

**Minutes of Ordinary Meeting of Avon Dassett Parish Council  
Monday 3rd June 2019, at The Reading Room.**

**The meeting commenced at 7.30pm.**

- 1) **APOLOGIES:** Chris Williams. Apologies were accepted.  
Present: Trevor Gill (Chairman), Liz Hirst, Darrell Muffitt, Mike Blakeman, Phil Baxter, John Feilding (District Councillor), Clerk (Helen Hide-Wright).
- 2) **DECLARATIONS OF INTEREST:** Phil Baxter (Point 6f).
- 3) **CONFIRM MINUTES OF LAST MEETINGS:** Annual Meeting, Annual Parish and Ordinary Meetings held on 13<sup>th</sup> May 2019. Trevor Gill advised the meeting that the Parish Council has been advised by WALC that it is in order to approve the minutes for the Annual Meetings at the following monthly meeting. All minutes were accepted. Proposed: Liz Hirst, Seconded: Mike Blakeman. Signed and dated by Trevor Gill.
- 4) **MATTERS ARISING:**

Darrell Muffitt contacted the Neighbourhood Watch co-ordinator about Smart Water. Phil Baxter reported that it was confirmed that some years ago the Parish Council had supplied the Smart Water kits at £25 each. Liz Hirst commented that this was the case, but the households had not been registered centrally, in the way that was outlined by Darrell Muffitt in the previous Parish Council meeting.

**Action: Darrell Muffitt and Trevor Gill to speak to the tenants of The Yew Tree public house to see if they would be happy to host a Property Marking Event at a date to be agreed.**

Trevor Gill has spoken to the Postmaster and it has been agreed that a notice giving details of the opening hours etc will be displayed in the new notice board to be erected outside The Reading Room.

Phil Baxter is due to meet a representative of the First to Learn Group about the defibrillator, specifically how it is powered. They have offered defibrillator training and an audit for free.

**Action: Phil Baxter to progress.**

- 5) **QUESTIONS FROM THE PUBLIC:** None.
- 6) **COMMUNITY**
  - a) **Burial Ground and Cemetery Car Park:** Grass cutting of the cemetery car park has been organised by Phil Baxter. The car park will be mowed prior to the Soap Box Derby. Trevor Gill requested that the Soap Box Group ensure that the gate is securely locked when the car park is not in use and agreed to provide Phil Baxter with the combination number for the lock.
  - b) **Community Policing / Neighbourhood Watch:** Nothing further to report (see above for update on Smart Water). Phil Baxter reported that there had been a theft from a property on Wharf Road, Fenny Compton.
  - c) **Superfast Broadband:** Trevor Gill has created pages in the Parish Council website following the presentation before the last meeting. The pages contain information as follows:
    - i) the status of the delivery of the enhanced broadband facility
    - ii) the ability for residents to check whether the enhanced facility is available
    - iii) the questions raised during the presentation and the responses received
    - iv) a glossary of the terms used on the BT Broadband Checker
    - v) Details of how to interpret the results for the BT Broadband Checker

Councillors were asked to review the pages and let Trevor have any comments by the 7 June.

It was pointed out that in some cases residents might not be aware that they can avail themselves of the additional broadband speeds and they need to contact their supplier.

Once comments and any changes have been made Trevor Gill agreed to draft a Mail Chimp circular

for comment by Councillors asking residents to check the status of broadband available at their property and advise the Clerk or Chair of the results. This will enable us to validate the status provided by the CSW project.

Phil Baxter confirmed that the superfast broadband cables have been installed up to Bitham Hall. Further connection work may be required but this was unknown at the time of the meeting.

**Action: Trevor Gill will draft an email with an update on the Superfast Broadband service, for comments from Parish Councillors and then onward dissemination to residents, via Mail Chimp.**

d) Playground: Darrell Muffitt is seeking a quotation for a replacement totem pole from a local supplier. Trevor Gill confirmed that the play area is in good condition, following the monthly inspection. Trevor Gill also reported that he had noticed that a van belonging to a local resident had parked at the playground with the rear bumper leaning on the fence. He agreed to check the fence for damage.

