



110 High Street, Tibshelf, Derbyshire, DE55 5NU Tel: 01773 875093

QC 05-08-00580

8<sup>th</sup> December 2015

To: All Members of Tibshelf Parish Council

Dear Councillor,

### **NOTICE OF MEETING OF TIBSHELF PARISH COUNCIL**

You are summoned to the **Meeting of Tibshelf Parish Council** to be held at **7.00pm on Tuesday 15<sup>th</sup> December 2015** in **The Parish Meeting Room, The Village Hall, High Street, Tibshelf.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Ruth Price  
Parish Clerk

### **AGENDA**

#### **NON EXEMPT ITEMS**

1. To receive apologies for absence.
2. Declaration of Members Interests.
  - (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).

Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- (b) To receive and approve requests for dispensations from members on matters in which they have a disclosable pecuniary interest.
3. Public Speaking.

A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).

If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.

Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

4. To confirm the minutes of the Parish Council Meeting held on 17<sup>th</sup> November 2015 (attached)
5. Chairman's announcements
  - Correspondence from DCC with an Update on the Derbyshire and Derby Minerals Local Plan.
6. Village Hall Financial Report. (Attached)
7. Village Hall Extension Working Party – Update.
8. To consider request for permission to use a Metal Detector at the Shetland Road Sportsground, from Mr Tom Pearson, 7 Lathkill Grove, Tibshelf, and adopt Model Contract (attached) for this purpose.
9. Local Council Award Scheme – See attached Document.
10. Proposed amendment to procedure for payment of Members Allowance.
11. An Update on recent correspondence received regarding HS2.
12. Applications for Funding Support. (if any)
13. Planning – to consider planning applications. (See attached schedule).
14. Derbyshire Association of Local Councils;
  - No Circulars Received
15. Parish Clerks Report (attached)
  - a) Accounts for Payment
  - b) Financial Report
  - c) Staff Report
  - d) Action Plan
16. Items for information - Council to note correspondence received.

**Minutes of the MEETING of TIBSHELF PARISH COUNCIL**  
**held in The Parish Meeting Room, Tibshelf Village Hall, 110 High Street, Tibshelf. DE55**  
**5NU on Tuesday 17<sup>th</sup> November 2015 at 7.00pm**

---

**Present:**

Cllrs: A Beckett, M Coupe, S A Ellks, G Foley, R A Heffer, D Rutland, K M Salt MBE, P. Trevelyan, W Vardy.

**In attendance:**

District Councillor D Watson, Selina Waltho Community Organiser, Members of the Youth Group, Members of the Scout and Guide Group, Mrs. R. Price, Parish Clerk

The Chairman asked all those present to stand to observe a minute's silence to remember those affected by the recent incidents in Paris.

**NON EXEMPT ITEMS**

**1115/1561 Apologies for Absence**

An apology for absence was received from Councillor I Brentnall

**1115/1562 Declarations of Members Interests**

Councillor Trevelyan declared an interest in public speaking on the agenda as she was a member of the School Council and Councillor K Salt declared an interest in item 11 as she was the neighbour of an applicant.

**1115/1563 Public Speaking**

**Members of the Public:**

Members of the Public attended the meeting and raised the following matters:

Young People from the proposed Youth Group attended the meeting supported by Mr Mike Pollard, the Headteacher of Tibshelf Community School, a teacher involved in the project and other members of the Youth Group Committee.

Two young people made a presentation to the Council. They thanked the Council for their kind offer of financial support to hold their group meeting at the school. However the restrictions at the school, including not being able to eat or drink in the premises, not practical for the activities envisaged and the reluctance of potential members to return to school for a social activity meant that those premises were not suitable for them to pursue. They asked the Parish Council if they would reconsider their decision to allow the group to use the pavilion meeting room. They had visited the premises and felt that it would be suitable for their planned activities. They had recently participated in Bolsover Youth Council and had discovered that they were the only area in the district which didn't have a youth group in place. In recognition of the Parish Council's reservations they offered a number of suggestions with regards to the lighting around the pavilion, consultation with neighbours, limiting the number of members, implementing a pass system and having rules in place to counteract bad behaviour. The young people were thanked for their presentation and informed that the matter would be discussed later in the meeting.

