been responsible for leaving the mess. A question was asked on why the travellers weren't prevented from entering this site after leaving the nearby location under supervision.

687. VISIONING MEETING

Resolved: to have a stall at Woodstock in Whitwick weekend event in August and, with volunteers required, to take the visioning exercise to a wider audience. Views were still welcome to the Community Office until the analysis was undertaken in the autumn.

688. CONSULTATIONS BY NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Resolved that:

- a) Statement of Licensing Policy – no comments to be submitted.
- b) Draft Gambling Act Statement – no comments to be submitted.
- c) **Local Green Spaces nomination request – the parish council strongly believed that green spaces should be protected and it was not sustainable to use large areas of green spaces for housing developments. Evidence existed on the usage and value placed by residents on locations such as the Green Wedge, King George V Playing Field, the site of the Pit Wheel, lake, playing fields at Hermitage Leisure Centre, protection of the land at the Dumps, Holly Hayes Wood, small green spaces by houses. Cllr Straw undertook to provide some statistical information for a response.**
- d) **Street Trading Licence – that in the absence of any information about proposed locations, approval should be given subject to the trader adopting a sensible and safe approach if parking near schools to protect children's safety.**

689. GDPR

Members noted their personal responsibilities under GDPR changes but in light of the helpful views expressed and the conflicting professional advice, any action regarding additional consent was deferred until further clarification was available.

690. GRANT APPLICATIONS

Resolved that a grant of £250 be awarded:

- a) to Thornborough Road Allotment Society towards the cost of water conservation project;
- b) to Woodstock in Whitwick towards cost of providing annual music festival to be held on 18/19 August.

691. TREE PROBLEM

Resolved that Cllr Gillard request action from the County Council to reduce the height of trees on Highways land that were detrimentally affecting neighbouring properties to the car park on Leicester Road. The Parish Manager was asked to email a copy of their complaint to Cllr Gillard.

Further resolved that the Parish Manager should seek removal by the contractor of the dead ash tree in Whitwick Park, that was pollarded a long time ago but was now showing signs of rot.

692. SHARPS DISPOSAL

Members supported the request by Cllr Colledge for secure and sensible system for deposit of sharps at recycling centres. Resolved that Cllr Gillard seek a response from the NWLDC portfolio holder on the confusing system currently in place for collection of 'sharps' from residents, which were not accepted by GP's, chemists, hospitals or waste collection centres. Cllr Everitt was interested to know what systems were operated by other authorities.

693. GREEN SHOOTS GRANT

Resolved that an application be made to NWLDC and if successful a Community Planting Day be arranged in the autumn. An appeal would be made to residents for help.

694. WORKING PARTIES

Resolved that:

- a) the role of the Contracts Working Party had been concluded;
- b) a new Tender Working Party comprising of the same members (Cllrs Barker, Howe, Moulton, Pulford and Woodward) be appointed to assist the Parish Manager in the process of advertising the contract and help formulate replies to any supplementary questions;
- c) that Cllrs Barker, Everitt, Moulton and Pulford serve on the Byelaws Working Party. When written confirmation was received from the District Council of the changed position about rescission of NWLDC byelaws on parish land, the working party could consider the implications (email communication in the first instance).

695. COMMUNITY EVENTS/PROJECTS

- a) **Grit Bins** - Members noted the consultation letters had been distributed to 9 locations in the parish that were requested by residents. Objections had been received at three suggested sites (Ashford Road, Church Lane/Swannington Road and Parsonwood Hill/parish Recreation Ground so 6 locations remained – George

Street/Hall Lane; Parsonwood Hill/bus stop by graveyard; Stinson Way; Church Lane/North Street; Birch Avenue; Talbot Street. **Resolved that applications be made to the County Council for all remaining sites that attained 100% neighbour consent (deadline 26 July), as it was possible the Highways Department may not authorise some locations. Additionally, some sites were on primary gritting routes and the parish council was endeavouring to plead special circumstances due to exceptional danger faced last winter when gritting was not achieved.**

b) Community Speedwatch – Cllr Barker thanked all volunteers who had helped over the course of 12 days to undertake 3 exercises at 4 different locations in the parish. Statistics showed that 5195 vehicles had travelled these routes, which was higher than realised and started earlier in the morning than anticipated. Any motorists driving in excess of 36 mph had their details taken and the police had posted 271 letters to owners. There were a further 99 vehicles that were not able to be contacted for various reasons. The Chairman expressed the thanks of the council to everyone who had helped. Cllr Gillard added his thanks to everyone who had taken part and extended additional thanks to the time Cllr Barker and Mrs. Barker had dedicated to inputting the data collected. He welcomed the wealth of evidence that now proved that there was a serious speeding problem in the parish. He hoped this would strengthen the case for Whitwick to have more permanent measures installed to make the village a safer place for residents. The police had already used the speed camera van twice.

c) Speed Awareness Wheelie Bin Stickers – following prompt support of the police, the Parish Manager announced that the new 30mph parish reminder stickers were now freely available to residents from the Community Office. There were guidelines to be issued with each sticker to ensure other initiatives were not compromised.

d) Macmillan Coffee Morning – Resolved to hold the event in/outside the Community Office on Friday 28 September between 10 am and 12 noon. The event would again be organised by Ms Mabey and volunteers would be requested nearer the time.

e) Poppies on Lampposts – Resolved to extend the scheme by including a few lampposts near to each of the entrance signs and potentially further along the main roads at the centre of the village, in addition to the route of the parade.

696. DISTRICT COUNCILLORS' REPORTS

None.

697. COUNTY COUNCILLOR'S REPORT

Cllr Gillard reported that Silver Street would be closed for up to two days from 6 August to allow Severn Trent to make a permanent repair. The temporary CCTV camera on Brooks Lane seemed to be effective. Unitary status was being considered, with a decision expected in November. Cllr Moulton asked if mobile cameras could be used at schools to reinforce the road restrictions and Cllr Gillard replied that county officials were working in areas to try and solve the problems.

698. PLANNING MATTERS

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

18/01154/FUL – 31 City of Three Waters – single storey extension - no objections were raised.

REF 18/001146/VCI – 81 North Street – Variation of Condition two of planning permission 17/01593/FUL to alter height and design of plots 1-3 and 6-7 with amendments to access – resolved to object most strongly to vary the conditions by amending the access planning consent. Members supported views being expressed by other parties and felt the access from the surgery car park should not be widened and the existing hedgerow should be protected and not reduced or removed in any way. It was further resolved to question why builders' vehicles/trailers were regularly driving across the pavement (including the raised kerb access at the bus stop) in North Street. Cllr Everitt and Cllr Gillard were asked to assist in making representations to the District Council.

18/00829 – 209 Thornborough Road – single storey rear extension - no objections were raised.

Members discussed enforcement issues and their concerns about the use of a former vehicle access point by 191 Loughborough Road which was close to Swannymote Road junction. Cllr Everitt was asked to discuss and help resolve these concerns with the District Council.

b) Decisions notified and approved by the District Council:

18/00777/FUL – 79 St Bernards Road – Proposed two storey and single storey rear extensions

18/00808/FUL – 103 St Bernards Road – single storey rear extension

18/00759/TPO – The Chestnuts, Loughborough Road – felling of 1 no. Red Horse Chestnut (protected by TPO)

[Cllr Gillard left the meeting at 8.20 pm.]

699. PROPERTY AND LAND MATTERS

Members received the tabled minutes of the Property Management and General Purposes Committee meeting held on 12 July 2018 and noted the decisions taken. A request was made to maintain confidentiality of the land matters until action had been implemented by the Parish Manager. A family involved with a distressing land ownership problem had thanked the parish council for their prompt help and understanding when reviewing land transfer documents after being contacted by Land Registry.

700. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

No reports.

701. PARISH MANAGER'S REPORT AND MATTERS PENDING

Members noted the report and updated list of outstanding action points. Additional communications had arrived about PSPO dog signs and the Parish Manager was asked to let the District Council know there were no volunteers to display them. A maintenance agreement would be taken out on the office computer at a cost of £75. Cllr Barker and Ms Mabey were able to accept the U3A invitation to the 10th birthday Open Morning. Some responses from LCC Highways were being received to referrals made on behalf of residents. A

breakdown of training hours was given by the Parish Manager, with an estimate of future hours for another 20 assignments.

702. FINANCE AND ACCOUNTS FOR PAYMENT

Resolved that:

- a) the increase in processing fees by Unity Trust Bank be noted, although no decision was reached on internet banking;
- b) the latest income and expenditure report for 2018/19 be noted;
- c) the bank balances at 30/06/18 were noted as Current Account £158,196.56, Deposit Account £12,013.77 and Investment Account £85,000.00;
- d) the report of the Chairman on the quarterly scrutiny of the accounts undertaken in accordance with the internal control measures be noted;
- e) the updated income received since the last meeting be noted;
- f) **the latest payment list and retrospective salary payments be approved;**

703. EXCLUSION OF PRESS AND PUBLIC

Resolved: That having regard to the confidential nature of the business to be transacted under Item 704 and the need to consider procedural 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.**

704. GROUNDS MAINTENANCE SPECIFICATION

Under confidential terms, members agreed the need to review the work schedule for one site, noted the difficulties in correcting pre-registered information before being able to access information to word the tender notice. Timescales were still being finalised for the advertisements.

Full signature of Chairman: Date:

The meeting terminated at 8.50 pm.

[Cllr Everitt arrived at 7.04 pm]

[Cllr Gillard left the meeting at 8.20 pm.]

Date of next council meeting: Thursday 20 September 2018 at 7 pm

29 August 2018

Francis Webster
Leicester and Rutland Association of Local Councils

Our Reference: Leic 18/418
Your Reference: 1096125

By email only - admin@leicesterandrutlandalc.gov.uk

Dear Frances,

Re: Client: Whitwick Parish Council
Subject Matter: Awarding contract - dual hatted councillors

I have been allocated this request to advise upon and I have seen your email dated 20 August 2018 enclosing the body of two separate email exchanges with the parish clerk.

The issue in this request is the correct procedure for dealing with a contract tender from a principal authority when some of the parish councillors are also councillors for the principal authority.

The parish council currently has a grounds maintenance contract with the district council which is due for re-tendering. When it comes to considering tenders received for the new contract the parish council has to consider what role, if any, the dual hatted councillors can take in discussions and decisions.

The parish council has received some advice from the district council but wishes to have the position clarified. There is further information available in NALC Legal Briefing L10-12 which can be found in the Members section of the NALC website under Briefings and then Code of Conduct.

The parish council has raised two specific questions:

1. Is being a district councillor a disclosable pecuniary interest?

As identified by the district council a pecuniary interest is specifically defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as including an office for profit or gain. The government has also provided further guidance in a document entitled Openness and transparency on personal interests published in 2013 which can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf.

Appendix A of the guidance includes as an example of a Disclosable Pecuniary Interest (DPI) "Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses." Thus the payment by the district council of an allowance is not a DPI. The reason for this would be that a councillor who gets a payment from a third party would be under an obligation to that person which does not apply to an allowance from their own council. Unless there are any other factors of which I am not aware, the district councillors in this case do not have a DPI in this matter.

2. Do councillors need to disclose anything?

I have not seen the parish council's code of conduct but the advice from the district council states that it defines non-pecuniary interest (NPI) by reference to Regulations. However, these Regulations do not exist so there are no NPIs in the parish council code. Assuming that to be the case there would be nothing under this heading for the councillors to disclose. The district council suggests that the parish council should consider adding a definition of non-pecuniary interest into its code of conduct. I would suggest that the parish council might wish to consider adopting the district council's code of conduct as its own for consistence on such matters.

In summary, on the information that I have the parish councillors who are also district councillors are entitled to play a full part in the tendering discussions. However, those dual hatted councillors may consider that the general public may not understand the situation where a district councillor can vote on an application from its own council and may consider it unfair. In that case those district councillors may feel it appropriate to absent themselves from the discussion or abstain on the issue.

I hope that this clarifies the position but if the council requires any further information or advice please contact NALC again.

Yours sincerely,

Gary Barker
Solicitor

NALC Direct Line: 020 7290 0309



Tuesday 4 September 2018

Dear Cathy and Cllr Woodward,

We would like to update you on the North West Leicestershire District Council (NWLDC) position on proposals to investigate other local government models for Leicestershire.

You will be aware that Leicestershire County Council (LCC) announced in June its plans to investigate the possibility of alternative local government structures for the county.

This week, the district and borough councils have written to LCC to request that they work with us to fully investigate all options for the future of local government organisation in the county.

Copies of this letter have been sent to Leicester City Council, Leicestershire Police, Leicestershire Fire and Rescue Service, the LLEP, our local MPs and the Secretary of State – you can find a copy enclosed with this letter. We have also enclosed the response we received from LCC.

As you know, here at NWLDC we have worked hard over the past years to build good relationships with parish and town councils. We value these relationships and we strongly believe in the local delivery of services. We have no doubt that you will be an integral part of service delivery in the future, whichever model of governance is taken forward.

We therefore commit to maintaining regular communication with you, so you are up to date on the NWLDC position. At this stage, we remain open minded in terms of the future for North West Leicestershire – whichever proposal we support will be based on evidence showing what is best for our district and its communities.

LCC has not yet shared its proposals or any detail of its investigation work with us. As a result, we have committed to working together with the other district and borough councils to establish the best model of government locally. When we do know more detail we will share it with you as soon as possible.

According to the current Leicestershire County Council timetable, we will hear about its proposals in October. In the meantime, we extend an invitation to you to discuss any questions, concerns or ideas you may have on any potential proposals. Please do get in touch if you would like to meet with us.

Yours sincerely,

Councillor Richard Blunt
Leader of NWLDC

Bev Smith
Chief Executive of NWLDC



3rd September 2018

Councillor Nick Rushton
Leader of the Council
Leicestershire County Council
Glenfield
LEICESTER
LE3 8RA

Dear Councillor Rushton

Local Authority Reform

We are writing following on from the information the County Council has provided to us about the proposals for public sector reform in Leicestershire, we have the following comments.

We are not opposed to looking at the question of reform and are open to considering all options. We recognise the opportunity to take a fresh look at the Leicestershire Local Government model and consider what model would help us continue to deliver quality cost effective local services to the community when we are faced with reductions in future funding.

It is true that we were taken by surprise by the County Councils announcement in July that proposes a unitary structure for Leicestershire, a decision which was taken unilaterally by the County Council without discussion with any of the District Councils within the county, who are of course, all fundamentally affected by this. It is regrettable that we have not seen any details of the County's proposals other than those which were outlined in the public report to the Cabinet on 6 July. It appears from the press comments that the only option which the Council is considering and will be consulting upon is for a unitary county council and as a key stakeholder we would have welcomed the opportunity to have been involved in the development of these proposals and to have seen the evidence upon which the Council is relying to substantiate them.

The consultation period proposed, as we understand from the published timetable, is less than six weeks.

The statutory guidance from the Government published earlier this year states that proposals should be those which are "likely to improve local government and service delivery across the area of the proposal, giving greater value for money, generating savings, providing stronger strategic and local leadership and which are more sustainable structures; and should command a good deal of local support as assessed in the round overall across the whole area of the proposal".