**Action: Trevor Gill to check that status of the fence at the playground.**

e) The Post Office: Nothing further to report. Darrell Muffitt suggested donating the old Post Office sign to The Yew Tree public house. Agreed.

**Action: Trevor Gill to arrange delivery.**

f) Soap Box: Trevor Gill reported on points discussed at an Open Meeting held on the 29<sup>th</sup> May, in The Yew Tree to which he had attended on behalf of the Parish Council. He reported that it had been a useful meeting and had clarified a number of issues and exposed others for resolution. Trevor reported that he had tabled several questions and requests that he had received from residents. The questions raised and the responses were:

i) a request that no parking signs be placed on the Farnborough Road and also on Dasset Road up to the motorway. Response: Agreed

ii) the Cemetery Car Park will only be used for competitors

iii) the location of the temporary toilets was requested to be away from the roadside and not outside any residential property. The temporary toilets will be located in the Cemetery Car Park, the car park on the fete field and in the car park at The Yew Tree

iv) it was requested that the 'Finish' line is marked in a removable material. Response: Tape will be used which will be removed after the event.

v) last year straw bales were used for safety and this year the Group has secured tyres for this purpose.

vi) the Parish Council has arranged for St John's churchyard to be cut on 13 June in preparation for this event

vii) the Group urgently need volunteers to help with the event and residents can assist in any way either with the races or in The Yew Tree are asked to contact the race organisers

viii) at the meeting Trevor Gill asked whether residents who have frontages onto the road to be closed had been advised and whether any objections had been raised.

ix) the Parish Council continues to support the Soap Box Derby. Trevor Gill asked for any requests for help to be sent to the Clerk for subsequent consideration by the Parish Council as this will ensure that they are properly recorded and acted upon

Phil Baxter asked why he had not been advised of Trevor's concerns about the road closure before the Open Meeting, as he has responsibility for Roads Traffic and Drains. He also reported that he had received a phone call from Stratford on Avon District Council the morning after the meeting asking if residents with frontages had been contacted. As the Chairman of the meeting had assured attendees that the matter was in hand, Phil felt that any contact with the District Council should have been through him. Trevor explained that he believed that, when raising the issue, he had made it clear at the Open Meeting that he was asking in a personal capacity rather than as the Chair of the Parish Council. Trevor said that he publicly apologised if this was not clear. Trevor showed an email that

he had sent to Councillor John Feilding on the subject. Although this was a personal email, Trevor has provided a copy, attached to these Minutes (Appendix 1), in the spirit of transparency. Phil asked if Trevor had spoken to Highways, on this issue and Trevor confirmed that he had not.

Trevor Gill asked the clerk to contact Thomas Fox to confirm that dates on which the verges etc will be cut between now and the end of August so that we can ensure that the dates fit in with the events.

**Action: Clerk to contact Thomas Fox to obtains the dates and advise Councillors**

g) The Village War Memorial – Quotation for cleaning and repair: Trevor Gill circulated the quotation details for Pro Steam Limited. Trevor Gill thanked Phil Baxter for obtaining the quotation. It was agreed that a second quote is required and Phil Baxter agreed to contact another company who undertake this sort of work and report back to the next meeting.

**Action: Phil Baxter to progress**

h) The Reading Room – Review of hire fee: Trevor Gill had circulated a table of fees. It was decided to accept the scale of fees (Appendix 2), and that the cost of fuel for the wood burner will be covered by the Parish Council. Proposed: Mike Blakeman, Seconded: Darrell Muffitt.

**Action: Trevor Gill to publish the scale of fees on the Parish Council website.**

Phil Baxter proposed that the Parish Council thank Deb Watts for organising the Mini literature festival on the 15th June, 199<sup>th</sup> birthday of Thomas Perry who gave Avon Dassett its village “Reading Room.” Agreed.