Representatives of the Scout and Guide Group were welcomed to the meeting to discuss the work needed to the Mission premises. The leaders explained the history of the scouts in the village over the last 90 years and the fact that they had 105 children of varying ages attending several different scout and guide groups all held at the Mission. The Group received no external funding support; they were completely self funded apart from specific grants which they had to apply for. They informed members that they had to pay business rates on the building and had been unable to get relief from this from the district council. They explained their current financial status and the need to undertake some essential repairs to the building. They had submitted a

grant application to the Parish Council's October meeting to support the installation of new fire doors. They worked continually to attract funding to help them improve and maintain the building which was in a fair state of repair. The Scout and Guide Group were thanked for their presentation and informed that the application was to be considered later in the meeting.

**Police:**

As figures were no longer submitted to the meeting by the police, the Assistant Clerk had prepared a summary of the information available on incidents occurring within the Tibshelf area in September 2015 from the Police UK website. The Clerk distributed the summary for the information of members. 26 incidents had occurred 4 of which were anti social behaviour. This figure also included 7 vehicle crimes.

Members reported that they had received complaints from residents about speeding over the motorway bridge and on Doe Hill Lane towards Morton and asked that this be reported to the PCSO.

**County Council:**

Cllr. Moesby was not in attendance.

**District Council:**

Councillor Watson reported that the Regional Body was miss-named in the last parish council report and should have read D2N2 not D20.

She reported that the District Council news paper was currently being delivered throughout the district and included information about the consultation on the Local Plan. The next green bin collection would be the last one and would re start in March 2016. The District Councillors were asked to follow up and see if there was anything that could be done to obtain rate relief for the scout and guide premises.

**1115/1564 Minutes of the Meeting held on 20<sup>th</sup> October 2015.**

It was proposed by Councillor Coupe, seconded by Councillor Salt and RESOLVED that the Minutes of the Council meeting held on 20<sup>th</sup> October 2015, be approved as an accurate record and were duly signed by the Chairman.

**1115/1565 Chairman's Announcements**

The Chairman reported:

- That a temporary road closure notice had been received in respect of Hardwick Street from 17<sup>th</sup> to 20<sup>th</sup> November
- Thank you letters had been received from the organisers and the students of the Namibia Bound project for the parish council's generous support
- A thank you letter from the Friends of Town End for the contribution to the Nurture Room
- A request from a member that a report be sent to the Derbyshire Times on a monthly basis after each meeting. Proposed by Councillor Coupe, Seconded by Councillor Salt and Resolved.
- That Councillor Coupe had attended a meeting at Tibshelf Community School concerning the parking issues. The meeting had been agreed that they would use a gentle approach initially by advising car owners to move to a safer area. If this approach did not work they would need to look at more of an enforcement approach. Members of the Parish Council asked the Clerk to approach Councillor Moesby as to whether there was any money remaining from the ring fenced amount which had been promised for road safety works. It was also agreed that

DCC be approached about the viability of the provision of a zebra crossing, particularly in view of the proposed development on the opposite side of the road to the school and the potential for even more traffic movements in that vicinity.

- Councillor Salt had attended two meetings on behalf of the Parish Council. The DALC meeting had been a meeting of the Executive. They had had some discussions about the proposed regional body, currently known as D2N2 and now to be known as East Midlands Partnership. Councillor Salt had also attended the Bolsover Local Strategic Partnership meeting where reports had been presented on long term empty properties of which there were currently 40 in Tibshelf. A report had also been presented to the meeting about the situation relating to Exercise4All.
- Following on from the presentation earlier in the meeting, and having regard to the urgency of the business, the Chairman raised a discussion about reconsidering the provision of the pavilion for meetings of the Youth Group. The Chairman also made reference to the presentation by the Scouts and Guides where it was apparent that they would benefit from some stable financial input and had some limited capacity for use by other groups. Following considerable discussion when concerns were again raised about the non suitability of the pavilion premises because of the small size of the room, the lack of any storage facilities, its suitability for youth activities and the safety of children in the dark months in an isolated unlit area, it was:
  - (i) Proposed by Councillor Beckett and Seconded by Councillor Heffer that the Youth Group be informed that the Parish Council still had concerns about the suitability of the pavilion for their use and to ask them if they would consider liaising with the Scouts and Guides to see if an arrangement could be reached for them to use the Mission facilities which would be far more suitable to their needs and would give them the opportunity to support the upkeep of a vital community asset.
  - (ii) Councillor M Coupe then proposed to amend that Proposal, and, following further discussion, he proposed that the Youth Group be allowed to use the Pavilion for 3 months on a trial basis with conditions in place that all safety requirements are met with regard to numbers, there is proper policing to ensure enforcement of rules imposed, that insurance is in place for the group and that consultation with residents takes place prior to use. The Proposal was Seconded by Councillor Vardy.