These are complex matters which must be based upon evidence; gathered from a number of sources and not produced in isolation. We do not see how it is possible to demonstrate that these proposals satisfy any of these requirements, including the demand for "a good deal of local support" unless the public and stakeholders, including all the authorities, are given a reasonable time for informed consideration. We are concerned that your current engagement proposals do not allow for this.

We doubt that the Secretary of State would consider an option for a single unitary council entirely based upon the work that the County Council has by itself done and without any other proposals being evidenced and put forward which can be examined to see if they provide a better solution. If the County Council continues its stance we will be making representations to the Secretary of State that your proposals, developed in isolation, are unreasonable and are not in accordance with the requirements of the Act, or able to satisfy the statutory guidance.

We believe that the Secretary of State will be advised that it would not be reasonable for him to make an Order in these circumstances, where no other proposals have been produced and where there has been insufficient consultation to demonstrate that the criteria have been met.

Furthermore, you will no doubt also be aware that the County Council like all authorities is under a duty to act reasonably. That principle applies not only to the decision itself but also the consultation process upon which the decision is based. Without sufficient consultation in such circumstances, and a proper consideration of the results of such consultation a decision is likely to be declared unreasonable by the courts. The consultation which is carried out must be appropriate and reasonable and, in our view, in this situation this means developing and then consulting on possible alternatives, where consultation takes place at the same time.

In short, we are advised and believe that there is a strong argument to be made that the proposals from the County at present are unreasonable and unlikely to satisfy either the criteria set out in the legislation or the County Council's duty to act reasonably. We repeat that it is not the case that we are necessarily opposed to change, and it may be that unitary reorganisation is the eventual outcome. What we are concerned about is that this must be done properly, with all key stakeholders working together to fully assess the best option for Leicestershire.

The District Leaders have indicated their intention to work collaboratively to develop and consider a range of options for public sector reform and we would ask that the County Council consider:

- Sharing the proposals that are being developed as soon as possible
- that the County Council terminate the current unilateral process and consider joining in with the district councils on the work that we are currently undertaking.
- If the County Council continue to develop proposals in isolation we ask that the Council reconsiders the timescales set out for public consultation to enable a robust assessment of proposals to be made.

By working collaboratively and consulting on options collectively we will provide a cohesive robust assessment that the community will be able to positively engage with and understand. This approach would prevent the need for two separate consultation processes which could be confusing for the public and would not be cost effective for the public purse.

We are in a position to share resources and engage quickly in a shared programme of work and would welcome the opportunity to work together on this project. We would welcome an urgent meeting of the District, City and County leaders to discuss our proposals and to agree a way forward together.

We look forward to hearing from you.

Kind Regards

District Council Leaders

Leicestershire District Council Leaders

4 September 2018

Dear District Council Leaders

Thank you for your letter of 3rd September about 'Local Authority Reform'.

I am afraid that you appear to be under a misapprehension about the County Council's intentions. There is nothing in the decision of the Cabinet on 6th July to restrict unitary proposals, which the Cabinet has asked to be developed, to a single option. In fact, there is a consistent reference to proposals and options, plural. I may have a personal preference but I have gone out of my way to stress that officers have been asked to look at more than one option.

Similarly, I am afraid that you are mistaken in apparently believing that the County Council proposes to undertake public consultation on unitary proposals between 16th October and 23rd November. There is a difference between engagement and public consultation, the latter planned to follow any decision which the full Council may take on 5th December. Again, that has been made clear in what I have said and for the avoidance of any doubt that engagement will include engagement with the District Councils as well as other interested stakeholders.

Therefore, in respect of your particular requests, the County Council's proposals will be shared with the Districts when they are published for the Cabinet meeting on 16th October. As I said when you issued a statement in July (when I also made clear that the Cabinet had requested the development of proposals and had not specified any particular option), I believe that having proposals on the table can only be helpful. If you are working up proposals for reorganisation, as appears to be the case from your letter, I hope you will share them with the County Council as we will be doing with the Districts.

I welcome your wish to work collaboratively and will be pleased to explore the best ways of achieving this as part of the engagement referred to above in the interests of Leicestershire taxpayers. With this in mind it would be helpful if the Districts could avoid releasing misleading information to the public; I refer to the recent media release from Hinckley and Bosworth BC where its Leader is quoted "*we do know that they [the County Council] plan to scrap HBBC and create a Town Council for Hinckley*". That is simply inaccurate as is the rest of the release so far as it purports to represent the County Council's position.

Yours sincerely



Nicholas Rushton CC
Leader of the Council

Cabinet Office

Leicestershire County Council, County Hall, Glenfield, Leicestershire. LE3 8RA

Telephone: 0116 3056111

Email: nicholas.rushton@leics.gov.uk

From: PAUL SANDERS <paul.sanders@nwleicestershire.gov.uk>
Sent: Tuesday, July 24, 2018 12:13 pm
To: ALISON SMITH
Cc: MEMBERSERVICES; JOHN BRIGHT
Subject: Sharps disposal

Hi Alison

There is already a procedure for the collection of clinical waste in place already. We will ensure that the customer services team are more fully armed of the facts so that such a misunderstanding will not occur in future. For this we apologise. We are more than happy to talk to the resident directly so that we can resolve the matter if contact details can be provided please?

The council's on line forms advise customers to leave the clinical waste for collection somewhere accessible on the property not at the kerbside due to the nature of the material. This location is agreed and passed onto the collection driver as the job details are confirmed via an iPad which the driver is issued with.

Terrace properties with no frontage can sometimes be problematic, however most either have a rear service road or a side entry where we can arrange collection from the rear. Due to the collections starting at 6am it isn't always practical to ask the driver to knock on the front door, hence why we ask customers to leave clinical waste in a safe place somewhere within the property boundary.

We're not able to have collection points for clinical waste nor store it at the depot as the license issued by the Environment Agency does not permit the storage of clinical waste which is classed as hazardous waste. A significant proportion of customers who use this service are house-bound therefore they do not have the capability to use such a collection point, however a carer can leave it outside within the property boundary on their behalf. Therefore collections take place directly from customers properties on a Tuesday and then we transport it over to Whetstone Transfer Station for incineration using the same collection van on the same day.

We provide a scheduled clinical waste collection for people who use yellow sacks for dressings etc. These are scheduled either weekly/fortnight/monthly from approximately 20 customers. The yellow box collections are ad-hoc for customers who for example use epi pens if they suffer with diabetes. Customers are advised to contact ourselves or use the Self from when they have 6 full yellow boxes ready for collection. We receive between 15-20 of these requests a week.

The medical centres/doctors/pharmacies provide the yellow boxes as we cannot collect needles/epi pens unless they're contained within the box which is then sealed by the customer. Circa 2008 local authorities became responsible for the collection of clinical waste instead of the NHS.

On line guidance:

The resident can make a request for a clinical waste collection by contacting the Customer Services team, Waste Services Back Office team – see screen shot 1 or by completing an online form on our website using Self – see screenshots 2-4

Screenshot 1 (used by Customer Service and Waste Services teams)



NOTICE OF FUNDING FROM SECTION 106 AGREEMENT

The District Council has been undertaking a review of funds held by the Council and which are to be spent by other organisations.

The following Section 106 Agreements include provisions for which your organisation is responsible for the delivery of.

Application number	Site	Description of development	Date of S106 agreement
11/00034/OUTM	Rear Of 61-65 Gracedieu Road Whitwick	Demolition of existing buildings and erection of twelve dwellings and associated parking (Outline - access and layout included).	11 July 2011

The following provisions are included within the specified timescales:

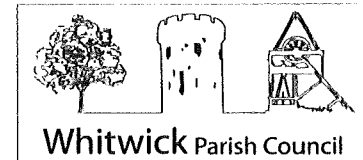
Application Number	Purpose	Amount	Timescale for spending funds
11/00034/OUTM	For the upgrade of existing play areas in Whitwick which might reasonably be used by occupants of the development	£15,120.21	7 September 2021

Please can you advise at your earliest convenience as to the current position on implementing the S106 provisions, including (if known) timescales.

