

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Wednesday 17th January 2024 at 7.00pm held in the Blackhorse Inn Meeting Room

Members Present: Parish Councillors Suzanne Hales; Grant Harrison; Mike Muir and Sean Wheeldon.

Also Present: None

In attendance: Rob Martin, Clerk.

1 member of the general public.

MINUTES

24/76 APOLOGIES

Apologies had been received from Cllr. Gary Collier.

Apologies had also been received from District Cllr. Rylance, who had circulated a report.

24/77 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest

24/78 MINUTES

On a proposal by the chairman, the minutes of the Parish Council meeting held on 20th December 2023 were agreed as a correct record and signed as such.

The clerk would look to draw up an action list to ensure that past matters were not forgotten about.

24/79 COUNCIL REPORTS

a) Clerk's Report

The clerk reported as follows:

- East Devon District Council had been notified of the 1024/25 precept requirement.
- Virtually all of the Clyst Honiton work since the last meeting had been on the emerging Neighbourhood Plan.
- This meeting's agenda had been shortened in order to allow longer to discuss the Neighbourhood Plan details jointly with the Steering Group.
- He had claimed grant from Locality to cover the cost of the consultants work being done and he heard at 4.30pm that afternoon that £3,711 had been awarded towards the potential £3,950 cost.
- He read out a summary of an email from **Scribe** regarding about the 'Lite' version of its accounting package with the unanimous conclusion that the restrictions it had meant that the full version would be preferred.

b) Village Maintenance

Cllr. Muir detailed the maintenance work he had undertaken since the last meeting:

- He had conducted the usual weekly visual inspection of the play equipment.
- The damaged bollard at the end of the village had been reported to Devon County Highways by the chairman and he had seen people around it on 16th January 2024, but this was apparently just an inspection as it had not been repaired yet.
- He and Cllr. Wheeldon had filled approximately 20 sandbags and had used the sand available. The clerk would order a further delivery of sand as soon as possible.
- He had undertaken some litter-picking around the village.
- He and Cllr. Wheeldon had put the Christmas lights in the tree and all agreed it had looked very good.
- He confirmed with the clerk that the ROSPA inspection had been booked for March 2024.
- He confirmed with the clerk that there was more than £8,300 available for a replacement zipwire.

c) Other Councillor Reports

There were no further matters brought up by councillors.

The Chairman to adjourn the meeting to allow the public to speak.

24/80 PUBLIC AND OTHER BODIES' SESSION

There were no District or County Councillors present and no questions from members of the public.

The Chairman to reconvene the meeting.

24/81 BANK RECONCILIATION

On a proposal by the chairman the 31st December 2023 Bank Reconciliation statement was approved.

24/82 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

The statement of Receipts and Payments compared to Budgets for the period from 1st April to 30th December 2023 was **noted**.

24/83 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Muir, seconded by Cllr. Harrison, it was Resolved to approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

PAYMENTS

Payment to	Services	Amount £	Payment No.
2023/2024			
Amazon	Stationery	85.45	2324-22
The Black Horse	Room Hire & Refreshments	48.00	2324-22
Dropbox	File Storage & Access	95.88	Card
DCB Tax Services t/a Simon	Payroll	24.00	2324-24

A Martin			
Countrywide Grounds Maintenance	Grass Cutting	131.84	2324-24
Parish Online	Annual System Access	43.20	2324-24
RJ Martin	Salary Jan 2024	1,005.87	2324-25
HMRC	Tax Deduction Jan 2024	244.80	2324-25
DCC Pension Services	Pension Contributions Jan 2024	355.09	2324-25
Cash	Petty Cash Reimbursement	100.00	Card

RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
None			

24/84 PLANNING APPLICATIONS

Reference	Location	Proposal
None		

24/85 DATE OF NEXT MEETING

The next scheduled meeting is on Wednesday 13th March 2024, and will be held in the Black Horse Inn starting at 7.00pm.

24/86 PARISH COUNCIL MEETING CLOSURE

The meeting closed at 7.42pm.

Signed:.....

Print:.....

Date:.....

