

## **Finance report to end of August 2020**

Bank balance £9638.98 (when planning fee of £96 is taken out).

Expenditure against budget so far is below with comments. Payments to date are £10177 excluding projects, 43% spent. The second half of the precept is due in September of £16417. Expenses for September at approx. £2475.

Spend against headings below show lighting/maintenance/electric and parks/open spaces significantly below budget (grass cutting and general maintenance). There's a £600 saving on insurance, £100 saving on room hire and asset maintenance is so far very low against budget. Other headings largely on track. The bench project underspent by £282.

Reserves of £3k general and £3k playing field still unused although could be used initially for the CTP of the grant before donations secured.

	BUDGET	ACTUAL TO DATE	% of budget
<b>Payments (excluding VAT)</b>			
Staff costs inc hmrc	£ 9,520.00	£ 3,863.80	40.59%
Insurance	£ 1,550.00	£ 893.32	57.63%
Room Hire	£ 200.00	£ 32.31	16.16%
Admin costs, station, post, miles	£ 500.00	£ 110.44	22.09%
Subscriptions	£ 665.00	£ 660.85	99.38%
Training/conference	£ 1,250.00	£ 659.00	52.72%
Audit	£ 420.00	£ -	
Street Lighting	£ 2,300.00	£ -	
Solicitor	£ -	£ -	
Parks & Open Spaces, grit, bins	£ 5,610.00	£ -	
Asset Maintenance	£ -	£ 0	25.47%
Website & email	£ -	£ 0	3.08%
PWLB	£ -	£ -	#DIV/0!
s137 payments	£ -	£ -	0.00%
Other payments (not in budget)	£ -	£ 848.50	#DIV/0!
<b>Total Payments</b>	<b>£23,875.00</b>	<b>£ 10,262.20</b>	<b>42.98%</b>
	Cumulative		
<b>Receipts (excluding VAT)</b>			
Precept - ENC	£ 32,835.00	£ 16,417.50	50.00%
Allotment Rent	£ 140.00	£ 122.50	87.50%
Interest	£ 25.00	£ -	0.00%
Donations	£ -	£ -	#DIV/0!
Other receipts (not in budget)	£ -	£ 12,865.00	#DIV/0!
email a/c credit	£ -	£ 12.50	#DIV/0!
<b>Total Receipts</b>	<b>£33,000.00</b>	<b>£ 29,417.50</b>	<b>89.14%</b>
	Opening Balance	Closing Balance	
<b>Reserves/projects</b>			
General reserves	£ 3,000.00	£ -	0.00%
Election	£ 1,000.00	£ -	0.00%
Village plan	£ 150.00	£ -	0.00%
PF imp project	£ 3,000.00	£ -	0.00%
Replace bench	£ 700.00	£ 418.00	59.71%
Replace pole New Town	£ 650.00	£ 650.00	100.00%
Solicitor fees	£ 500.00	£ -	0.00%
Path, grant	£ 10,000.00	£ 10,000.50	100.01%
		£ -	#DIV/0!
		£ -	#DIV/0!
<b>Total Reserves</b>	<b>£ 19,000.00</b>	<b>£ 11,068.50</b>	<b>58.26%</b>
VAT payments			
<b>Comments on finances for meetings</b>			
1. Up to the end of August the budget is as expected			
2. Extra payments include the picnic benches and cilca training offset by grants and monies received below			
3. Staff costs to increase with 2.75% pay rise and incremental point rise too both were due from April.			

# **Easton** on the **Hill** Parish Council

## **PLANNING COMMITTEE TERMS OF REFERENCE**

Adopted on

Signed      Original signed (Chairman)

Date	Details of any revision
14/9/2020	Committee meetings held for all applications to decide on PC response. Any application for new builds to automatically go to full council meeting.

Schedule of review: **September 2021**

# Authority

The Planning Committee is appointed by and is solely responsible to Easton on the Hill Parish Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will schedule meetings as necessary to meet the deadlines set by the Planning Authority.

# Membership

All members of the Committee will be members of the Parish Council. The Committee will consist of no fewer than four elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting.

# Responsibilities

The Planning Committee will have the following specific duties:

- a. The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or the effect on the Parish. All applications for new builds shall automatically be referred to full council
- b. To deal with all other planning matters concerning Easton on the Hill Parish, including liaison with potential developers or any agency proposing change to the built environment.
- c. To deal with all matters concerning the highways and other means of access in and adjacent to Easton on the Hill Parish, or likely to have any impact on Easton on the Hill Parish.
- d. To consider and respond to Easton on the Hill Parish environmental matters, in relation to planning applications and their impact on the environment.
- e. To monitor the general environment of the parish and report any potential planning breaches to the planning authorities.
- f. To attend consultations and hearings/appeals regarding planning issues or those that will impact on planning. The committee is authorised to make written representations or elect a member to attend.
- g. To ensure that the council's Village Plan Working Party considers whether a Neighbourhood Plan should be developed and makes a recommendation to the Parish Council. This responsibility is currently under the remit of the Village Plan Working Party, however should this cease to exist, the responsibility reverts to the Planning Committee.
- h. To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the committee is aware of current legislation and regulations.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

## Meetings/planning applications

Meetings will take place monthly or as and when necessary to discuss a particular planning application. All applications will be discussed in a meeting and the council response agreed there. The meetings will be open to the public and agendas will be produced and published on the website and notice board.