When you are in a position to implement your proposals please complete the request form which is attached separately.

If you have any queries please contact the Planning policy team at planning.policy@nwleicestershire.gov.uk or 01530 454684 or 454677

STRESS POLICY



1. INTRODUCTION

We are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the council and managers are responsible for implementation and the council is responsible for providing the necessary resources.

2. DEFINITION OF STRESS

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

3. POLICY

- The council will endeavour to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress, undertaking periodic reviews.
- The council will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The council will provide training for all managers and supervisory staff in good management practices.
- The council will enable (via our insurance provider) access to a telephone confidential counselling service for staff affected by stress caused by either work or external factors.
- The council will provide adequate resources to enable managers to implement the council’s agreed stress management strategy.

4. RESPONSIBILITIES

The Council

- Provide specialist advice and awareness training on stress.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to counsellors where appropriate.

Role of the Staffing Committee

- The Committee will ensure that this policy is implemented.
 - The Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.
- Support managers to help implement stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
 - Refer to specialist counsellors or occupational health or specialist agencies as required.

- Monitor and review the effectiveness of measures to reduce stress.
- Inform the council of any changes and developments in the field of stress at work.
- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.

Parish Manager

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Employees

- Raise issues of concern with the Parish Manager or, if preferred, a councillor who serves on the Staffing Committee.
- Accept opportunities for counselling when recommended.
- Participate when consulted on any changes to work practices or work design that could precipitate stress.

Grit Bin Update – August 2018

In July residents within 9 areas in Whitwick were consulted with regards to having a grit bin in their locality. Places were suggested by residents and potential sites identified for consideration in accordance with the County Council criteria that needs to be met.

Each area varied in terms of numbers of residents consulted, depending on the number of houses adjoining and overlooking the proposed grit bin location.

Locations	Consulted	Agree	Do Not Agree	Donk Know	No Reply
George Street/Hall Lane	8	2		1	5
Parsonwood Hill - Playing Ground	3	2*	1		
Parsonwood Hill - Graveyard	3	1			2
Stinson Way	4	2			2
Church Lane/North Street	17	7*		1	9
Birch Avenue	6	1			5
Talbot Street	10	6			4
Church Lane/Thornborough Road	4	2	1		1
Ashford Road	9	4*	2		3

* x1 arrived late

Unfortunately, due to the fact that we didn't get 100% support in any location, the parish council is not in a position to proceed with applications to the County Council for grit bins this year. Responses from a number of residents were incomplete and 4 opposed the idea of having a grit bin locally. One complaint was received about the parish council process and this has been responded to.

None of the sites will be receiving a grit bin even though the parish council has made budgetary provision to try and make the roads of Whitwick a safer place in the winter. Some of the funding is in earmarked reserves and can remain set aside for future consultations if wished.

NB The County Council have very strict criteria that states the owners of all neighbouring properties within the vicinity of the proposed location agree to a bin being at the proposed location and that there are no objections.

Cathy and Chloe.

Community Office.

WHITWICK PARISH COUNCIL

PARISH MANAGER'S REPORT – 10 September 2018

1) EVENTS ATTENDED (plus forthcoming events)

Aug 2	Site meeting – tree problem
Aug 2	NWLDC meeting – current grounds maintenance review
Aug 2	Site meeting at Pavilion – security review/tank installation problem
Aug 31	Site meeting – tree problem at park/Church Lane
Aug 31	Review meeting – licensee concerns
Sept 7	Review meeting – partnership working with Stephenson College
Sept 10	Meeting – resident queries and parish roles
<hr/>	
Sept 12	SLCC Branch Meeting (hosted at Whitwick)
Sept 12	Tender submission deadline 4 pm
Sept 12	NWLDC Parish Fair Meeting – Ashby
Sept 13	PMGP Committee meeting
Sept 13	Provisional Tender Opening (witnessed by 2 councillors)
Sept 14	Parish Manager visit to Community Focus Team, NWLDC (TOIL)
Sept 20	Parish Council Meeting
Sept 27	Beat Surgery, Community Office 10 am – 12 noon
Sept 27	Customer Panel meeting in Derby, Western Power Distribution (TOIL)
Oct 3	Revised date for Clerk's meeting with NWLDC
Oct 7	County Service, Leicester Cathedral
Oct 8	Clerk's Operational Meeting at LRALC, 10 am
Oct 10-11	SLCC National Conference at Brigg, Lincolnshire
Oct 18	Parish Council meeting

2) COMMUNICATIONS

In addition to emails already circulated and the many routine Bulletins/newsletters and some agenda items, the following have been received:

- (a) Fields In Trust membership confirmation plus details of discount scheme with some suppliers;
- (b) Invitation to the County Service at Leicester Cathedral next months has been accepted by the Chairman and I will also be attending;
- (c) Amended Insurance documentation, with confirmation that no charge has been levied for the alterations;
- (d) Complaint from resident regarding nature of grit bin consultation;
- (e) Request for annual confirmation of current criteria for Ellis Whittam services;

Members to agree if further information or inclusion on future agendas is required.

3) COMMUNITY OFFICE

I am grateful to Chloe and members for the work undertaken whilst I was on annual leave. Although there are no council meetings in August the month brought a steady stream of enquiries and requests for help in reporting routine maintenance matters to other authorities.

WHITWICK PARISH COUNCIL

Prior to my holiday an extensive amount of time was taken with navigating the process to advertise the tenders on the required websites. The next stage of the process will be conducted in accordance with advice received.

An application has been submitted under the Green Shoots Scheme and, if successful, an appeal for volunteers will be made for a community planting day.

4) TRAINING

I have brought plans forward and am now registered for CiLCA to avoid the council paying the increased fee. I managed to complete several assignments whilst I was on holiday so although this change of timetable may potentially increase pressure on me, I prefer the budget to stay on target (£250 fee increases on 1 October to £350). Where possible I will continue utilising Mondays as my training day but this is not always possible with the tender process being undertaken. Just over 50% have now been completed and ready for submission but have to be done in batches according to unit titles.

5) STAFFING

No staff matters to report.

6) MATTERS PENDING

The list of outstanding action points is appended to this report. In addition, the review of the new model Standing Orders has not yet been commenced (due to holidays and the priority of grounds maintenance contract, the GDPR review is planned for next month.

Members questions are invited and instructions requested.