**Action: The Clerk to send an appropriate email to Deb Watts**

i) Roads Traffic & Drains:

Phil Baxter has reported the following issues to Patch Byrne:

i) the corner of the road connecting Park Close and Church Hill Road has been badly eroded by heavy vehicles turning and the drain cover has been exposed causing a high risk of collapse if a heavy vehicle was to run over it

ii) on the Farnborough Road a number of the road signs appear to be rotting and will need replacing

Trevor Gill has removed the leaves from a large section of Church Hill and also cut back the foliage from the pavement at the area near Top Lodge. Phil Baxter is arranging for the remaining leaves to be removed and agreed to contact Trevor Gill if further help is required

j) St John’s Church – Gate: Trevor Gill has confirmed that the gate has been removed by Stratford on Avon District Council. It is unclear whether it will be repaired and replaced. The Churches Conservation Commissioner has been updated with this matter and for comment, with specific reference to the replacement of the gate.

## 7) COMMUNICATION & ADMINISTRATION

Data protection: Phil Baxter read a statement that he had prepared and agreed that this, should be attached to these Minutes (see Appendix 3) and that any responses will be fully recorded in these Minutes.

In summary, Phil said that he believes that the present arrangements for handling emails, where the Chair receives copies of items received in the mailbox of the Clerk, compromises Data Security in general and had breached his specific request for privacy during the recent Elections. He advised that he will be making a formal complaint to the monitoring Officer

The Clerk confirmed that all emails sent to her official email account were automatically forwarded to the Chair’s email account in accordance with agreed procedures. She explained that the internal auditor, as part of their Risk Assessment had questioned how cover could be provided to the Parish Council in the event that the Clerk was unavailable for any reason. The current arrangements were put in place and agreed by the internal auditor as an acceptable mitigation of the potential risks of a breakdown in the ongoing service.

Both the Clerk and the Chair refuted the suggestion that a breach of data protection had taken place as the email had only been forwarded to the Chair's email Account and neither party had acted on or disclosed the contents.

The Parish Councillors present confirmed that this was the first occasion on which they were aware that this email existed.

Mike Blakeman asked Phil Baxter why he wanted to maintain confidentiality about his intent to stand in the Parish Council Election. He went on to say that he recalled others who had wished to join the Parish Council had openly contacted either the Clerk or Chair. By following this process, previous Councillors had been co-opted onto the Council thereby avoiding the costs of an election. Phil Baxter said that he did not have to answer the question as his reasons were a personal matter and not for public debate.

In summary, Darrell Muffitt said that if Phil Baxter believed that he had a valid complaint he should take the necessary action and contact the Monitoring Officer and Legal Department at Stratford on Avon District Council. Darrell also said that, although Phil had advised the Clerk and Chair to report themselves for a breach of process, it was a personal choice and, if they thought there had been no breach they should be prepared for there to be an investigation led by Stratford DC.

Trevor Gill restated that in his opinion there had not been a breach of confidentiality as neither the email nor its contents had been disclosed and that only the Clerk and he were aware of the email.

Trevor Gill asked Phil Baxter to ensure that all relevant emails etc are copied to the Clerk for information. The Clerk and the Chair both stated that they will not be taking any actions on this matter and will await further developments.

## 8) COUNCIL REPORTS

- a) Warwickshire County Council: Appendix 4
- b) Stratford On Avon District Council: John Feilding outlined that the training for new representatives has been concluded. John Feilding is Chair of Licensing and sits on two further committees, including Planning. He is currently seeking further information about a planning matter referred to him by Mike Blakeman, on behalf of the Parish Council and hopes to report back shortly.  
John Feilding asked for a written request to invite the Police Commissioner to a local event for local parish councils. The Conservatives remain the majority party, following the elections.

**Action: Trevor Gill to progress**

## 9) CORRESPONDENCE: No paper copies were received.

We have received an email concerning the VE day celebrations in 2020 and Darrell Muffitt asked that this item be carried forward to the next meeting.