Clyst Honiton Parish Council



There was a joint meeting of Clyst Honiton Parish Council and the Neighbourhood Plan Steering Group on Wednesday 17th January 2024 at 8.00pm held in the Blackhorse Inn Meeting Room

Members Present: Parish Councillors Suzanne Hales; Grant Harrison; Mike Muir and Sean Wheeldon.

Also Present: Steering Group members Janvrin Edbrooke and Nick Pring

In attendance: Rob Martin, Parish Clerk.

1 member of the general public.

MINUTES

J24/01 NEIGHBOURHOOD PLAN (NP)

The draft NP had been subject to the Reg 14 consultation and had been adjusted for some of the comments received by responders and the informal comments from Angela King of EDDC planning team. In addition, the clerk had carried out multiple reads-through of the document resulting in further adjustments and Rachel Hogger, whilst preparing the Basic Conditions Statement, had made suggestions for changes, most of which had been incorporated.

The clerk explained that his vision for this meeting would be to:

- A grant of £3,711 had been secured for the remaining consultation work.
- Agree the major changes already incorporated, such as adding the new C2 policy and moving the Bypass site earlier in the plan.
- Agree with the appendices already done.
- Confirm that the Site Allocation and Consultation Statements reports would be available this week.
- Find out when the HRS and SEA are going to be ready.
- To deal with Angela Kings comments one by one.
- To consider the position in relation to Rachel’s comments on the flooding potential of the SA1 allocation.

The conversation revolved around the matters identified with the following conclusions:

Policy for community building wording needed to be more flexible, not rely on the one site. Janvrin had provided an alternative wording for the policy.

a) Draft Neighbourhood Plan

Changes to the current version would include the reference in the objectives to allocating a site for the community facility. Also reference to the need for vehicle charging points is repeating the latest NPPF requirements, so is unnecessary.

b) Appendix 4 – Sustainability Appraisal

The initial wording needed to be changed from being a draft to being the final version. In addition, there were instances where the assessments needed to be reviewed. The clerk

would look to tidy this up, including the latest changes to the policies.

c) Appendix 5 – Basic Conditions Statement

This would be produced by Rachel Hogger, once she has the final agreed plan document. The current version was very thorough.

d) Appendix 19 – CHNP Policy Monitor

Produced by the clerk to be used once the plan comes into place. New policies would be included.

e) Appendix 20 – CHNP Community Projects Monitor

Produced by the clerk.

f) Appendix 24 – Equalities Impact Statement

Produced by the clerk.

g) Appendix 3 – Consultation Statement

To be produced by Janvrin

h) Site Allocations Document

To be produced by Janvrin

i) Appendix 1 – Strategic Environmental Assessment (SEA)

To be produced by AECOM, once the Plan document is finalised.

j) Appendix 2 – Habitat Regulations Assessment (HRA)

To be produced by AECOM, once the Plan document is finalised.

J24/02 The meeting closed at 9.00pm

Signed:.....

Print:.....

Date:.....

CLYST HONITON PARISH COUNCIL
ASSET REGISTER MAY 2023

Land, is valued in the Asset Register as a 'Community Asset' at a nominal £1
The methods of valuation used below are:
EST=Estimate
PP=Purchase Price
IV=Insurance Value
CA=Community Asset

