Colne Engaine Parish Council

www.colne-engaine.org.uk

DATE 3RD FEBRUARY 2017

DEAR COUNCILLORS

MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND THE FORTHCOMING MEETING OF THE COLNE ENGAINE PARISH COUNCIL AT 8.00PM ON THURSDAY 9TH FEBRUARY 2017 IN THE JUBILEE ANNEX OF COLNE ENGAINE VILLAGE HALL FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA BELOW.



TERRY ROOTSEY

CLERK

AGENDA

1) WELCOME AND APOLOGIES FOR ABSENCE.

Councillor's reasons for absence.

2) DECLARATION OF INTERESTS.

To receive any 'Disclosable Pecuniary Interests or Non-Pecuniary Interests' relating to items on the agenda. Members of the Council are subject to the newly adopted code of conduct. Subject to sub-paragraphs 9.2 to 9.3 of the code of conduct where councillors have a Disclosable Pecuniary Interest, other Pecuniary Interest, or Non-Pecuniary Interest in any business of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification. Subject to the Code of Conduct if you are present at a meeting of the Authority or of any committee, and you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that interest you must not participate, or participate further, in any discussion, or participate in any vote, taken on the matter at the meeting and you must withdraw from the room where the meeting considering the business is being held unless you have received a dispensation from the Authorities proper officer.

3) PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

The maximum time allowed for the public to participate as per the Colne Engaine Parish Council's Standing Orders is 15 minutes with each person being invited to speak for a maximum of 5 minutes. At the close of the item members of the public will no longer be permitted to address the Council unless the Chairman deems it appropriate and adjourns the meeting.

4) **DISTRICT & COUNTY COUNCILLORS, IF PRESENT, TO ADDRESS THE MEMBERS –** *FOR INFORMATION*

5) CONFIRMATION OF FULL COUNCIL MEETING MINUTES MEETING HELD ON 19TH JANUARY 2017
– DECISION REQUIRED

6) PLANNING APPLICATION 17/00049/FUL
Erection of single storey rear extension at Brickhouse Farm Brickhouse Road CO6 2HJ

7) FINANCIAL MATTERS – *DECISIONS REQUIRED*

a) Financial statements for January 2017

b) Items as per January 2017 payment schedule to be approved for payment and signed

c) Budget information as at 31st January 2017 as prepared by clerk

d) Approve National 1% Salary Award 2017/18 for Clerk

e) Consider information provided by Responsible Financial Officer regarding making future payments by internet transfer rather than by cheque as heretofore.

8) CONSIDER SUGGESTED PAPERWORK TO PRODUCE A POLICY FOR RESPONDING TO REQUESTS FOR THE COMMERCIAL USE OF THE RECREATION GROUND – *DECISION REQUIRED*

9) CONSIDER REQUEST BY RESIDENT OF THE VILLAGE TO USE THE RECREATION GROUND (IN CONJUNCTION WITH THE VILLAGE HALL BY SEPARATE ARRANGEMENT) FOR A VEGAN FESTIVAL IN AUGUST 2017 *– DECISION REQUIRED*

10) UPDATE ON ACTION TAKEN ON FOOTPATH REPORT *– FOR INFORMATION*

11) PERSONNEL MATTERS
1) VILLAGE MAINTENANCE MAN: MR C RACZI – UPDATE
2) CLERK: MR T ROOTSEY – UPDATE

12) **HIGHWAYS -** Consider any matters that need attention

13) **TO RECEIVE CHAIRMANS BRIEFING, CLERKS REPORT & COUNCILLORS REPORTS** (The clerks report has been circulated prior to the meeting for all members to read.) The Clerk, Chairman and Councillors will deliver progress report if applicable at the meeting.

