

POULSHOT PARISH COUNCIL

**MINUTES OF THE
FULL COUNCIL MEETING
HELD IN THE VILLAGE HALL
THURSDAY 14TH NOVEMBER 2024 AT 7.30 PM**

PRESENT: Cllr Mike Davis (Chairman)
Cllr Dan Scott
Cllr Chris Dyke
Cllr Tim Hues (arrived 19:48)
Cllr Jeffries
Cllr Church
Cllr Reay (Wiltshire Council) (left 20.08)

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION: 11 members of the public were in attendance

A statement from the member of the public who was in attendance was received with the main points being; -

- Irritation at light pollution caused by a flashing flood light all through the night in the lambing shed at the horse stud.
- Parking concerns outside Aubury Yard.

It was confirmed by the Chairman there was no parking allowed on the Green.

69/24/25 Apologies

Apologies were received from Cllr Liz Bissett.

70/24/25 Declarations of Interest

There were no declarations of interest.

71/24/25 Minutes

It was proposed by Cllr Scott, seconded by Cllr Dyke and **UNANIMOUSLY RESOLVED** to confirm the Minutes of the Extraordinary meeting of the Parish

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Council held on 25th October 2024 as a true record. The Minutes were duly signed by the Chairman Cllr Davis.

72/24/25 Chairmans Announcements

The following announcements were made: -

- The Neighbourhood County forum which was due to take place on Wednesday 20th November at 1800hrs at Police HQ has been cancelled pending further consultation with the Area Boards.
- Thank you to organisers of the Fireworks and Bonfire evening. It was a successful evening with donations raising £650. These funds will be kept and used to fund next years Fireworks. A reminder was given, that any unused grant funding must be returned to the Parish Council.
- Devizes Area Board, meets on Monday 18th November 2024, 6.30 pm. Venue Needham House, Victoria Rd, Devizes, SN10 1FA
- Of the two vacant allotment plots one has been successfully let. If you are interested in the remaining plot, please let us know.
- Ashford Homes will be removing there advertising sign by Christmas.

73/24/25 Police Report

October's rural police update was noted.

74/24/25 Solar Farm Pre-App Information.

The information and background material on the Pre-App was noted.

75/24/25 Update from Wiltshire Councillor Tamara Reay

- Devizes Area Board is to be held on Monday. There is a potential underspend for this financial year, All community groups are encouraged to consider applying for funds for capital projects
- LHFIG also looks like it will have an underspend,
- Wiltshire Rail Strategy has been published by British Rail, with a number of recommendations including; considering Devizes for a train station, Westbury upgrade to increase capacity, Trans Wilts line that goes through Melksham line upgrade and increase trains to hourly. Corsham to reimplement the station and line
- Elections costing increase, email to be sent through from the Monitoring Officer.
- Wiltshire Council sent out Tax Base and are working on the budget for 25/26 that gets agreed in February.
- Wiltshire Transport Plan to go to Cabinet on the 19th November.

76/24/25 Planning Applications:

None received.

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77/24/25 Working Groups Notes and Recommendations

The notes and recommendations (following the RoSPA) of the working groups (Maintenance and Survey) from the meeting of the 14th October were considered and it was therefore; proposed by Cllr Scott, Seconded by Cllr Dyke and **UNANIMOUSLY AGREED** to replace both swing seats, one with a toddler cradle, the other if possible with a flat seat for older children, and chains, 8mm straight link, these to be purchased from and fitted by the local supplier 'A' . **Cllr Bissett to action**

There followed further discussion that as recommended in the RoSPA the bench by the rocking horse should be repositioned. Members agreed to relocate the bench and out of courtesy inform the Village Hall of the planned action. Concerns were again voiced about how to deal with the moss on the ground of the playground. It was agreed that before the reopening of the playground Members would meet and try and remove the ingrained moss, the working group agreed to set a date after the installation of the new swing seats.

78/24/25 Village Trust Update

Members received the update from the Village Trust. Due to apologies being received from the secretary this was read out by the Chair, Cllr Davis.

It was proposed by Cllr Jeffries, seconded by Cllr Church and **UNANIMOUSLY AGREE** to grant permission to the Village Trust Committee to move branches and timber lying on the woodland floor in Green Gardens into the existing dead hedges to enable hogweed control next year, 2025.

Members noted that unfortunately due to unforeseen circumstances the planned clearing of the invasive New Zealand Pygmy Weed due to take place on the 16th November, had been cancelled along with the skip hire. It was confirmed that 22nd March 2025 would be suitable for The Keep Britain Tidy campaign and members looked forward to being involved.

Regarding the request for saplings to be bought to replace five unhealthy lime trees on the southern edge of the Green and the proposal to provide new signposts to mark walks around the village. It was proposed by Cllr Jeffries, seconded by Cllr Church and **UNANIMOUSLY AGREED** that on submission of 3 quotes for replacement sapling, members would further consider the request and then advised that a grant application be submitted for the purchase of the proposed signs.

79/24/25 Annual Vintage Vehicle Gathering- Permission to use the Green

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On receipt of the Permission form request, members positively discussed the previous Vehicle gathering and how clean the Green was left after the event. There was only one concern about parking by visitors along the road by the Raven Pub. It was believed that emergency services, if needed, could be hindered in getting through the village, therefore, a suggestion was made that the police be requested to place cones along that part of the road. It was also noted that all proceeds from the event would be donated to The Dorothy House Hospice. To conclude it was proposed by Cllr Hues, seconded by Cllr Dyke and **UNANIMOUSLY RESOLVED** to grant permission for the use of the Village Green for the Annual Vintage Vehicle Gathering on the evening of Wednesday 18th June 2025 (from 6 pm until 10 pm approximately), on the prior provision of the necessary risk assessment and proof of insurance.

80/24/25 Permission Request to use Green Gardens

A permission request form from the Poulshot Fete Committee, seeking to use the Village Green and Green Gardens on the 28th June 2025, was considered and furthermore, proposed by Cllr Scott, seconded by Cllr Church and **UNANIMOUSLY RESOLVED** to grant permission for the use of the Village Green and Green Gardens on the 28th June 2025, on the prior provision of the necessary risk assessment and proof of insurance.

81/24/25 Loan Application

Following the receipt of an application for a loan received from the Village Hall Trust (VHT), to pay an electric bill debt. The request for £2,400. with an offer to pay back the amount over 24 months at £100 per month, was intensely debated with frequent interruptions from members of the VHT, some in answer to questions from Cllrs. It was noted that supplied documents had not been received in time to go on to the agenda, despite this Cllrs had reviewed the late documents. In answer to remarks that, if the loan was not granted the Hall would close to all but essential users. Cllrs reiterated that they wanted the Hall to remain open but stated that they must show due diligence when granting public money or community funding. There were concerns over the transparency, governance and finances of the VHT. No Annual General Meeting had been held by the VHT since 2022 and there were disagreements over the provided accounts. It was felt that the VHT should have provided at least a business plan and budget to support their application. There were several requests from the Treasurer of the VHT that a private meeting take place with members, however it was explained that all discussions should take place in a proper public Council meeting to show transparency and enable any decision to be made. Eventually it was proposed by the Chair, Cllr Davis, seconded by Cllr Jeffries and **UNANIMOUSLY RESOLVED** to defer any decision on the loan application, with an email to be composed by the Clerk at Cllrs request, to ask the VHT for further required documentation and once the documents received, to arrange an Extraordinary Meeting of Council to further discuss and consider the loan application.

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For clarification the additional documents were provided too late to be included on the agenda therefore they are included as an attachment along with timeline to these minutes.

82/24/25 Updates from Members on Delegated Actions

Tree Survey - Cllr Davis stated that he was struggling to find another Arborist for the third quote. The company he recently made inquiries with had not returned contact, however he would make further effort to find a local company.

Tree Grant – Cllr Bissett had sent apologies so there was no update.

Bus Shelter – Cllr Dyke Had managed to secure one quote for a bus shelter with a slate roof and was chasing for another two quotes to bring to the next meeting. It was asked if planning permission was needed, it was agreed to contact Wiltshire Council planning depart and seek their advice. Also to consider applying for a grant through the Area Board

Speed Indicators (SIDs) – Cllr Church stated she had the LHFIG form to send into the group ready for their next meeting in January.

Broadway Lane -LHFIG – Cllr Church declared she had received an email saying ‘thank you for your email when I am next in the area I will have a look and see what materials are required.

Allotment Fencing – Cllr Dyke declared he had received 3 quotes one of which arrived to late to be included on the agenda, this late quote ‘C’ (£ 1460.00 plus vat) was handed to members for inclusion in their considerations. It was proposed by Cllr Dyke, seconded by Cllr Scott and **UNANIMOUSLY AGREED** to go with supplier B which included all materials, a 6’ gate, and full installation at a cost of £1500. to be taken from the CiL fund.