Cathy Tibbles
Parish Manager

	A	B	C	D
1	ACTION LIST/MATTERS PENDING		Updated: 10 September 2018	Notes
		North St 'historically maintained' land	Pursue Possessory Title - Nick Hancox instructed, await NWLDC reply, chase email sent 23/06	Statement supplied by Jason Knight (NWLDC) 05/18. Reply from Nick Hancox for council. Signage produced (in-house) for display on site.
2		Prop Cttee's recs and actions following site visit and agreed by PC (Min	WPC.010 Green Lane/Herm Rd offer licences to residents who have access onto land; review litter/dog bin provision	
3	298	Flooding	Previous involvement with LCC revised. Parish Manager requested copy of Flood Action Plan.	Asap. Resilience meeting for Parish Manager to draft plan & seek volunteers
4				Apr-17
5	300 (e)	Park Hall	Purchase SIM card for Caretakers to use mobile phone when on duty.	
6	300 (e)		Review provision (or upgrade) mobile phone for P. Manager	Summer 17
7	397(c) & 434 (iv)	Byelaws	Draft sent to DCLG, NWLDC need to revoke their byelaws before WPC make new. NWLDC to address in 2016. Resolution confirmed - parish byelaws to be commissioned.	NWLDC Legal Dept (delayed from Spring 2017) Possibly in conjunction with Hugglescote? Raised by NWLDC July 2018.
8	439a 040917	Bench Installation	Apply for licences for necessary locations if Highway land	Consult with residents in chosen locations. Letters drafted and maps being produced .
9	434(i)	Whitwick Park	Explore fence repair as a project with Stephenson College	College to visit park. Date requested again. No reply to May 2018 request for update. Emailed again July 2018. Request confirmed Sept 2018.
10	434 (v)	Whitwick Park	Internal gates to be locked early if assets need protecting - temporary signage explaining why measures necessary	Implement March '18 or earlier
11	434 (viii)	Whitwick Park	Establish process to deal with trespassers in park (check NALC Legal Topic Note and confirm with police)	Police view supportive if park is locked. Trespass is an offence
12	434 (ix)	Whitwick Park	New signs on lamp posts and produce flyers for vehicles left in car park.	Assess who is using car park and for what reasons
13	436g(iii) 040917	Land and Property	Investigate planning obligation for open space at Elms, following resident views on facilities	Cathy to review when possible.
14	445b 210917	Highways and Footpaths	To explore the cost of purchasing 30 mph stickers to go on wheelie bins	Quote rec'd for council 06/18
15	456b 210917	Whitwick Park	Police advise staff take photo of any vehicles left overnight when gates are being locked in accordance with advertised ties	Cathy to request to NWLDC
16	457b 210917	Website	Explore potential to update website with mobile/tablet friendly structure and easier social media postings	Cathy to contact provider
17	459b 210917	Civic	Explore cost of enamelled badge for the position of vice-Chairman	Cathy to investigate at SLCC Conference
18	483b 191017	Remembrance Sunday- Whitwick Parade	Thanks be expressed to the Leicestershire and Rutland 4X4 Response group who were providing safety marshals for the Parade in the absence of the police;	Parish Manager
19	500j 091117	Land and Property	Arrange valuation on land requested by resident for possible purchase to extend his garden.	update resident with preliminary response of PC. Contact made with Valuation Office to get quote - July 2018
20	510 161117	Community Events	Request that NWLDC don't book event at HLC on Remembrance Sunday as it created problems for parking and assembly of the Parade during the afternoon	District Councillors. Cathy requested update May 2018.
21	521 201217	Staffing	Increased budget provision (2018/19 only). Review usage summer/winter 2018 for	Sept/Dec council meetings
22	531b 211217	Community Events	Investigate Christmas Tree being sited by Whitwick Wheel	Enquiry sent to NWLDC - July agenda
23	543a 110118	Whitwick Park	Caretaker to service sewage pump in Jan 2019. Company to service in Jan 2020	
24	544f 110118	Whitwick Park	Parish Manager to purchase manual wheeled spreader for grit	Details rec'd from NWLDC
25	556b 180118	Policy	Draft Lone Working Policy accepted. Finalise new version and display on website.	
26	561a 180118	Community	Statistics requested of hits on website.	Website info available via login.
27	562 180118	Policy	Produce 20 A4 booklets showing Standing Orders, Terms of Reference and Financial Regulations - distribute to members, available for public at meetings/office	Temp deferred - 02/18 amendments to be done. 07/18 review of new SOs
28	575 150218	Community	Cllr T Gillard would be asked to endorse the Grit Bin applications to give his support as a county councillor.	Letter of support requested
29	593 080318	Whitwick Park	Parish Mgr to be delegated to install short pieces of extra fencing to plug gaps in hedging.	NWLDC Meeting to be arranged.
30	594f 080318	Buildings	Assessment to be undertaken on whether parish council need to have legionella testing done	
31	594f 080318	Buildings	Undertake Risk Assessment on visitors to council buildings being accompanied by dogs/children.	
32	594h 080318	Community Office	COSHE sheets needed for cleaning products (copied from Park Hall records) and photocopier toner	Caretaker requested to copy for P Hall
33	594h 080318	Community Office	Locate form on EW portal to record criteria for preferred suppliers	
34	594h 080318	Pollies	Locate or create Stress risk assessment	NALC model for cllrs - consider 09/18
35	603 150318	Gritting	Parish Manager + volunteers continue to prepare applications for new Grit Bins	Unsuccessful - July 2018
36	616 150318	Policies	Members to suggest extending policy to formalise use of Social Media by council, members and staff.	Draft for autumn 2018
37	618 150318	Finance	Standing Orders approved for two regular monthly payments	Parish Manager to arrange with Unity Trust, Council to countersign
38	630 190418	Public Questions	Chairman/Cllr to meet two members of public to discuss questions raised.	
39	634a 190418	Gritting	Seek permission from LCC to purchase own grit bins to save money	Enquiry needed
40	634b 190418	Gritting	Accept offer from resident to approach MP to support grit bin requests/Parish Mgr to write to MP also and seek assistance.	Reply needed
41	634c 190418	Gritting	Chairman to help gather information on locations/photos for potential installation sites.	Done Chairman July 2018
42	638e 190418	Planning	Enquire if trees are planted as condition instructed at 17/00166/TPO on 7/2/17	enquiry needed
43	657d 110518	Park Hall	Green Grant received and project costings to be checked then implemented	Supplier failed to respond. Orders being placed. Furniture purchased.
44	657e 110518	Park Hall	Approach Stephenson College to help with Design Access Project for fire exit	No reply from college in May. Request repeated July. Meeting to be arranged October 2018