Item	Date Acquired	Method of valuation	Purchase Price £	Insurance Valuation £	Location	2023/24 Insurance Cover £
LAND						
Former Clyst Honiton School playing field	21.03.2014	CA	£1		Clyst Honiton Village	£0
STREET FURNITURE						
Bus Shelters (2)	04.04.2014	PP	£12,484.00		Clyst Honiton Village	£12,858.00
Wooden bench		PP	£57.00		End St Michael's hill	£600.00
Wooden notice board		PP	£288.00		End St Michael's hill	£3,000.00
Notice board on pumping station wall	Sep-17	IV	donated	£2,000.00	Sewerage pumping station	£3,000.00
Benches (2) by path leading to bridge behind pumping station	Sep-17	IV	donated	£500.00	Sewerage pumping station	£1,800.00
Wooden planters (6)		IV	donated		Clyst Honiton Village	£0.00
Picnic Benches	Jan-22	PP	£991.00		Playing field	£0.00
Wooden planters	May-21	PP	£708.00		Around Village	£0.00
Memorial Benches	Sep-21	PP	£801.60		Playing field	£0.00
Memorial Sign	Dec-21	PP	£258.00		Playing field	£0.00
Memorial Garden	Oct-20	PP	£1,149.00		Playing field	£0.00
OFFICE EQUIPMENT						
HP laptop	2017	PP	£400.00		Clerks home	£400.00
Office Contents					Clerks home	£2,500.00
Paper shredder		PP	£26.00		Clerks home	£0.00
PLAYGROUND EQUIPMENT						
Climbing Wall	Mar-20	PP	£10,000.00		Play Area	£10,000.00
Swings & Rockers	Apr-20	PP	£13,625.00		Playing field	£13,625.00
Zip wire	Sep-16	PP	£12,719.00		Playing field	£12,719.00
MUGA football goals	2015	PP	£3,410.00		Playing field	£3,410.00
NEIGHBOURHOOD PLAN EQUIPMENT						
Professional standard gazebo	2015	PP	£800.00		Parish Shed	£800.00
Laminator	2015	EST	£40.00		Clr Edbrooke's home	£0.00
Flip chart/paper	2015	EST	£50.00		Clr Edbrooke's home	£0.00
Commercial hot water urn	2015	EST	£90.00		Parish Shed	£0.00
WORKING PARTY EQUIPMENT						
STIHL FS38 Petrol brush cutter	2015?	PP	£130.00		Parish Shed	£133.00
STIHL HS56SC-E Petrol hedge trimmer	2015?	PP	£330.00		Parish Shed	£339.00
STIHL PS90 Petrol Strimmer	2014?	PP	£396.00		Parish Shed	£407.00
Bow Saw	Pre 2016	PP	£8.00		Parish Shed	£0.00
Secateurs	Pre 2016	PP	£6.00		Parish Shed	£0.00
Hedge Shears	Pre 2016	PP	£17.00		Parish Shed	£0.00
PPE (safety visor/ear defenders)	Pre 2016	PP	£30.00		Parish Shed	£0.00
High-Viz waistcoats (6)	Pre 2016	IV	donated	£100.00	Parish Shed	£0.00
Traffic cones (6)	Pre 2016	IV	donated	£60.00	Parish Shed	£0.00
Lawn Mower	2018	PP	£499.17		Parish Shed	£0.00
Chiller Cabinet	May-20	PP	£350.00		Exeter Inn	£599.00
Parish Shed	May-18	PP	£2,530.32		Clyst Honiton Village	£350.00
TOTAL		TOTAL	£62,193.09	£2,660.00		£69,140.00
TOTAL ASSET VALUE			£64,853.09			

Agreed and signed:

Agreed and signed:

Date: 27 July 2021

Minute ref:

REVISION OF CLERK'S CONTRACT FROM 1ST April 2024**Current Cost of Clerk**

Salary based on 20 hours per week on Spinal Column Point 17

Spinal Column Point 17

Annual Salary: £28,770 Rate per Hour: £14.95 20 Hours per Week

Monthly Payment: $£28,770/12 \times 20/37 = £1,295.95$ pm

Annual Salary: £15,551.40

Pension Contribution based on employers' rate of 21.7% of salary

Annual Pension: £3,374.65

TOTAL COST: £18,926.05

Future Cost of Clerk

Salary based on 15 hours per week on Spinal Column Point 17

Annual Salary: £28,770 Rate per Hour: £14.95 15 Hours per Week

Monthly Payment: $£28,770/12 \times 15/37 = £971.96$ pm

Annual Salary: £11,663.52

Pension

Annual Pension: £0

TOTAL COST: £11,663.52

Rob Martin

7 March 2024

24/26



CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Clyst Honiton Parish Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: Clyst Honiton Parish Council

THE EMPLOYEE: Mr Robert Martin

DATE OF ISSUE: 31st March 2024

1. COMMENCEMENT DATE

- 1.1 Your employment with Clyst Honiton Parish Council began on 4th March 2019 (“the commencement date”).