Proposal (ii) being the amended proposal was then put to the vote with 3 for the proposal and 6 against. The amended proposal was therefore defeated.

Proposal (i) was then put to the vote and was carried by 7 votes for.

#### **1115/1566 Village Hall Financial Report**

It was proposed by Councillor Vardy, **SECONDED** by Councillor Trevelyan and **RESOLVED** that the following Village Hall Financial Report be approved:

**November 2015**

Dunelm Ltd Chq No 606	£2099.46	Issued 22.10.2015.
New Curtains and Blinds		
Main Hall, Lounge and Kitchen		
ADS Insurance Brokers Ltd Chq No 607	£184.25	
Trustee Indemnity Insurance		
Annual Fee		
Initial Washroom Hygiene Ltd Chq No 608	£125.14	
Jumbo Toilet Rolls		
Delta Cleaning Services Ltd Chq No 609	£123.38	
Cleaning Materials for Village Hall		
Severn Trent Water Chq No 610	£258.19	
Half Year Water Bill		

### **Financial Report as at 30<sup>th</sup> October 2015.**

Current Account Balance £ 6900.84  
Reserve Account Balance £ 2786.26

### **1115/1567 Village Hall Extension Working Party 17<sup>th</sup> November 2015**

The Chairman gave an oral report of the meeting of the Village Hall Extension Working Party which had been held prior to the Parish Council meeting and It was PROPOSED by Councillor Coupe, SECONDED by Councillor Heffer and RESOLVED that the report be received and the following recommendations of the Working Party be Resolved:

To commission a feasibility study to include:

- 1) The use of the Methodist Church for community use and
- 2) The extension and development of the village hall facilities to better meet the demands of community need and
- 3) To invite tenders from three providers of feasibility studies and
- 4) To approach DCC about the possibility of inclusion of part of the grassed area to the rear of the village hall in plans for the extension and
- 5) To undertake investigation in to possible sources of funding.

### **1115/1568 Expenditure for Christmas Event**

The Clerk informed Members that £700 had been included in the Council's budget 2015/2016 for expenses relating to the Christmas Event. It was Proposed by Councillor Heffer, Seconded by Councillor Trevelyan and Resolved that expenditure up to £700 be approved to deliver the Christmas Event on 4<sup>th</sup> December.

It was further Proposed, Seconded and Resolved that the Parish Council cover the costs of the publication of 'A Little Book of Christmas Poems' to be handed out to all those attending the Christmas Carol Concert at a cost of £165.00

### **1115/1569 Local Council Award Scheme - Update**

The Clerk reported that the application for the Local Council Award Scheme – Foundation Level had been submitted by the due date of 1<sup>st</sup> November.

### **1115/1570 Applications for Funding Support**

There were two applications for funding:

Applicant	Reason for funding	Amount requested	Decision
Bolsover District Council - Sainsbury Sport Relief Mile	To stage the Sport Relief Mile in Tibshelf on 20 <sup>th</sup> March 2016	Free use of the sports ground	<b>Approved</b> – Proposed by Councillor Coupe, Seconded by Councillor Trevelyan and Resolved that BDC - Sainsbury Sport Relief Mile be granted free use
3 <sup>rd</sup> Tibshelf Scout & Guide Group	To meet the cost of installing 3 fire doors, essential work required	£4000	<b>Approved</b> – Proposed by Councillor Beckett, Seconded by Councillor Heffer and Resolved that a grant of £4000 be made

### 1115/1571 Planning

It was Proposed by Councillor Coupe, Seconded by Councillor Beckett and Resolved that no objections be made in respect of the applications as detailed on the schedule of planning applications except for those detailed below:

(i) That the following comments be submitted in respect of Application 15/00516/FUL The Methodist Church, High Street –

- The Parish Council feel that the conversion of an historical community building to residential would prove a great loss to the village
- they consider the proposed design for parking facilities within the fabric of the building is not sympathetic to the historical nature and design of the building
- they have concerns that the design would create problems with maneuvering into traffic on an already busy highway

(ii) That the following comments be submitted in respect of Application 15/00399/FUL 17 Chesterfield Road

- The Parish Council confirm the concerns they have already raised in relation to this development

(iii) That Bolsover District Council be requested to include more specific information on their consultation letters especially as there are now no plans or attachments provided. Some of the information provided recently was far too sketchy for the parish council to determine what the nature of the application was.

