



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Annual Parish Council meeting held on 12th May 2016 at THE VILLAGE HALL – HUMBER DOUCY LANE at 7.30pm

CHAIRMAN:	P Richings Esq.
PRESENT:	Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis, Mr M Newton, Mrs B Richardson-Todd, Mr P Richings, Mr J Westrup, Mr R Whiting (part of meeting), Mr J Wright, Mr J Withey, Mr J Wright,
APOLOGIES:	Mr M Sones (working away), Mr B Ward (holiday). Mrs C Gower (domestic commitment), Mr R Whiting –Late Arrival notified Asst Clerk- Mrs J Potter (unwell) District Cllr D Dean (away on business) PCSO M Sarbutts (Rest Day)
CLERK:	Mr M R Bentley,
ALSO PRESENT:	Members of the public = 2, County Cllr C Hudson (part of meeting), County & District Cllr R Whiting (part of meeting)

1. ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL & signing of Declaration of Acceptance of Office of Chairman

Mr Richings asked for nominations for Chairman of the Parish Council for the forthcoming year.

Mr Wright nominated Mr Richings and was seconded by Miss Cracknell. There were no other nominations. Mr Richings was duly elected unopposed as Chairman – Resolved: Carried with all in favour.

Mr Richings then signed the Chairman's Acceptance of Office form, witnessed by the Clerk.

2. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman read out a statement on the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies were noted as above. Mr Wright proposed acceptance of apologies and reasons for absence, seconded by Miss Cracknell, with all in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 10th March 2016

Mr Richings reminded Councillors to note the list of cheques issued. Miss Cracknell proposed acceptance of the minutes, seconded by Mr Westrup, with a majority in favour (there was one abstention-absent from the meeting in question). The minutes were duly signed as a correct record with no alterations.

[Mr Whiting arrived at this point]

4. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council and also stated that he may be asked to reconsider any matter from this meeting at District Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District level before coming to a decision..

Mr Whiting stated that as a member of Suffolk Coastal District Council and Suffolk County Council he may be asked to reconsider any matter from this meeting at District or County Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District or County level before coming to a decision.

5. ELECTION OF THE VICE-CHAIRMAN OF THE PARISH COUNCIL

Mr Richings asked for nominations for the post of Parish Council vice-Chairman. Mr Wright was nominated by Mr Withey, seconded by Mr Westrup. There were no other nominations. Mr Wright was duly elected unopposed as vice-Chairman. Resolved: Carried with all in favour.

6. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda

None identified

- b. **County Councillor Report** - A County Councillor monthly briefing on activities at SCC had been emailed to Councillors prior to the meeting (paper copies to Miss Cracknell and Mr Francis at the meeting). The Clerk also distributed copies of notes made at a meeting between County Cllr Hudson, the Clerk and Mr Richings on 25th April.

County Cllr Hudson reported on:-

The state of roads and the recent meeting (25-04-16) held with Clerk and Chairman where concerns were expressed on a number of issues.

Mr Hudson had also received a letter about housing concerns in The Street and he talked about the lack of attention to democratic processes in the Planning Inspectorate.

Park and Ride will remain as is, on a cost neutral basis for the time being. Infrastructure for the whole area is acknowledged to be a long term problem.

Mr Hudson had stepped down as Deputy Leader of SCC in order to concentrate on the Ipswich uplift.

Mr Hudson was asked to check on the status of ownership/maintenance of the Broadlands Way street lamps which were not adopted but had SCC lamp reference numbers affixed – this was causing problems when trying to report lamp faults.

Miss Cracknell thanked County Cllr Hudson for his recent article in the Ipswich Star

County Cllr Whiting reported on:-

Ipswich Park & Ride – the £712k a year subsidy was not sustainable. But a way forward has been found and would be announced in due course.

SCC Carlford division was the largest division with 26 Parishes and covering 100 sq miles. The County Cllr for the division had been very ill and recently passed away. Mr Whiting and Mr Hudson had also been covering that area up to now and had been very busy.

