

# PRISTON PARISH COUNCIL

Laira  
Priston  
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8/1/2021

Dear Councillor

You are summoned to attend an Ordinary Meeting of Priston Parish Council on Monday 18<sup>th</sup> January 2021 at 7 pm on Zoom.

Join Zoom Meeting

<https://zoom.us/j/91813880654>

Meeting ID: 918 1388 0654

Jocelyn Nichols  
Clerk

Matters raised by parish residents.

## A G E N D A

1. Apologies
2. To agree minutes of last meeting
3. Matters arising not covered elsewhere.
4. Chair's Report
5. Clerk's Report
  - i. To present financial report for financial year 1 April 2020 to 31 March 2021
  - ii. To present draft budget for 2021/22
  - iii. To agree precept request for 2021/22
  - iv. To report on correspondence
6. Roads and Highways
7. Planning:
8. To report on footpaths
9. To declare a climate and ecological emergency
10.

To report on external meetings and agree attendance at future meetings:

  - Parish Council Climate Emergency Workshop 26 November attended by clerk
11. Any other business
12. Date of next Meeting - Monday 15 March 2021 on Zoom.

**Priston Parish Council Financial Report 3 January 2021 for 2020/2021 Financial Year**

**Period 1 November 2020 to 3 January 2021**

| INCOME                                      | £                      | EXPENDITURE                            | £                      |
|---|------------------------|--|------------------------|
| <b>Cash at Bank on 1 November</b>           |                        | <b>Income and cash carried forward</b> | <b>8,624.31</b>        |
| Current Account                             | 7,717.93               | See p 2 for itemised expenses          |                        |
| Cash  | 0.00                   |  |                        |
| Total Income for Period                     | 906.38                 | Total                                  | 724.65                 |
| <b><u>Total current income and cash</u></b> | <b><u>8,624.31</u></b> | <b><u>Balance on 3 January</u></b>     | <b><u>7,899.66</u></b> |

**Forecast for remainder of financial year to March 2021**

|                                |                 |  |                        |
|--------------------------------|-----------------|--|------------------------|
| <b>Expected Income</b>         | 321.66          | <b>Expected Expenditure to 31 March 2021</b> | 3680.73                |
| as per budget to 31 March 2021 |                 |  |                        |
| <b>TOTAL INCOME</b>            | <b>8,945.97</b> | <b>Expected Balance at 31 March 2021</b>     | <b><u>4,540.59</u></b> |

**Payments 2020-21****Period 1 November 2020 to 3 January 2021**

| <b>Date</b>         | <b>Payee</b>            | <b>Transaction</b> | <b>Description</b>                   | <b>Gross Amount</b>    | <b>VAT</b> | <b>Category</b> |
|---------------------|-------------------------|--------------------|--------------------------------------|------------------------|------------|-----------------|
| 30-Nov-20           | Jocelyn Nichols         | Elec               | Pay for November                     | 244.80                 |            | Staff Costs     |
| 30-Nov-20           | HMRC                    | Elec               | PAYE                                 | 61.20                  |            | Staff Costs     |
| 01-Dec-20           | Water2Business          | Elec               | Water services                       | 18.65                  |            | Service         |
| 15-Dec-20           | Green Thumb             | Elec               | Grass Treatment                      | 24.00                  | 4.00       | Service         |
| 15-Dec-20           | DM Payroll Services Ltd | Elec               | Payroll administration Sept to March | 70.00                  |            | Administration  |
| 29-Dec-20           | Jocelyn Nichols         | Elec               | Pay for December                     | 244.80                 |            | Staff Costs     |
| 29-Dec-20           | HMRC                    | Elec               | PAYE                                 | 61.20                  |            | Staff Costs     |
| <b><u>Total</u></b> |                         |                    |                                      | <b><u>£ 724.65</u></b> |            |                 |
| <b>Income</b>       |                         |                    |                                      |                        |            |                 |
| 16-Nov-20           | B&NES                   | Elec               | <b>Community Levy</b>                | <b>£ 906.38</b>        |            |                 |