(iv) It was agreed that the Clerk obtain estimates for a booster for the Village Hall wifi in order that, if necessary, access can be gained to applications online during the Parish Council meetings.

### 1115/1572 Derbyshire Association of Local Councils

It was noted that no circulars had been received since the last meeting

### 1115/1573 Parish Clerks Report.

#### (a) Accounts for Payment

It was PROPOSED by Councillor Heffer, SECONDED by Councillor Salt and RESOLVED that the following accounts for payment be approved:-

<b>Date</b>	<b>CQ No:</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
15 <sup>th</sup> November			<b>Total Salaries</b>	<b>£4663.51</b>
17 <sup>th</sup> November	4659	AML (Midlands) Ltd	Data Storage and Broadband	£39.60
17 <sup>th</sup> November	4660	Biffa Waste Services Ltd	5 Lifts and Rental	£204.88
17 <sup>th</sup> November	DD	Talk Talk	Office Telephone Bill	£39.40
17 <sup>th</sup> November	4661	LB & J Mather Ltd	Repairs to transit pick up X347 EBA	£480.00
			To make and fit 316 stainless steel brackets, legs, braces for Tibshelf sports ground pavilion.	£433.50
17 <sup>th</sup> November	4662	Industrial Workwear Ltd	Thermal Trousers 4 pairs	£138.96
17 <sup>th</sup> November	4663	3 <sup>rd</sup> Tibshelf Scout and Guide Group	Newsletter delivery	£200.00
17 <sup>th</sup> November	4664	HMRC	PAYE & NI	£781.62
17 <sup>th</sup> November	4665	DCC LGPS	Pension	£735.15
17 <sup>th</sup> November	4666	Clarke's Cemetery Services	Gardening Services	£60.00
			Grass Cutting	£820.00
			Verge Cutting	£390.00
17 <sup>th</sup> November	4667	Roy Nadin Print Ltd	Posters for Fireworks Event	£34.94
			Autumn Newsletter	£644.00
			Patches for Event Banners	£43.20
			Banner for Carol Concert	£99.12
17 <sup>th</sup> November	4668	Bolsover District Council	Dog Bin Emptying	£251.94
17 <sup>th</sup> November	4669	Church Notice Board Company	50% deposit for notice board	£270.00
	4670		cancelled	
17 <sup>th</sup> November	4671	Industrial workwear	Postage for replacement trousers	£6.00
17 <sup>th</sup> November	D/D	British Gas	Electric – parish clock	£114.21
	4672		cancelled	
17 <sup>th</sup> November	4673	STW	Water bill Pavilion	£87.81
			Water Bill Cemetery	£46.24
			<b>Total</b>	<b>£10584.08</b>

**b) Staffing Report**

The Clerk submitted a report setting out details of staff holidays, sickness and toil taken during the months of August, September and October 2015 and holidays booked, sickness and office closures for October, November, December 2015 and January 2016.



**c)                    Action Plan**

Members reviewed the Parish Council's Action Plan and updated actions since the last meeting. A copy is attached to the minutes and will be updated on the website. There were no specific problems to report with regard to timescales of projects.

The meeting closed at 9:00 p.m.

Chairman.....

Date.....



110 High Street, Tibshelf, Derbyshire, DE55 5NU Tel: 01773 875093



QC 05-08-00580

**VILLAGE HALL**  
**ACCOUNTS FOR PAYMENT**

**December 2015**

Mrs H J Simpson Chq No 611	£100.00
Petty Cash Float	

**Financial Report as at 30<sup>th</sup> November 2015.**

Current Account Balance £6,997.18  
Reserve Account Balance £2786.38

# LANDOWNER/DETECTORIST CONTRACT

I .....the occupier/owner of the land/premises known  
as .....situated at .....hereby grant a  
licence to .....(hereafter called the 'licensee').

