

**GOTHERINGTON PARISH COUNCIL**  
**MINUTES OF ANNUAL PARISH COUNCIL MEETING**  
**HELD ON 8 MAY 2018 AT 7.00PM**

|                    |  |  |
|--------------------|--|--|
| <b>Venue:</b>      | Rex Rhodes Building, Gotherington  |  |
| <b>Present:</b>    | Chairman Howard Samuels, Cllrs. Ellie Arnett, Rodney Churchill, Allen Keyte, Bev Osborne, Ian O’Gorman, Lewis Harmer, Caroline Ryman and David Ward  |  |
| <b>Attendees:</b>  | Clerk/RFO, Jules Owen and 7 members of the public  |  |
| <b>Minute Ref.</b> | <b>Details</b>   | <b>Actions</b>   |
|                    | <p>Cllr. Samuels was only nomination for position of Chairman. He was proposed by Cllr. Keyte, seconded by Cllr. Harmer and duly elected. He signed Acceptance of Office, it was countersigned by the clerk.</p> <p>Cllr. Ward nominated Cllr. Keyte and Cllr. Osborne nominated Cllr. Churchill for position of Vice-Chairman. Vote took place which Cllr. Keyte won by a majority. He was seconded by Cllr. Harmer and duly elected.</p> <p>Vice-Chairman signed Acceptance of Office, it was countersigned by the clerk.</p>  |  |
| AM8.5.18.2.        | Apologies received from B. Cllr. Gore.   |  |
| AM9.5.18.3.        | No declarations of interest were received and clerk confirmed meeting was quorate, no-one intended recording the meeting.  |  |
| AM9.5.18.4.        | <p>Received following comments from the public:</p> <ul style="list-style-type: none"> <li>Resident questioned if councillors on committee of Old Chapel Community Project should declare Members' Interest</li> </ul> <p>Clerk confirmed two members were due to update Member's Interests in line with advice from GAPTC.</p> <ul style="list-style-type: none"> <li>Resident confirmed 5 trees had been planted in Lawrence's Meadow and requested donation of £120.00 towards cost. TBC had asked for copy of document to confirm ownership of Public Open Space</li> </ul> <p>Chairman stated he would supply deeds to TBC and request for donation would be added to agenda for meeting on 12 June 2018.</p> <ul style="list-style-type: none"> <li>Pleased to see new dog bin installed near school but could post- installation debris be removed</li> </ul> | Clerk to add to next agenda<br>Cllr. Harmer agreed to do this  |
| AM9.5.18.5         | Minutes of Annual Meeting held on 9 May 2017 and Parish Council Meeting held on 10 April 2018 were signed by the chairman as a true and accurate record.   |  |
| AM9.5.18.6.        | Councillors were appointed to committees – see Appendix 1  | Clerk to update website  |
| AM9.5.18.7         | <b>Reviewed Asset Register, proposed by Cllr. Ryman, seconded by the chairman and agreed unanimously.</b> See Appendix 2   | Clerk to upload to website   |
| AM9.5.18.8         | Received and updated Clerk's Report as follows:  |  |
| <b>Minute Ref.</b> | <b>Description</b>   | <b>Latest update</b>   |
| 15.05.09.1         | Manor Lane Flooding  | Amey camera inspection carried out. Awaiting remedial work. Clerk chased on 5.12.16<br>Clerk to chase and get progress report – 11.7.17<br>Clerk to chased – 9.4.18  |
| 16.07.10.1         | Village community event in 2018  | Nature and date to be decided.<br>Suggestions: Outdoor cinema, barn dance/ BBQ   |
| 14.2.17.9c         | Risk Register/Risk Assessments   | Risk Register Review - add to July 2018 Agenda.<br>Pre-Risk Register Review Meeting in June 2018   |
| 14.2.17.14         | Footpath from Long Furlong to Shutter Lane - cut off access barriers still need removing   | Cllr. Samuels met Severn Trent representative who confirmed Severn Trent would replace the barrier in Longfurlong Lane. Representative took photographs of sunken drain, was going to report back to his manager and advise. |
| 3.6.17.14b         | Repair of ramps in Gotherington Lane   | Clerk received response from TBC confirming they had written to Bovis in April 2018.   |
| 8.8.17.14c         | Property with boundary vegetation  | Name of owner received, clerk sent letter on 4.6.18  |

