



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FILCM
Vice Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 26th October 2016 at Poringland Community Centre.

The business to be transacted at the meeting is as follows:-

1. **To sign the attendance register and to consider apologies for absence**
2. **Declarations of interest for items on the agenda and applications for dispensations**
Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.
3. **Minutes of the meeting held on 28th September 2016**
4. **Update on matters arising from the minutes**
 - a. Response from developers regarding contributions to zebra crossing upgrade
5. **Report from the Vice Chairman**
6. **Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests**
 - a. District Councillors (7 mins total)
 - b. County Councillor (5 mins total)
 - c. Norfolk Library and Information Service briefing on Your Open Library (5 mins)
 - d. Public Participation (15 mins total)
7. **Planning**
 - a. Applications Received
 - i. 2016/2362 9 Hornbeam Drive: First floor side extension. Conversion of rear conservatory to single storey rear garden room.
 - ii. 2016/2388 Land north of Stoke Road: Full planning application for up to 120 dwellings (Phase 2), senior recreation space, children's play space and associated infrastructure.
 - b. Planning Decisions
 - i. 2016/1690 7 Hardesty Close: Discharge of condition 3 of planning application 2016/0034 – surface water drainage. **APPROVED**
 - ii. 2016/1768 Holly Bank, Heath Loke: Erect two storey extension and demolish part of garage. **APPROVED**
 - iii. 2016/1859 33 St Marys Road: Single storey side extension and retention of dormer windows. **APPROVED**
 - iv. 2016/1918 2 Critoph Close: Retrospective application for fencing. **APPROVED**
8. **Correspondence and Consultations**
 - a. Request from Clapham & Collinge Solicitors for regular stand in Centre relating to

free legal advice.

9. Finance

- a. Receipts, payments, outstanding invoices and bank reconciliation for September 2016
- b. Accounts for payment
- c. Second quarter budget monitoring report

10. Advisory Group and Working Group Reports

- a. Finance and Governance Advisory Group
- b. Community Land Project Working Group
- c. Strategic Working Group

11. Welcome Home and Memorial Playing Field Trust

- a. Removal / re-siting of senior swing

12. Other matters

- a. Appointments to outside bodies:
 - i. Six Strategic Group
 - ii. Sand and Gravel Charity
- b. Tree Inspections – prices for medium priority works
- c. Locations for 'Respect Your Neighbourhood' signs
- d. Reinvestment of Nationwide Bond
- e. Parish Partnership Scheme
 - i. Rectory Lane lighting scheme

13. Date of next Parish Council meeting: Wednesday 30th November 2016, 7pm, Poringland Community Centre

Dated the 20th October 2016

Clerk.....

Minutes of the Meeting of Poringland Parish Council
Wednesday 28th September 2016 7pm Poringland Community Centre

Present: Tim Boucher (Vice Chairman in the Chair)
John Henson
David Hewer
James Landshoft
Lisa Neal
John Overton
Chris Walker
Catherine Moore (Parish Clerk)

Also present: County Councillor Roger Smith and 5 members of the public.

1. Apologies

Apologies for absence were received and accepted from Steve Aspin, David Gooderham, and Jenny Kereama-Ellis, proposed by John Henson, seconded by David Hewer, all in favour.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in all planning items as a member of the South Norfolk Council Development Management Committee.

3. Minutes of the meeting held on 21st September 2016

The minutes of the meeting held on 21st September 2016 were **agreed**, proposed by David Hewer, seconded by James Landshoft, all in favour.

4. Matters Arising from the Minutes

a) Water Regulations

Tim Boucher reported that the water regulations works were completed at the Community Centre, and were underway at the Pavilion. The re-inspection was booked for Monday 3rd October 2016.

5. Report from the Vice Chairman

Tim Boucher noted that the Council had marked the passing of the Chairman, John Ellis, at the last meeting. He reminded those present that the funeral was scheduled for 17th October.

Tim reminded those members who had not responded to the invitation to the war memorial dedication to return this to the Clerk.

Tim noted that the Race Night was scheduled for 19th November, and the 70s Night for 12th November.

The forthcoming Advisory Group meeting dates were noted.

6. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by Chris Walker, seconded by John Henson, all in favour.

a) District Councillors

Lisa Neal reported that South Norfolk Council had begun to look at the budget setting process. Reviews of the New Homes Bonus, Community

Infrastructure Levy and other bonuses and grants were being undertaken. The Council Tax Support Grant would be phased out by 2019.

