

Clerk c/o Hibbins Cottage, The Green, Ketton, STAMFORD PE9 3RA

Email: clerk@eastononthehill-pc.gov.uk

2019 - 2020 Year End Bank Reconciliation

£

Diff:

0.00

Total of balances in bank account as at 31 March 2020

Unity Trust Current Acco	ount
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	Total	£3254.44
Less unpresented cheques:		Nil
Less outstanding payment:		Nil
Plus outstanding receipts:		Nil
Net bank balance at 31 March 2020	-	£3254.44
Cash book		
Opening balance C/F : 1 April 2019 From bank account transfer		27018.65 5.36
Add: receipts to date Less: payments to date	_	32735.02 56504.59
Balance as per cash book as at 31 March 2020	-	£3254.44

CHECK LIST FOR THE CLOSE PLAY AREA

AREAS TO CHECK:

Access, surfaces, bins, benches, signs, fences, gates, planting around perimeter, safety matting, swings, climbing frame/slide, spring rockers.

	YES	NO
Is the area clean, tidy, free of dog fowling and litter?		
Are fences, gates, bins, benches and signs in good order and free from		
damage?		
Is the grass at a suitable length, surfaces free from obstructions, safety		
matting secure and undamaged and the planting around perimeter cut back?		
Is the play equipment secure, undamaged, free of protrusions and sharp		
edges, and are any moving parts able to move freely, smoothly and quietly?		
Is there anything in the area of concern?		
Does anything need immediate attention?		

CHECK LIST FOR THE PLAYING FIELD

AREAS TO CHECK:

Access, surfaces, bins, benches, signs, fences, gates, planting around perimeter, safety matting, changing rooms, youth shelter, basket ball area, swings, climbing frame, slide, tunnels, football goals.

	YES	NO
Is the area clean, tidy, free of dog fowling and litter?		
Are fences, gates, bins, benches and signs in good order and free from damage?		
Is the grass at a suitable length, surfaces free from obstructions, safety		
matting secure and undamaged and the planting around perimeter cut back?		
Is the play equipment secure, undamaged, free of protrusions and sharp		
edges, and are any moving parts able to move freely, smoothly and quietly?		
Is the changing room building secure and safe?		
Is there anything in the area of concern?		
Does anything need immediate attention?		

If anything needs immediate attention, or you have any concerns, please contact the Clerk ASAP.

clerk@eastononthehill-pc.gov.uk or tel 07889669550

Please return the completed form to the next PC meeting.

Inspected by _	Date	
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MONTHLY DEFIBRILLATOR CHECKLIST

CODE TO ACCESS IS C159X

Instruction	Recommended corrective	Village	Shop	Date checked or
	Action	Hall		action taken
1. Check readiness				
display for:				
a) O K indicator	None			
b) CHARGE-PAK	Replace CHARGE-PAK			
indictor	battery charger and QUIK-			
	PAK Electrode packet			
	Refer to operating			
c) ATTENTION	instructions			
indicator				
maicator	Contact authorised service			
d) WRENCH indicator	personnel			
a) withit indicator	personner			
2. Check use by date	Replace electrode packet if			
on all electrode	date passed			
packets	-			
3. Check additional	Replace as needed			
supplies				
4. Check defibrillator				
for:	Contact authorised service			
a) Damage or cracks	personnel			
a) Damage of Clacks	personner			
	Clean the device			
b) Foreign Substances	order the device			
5. Check cabinet:				
a) Sticky lock – difficult	Clean lock with WD40			
to open	Clean lock with WD40			
to open				
b) Cabinet door	Check alignment, clean with			
sticking	soapy water			
U				