## Priston Parish Council

### Income and Expenditure against Budget 2020-21

| Item  | <u>Actual to 3</u>  |                    |                    | <u>Forecast to 31 March</u> | <u>VAT</u> Column1          |
|---|---------------------|--------------------|--------------------|-----------------------------|-----------------------------|
|   | <u>Budget</u>       | <u>January</u>     | <u>Expected</u>    |                             |                             |
| End of Year Cash c/f                            | 4335                |                    |                    | 4335                        |                             |
| <b><u>Income</u></b>                            |                     |                    |                    |                             |                             |
| Precept   | 6700                | 6700               |                    | 6700                        |                             |
| Wilmington Defibrillator Income                 |                     | 1350               |                    | 1350                        |                             |
| VAT Re-Imbursement                              |                     |                    | 322                | 322                         |                             |
| Community Levy payment                          |                     | 906.38             |                    | 906                         |                             |
| <b>Total</b>                                    | <b><u>11035</u></b> | <b><u>8956</u></b> | <b><u>322</u></b>  | <b><u>13613</u></b>         |                             |
| <b><u>Expenditure</u></b>                       |                     |                    |                    |                             |                             |
| <b><u>Village Facilities</u></b>                |                     |                    |                    |                             |                             |
| The Link  | 50                  |                    | 50                 | 50                          |                             |
| Green Thumb                                     | 75                  | 85                 |                    | 85                          | 14                          |
| Christmas Presents and Donation                 | 60                  |                    | 60                 | 60                          |                             |
| Water Supply/ Fountain & Trough                 | 600                 | 39                 | 110                | 149                         |                             |
| Defibrillator Training                          | 350                 |                    | 350                | 350                         |                             |
| Defibrillator Installation and Running Costs    | 240                 | 74                 | 166                | 240                         | 12                          |
| Wilmington Defibrillator purchase               |                     | 1434               | 155                | 1589                        | 239                         |
| Gritter   | 1100                |                    | 1100               | 1100                        |                             |
| Rock Salt and Gritting                          | 200                 |                    | 200                | 200                         |                             |
| Website   | 500                 | 48                 | 102                | 150                         | 8                           |
| Midsomer Norton Dial a Ride                     | 40                  | 40                 |                    | 40                          |                             |
| Cam Valley Wildlife                             | 5                   | 5                  |                    | 5                           |                             |
| CPRE  | 36                  | 36                 |                    | 36                          |                             |
| Accountancy Fees                                | 50                  |                    | 50                 | 50                          |                             |
| Triangle  | 200                 | 240                |                    | 240                         |                             |
| Ditch Clearing                                  | 150                 |                    | 150                | 150                         |                             |
| Bench repairs                                   |                     | 50                 |                    | 50                          |                             |
| Finger Posts                                    | 200                 |                    | 0                  | 0                           |                             |
| <b>Total</b>                                    | <b><u>3856</u></b>  | <b><u>2051</u></b> | <b><u>2493</u></b> | <b><u>4544</u></b>          |                             |
| <b><u>Administration</u></b>                    |                     |                    |                    |                             |                             |
| Clerk's Salary                                  | 3700                | 2754               | 918                | 3672                        |                             |
| Payroll administration                          |                     | 359                |                    | 407                         | 48                          |
| Stationary/Print/Travel                         | 50                  |                    | 50                 | 50                          |                             |
| ALCA  | 34                  | 54                 |                    | 54                          | Likely to be £65.61 2021/22 |
| Clerk's Broadband                               | 120                 |                    | 120                | 120                         |                             |
| Training  | 100                 |                    | 100                | 100                         |                             |
| Insurance                                       | 350                 | 349                |                    | 349                         |                             |
| Internal Auditors                               | 50                  | 50                 |                    | 50                          |                             |
| Village Hall Rental                             | 500                 |                    |                    | 0                           |                             |
| Hall Heating                                    | 20                  |                    |                    | 0                           |                             |
| Information Commissioner's Office               | 40                  | 35                 |                    | 35                          |                             |
| <b>Total</b>                                    | <b><u>4964</u></b>  | <b><u>3601</u></b> | <b><u>1188</u></b> | <b><u>4837</u></b>          | <b><u>322</u></b>           |
| Total Facilities and Administration Expenditure | 8820                | 5652               | 3681               | 9381                        |                             |
| <b><u>Income - Expenditure</u></b>              | <b><u>2215</u></b>  |                    |                    | <b><u>4232</u></b>          |                             |
| VAT Re-Imbursement                              |                     |                    |                    | <b><u>322</u></b>           |                             |
| <b>Balance</b>                                  |                     |                    |                    | <b><u>4554</u></b>          |                             |