|                    |  |  |
|--------------------|--|--|
|                    | issue in Malleson Road   | requesting area to be improved to avoid further action.  |
| 13.3.18.10a        | Water Bill   | Chairman, Cllrs. Harmer & Churchill to assist with monitoring water metre to enable PC to obtain refund.   |
| 13.3.18.15a        | Community Emergency Plan (CEP)   | Cllr. Churchill to convene meeting to update data on CEP.  |
| 13.3.18.15b        | Young People's Awards  | Cllr. Osborne to investigate funding for Awards.   |
| 10.4.18.9a         | Members' Interests Forms (MIF)   | Members involved with Old Chapel Community Project to update MIF as per GAPTC advice - 1 still outstanding |
| 10.4.18.10b        | Outstanding cheque for KBW   | Cllr. Keyte to investigate KBW Contract before final invoice is settled.                                   |
| <b>Minute Ref.</b> | <b>Details</b>   | <b>Actions</b>   |
| AM9.5.17.9         | Clerk read out Borough Councillor's Report – see Appendix 3  | Clerk to circulate to members  |
| AM9.5.18.10        | No County Councillor's Report  |  |
| AM9.5.18.11        | <b>Parish Council Procedures:</b>  |  |
| AM9.5.18.11a       | <b>Cllr. Ryman proposed the meeting dates for forthcoming year, seconded Cllr. Osborne and agreed unanimously – see Appendix 4</b>   | Clerk to update website  |
| AM9.5.18.11b       | GDPR - Clerk had circulated two documents – one for data received by email, other by hard copy. Clerk had completed a GDPR Data Audit Schedule which identified how/why data was stored. It highlighted Booking Forms held by Cllr. Osborne not currently stored in locked cabinet. <b>Cllr. Ryman proposed purchasing a small lockable box for that purpose, budget £20.00. Seconded by Cllr. Ward and agreed unanimously.</b><br>As GDPR affected all members it was suggested clerk research online training course for members to complete.<br>Cllr. Keyte stated cabinet which stored valuable documents was located in RRB which was often left unlocked - cabinet needed to be kept in a more secure place. | Clerk to upload email copy to website  |
| AM9.5.18.11c       | <b>Cllr. Ryman proposed to resolve to adopt the updated Risk Register and risk assessments for all parish council activities circulated prior to the meeting. Seconded by the chairman and agreed unanimously.</b>   |  |
| AM9.5.18.11d       | Members discussed the Parish Action Plan, a working document which stated what the parish council were planning for the forthcoming year. <b>Cllr. Ryman proposed it was adopted and uploaded to the website stating it was a working document which would be updated throughout the year. Seconded by Cllr. O'Gorman and agreed by a majority.</b>  | Clerk to upload to website   |
| AM9.5.18.11e       | <b>Chairman proposed to adopt the Tewkesbury Borough Council Code of Conduct circulated prior to the meeting. Seconded by Cllr. Ward and agreed unanimously.</b>   | Clerk to upload to website   |
| AM9.5.18.11f       | Review of Standing Orders - clerk stated GAPTC had provided new NALC Standing Orders and due to time constraint it would be added to future agenda   | Clerk to add to future agenda  |
| AM9.5.18.11g       | <b>Financial Regulations were reviewed and readopted, they were proposed by Cllr. Ryman, seconded by the chairman and agreed unanimously.</b>  | Clerk to update website  |
| AM9.5.18.11h       | Clerk had not completed review of Complaints Procedure, she requested input from members - Cllr. Harmer agreed to assist.  |  |
| AM9.5.18.12        | <b>Finance:</b>  |  |
| AM9.5.18.12a       | It was noted Water Plus had taken a further DD for £1296.76, the second large amount in 3 months. Chairman stated Water Plus required a series of regular metre readings to enable them to consider a refund. Cllrs. Harmer & Churchill agreed to do that. Cllr. Arnett discussed British Gas contract and Cllr. Harmer stated he may be able to negotiate a fixed price for all utilities, he would investigate.<br><b>Cllr. Ryman proposed to adopt the accounts for payment and those paid since last meeting, it was seconded by the chairman and agreed unanimously. See Appendix 5</b>   |  |