Other comments		
Signed	Data	
2151160	Date	

EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31ST MARCH 2020

			Date	Replacement	Insure
		Value	Acquired	value	Y/N
					Excess
					£250
Playing Field:	Nominal Value	£ 1,000.00	1967	////	N
	Pavilion	£ 32,340.80		////	N
	Standpipe and tap	£ 500.00		////	N
	Gate	£ 300.00		////	N
	Safety matting under swing	£ 3,259.50		////	Ν
	Dog Bin	£ 145.00		////	N
	Litter Bin	£ 298.00		////	N
	Youth Shelter & Basket area	£ 11,782.00	11/02/2013	£7,800	Y
				////	////
The Close:	Combination swings of 2 child's and Cradle swing	£ 3,000.00		£3245	Y
	Arch			£2262	Υ
	Slide	£ 1,800.00		£5028	Y
	Safety Surfacing for above	£ 7,361.42	10/06/2012	£7500	Υ
	2 Springies & safety surface	£ 3,793.65	10/06/2012	£3800	Y
	Bench Seat	£ 455.00		£700	Y
				////	////
Allotments:	Nominal Value	£ 500.00	Not Known	N/A	N
	Fence	£ 2,259.00		£2500	Y
	Standpipe and tap	£ 500.00		N/A	N
				////	////
Pocket Park: (Spring Close)	Nominal Value	£ 500.00	Gifted 1977 Registered 1996	N/A	N
		_		////	////
<u>Millennium</u> <u>Garden</u> :	Nominal Value	£ 500.00	May 2001	N/A	N
				////	////
<u>War</u> Memorials:	Church Street Spring Close	£ 48,873.02		£45000 £5000	Y Y
Bus Shelter:	Insurance Value	£		//// £6120	//// Y
שמי אופונפו.	modifice value	6,000.00		10120	'

EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31ST MARCH 2020

				////	////
Street	73 Street Lights	£	After	//// ////	N
Furniture:		78,070.00	01/04/12		
	37 Street lights	£14766	August 2019	////	N
	plus new pole				
	Refuse Bins	£		////	N
	0 5 5	1,200.00		1111	
	9 x Dog Bins	£ 1,305.00		////	N
	Benches x 5	£	5 th bought	£700	Υ
	Benefico X S	3,000.00	11/04/16	2,00	
	Vehicle Activation Signs	£ 3825.00	30/06/16	£3900	Υ
	x 2		, .		
	VAS Batteries x 3	£ 708.90	30/06/16	N/A	N
	Solar VAS plus Post	£ 4452.00	Aug 2017	£4452	Υ
	Village Signs x2	£ 1715.25	17/01/17	£1750	Υ
	Grit Bins x 6	£1750	20/10/18	////	N
Gd Maint.	Honda Rotary Mower	£			N
Equipment		700.75			
				<u> </u>	////
Office	PC, screen,	Written Off	01/04/15	////	N/A
Equipment:	printer/fax/copier				
	Laptop, and software	Written Off	09/10/17	////	N/A
	printer	£		////	N
	printer	49.00		7777	1
	Chain of	£		£590	Υ
	Office/Medallion	574.13			
	Laptop and software	£	25/02/17	£400	Υ
		400.00			
First Aid	Defibrillator	£		£1000	Υ
Equipment:		780.00			
	Defibrillator Cabinet	£		£400	Υ
		345.00			
	Defibrillator (Donated)	£	01/06/2017	£1000	Υ
		780.00			
	Defibrillator Cabinet(£	01/06/2017	£400	Υ
	Donated)	345.00			
Totals		£239933.42		£103547	

2019-2020 EXPENDITURE AGAINST BUDGET

1	BUDGET	ACTUAL TO DATE	% of Budge	Committed	APR	MAY	JUN
Payments (excluding	ng VAT)						
Staff costs	8500	12911.38	152%	8950	2594.71	2313.41	1118.7
Insurance	1520	1554.87	102%	1520			
Room Hire	150	330	220%	150		119	26
Admin costs	720	454.19	63%	0	87.2	58.3	
Subscriptions	660	696.36	106%	660		656.36	
Training/conferen	1150	445	39%	0			156
Audit	440	200	45%	440			
Street Lighting	4700	14852.47	316%	0	390.38	201.02	342.61
Solicitor	500	1936.73	387%	0			
Parks & Open Space	5640	4928.05	87%	150	333.49	1154.56	560
Asset Maintenanc	175	1071.11	612%	25		620.7	
Website & email	500	458	92%	500			
PWLB	1300	10354.56	797%	1300			521.18
s137 payments	200	200	100%	0			
Other payments (n	ot in budge	1583.95			201		1268
Total Payments	26155			13695	3606.78	5123.35	3992.49
•	Cumulative				3606.78	8730.13	12722.62
Receipts (excluding	y VAT)						
Precept - ENC	25000	25000	100%	25000	12500		
Allotment Rent	140			140	142.5		
Interest	25	0		0			
Donations	0			0		0	150
Other receipts (no	0			0			
Total Receipts	25165	25506.5	101%	25140	12642.5	0	150
	-	Closing Balance			APR	MAY	JUN
Land Registry/Soli	478.47	0		0			
Village Clock	1238	0		0			
War memorial	700			0			
Public Lighting	8807.4			0			
Churchyard Extens	5698.57	-5412.81		1250			1250
Election fees	1091.26	0		0			
Allotments	300	0		0			
Village Sign	640			0			
IT	133.29	48.29		0			
Contingency	2863.38	-1484.62		0	2404	1944	
Total Reserves	21950.37	-10346.74		1250	2404	1944	1250