The Local Plan was being reviewed, lots of sites had been submitted for assessment. The Council was considering whether to enlarge existing villages, or whether to create a new village.

The recent scrutiny meeting had reviewed the changes to bin collection arrangements, which had largely gone well. The logistics of the change had been challenging, and some complaints had been inevitable, but overall the transition had been successful.

The Boundary Review was underway, a proposal had been prepared which would change the ward to two councillors for Poringland, moving Framingham Earl and Framingham Pigot to another ward. The recommended number of residents per district councillor was 2,500, and Poringland was expected to have 5,000 residents by 2020. A review of parliamentary boundaries would also be taking place.

On 10th October an event would be taking place in Costessey to trial the repair of items to help reduce waste. Repairs would be undertaken by a qualified volunteer, and the event would offer the opportunity for skills development.

The five neighbourhood winners for the Community Pub of the Year had been announced, with the Waters Edge at Bramerton being the Eastern Rivers winner. The overall winner would be announced on 10th November.

It was noted that the Local Plan was being prepared and reviewed as part of the Greater Norwich area, however other districts were under-performing with their site allocations, and the five year land supply was a concern.

A councillor asked whether there were any plans to move waste collections to four-weekly? It was confirmed that this had not been suggested, but that it could not be ruled out in the future. Measures would need to be put in place to ensure that public health was not compromised by this.

b) County Councillor

Roger Smith reported that 200 entries had been received for the Writing Challenge, and that 9 winners had been presented with their prizes at The Forum.

The Parker Report had been published and was quite critical. Eight cases had been examined where foster carers had complained that they had been mistreated, resulting in loss of income and children being removed from a settled environment. The cases went back to 2006. The Council had apologised and financial compensation was being offered in two cases.

An issue with parking in the layby coming from Brooke was raised, as it was suspected that the motorist was parking there and taking the bus into Norwich. There were no parking restrictions in the layby, although it was an inconvenience to commercial drivers looking for somewhere to park for a rest break.

It was noted that the results from the SAM2 machine had proved interesting, and were being circulated to councillors and the Police. The volumes of traffic had been surprising, along with the speed that some motorists entered the village.

Roger expressed his condolences to the Council on the death of John Ellis, noting that he had been highly respected both in his role at Norfolk County Council, and as the Parish Council Chairman.

c) Public Participation

A member of the public raised a concern about street lighting in Rectory Lane, noting that it would be beneficial to be able to walk to the amenities in the village after dark. It was noted that the Council's policy was that street lights were always requested in new developments, and that Norfolk County Council take responsibility for their maintenance. Previous investigation had shown that the Parish Council would have to pay for the installation and running costs of new street lighting schemes, and that the cost of this would be beneficial to a small part of the parish rather than the whole. It was confirmed that street lighting installation would be supported if it could be fully funded, including ongoing costs, and noted that solar powered lighting was available. The Clerk was asked to look into the price of a solar powered lighting scheme, and to write to Norfolk County Council stating support for a lighting scheme. It was noted that the Council should undertake a public opinion survey before any scheme was implemented.

Clerk

A member of the public queried what the highest speed displayed on the SAM2 was. It was confirmed that this was 40MPH, after which the machine would just flash 'SLOW DOWN' but would still record traffic data.

A member of the public asked whether self-service in the library was still being considered? Although this was outside the remit of the Parish Council, it was understood that there had been logistical issues with the opening of the foyer doors which belonged to the Parish Council, and health and safety issues with using the fire door as a main entrance. It was not known whether any further discussions had taken place.

A member of the public queried whether the corner of the village green would have any flood alleviation. It was confirmed that the works undertaken free of charge by Norfolk Homes related to making the middle space useable, and that another winter needed to pass to judge whether any further works were required.

A member of the public noted that the temporary traffic lights for the Anglian Water works were causing problems at the Fiveways roundabout, and asked whether it would be possible for the lights to be manned 7.30am – 6pm when the works reached the roundabout? It was noted that an update had been received and published on the website, and that no works were permitted at the roundabout until after Christmas. A traffic management company had been engaged to design the scheme for the roundabout to try to minimise inconvenience.

Standing orders were reinstated.

Lisa Neal left the meeting.

7. Planning

a) Applications Received

i) 2016/2047 4 Mill Close: Variation of condition 2 of permission 2013/0638

(Change of use from commercial to residential) – design and amendments.