2. CONTINUOUS SERVICE

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period of 6 months which was completed on 4th September 2019

5. JOB TITLE

- 5.1 You are employed as the Clerk and Responsible Financial Officer to Clyst Honiton Parish Council.

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

7.1 You shall not undertake other employment without the Council’s consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

Working from home

8.1 Your usual places of work are:
14 Station Road, Yeoford, Crediton EX17 5HU

9. SALARY

9.1 Your salary is SCP 17 pro rata per annum

9.2 You have been appointed to a single salary point and the Council will review your salary each Autumn at the time of your appraisal

9.3 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

9.4 Your salary will be paid to you by cheque or bank transfer to your bank or Building Society on or before the last working day of each month.

10. EXPENSES

10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business (“mileage expenses”) provided that mileage expenses have been approved by the Council.

10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business

("other expenses") provided that the other expenses have been receipted and approved by the Council.

10.3 You will be provided with a copy of the Council's expenses policy.

For employees working at home

10.4 Expenses may include any of the following:

10.4.1 Purchase or use of office equipment

10.4.2 Purchase of office consumables

10.4.3 Connection, rental or use of telephone line and Internet/broad band

10.4.4 A sum to take into account the use of space, lighting, heating and electricity due to working from your home.

11. WORKING AT HOME – INSURANCE

11.1 You shall notify your insurers that your home is your main place of work and that in the course of your employment members of the public may attend at your home.

11.2 You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1.

The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

12. APPRAISAL

12.1 You will receive an annual appraisal in the autumn (October) so any outcomes can be incorporated into the budget-setting process.

13. HOURS OF WORK

13.1 You are required to work 15 hours per week down from 20 hpw now that the additional grant from EDDC has been withdrawn.

13.2 No extra payment will be made for any additional hours worked unless expressly authorised by your line manager in advance.

14. ADDITIONAL HOURS

14.1 On occasion you will work extra hours. These hours will either be reimbursed at the appropriate NJC rate, or you may take time off in lieu at a time to be agreed between you and the Council.



15. ANNUAL LEAVE

- 15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees).
- 15.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.
- 15.3 Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
- 15.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.
- 15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

16. SICKNESS ABSENCE

- 16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 16.2 You will be provided with a copy of the Council's sickness absence policy.
- 16.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

17. SICK PAY

- 17.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

- | | |
|--|--|
| during 1st year of service | • one month's full pay and (after completing 4 months' service) 2 months' half pay |
| during 2 nd year of service | • 2 months' full pay and 2 months' half pay |
| during 3 rd year of service | • 4 months' full pay and 4 months' half pay |
| during 4 th & 5th year of service | • 5 months' full pay and 5 months' half pay |
| after 5 years' service | • 6 months' full pay and 6 months' half pay |

18. MATERNITY /PATERNITY /ADOPTION LEAVE

- 18.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

19. INJURY OR ASSAULT

- 19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

20. PENSIONS

- 20.1 After consultation with you, the parish council will not be providing pension contributions.

21. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

- 21.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of probationary period

- 21.2 The length of notice which you are obliged to give to the Council to terminate your employment is four weeks in writing.
- 21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.
- 21.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

22. DISPUTE RESOLUTION

- 22.1 You will be provided with a copy of the Council's grievance and disciplinary procedures.
- 22.2 If you have a grievance arising from your employment, you should raise it with the Vice Chairman of the Council. If you are dissatisfied with any disciplinary decision made against you, you should raise it with the Chairman of the Council (if appropriate).

23. HEALTH AND SAFETY

- 23.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.
- 23.2 You will be given a copy of the Council's Health and Safety Policy.