|              |   |  |
|--------------|---|--|
| AM9.5.18.12b | <p>Members discussed the Financial Report, Cllr. Osborne still had £73.00 outstanding from RRB/JWP income for cheques not yet banked.</p> <p>Cllr. Ryman asked for Budget Monitoring Report to show variances as required by Financial Regulations.</p> <p>Chairman agreed Lloyds Bank statement to the bank reconciliation and signed it in agreement.</p> <p><b>Cllr. Ryman proposed to adopt the Financial Report/Bank Reconciliation and Budget Monitoring Report, it was seconded by the chairman and agreed unanimously.</b> See Appendix 6</p>                       |  |
| AM9.5.18.12c | <p><b>Chairman proposed to adopt the NJC Salary Scale 2018/19 for the clerk, it was seconded by Cllr. Harmer and agreed unanimously.</b></p>  |  |
| AM9.5.18.12d | <p>Review of council's and/or staff subscriptions – <b>Chairman proposed list as previously agreed in the budget, seconded by Cllr. Ryman and agreed unanimously.</b></p>   |  |
| AM9.5.18.12e | <p>Members discussed insurance arrangements with Came &amp; Co., the policy had only increased by some £37.00 and included the roller for whole year this year. <b>Cllr. Ryman proposed the chairman should authorise Cllr. Harmer to liaise with Came &amp; Co. to see if there was anything which could be removed i.e. travel insurance etc. It was seconded by Cllr. Ward and agreed unanimously.</b></p>   | Cllr. Harmer to liaise with Came & Co asap as renewal due                                    |
| AM9.5.18.12f | <p>Review of inventory of land and assets including buildings and office equipment – already covered at AM9.5.18.7 above.</p>   |  |
| AM9.5.18.12g | <p>Chairman reported on meeting regarding hire charges with the chairman of cricket and football clubs who stated they would be happy to contribute towards use of the RRB, next meeting would be with the chairman of the tennis club. It was looking positive, the sports groups all felt they should contribute.</p> <p>Cllr. Ryman stated the parish council could not charge for use of the garage extension (storage or use of the showers) due to VAT exemption certificate, this could be clarified with Ellen Cook and should be documented for future clerks.</p> |  |
| AM9.5.18.12h | <p>Members discussed an automated booking/payment system. With issues around the cheques not being fit for banking, Lloyds Bank closing in Bishops Cleeve in October etc, it would be much more efficient. Cllr. Ryman stated it would be complicated as the booking system was used by Village Hall too. She agreed to research other parish councils and report back.</p>   | Clerk to add to next agenda  |
| AM9.5.18.13  | <p><b>Planning:</b></p>   |  |
| AM9.5.18.13a | <p>Members discussed Application No. 18/00360/FUL - The Elms, Manor Lane, Gotherington . Clerk read out a response prepared by Eddie McLarnon which expressed concern regarding an urbanising effect which could lead to a reduction in the separation of Gotherington from Bishops Cleeve. <b>It was proposed by the chairman and seconded by Cllr. Osborne and agreed unanimously.</b></p>  | <b>Clerk to submit response to TBC on 9.5.18</b>   |
| AM9.5.18.13b | <p>Cllr. Ward reported on Appeal Decision App. No. 6/00901/OUT - Land off Ashmead Drive – he stated it was a long report with excellent result.</p>   |  |
| AM9.5.18.14  | <p><b>Freeman Field, RRB &amp; JWP:</b></p>   |  |
| AM9.5.18.14a | <p>Members considered Playground Inspection Report which highlighted the upright pole was badly eroded, it was not critical but would need replacing.</p>   |  |
| AM9.5.18.14b | <p>Members discussed letter from resident in Malleson Road requesting direct access to Freeman Field.</p> <p>Health &amp; safety was a concern, as was security of the Freeman Field.</p> <p>Members stated the fence needed replacing in the same type as used for tennis courts, a quote to be sought.</p> <p><b>Cllr. Ryman proposed item to be added to the next agenda, seconded by the chairman and agreed unanimously.</b></p>   | <p>Clerk to circulate letter to members from resident</p> <p>Clerk to add to next agenda</p> |
| AM9.5.18.14c | <p>Cllr. Harmer said he had a quotation and schedule of works for RRB</p>   |  |