83/24/25 Draft Budget

The Draft Budget for the Financial Year 25/26 was presented by the RFO and **NOTED**. It was stated there was an increase in salary figures and money put aside for election cost, however, it was also explained there could be savings made by closing down the old website, and because the planned target for reserves had been achieved the draft budget was showing a saving of approximately £2000 circa.

84/24/25 Finance Report and Bank Balances.

Members received and **NOTED** the attached report, showing balances of.

Total Funds = £146,385.30

Parish Accounts = £24,163.46

Community Fund = £122,221.84

At this point it was explained that Lloyds had sent notification of bank charges of £4.25 per month for maintenance as well as other transaction charges.

85/24/25 Financial Expenditure.

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Members considered the expenditure report, of the 8th November 2024 with payments totalling £5,027.78 and credits of £9,991.70 listed, it was therefore proposed by Cllr Davis seconded by Cllr Jeffries and **UNANIMOUSLY RESOLVED** to approve the attached expenditure report.

Meeting ended at 21:25

Signed.....Date.....



Trees for Climate Grant Application Form

Please refer to the Trees for Climate grant scheme conditions prior to completing this form and include as much detail as possible as this will help us process your application more quickly. The minimum planting area is 0.1ha.

Small sites under a single ownership can be combined on this form up to a total area of 2.0ha.

1 *The Site(s)* (Please number multiple sites & use this number throughout this form)

Site name(s): Poulshot Parish Field.	
Site address (es):	
Current use of site(s): Scrub land	
Site owner/s: Poulshot Parish Council	
OS grid reference(s): ST971602	Area (ha): 0.4ha
	Total Area (ha): 0.4
Local Authority Name:	Wiltshire County Council
We need GIS based scaled site plans showing the area to be planted and any open space, are these attached?	Yes

2 *Applicant Details*

Contact Name: Elizabeth Bissett	
Position: Vice - Chairman	
Organisation: Poulshot Parish Council	
Address: Poulshot. Devizes. Wilts	
Postcode: SN101RZ	Email: lizbissettppc@gmail.com

Telephone (s):	
Are you/ the organisation VAT registered?	Yes

3 **Project Objectives** (where there are multiple sites, include overall objectives.)

1. To provide the village with a lovely orchard and area for trees to be planted in order that we Improve the biodiversity and the landscape enhancement of the area. The trees and orchard would reduce flood risk and store carbon helping to prevent climate change.
2. To provide a hedge around the site for a definitive boundary. The hedge would provide pest control and wildlife would benefit from the various hedging planted.
3. The hedgerow, orchard and larger specimen trees will provide habitat for pollinators and shelter for wildlife.
4. Augment and enhance the village and wider landscape.
- 5.
6. Others (please specify):

4 **Project Need**

Why is/ are the project(s) needed, why should it/they attract our support, and would the project happen without our support? (Provide baseline information where appropriate)

The recreational land was given to the village for some houses that were built close by. The area is wild and needs to have a purpose so that it can be maintained for the houses surrounding it. The Orchard would be a lovely addition to the village as our Village cricket club hold each year a social event to raise funds called drinks from the Hedgerow. The villagers have to make drinks that incorporate berries/leaves/flowers from the hedgerow and the orchard would be perfect for the village to incorporate it in these social activities. The orchard and new trees need your support in order that we choose the right trees for the site and help us to enhance the benefits of biodiversity and provide resilience to help reduce the effects of climate change on our local community. The project probably wouldn't happen without your expertise and support. There used to be an orchard in the late 19th Century very near this site so would be appropriate to return it to this use now.

5 Project Description

Please set out your broad proposals for the site(s), this should be accompanied with a GIS derived and scaled plan showing planting area and any open space. More detailed will be set out in 6.5-6.10

To: Plant a mixed native broadleaved hedgerow with a community orchard for the village, along with 5 semi-standard native trees.

6.1 General Site Details

Please describe the site(s). Include details of proximity to housing or other buildings; current use of the land; existing vegetation; presence of informal and formal public access routes.

Currently the site is unused grass field, with a large/expanding area of nettle, and other minor broadleaved species including dock-leaves, thistles etc.. Currently fenced with post and rail fencing along the boundaries apart from the closed-board fencing on the southern boundary.

Residences boarder the site on the south and west boundaries.

There are no formal PRow's leading directly to the site, though access is via a bridleway leading from Sillington Lane.

6.2 Detailed Site Investigation

If possible, describe the site and wider survey work you will undertake to establish utility services, compaction & drainage issues, identify viewpoints, establish ecological and archaeological value, recreational use and other site-based factors. How might you incorporate these factors into your design plan? Are there any neighbouring landowners who will be affected by your proposals? If so, have you informed them / do you have any agreements with them? Please note that GWCF can offer guidance over much of these points.

Site is clear of both under-ground and over-head services.

County archaeology has been consulted. Feedback includes a note that according to the 1st edition OS map, there was an orchard close to the site during the 19th century.

6.3 Community Consultation & Engagement

- Have you identified any local community groups that may need to be consulted?
- How will you involve local people in / inform them about your plan?
- Will local people be involved in the implementation of the site?
- Will people be encouraged to use the site and if so, how?

I have consulted the Poulshot Village Trust who are an independent group of village members who are dedicated to the upkeep and preservation of the village. They have planted an Oak tree Walk around the village for the Queens Jubilee and we are keen for the walk to entail this new area for villagers and visitors to the village. The villagers will be informed about our plan at an open meeting in the village hall when we have the plans approved and grants in place. We have a village magazine that we will keep everybody informed each month when new things are happening and the timescales etc.

The parish council did a survey which was open for 6 months asking the villagers what they would like the village to have playground, orchard, bus shelters, speed limits, footpaths, sport facilities and allotments etc. The results of the survey were that a playground and orchard at the top of the list. Every household had a survey and also copies were put through each letterbox in the village for them to comment on etc.

Local people will be involved in implementing the site and I would like to involve the local primary school. The villagers will be encouraged to use the site and as mentioned before very useful for the drinks from the hedgerow social event also several villagers have cider presses therefore the apples will come in useful for a social event for apple picking/pressing etc. There is a gate that goes from the new houses into this site and an entrance from Sillington lane into the site for villagers to access it. The new houses do not have very big gardens so this area is a lovely addition to an amenity on their doorstep.

6.4 Statutory Consultation

Sites above 0.5ha and greater than 20m wide will need to be submitted for inclusion on the Forestry Commission's Public Register and sites with nature conservation, archaeological interest and/or other designations, will also need Environmental Impact Assessments before they can proceed. This may result in schemes needing to be modified or withdrawn. Will you undertake this work and provide all relevant details to us, or do you need the Great Western Community Forest to work with you to do this?

We will undertake all Public Register and EIA work and inform GWCF accordingly	No	We would like the GWCF to work with us and undertake Public Register & EIA work	Yes
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6.5 Tree & Woodland Planting Specification (whips, feathers & standards)

Woodland type eg 'woodland', shelterbelt, woodland pasture, coppice, orchard, agroforestry, hedgerow.	Orchard. Mixed native hedgerow. 5 x specimen trees.
Species mix (specify each species and percentage of mix)	Native hedge 6 x species to incl: <i>Crataegus monogyna</i> – 60%, <i>Acer campestre</i> – 10%, <i>Prunus spinosa</i> – 10%, <i>Fagus sylvatica</i> – 10%, <i>Euonymus europaeus</i> – 10%. Orchard: 3 x species to incl: 7 x <i>Malus domestica</i> , 7 x <i>Pyrus communis</i> "Conference" and 7 x <i>Prunus domestica</i> Specimen trees to incl: 2 x <i>Quercus robur</i> , 2 x <i>Carpinus betulus</i> and 2 x <i>Sorbus aucuparia</i>

Planting density e.g. 2500/ha, 2000/ha, of the nett planted area (ignoring open space) – or note average tree spacing e.g. 2m, 2.5m	Hedgerow – 315m Planted @ 40cm centres in a double staggered row at a density of 5 trees per metre.
Size/age of stock e.g. 30-45cm, 60-90cm, standard, 1+1, 1u1 etc if known.	Specimen Trees – Heavy standards: 12-14cm girth. Root-balled stock. Orchard trees – 1/1.2m container grown trees Hedgerow trees – 60/80cm 1yr transplants.
Type and specification of tree protection (based on known site conditions, mammals present) – this will be detailed in section 10 below	Hedgerow to be protected with spiral guards, supported with bamboo canes fitted. Orchard trees to be protected using “Netlon” tree guard supported by a 1.35m treated tree stake. Standard trees to be protected using “Netlon” tree guard and supported using 2 x tree stakes with a crossbar + strapping. Addition of rooting compost and mulch.

6.6 Establishment & Long-term Maintenance

If possible, describe the programme for successfully establishing the trees and maintaining them in to the long-term, meeting your objectives. Who will carry out this work? Is there an identified budget? GWCF are happy to help with advice in these matters.