VAT receipts £3951.53 and £3 VAT payments £4527.92

JUL	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR
878.48 1554.87		745.76	745.76	1113.73	387.79	755.76	755.76	755.76
0		65	40	11	14	11	33	11
43.22	28	58.01	43.2	6	4.2			
0					40	0		
84			156 200		49			
452.26	208.15	12519.5	196.64	116.47		299.36		126.08
					666.67	333.4	333.33	603.33
560	560	560	600	600	0			
137		25		207.27			81.14	
			85	373				
	9833.38							
				200				
78.95				0	18			18
3788.78	11375.29	13973.27	2066.6	2627.47	1179.66	1437.46	1266.1	1539.42
16511.4	27886.69	41859.96	43926.56	46554.03	47733.69	49171.15	50437.25	51976.67
		12500						
								20
125								
69								
194	0	12500	0	0	0	0	0	20
JUL	AUG	SEPT	ОСТ	NOV	DEC	JAN	FEB	MAR

12305 9861.38

0 9861.38 12305 85 0 0 0 0 0

85

Easton on t	the Hill Parish Cound		Payments	Receipts & Payments 2019 - 202	20
Date	Description	Total	Date	Description	Cq.No.
Date	Opening Balance	27018.65	Date	Leics Gardens - grass cutting	BP
Λnr-20	Precept Precept	12500		Wallbanger Ltd - Clerking Servic	
Api-20	allotments	142.5			ВР
		142.5		ENC - Bin Emptying	
	from bank txfer			SLCC - Recruitment Ad	BP
				EON - street light maintenance	BP
				SSE street lighting	BP
				Clerk salary	BP
				A Benfield - Expenses	BP
			Apr	TotalApr	
				Leics Gardens	ВР
				Councillor expenses mileage	BP
				Clock servicing	BP
				EMS safety tape rec	BP
				EMS Maintenance	BP
				J Rice cartridge	ВР
				Mileage Clerk	ВР
				SSE eelctric	ВР
				Tree report	ВР
				A Benfield salary	ВР
				NCALC subs	BP
				Clerk salary J Rice	BP
				Hall hire additional	BP
			May	Total	БГ
				SLCC subs	ВР
12620	Donations box	150		Village hall booking	BP
43030	for playing field	130		SSE electric	BP
	VAT refund	2276 00		Leics Gardens	BP
	VAITEIUIIU	3276.99			
				A1 Fencing	BP
				Loan payment	BP
				Clerk salary plus extra hours	BP
				Service charge bank	auto
				Ex clerk Benfield salary	BP
			Jun	Total	
				NCALC training - chairmanship	BP
				Ink cartridges	BP
43657	Rent SSSI	19		ROSPA inspection	BP
	Church gates	125		EON - street light maintenance	BP
	Refund survey	50		Eon repair	BP
				Leics gardens	BP
				SSE Electric	BP
				Football nets	BP
				PFWP admin costs	BP
				Clerk salary	BP
				Clerk extra hours worked June	BP