	A	B	C	D
	657f 110518	Park Hall	Amend hire form/book process to charge £5 for late bookings (less than 28 days notice)	
45				
46	657j 110518	Office Cleaning	Deer adjustment needed + Budget/plan decorating and carpet cleaning by 2019	
47	657m 110518	Pavilion	Hire use of pavilion to be May-September only (except leaseholder) and alternatives offered, to include Park Hall waiting list being established	Hirer now using Scout Hut
48	648d 110518	Whitwick Park	Repairs to surfacing needed under two rotating pieces of equip. Parish Manager to seek 3 quotes and take delegated action.	PMGP Decision July 18. Work commissioned. Date awaited. verbally updated 17/6/18
49	648f 110518	Allotments	Walkers Flats to consider adopting 'communal fire' practice at specific times to avoid multiple incinerators and to see NWLDC guidance.	
50	648i 110518	Land Purchase Request	Declined. Also declined to lease 10m² land adjacent to garden.	verbally updated 17/6/18 - Letter sent by post to confirm
51	657 170518	Hermitage Update	Put details on parish website, to update residents	
52	658 170518	Policies - Media/St.Orders	Schedule for June and July review by council, seeking draft Information as appropriate.	Overdue
53	659 170518	Policies	Update all policies with latest/next review dates and upload to website. Amend the Financial Regs, as agreed.	Cathy - August
54	664 170518	Bookings	Admin Assist to book Park Hall for dates of meetings agreed to May 2019	
	669 170518	Whitwick Park	Circulate quotes to members for new water tank (Bowling Green) & Parish Manager to take delegated decision; inform Club that 25% contribution was requested (with time to pay/fundraise); the Club confirm commitment to seek grant funding for prior agreed aims; the Club to increase membership with support from Parish Council for publicity and promotion. The Council accept the invitation to play a friendly match with the Club (date to be agreed).	part completed. Part outstanding
55				
56	687-210618	Whitwick Park	Clfr Moulton to be Link Councillor for Bowling Green maintenance.	NWLDC notified 1/8/18
57	693a 210618	Community	Invite Businesses to take part in the scheme (draft arrangements needed)	August/September 2018
58	695-210618	Insurance	Parish Manager to arrange minor revisions to policy	
59	697-210618	Communications	Change settings for Facebook posts made by staff to show admin status.	Unable to change settings.
60	697 210618	Communications	Media and Communications Policy to be drafted for council consideration.	September/October meeting
61	698 210618	Land and Property	Covenant document to be signed by Chairmen of Council and Committee when completed by NWLDC legal department.	Update awaited
62	701-210618	Grounds Maintenance	Council to consider new Tender Working Party to oversee next stage prior to council considering the sealed bids in the autumn	Agreed 19/07/18
63	702-210618	Grounds Maintenance	Parish Manager to prepare advertisements for Tender process. Timetable to be established and shared with members.	Underway. Awaiting EU - Contract Finder publication asap
64	703-210618	Byelaws	Council to consider if Byelaws Working Party may address the processes required	Agreed 19/07/18
65	704c 210618	Finance	Transfer of funds between accounts to be made by Parish Manager, as resolved	CCLA deposit made.
66	670 170518	Land and Property	Parish Manager to research a licence agreement for permitted use of Parsonwood Hill Recreation Ground. Future agenda item.	Already in place by former Clerk - signed by HT and on file
67	679e 120718	Park Hall	Introduce additional measures to ensure correct customer access. Send leaflet to staff/councillors for review.	introduce in 4 weeks time
68	679f 120718	Park Hall	Agree in principle that mobile Heritage Display be hosted in October, with local volunteers to open/supervise the public hours.	Dates provisionally agreed - volunteers requested 28/7. Replies awaited
69	679j 120718	Railway Station	Remind tenants of the council instruction that heating must be used daily to attain the required temperature for the archives. When confirmation is received then damp treatment will be arranged (by a volunteer), subject to the archives being moved to enable painting to take place.	Letter done 31/7/18
70	680a 120718	Whitwick Park	Arrange playground surfacing to be done.	Provisional date awaited.
71	680a 120718	Whitwick Park	Notify 4 companies their quotes were not accepted.	Done by Admin Asst
72	680b 120718	Whitwick Park	Confirm acceptance of NWLDC quote for replacement water tank and irrigation system repairs for the Bowls Green, subject to assurance that pressure will be sufficient	
73	680b 120718	Whitwick Park	Notify other company their quote was not accepted.	
74	680c 120718	Whitwick Park	Site meeting to be arranged to review quotes to improve security fencing around Bowls Green	Meeting held on 2/8/18
75	680d 120718	Whitwick Park	Notify applicant that charity event in park has not been approved on several grounds.	Notified. Alternative venue found by applicant 19/7/18
76	680h(i) 120718	Land	Write to licensee with instruction regarding signage.	
77	680h(i) 120718	Land	Write to licensee to give notice that renewal will not be granted in April 2019. Maintenance to be undertaken in new grounds maintenance contract.	Letter done 31/7/18
78	680h(iii) 120718	Land	Action to be taken as advised by council solicitor.	Signs to be written - wording N. Haneox
79	680h(v) 120718	Land	Contact Land Registry and confirm council do not object to alteration of title document, as error made in 1967 when land was previously transferred to other councils.	
80	680j 120718	Land	Signage needed at some sites showing parish council ownership (in-house signs at this stage)	
81	680k 120718	Land	New signage to be commissioned for all sites when parish byelaws are brought into effect.	Budget needed for 19/20
82	680n 120718	Land	Seek to appoint a specialist contractor to undertake tree inspections and work from April 2019.	Budget needed for 19/20
83	687 190718	Community	Visioning Exercise - stall at Woodstock in Whitwick. PM on holiday. Volunteers needed to invite views from residents attending the event.	Request made to members 28/7
84	688e 190718	Consultation	Submit view to NWLDC on green spaces that should be protected	Jo Straw to send info to Cathy
85	688d 190718	Consultation	Submit view to NWLDC on Street Trading Licence application	Done on 25/7/18
86	690a 190718	Grant Aid	Grant be awarded to two applicants	Chqs done 25/7/18
87	691 190718	Community	Clfr Gillard to request LCC take action to reduce height of trees in car park by Whitwick Wheel that is affecting residents in Leicester Road. PM to scan copy of letter to TG	Request sent straight after meeting
88	691 190718	Whitwick Park	PM to request NWLDC to remove dead ash tree (previously pollarded but not rotting)	Emailed Josh 27/7/18
89	692 190718	Community	Clfr Gillard to request NWLDC respond to the Sharps collection service for residents	Request sent straight after meeting
90	693 190718	Green Grant	Apply for green shoots grant	Chloe?
91	694b 190718	Working Party	Tender Working Party set up to assist PM during contract advert Clfrs Barker, Howe, Moulton, Pulford, Woodward	
92	694c 190718	Working Party	Byelaws Working Party set up to consider implications of byelaws for the parish council.	Awaiting information from NWLDC

	A	B	C	D
93	695a-190718	Community	Grit Bin applications to be submitted for all sites that receive 100% support from neighbours	None received. Objection or missing replies at all sites.
94	695e-190718	Community	Wheeler Bin stickers to be available on request. Publicise via website, newsletter, FB, noticeboards, office wall	
95	695d-190718	Community	GM to make arrangements for Macmillan Coffee Morning on Friday 28/9 at Community Office between 10-12	
96	695e-190718	Community	Popples on Lampposts to be ordered and to slightly expand scheme, if public donations is supportive.	EMR b/f from last year. Subsidy from NWLDC scheme. Count popples Review finance & costs
97	698a-190718	Planning	Planning Recommendations to be submitted to NWLDC	Parish Manager
98	698a-190718	Planning	Cllr Gillard/Cllr Everitt to discuss concerns with NWLDC regarding access usage and Cllr Gillard to seek assistance with VCI application	
99	701-190718	Signage	Write to NWLDC to confirm no volunteers available to install the PSPO Dog signage in the parish.	Parish Manager
100	701-190718	Community Office	Take out maintenance agreement on Office Computer	Parish Manager
101	701-190718	Community	Accept USA invitation to Open Morning in August - Cllr Barker and Admin Asst to attend.	Admin Assistant
102	704-190718	Grounds Maintenance	Amendment of tender for land maintenance at one site.	Already in place.
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104				
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107			WPC.011 Holly Hayes play eqpt needs future renovation	Assess current situation
108			WPC.012 Hilary Cres play eqpt needs renovation, clean up corner; replace dog bin with litter bin; check wayleave; replace notice cover; check responsibility for hedge	Assess current situation
109			WPC.017 Swannymote woodland - offer for sale to adj landowner	Assess current situation
110			WPC.025 Parsonwood Hill. Ask Severn Trent to provide lockable cover; offer licences to residents who have access onto site	Assess current situation
111	270a (ii)	Land Management	Site visit to check for encroachment at City of Dan site (council declined request to purchase land)	ASAP
112	270a (iii)	Land Management	Request to purchase land at 81 Tressall Road - site visit done Spring 2017	Reply awaited from resident.
113	252(e)	Tree Management	Work with NWLDC to establish tree maintenance schedule on parish land to deal with tree issues and mitigate problems in future	Paul Ashmore to respond. Due in early 2018
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Detailed Income & Expenditure by Budget Heading 13/09/2018