Ref: Wessex Woodland Management Ltd - Establishment programme.

<u>Timing</u>	<u>Yr.1</u>	<u>Yr.2</u>	<u>Yr.3</u>	<u>Yr.4</u>	<u>Yr.5</u>
May/June	Herbicide application	Herbicide application	Herbicide application	Herbicide application	
Summer months	Watering if required	Watering if required	Watering if required	Watering if required	
August	Beat up survey	Beat up survey			
December	Replacement of losses	Replacement of losses			Formative pruning
December	Weeding/shelter maintenance	Weeding/shelter maintenance	Weeding/shelter maintenance	Weeding/shelter maintenance	Weeding shelter maintenance

7 Project Management

Set out the project management arrangements you will use to ensure project delivery and compliance with the grant contract. Give evidence of the track record of your organisation in being able to deliver the project.

Wessex Woodland Management Ltd will oversee the supply and planting of the trees and hedgerow and implement the maintenance programme to ensure establishment.

The areas to be planted will be clearly marked out and the specification relayed to the sub-contractor at the wwm ltd pre-commencement meeting. The pre-commencement meeting will also include the ssra and the operations site assessment which will clearly detail any site constraints.

Previous projects incl: Portway Barn. Conholt Park. Sydmonton Court Estate. Tottenham House, Savernake.

8 Risk management

What set out the key issues/risks to this project?

Risk e.g. vandalism of capital works, mammal browsing	Probability (A) <i>(1 = unlikely, 3 = very likely)</i>	Impact (B) <i>(1 = minimal, 3 = catastrophic)</i>	Overall Risk (C) <i>A x B (1 – 9)</i>	How will risk be managed?
Vandalism	1	2	2	<i>Neighbours and villagers to remain vigilant.</i>
Watering	1	2	2	<i>Watering regime will be implemented during dry weather spells as part of annual maintenance.</i>
Deer browsing and Rabbit/brown hare damage	1	3	3	<i>5 year Maintenance programme to ensure establishment. Beat up survey to assess losses.</i>

10.1 Tree and shrub requirements - add, remove or ignore rows as necessary

Species	Type – BR (bare root) CG (cell grown) container grown	Size	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote, in-kind)	Total cost ex VAT (A x B)

10.2 Tree protection costs – add, remove or ignore rows as necessary

Item (only complete relevant rows)	Brand/type	Material Plastic, plant-based, compostable etc	Size 0.6m, 0.75m,1.2m, 50 x 50cm etc	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote)	Total cost ex VAT (A x B)
Tree spiral	Clear	plastic	0.6m				
Cane for spiral support (state length & either diameter or weight)	Bamboo		0.9m				
Tree shelter	“Netlon” tree guard	Plastic	1.2m				
Tree shelter, 2 nd size or type if 2 sizes/types used							
Tree shelter, 3 rd size or type if 3 sizes or types used							
Stake for tree shelter support (state type & dimensions)	Round tree stake	Wood	1.5m				
Shrub shelter							
Shrub shelter, 2 nd size if 2 sizes used							

10.2 Tree protection costs – add, remove or ignore rows as necessary

Item (only complete relevant rows)	Brand/type	Material Plastic, plant-based, compostable etc	Size 0.6m, 0.75m, 1.2m, 50 x 50cm etc	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote)	Total cost ex VAT (A x B)
Stake for shorter shelter support (state type & dimensions)							
Other form of vertical protection (please specify)							
Mulch mats or roll including pegs							
Fencing (give full details of requirements)							
Delivery costs (if extra)							
Other item – please state							
Other item – please state							

10.3 Tree planting and ground preparation costs – add, remove or ignore rows as necessary

Item (only complete relevant rows)	Details	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote)	Total cost ex VAT (A x B)
Contract labour to plant & protect trees & shrubs- use extra rows if needed for multiple costs	Ref: accompanying WWM Ltd's proposals.				
Ground preparation if required (ie for natural colonisation)					
Other item – please state					
Other item – please state					
Other item – please state					

10.4 Miscellaneous other costs – add, remove or ignore rows as necessary

Item (only complete relevant rows)	Details	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote)	Total cost ex VAT (A x B)
For example – archaeological or ecological surveys					

10.5 Capital costs - add, remove or ignore rows as necessary

Item and year	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
For example access infrastructure, signage, seating etc					
Other item – please state					
Other item – please state					
Other item – please state					
Other item – please state					

10.6 Establishment & maintenance costs - add, remove or ignore rows as necessary

Item	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
10.6.1 Year 1 following planting					
Spot weeding 1m ² herbicide single application if necessary –increase quantity if more than 1	Ref: accompanying WWM Ltd’s proposals.				
Hand weeding of shelters					
Shelter-stake-mat-mulch-fence maintenance					
Beating up 1 st winter following planting inc BU assessment					
Vegetation management if required ie ride & path cutting, and/or annual cuts, or injurious weed control.					
Other item – please state					
Other item – please state					

10.6 Establishment & maintenance costs - add, remove or ignore rows as necessary

Item	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
10.6.2 Year 2 following planting					
Spot weeding 1m ² herbicide single application					
Hand weeding of shelters					
Shelter-stake-mat-mulch-fence maintenance					
Beating up 2nd winter following planting inc BU assessment					
Vegetation management					
Other item – please state					
Other item – please state					
10.6.3 Year 3 following planting					
Spot weeding 1m ² herbicide single application if required					
Hand weeding of some shelters if still required					
Shelter-stake-mat-mulch-fence maintenance					
Beating up 3rd winter following planting inc BU assessment if required					
Vegetation management					
Other item – please state					
Other item – please state					
10.6.4 Year 4 following planting					
Spot weeding 1m ² herbicide single application if required					
Hand weeding of some shelters if still required					
Shelter-stake-mat-mulch-fence maintenance					
Vegetation management					
Other item – please state					
Other item – please state					
10.6.5 Year 5 following planting					
Any final beating up to ensure minimum stocking density required by scheme					
Year 5 enrichment planting if required on natural regeneration/colonisation plot					
Shelter-stake-mat-mulch-fence maintenance					
Other item – please state					
Other item – please state					

10.6 Establishment & maintenance costs - add, remove or ignore rows as necessary					
Item	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
10.6.6 Year 6 - 10 following planting – please state year after planting any line relates to					
Ongoing shelter-stake-mat-mulch-fence maintenance					
Removal and approved disposal of tree protection materials, if non-compostable – please supply details					
Removal of fencing if appropriate & required					
Vegetation management					
Other item – please state					
Other item – please state					
Other item – please state					
Other item – please state					
Other item – please state					
10.6.7 Year 11 - 15 following planting – please state year after planting any line relates to					
Removal and approved disposal of tree protection materials, if non-compostable – please supply details					
Removal of fencing if appropriate & required					
Vegetation management					
Other item – please state					
Other item – please state					
Other item – please state					
Other item – please state					
Other item – please state					

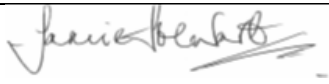
11. Summary of costs from Section 10	
10.1 Tree and shrub requirements	
10.2 Tree protection costs	
10.3 Tree planting and ground preparation costs	
10.4 Miscellaneous other costs	
10.5 Capital costs	
10.6.1 Year 1 establishment & maintenance costs	
10.6.2 Year 2 establishment & maintenance costs	
10.6.3 Year 3 establishment & maintenance costs	
10.6.4 Year 4 establishment & maintenance costs	
10.6.5 Year 5 establishment & maintenance costs	
10.6.6 Years 6 - 10 establishment & maintenance costs	
10.6.7 Years 11 - 15 establishment & maintenance costs	
Total costs	

12. In-kind contributions from applicant					
Item	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
Free trees/shrubs					
Volunteers: planting & protection					
Maintenance					
Project management					
Other item – please state					
Total In-kind contribution					

Total Grant Request ex VAT (11 Total costs less 12 In-kind contributions)	£
Total Grant Request <i>inc</i> VAT if not VAT registered	£

10 Declaration

I wish to apply for Trees for Climate Grant. I have read the attached guidelines and conditions and agree to abide by them. I confirm that all the information I have provided in connection with this application is true to the best of my knowledge. I am willing to allow inspection visits by members of the Great Western Community Forest team or the Forestry Commission.

Signed on behalf of applicant:	
Print Name:	Jamie Stewart. (Wessex Woodland Management Ltd)
Position:	Agent
Date:	01.11.2024



Tree Planting Proposals.
for
Poulshot Village Parish Council
2025

5th November 2024



Tree Planting Proposals – _____

Date: 5th November 2024.

FAO: Liz Bissett – Poulshot PC and Caroline Roofe – Wiltshire Council.

Client: Poulshot Parish Council.

1. Proposal:

To:

Carry out pre-planting ground preparations – mowing/strimming/herbicide application. – for tree planting.

Supply and plant mixed native hedging plants as per the attached plan. +/- 315m

Supply and plant 21 x fruit trees for an orchard.