|              |   |                              |
|--------------|---|------------------------------|
|              | maintenance and would circulate it prior to the next meeting.   |                              |
| AM9.5.18.14d | All considered the email regarding drainage issues on Freeman Field. Chairman to arrange Freeman Field Committee to meet and walk the field to assess the issue and report back at next meeting.  | Clerk to add to next agenda  |
| AM9.5.18.14e | Chairman reported on a meeting with TBC and Ubico representatives who stated they were in the process of updating their grass cutting schedules. Gotherington had been receiving more cuts than they have been charged for so should expect an increase in costs. They would get back to us ASAP. He had also met with Vince Larcome and discussed his monthly cutting schedule for which we pay £200.00 per month.           |                              |
| AM9.5.18.15  | <b>Highways &amp; Footpaths:</b>  |                              |
|              | Received a report from meeting with Local Highways Manager Chris Riley ref. Gotherington Cross junction – a useful meeting but basically they was no money available to do the required job. He would attend Annual Parish Meeting on 17 May 2018 to talk about Gotherington Cross junction.  |                              |
| AM9.5.18.16  | <b>S106 Agreements:</b> discussed format of Annual Parish Meeting. Chris Riley first, would have plan of junction available to display Cllr. Arnett to give short overview of S106 agreements Cllr. O’Gorman to supply wine and nibbles.  |                              |
| AM9.5.18.17  | <b>Other Matters:</b>   |                              |
| AM9.5.18.17a | Members discussed request from Old Chapel Community Project for documentation relating to Church Centre.<br><b>Cllr. Ward proposed they did not let the documents leave the village as the village had paid for them and were paying for them on their council tax</b><br><b>Second by Cllr. O’Gorman and agreed by a majority.</b>   |                              |
| AM9.5.18.17b | Members considered request from Residents of Longfurlong Park Association regarding signage. <b>Chairman proposed as it was private land they could install signage 'Please keep your dog/s on a lead coming through the Park'. Seconded by Cllr. Ward and agreed unanimously.</b><br>Clerk to contact Chris Riley with regard to replacing 'Public Footpath' sign into Lonfurlong Lane at entrance of A435 which had broken. | Clerk to contact Chris Riley |
| AM9.5.18.17c | Cllr. Osborne reported on response regarding renovation of the war memorial stating there was no funding available and therefore it was not economically viable.  |                              |
| AM9.5.18.18  | Meeting Closed: 10.20pm<br><b>Next Meeting: 12 June 2018</b>  |                              |

Chairman .....

Signed .....

Date .....

## Appendix 1

### Gotherington Parish Council Committees 2018/1

**Community Emergency Plan/Flood Warden:**

Cllr. Churchill  
Cllr. Osborne

**Finance:**

Cllr. Arnett  
Cllr. Churchill  
Cllr. Keyte  
Cllr. O'Gorman  
Cllr. Ryman  
Cllr. Samuels

**Footways & Pathways:**

Lower Gotherington – Cllr. Samuels  
Upper Gotherington – Cllr. O'Gorman

**Freeman Field:**

Cllr. Harmer  
Cllr. O'Gorman  
Cllr. Osborne  
Cllr. Samuels

**J W Pavilion:**

Cllr. Arnett  
Cllr. Churchill  
Cllr. Keyte  
Cllr. O'Gorman  
Cllr. Osborne  
Cllr. Ryman  
Cllr. Samuels  
Cllr. Ward