Month No: 6

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	145,278	290,556	145,278			50.0%	
1080 Council Tax Support Grant	15,535	5,826	11,651	5,826			50.0%	
1100 Bank Interest	181	151	100	(51)			150.8%	
1200 Allotment Inc/ Thornborough Rd	1,109	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	441	92	410	318			22.4%	
1250 Bowling Green & Pavilion Hire	1,000	1,000	1,000	0			100.0%	
1300 Whitwick Park Hall Hire	9,460	5,018	3,500	(1,518)			143.4%	
1350 Other Income	1,733	3,141	200	(2,941)			1570.5%	
Income :- Income	<u>223,163</u>	<u>160,505</u>	<u>308,457</u>	<u>147,952</u>			<u>52.0%</u>	<u>0</u>
4465 Not in use (Old ref 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>160,505</u>						
<u>200 Salaries</u>								
4000 Office Admin Salaries	29,097	13,513	37,270	23,757		23,757	36.3%	
4010 Park Hall Caretakers	2,743	1,442	3,610	2,168		2,168	40.0%	
4040 Employers NI	1,751	1,077	2,800	1,723		1,723	38.5%	
4050 Employers Pension	951	453	1,230	777		777	36.8%	
4055 Sickness Contingency/ Holiday	297	0	520	520		520	0.0%	
Salaries :- Indirect Expenditure	<u>34,838</u>	<u>16,485</u>	<u>45,430</u>	<u>28,945</u>	<u>0</u>	<u>28,945</u>	<u>36.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(34,838)</u>	<u>(16,485)</u>						
<u>210 Administration</u>								
4110 Stationery/Postage/Consumables	700	316	742	426		426	42.6%	
4120 Printing	254	179	300	121		121	59.7%	
4130 Bank Charges	117	32	130	99		99	24.2%	
4150 Parish Website	385	350	400	50		50	87.5%	
4160 Getmapping (Parish Online)	126	0	130	130		130	0.0%	
4170 Office Equipment	897	111	1,030	919		919	10.8%	
4180 Software Licences/Support	2,187	481	2,000	1,519		1,519	24.1%	
4210 Water Charges	0	20	0	(20)		(20)	0.0%	
4310 Subscriptions and Memberships	1,136	1,156	1,095	(61)		(61)	105.6%	
4320 Insurance	2,942	2,997	3,090	93		93	97.0%	
4330 Audit	998	408	1,185	777		777	34.5%	
4335 GDPR	0	125	2,000	1,875		1,875	6.3%	
4340 Professional Fees	3,121	7,028	4,244	(2,784)		(2,784)	165.6%	
4350 Staff Training	699	460	1,250	790		790	36.8%	
4360 Councillors Training	179	40	250	210		210	16.0%	

Detailed Income & Expenditure by Budget Heading 13/09/2018

Month No: 6

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
4370 Staff Recruitment	0	0	200	200		200	0.0%	
4380 Election Contingency	0	0	2,500	2,500		2,500	0.0%	
Administration :- Indirect Expenditure	<u>13,740</u>	<u>13,703</u>	<u>20,546</u>	<u>6,843</u>	<u>0</u>	<u>6,843</u>	<u>66.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,740)</u>	<u>(13,703)</u>						
<u>300 Community Initiatives</u>								
4510 Projects	210	315	1,000	685		685	31.5%	
4520 Salt Bins	0	0	1,050	1,050		1,050	0.0%	
4530 Newsletter and Media	1,330	545	1,200	655		655	45.4%	
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>860</u>	<u>6,750</u>	<u>5,890</u>	<u>0</u>	<u>5,890</u>	<u>12.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,052)</u>	<u>(860)</u>						
<u>350 Community Office Running Costs</u>								
4200 Electricity	556	362	515	153		153	70.3%	
4210 Water Charges	174	80	258	178		178	30.9%	
4220 Business Rates	435	290	480	190		190	60.4%	
4250 Internet/Phone	793	262	750	488		488	35.0%	
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	35	500	465		465	7.0%	
Community Office Running Costs :- Indirect Expenditure	<u>2,015</u>	<u>1,029</u>	<u>2,609</u>	<u>1,580</u>	<u>0</u>	<u>1,580</u>	<u>39.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,015)</u>	<u>(1,029)</u>						
<u>400 Park Hall Running Costs</u>								
4200 Electricity	699	340	1,288	948		948	26.4%	
4210 Water Charges	234	0	275	275		275	0.0%	
4220 Business Rates	103	66	115	49		49	57.1%	
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	212	105	(107)		(107)	202.2%	
4410 Waste Collection	140	64	258	194		194	24.7%	
4420 Consumables	239	119	258	139		139	46.3%	
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%	

Detailed Income & Expenditure by Budget Heading 13/09/2018

Month No: 6

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
4460 Repairs and Maintenance	500	179	1,000	821		821	17.9%	
4480 Running Costs Contingency	736	(197)	1,545	1,742		1,742	(12.8%)	
Park Hall Running Costs :- Indirect Expenditure	<u>3,225</u>	<u>783</u>	<u>5,318</u>	<u>4,535</u>	<u>0</u>	<u>4,535</u>	<u>14.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,225)</u>	<u>(783)</u>						
<u>405 Pavilion and Other Building</u>								
4200 Electricity	1,153	579	1,288	709		709	45.0%	
4210 Water Charges	704	0	750	750		750	0.0%	
4460 Repairs and Maintenance	640	26	0	(26)		(26)	0.0%	
4480 Running Costs Contingency	0	0	750	750		750	0.0%	
Pavilion and Other Building :- Indirect Expenditure	<u>2,497</u>	<u>606</u>	<u>2,788</u>	<u>2,183</u>	<u>0</u>	<u>2,183</u>	<u>21.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,497)</u>	<u>(606)</u>						
<u>410 Railway Station Building</u>								
4450 Boiler Servicing	0	70	0	(70)		(70)	0.0%	
4460 Repairs and Maintenance	0	658	1,030	372		372	63.8%	
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>728</u>	<u>1,986</u>	<u>1,258</u>	<u>0</u>	<u>1,258</u>	<u>36.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(728)</u>						
<u>420 Allotments</u>								
4460 Repairs and Maintenance	0	0	515	515		515	0.0%	
4470 Annual Lease	600	300	600	300		300	50.0%	
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>300</u>	<u>2,315</u>	<u>2,015</u>	<u>0</u>	<u>2,015</u>	<u>13.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,770)</u>	<u>(300)</u>						
<u>430 Grounds Maintenance</u>								
4710 Grounds Maintenance	133,772	34,423	135,840	101,417		101,417	25.3%	
Grounds Maintenance :- Indirect Expenditure	<u>133,772</u>	<u>34,423</u>	<u>135,840</u>	<u>101,417</u>	<u>0</u>	<u>101,417</u>	<u>25.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(133,772)</u>	<u>(34,423)</u>						
<u>440 Other Running Costs</u>								
4310 Subscriptions and Memberships	50	50	50	0		0	100.0%	
Other Running Costs :- Indirect Expenditure	<u>50</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(50)</u>	<u>(50)</u>						

Detailed Income & Expenditure by Budget Heading 13/09/2018

Month No: 6

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>450 Repairs and Renewals Fund Land</u>								
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>						
<u>460 Projects/ Initiatives</u>								
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	373	5,000	4,627		4,627	7.5%	373
4640 Fencing Robinson Rd	0	4,200	0	(4,200)		(4,200)	0.0%	
4650 Grant Supported Projects	0	121	0	(121)		(121)	0.0%	
Projects/ Initiatives :- Indirect Expenditure	<u>5,364</u>	<u>4,694</u>	<u>5,000</u>	<u>306</u>	<u>0</u>	<u>306</u>	<u>93.9%</u>	<u>373</u>
6000 plus Transfer from EMR	2,229	373						
Movement to/(from) Gen Reserve	<u>(3,135)</u>	<u>(4,321)</u>						
Grand Totals:- Income	223,163	160,505	308,457	147,952			52.0%	
Expenditure	203,707	73,660	241,132	167,472	0	167,472	30.5%	
Net Income over Expenditure	<u>19,456</u>	<u>86,845</u>	<u>67,325</u>	<u>(19,520)</u>				
plus Transfer from EMR	2,229	373						
Movement to/(from) Gen Reserve	<u>21,685</u>	<u>87,218</u>						