Additional budget had been made available for road surface dressing so hopefully less potholes would result.

Initial sketches for the Bell Lane/A1214 junction remodelling has been produced and Mr Whiting accepted that a lot of infrastructure improvement was required to meet the demands of the forthcoming housing supply.

Mr Wright asked how long the Kier MG contract had to go – between 2 to 3 years. Mr Whiting further stated that they had now formed an integrated team with SCC to try and resolve the backlog of work.

Mr Whiting was trying to get a traffic island designed for the Cambridge Road junction on the A1214 as it is difficult to cross at that point.

Matters arising from the report

- c. **District Councillor Report** – Mr Newton's report was distributed with the agenda for this meeting.

Matters arising from the report:-

Lighting changes in the village on SCDC controlled street lamps were due to take place in June.

- d. **Public Forum – Members of Public/Parish Councillors May Speak on Any Matter.**

Mr Francis was concerned about lack of roadside weed treatment last year, but now it had been done and the hammerhead in his road had been omitted. He was advised to report it as a parishioner.

Mrs Brown stated that the grass splays were being cut today in the village.

Mr Wright and the Asst Clerk had met representatives of Ipswich School Sports Centre today to discuss opening up the Centre for people to use as a café and a number of other planned community events. A flyer would be going out with the newsletter and the matter more fully debated at the PA&S meeting.

7. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

a. Report from Match Funded PCSO

This had been distributed with the agenda for this meeting.

b. Letters from Inspector Roger Salmon

These had been distributed with the agenda for this meeting and explained the new policing model, the change of SNT boundaries and the resultant effect on priority setting. He also explained plans for future attendance at Annual Council meetings in order to try and ensure a fair distribution of cover.

Matter arising from police reports: Councillors felt that we should be inviting Inspector Salmon to give a talk at one of our Council meetings. The Clerk would try and organise it but knew he was extremely busy at the moment.

8. TO REVIEW THE POLICY ON COMMITTEE & ADVISORY PANELS, REPS, OFFICERS & BOARDS

The revised policy document was tabled at this meeting. The changes had been to update references to other documents and clarify wording in section 2.1 and 2.4d

Mr Wright proposed acceptance of the revised policy on Committee & Advisory Panels, seconded by Mr Withey, with ALL in favour.

9. TO CONFIRM / RE-CONFIRM APPOINTMENTS OF OFFICERS TO THE PARISH COUNCIL (Clerk, Responsible Finance Officer, Assistant Clerk, Registrar of Burials).

a. **To re-confirm the appointment of Mr M Bentley as the Clerk & Responsible Finance Officer to the Council – Confirmed.**

b. **To re-confirm the appointment of Mrs J Potter as the Assistant Clerk – Confirmed.**

c. **To re-confirm Mr A Duncan as the Registrar of Burials – Confirmed.**

Mr Whiting proposed acceptance of the above appointments listed under a-c, seconded by Mr Withey. Resolved: Carried with ALL in favour.

10. TO CONFIRM / RE-CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

The following appointments were either confirmed or re-confirmed. Note that the Parish Council Chairman and Vice-Chairman are ex-officio voting members of all committees, sub-committees, advisory panels and working parties. Prior to this meeting the Clerk had distributed a list of committee/panel membership. Mr Sones and Mr Whiting had both confirmed prior to this meeting and via email that they were happy with their current committee allocations.

a. General Purposes & Finance Committee

All members of the Parish Council except Mr Whiting.

b. Planning and Development Committee

Miss Cracknell, Mr Francis, Mrs Richardson-Todd, Mr Newton, Mr Richings, Mr Sones, Mr Ward, Mr Whiting, Mr Withey, Mr Wright.

c. Parish Amenities and Services Committee

Mrs Brown, Ms Evans, Mr Francis, Mrs Gower, Mr Newton, Mr Richings, Mr Ward, Mr Westrup, Mr Whiting, Mr Wright.

d. Cemetery Management Panel

Miss Cracknell, Mr Richings, Mr Whiting, Mr Withey, Mr Wright, Mr Duncan (Registrar) [attende only, does not qualify as a panel member].