1. In consideration of payment of.....% of the value of any property found the owner/occupier hereby grants to the licensee the right to enter the said land (which land is called the licensed area) and subject to the conditions herein to search for treasure, metals, buried coins and artefacts.
2. The licence shall, subject to determination as hereinafter provided, continue in force from (time and date) .....until (time and date) .....
3. The licensee hereby covenants with the owner as follows:-
  - i) to fill and make good any excavations
  - ii) to protect any livestock upon the said land and prevent their escape
  - iii) to protect the wildlife, whether plant or animal, upon the said land
  - iv) to prevent fire
  - v) to bear full responsibility for any damage to the property, including all livestock, wildlife, plant and animals thereon and including any injuries suffered by the licensee or any other person as a result of the licensee's activities thereon
  - vi) to immediately inform the owner/occupier of the said premises of any finds of objects which might be considered Treasure.
  - vii) to deposit any property found with a named and agreed independent person/authority in the event of any dispute over the ownership of the property until the determination of ownership is finalised
  - viii) to report any archaeological discoveries to the owner/occupier of the land
  - ix) to report any bombs or other like missiles to the police
  - x) to respect the country code
  - xi) so far as the licensee may validly do so, at all times to keep the owner/occupier effectually indemnified against all actions or proceedings, costs, charges, claims and demands whatsoever, which may be made or brought against the owner by any party in connection with this licence or any matter or thing done or purported to be done in pursuance thereof.
4. The licensee shall not assign or part with any rights granted by this licence in relation to the whole or any part of the licensed area or grant any sub-licence in respect of any such rights.
5. If there shall be any breach or non-observance by the licensee of any of the terms and conditions of this licence, the owner/occupier may revoke this licence, and thereupon the same and all the rights granted shall cease and be determined with or without notice by the owner/occupier and immediately on being requested to do so the licensee will vacate the land or part thereof.
6. The value of any objects will be determined by agreement between the parties named herein or by sale for the highest available price or by appraisal by at least two independent persons jointly selected. Thereafter payment of any monies due to either party to this licence must be made upon the sale or within.....days of any valuation or sale.
7. Any object(s) found that are deemed to be Treasure as determined by the Treasure Act 1996 shall be dealt with in accordance with the procedures as laid down with the Treasure Act 1996.

Signed and agreed .....Date .....

Signed and agreed .....Date .....

**PLANNING APPLICATIONS – DECEMBER 2015**

<b>Date Received</b>	<b>BDC Ref</b>	<b>Applicant</b>	<b>Location</b>	<b>Details</b>	<b>TPC recommendations</b>
30 <sup>th</sup> November	15/00624/TCON	Mr Jaroslav Gradkowski	35 High Street, Tibshelf	Works to tree in conservation area, removal of overhanging lateral branch of Ash Tree.	
4 <sup>th</sup> December	15/00123/FUL	Mr Stephen Rye	Land at former 45 High Street, Tibshelf	Erection of 2 pairs of 3 bedroom semi-detached dwellings with access off rear service road (as supplemented and amended by revised plans, Heritage Statement and Design and Access Statement, all submitted on 4 <sup>th</sup> December 2015	
<b>DECISION NOTICES</b>					
30 <sup>th</sup> November	14/00216/FUL	Mr P Cooke	55 Littlemoor Lane, Newton, DE55 5TY	Single Storey Extension to rear, (Retrospective application).	Granted
19 <sup>th</sup> November	15/00403/FUL	No Name Given	161 High Street, Tibshelf	Construction of 2 semi detached houses with frontage parking.	Granted

(i) Tibshelf Parish Council - Clerk's Report – November 2015

a) The following accounts are for payment from 17<sup>th</sup> November 2015 – 15<sup>th</sup> December 2015.