Payments for Month 5				AUGUST						Nominal Ledger	
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail		
01/08/2018	Costco	68	272.74		3.33	4110	210	173.75	Stamps		
						4170	210	5.83	Office Shelf		
						4650	460	10.83	Extension Lead - Green Grant		
						4110	210	79.00	Stamps		
01/08/2018	HMRC PAYE	TAX 4	3,413.57			4000	200	2,850.33	Office Salaries		
						4010	200	227.62	Park Hall Salaries		
						4040	200	238.43	ER's NIC		
						4050	200	97.19	ER's Pension		
01/08/2018	Virgin Media	69	61.72		10.29	4250	350	51.43	July Phone & Internet		
01/08/2018	Post Office	70	11.20			4110	210	11.20	Postage		
01/08/2018	Ace Copying Equipment	71	70.75		11.79	4120	210	58.96	July Copying		
04/08/2018	PSDF Ac CCLA 5479	0618 CoMtg	60,000.00			220		60,000.00	Transfer to PSDF account		
04/08/2018	Deposit Ac Unity Trust 1001	0618 CoMtg	50,000.00			210		50,000.00	Transfer to Deposit Ac		
30/08/2018	HMRC PAYE	TAX 5	3,149.91			4000	200	2,595.71	Office		
						4010	200	281.18	Park Hall		
						4040	200	189.90	ER's NIC		
						4050	200	83.12	ER's Pension		
30/08/2018	Water Plus	73	41.56			4210	350	41.56	Office Water May-Aug		
30/08/2018	Community Voice	74	115.00			4530	300	115.00	August Full Page Insert		
30/08/2018	SLCC	75	250.00			4350	210	250.00	CiLCA Registration		
30/08/2018	North West Leics District Coun	72	447.60		74.60	4630	460	373.00	Bench - Hermitage Road		
						333	0	-373.00	Bench - Hermitage Road		
						6000	460	373.00	Bench - Hermitage Road		
Total Payments for Month			117,834.05	0.00	100.01			117,734.04			
Balance Carried Fwd			27,593.33								
Cashbook Totals			145,427.38	0.00	100.01			145,327.37			

Receipts for Month 5 **AUGUST.**

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	102,170.86					102,170.86	
Tfr0205	Banked: 01/07/2018	36.44						
Tfr0205	Public Sector Deposit A (CCLA)	36.44			1100	100	36.44	Interest received 020518
Tfr0406	Banked: 01/07/2018	38.53						
Tfr0406	Public Sector Deposit A (CCLA)	38.53			1100	100	38.53	Bank Interest
tfr0307	Banked: 03/07/2018	36.55						
tfr0307	Public Sector Deposit A (CCLA)	36.55			1100	100	36.55	Bank Interest
tfrZurich	Banked: 16/07/2018	2,400.00						
tfrZurich	Zurich Insurance Plc	2,400.00			1350	100	2,400.00	Insurance Cl. Bollards 2016
26	Banked: 01/08/2018	70.00						
26	Yoga Bellies	70.00			1300	100	70.00	August Hall Hire - Tuesdays
27	Banked: 01/08/2018	300.00						
27	Hermitage Day Nursery	300.00			1300	100	300.00	June Hall Hire
28	Banked: 01/08/2018	240.00						
28	Inkyblue Productions	240.00			1300	100	240.00	June & July Hall Hire
29	Banked: 01/08/2018	90.00						
29	Tiny Talk	90.00			1300	100	90.00	August Hall Hire
30	Banked: 01/08/2018	25.00						
30	Hirer	25.00			1300	100	25.00	Hall Hire 31/8/18
	Banked: 05/08/2018	40,000.00						
0718 Inv's	Deposit Ac Unity Trust 1001	40,000.00			210		40,000.00	Payment of July Invoices
31	Banked: 10/08/2018	20.00						
31	Hirer	20.00			1300	100	20.00	Hall Hire 12/8/18
Total Receipts for Month		43,256.52	0.00	0.00			43,256.52	
Cashbook Totals		145,427.38	0.00	0.00			145,427.38	

Payments for Month 6 **SEPTEMBER**

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>
07/08/2018	Information Commissioner's Off	57A	-5.00			4335	210	-5.00	discount for DD payment
01/09/2018	North West Leics District Coun	77	11.00			4220	400	11.00	Hall Rates - Sept
01/09/2018	North West Leics District Coun	78	48.00			4220	350	48.00	Office Rates - Sept
01/09/2018	Southern Electric	79	214.92		10.23	4200	350	204.69	Office Electric - June - Aug
01/09/2018	Southern Electric	80	120.08		5.71	4200	400	114.37	Park Hall Electric - Jun-Sept
01/09/2018	Southern Electric	81	209.83		9.99	4200	405	199.84	Pavilion Electric - Jun-Aug
01/09/2018	Andrew Granger	84	300.00			4470	420	300.00	Allotment Rent 09/18-03/19
01/09/2018	Phoenix Plumbing & Heating Ser	85	70.00			4450	410	70.00	Boiler Service - Historical Gr
01/09/2018	ESPO	86	24.74		4.12	4420	400	20.62	Hoover Bags & Toilet Roll
01/09/2018	Virgin Media	87	64.60		10.77	4250	350	53.83	Phone & Internet - August
01/09/2018	Ace Copying Equipment	88	42.14		7.02	4120	210	35.12	August Copying
03/09/2018	Hart Office Furniture	76	216.00		36.00	4650	460	50.00	Wave Desk
						4170	210	25.00	Flip Chart
						4650	460	45.00	Mobile Pedestal
						4170	210	45.00	Office Chair
						4650	460	15.00	Keys for cabinets
17/09/2018	Ellis Whittam	82	9.51			4320	210	9.51	Legal Insurance inc 12% IP
18/09/2018	Ellis Whittam	83	2,220.00		370.00	4340	210	1,850.00	H&S Services - Year 4
Total Payments for Month			3,545.82	0.00	453.84			3,091.98	
Balance Carried Fwd			25,244.51						
Cashbook Totals			28,790.33	0.00	453.84			28,336.49	

Receipts for Month 6 **SEPTEMBER**

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		27,593.33					27,593.33	
28	Banked: 01/09/2018	50.00						
28	Hirer	50.00			1300	100	30.00	Hall Hire 30/9/18
					560		20.00	Hall Hire 30/9/18
30	Banked: 01/09/2018	330.00						
30	Hermitage Day Nursery	330.00			1300	100	330.00	Remainder of June Payment
31	Banked: 01/09/2018	150.00						
31	Yoga	150.00			1300	100	150.00	Hall Hire Sept - Nov Weds
32	Banked: 01/09/2018	92.00						
104	Walkers Flats Allotments	92.00			1205	100	92.00	Plot Holder Fees
33	Banked: 01/09/2018	350.00						
105	Limelight Performing Arts	350.00			1300	100	350.00	Hall Hire September - Saturday
27	Banked: 05/09/2018	75.00						
27	Yoga Bellies	75.00			1300	100	75.00	Hall Hire September
26	Banked: 06/09/2018	10.00						
26	Hirer	10.00			1300	100	10.00	Hall Hire 30/9/18
29	Banked: 06/09/2018	120.00						
29	Tiny Talk	120.00			1300	100	120.00	Hall Hire Sept - Tuesdays
34	Banked: 10/09/2018	20.00						
34	Blossom & Bloom	20.00			560		20.00	Deposit for Friday Hall Hire
Total Receipts for Month		1,197.00	0.00	0.00			1,197.00	
Cashbook Totals		28,790.33	0.00	0.00			28,790.33	