**Planning:**

All Councillors

**Playground:**

Cllr. Arnett  
Cllr. Ryman  
Cllr. Churchill

**Rex Rhodes Building:**

Cllr. Arnett  
Cllr. Harmer  
Cllr. Samuels

**Staffing:**

Cllr. O'Gorman  
Cllr. Ryman  
Cllr. Samuels

**S106 Agreements:**

All Councillors

**Traffic/A435 Crossroads:**

All Councillors

**Tree & Hedges Surgery:**

Cllr. Churchill  
Cllr. Osborne

**Vehicle Activated Signs:**

Cllr. Arnett  
Cllr. Samuels  
Cllr. Ward

**Website:**

Cllr. Churchill  
Cllr. Samuels

## Appendix 2

### Gotherington Parish Council Asset Register 31.3.18

| Equipment Assets:                |               | Purchase value if known | Asset Register Valuation |
|----------------------------------|---------------|-------------------------|--------------------------|
| Wooden Shed                      | Freeman Field | Not known               | 1771                     |
| John Woolley Pavilion            | Freeman Field | 45000                   | 45000                    |
| Petanque Piste and shelter       | Freeman Field | 16738                   | 16738                    |
| S/S Marquee                      | Wooden Shed   | Est. 1200               | 1200                     |
| Children's Playground Equipment  | Freeman Field | Est. 60000              | 60000                    |
| Wooden Gazebo                    | Freeman Field | Est. 5500               | 5500                     |
| Pair of mini goal posts          | Freeman Field | 687                     | 687                      |
| Pair of full size goal posts     | Freeman Field | 2723                    | 2723                     |
| Powerroll Club roller            | RRB Garage    | 7608                    | 7608                     |
| Portable Concertina cricket Cage | Freeman Field | 3600                    | 3600                     |
| White Line Machine               | RRB Garage    | 780                     | 780                      |
| 2 vehicle activated signs        | Village       | Est. 5500               | 5500                     |
| CCTV systems RRB                 | RRB           | Est. 1200               | 1200                     |
| CCTV systems JPW                 | JWPavilion    | 1206                    | 1206                     |
| Furniture for JWP                | JWPavilion    | 1679                    | 1679                     |
| 10 benches                       | Village       | Est. 2000               | 2000                     |
| Table Tennis Table               | Freeman Field | Est. 2000               | 2000                     |
| L/S Marquee                      | RRB Garage    | Est. 3000               | 3000                     |
| Dog bins                         | Village       | Est. 2000               | 2000                     |
| 2 Notice boards                  | Village       | Est. 1500               | 1500                     |
| 1 Telephone box                  | Malleson Road | zero                    | 1                        |
| 1 Defibrillator                  | RRB           | Est. 800                | 800                      |
| Laptop                           | Clerk's house | 310                     | 310                      |
| Cannon scanner                   | Clerk's house | 60                      | 60                       |
| Maxtor Portable hard drive 1TB   | Clerk's house | 47                      | 47                       |
| Display Board                    | Village Hall  | 40                      | 40                       |
| New bench                        | Village       | 322                     | 322                      |
| War Memorial                     | Village       | zero                    | 1                        |
| Flip Chart Easel & Paper         | Wooden Shed   | 40                      | 40                       |
| 40 Plastic chairs                | Wooden Shed   | Est.480                 | 480                      |
| 4 Plastic tables                 | Wooden Shed   | Est. 160                | 160                      |
| Outdoor exercise equipment       | Freeman Field | Est. 7500               | 7500                     |
| Chairs and trolley for RRB       | RRB           | Est. 1244               | 1244                     |

**406826**

#### Infrastructure Assets:

|                                  |               |
|----------------------------------|---------------|
| Hoggin path around Freeman Field | Freeman Field |
| Car Park – rear of Village Hall  | Malleson Road |
| Tennis courts, fences and nets   | Freeman Field |

#### Public Land Assets:

|                              |                   |
|------------------------------|-------------------|
| Open space Lawrence's Meadow | Lawrence's Meadow |
| Strip in Ashmead Drive       | Ashmead Drive     |

Piece of land by the front garden  
of one of the two new houses that  
was White's Farm near to the  
Shutter Inn - currently liaising with  
TBC/GCC to ascertain ownership Malleston Road

## Appendix 3

**CLLR Mel Gore – Report**

**8 May 2018**

Firstly may I apologise for not being able to attend the meeting this evening, due to another meeting being held at Tewkesbury Borough.