## 10) PLANNING

- a) Declarations of interests: None
- b) Planning Applications: None. An extraordinary planning meeting is being arranged for 19/01235/FUL: Land South West of Bitham Hall. The meeting will be held on Thursday 13<sup>th</sup> June, 7.30pm.
- c) Planning Decisions: None.
- d) Neighbourhood Plan: Mike Blakeman spoke about the Neighbourhood Plan. Mike outlined the options available to the Parish Council including producing a Neighbourhood Plan, revising the Parish Plan and undertaking a Housing Needs Survey. The options have different levels of detail

and will require different amount of time and effort to complete any of them. A Neighbourhood Plan has a wide scope and requires a considerable effort to complete, although grants are available to help to fund this. The Council currently has a budget of £2k in the ring-fenced funds.

Mike Blakeman reminded the meeting that the prime planning document from Stratford on Avon District Council was the Local Plan and although we may choose to have a Neighbourhood or Parish Plan, decisions would be taken with reference to the Local Plan, however, an up to date Parish Plan could influence planning applications.

Trevor Gill reported that, Sarah Brooke-Taylor of WRCC had recently contacted the Clerk about undertaking a housing needs survey and has offered to attend the meeting on the 5<sup>th</sup> August with a view to undertaking the survey in September.

Darrell Muffitt expressed support for a Housing Needs Survey. It was agreed to invite Sarah Brooke-Taylor to the Parish Council meeting in August. It was also agreed that we would ask Sarah to give us her advice on the costs and benefits of producing a Neighbourhood Plan for Avon Dassett.

**ACTION: Clerk to email invitation to Sarah Brooke-Taylor.**

#### 11) FINANCE:

The Financial Statement as at 31 Mat was presented and accepted Appendix 5

Audit: The AGAR has been finalised and is ready for submission.

Budget/Precept

Administration expenses £ 12.90

Bill Robinson Internal Audit £ 90.00

T. Gill (Timpson's Sign) £ 63.00

Pro Steam Limited (War Memorial Cleaning) £725.00 \* This item was not authorised at the meeting. It will be considered, along with a second quotation, at the next Parish Council meeting.

Proposed: Liz Hirst, Seconded: Darrell Muffitt.

The Clerk will submit a VAT reclaim later in the month.

- 12) MEMBER REPORTS: Requests have been received from Open gardens and from the Fete organisers to use the Reading Room tables and chairs and crockery for these events. Agreed.

Apologies for July meeting from Mike Blakeman.

- 13) DATE OF MEETINGS: 1<sup>st</sup> July, 5<sup>th</sup> Aug, 2<sup>nd</sup> Sept, 7<sup>th</sup> Oct, 18<sup>th</sup>/25<sup>th</sup> Nov, no meeting in December.

The meeting closed at 8.45pm.

**From:** Trevor Gill trevorbgill@icloud.com  
**Subject:** Soap Boxes 22 June 2019 - Road Closure  
**Date:** 28 May 2019 at 10:20  
**To:** Mr John Feilding john.feilding@stratford-dc.gov.uk



Dear John

I am sending you this email from my private email address as I do not want this email to be interpreted as in any way related to my role on Avon Dassett Parish Council or as being authorised by them.

As you will be aware the annual Soap Box Derby is to take place on 22 June 2019 and I understand that the organisers or their agents have requested a road closure on they date. Last year there were issues in the village as several residents were unaware that an application had been made and organised events at their properties and they were unable to have vehicular access for the duration of the event.

I have looked at the application form and the following is relevant:

#### **Conditions of Closure**

- Point 6 - why is public liability only required if the land is owned by Stratford on Avon District Council - surely the requirement should also cover land owned or maintained by Warwickshire County Council ie all public highways
- Point 7 - what validation is in place to ensure that the required notification is given
- Point 8 - how long before closure are notices required - there should be a minimum of 28 days

#### **Application Form**

- Is there any check that residents of properties facing the closure are aware of the closure and have not raised any objections. This should be done before the application is submitted so documentary evidence should be required

On a more general note why are the local Parish Councils not included in the consultation process as is the case with planning applications. If this were done then they can confirm that there are no known local issues which the applicants choose to ignore and about which Stratford on Avon District Council are unaware.

Any help in this will be appreciated.