Supply and plant 5 x specimen trees.

Pre-planting Preparation:

Strimming + glyphosate herbicide application to be carried out prior to planting. (*15 days prior*).

2. Details and Costs:

Ground Preparation:

To:

Carry out mowing, strimming + herbicide application to prepare sites for planting.

Strip mowing for hedge-lines and mow orchard area.

15 days prior to planting – herbicide application to suppress weed growth and competition.

Strim + herbicide application for planting pits for the specimen trees.

Cost: £785.00 +VAT

Hedge Planting:

To:

Supply and plant mixed native hedging protected with 0.6m clear spiral guards with bamboo canes..

Species incl: Hawthorn – 50%. Blackthorn – 10%. Spindle – 10%. Field maple – 5%. Hazel – 5%. Dog rose – 5%. Dogwood – 5%. Beech – 5%.

60/80cm 1 year transplants, bare-rooted stock.

Planted at 40cm centres in a staggered row. (5 trees/m).

ESTIMATED TOTAL COST: £4,544.00p +VAT.

(Based on a cost of £14.20p/m).

**Orchard Planting:**

To:

Supply and plant 21 x fruit trees protected using “Netlon” tree guard supported using a 1.35m treated tree stake + buckle and tie.

Species incl: 7 x *Malus domestica*. 7 x *Pyrus communis* “Conference”. 7 x *Prunus domestica*.

100cm/120cm, container grown. 10L pot.

Planted at 4m x 4m spacing.

Addition of mulch.

Cost: £1,135.00 +VAT.**Specimen Tree Planting:**

To:

Supply and plant 5 x specimen trees, protected using “Netlon” tree guard supported by 2 x round tree stakes with supportive cross-bar.

Species incl: 2 x Common oak. 1 x Hornbeam. 1 x Rowan.

12/14 girth, root-balled stock. Clear stem standards.

Planted as per the appended planting plan.

Addition of rooting compost + mulch.

Cost: £2,150.00 +VAT.**INITIAL TOTAL COST: £8,614.00 +VAT.****3. Maintenance Programme and Estimated Costs:**

<u>Timing</u>	<u>Yr.1</u>	<u>Yr.2</u>	<u>Yr.3</u>	<u>Yr.4</u>	<u>Yr.5</u>
May/June	Herbicide application	Herbicide application	Herbicide application	Herbicide application	
Summer Months	Watering if required	Watering if required	Watering if required	Watering if required	
August	Beat up survey	Beat up survey			
December	Replacement of losses	Replacement of losses			Formative pruning
December	Weeding/shelter maintenance	Weeding/shelter maintenance	Weeding/shelter maintenance	Weeding/shelter maintenance	Weeding shelter maintenance
	£675.00	£675.00	£525.00	£415.00	£500.00

Highways Improvement Request Form

Contact Details

Name:	PAUL	Date:	04/12/2024
Address:	POULSHOT RD, POULSHOT, DEVIZES SN0 1RT		
Telephone No:			
Email Address:			

Issue Details

Location of Issue:	POULSHOT RD / DEVIZES RD
Community Area:	POULSHOT
Parish or Town Council:	POULSHOT
Nature of Issue: (Max 600 characters)	
NO PAVEMENT BETWEEN NORTH END OF POULSHOT AND A361 BATH ROAD. SAFETY ISSUES WITH PEDESTRIANS GOING TO MAIN ROUTE BUS STOP ETC	
How long has it been an issue?	50+ YEARS
What would you like done to resolve this issue? (Max 600 characters)	
CONSTRUCT FOOTPATH USING PART OF THE VERGE ALONGSIDE POULSHOT / DEVIZES RD.	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	YES

This form needs to be completed and e-mailed or sent to your local Town or Parish Council.

Town and Parish contact details are available via the link below:

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Town or Parish Council Comments: (To be completed by Town or Parish Council only - Max 600 characters)

From Poulshot Parish Council -

- I'm sure that no one would disagree with this application
- Gets my support. Could part fund from Community Fund

To be ratified at the meeting on the 14th January

POULSHOT PARISH COUNCIL

CODE OF CONDUCT

You are a member or co-opted member of Poulshot Parish Council, it is your responsibility to comply with the provisions of this Code and hence you shall have regard to the following principles (as stated in the Localism Act 2011 section 28) – **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

- **Selflessness** - You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- **Integrity** - You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- **Objectivity** - When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- **Accountability** - You are accountable for your decision to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- **Openness** - You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.
- **Honesty** - You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.
- **Leadership** – Holders of public office should promote and support these principles, by leadership and by example and should act in a way that secures or preserves public confidence.

You should conduct yourself in accordance with these principles, which underpin the purpose and provisions of the Code of Conduct

General Obligations

You must: -

- treat others with courtesy and respect;
- when reaching decisions on any matter, do so on the merits of the circumstances and in the public interest and have reasonable regard to relevant advice provided to you by an officer of the council.

You must not: -

- attempt to use your position as a Member to confer on or secure for yourself or any other person, an advantage or disadvantage;
- do anything which may cause the Council to breach a statutory duty (including any of the equality duties in section 149 of the Equality Act 2010);
- bully any person (bullying may be characterised as any single act or pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse or misuse of power or authority which attempts to undermine or coerce or has the effect of undermining or coercing an individual or group of individuals by gradually eroding their confidence or capability which may cause them to suffer stress or fear);
- do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council;
- disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - you have the consent of the relevant Clerk being the person authorised to give it;
 - you are required by law to do so; the disclosure is in the public interest as defined in Section 43(B)(1) of the Public Interest Disclosure Act 1998

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify Wiltshire Council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify Wiltshire Council's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.

Your registration of personal interests should be guided by your duty to act in Conformity with the Principles of Public Life. The rules on registering and declaring interests are intended to promote openness and transparency to give the public confidence that councillors are putting the public interest first and are not benefiting their own financial affairs from being a councillor.

You should consider your obligations in respect of registering and declaring interests within this context. As a general rule, if you are in any doubt about your situation you should register or declare an interest. This provides openness and transparency, protects the public interest, the local authority's decision and your own position.

Your register of interests is a public document available on Wiltshire Council's website and should contain sufficient details to ensure that the nature of your interest is clear to members of the public. In the case of an interest in land this should include a sufficient description of the land to enable it to be identified.

To ensure openness and transparency, in addition to the interests you are required to register by law, you are encouraged to consider including details of the following on your register of interests:

- Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
- Any body exercising functions of a public nature of which you are a member or in a position of general control or management;
- Any body directed to charitable purposes of which you are in a position of general control or management;
- Any body whose principal purposes include the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.
- Details of any gift, benefit or hospitality with a value in excess of £ 50 which you have accepted as a member from any person or body other than the Council.

All Councillor's must make sure their online records are correct and up-to-date
If an interest has not been entered onto the authority's register you must disclose interest to any meeting of authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.

Following any disclosure of any interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion or, vote on, or discharge any function related to any matter in which you have a pecuniary

interest as defined by regulations made by the Secretary of State. See guidance at appendix A

For other all other general interests, please see the guidance at appendix B

Dual Hatted Councillors

These are Councillors who serve on two or more relevant authorities; for instance, a Councillor who is both a Unitary and Parish Councillor.

A dual-hatted Councillor should declare an interest if taking part in a council meeting and an issue is under discussion which affects that Councillor's other authority, then provided that they do not have a prejudicial interest, the dual hatted Councillor only needs to declare a personal interest if they intend to speak on the matter involving the other authority. If the Councillor does speak on the matter then they must declare a personal interest, but they are still able to vote.

Councillors must consider carefully, however, if the nature of the matter under discussion means that their membership of another authority may also give rise to a prejudicial interest.

For dual-hatted members who would not otherwise have a prejudicial interest for any other reason, a prejudicial interest will arise as a result of membership of the other authority if all of the following conditions are met:

- the matter affects the other authority's financial position or is about a licensing or regulatory matter applied for by the other authority
- the matter does not fall within one of the exempt categories of decisions
- a reasonable member of the public with knowledge of the relevant facts would believe that the member's ability to judge the public interest would be impaired

Where a regulatory application, including a matter of consent or approval, is made by a body on a member's register of interests, or a matter is discussed that would impact upon the financial interests of a body on a member's register of interests, then a prejudicial interest will arise.

For example, if a parish council planning application was being considered at a district council meeting, a member of the planning committee who is also a parish council member would need to declare a personal and prejudicial interest when that matter is considered, leave the chamber and not vote.

Bias and Predetermination

Decisions, particularly in regulatory matters such as planning and licensing, may be challenged and ruled unlawful on the ground of bias. The test is whether a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that the Councillor was biased. In particular, under the

Council's Code of Conduct for Members, bias would occur if you placed yourself under a financial or other obligation to third parties that might seek to influence you in the performance of your official duties. The rules on registration and declaration of interests are intended to protect councillors against allegations of bias and predetermination.

