

Date:	4 th July 2022
Name	Abi Horn

8.

Bank reconciliation – pro forma			
Name of smaller authority:	Sourton Parish Council		
Financial year ending 31 March 2023			
Prepared by (Name and Role):	Abi Horn Clerk and RFO		
Date:	21/06/2022		
			£
			£
Balance per bank statements as at 21/6/22			
Natwest Current	account 1		£3,305.66
Unity	account 2		4,998.1
Natwest Reserve	account 3		5,413.7
			13,717.4
Petty cash float (if applicable)			-
Less: any unrepresented cheques as at 21/6/22			
		Barnstomers Band	-50
		A Horn	-£ 322.44
		A Horn	-56.92
		S Firth	-255.6
		M Leonard	-21
		Greenspaces Design	-120
		A Manning	-226.5
		A Horn	-101.69
		K Hills	-30.15
		Community First	-305.48
		Localities Grant	-200
		Unity	-18
			- 1,707.8
Net balances as at 21/6/22			12,009.6

Totals to Date

Receipts

Total		Precept		Grant		Bank Interest		VAT Refund		Misc		Interest reserve account	Transfers from C/A	Transfers to C/A
Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity			
£ 939.00	£ 5,767.50	£ -	£ 4,255.50	£ 939.00	£ 1,411.00	£ -	£ -	£ -	£ 101.00	£ -	£ -	£ 0.85	£ -	£ -

Payments

Total		Clerk's Salary		Grants and Donations		Admin and training		Green Spaces		Office Costs		Insurance		Asset Maintenance		Election Costs		VAT		Trf to Bus Reserve		Jubilee	
Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity	Natwest	Unity
£ 2,165.40	£ 3,385.66	£ 322.44	£ 967.32	£ 739.00	£ 200.00	£ 30.00	£ -	£ 13.32	£ 506.50	£ 304.54	£ 122.41	£ -	£ 305.48	£ -	£ -	£ -	£ -	£ 97.99	£ 125.51	£ -	£ -	£ 658.11	£ 1,158.44

Bank Summary from Cash book

		Current	Unity	Reserve	Total
Balance	01-Apr-22	£ 4,471.10	£ 196.00	£ 5,412.80	£ 9,883.90
Receipts to	present	£ 939.00	£ 5,767.50	£ 0.85	£ 6,707.35
Payments to	present	£ 2,165.40	£ 3,385.66	£ -	£ 5,551.06
Balance at		£ 3,244.70	£ 2,577.84	£ 5,413.65	£ 11,040.19

Bank Reconciliation

	Current	Unity	Reserve	Total
Balance per statement	£ 3,305.66	£ 4,998.06	£ 5,413.70	£ 13,717.42
Outstanding payments	Chq No	Amount	Bacs	Amount
Barnstomers Band			50	
A Horn			£ 322.44	
A Horn			56.92	
S Firth			255.6	
M Leonard			21	
Greenspaces Design			120	
A Manning			226.5	
A Horn			101.69	
K Hills			30.15	
Community First			305.48	
Localities Grant			200	
Unity			18	
			£ 1,707.78	
Total Outstanding payments			£ -	£ -
	£ 3,305.66	£ 3,290.28	5,413.65	£ 12,009.59

Section 2 - Accounting Statements

Balances b/f	9,884	Box 1
Precept	4,256	b2
Total other Receipts	2,452	b3
	<u>16,592</u>	
Staff costs	1,290	b 4
All other Payments	4,261	b 6
Balances C/f	<u>11,041</u>	
Total Value of cash etc	<u>11,040</u>	b 7

SOURTON PARISH COUNCIL

Annex A - Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Sourton Parish Council, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB, or email to parishclerk@sourtonpc.org.uk

Name of organisation	Bridestowe + Sourton Exda
Applicant's contact details	Ali Young, Glebe Park Bridestowe, Okehampton EX20 4ER.
Position within organisation	owner
Telephone	01837 801157
Email	ali.young53@btinternet.com
Is your organisation a registered charity? If yes, charity number	No
Project for which grant is required?	Production of monthly community newsletter for parishes of Sourton + Bridestowe.
Total Cost of project	£250 / month
Have any funds been requested from other sources?	No
Amount requested. Was that application successful?	/
Amount of grant requested from Sourton Parish Council	£200
When are the funds required?	asap
Details of the bank account to receive the grant funds	[REDACTED]

SOURTON PARISH COUNCIL EVENTS WORKING GROUP

TERMS OF REFERENCE

1. Working Group The Events Group is a working group of Sourton Parish Council.

2. Members The Events Working Group is made up from Councillors and non-Councillors. The quorum of the Working Group shall be 5 Members. The Chair and Vice Chair are automatically members of this working group.

3. Chairman and Vice-Chairman The Chairman and Vice-Chairman are to be appointed annually by the working group at their first Meeting.

4. Meetings The working group will call meetings as and when needed.

5. Terms Of Reference

To review the Terms of Reference of the Events Working Group at the Annual Meeting of the Council and when necessary, the committee to make appropriate recommendations to Full Council.

6. Responsibilities

The Working Group has the overall responsibility for the management of the Council's events ensuring they run in accordance with legislative requirements, regulations, and guidelines.

These will include:

- To report make recommendations to Council for future events.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- To ensure Councils events do not clash with other community groups.
- All financial spending to be agreed by Full Council
- All events to be agreed by Full Council.

7. Minutes Informal minutes will be taken at the minute and distributed to Working Group members.

8. Reporting to Council The Chair of the Working Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified

<u>Money in</u>			<u>Money out</u>		
National Lottery	739		beacon	490	
Localities	200		gas beaco	75.6	
Neighbourhood Plan	508.34		bbq	131.84	
			trowel	324.75	
	1447.34		seeds	72.4	
			deposit	50	
			liscence	21	
			band hire	390	
			hall hire	0	
			drink and	260.96	
				1816.55	
total	369.21				

Recommendations:

1. Vire £119.52 from the insurance budget to the Jubilee Budget
2. £249.69 to come from general reserves at this point in the year but if towards the end of the financial year there is an underspend vire the money from that budget line.

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
06/06/2022	None	clerk emailed WDBC to ask for weekly bin collections	Clerk	Reported on website and bin emptied	No response
13/07/2022	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	Awaiting Decision
	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	
	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	
	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	
	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

Notice Board	Design	Quote
Dean Joinery	Wooden 	£1000
Green Barnes	Wooden 	£1178.80 plus VAT & Delivery
Woodcraft UK	Wooden 	£1080 plus VAT and delivery
<p style="text-align: center; color: red;">None of these prices include legs or the putting up of the notice board</p>		

<p>Green Barnes</p>	<p>Plastic</p> 	<p>£977.45 plus VAT & Delivery</p>
<p>The Noticeboard Company</p>	<p>Plastic</p> 	<p>£1869 plus VAT & Delivery</p>