Clerk’s Report for

**Thursday 6 September to Friday 1 November 2019**

(Points numbered according to the minutes of the last meeting.)

**4. Minutes.** Clerk has posted the previous minutes to the website and the noticeboards.

**7. Councillor vacancy.** Clerk has sent ‘Good Councillor’ booklet to Ms Ewart-Perks.

**9. Quarry update.**

9.3 Clerk has sent follow up comments on the MLP to GCC.

9.4 Clerk has forwarded responses to ‘stakeholder meeting’ questionnaire to John Mills at CCB. Clerk organised a preparatory meeting with CCB on 2 October at the Village Hall and prepared report.

**10. Highways.** Clerk hasforwarded contact details to Chairman to arrange collection of loan VAS and confirmed permission for the loan equipment with Highways. Clerk has requested invoice for insurance of VAS equipment. Clerk has prepared pricing document for purchasing VAS equipment.

Clerk arranged a meeting with Highways for 10 October 2019 at the Village Hall.

**12. Finances.** Clerk has reviewed the procedural documents as per auditor’s recommendation. Clerk has issued receipts for allotment rents.

12.1 Clerk has updated asset register with reports from councillors.

**Reconciliation for November meeting:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current account 02503759 | | |  |  |
| Balance at 29 October 2019 | | | £6,968.55 |  |
| Deposit account 07859616 | | |  |  |
| Balance at 29 October 2019 | | | £5,262.99 |  |
| Less outstanding cheques | | |  | 0.00 |
| **Reconciled balance** | |  | **£12,231.54** |  |
|  |  |  |  |  |
| Cashbook summary | |  |  |  |
| Opening balance 1 April 2019 | | | £9,784.79 |  |
| Add receipts to date | |  | £5,186.37 |  |
| Less payments to date | | |  | 2739.62 |
| **Cashbook balance** | |  | **£12,231.54** |  |
|  |  |  |  |  |

Clerk has prepared **‘Budget v Actual’ spreadsheet** for Council’s consideration.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Temple Guiting Parish Council** |  |  | **Budget v. actual 29 October 2019** | |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Budget 18/19 | Budget 19/20 | Actual to 29.10.19 | Expected to e.o.y. | Budget 20/21 |  |  |
| Council expenses | 500 | 200 | 259.26 | 360.00 |  | Council expenses | Add 69.74 PATA + paper/ink |
| Parish Maintenance | 300 | 600 | 87.60 | 87.60 |  | Parish Maintenance |  |
| Allotment Mgt & Fees | 0 | 0 | 0.00 | 0.00 |  |  |  |
| TG Rec Soc Grant | 500 | 1000 | 500.00 | 500.00 |  | TG Rec Soc Grant\* |  |
| TG Rec Soc rent | 70 | 70 | 70.00 | 70.00 |  | TG Rec Soc rent |  |
| TG School donation |  | 0 | 0.00 | 600.00 |  |  |  |
| St Mary's Church donation | 300 | 300 | 500.00 | 500.00 |  | St Mary's Church donation\*\* |  |
| GAPTC Subs | 105.8 | 110 | 99.42 | 99.42 |  | GAPTC Subs |  |
| Clerk's salary (inc Tax) | 2200 | 2200 | 837.80 | 1570.00 |  | Clerk's salary (inc Tax) | 4 months to EOY + 3 months 2020 = £732.20 |
| Audit (inc Xs) | 180 | 100 | 164.95 | 164.95 |  | Audit (inc Xs) |  |
| Insurance | 190 | 250 | 235.54 | 263.54 |  | Insurance | £28.00 VAS cover |
| Praedium Property | 100 | 100 | 100.00 | 100.00 |  | Praedium Property |  |
| Training | 100 | 100 | 50.00 | 50.00 |  | Training |  |
| Road Safety | 250 | 0 | 0.00 | 0.00 |  | Road Safety |  |
| Local Donations | 250 | 150 | 0.00 | 150.00 |  | Local Donations | T.B.D. |
| Legal Fees | 500 | 0 | 0.00 | 0.00 |  | Legal Fees |  |
| **Total expenditure** | **5545.8** | **5180** | **2904.57** | **4515.51** |  | **Total expenditure** |  |
|  |  |  |  |  |  |  |  |
| Balance Forward | 7125.65 | 9784.59 | 9784.59 | 9784.59 |  |  |  |
| Precept | 4167 | 5000 | 5000.00 | 5000 |  | Precept |  |
| Other income (interest, allotments, VAT) | 150 | 150 | 186.37 | 186.37 |  | Other income (interest, allotments, VAT) | |
| Total income | 11442.65 | 14934.59 | 14970.96 | 14970.96 |  | Total income |  |
|  |  |  |  |  |  |  |  |
| Reserved funds for Community Green Projects | 3307.00 | 3307.00 | 3307.00 | 3307.00 |  | Reserved funds for Community Green Projects | |
| End Balance (ex Green funds) | 2589.85 | 9048.36 | 8759.39 | 7148.45 |  | End balance exc Green funds |  |
| **End balance inc Green funds** | **5896.85** | **12325.36** | **12066.39** | **10455.45** |  | **End Balance inc Green funds** |  |
|  |  |  |  |  |  |  |  |

Clerk organised informal meeting with Praedium Property re: Village Hall and Recreation Field on 8 October 2019. Clerk also arranged signing and countersigning of engrossment document and checked the new 3 year lease. Clerk delivered to Praedium. Lease is with their legal advisers to incorporate amendments from TGPC.

Signed: …………………………………………………………….

- ENDS -