Kind regards

Trevor

# Avon Dassett Parish Council

## Scale of Hire Fees – The Reading Room Avon Dassett

It is a considerable time since the scale of fees that it is appropriate to charge for the hire of The Reading Room Avon Dassett has been reviewed. During this period, we have seen a decline in the use of this village amenity to the extent that is now mainly used for:

1. Parish Council events (monthly and annual meetings and the village coffee mornings)
2. The provision of the village post office
3. Annual general meetings for village organisations
4. Local clubs and societies
5. Local residents organising events for the benefit of other residents of Avon Dassett
6. Charity coffee mornings
7. Occasional use by local Management Committees
8. Local businesses

It is proposed that:

1. for numbers 1 – 6 inclusive no charge will be made and that any costs for utilities will be borne by the Parish Council.
2. where the hire is for hirers in category 7 above a nominal charge of £5 per day will be made
3. for local businesses a nominal charge of £25 per day will be made.

It is hoped that by adopting the above scale of fees greater use will be made of The Reading Room.

## Appendix 3

I wish to read this as a written statement due to the seriousness of what I am about to disclose rather than speaking off the top of my head. Helen, I will give you this hard copy so it can be included in the minutes verbatim.

On 1<sup>st</sup> April 2019 I sent a confidential email to the clerk of Avon Dassett parish council enquiring about nomination papers. The email subject line included the word CONFIDENTIAL; the sensitivity of the email was set to Confidential; the text of the message included the sentence: 'Please can you keep this entirely confidential and not share this information with any of the existing Parish Councillors or any other person. At the meeting on 13<sup>th</sup> May 2019 I learned that all emails that go to the clerk are automatically forwarded to the Chair of the Parish Council.

This was shocking news to me. At no point did the clerk admit to me that the email that I sent to her had been disclosed to other people. The Chair also did not contact me to say he had received this confidential email. Bear in mind that this took place during an election when the Chair himself was standing and special rules apply to safeguard the democratic process. I consider that they both should have immediately informed both me and the Monitoring Officer of the breach in confidentiality but this was not done.

The clerk and Chair have set up an email system together which will automatically breach confidentiality and is in contravention of the Code of Conduct (reference: confidentiality). It also breaches regulations regarding data protection. The Clerk has specific roles and responsibilities which are different to those of the Chair. She may receive information of a sensitive and confidential nature from officers of Stratford District and Warwickshire County Councils or from members of the public like myself.

As there has been a breach of the code of conduct I will be making a complaint to the monitoring officer at Stratford District Council tomorrow morning and have been in touch with them today. I would like to propose that the Clerk and the Chair also report themselves for breaching confidentiality to the Monitoring Officer tomorrow as I think this will look better for them that they have come forward.

I am also proposing that the Clerk's email address is immediately made secure. If she is away for any reason, then an Out of Office message should be sent explaining this and stating who to get in contact with, if the matter is urgent. If there is a need for a collaborative email account, this should be established as a resource eg [info@avondassettparishcouncil.com](mailto:info@avondassettparishcouncil.com) (both Gmail and Exchange have specific accounts for this). The account should be accessible by all parish councillors. An email signature on this account should make it clear that information is shared with the whole council and is therefore not confidential.

I worked in an environment for 23 years where security of information was paramount and I signed the Official Secrets Act. I cannot stress how appalled I am at the way in which my confidentiality has been breached and that neither the clerk nor the Chair appear to consider this unacceptable.

*This is also the advice from SDC.*

*and Stratford Council legal services*

## **Avon Dassett Parish Council Meeting on 3<sup>th</sup> June 2019 County Councillor's Report**

Since my last report, the County Council's activities continue to be curtailed by the indecision over Brexit and the subsequent delay in passing any other legislation. There has also been a significant change in the WCC management structure as the new Chief Executive, Monica Fogarty, implementing her own organisation. This reorganisation has affected all Officers at senior level and they are all finding their feet in their new responsibilities. The Annual Meeting of the County Council was held on Tuesday 21<sup>st</sup> May 2019. Apart from the routine matters of reappointing the Leader, the Cabinet and the Members to their various committees there was an interesting debate about the effectiveness of scrutiny of the various duties carried out by the Council. In general, there was a feeling that scrutiny is appropriate and this identified potential problems before they occur.