The Localism Act 2011 has clarified the rules on predetermination. Predetermination occurs where someone has a closed mind so that they are unable to apply their judgment fully and properly to the issue requiring a decision. This can lead to legal challenges and decisions being set aside.

The Act makes it clear that a councillor is not deemed to have had a closed mind on an issue just because they have indicated what view they have taken or may take before the issue is decided. A councillor is not, for example, prevented from participating in discussion of an issue or voting on it if they have campaigned on the issue or made public statements about their approach to it.

The general position, however, remains that, whatever their views, Councillors must approach their decision-making with an open mind in the sense that they must have regard to all material considerations and must be prepared to change their views if persuaded that they should.

Whether or not there is actual or apparent bias or predetermination is a question of fact to be considered in each case. Where this may be an issue for a Councillor advice should be sought at an early stage and in any event before the decision concerned is made.

Approved at Full Council on Date
Review date

APPENDIX A

“Disclosable Pecuniary Interests”

1. Employment, office, trade, profession or vocation	Any employment, office trade, profession or vocation carried out for profit or gain.
2. Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of Members This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)
3. Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:- a. Under which goods or services are to be provided or works are to be executed; and b. Which has not been fully discharged
4. Land	Any beneficial interest in land which is within the area of the your authority. i.e. the address of the property or Land Registry number. If you live in the authority's area you should include your home address under this heading as owner, lessee or tenant.
5. Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
6. Corporate tenancies	Any tenancy where (to the Members knowledge):- a. The landlord is the relevant authority; and b. The tenant is a body in which the relevant person has a beneficial interest
7. Securities	Any beneficial interest in securities of a body where:- a. That body (to the Members knowledge) has a place of business or land in the area of the relevant authority; and b. Either:

	<ul style="list-style-type: none">i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; orii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class
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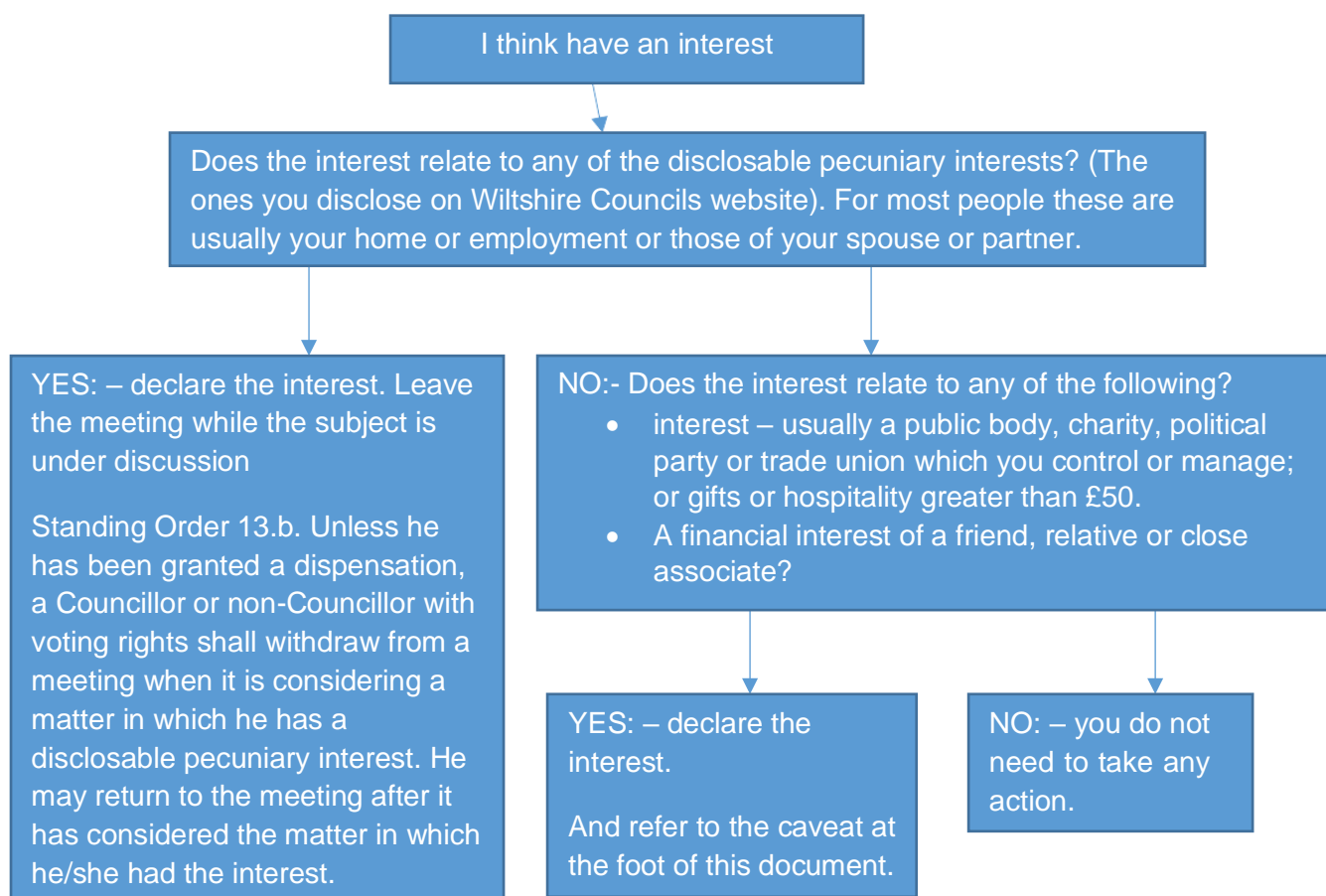
APPENDIX B

CODE OF CONDUCT INTEREST – CHECKLIST

Do I have an interest in a topic to be discussed?

Am I affected financially? Am I related to someone involved? Do I have a business connection to someone involved? Do I belong to an organisation involved? Does this affect my home or employment? Does this affect a member of my family or a friend or neighbour?

If you are unsure it can be helpful to ask yourself: “what would the man in the street think if they know me and know about the subject to be discussed? Would they think that I had an interest?”



There is always an item on the agenda at the start of the meeting for members to declare an interest, but if something unexpected comes up you can declare an interest at any time.

CAVEAT

IF A COUNCILLOR WAS INVESTIGATED BY THE MONITORING OFFICER AND FOUND TO HAVE SWAYED A DECISION BY HAVING DECLARED/NOT DECLARED AN INTEREST OR SPOKEN AND/OR VOTED, THEY COULD BE FINED UP TO £500.

POULSHOT PARISH COUNCIL

CODE OF CONDUCT

I Councillor (name)

Confirm I have received and will abide by Parish Councils Code of Conduct approved at the meeting of Full Council on the 14th January 2025

Signed Date

POULSHOT FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee or working group in accordance with its terms of reference.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, the Chair or Vice Chair shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the council must calculate its requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all anticipated receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Having considered the proposed budget and forecast, the council shall determine its precept requirement by setting a budget. The council shall set a precept for this amount no later than [mid-January] for the ensuing financial year.

4.6. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government

Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

- 4.7. The RFO shall **issue the precept to the billing authority no later than the end of January** (or as requested by the authority) and supply each member with a copy of the agreed annual budget.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.
- 4.10. The annual budget shall include a contingency percentage to be transferred to the Savings Account, unless sufficient reserves remain available. Sufficient Reserves is considered to be between 6 and 12 months annual expenditure.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and exceptions shall only be made in an emergency, and must be reported to the full council as soon as practicable.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall seek formal tenders from at least [three] suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk, RFO or nominated councillor shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers).
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes.
 - ii. repairs to, or parts for, existing machinery or equipment.
 - iii. works, goods or services that constitute an extension of an existing contract.
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason. The motion to deviate from these regulations must be recorded in a formal resolution and meeting minute. The principle is to assure value for money.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Vice Chair for any items below £2,000 excluding VAT.
 - the council for all other purchases.
- Such authorisation must be supported by a minute or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council. Noting the provisions of paragraph 5.3 above.
- 5.17. Any expenditure that will exceed the budget for that type of expenditure must be support by resolution of the council. Noting the provisions of paragraph 5.3 above.

- 5.18. In cases of serious risk² to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An email or letter shall be issued by the Clerk, which constitutes the official order for all work, goods and services above £500 excluding VAT. This may be replaced by a formal contract or an order where an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank PLC with the Community fund having an additional savings account, currently Cambridge and Counties. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. {Where the certification of invoices is done as a batch, this shall include a summary document that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. Council payments will routinely be made by online banking. Although the Council retains the ability to use cheques and debt card payments. Direct Debts and

² The Clerk's judgement is trusted to define "serious risk".

Standing Orders are to be approved by resolution at the first full council meeting after the start of the financial year.

- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members at the full council meeting that follows payment - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Internal fund transfers within the councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments, forming part of the agenda for the meeting, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. All invoices are to be referenced and retained for internal audit and inspection at any time by councillors.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves. No councillor may authorise a payment for which they or any party in which they have an interest is to benefit or be paid.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. The service administrator shall inform the additional signatories of the details for every payment.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all payments made between council meetings shall be provided to the next council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved by a full council meeting. Annual review is to be completed at the first full council meeting after the start of the financial year.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at the first full council meeting after the start of the financial year.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed at the first full council meeting after the start of the financial year.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk or the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk, the RFO or a nominated member and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. Any cash received must be banked intact.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar

month reported in the cashbook. Payroll reports will be reviewed by to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made after the end of the financial year.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Assets, properties and estates

15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Suspension and revision of Financial Regulations

- 17.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Grant and Donation Policy

The aim of the Parish Council's Grants Scheme is to promote an active community in Poulshot. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organisations working for the benefit of Poulshot parishioners, with the intention of improving the range of services and activities in the Parish.

The wording of Grants and Donations covers monetary funding from two sources:

1. The Parish Council's annual budget
2. The Community Fund reserve.

Poulshot Parish Council meets during the year to consider applications for Grants and Donations, working to a predetermined criterion.

Grants for consideration should be submitted to the Parish Council at least eight (8) working days prior to the date of the meeting. Meeting dates are available from the Parish Council's website – www.poulshot.org.uk.

Once submitted to the Parish Council, all applications will be scrutinised using a authorised points-based assessment system to assist Members in reaching their decision.

Who can apply for a grant?

The scheme provides start-up grants for new organisations as well as grants to existing organisations. The organisation must be based in Poulshot or the surrounding area and must be able to demonstrate that it benefits a significant number of people living in Poulshot and how.

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled

What can grants be used for?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. Examples of what grants might support include:

- Equipment

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- Development
- Projects
- Community Events

How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in each financial year (1 April – 31 March). Should groups/organisations wish to apply for a grant for several activities over the course of the year these should be amalgamated into one application.

The Parish Council maintains and publishes a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget and awarded under the General Power of Competence or where applicable Sections 137 and 145 of the Local Government Act 1972. However the Council reserves the right to consider further applications to be funded from the Community Fund where appropriate.

The Council can give variable grants. The maximum amount that can be applied for from the Parish Council per application is £500.

A higher grant can be awarded if the Council deems it; however, the annual grants budget is limited and therefore if the amount requested is larger than the budgeted funding available and does not score fully on the Grant Criteria and is not appropriate to be funded from the Community Grant it will be declined.

It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

Because these funds are for projects that will benefit Poulshot Parish residents, there are some cases where we are unable to provide grants, including:

- general appeals (e.g. national/international disasters);
- national organisations without a locally based group;
- individuals (e.g. sponsorship for individual sportsmen and women)
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender, or sexuality, or on the grounds of economic or social status.
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

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How do I apply for a grant?

Applicants are required to supply a completed application form (available from the Parish Council's website www.poulshot.org.uk). Applications should be accompanied by the documentation below (where this is not possible for smaller or new groups, a statement of value and need will be required):

- in the case of a longstanding organisation or charitable trust, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year.
- in the case of a newly formed organisation an accounts statement/report from the treasurer etc would be acceptable together with a bank statement, budget and organisation/group bank account details).
- a statement in support of your request (including photographs and plans if applicable).
- a copy of your organisation's constitution. Where this is not possible due to a newly formed group, a statement of need and value to the community will be acceptable.
- all organisations should have been in existence for a period of at least six months and should have a bank account in its own name with at least two authorised representatives required to sign each cheque.
- if an organisation is newly formed and the above is not possible, the council will work with you to protect each party and endeavour to find suitable arrangements.
- copy of Safeguarding Policy and explain safeguarding arrangements where the application shows there will be working with vulnerable groups or individuals.

The Parish Council reserves the right to request any additional information to aid determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in this Policy. Should the applicants be unable to provide the necessary documents they will be considered on an individual basis and the Parish Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days prior to the meeting of the Parish Council. Applications received after that date will be carried forward to the next meeting.

Applications will be considered under one of the following categories;

- **Village Residents and Groups**

To support and benefit the whole community where required when in agreement with this policy.

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- **Arts and Culture**

To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Poulshot.

- **Sports and Recreation**

To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.

- **Highways and Transport**

To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.

- **Enhancing the Environment of Poulshot**

To improve the environment of Poulshot, safeguard and enrich its heritage resources/bio-diversity and to sustain community life (e.g. nature conservation, recycling, local history).

- **Community Events**

To support residents in the funding of national celebratory and Commemorative events.

Eligibility Criteria for Funding and Conditions attached to Funding

The Grants and Donation Scheme is unable to support:

- costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- salary or routine administration costs
- individuals
- hospitality.

Applicants should be aware:

- if the project is relying on funding from the Parish Council, it should not be started until the award of a Grant or Donation has been confirmed in writing.
- If a project has already started, it cannot be funded through this scheme, Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made.
- To support the grant, the Parish Council will ask for an end of project report. Where projects extend beyond a 12-month period, an interim report will be required.

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- Awards for funding which are not for projects within the current financial year will be considered on a case-by-case basis.
- In exceptional circumstances an extension to the funding period may be requested in writing and determined by the Parish Council
- The Council's decision will be final

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PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents must accompany your application*

For a long-standing organisation, the following: -

- a) A copy of your organisation's constitution.
- b) Copies of your organisation's audited or independently examined accounts and balance sheet, together with up-to-date statements of all current and investment account balances held by the group if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person).

For newly formed organisations; -

- a) In the case of a newly formed organisation, a need and value statement along with budget plan and recent bank statement (if available) must be submitted.

For all organisations where the grant is for working with children and vulnerable members of the community.

A copy of your organisation's safeguarding procedures along with an explanation of how you keep people safe must be submitted.

*Should the applicants be unable to provide the necessary documents they will be considered on an individual basis and the Parish Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.

The Parish Council is committed to operating within an equality, diversity and inclusion frame. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own.

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination due to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of economic or social status

Adopted and approved at meeting on 10th January 2023

Recommended to be reviewed 2024

Poulshot Parish Council

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:															
What does your organisation do?															
When was your organisation formed?															
Is your organisation a registered charity? If yes, please give charity number:	Yes/No														
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:															
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Age groups</th> <th style="width: 50%;">Number Benefiting</th> </tr> </thead> <tbody> <tr> <td>Under 18</td> <td></td> </tr> <tr> <td>18-35</td> <td></td> </tr> <tr> <td>36-50</td> <td></td> </tr> <tr> <td>50+</td> <td></td> </tr> <tr> <td>Special or minority groups (please specify)</td> <td></td> </tr> <tr> <td colspan="2" style="padding-top: 10px;">Total.....</td> </tr> </tbody> </table>	Age groups	Number Benefiting	Under 18		18-35		36-50		50+		Special or minority groups (please specify)		Total.....	
Age groups	Number Benefiting														
Under 18															
18-35															
36-50															
50+															
Special or minority groups (please specify)															
Total.....															
Group Analysis for Benefit. Under which category you would like your application to be considered?	<ul style="list-style-type: none"> <input type="checkbox"/> Village Residents and Groups <input type="checkbox"/> Enhancing the Environment of Poulshot <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Highways and Transport <input type="checkbox"/> Community Events 														

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<p>What is the identified benefit of your proposal?</p>	
<p>What size of grant are you seeking? <i>(The Council cannot make a determination if the amount is not indicated)</i></p>	<p>£</p>
<p>What is the total cost of the project for which you are seeking a grant? <i>(Please include budget)</i></p>	<p>£</p>
<p>If you are not applying for the full amount, please specify where the remaining funds will come from.</p>	
<p>Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? <i>(including Local Authorities)</i></p>	<p>Yes/No</p>
<p>If YES. Please give the following details: Please include details of all applications both successful and unsuccessful.</p>	<p>Organisation- Purpose- Successful (Y/N) Amount Received £</p>

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<p>Please give details of your organisation's own fund-raising efforts:</p>	
<p>When do you intend your project to start?</p>	
<p>How will you measure the success/benefit of your project?</p>	
<p>Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:</p>	<p>Yes/No</p>
<p>Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)</p>	
<p>Have you previously received, or applied for a grant from Poulshot Parish Council?</p>	<p>Yes/No</p>
<p>If yes, please give details of amount(s), year(s) and purpose :</p>	

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<p>If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. <i>(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).</i></p>	
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Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.

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PRIVATE AND CONFIDENTIAL

NOT TO BE INCLUDED ON COUNCIL AGENDA

Name of Organisation:	
Correspondence Address:	

Name and Address of Person Making the Application:

Name:			
Address:			
Email:			
Contact telephone numbers:			
Preferred method of contact:	Tel:	Email:	Post:

Bank Details

Name on Account:	
Bank Name:	
Account Number:	
Sort Code:	
Number of signatures required to issue cheques/payments:	

POULSHOT PARISH COUNCIL

FINAL APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form.

