

August Meeting Report

Bank reconciliation						
Name of smaller authority:	Sourton Parish Council					
Financial year ending 31 March 2023						
Prepared by (Name and Role):	Abi Horn Clerk and RFO					
Date:	25/07/2022					
					£	£
Balance per bank statements as at 21/6/22						
Natwest Current	account 1				£ 3,305.66	
Unity	account 2				2,921.3	
Natwest Reserve	account 3				5,414.1	
						11,641.1
Petty cash float (if applicable)					-	-
Less: any unpresented cheques as at 25/7/22						
				M Leonard	-21	
						- 21.0
Net balances as at 25/7/22						11,620.1

		2020-2021	2021-2022		2022-23		2023-24
			Actual	Budget	To Date	Budget	Budget Forecast
Total Expenses		8,545.45	7,971.37	8,495.71	3,094.45	8,510.99	8,912.84
Category	Sub category						
Clerk salary	Salary	3,332.45	3,418.41	3,338.71	1,612.20	3,894.00	4093.85
	Working from home	100.00	58.00	100.00	-	100	125
	Total	3,432.45	3,476.41	3,438.71	1,612.20	3,994.00	4,218.85
Green Spaces		1,370.00	943.00	1,370.00	519.82	1,000.00	1150
Administration							
	Admin expenses/mileage	200	100	360		100	100.00
4	Training	100	57.6	200	30.00	360	260.00
	Total	300	157.60	560.00	£30.00	460.00	360.00
Office costs							
	Miscellaneous		1,093.41	100.00	70.17	100	100.00
5	Website & Base	150.00	182.86	160.00		160	520.00
6	Village Hall Hire	160.00	137.50	150.00	150	150	150.00
	Subscriptions DALC	90	102.78	100	94	100	100
	Litterbin emptying	65	63.34	80	39.78	80	80
7	Subscriptions ICO	35	35	40		40	40
	Internal Auditor	150	55	150	55	150	100
8	GDPR emails	0	0	168	0	0	0
9	Membership to SLCC	0	0	80	0	103	0
	New business bank	0	36	80	18	80	80
	Microsoft 365	0	0	0		60	60
	Norton Security	0	0	0		14.99	14.99
	Total	650.00	1,705.89	1,108.00	426.95	1,037.99	1,244.99
Jubilee/ Civic Events		-	-	-	1,859.40	-	100.00
S137			25.00		397.15		
Insurance		425.00	305.47	425.00	305.48	425.00	350.00
Grants		675.00	250.00	675.00	200.00	675.00	675.00
working reserve		779		0	0		
Maintenance of assets		300	300	300	0	300.00	300.00
Election Costs 4 yr contingency		214.00	214.00	214.00	-	214.00	214.00
General Reserve/contingency		400.00	405.00	405.00	-	405.00	400.00

- 1 wage review under discussion - have based on 2.5%
- 2 working at home allowance raised due to the cost of electricity and heating rising
- 3 Need to go to tender for 2023 cuts. Add money to budget for Environmental policy
- 4 Reduced due to lack of willing participants to go on courses
- 5 this year it went up 15% plus additional funds for base magazine- clerk to look at website providers to see if we are getting good value for money
- 6 Check with Village Hall hire charges
- 7 Charges as advised by WDBC
- 8 GDPR email set up free of charge.
- 8 Not currently a member
- 9 Building a small reserve for civic events
- 10 This is the last year of a 3 year deal. Could have significant increases in 2024

8.4 contract for the grass cutting 2022 Cutting season

10 cuts from April - October - Churchyard

12 cuts of the village green and removal of cuttings if required

Resolution Register 2022-2023					
Date	Minute ref	Resolution	Action	Completed	Notes
09/05/2022	7.1	On the proposition of Cllr Fogerty and seconded by Cllr Eberle it was resolved to not to support the application	Clerk	submitted 10/5/22	Awaiting Decision
	11	On the proposition of Cllr Eberle and seconded by Cllr D Firth it was resolved to write to builders to ask for a completion date as it made the village untidy.	Clerk	wrote to builders and architect no response as yet emailed again 7/6/22 Had response from architect who was going to push builders	
06/06/2022	None	clerk emailed WDBC to ask for weekly bin collections	Clerk	Spoken to WDBC bin being collected weekly but only being charged fortnightly. Monitor bin	
13/06/2022	21.1	It was resolved on the proposition of Cllr Eberle and seconded by Cllr Fogerty to support the application	Clerk	submitted 21/6/22	Conditional Approval Given
	22.1	Cllr Leonard had not heard from Unity Bank about becoming a signatory, the clerk would follow up.	Clerk	Clerk received letter confirming Cllr Leonard on the bank mandate	Complete
	22.4	On the proposition of Cllr Fogerty and seconded by Cllr Eberle it was resolved to review the Grants Policy	Clerk	Clerk write for July Meeting	complete
	25.1	It was resolved by Cllr Fogerty and seconded by Cllr Jewell to have a green agenda for the parish aiming towards a carbon neutral parish	Clerk	Clerk and chair writing for July Meeting	Complete
	25.2	It was resolved on the proposition of Cllr Eberle and seconded by Cllr Fogerty that the revised letter be sent to Shell garage	Clerk	Letter sent	Awaiting Response
	27	It was resolved on the proposition of Cllr Jewell and seconded by Cllr Fogerty to postpone the discussion of the purchase of the new notice board until any available grants had been applied	Clerk	Clerk applied to DCC for localities budget	Awaiting Response
11/07/2022	37.3	On the proposition of Cllr Stone and seconded by Cllr Fogerty it was resolved to make a list of objectives for September's meeting. It was agreed to apply for money for bulbs and the clerk would email the landowner to ask permission to plant them.	Chairman		ongoing
	38.3	On the proposition of Cllr Jewell and seconded by Cllr Leonard it was resolved to give a grant of £200 to the BASE magazine.	Clerk	Done 12/7/22	
	39.2	On the proposition of Cllr Eberle and seconded by Cllr Jewell it was resolved to donate the full amount of money raised from the Ceilidh to the Village Hall. The clerk would arrange to meet with Cllr D Firth to confirm the final total and arrangements for the donation to the Village Hall.	Clerk/Cllr D Firth		
	40.1	Cllr Leonard reported that there was still no reply from Devon County ecologists regarding the survey of the verges before tree planting could take place. It was resolved that the clerk would write to Cllr Samuels to see if she could help move the issue on.	Clerk	email sent 19/7/22	
	40.2	The road up the village hall surface is disintegrating and is causing access issues to the moor, Church and Village Hall. It was resolved that the clerk would write email the landowner to ask about repairing it.	Clerk	email sent 19/7/22	
	42	On the proposition of Cllr Jewell and seconded by Cllr Leonard it was resolved to purchase the Dean Joinery Notice Board as it was locally made and in line with the new environmental policy	Clerk	email sent confirming details	