### HS2

HS2 is still creating disruption in our area as the early works continue. The final decision on spending is now delayed until Christmas although the main contractors are still carrying out work to enable the Ufton Tunnel to start next year.

Amongst the new appointments at the County, Cllr Bob Stevens has been appointed as Chair of the HS2 Board which coordinates all activities relating to HS2 which effect the County Council's responsibilities.

If anyone has any queries regarding road closures I recommend that you contact Bob Stevens direct – email: [bobstevens@warwickshire.gov.uk](mailto:bobstevens@warwickshire.gov.uk)

### Grants

There are a number of funds available for small grants. The Police and Crime Commissioner has introduced a fund for road safety improvements that could help towards reducing crime. I have a Delegated Budget for minor highway improvements and I have my Community Fund Grant for small village organisations but please note that this allocation closes on 7<sup>th</sup> June 2019. Application forms are available on line.

Cllr Chris Williams

Member for Kineton and Red Horse Division

02.06.2019

**Avon Dassett Parish Council  
Financial Statement**

Balances as at close of business:

Friday, 31 May 2019

<b>Current Account:</b>	£10,732.03
<b>Deposit Account</b>	£12,841.74 (Ring fenced funds and interest received)

**Bank transactions**

Current Account:							
Date	Payee	Details	Budget Category	Receipt	Payment		
14/05/2019	H L Hide-Wright	April Expenses	Administration Expenses		(£11.10)		
14/05/2019	Thomas Fox	Mowing	Village Maintenance & Mowing		(£186.60)		
14/05/2019	Thomas Fox	Mowing	Village Maintenance & Mowing		(£373.20)		
14/05/2019	WALC	Annual Subscription	WALC Subscriptions		(£104.00)		
20/05/2019	H L Hide-Wright	Salary - May	Clerk's Pay		(£319.76)		
20/05/2019	HMRC	PAYE	Clerk's Pay		(£3.19)		
20/05/2019	nPower	Reading Room Electricity	Reading Room: Electricity Supply		(£42.00)		
21/05/2019	1 & 1 Internet Ltd	Website	IT Software, Hardware & Consumables		(£5.99)		
24/05/2019	Warwickshire Pension Fund	ADPC Pension Contribution	ADPC Pension Contribution		(£82.05)		
24/05/2019		Employee Pension Contribution	Employee Pension Contribution		(£18.80)		

Deposit Account							
Date	Payee	Details	Budget Category	Receipt	Payment		
09/05/2019	Lloyds Bank	Bank Interest	Bank Interest	£0.53			

**Ring Fenced Funds**

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£555.55
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetary	£275.00
Reading Room Maintenance	£8,810.00
Parish Plan	£2,000.00
Playground Maintenance	£250.00
Village Maintenance	£230.00
<b>Deposit Account Balances As At:</b>	<b>Friday, 31 May 2019</b>
	<b>£12,841.74</b>

**Payments For Authorisation**

Payment for authorisation		
H L Hide-Wright	Administration Expenses	£12.90
W Robinson	Internal Audit Fees	£90.00
Pro-Steam	War Memorial Cleaning	£725.00
Reading Room Maintenance	Replacement Sign	£63.00
		<b>£890.90</b>

Dated:

Friday, 31 May 2019

**AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR**

Friday, 31 May 2019

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Receipts</b>				
Precept	£7,805.00	£7,805.00	(£7,805.00)	£15,610.00
Bank Interest	£1.04	£1.04	£1.04	£0.00
Burial Ground	£0.00	£0.00	£0.00	£0.00
Miscellaneous - Funds From Village Functions	£0.00	£0.00	£0.00	£0.00
Hire of Reading Room, car park etc	£0.00	£0.00	£0.00	£0.00
Mowing Refund From Stratford District Council	£0.00	£0.00	£0.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	£0.00	£0.00
VAT Reimbursement	£0.00	£0.00	£0.00	£0.00
<b>TOTAL RECEIPTS</b>	<b>£7,806.04</b>	<b>£0.00</b>	<b>£7,806.04</b>	<b>£15,610.00</b>