Council insurance

ВР

		July Aug	Total expenditure July Leics gardens Sse electric Clerk salary Loan repayment plus charge Total expenditure August	BP BP BP
			Leics Gardens	BP
Septembe	r Precent	12500	Clerk salary Hall hire	BP BP
Septembe	Пессри	12300	Clerk stationery	BP
		0	Street light project	BP
			Defib donation elec	Ch
			Bank service charge	ВР
			Street light energy	BP
		Sept	Total expenditure September	
October	Vat reclaim	3951.53	Salary	ВР
			Leics Gardens	ВР
			Vision ICT statement	BP
			Auditor	BP
			Mileage Clerk	BP
			Eon batteries	BP
			ENC training	BP
			Hall hire	BP
			SSE electric	BP
			Priest house hire	BP
		0 Oct	Total October	
			Mc Afee security reimburse J	Ric BP
			Postage	BP
			Maintenance PF	BP
			Room hire VH	BP
			Vision ICT annual charge	BP
			Sse electric	BP
			Donation British Legion	BP
			Donation Air Ambulance	BP
			Leics Gardens	BP
			HMRC Salary J Rice	BP BP
		Nov	Total November	DF
		1404	rotal November	
		Decem	nber J Rice salary	BP
			Home office	BP
			Solicitor	BP
			Training	ВР
			Bank service charge	BP
			J Rice postage	BP
			Hall hire November	BP
			ICO reg fee	BP
			Total December	

	January	J Rice salary	ВР
	•	home office	ВР
		HMRC employer	ВР
		Stapletons solicitor	ВР
		SSE Electric	ВР
		Stationery Clerk	ВР
		Mileage Clerk	ВР
		Eon	ВР
		Hall hire	ВР
		Total January	
	February	Postage. Clerk	ВР
		CIPS grit	ВР
		Clerk mileage	ВР
		Hall hire	ВР
		ENC bin emptying	ВР
		Employer HMRC	ВР
		Stapletons solicitor	ВР
		Clerk salary	ВР
		Home office	ВР
		Total Feb	
Allotments	15 March	Salary clerk	ВР
	5	home office	ВР
		HMRC employer	ВР
		SSE Electric	ВР
		Stamps /ink	ВР
		Mileage Clerk	ВР
		Hall hire	ВР
		Solicitor	ВР
		Bank charges	ВР
Total receipts	32735.02	Total March	
		Total payments	

Total

280

2404.86

64.19

241.2

222.84

245.15

650.96

26.9

4136.1

560

12.6

186

15

579.56

30

20.7

241.34

465.7

1881.18

656.36

745.76

119

5513.2

156

26

382.45

560

1500

521.18

891.12

18

273.1

4327.85

84

51.86

164.4

222.8493.85

560

225.56

223.30

72.92

15.98

745.76

132.72

1554.87

3924.76

560

249.14

745.76

9861.38

11416.28

560

745.76

65

41.18

14766

25

18

256.93

16477.87

745.76

600

102

240

43.2

79.7

156

26

136.72

14

2143.38

59.99

6

157.28

11

447.6

122.29

100

100

600

367.97 745.76

2717.89

377.79

10

800

49

18

4.2

14

40

1312.99

568.76

10

177

400

244.58

39.62

5.4

79.7

11

1536.06

2.12

54.4

60.75

33

32.09

44.1 400

701.66

10

1338.12

701.46

10

44.3

126.08

11.75

13.5

11

724

18

1660.09

56504.59

DATED	
Easton on the Hill Parish Council	
AND	
Easton on the Hill Cricket Club	
LEASE AGREEMENT	
- relating to -	

Land at Easton on the Hill Playing Field (Part of Easton Town Estate)

PARTIES: (1) David Wheatley

of

Easton on the Hill Cricket Club

("the Cricket Club")

I think we need two other persons

(2)

of

Easton on the Hill Cricket Club

(3)

of

Easton on the Hill Cricket Club

(4) The Clerk

of

Easton on the Hill Parish Council

("the Parish Council")

(5) The Chairman

Of

Easton on the Hill Parish Council

RECITALS

NOW IT IS HEREBY AGREED as follows:

1. Term

- (1) This Lease will commence on the date hereof and (subject as hereinafter provided) continue until a date 25 years after the giving by either party to the other of notice of its intention to terminate this Agreement
- (2) Provided the Terms of this Lease have been fully adhered to this lease may be renewed for a further period of twenty five years from the date of expiry on condition that notice is given to the Parish Council in writing not less than six months before the expiration of the said lease and the same conditions restrictions and rent shall apply as agreed in this lease