e. Allotment Advisory Panel

Mr Francis, Mr Richings, Mr Wright, Mr Westrup (also Allotment Manager), Dr Wood (Allotment Tenant), Mrs Smith (Allotment Tenant).

f. Newsletter & Website Editorial Advisory Panel

Mrs Brown, Mr Newton, Mrs Richardson-Todd, Mr Richings, Mr Wright

g. Representatives on Boards and Partner Organisations:-

The following were either confirmed or re-confirmed:-

- | | |
|--|-------------------------------|
| i. Community Emergency Adviser – | Mr Wright |
| ii. Representative on SALC – | Mrs Richardson-Todd |
| iii. PC Contact for Safeguarding of Children & Vulnerable Adults - | Mrs Richardson-Todd/Mrs Brown |
| iv. Public Transport Liaison Officer – | Mr Richings |
| v. Parish Paths Liaison Officer – | Mr Ward. |
| vi. Parish Council Representatives on Parish Halls Management Committee – | Miss Cracknell |
| vii. Tree and Pond Warden - | Mr Wright |
| viii. Representative on the 12PT Tasking Group – | Mr Francis/Mr Richings |

Mr Westrup pointed out that he was still listed as a non-councillor on the allotment panel listing – the Clerk stated this would be corrected and reissued.

Mr Wright proposed acceptance of the above appointments as listed under items a-g, seconded by Mr Francis. Resolved: Carried with ALL in favour.

[County Cllr Hudson and County/District/Parish Cllr Whiting left the meeting at this point]

11. TO NOTE APPROVAL BY THE PC Meeting (10/03/16) OF THE ‘ASSET REGISTER AND INSURANCE VALUATION’ LIST FOR YEAR ENDING 31/03/2016

The PC meeting of March (10/03/2016) had approved the revised asset register, so this meeting merely notes the fact for audit purposes. The asset register now had an asset valuation of £87,723 (based on original purchase costs).

12. TO REPORT THE LEVEL OF INSURANCE COVER

The Clerk reported that the Parish Council insurance cover under the Community Action Suffolk Group Policy for Parish Councils (Zurich Select Policy) was next due for renewal on 1st October 2016. Premium paid in October 2015 was £1,567.20. The insurance-cover was currently aligned with the asset register insurance replacement value at £193,884.

13. TO NOTE THE REVIEW & APPROVAL BY THE PC Meeting (10/03/2016) OF THE 2016 FINANCIAL REGULATIONS

The revised document was adopted on 10/03/2016 and is merely noted for audit purposes as no further review is required this year unless national changes are notified.

14. TO REVIEW THE PARISH RISK ANALYSIS DOCUMENT (Last Approval 14/05/2015)

A revised risk analysis document (version 16) had been distributed along with the agenda for this meeting. Risks associated with Data protection had been added.

Mr Wright proposed approval of the Parish Council Risk Analysis Document version 16 dated 12/05/16, this was seconded by Mrs Brown. Resolved: Carried with ALL in favour.

The Clerk reminded Councillors that this new approved version should be placed in section 4 of their handbook to replace Issue15.

15. TO NOTE & APPROVE THE REVIEW OF THE UPDATED ‘STANDING ORDERS’ DOCUMENT BY THE GP&F COMMITTEE ON 14/04/2016

An updated version of Standing Orders was adopted and approved on 14/04/16 by the GP&F Committee. The resolution below is purely to ratify by the full council the decision of the GP&F.

Mr Withey proposed that the Standing Orders document be marked as reviewed and accepted, seconded by Mr Westrup. Resolved: Carried with ALL in favour.

16. FINANCE

a. To note the record of the General Purposes & Finance Committee Meeting 14/04/16

The UNAPPROVED Minutes (pink paper) of the meeting held on 14th April 2016 had been previously distributed to all Councillors. The GP&F report was noted by Councillors with no matters arising.

b. To ratify the approval by the GP&F of the unaudited financial accounts for the year ended 31/03/2016.

