

Agenda for Ordinary meeting of Avon Dasset Parish Council
Video Conference Meeting: 1st March 2021, 7.00pm

The meeting is open to the public.

The meeting is subject to ADPC's Remote Meeting Regulations and is recorded.

Link to Meeting: Zoom Meeting ID: 853 5886 3962

Passcode: 353375

- 1) APOLOGIES:
- 2) DECLARATIONS OF INTEREST:
- 3) CONFIRM MINUTES: Confirm the minutes of the monthly meeting held on 1st February 2021.
- 4) MATTERS ARISING:
- 5) QUESTIONS FROM THE PUBLIC: (Limited to 3 minutes per speaker, 15 minutes in total)
- 6) COMMUNITY:
 - a) Coronavirus update
 - b) Burial Ground
 - c) Community Policing/Neighbourhood Watch
 - d) Superfast Broadband
 - e) Playground
 - f) The Post Office
 - g) The Village War Memorial
 - h) The Reading Room
 - i) Roads, Traffic and Drains
 - j) St John's Church
 - k) Projects and Grant Funding
 - i) Nature Reserve Project
 - ii) St. John's Church – installing electricity to building
 - iii) Parish Plan
 - iv) War Memorial
 - v) Grant Funding
 - l) Unitary Authorities
 - m) Census 2021
 - n) Stiles
 - o) South Warwickshire Local Plan
 - p) Platinum Jubilee Weekend
- 7) COMMUNICATION & ADMINISTRATION:
 - a) Agreement of the dates for the May Monthly Meeting, the Annual General Meeting and the Annual Parish Meeting
 - b) Adoption of Avon Dasset Parish Council Cemetery Regulations
 - c) Adoption of Avon Dasset Parish Council Cemetery Memorial Maintenance Policy
 - d) Adoption of Avon Dasset Parish Council Publication Scheme
 - e) Adoption of Avon Dasset Parish Council Freedom of Information Policy
 - f) Chair's report from the WALC Chair's forum
- 8) COUNCIL REPORTS
 - a) Warwickshire County Council:
 - b) Stratford on Avon District Council
- 9) CORRESPONDENCE
- 10) PLANNING:
 - a) Declarations of interests
 - b) Applications: None
 - d) Decisions: None
 - e) Updates: 20/03132/LBC 4 Avon Carrow: Planning Committee Hearing 17 February 2021

11) FINANCE:

- a) Financial statement: Please see Appendix A
- b) Appointment of W Robinson as the Internal Auditor
- c) Grant Application Authorisations:
- d) COVID-19 Support Group Mobile Phone: £11/month + VAT, 31-day notice
- e) Payments for authorisation at meeting:
 - T. Gill Covid-19 Phone (Feb 2021) £ 13.20
 - Hide-Wright Feb Expenses £ 15.00
 - Hide-Wright Overtime £ 312.00
 - C. Dancer (Feb 2021) £ 30.00
 - Michael Mann Farmers (Fencing Repairs) £ 174.00
 - W Robinson – Audit Fees £ 150.00
 - Zoom Subscription April 21-April 22 £ 120.00
 - SLCC subscription £ 70.12
 - HR Dept £ 500.00

Payments made since last PC meeting:

12) MEMBER REPORTS:

13) DATE OF MEETINGS (by video conferencing, until further notice):

2021 Meeting dates: 12 April, 10 May, 7 June, 5 July, 2 August, 6 September, 4 October, 1 November, 6 December.

Hide-Wright 24th February 2020

Appendix A

AVON DASSETT PARISH COUNCIL 2020 - 2021 FINANCIAL YEAR

Monday, 22 February 2021

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
Receipts				
Precept	£15,610.00	£15,610.00	£0.00	£15,610.00
Bank Interest	£3.32	£3.32	£3.32	£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	£539.39	£539.39	£539.39	£0.00
Freedom of Information Fees Received	£500.00	£500.00	£500.00	£0.00
Election Fees Re The Use Of The Reading Room	£0.00	£0.00	£0.00	£0.00
VAT Reimbursement	£1,037.23	£1,037.23	£1,037.23	£0.00
TOTAL RECEIPTS	£17,689.94	£0.00	£2,079.94	£15,610.00

	<u>Actual</u>	<u>Ring Fenced Funds/Fds Received</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	(£30.00)		(£30.00)	£150.00	£180.00
Reading Room: Electricity Supply	(£410.95)		(£410.95)	£189.05	£600.00
Reading Room: Maintenance	(£1,600.39)		(£1,600.39)	(£1,100.39)	£500.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Total Reading Room	(£2,041.34)	£0.00	(£2,041.34)	(£761.34)	£1,280.00

Administration**Staff costs:**

Clerk's Pay	(£4,275.08)		(£4,275.08)	£474.92	£4,750.00
ADPC Pension Contribution	(£1,036.66)		(£1,036.66)	£163.34	£1,200.00
Employee Pension Contribution	(£79.11)		(£79.11)	(£79.11)	£0.00
Administration Expenses	(£304.51)		(£304.51)	£175.49	£480.00
ADPC Training	(£307.20)		(£307.20)	(£157.20)	£150.00
Audit Fees	(£362.50)		(£362.50)	£37.50	£400.00
Data Protection	(£35.00)		(£35.00)	£15.00	£50.00
Election Fees	£0.00		£0.00	£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC Subscriptions	(£243.00)		(£243.00)	(£113.00)	£130.00
Insurance	£0.00		£0.00	£650.00	£650.00
Total Administration	(£6,643.06)	£0.00	(£6,643.06)	£1,166.94	£7,810.00