2. Rent

The Cricket Club will pay an annual rent of £10 to the Parish Council on the first day of April each year during the period of the tenancy the first payment being due on the date of this agreement

3. Services

The Cricket Club agree with the Parish Council as follows:

- (1) To ensure that the Cricket Field shall be used only for cricket matches and cricket training
- (2) To keep the Cricket Field in a good state of repair through proper maintenance of grass and other playing surfaces and to keep it and any pathway included therein or abutting thereon reasonably free from weeds
- (3) That it will not do or make any excavations or construction works other than works for the proper maintenance and upkeep of the site or as may be necessary for levelling and relaying a portion of the Playing Field for a cricket pitch without the written consent of the Parish Council
- (4) Not without the Parish Council's previous written consent to cut down or injure any trees plants bushes or hedges or permanently remove any soil clay and or any other materials from the playing field
- (5) Any officer or agent of the Parish Council shall have the right at any time and when so directed by the Parish Clerk to enter and inspect the Cricket Field and the Cricket club buildings located thereon
- (6) If the Cricket Club fail after a report to it arising from such an inspection to comply with the provisions of this Agreement specified in that report in the manner there specified an Employee of the Parish Council shall be entitled to enter the Cricket Field or any property thereon to carry out such works as are necessary at the cost of the Cricket Club to ensure compliance with the terms of this Agreement
- (7) To pay and discharge all rates taxes assessments impositions duties charges and outgoings of a periodically recurring and non-capital nature whether parliamentary local or otherwise which are now or may hereafter become payable during the currency of this Agreement
- (8) To pay all charges for electricity gas water telephones and other services supplied to or consumed by the Cricket Club including standing charges and meter rents
- (9) At all times during the currency of this Agreement to keep the Cricket Field in a clean and tidy state and to keep all buildings thereon in good repair and condition and not so far as is practicable not to allow dogs at any time thereon save for guide dogs for the blind
- (10) May retain the existing clubhouse and associated buildings
- (11) Not to erect any further building or other structure upon the Playing Field without the written consent of Easton on the Hill Parish Council
- (12) To insure and keep insured the Property and all buildings and other structures erected or to be erect on the Cricket Field from loss or damage by fire and other physical perils and all other usual risks as the Parish Council may reasonably require to the full reinstatement value thereof and to effect public liability insurance to a minimum cover of £5 million to the satisfaction of the Parish Council. The Tenant shall pay all premiums due within 14 days of the due date and shall produce to the Parish council or its duly authorised agent on demand such insurance policies and the receipt for the last premium payments and cause all monies received under the appropriate insurance to be forthwith laid out and applied in rebuilding and reinstating all such buildings and making good any damage to the Property and to make good from the Tenant's own funds any shortfall s
- (13) Upon receipt of any notice order direction or other thing from any competent authority likely to affect the Cricket Club forthwith to deliver to the Parish Council a copy of such notice order direction or other thing

- (14) No advertising or hoardings shall be permitted on the Cricket Field or associated buildings without the written consent of the Parish Council
- (15) The Cricket Club shall make good any damage to any of the surfaces of the Cricket Field
- (16) Any litter or refuse generated by the Cricket Club to be properly stored and disposed of at a suitable collection point
- (17) This Agreement may be terminated by either party by six months notice if the other is guilty of wilful misconduct bad faith or reckless disregard of its duties under this Agreement

4. Notice

- (1) Agreement shall be in writing and shall be deemed to be sufficiently served by either party hereto if delivered or if sent by prepaid registered mail to the other party at its registered office for the time being or and if posted first class shall be deemed to have been served on the day after the day of posting
- (2) If the lease is terminated by either party the Cricket club shall be responsible for the removal of all their property including all buildings erected by the aforesaid Club. Any property left on site after an agreed period of time shall be deemed to be the property of the Parish Council
- (3) The Cricket Club will make good any damage caused by the removal of their property.