The GP&F had, at that meeting on 14/04/16, approved the finance accounts for year-end 31/03/2016. This decision now required ratification by the full Council.

Mrs Brown proposed full PC approval and ratification of the GP&F decision for the financial accounts year ending 31/03/2016, seconded by Mr Withey. Resolved: Carried with ALL in favour.

c. To approve the Annual Return, Section 1 – Annual Governance Statement for year ending 31/03/2016

Taking this and item 16d together:- The Clerk had distributed copies of the Annual Governance and Accounting Statements, sections 1 & 2 of the Annual Return to Councillors along with the agenda for this meeting. The Clerk briefly explained the various entries in the document.

Mr Withey proposed acceptance of the Annual Return Sections 1 as a true and correct submission, seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

d. To approve the Annual Return, Section 2 - Accounting Statement, for year ending 31/03/2016.

Mrs Richardson-Todd proposed acceptance of the Annual Return Sections 2 as a true and correct submission, seconded by Mr Newton. Resolved: Carried with ALL in favour.

Section 1 and 2 of the Annual Return were signed by the PC Chairman and the Clerk. The document would now be sent to BDO LLP (External Auditor) along with other requested papers.

e. To approve and note the internal audit report for year ending 31/03/2016.

The audit report from Heelis & Lodge had been distributed with the agenda. There were no recommendations or adverse observations made by the auditor.

Mr Westrup proposed approval of the internal audit report for year ending 31/03/2016, seconded by Mrs Richardson-Todd. Resolved: Carried with ALL in favour.

It was agreed that a note of thanks be recorded in the minutes for the work the Clerk had put into achieving a successful Internal Audit report.

f. To confirm / re-confirm appointment of Internal Auditor for 2016/17

Heelis and Lodge (H&L) were the currently appointed internal auditor. The Clerk asked Councillors to confirm whether the council still wished H&L to continue as the Internal Auditor for year 2016/17. The fee for 2015/16 had been held at £185 for a second year. H&L had stated there would be no increase in 2016/17.

Mr Francis proposed that Heelis & Lodge should continue as the appointed internal auditor, seconded by Mr Wright. Resolved: Carried with ALL in favour.

g. To confirm / re-confirm bank authorised signatories

Current bank account signatories were:- Mr D Francis, Mr P Richings and Mr J Withey.

Ms Evans proposed acceptance of the nominated bank account signatories, seconded by Mr Wright. Resolved: Carried with ALL in favour.

h. To re-confirm existing standing orders & direct debits

Current standing orders and variable amount direct debits were Clerk Salary (Standing Order) against signed SO mandate and signed monthly payslip and 3 monthly signed PAYE/NI payment, where signed means two out of three of the bank signatories.

Direct Debits were active for:-

BT – Parish Council telephone bill

Anglian Water – Allotments and Cemetery water supply
Public Works Loan Board – 6 monthly building loan repayments for Tower Hall
Information Commissioners Office – The annual subscription for registration as a Data Controller.

All the above to be checked by PC Chairman against bank statements.

Mr Withey proposed existing arrangement for standing orders/direct debits remain in place until further review or changes notified, seconded by Mrs Brown. Resolved: Carried with all in favour

i. To re-confirm S137 expenditure powers for specific financial commitments

The PC meeting of 11th November 2004 passed a resolution authorising expenditure during the course of the year under Section 137 of the LGA (1972) in support of Community Action Suffolk subscriptions and wreaths. The above resolution seeks to re-confirm those arrangements for the current financial period. S137 provides for an expenditure of up to £7.42 per elector for the year 2016/17 on community items not covered by other statutory powers.

Mr Richings proposed acceptance for the noted S137 commitments of subscription payments to SALC and Community Action Suffolk, plus S137 expenditure on wreaths; Seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

j. To re-confirm S19 expenditure powers for specific financial commitments

Loan repayments to the PWLB for the building of Tower Hall came under the Section 19 Power of Expenditure within the LGA (1972) following the transfer of Tower Hall to charitable status. The resolution seeks to re-confirm those arrangements for the payments due in May and November of the current financial period (£10,665.41 per payment). Outstanding balance of the loan was noted at £146,847 as at 31st March 2016.