## Priston Parish Council

### Draft Budget 2021-22

| Item   | 2019-20      | 2020-21      | 2021-22      |
|--|--------------|--------------|--------------|
| End of Year Cash c/f                                   | 4963         | 4335         | 4553         |
| <b>Income</b>  |              |              |              |
| Precept  | 6400         | 6700         | 6700         |
| Legacy   | 1000         |              |              |
| VAT Re-Imbursement                                     | 911          | 322          |              |
| Contribution for Noticeboard                           | 300          |              |              |
| Contribution for Seat                                  | 400          |              |              |
| Wilmington Deibrillator                                |              | 1350         |              |
| Community Levy   |              | 906          |              |
| <b>Total</b>   | <b>13975</b> | <b>13613</b> | <b>11253</b> |
| <b>Expenditure</b>                                     |              |              |              |
| <b>Village Facilities</b>                              |              |              |              |
| Phone box  |              |              |              |
| Refreshments   |              |              |              |
| The Link   | 50           | 50           | 50           |
| Green Thumb  | 74           | 85           | 90           |
| Christmas Procession                                   | 60           | 60           | 60           |
| Water Supply/ Fountain & Trough                        | 49           | 150          | 150          |
| Defibrillator Training                                 | 322          | 350          | 350          |
| Defibrillator Installation and Running Costs           | 236          | 1829         | 300          |
| Gritter  |              | 1100         |              |
| Rock Salt and Gritting                                 | 100          | 200          | 200          |
| Website  | 122          | 150          | 200          |
| Village Design Statement                               |              |              |              |
| Midsomer Norton Dial a Ride                            | 40           | 40           | 40           |
| Cam Valley Wildlife                                    | 5            | 5            | 5            |
| CPRE   | 36           | 36           | 36           |
| Donations  |              |              |              |
| Flower Festival  | 100          |              | 100          |
| Seat on Village Green                                  | 1624         | 50           |              |
| Accountancy Fees                                       | 9            | 50           | 50           |
| Triangle   | 240          | 240          | 200          |
| Ditch Clearing   |              | 150          | 150          |
| Noticeboard  | 1768         |              |              |
| Finger Posts   | 335          | 0            | 200          |
| <b>Total</b>   | <b>5171</b>  | <b>4545</b>  | <b>2181</b>  |
| <b>Administration</b>                                  |              |              |              |
| Clerk's Salary   | 3742         | 3672         | 3746         |
| Payroll Administration                                 |              | 407          | 120          |
| Stationary/Print/Travel                                | 35           | 50           | 50           |
| ALCA   | 34           | 54           | 66           |
| Clerk's Broadband                                      | 90           | 120          | 120          |
| Training   | 40           | 100          | 100          |
| Insurance  | 303          | 349          | 350          |
| Internal Auditors                                      | 50           | 50           | 50           |
| Village Hall Rental                                    | 120          |              | 500          |
| Hall Heating   | 20           |              | 20           |
| Information Commissioner's Office                      | 35           | 35           | 40           |
| <b>Total</b>   | <b>4469</b>  | <b>4837</b>  | <b>5162</b>  |
| <b>Total Facilities and Administration Expenditure</b> | <b>9640</b>  | <b>9382</b>  | <b>7343</b>  |
| <b>Income - Expenditure</b>                            | <b>4335</b>  | <b>4553</b>  | <b>3910</b>  |