24. EQUAL OPPORTUNITY POLICIES

24.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

25. TRAINING AND DEVELOPMENT

25.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

26. INDEMNITY

26.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed: _____ Dated: _____

Name: _____

Signed for and on behalf of Clyst Honiton Parish Council

Signed: _____ Dated: _____

Name: _____



CLYST HONITON PARISH COUNCIL

JOB DESCRIPTION FOR THE CLERK AND RESPONSIBLE FINANCIAL OFFICER

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will work with the Council and NP Lead on the Emerging Neighbourhood Plan.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Planning Committee. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its Planning Committees
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

9. To draw up both on his/her own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the professional body The Society of Local Council Clerks.
15. To support the Council in writing and delivering its Neighbourhood Plan, and to arrange and minute the Neighbourhood Plan Steering Group meetings.
16. To manage the Council's website and social media pages.

24/97

CLYST HONITON PARISH COUNCIL

BANK RECONCILIATION

To 29.02.2024

	£	£
FUNDS HELD IN BANK ACCOUNT @ 29th February 2024		
Lloyds account balance	60,411.64	
Petty Cash Balance	80.36	
TOTAL FUNDS HELD IN BANK		60,492.00

Less unrepresented payments

Total funds less unrepresented cheques	60,492.00
---	------------------

CASHBOOK BALANCE @ 01.04.2023	56,121.18
Plus income received	33,600.97
Less payments made	29,230.15

BALANCE	60,492.00
Reconciliation	-

Agreed and signed:

Agreed and signed:

Minute ref:

Date:

24/98

CLYST HONITON PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT

BUDGET MONITOR 2023/2024

To 29.02.2024

2022/2023 Actual £		2023/2024 Revised Budget £	2023/2024 to date £	% of Budget £
RECEIPTS				
16,500.00	Precept	16,500	16,500.00	100%
9,156.00	Grants	6,150	6,111.00	99%
-	NP	-	3,711.00	0%
7,055.00	NDO Grants	-	-	0%
-	Section 106	-	-	0%
-	Clyst Chatter Income	100	-	0%
2,587.20	VAT	3,365	3,364.73	100%
-	Interest	-	-	0%
-	Community Facility Income	-	-	0%
-	CIL Income	3,914	3,914.24	100%
35,298.20	TOTAL Receipts	30,029	33,600.97	112%
PAYMENTS				
Administration				
14,509.19	Clerk's Salary	15,550	14,255.45	92%
312.00	Home as Office	312	286.00	92%
778.88	National Insurance	-	-	0%
3,064.80	Pension	3,410	3,121.90	92%
361.95	Clerking Expenses	200	269.32	135%
-	Councillor's Expenses	5	4.50	90%
330.79	Payroll & Stationery	400	293.08	73%
365.94	Room Hire/Zoom	200	158.82	79%
-	Councillor Training	-	-	0%
35.00	Clerk Training	-	-	0%
-	Clyst Chatter	100	-	0%
649.00	Subscriptions	76	73.00	96%
382.88	Audit	435	435.00	100%
1,160.65	Website & IT	800	1,375.24	172%
698.07	Insurance	609	608.59	100%
Maintenance				
405.41	Grass Cutting	1,150	1,098.70	96%
67.19	Operational	350	298.82	85%
356.85	Lawn Mower	500	155.78	31%
-	Zipwire	-	-	0%
Neighbourhood Plan				
260.20	NP Lead Expenses	100	-	0%
Other Expenditure				
50.00	Assets	300	-	0%
-	Poppy Wreath	-	20.00	0%
-	Elections	-	-	0%
19,378.06	NP/NDO Grant Expenditure	811	5,305.00	654%
-	Community Facility	-	-	0%
-	Community Events	144	143.68	100%
1,182.33	Play Equipment	1,100	234.52	21%
-	Memorial Garden	-	-	0%
3,627.95	VAT	1,500	1,092.75	73%
47,977.14	TOTAL Payments	26,552	29,230.15	110%
12,678.94	Net Payments/(Receipts)	(3,477)	(4,370.82)	126%
RESERVES				
68,800.12	Balance b/f	56,121	56,121.18	
12,678.94	Net Payments/(Receipts)	(3,477)	(4,370.82)	
56,121.18	Current Balance	59,598	60,492.00	