Mr Wright proposed acceptance of the noted commitment under S19 expenditure powers to pay the loan repayments on Tower Hall, seconded by Mr Francis. Resolved: Carried with ALL in favour.

k. To note the VAT reclaim submission for 2015/16

The Clerk reported that a VAT reclaim for £20,705.89 had been submitted to HMRC in respect of the year ending 31st March 2016..

l. To note receipt of First Payment of Council Precept

The Clerk reported that the first Precept payment for the current year had been received on 29th April, comprising £52,729.18 precept and £170.82 council tax grant. Total £52,900

m. To Consider Allocation of Funding from Reserves for Car Parking and Entrance Enhancements at the Allotments

The Clerk had stated that there were enough earmarked allotment funds to carry out scheduled maintenance and fencing improvement in the current year but only approximately £1k towards car park improvements, which would also benefit the Baptist Church with their weekend parking problems - See ref: 8.07 RSARBC Notes 270416 which detailed a meeting held with the Baptist Church on 27th April to discuss parking issues and potential relief by using a redundant allotment plot as an overflow area.

Mr Withey proposed that up to £4,000 should be allocated from reserves for allotment purposes in support of the cheapest quotation for the proposed car park area, seconded by Mr Wright. Resolved Carried with all in favour.

17. TO APPROVE THE STATEMENT OF REVIEW OF CONTROL AND AUDIT PROCEDURES

The latest version of the “*Statement of Review of Control and Audit Procedures*” and ‘*Review of Audit Effectiveness*’ check list were distributed with the agenda. The Clerk briefly explained the questions being asked by the review.

It was agreed that the Parish Council met the Control and Audit procedure criteria,

Mr Westrup proposed acceptance of both the Statement of Review and the Review of Effectiveness of Internal Audit, seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

18. TO CONFIRM ARRANGEMENTS FOR DISPENSATION & DELEGATION OF AUTHORITY

A requirement of the PC policy on Dispensation was that it should be reviewed each year for currency. It was noted there were no dispensations in place as of the date of this meeting and issue 5.0 had been distributed to councillors for approval.

Mr Withey proposed that delegation of authority should remain with the Clerk in consultation with the Chairman and that it was noted there were no dispensations in place as of the date of this meeting, seconded by Mrs Richardson-Todd. Resolved: Carried with ALL in favour.

19. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE

Mr Richings reported on two meetings (15th March & 27th April 2016) held since the last PC meeting. Copies of the P&D minutes of those dates had been issued to all Councillors.

The P&D record was noted. Mr Wright stated that the last line of the first page of the minutes of 27th April contained an error with the words garage and house transposed. The Clerk stated that this would be corrected ready for the next P&D. There were no other matters arising from the reported minutes.

20. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE

Mr Wright reported that the last meeting of the PA&S had been held on 17th March 2016. A copy of the unapproved minutes of that date had been issued to all Councillors.

Matters Arising:

The Clerk reported that following a site meeting on 28th April with an SCC Rights of Way Officer (Debbie Adams), the Clerk, Mr Ward and Mr Wright examined a reported unsafe structure along the route of FootPath No.3. As a result of that meeting a Temporary Closure Notice had been issued on the FP until the unsafe building within the curtilage of Whykes Farm has been removed and the area made safe.

The PA&S record was noted

21. PARISH COUNCIL VACANCY – UPDATE ON FORMAL NOTIFICATION TIMING

On 19th April the Clerk had notified SCDC Electoral Services of the councillor vacancy created by the resignation of Mrs Clarke and in addition had published the vacancy on noticeboards and website. The statutory period whereby 10 electors could request a poll within 14 days of the notification being made was due to expire on 12th May (the day of this meeting). If there was a nil return then the Council would be free to co-opt a new councillor for Tower Ward with the intention of filling the vacancy at the July PC meeting.

22. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Annual Parish Meeting

This was due to take place on Tuesday 24th May at Tower Hall with a 7.30pm start time.

b. Forthcoming Meeting Dates

Thursday 19th May, 7.30pm, PA&S meeting, Tower Hall

Tuesday 24th May, 7.30pm, Annual Parish Meeting, Tower Hall

Thursday 9th June, 7.30pm, GP&F meeting, Village Hall

c. Other Matters

Mr Newton reported that the Mulberry Corner planning appeal had been dismissed by the Inspector. He also reported that he will as District Cllr have another £5.5k in the Enabling Communities Budget and will be allocating funds for a defibrillator at Tower Hall.

Both Mr Withey and Mr Francis reported that there had been a letter in the Ipswich Star extolling the construction of the new footpath in The Street with plaudits to the County Council for getting the work done. There had been no mention of the effort the Parish Council had put in over the years in trying to get this project started nor of the money that the PC had contributed to the work.

23. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Defibrillators and Holly Lane verges - May PA&S agenda.

Ipswich School Sports Centre – drop in café and community events – May PA&S agenda

24. CLOSE OF MEETING

The meeting closed at 9.20pm

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 14th April 2016.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05-04-16	Robert Potter	Noticeboards & Letters round - March	586	£ -	£ 74.50	£ -	S142
05-04-16	Robert Potter	Litter clearance and new lock BHPF - Mar	587	£ -	£ 52.47	£ -	Litter
05-04-16	SALC	Councillor training - C Evans 13/3 & 20/3	588	£ 132.00	£ 110.00	£ 22.00	Training
05-04-16	SALC	Clerk networking event - M Bentley 9/3	589	£ 18.00	£ 15.00	£ 3.00	Training
05-04-16	M Bentley	Software purchae - PDF Architect - file se	590	£ -	£ 39.50	£ -	Admin/clerk
05-04-16	Playquip Leisure C	Annual fee for monthly Play area inspectio	591	£ 5,081.58	£ 4,234.65	£ 846.93	PF&POS
14-04-16	Parish Halls RSA	Meeting rooms hire - Jan to June 2016	592	£ -	£ 900.00	£ -	Hire
14-04-16	SCL L/S Mtce Ltd	Pond Mtce - March 16	593	£ 61.18	£ 50.98	£ 10.20	Pond
27-04-16	Net Salaries paid after PAYE & NI - April 2016		595/6/SO	£ -	£ 2,887.79	£ -	Salary
27-04-16	Suffolk Police & Cr Match Funded PCSO - 1/10/15 to 31/3/16		597	£ -	£ 2,484.18	£ -	Crime

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05-04-16	A Duncan	Cemetery Admin	1089	£ -	£ 80.00	£ -	Admin
05-04-16	ICCM	Membership renewal 2016/17	1090	£ -	£ 90.00	£ -	Admin
14-04-16	Cooks Waste Kare Ltd	Cemetery Mtce 21/3/16	1091	£ 138.00	£ 115.00	£ 23.00	Maintenance
14-04-16	A Duncan	Cemetery Admin	1092	£ -	£ 40.00	£ -	Admin
14-04-16	SCL L/S Mgt Ltd	Cemetery Mtce March 2016	1093	£ 409.10	£ 340.92	£ 68.18	Maintenance
27-04-16	A Duncan	Cemetery Admin	1094	£ -	£ 20.00	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05-04-16	Cooks Waste Kare L	Rubbish skip for allotment	585	£ 138.00	£ 115.00	£ 23.00	Maintenance
14-04-16	SCL L/S Mtce Ltd	Grass Mtce - March 2016	594	£ 106.20	£ 88.50	£ 17.70	Maintenance

INCOME RECEIVED During April 2016

Cemetery	£6,395
50% Precept & Council Tax Subsidy	£52,900
Newsletter Advertising	£79

ACCOUNT BALANCES AS AT 30th April 2016

General Account	£122,540
Business Base Rate Tracker	£54,211
Cemetery Account	£10,248