Prior to the meeting, all planning applications will be forwarded from the Clerk to Committee members and all Councillors for information.

At or before the Planning Committee meeting, members will;

- look at the application, study the relevant plans.
  - examine the development plan and impact of the application on the local area/village outlook/feel/characteristics/street scene/neighbouring properties.
  - take into consideration “The National Framework” and Planning Policy and Guidance, PPG.
  - ensure that any objections or recommendations are based solely on planning criteria.
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- Where the deadline from the Planning Authority is too soon to allow a meeting to take place, or the deadline falls before the next planned meeting, the Clerk will request an extension to the deadline.
  - Applications will be reviewed, discussed and decided by voting if necessary at the meetings.
  - The Clerk will submit the agreed response to the Planning Authority after the meeting.
  - The Planning Committee chairman will report back its decisions to full council at its monthly meetings.

## Record of Proceedings

Written minutes of meetings will be taken to record the Committee’s decisions and will be circulated to all Councillors. The minutes will be published at [www.eastononthehillparishcouncil.com](http://www.eastononthehillparishcouncil.com) and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

# **Easton** on the **Hill** Parish Council



## **PLAYING FIELD IMPROVEMENTS COMMITTEE TERMS OF REFERENCE**

**August 2020**

Signed

Date	Details of any revision

Schedule of review: August 2021 or as required

## Authority

The Playing Fields Improvements Committee has full delegated powers to make decisions and spend grant money allocated specifically for playing field improvements, as specified in these terms of reference. The committee is appointed by and solely responsible to Easton on the Hill Parish Council. All business will be conducted as per the standing orders of full council meetings.

The committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will meet at least every 2 months and sometimes more depending on timescales relating to the project.

The committee may appoint working parties or sub-committees to work on a specific part of the project.

The committee will last until such time as a Playing Field Association is able to be considered to be set up as previously agreed by the council.

## Membership

Members of the committee will be at least 5 members of the Parish Council and up to 5 non-councillor members all with voting rights. Membership will be a maximum of 10 people. The Local Government and Housing Act 1989 10 ss13(3) and 4(c) of the 1989 Act confirm that non councillor members of committees can have voting rights when the land is owned or managed by the Parish Council. At least one of the councillors will also be a member of the Finance Committee and one non councillor member will be a representative from the Easton on the Hill Cricket Club.

Members who are non-councillors with voting rights are to be agreed by the councillor members.

Quorum at the committee meetings will be 4 members and consist of no fewer than three council members.

At its first meeting, it will elect a Parish Councillor to be Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – all members to be re-elected each year at the annual meeting of the Parish Council. The chairman will have a casting vote when votes are tied on a decision.

The committee may appoint a volunteer Project Manager to oversee the operations and specific works.

## Record of Proceedings

1. Agendas will be produced and displayed in the same way as for full council meetings and open to the public.



2. Written minutes will be taken to record the committee's decisions and will be circulated to all Councillors and will be reported at the next Full Council meeting.
3. The minutes will be published at [www.eastononthehillparishcouncil.com](http://www.eastononthehillparishcouncil.com) and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

## Responsibilities

1. To prepare the documentation required to be submitted to release the grant agreement and provide the Augean grant.
2. To project manage the spending of the Augean grant of 39k as per the application.
3. To implement and consider, but not limited to, the agreed playing field working party recommendations in all decisions relating to applications for further improvements.
4. To manage the purchase and location of gym equipment using the ward councillor fund grant of £2650, taking into account installation costs, maintenance and notice boards.
5. To report to full council if it proposes any further expenditure and to get agreement beforehand.
6. To carry out the improvements as detailed in the grant applications and strictly as per the grant agreements.
7. To spend the funds in line with the council's financial regulations, in particular when obtaining quotes and tenders where necessary for works.
8. To consult other village organisations on anything that impacts their operation or anything that they may have an interest in or opinion on.
9. To hold meetings in public and invite the public to comment on specific items to purchase where appropriate, eg play equipment.
10. To apply for and be responsible for future grants for the purchase of more equipment and further improvements, as per, but not limited to, the playing field working party recommendations, village plan and village open event and further consultation if appropriate.
11. To set up separate working parties as agreed by the committee to look at specific parts of the projects ie third party contributors, play equipment choices, development of the woodland area, prior notice of demolition.
12. To keep under review all matters connected with committees, working practices, health and safety, insurance and contract management.
13. To report to and get agreement from full council on any long-term arrangements incurring ongoing and regular costs for the council eg maintenance of equipment.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.