At the last AGM I reported that the Joint Core Strategy had just been approved by all 3 councils and was back with the inspector for final consultation. The JCS was finally formally approved by the Inspector and formally adopted in the middle of 2018.

This document provides allocations through to 2021 for 10,900 houses throughout the borough in locations such as:

Twigworth/Innsworth  
South Churchdown  
Brockworth  
North West Cheltenham  
West Cheltenham  
Ashchurch

But it is not just about ensuring we have enough homes for people but land for jobs too. The JCS identifies 112 Hectares of employment land in locations such as

Innsworth & Twigworth  
South Churchdown  
North Brockworth  
North West Cheltenham  
Aschurch  
Winneycroft  
West Cheltenham

Obviously large scale housing and employment requires significant investment in infrastructure and we have a dedicated team that are preparing bids for funding, for example:

£4.53million towards A40 improvements to help delivery strategic growth

£8.1 million towards a new bridge to unlock capacity for development at Ashchurch

Just to give you some statistics for 2017/18:

728 new homes were built in the borough

Almost 200 of these were affordable homes

The average house price in the Borough is £275,000 with the average income being £26,243

The Tewkesbury Borough Plan is now currently being drafted – this document sits under the JCS and looks at non strategic housing and employment across the borough

I form part of the working group that is assisting in the draft of this plan. Within the new plan we are keen to ensure that there are policies that assist our rural economies to thrive. We want to ensure that we support our rural businesses and also that villages are allowed to expand by allowing small developments of housing within all our villages (including infill) for a range of homes to meet different ages, which also include affordable housing and housing for the elderly – I truly believe this is the way to ensure we have thriving rural communities and that we don't simply write off

communities by allowing an undersupply of housing within our villages just because they are not classed as a 'service village' and there is no local regular bus service or a shop within walking distance.

We are also keen to ensure that we support our local farmers, one of the biggest employers within our borough by providing policies that have a more permissive approach to farm diversification, regeneration and housing for rural workers.

Our rural businesses will be key in providing local employment, local produce and help our economy thrive – again we will ensure that we support local businesses, allowing expansion where possible and again have a more permissive approach to those who wish to set up new businesses within our rural communities

The Tewkesbury Borough Plan will be a key document in order to assist with the challenges our rural communities face and I, along with my co-Councillors are working hard to ensure that this plan encompasses our vision statement

**'Tewkesbury Borough ... a place where a good quality of life is open to all'**

We are hoping that the new Tewkesbury Borough Plan draft will be out for consultation within the next few months.

On final note, thank you for all your support over the last year and I look forward to working with you all in the forthcoming year.

## Appendix 4

### **Gotherington Parish Council Meeting Dates 2018/19**

Meetings are held at The Rex Rhodes Building

***Members of the public are invited and encouraged to attend***

| <b>Date</b>       | <b>Time</b> | <b>Details</b>                |
|-------------------|-------------|-------------------------------|
| 12 June 2018      | 7.30pm      | Parish Council Meeting        |
| 10 July 2018      | 7.30pm      | Parish Council Meeting        |
| 14 August 2018    | 7.30pm      | Parish Council Meeting        |
| 11 September 2018 | 7.30pm      | Parish Council Meeting        |
| 9 October 2018    | 7.30pm      | Parish Council Meeting        |
| 13 November 2018  | 7.30pm      | Parish Council Meeting        |
| 11 December 2018  | 7.30pm      | Parish Council Meeting        |
| 15 January 2019   | 7.30pm      | Parish Council Meeting        |
| 12 February 2019  | 7.00pm      | Parish Council Meeting        |
| 12 March 2019     | 7.30pm      | Parish Council Meeting        |
| 9 April 2019      | 7.30pm      | Parish Council Meeting        |
| 2 May 2019        |             | Parish Council Elections      |
| 14 May 2019       | 7.00pm      | Annual Parish Council Meeting |
| 11 June 2019      | 7.30pm      | Parish Council Meeting        |