Village Maintenance

Street Light Maintenance	(£145.15)		(£145.15)	£4.85	£150.00
Street Light Electricity Supply	(£381.57)		(£381.57)	£368.43	£750.00
Village Maintenance & Mowing	(£2,239.20)	£539.39	(£1,699.81)	£1,300.19	£3,000.00
Tubs Etc	(£277.10)	£0.00	(£277.10)	(£27.10)	£250.00
Total Village Maintenance	(£3,043.02)	£539.39	(£2,503.63)	£1,646.37	£4,150.00

Playground

Playground Lease & Inspections	(£99.00)		(£99.00)	£51.00	£150.00
Playground Equipment and Repairs	£0.00		£0.00	£250.00	£250.00
Playground General Maintenance	(£70.00)		(£70.00)	£180.00	£250.00
Total Playground	(£169.00)	£0.00	(£169.00)	£481.00	£650.00

Communications & IT Expenditure

Avon Dasset Parish Council Website	(£176.32)		(£176.32)	£143.68	£320.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£862.87)		(£862.87)	(£562.87)	£300.00
Total Communications & IT Expenditure	(£1,039.19)	£0.00	(£1,039.19)	(£419.19)	£620.00

Miscellaneous

Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00	£150.00
Other - Section 111	(£214.40)		(£214.40)	(£214.40)	£0.00
Other - Section 137	(£60.00)		(£60.00)	(£60.00)	£0.00
Defibrillator	£0.00		£0.00	£200.00	£200.00
Community Projects	(£500.50)		(£500.50)	£249.50	£750.00
Total Miscellaneous	(£774.90)	£0.00	(£774.90)	£325.10	£1,100.00

TOTAL PAYMENTS

TOTAL PAYMENTS	(£13,710.51)	£539.39	(£13,171.12)	£2,438.88	£15,610.00
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Ring Fenced Funds

	<u>01 April 2020</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>22 February 2021</u>
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	£562.53	£3.32	£0.00	£565.85
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetery	£575.00	£0.00	£0.00	£575.00
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
Deposit Account Balances As At:	£13,148.72	£3.32	£0.00	£13,152.04

Closing Period Bank Balances As At:**22 February 2021**

Current Account	£12,845.81
Deposit Account	£13,152.04
Total Bank Balances	£25,997.85

Avon Dassett Parish Council Financial Statement

Balances as at close of business:

Monday, 22 February 2021

Current Account:

£12,252.69

Deposit Account

£13,152.04 (Ring fenced funds and interest received)

Bank transactions

Current Account:

Date	Payee	Details	Budget Category	Receipt	Payment
02 February 2021	T. Gill	Covid Phone Nov & Dec	Community Projects		(£13.20)
02 February 2021	H. Hide-Wright	Expenses Jan	Administration Expenses		(£15.00)
02 February 2021	Warwickshire County Council	Street Light Maintenance	Street Light Maintenance		(£145.15)
02 February 2021	Boss HR	Inv 1178	Other - Section 111		(£43.20)
02 February 2021	Darrell Muffitt	WALC Training	ADPC Training		(£19.20)
02 February 2021	H. Hide-Wright	SLCC Training	ADPC Training		(£36.00)
11 February 2021	Stratford District Council	Mowing Reimbursement	Mowing Refund From Stratford District Council	£539.39	£0.00
18 February 2021	1 & 1 Internet	ADPC Website	Avon Dassett Parish Council Website		(£9.59)
22 February 2021	H. Hide-Wright	Salary (Feb)	Clerk's Pay		(£318.72)
22 February 2021	H. Hide-Wright	Working From Home Allowance	Administration Expenses		(£26.00)
22 February 2021	NPower	Electricity	Reading Room: Electricity Supply		(£23.00)
				£539.39	£1,242.18

Deposit Account

Date	Payee	Details	Budget Category	Receipt	Payment
09 February 2021	Lloyds Bank	Bank Interest	IT Software, Hardware & Consumable:	£0.10	
				£0.10	£0.00

Ring Fenced Funds

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£565.95
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetary	£575.00
Reading Room Maintenance	£8,810.00
Parish Plan	£2,000.00
Playground Maintenance	£250.00
Village Maintenance	£230.00
Deposit Account Balances As At:	Monday, 22 February 2021
	£13,152.14

Payments For Authorisation

Payments For Authorisation

T Gill	Covid-19 Phone	Community Projects	(£13.20)
Hide-Wright	February Expenses	Administration	(£15.00)
Hide-Wright	Overtime Payment	Clerk's Pay	(£312.00)
C Dancer	Cleaning - February 2021	Reading Room: Maintenance	(£30.00)
Michael Mann Farmers	Cemetery Fencing Repairs	Village Maintenance & Mowing	(£174.00)
W Robinson	Internal Audit Fees	Audit Fees	(£150.00)
Zoom Video Communications	Zoom Annual Subscription	IT Software, Hardware & Consumables	(£120.00)
HR Dept	HR Dept	Section 111	(£500.00)
SLCC	Subscription	ADPC Training	(£70.12)
			(£1,384.32)

Dated:

Monday, 22 February 2021

Signed

Chair Avon Dassett Parish Council

Monday, 1 March 2021