Yes/No	Have you completed ALL sections of the form? (If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).
Yes/No	Does your application set out how your Organisation meets the requirements of the 'eligibility criteria?'
Yes/No	Have you enclosed your Organisation's latest set of accounts, constitution and safeguarding policy?
Yes/No	Have you signed the statement on the application form to certify that all the details are correct?
Yes/No	A representative from the organisation applying for the grant should be in attendance at the meeting so that questions may be asked by Councillors

Please return your application form with the documents as listed as soon as possible and **NO LATER THAN 8 WORKING DAYS BEFORE THE NEXT MEETING OF POULSHOT PARISH COUNCIL**

When completed, this form together with supporting documents should be emailed to: Poulshotparishclerk@outlook.com. Or alternatively delivered to the Chairman of Poulshot Parish Council.

Please note you will be required to provide the Parish Council with details and/or photographs of how the Parish Council grant funding has been spent should you be successful in your application.

DECLARATION

I declare that:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application. Poulshot Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I understand that: Poulshot Parish Council reserves the right to request a list of names and addresses of members of your organisation. Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested. Poulshot Parish Council may ask for additional information at any stage of the application process.

I will be required to submit details showing how the grant funding was used. Poulshot Parish Council reserves the right to reclaim the grant in the event of it not being used

POULSHOT PARISH COUNCIL

for the purpose specified. The application form and supporting information will be copied and placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Poulshot Parish Council in accordance with the Data Protection Act.

NAME:	
SIGNED:	
POSITION:	DATE:

Privacy Statement

Here at Poulshot Parish Council we take your privacy seriously and will only use your personal information to validate applications for grants. Information about your group and any grant award will be held and published by the Parish Council. Your personal information will be stored whilst your grant is active, and we will use this to contact you about the progress and success of any grant awarded. Your personal details will not be published or shared without your permission. Your personal information will be held alongside the grant application form for financial audit purposes. If you would like us to delete the information we hold or if you have any other questions, please contact us at poulshotparishclerk@outlook.com.

For Office Use

Acknowledged	
Statutory Power	
Council Meeting Date	
Decision	
Informed	

POULSHOT PARISH COUNCIL BUDGET
DRAFT BUDGET 2025/2026

Presented at 14 Jan 25 Full Council Meeting - For Approval

Item	2024/2025 Budget		To Date Spend (as at 14 Nov 24)	2024/2025 % of Forecast		2024/2025 Forecast	2025/2026 Budget	Change (24/25 Forecast v Budget 25/26)	Comments / Justification
	£	£	£	£	£	£	£		
Salary	£ 3,564.00	£ 2,079.00	58%	£ 3,600.00	£ 4,408.56	£308.56	Clerk anticipated 26hrs pcm approx 6.5hrs per week. Budget showed £13.50per hr, increased to £14.13		
Salary Pay Increase Allowance	5% £ 71.28	£ -	0%	£ 212.04	£ 220.43	£7.49	4.67% was FY24/25 rise - fixed rates		
Staff Pension at 3%	3% £ -	£ -		£ -	£ -	£0.00	Below threshold of earnings set at £520 pcm or £120 per week. Otherwise this would be 3% minimum.		
Employer's National Insurance	15% £ -	£ -		£ -	£ 150.00	£150.00	Much should be Below LEL (GBP5000) so +0%. Estimate GBP1000 over so 15%		
Overtime	£ 1,944.00	£ 332.62	17%	£ 1,944.00	£ 850.00	£-1,094.00	Clerk Overtime set at about 5hrs per month, as hours not increased. 5*14.13*12=847.8		
Employ Responsible Financial Officer	£ -	£ -	0%	£ -	£ 2,310.00	£2,310.00	New cost. Estimate: 2hrs per week, 10hrs budget setting, 20hrs Audit, 20hrs AGAR, 154hrs @£15		
Allowance/Expenses	£ 260.00	£ 189.68	73%	£ 260.00	£ 260.00	£0.00	Clerk travel. Councillors expenses for training courses (not course fees), stationary, stamps, printer ink, etc.		
Legal	£ 500.00	£ -	0%	£ 500.00	£ 500.00	£0.00	Based on need to be able to seek legal advice on land, community fund, audit or other matters.		
Wages Accountancy	£ 168.00	£ 114.50	68%	£ 168.00	£ 198.00	£30.00	£16.50 pcm incl VAT from Charlton Baker.		
Subscriptions	£ 450.00	£ 301.06	67%	£ 400.00	£ 400.00	£0.00	NALC/WALC/SICC (150) OpenSpaces (50)/MS Office(60)/Norton(60) Virgin Mobile (60)		
Insurance	£ 286.20	£ 286.20	100%	£ 286.20	£ 286.20	£0.00	3 year policy reduced payments of £286.20 pa.		
Training	£ 200.00	£ -	0%	£ -	£ 200.00	£200.00	Reduced as most WALC provided training is free. Despite no used, left in for new councillors		
Hire of Village Hall	£ 300.00	£ 164.00	55%	£ 300.00	£ 390.00	£90.00	6 Planned meetings and 4 extra meetings @ £15 per hour. Budget 3hrs for normal and 2hrs for extra. 26 hrs so £390		
Audit	£ 478.80	£ 312.00	65%	£ 312.00	£ 478.80	£166.80	£399 plus VAT fixed for 3 years		
Election Costs	£ 175.00	£ 175.00	100%	£ 175.00	£ 175.00	£0.00			
Grass Cutting	£ 2,415.00	£ 1,783.20	74%	£ 2,415.00	£ 2,777.25	£362.25	Estimated cost at 15% increase on 24/25 Costs		
Hedge Trimming Green Gardens	£ 250.00	£ 375.00	150%	£ 375.00	£ 400.00	£25.00			
Tree Work	£ 500.00	£ -	0%	£ 445.00	£ 500.00	£ 55.00	No tree work was conducted in 20/21, 21/22, 22/23. Planned spend in 23/24 = GBP445		
Pond Weed Clearance	£ 450.00	£ 336.00	75%	£ 336.00	£ 350.00	£14.00	Previously conducted by Village Trust - Professional Contractor required (New Zealand Pigmy Weed) Reduced if just skip costs		
New Land - HGF field	£ 600.00	£ -	0%	£ -	£ 400.00	£400.00	Basic maintenance - one area cut and perimeter hedge cut. Weed spray. Reduced to £600		
Grounds Maintenance Sub-Total	£ 4,215.00	£ 2,494.20	2.99	£ 3,571.00	£ 4,427.25	£856.25			
Website current is £18 pcm	£ 540.00	£ 486.04	90%	£ 540.00	£ 580.00	£ 40.00			
Repairs/Maintenance	£ 250.00	£ 93.60	37%	£ 93.60	£ 250.00	£ 156.40	Work is required on gates and fences in Green Gardens, other general works. Play ground inspections		
Water Bill Green Gardens	£ 50.00	£ 39.70	79%	£ 60.00	£ 80.00	£ 20.00	charged 10 every 6 months. Dec 24 = £44 & Jun Bill £39 bill increased. Volume the same.		
Grants to village organisations	£ 300.00	£ -	0%	£ -	£ -	£ -	Peggies, Fete and others. Aim to use community fund, GBP1316 used in 24/25		
Extra-Ordinary Grant Queen's Jubilee	£ -	£ -	0%	£ -	£ -	£ -	Paid by Community Fund		
Defibrillator - No monthly charges	£ -	£ -	0%	£ -	£ -	£ -	Paid by Community Fund		
Expenditure Total	£ 13,752.28	£ 7,067.60	51%	£ 12,422.74	£ 16,164.24	£ 3,741.50			
Community Infra Levy	£ -	£ -	0%	£ -	£ -	£ -	Waiting on Fence for allotments		
Expected VAT Recovery	£ 1,200.00	£ -	0%	£ 1,200.00	£ 1,300.00	£ 100.00	Increased to account for recovery on Green Maintenance		
Allotment Income	£ 100.00	£ 100.00	100%	£ 100.00	£ 100.00	£ -	Increase allotment charge to £25 per year FY24/25.		
Income Total	£ 1,300.00	£ 100.00		£ 1,300.00	£ 1,400.00	£ 100.00			
Net Spending	£ 12,452.28	£ 6,967.60		£ 11,122.74	£ 14,764.24	£ 3,641.50			
Contingency	£ 2,347.72	Estimate unspent	1.6%	£ 235.76	£ 235.76	£-2,111.96	Reduced as savings account has enough. Reserves need to be 3-12 months of spend. Annual contingency was 20% of annual budget.		
Precept	£ 14,800.00	£ 1,329.54		£ 15,000.00	£ 15,000.00	£200.00			
Annual Balance	£ -	£ -		£ -	£ -	£ 1,350	Precept Change % in cash terms - does not reflect Council Tax Calculation.		