## Appendix 5

### Financial Report as at 8.5.18

| Payee                                   | Details                     | Ref. | Receipts        | Payments       |
|---|-----------------------------|------|-----------------|----------------|
| <b>Payments made since last meeting</b> |                             |      |                 |                |
| Water Plus                              | Ref. 0385035242             | DD   |                 | 1296.76        |
| British Gas                             | Ref. 60115561723            | DD   |                 | 260.15         |
| 1 & ! Internet Ltd                      | Website and internet        | DD   |                 | 1.19           |
| British Gas                             | Ref. 60115561723            | DD   |                 | 128.86         |
| British Gas                             | Ref. 60028570300            | DD   |                 | 263.60         |
|   |                             |      |                 | <b>1950.56</b> |
| <b>Receipts</b>                         |                             |      |                 |                |
| Tewkesbury Borough Council              | Precept - 50%               | BACS | <b>10105.00</b> |                |
| <b>Cheques to be authorised</b>         |                             |      |                 |                |
| M D Gibbons                             | Cleaning - JWP & RRB        | 2265 |                 | 232.85         |
| JetClenz.com PG Longley                 | Cleaning village gates      | 2266 |                 | 100.00         |
| J K Owen                                | Clerk/RFO salary April 2018 | 2267 |                 | 779.72         |
| HMRC                                    | PAYE (£9.20) NIC £22.45     | 2268 |                 | 13.25          |
| Nest                                    | Pension                     | DD   |                 | 12.54          |
| Playsafety Ltd.                         | Annual ROSPA Report         | 2270 |                 | 130.20         |
| J K Owen                                | Clerk's Expenses April 2018 | 2271 |                 | 52.50          |
| Simon Tobias Heating Ltd.               | Boiler Service & Gas Check  | 2272 |                 | 90.00          |
|   |                             |      | <b>10105.00</b> | <b>1411.06</b> |

#### BANK RECONCILIATION AT 8.5.18

|                                |                 |
|--------------------------------|-----------------|
| Opening cash balance           | <b>9577.84</b>  |
| Plus receipts                  | 10105.00        |
|                                | 19682.84        |
| Less payments                  | 3361.62         |
| <b>Closing cash balance</b>    | <b>16321.22</b> |
| Add unpresented payments       | 2487.35         |
| Add payments to be authorised  | 1411.06         |
| <b>Closing balance at bank</b> | <b>20219.63</b> |