4. Application of Income

Any monies accruing to the Cricket Club out of the use of the Cricket Field or out of the use of any items of equipment thereon must paid into a Cricket Club account at a recognised UK bank and be declared to the Parish Council and included in the Accounts referred to in Clause 6 (5) below and any surplus in the Accounts for the year shall be used only for the maintenance or improvement of the Cricket Field or the Cricket Club properties thereon.

5. User of Cricket Field

- (1) No person or body whatever shall be granted or obtain exclusive rights of use over the Cricket Field or any part thereof or items of equipment thereon other than at such times approved by the Cricket Club and the Parish Council where exclusive use for a specified time is necessary for the proper use of a specific facility or for essential maintenance operations and at all other times reasonable access must be made available for the general public to the Cricket Field and its environs
- (2) The Cricket Club may allow the Cricket Field and its facilities to be used by other sports groups subject to permission first being obtained in writing from the Parish Council and subject to a minimum of four weeks notice.
- (3) The Cricket Club may not levy a charge for this but may seek to recover any expenses incurred.
- (4) Such events shall be limited to a maximum of 10 occasions in any one season.
- (5) Events, other than cricket matches and associated training are not permitted on the Cricket Field or surrounding area without prior written permission from the Parish Council and subject to a minimum of 48 hours notice.
- (6) It is not permitted to hold any auction sale on the Cricket Field or in associated buildings nor to use the same for any dangerous noxious noisy or offensive trade business occupation nor for any illegal or immoral purposes
- (7) Not to reside in any of the buildings nor hold any event at a time that is in direct competition with any other function or event being held in the Village of Easton on the Hill

(8) To pay the Parish Council on demand and indemnify it against all costs charges and expenses incurred by the council in abating any public or private nuisance on or arising from the use of the Field or buildings as a result of default of the tenant

6. Regulations

- (1) The use by the public of the Cricket Field shall be at all times in accordance with such regulations as shall be devised from time to time by agreement between the Cricket Club and the Parish Council and the Cricket Club shall not be entitled to impose any new regulation in connection with the use of the Cricket Field without the prior consent in writing of Easton on the Hill Parish Council
- (2) The Cricket Club shall elect a management committee consisting of at least five members at least one to be a Parish Councillor. At their first meeting they will elect one of their number to be Chairman who will remain in office for the following year
- (3) The Cricket Club Committee should appoint a secretary and an auditor or treasurer and any other unpaid officers that it may consider necessary
- (4) Each year the Cricket Club shall hold an Annual General Meeting during the month of April and such meeting must be open to all residents of the village of Easton on the Hill over eighteen years of age and advertised twenty one days in advance by notices fixed in prominent places in the village.
- (5) The Chairman shall deliver to the Parish Council copies of its annual accounts relating solely to the Cricket Club including a complete statement of all receipts and payments in respect of the land and buildings during the preceding year and a report setting out the condition of the Cricket Field and any buildings and any hedges surrounding the same and the manner in which the Cricket Field has been held during that year including lists of all the users of all the facilities
- (6) The Cricket Club Committee may from time to time alter rules for the conduct of its business providing such changes are recorded in a minute book of its meetings and approval is obtained from the Parish council in writing.
- (7) If the Cricket Club Committee by a majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the Leased Cricket Field in whole or in part for the purposes previously indicated it shall call a meeting of the residents of Easton on the Hill of the age of eighteen years or over giving a minimum of twenty one days notice (stating the terms of the resolution that will be proposed) and posted in conspicuous places within the village of Easton on the Hill. If such a decision should be confirmed by a majority of the residents present at such meeting the Cricket club may sell or dispose of its property in such way as it thinks fit and any monies accrued (after payment of all debts and liabilities) shall be either held on trust or allocated to such other charitable purpose or object to benefit the residents of the village of Easton on the Hill
- (8) The Cricket Club Management Committee must have a Constitution for the Club

7. Entire Agreement

This Agreement constitutes the entire Agreement between the Parish Council and the Cricket Club concerning the subject matter hereof and may only be varied by the written agreement signed by both parties.

AS WITNESS the hands of the duly authorised representatives of the parties hereto the day and year first before written

Signed for and on behalf of
Easton on the Hill Cricket Club
(1)
(2)
(3)

Signed for and on behalf of Easton on the Hill Parish Council

- (1)
- (2)