14) FUTURE AGENDA ITEMS – *FOR INFORMATION*

15) DATE FOR NEXT MEETING – *FOR INFORMATION*

THIS NOTICE WAS ISSUED BY:
TERRY ROOTSEY
CLERK AND RESPONSIBLE FINANCIAL OFFICER TO COLNE ENGAINE PARISH COUNCIL,
3 BOX MILL COTTAGES
BOX MILL LANE, HALSTEAD CO9 2DR, E-MAIL clerk@colne-engaine.org.uk

Today: **2 Feb 2017**

BARCLAYS

Mr Terence George Rootsey

Transactions

COMMUNITY

[redacted]

Available balance	**£17,147.94**
Last night's balance	£17,147.94
Overdraft limit	£0.00
Emergency Borrowing	n/a

Showing **8** transactions between **04/01/2017** and **31/01/2017** from 01/01/2017 to 31/01/2017

Date	Description	Money in	Money out	Balance
31/01/2017	Cheque 100461		-£135.60	£17,331.94
25/01/2017	Cheque 100460		-£658.60	£17,467.54
24/01/2017	Cheque 100463		-£657.55	£18,126.14
19/01/2017	Direct Debit EE & T-MOBILE Q32958203685694926 DDR		-£25.57	£18,783.69
16/01/2017	Direct Debit A & J LIGHTING COL1000 DDR		-£57.89	£18,809.26
12/01/2017	Direct Debit E.ON 011398062190A DDR		-£97.42	£18,867.15
06/01/2017	Cheque 100452		-£15.00	£18,964.57
04/01/2017	Cheque 100457		-£160.00	£18,979.57

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register no: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details

BARCLAYS

2 Feb 2017
Mr Terence George Rootsey
Email: t.rootsey945@btinternet.com
Work Email: terry@colne-engaine.org.uk
Mobile: 07791 844065

Transactions

Cash Reserve [redacted]

Available balance ?	£18,100.62
Last night's balance ?	£18,100.62
Overdraft limit	n/a

No transactions found from 01/01/2017 to 31/01/2017

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at

Colne Engaine Parish Council

Detailed Receipts & Payments by Budget Heading 02/02/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income						
Precept	21,922	21,922	0			100.0%
Localism Grant	2,509	2,509	0			100.0%
Interest Received	16	0	(16)			0.0%
Street Cleaning	891	0	(891)			0.0%
Misc Receipts	1,912	0	(1,912)			0.0%
Football Club Rent	100	0	(100)			0.0%
Income :- Receipts	**27,350**	**24,431**	**(2,919)**			**111.9%**
Movement to/(from) Gen Reserve	**27,350**					
Parks & Open Spaces						
Grass Cutting	1,290	1,320	30		30	97.7%
Misc Rec Ground Repairs	0	300	300		300	0.0%
Pond Maintenance	0	400	400		400	0.0%
Playground Repairs & Maint	0	400	400		400	0.0%
RoSPA	84	84	0		0	100.0%
Maint worker expenses	131	100	(31)		(31)	131.2%
Parks & Open Spaces :- Indirect Payments	**1,505**	**2,604**	**1,099**	**0**	**1,099**	**57.8%**
Movement to/(from) Gen Reserve	**(1,505)**					
Personnel						
Maint Worker Net Wages	1,820	2,230	410		410	81.6%
HMRC - PAYE & NI	2,318	2,960	642		642	78.3%
Clerk & RFO Net Salary	7,705	7,240	(465)		(465)	106.4%
Office Expenses	562	650	88		88	86.4%
Office Rent (Parish Office)	250	250	0		0	100.0%
Personnel :- Indirect Payments	**12,654**	**13,330**	**676**	**0**	**676**	**94.9%**
Movement to/(from) Gen Reserve	**(12,654)**					
General Expenses						
Rent for Youth Club	0	259	259		259	0.0%
Rent for Meetings	92	93	1		1	98.7%
Village Archive Rent Exp etc	203	250	47		47	81.2%
Computer Maint' / New Equipmen	113	800	687		687	14.1%
Training & Travel	87	300	213		213	28.9%
Insurance	873	865	(8)		(8)	100.9%
Audit	400	485	85		85	82.5%
Subscriptions	461	425	(36)		(36)	108.5%
Elections Fees	0	200	200		200	0.0%