#### Still to be paid this month:

Came & Co. insurance - circa 985

#### Outstanding cheques from previous Financial Year

Ref. JWP & RRB Rental Income 73

#### Income outstanding:

Gaden House Nursery Invoice No. 30036 - Feb' 18 rental 987.18

HMRC VAT to be claimed circa 1800.00

**Total 2787.18**

#### Tennis Court Fund

**Balance 10.5.18 13801**

#### Transparency Grant

**Balance 10.5.18 887**

## Appendix 6

| Gotherington Parish Council<br>Budget Monitoring Report<br>8.5.18 | Budget<br>2018/19 | April<br>Payments | May<br>Payments | Accumulative<br>payments/<br>receipts to<br>date | Balance<br>of budget<br>remaining |                                 |
|---|-------------------|-------------------|-----------------|--|-----------------------------------|---------------------------------|
| <b>PAYMENTS</b>   |                   |                   |                 |  |                                   |                                 |
| RRB & JWP - annual servicing                                      | 350               | 285               | 90              | 375  | -25                               |                                 |
| RRB & JWP - maintenance   | 1000              |                   |                 | 0  | 1000                              |                                 |
| RRB & JWP cleaning  | 3000              | 274               | 233             | 507  | 2493                              |                                 |
| RRB & JWP utilities   | 2500              | 1142              | 1949.37         | 3091   | -591                              |                                 |
| All insurances  | 1200              |                   |                 | 0  | 1200                              |                                 |
| Salaries/PAYE/Pension etc.  | 10000             | 922               | 805.51          | 1728   | 8272                              |                                 |
| Admin. including website  | 750               | 123               | 54              | 177  | 573                               |                                 |
| Training  | 750               |                   |                 | 0  | 750                               |                                 |
| Subscriptions - GAPTC   | 425               |                   |                 | 0  | 425                               |                                 |
| Professional fees inc. audits                                     | 550               |                   |                 | 0  | 550                               |                                 |
| Donations   | 0                 |                   |                 | 0  | 0                                 |                                 |
| Rent  | 25                |                   |                 | 0  | 25                                |                                 |
| Miscellaneous   | 300               |                   |                 | 0  | 300                               |                                 |
| Freeman Field Maintenance   | 1500              |                   |                 | 0  | 1500                              |                                 |
| Playground  | 600               |                   | 130             | 130  | 470                               |                                 |
| Village - grass cutting   | 1000              |                   |                 | 0  | 1000                              |                                 |
| Village tree maintenance  | 1000              |                   |                 | 0  | 1000                              |                                 |
| Pavilion maintenance  | 200               |                   |                 | 0  | 200                               |                                 |
| Church Centre Costs   | 7560              | 3213              |                 | 3213   | 4347                              |                                 |
| GNDP  | 0                 |                   |                 | 0  | 0                                 |                                 |
| Defibrillator Maintenance   | 50                |                   |                 | 0  | 50                                |                                 |
| Local Council Awards  | 150               |                   |                 | 0  | 150                               |                                 |
| VAS sign updating   | 100               |                   |                 | 0  | 100                               |                                 |
| Additional shortage for shed                                      | 200               |                   |                 | 0  | 200                               |                                 |
| RR Changing rooms   | 1000              |                   |                 | 0  | 1000                              |                                 |
| RR Building - new fire door                                       | 650               |                   |                 | 0  | 650                               |                                 |
| New notice board  | 100               |                   |                 | 0  | 100                               |                                 |
| Maintenance of village gates                                      | 100               |                   | 100             | 100  | 0                                 |                                 |
| <b>TOTAL PAYMENTS</b>   | <b>35060</b>      | <b>5959</b>       | <b>3362</b>     | <b>9321</b>                                      | <b>25739</b>                      |                                 |
| <b>RECEIPTS</b>   |                   |                   |                 |  |                                   |                                 |
| RR Building   | 12500             | 1129              | 0               | 1129   | -11371                            |                                 |
| Tennis court safe   | 0                 | 99                | 0               | 99   | 99                                |                                 |
| J W Pavilion  | 2350              | 203               | 0               | 203  | -2147                             |                                 |
| Council Tax Supp. Grant   | 0                 | 0                 | 0               | 0  | 0                                 |                                 |
| Interest  | 0                 | 0                 | 0               | 0  | 0                                 |                                 |
| Miscellaneous   | 0                 | 1136              | 0               | 1136   | 1136                              | Tax refund ref. clerk           |
| Donations   | 0                 | 0                 | 0               | 0  | 0                                 |                                 |
| Precept   | 20210             | 0                 | 10105           | 10105  | -10105                            | 50% precept, balance<br>Sept.18 |
| <b>TOTAL INCOME</b>   | <b>35060</b>      | <b>2567</b>       | <b>10105</b>    | <b>12672</b>                                     | <b>-22388</b>                     |                                 |
| <b>Reserves: as at 8.5.18</b>                                     |                   |                   |                 |  |                                   |                                 |
| Tennis Court income 10.4.18                                       | 400               |                   |                 |  |                                   |                                 |
| Tennis Court Fund Balance:  | <b>13801</b>      |                   |                 |  |                                   |                                 |
| Transparency Fund:  | <b>887</b>        |                   |                 |  |                                   |                                 |
| Church Fund Grant repaid<br>10.4.18                               | 21666             |                   |                 |  |                                   |                                 |