	<u>Actual</u>	<u>Ring Fenced Funds</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
<b>Payments (Annual expenses)</b>					
<b>The Reading Room</b>					
Reading Room: Cleaning	£0.00		£0.00	£0.00	£0.00
Reading Room: Electricity Supply	(£84.00)		(£84.00)	£416.00	£500.00
Reading Room: Maintenance	(£61.95)		(£61.95)	£938.05	£1,000.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
<b>Total Reading Room</b>	<b>(£145.95)</b>	<b>£0.00</b>	<b>(£145.95)</b>	<b>£1,354.05</b>	<b>£1,500.00</b>

**Administration****Staff costs:**

Clerk's Pay	(£645.71)		(£645.71)	£3,854.29	£4,500.00
ADPC Pension Contribution	(£182.90)		(£182.90)	£917.10	£1,100.00
Employee Pension Contribution	(£18.80)		(£18.80)	(£18.80)	£0.00
Administration Expenses	(£26.10)		(£26.10)	£453.90	£480.00
ADPC Training	£0.00		£0.00	£150.00	£150.00
Audit Fees	£0.00		£0.00	£350.00	£350.00
Data Protection	£0.00		£0.00	£50.00	£50.00
Election Fees	£0.00		£0.00	£1,000.00	£1,000.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC Subscriptions	(£104.00)		(£104.00)	£26.00	£130.00
Insurance	£0.00		£0.00	£650.00	£650.00
<b>Total Administration</b>	<b>(£977.51)</b>	<b>£0.00</b>	<b>(£977.51)</b>	<b>£7,432.49</b>	<b>£8,410.00</b>

**Village Maintenance**

Street Light Maintenance	£0.00		£0.00	£150.00	£150.00
Street Light Electricity Supply	(£479.50)		(£479.50)	£270.50	£750.00
Village Maintenance & Mowing	(£559.80)		(£559.80)	£2,440.20	£3,000.00
Tubs Etc	£0.00		£0.00	£250.00	£250.00
<b>Total Village Maintenance</b>	<b>(£1,039.30)</b>	<b>£0.00</b>	<b>(£1,039.30)</b>	<b>£3,110.70</b>	<b>£4,150.00</b>

**Playground**

Playground Lease & Inspections	£0.00		£0.00	£100.00	£100.00
Playground Equipment and Repairs	£0.00		£0.00	£250.00	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
<b>Total Playground</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£600.00</b>	<b>£600.00</b>

**Communications & IT Expenditure**

Avon Dasset Parish Council Website	£0.00		£0.00	£300.00	£300.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£29.94)		(£29.94)	£270.06	£300.00
<b>Total Communications &amp; IT Expenditure</b>	<b>(£29.94)</b>	<b>£0.00</b>	<b>(£29.94)</b>	<b>£570.06</b>	<b>£600.00</b>

**Miscellaneous**

Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00	£150.00
Other - Section 137	£0.00		£0.00	£0.00	£0.00
Defibrillator	£0.00		£0.00	£200.00	£200.00
Community Projects	£0.00		£0.00	£0.00	£0.00
<b>Total Miscellaneous</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£350.00</b>	<b>£350.00</b>

**TOTAL PAYMENTS**

<b>TOTAL PAYMENTS</b>	<b>(£2,192.70)</b>	<b>£0.00</b>	<b>(£2,192.70)</b>	<b>£13,417.30</b>	<b>£15,610.00</b>
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**Ring Fenced Funds**

	01 April 2019	Deposits	Withdrawals	31 May 2019
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£554.51	£1.04	£0.00	£555.55
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetery	£275.00	£0.00	£0.00	£275.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
<b>Deposit Account Balances As At:</b>	<b>£12,840.70</b>	<b>£1.04</b>	<b>£0.00</b>	<b>£12,841.74</b>

**Closing Period Bank Balances As At:**

31 May 2019

Current Account	£10,732.03
Deposit Account	£12,841.74
<b>Total Bank Balances</b>	<b>£23,573.77</b>