Detailed Receipts & Payments by Budget Heading 02/02/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Legal Fees	2,193	0	(2,193)		(2,193)	0.0%
General Expenses :- Indirect Payments	**4,422**	**3,677**	**(745)**	**0**	**(745)**	**120.2%**
Movement to/(from) Gen Reserve	**(4,422)**					
Village Street Lighting						
Street Lighting All costs	1,108	1,500	392		392	73.9%
Electricity	839	920	81		81	91.2%
Village Street Lighting :- Indirect Payments	**1,947**	**2,420**	**473**	**0**	**473**	**80.5%**
Movement to/(from) Gen Reserve	**(1,947)**					
Footpaths						
Footpath Maint	0	200	200		200	0.0%
Footpaths :- Indirect Payments	**0**	**200**	**200**	**0**	**200**	**0.0%**
Movement to/(from) Gen Reserve	**0**					
Chairmans Budget						
Chairman's Budget	119	200	81		81	59.3%
Chairmans Budget :- Indirect Payments	**119**	**200**	**81**	**0**	**81**	**59.3%**
Movement to/(from) Gen Reserve	**(119)**					
Grants, Donations & Misc						
Grants & Donations	316	2,000	1,684		1,684	15.8%
Grants, Donations & Misc :- Indirect Payments	**316**	**2,000**	**1,684**	**0**	**1,684**	**15.8%**
plus Transfers from earmarked reser	216					
Movement to/(from) Gen Reserve	**(100)**					
VAT Data						
VAT on Payments	1,197	0	(1,197)		(1,197)	0.0%
VAT Data :- Indirect Payments	**1,197**	**0**	**(1,197)**	**0**	**(1,197)**	
Movement to/(from) Gen Reserve	**(1,197)**					
Grand Totals:- Receipts	**27,350**	**24,431**	**(2,919)**			**111.9%**
Payments	**22,160**	**24,431**	**2,271**	**0**	**2,271**	**90.7%**
Net Receipts over Payments	**5,190**	**0**	**(5,190)**			
plus Transfers from earmarked reser	**216**					
Movement to/(from) Gen Reserve	**5,406**					

Bank Reconciliation Statement as at 09/02/2017
for Cashbook 1 - Barclays Community Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Barclays Community Account	31/01/2017		17,331.94
			17,331.94

Unpresented Cheques (Minus)			Amount	
12/01/2017	100459	Courtauld Memorial Hall	189.80	
12/01/2017	100462	C Raczi	184.00	
09/02/2017	100464	T Rootsey	705.51	
09/02/2017	100465	C Raczi	176.00	
				1,255.31
				16,076.63

Receipts not Banked/Cleared (Plus)		
05/12/2016	2.26	
05/12/2016	2.26	
		4.52
		16,081.15
Balance per Cash Book is :-		**16,081.15**
Difference is :-		**0.00**

Bank Reconciliation Statement as at 09/02/2017
for Cashbook 2 - Barclays Interest Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Barclays Interest Account	30/12/2016		18,100.62
			18,100.62
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			18,100.62
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			18,100.62
		Balance per Cash Book is :-	**18,100.62**
		Difference is :-	**0.00**

PAYMENTS TO BE APPROVED INCLUDING DIRECT DEBITS PAID SINCE LAST MEETING AND CHEQUES TO BE SIGNED

Date: 02/02/2017 **Colne Engaine Parish Council**

Time: 11:06 **Barclays Community Account**

List of Payments made between 13/01/2017 and 09/02/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
16/01/2017	A&J Lighting	DD	57.89		Monthly maintenance
19/01/2017	EE	DD	25.57		Telephone
09/02/2017	T Rootsey	100464	705.51		Salary & expenses
09/02/2017	C Raczi	100465	176.00		January wages
		Total Payments	964.97		

AS PER FINANCIAL REGULATIONS 5.7 PAYMENTS ARISING ON A REGULAR BASIS (UNDERLINED ABOVE) TO BE SIGNED BY 2 MEMBERS.

CLLR 1 .....

CLLR 2 .....