Council Tax Precept Calculator

Poulsot Parish Clerk

Please enter in box 1 the total amount of Precept required in 2025/26 to calculate the % change on your band D charge for 2025/26. The result will appear in box 2.

Alternatively, please enter in box 2 the % increase/(-decrease) to the band D charge in order to calculate the total Precept. The result will appear in box 1.

A summary is shown below together with the difference from the previous year.

Total precept for 2025/26: £ (Box 1) (Press tab to enter)

Percentage change: % (Box 2) (Press tab to enter)

Summary

Year	Taxbase	Precept	Total £ for Band D	Difference in £ for Band D	% change on last year for Band D
2024/25	159.55	£14,800.00	£92.76		
2025/26	162.96	£15,000.00	£92.05	-£0.71	-0.77%

To show the change across all Bands:

Year	A	B	C	D	E	F	G	H
2021/22	£53.70	£62.65	£71.60	£80.55	£98.45	£116.35	£134.25	£161.10
2022/23	£56.34	£65.73	£75.12	£84.51	£103.29	£122.07	£140.85	£169.02
2023/24	£58.72	£68.51	£78.29	£88.08	£107.65	£127.23	£146.80	£176.16
2024/25	£61.84	£72.15	£82.45	£92.76	£113.37	£133.99	£154.60	£185.52
2025/26	£61.37	£71.59	£81.82	£92.05	£112.51	£132.96	£153.42	£184.10
Difference for each Band £	-£0.47	-£0.56	-£0.63	-£0.71	-£0.86	-£1.03	-£1.18	-£1.42
% difference for each Band	-0.76%	-0.78%	-0.76%	-0.77%	-0.76%	-0.77%	-0.76%	-0.77%

[View Full History](#)

AGENDA ITEM 19 & 20

Account Balance - 5 January 2025

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Bank Balances Last Meeting (14Nov24)	£11,007.06	£14,187.80	£37,221.84	£85,000.00	£137,068.98
Movement since last meeting	-£1,343.99	£23.72	-£688.43	£0.00	-£2,008.70
Resulting Balances	£9,663.07	£14,211.52	£36,533.41	£85,000.00	£135,062.28
Bank Balances	£9,663.07	£14,211.52	£36,533.41	£85,000.00	£145,408.00
Creditors	£1,061.40	£0.00	£0.00	£0.00	£0.00
Debtors	£0.00	£0.00	£0.00	£0.00	£0.00
Balances	£8,601.67	£14,211.52	£36,533.41	£85,000.00	£144,346.60

Transaction Approval as reported at Full Parish Council Meeting

Minute Reference:

Signed:

Chair _____

Other Finance Member _____

Dated: _____

Parish Accounts	Community Fund
£144,346.60	£121,533.41
£22,813.19	£121,533.41

Transactions Since Last Meeting

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
87	08-Nov-24	08-Nov-24	POULSHOT PARISH CO 309263 42605160 (Connect to 25/PV60 - Fireworks Grant)		Community Fund Spend	TFR	25/RV013	£750.00	£0.00	
88	11-Nov-24	21-Oct-24	TALKMOBILE 103984662AE53CED		Subscriptions	DD	25/PV69		£5.00	
89	14-Nov-24	29-Oct-24	1&1 INTERNET LTD 2024-10-29 203044764704-IONOS CLOUD LTD_V50520923-69196655	INV 203044764704	Admin including website	DD	25/PV67		£18.00	£3.00
90	22-Nov-24	14-Nov-24	POULSHOT VILLAGE H 600000001461013710 VH SEP24 INV0812-1 608301 10 22NOV24 10 24	Inv0812-1	Expenses incl VH Hire	FPO	25/PV70		£24.00	
91	22-Nov-24	19-Nov-24	IDVERDE LIMITED 200000001457247815 POLJ02 10928523 300009 10 22NOV24 10 23	Inv10928523	Green and other maintenance	FPO	25/PV71		£201.00	£33.65
92	25-Nov-24	25-Oct-24	CHARLTON BAKER LTD	INV-75399	Payroll Service Fee	FPO	25/PV66		£16.50	£2.75
93	04-Dec-24	30-Nov-24	JEANNETTE YOUNG 100000001459742686 PAY NOV24 EXP OCT Includes GBP119.49 backup	Pay	Staff Costs	FPO	25/PV72		£398.80	
94	04-Dec-24	30-Nov-24	JEANNETTE YOUNG 100000001459742686 PAY NOV24 EXP OCT 208458 10 04DEC24 10 26	Expenses	Admin including website	FPO	25/PV72		£18.10	
95	10-Dec-24	21-Nov-24	TALKMOBILE 103984662AE53CED		Subscriptions	DD	25/PV73		£4.90	
96	17-Dec-24	29-Nov-24	1&1 INTERNET LTD 2024-11-29 203045282503 IONOS CLOUD LTD_V50520923-60242152	Inv203045282503	Admin including website	DD	25/PV74		£18.00	£3.00
97	23-Dec-24	25-Nov-24	CHARLTON BAKER LTD	Inv76282	Payroll Service Fee	SO	25/PV75		£16.50	£2.75
98	31-Dec-24	20-Dec-24	SJ APLIN PLAYGROUN 200000001479877981 POULSHOTPC INV4487 404716 10 31DEC24 10 04	Inv4487	Green and other maintenance	FPO	25/PV76		£642.00	£107.00
99	31-Dec-24	31-Dec-24	JEANNETTE YOUNG 400000001488736863 PAY DEC24 EXPNOV24 208458 Salary	Expenses	Staff Costs	FPO	25/PV77		£349.50	
100	31-Dec-24	31-Dec-24	JEANNETTE YOUNG 400000001488736863 PAY DEC24 EXPNOV24 208458 Expenses	Expenses	Admin including website	FPO	25/PV77		£18.10	
101	31-Dec-24	13-Dec-24	IDVERDE LIMITED 600000001483616397 POLJ02 10928828 300009 10 31DEC24 10 03	Inv10928828	Green and other maintenance	FPO	25/PV78		£201.00	£33.65
102	31-Dec-24	19-Dec-24	HMRC - ACCOUNTS OF 300000001487317959 120PC00309299 083210 10 31DEC24 10 03	120TAS68782	Staff Costs	FPO	25/PV79		£150.00	
103	31-Dec-24	20-Dec-24	ASTUTIUM LTD TA DI 100000001474719519 POULSHOT INV127151 Domain 10Jan25-9Jan26	Inv127151	Admin including website	FPO	25/PV80		£10.75	£1.80
								£ 750.00	£2,093.99	£187.80
								Monthly Balance	-£1,343.99	

Pending Invoices

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
		25-Dec-24	CHARLTON BAKER LTD	Inv77153	Payroll Service Fee	SO	25/PV81		£16.50	£2.75
		29-Dec-24	1&1 INTERNET LTD 2024-12-29 203045787217-IONOS CLOUD LTD_V50520923-69196655	Inv203045787217	Admin including website	DD	25/PV82		£18.00	£3.00
		21-Dec-24	TALKMOBILE 103984662AE53CED		Subscriptions	DD	25/PV68			
		14-Nov-24	POULSHOT VILLAGE H 600000001461013710 VH SEP24 INV0812-1 608301 10 22NOV24 10 24	Inv0812-2	Expenses incl VH Hire	FPO	25/PV70		£30.00	
		ibc	gVerde - Monthly at GBP201.90		Green and other maintenance				£201.00	£33.65
		ibc	Green Tree Works - Authorised Work Not Completed		Green and other maintenance				£445.00	£56.00
		ibc	Election Fees - Wiltshire County Council (ESTIMATE)		Election Fees				£350.00	
								£0.00	£1,061.40	£95.40

Note.

Anticipated Transactions Before Next Meeting

Ser	Date Bank Statement	Invoice Date	Details	Category of Spend	Ch/Ref	V No	Receipts	Payments
		Monthly	1&1 Internet Ltd (V50520923-290486224) Inv TBC £18 pcm	Admin including website	DD			£36.00
		Monthly	Charlton Baker Inv - Monthly (£15.50 pcm)	Payroll Service Fee	SO			£31.00
		ibc	gVerde - Monthly at GBP201.90	Green and other maintenance				£201.00
		Bi-Monthly	Village Hall Invoice	Expenses incl VH Hire	BACS			£30.00
		Monthly	Vodafone - Talkmobile Contract (£5 pcm)	Subscriptions	DD			£10.00
		If Requested	Jubilee Refunds (Tranquil Moments, Townsend Barn Nursery, Lodges Farm)	Jubilee Donations				£190.43
		Annual	Open Spaces Membership - Estimate	Subscriptions				£50.00
		Monthly	Clerk Salary	Staff Costs				£300.00
							£0.00	£949.33

Uncommitted Precept 2024/25	£8,601.67	Treasure's Ac Balance	minus	Anticipated Spend + Pending Invoices	£ 1,910.73
	£6,690.94				