Date	CQ No:	Payee	Description	Amount
			<b>Total Salaries</b>	<b>£4774.97</b>
19 <sup>th</sup> November	4674	3 <sup>rd</sup> Tibshelf Scout and Guide Group	S137 Grant	£4000.00
	4675	Cancelled		
	4676	Cancelled		
2 <sup>nd</sup> December	4677	Mrs E R Price	Christmas Event Expenses	£361.10
4 <sup>th</sup> December	4678	Mr A Smith – Atmosphere Entertainment	Children's Entertainer for Christmas Event	£90.00
4 <sup>th</sup> December	4679	Cancelled		
4 <sup>th</sup> December	4680	Cancelled		
15 <sup>th</sup> December	4681	AML (Midlands) Ltd	Data Storage and Broadband – Office 365 and Cloudcare	£39.60 £19.00
15 <sup>th</sup> December	4682	Biffa Waste Services Ltd	4 Lifts and Rental	£171.66
15 <sup>th</sup> December	DD	Talk Talk	Office Telephone Bill	£38.28
15 <sup>th</sup> December	4683	HMRC	PAYE & NI	£840.28
15 <sup>th</sup> December	4684	DCC LGPS	Pension	£770.03
15 <sup>th</sup> December	4685	Clarke's Cemetery Services	Gardening Services	£60.00
15 <sup>th</sup> December	4686	Spire Marketing Ltd	Work Boots for Terry	£45.95
15 <sup>th</sup> December	4687	Staples UK Ltd	Office Stationery	£39.42
15 <sup>th</sup> December	4688	NALC	Local Councils Award Scheme – Registration Fee	£30.00
15 <sup>th</sup> December	4689	High Street Auto Centre Ltd	Repairs to Parish Truck	£217.70
15 <sup>th</sup> December	4690	Mrs E R Price	Petty Cash Float, Fuel Money, Mince Pies for Carol Concert	£308.00
15 <sup>th</sup> December	4691	Cllr A E Beckett	Chairman's Allowance	£323.34
15 <sup>th</sup> December	4692	Cllr I J Brentnall	Members Allowance	£161.68
15 <sup>th</sup> December	4693	Cllr M Coupe	Members Allowance	£161.68
15 <sup>th</sup> December	4694	Cllr S A Ellks	Members Allowance	£161.68
15 <sup>th</sup> December	4695	Cllr G M Foley	Members Allowance	£161.68
15 <sup>th</sup> December	4696	Cllr R A Heffer	Members Allowance	£161.68
15 <sup>th</sup> December	4697	Cllr D E Rutland	Members Allowance	£161.68
15 <sup>th</sup> December	4698	Cllr K M Salt MBE	Members Allowance and Travel Expenses	£187.68
15 <sup>th</sup> December	4699	Cllr P J Trevelyan	Members Allowance	£161.68
15 <sup>th</sup> December	4700	Cllr W Vardy	Members Allowance	£161.68
15 <sup>th</sup> December	4701	Cllr R Vaughan	Members Allowance	£161.68
15 <sup>th</sup> December	4702	Mrs Lucinda Oldham	Donkey Donation and Insurance	£77.38

15 <sup>th</sup> December	4703	Bolsover District Council	Incontested Parish Election – Admin Charge	£100.00
			<b>Total</b>	<b>£13949.51</b>

**(b) Financial Report –**

The Bank Balances at 30<sup>th</sup> November stood at:-

Current Account	£ 4256.00
Reserve Account	<u>£159,108.51</u>
Total	<u>£163,364.51</u>

**Staff Toil**

	Toil 30 <sup>th</sup> September	Toil 31 <sup>st</sup> October	Toil 30 <sup>th</sup> November
<b>ERP</b>	3hrs 40 mins	3hrs 30 mins	Nil
<b>HJS</b>	Nil	Nil	Nil

**HOLIDAYS AND SICKNESS**

	November 15	December 15	January 16
<b>ERP</b>	4 <sup>th</sup> , 11 <sup>th</sup>	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , 14 <sup>th</sup> , 15 <sup>th</sup> & 16 <sup>th</sup> , 29 <sup>th</sup> 30 <sup>th</sup> (Jayne will cover part days as necessary during the Clerk's leave)	
<b>HJS</b>		23 <sup>rd</sup> , 24 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup>	
<b>TR</b>			
<b>DR</b>	11 <sup>th</sup>	29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup>	
<b>KW</b>	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>	29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup> ,	
<b>JB</b>			
<b>AC</b>	6 <sup>th</sup> , 9 <sup>th</sup>	29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup>	
<b>JC</b>	1 <sup>st</sup>	29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup> ,	
<b>Office Closed</b>		19 <sup>th</sup> (25 <sup>th</sup> , 28 <sup>th</sup> bank holidays ) 29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup> ,	1 <sup>st</sup> bank holiday

**(c) Action Plan**

To review and update the Action Plan for 2015/2016

2015/2016	A	M	J	J	A	S	O	N	D	J	F	M
Annual Council – Elections, New council, declarations of interest, acceptance of office												
Publish Annual Report												
Prepare Final Accounts and Submit Audit of Accounts by due date												
Newsletters												
Fitness Equipment – prepare funding application, obtain estimates, quote for works, commission contractor, install equipment												
Village Hall extension project, appoint working party and commission feasibility study												
Village hall extension project – review feasibility study, determine whether project feasible, prepare project plan, identify funders, go out to tender for works												
Arrangements for Community events (Remembrance Day & Christmas)												
Arrangements for Christmas lights installation and removal												
Arrangements for hanging baskets												
Review storage of documents for archive/destroying												
Pensions Regulations - Automatic Enrolment – Enrolment date 1.3.16												
Local Council Award Scheme accreditation (unbroken)												