John Henson had viewed the plans and visited the site. The variation was requesting some minor design amendments..

It was **agreed** to make no comments on the variation. Proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

- ii) 2016/2060 18 Caistor Lane: Proposed first floor rear addition over existing rear extension.

John Henson had viewed the plans and visited the site. It was noted that the application was on the boundary of Poringland and Caistor St Edmund.

It was **agreed** to make no comments on the application. Proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

- iii) 2016/2075 Land at Mill Close: Variation of condition 2 of planning permission 2013/1326/F (Erection of 2 bed bungalow, landscaping and tree planting). Amended plans and elevations and materials details, boundary treatments and floor levels.

David Hewer had viewed the plans and visited the site. The application sought to vary condition 2 of the previous planning permission.

It was **agreed** to make no comments. Proposed by Chris Walker, seconded by John Henson, all in favour.

Clerk

b) Permission Granted

- i) 2016/1531 101 The Street: Erection of timber building for use as beauty parlour. **APPROVED**
- ii) 2016/1636 45 Rectory Lane: Sub-division of garden and erection of 2 bedroom chalet. **REFUSED**
- iii) 2016/1697 3 Meadow Way: Two storey side extension. **APPROVED**
- iv) 2016/1776 63 Rectory Lane: Single storey side extension and rear extension. **APPROVED**
- v) 2016/1784 42 Rosebery Avenue: Single storey side extension and two storey rear extensions. **APPROVED**
- vi) 2016/1874 4 St Marys Road: First floor extension to provide en-suite off bedroom. **APPROVED**
- vii) 2016/1889 Land south of 40 The Street: Discharge of condition 12 of planning permission 2016/0498 – Ecology. **APPROVED**
- viii) 2016/1956 35 St Marys Road: Construct 2 dormer extensions. **APPROVED**

Lisa Neal returned to the meeting.

8. Correspondence and Consultation

a) 2017/18 Local Government Finance Settlement Consultation

The consultation on referendum principles being applied to town and parish councils was received. Councillors discussed their concerns with the proposals, favouring the principles being extended to the largest councils, but not to small councils who would be adversely affected by a cap in their precepting ability. It was confirmed that the Parish Council would be expected to meet the cost of a referendum. While scrutiny of precepts was welcomed, it was felt that this type of capping based purely on financial levels was counterproductive. It was **agreed** to delegate the drafting of a response to the consultation to the Clerk and Vice Chairman based on the comments above, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

9. Finance

a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation

The bank reconciliation, outstanding invoices, receipts and payments for August 2016 were presented. It was **agreed** to accept those documents, proposed by John Henson, seconded by Landshoft, all in favour.

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by John Henson, seconded by Lisa Neal, all in favour.

	Staff Salaries	£4,930.20
HMRC	PAYE, NIC, Student Loan	£1,818.40
Norfolk Pension Fund	Superannuation	£1,759.04
TalkTalk	Telephone and Broadband	£25.00
HouseProud Commercial	Relief Caretaking	£1,336.44
South Norfolk Council	Comm Centre Rates	£268.00
ESPO	Comm Centre Gas	£53.46
Anglian Water	Comm Centre Water	£178.00
Hugh Crane Cleaning Eq	Cleaning Materials	£127.88
P Bowyer Associates	Grease Trap Cleaning	£150.00
Norwich Electrical	PAT Testing	£156.24
Jim Lawrance	Dishwasher Repair	£223.20
Spruce Landscapes	Grounds Maintenance - Centre	£226.00
Jason Evans	NYE Party Night Deposit	£50.00
Veolia	Waste Collection	£85.51
Spruce Landscapes	Grounds Maintenance - Cem	£750.00
Eon	Electricity - Pavilions	£148.20
R Overton	Playing Field Cleaning and Litter	£270.21
South Norfolk Council	Premises Licence Variation	£100.00
Eastern Tree Care	Tree Inspections	£3,500.00
David Ogilvie Engineering	War Memorial Bench	£828.00
Abbey Memorials	Cemetery Memorial Repairs	£875.00
Hugh Crane Cleaning Eq	Cleaning Materials	£193.96
MCL Mechanical Services	Water Regulations Repairs	£351.60
Norse Eastern Ltd	Grounds Maintenance	£1,924.51
Eastern Tree Care	Tree Dismantling	£680.00

Mrs L Woods	Return of Damage Deposit	£60.00
MCL Mechanical Services	Plumbing Repair	£113.48
C Moore	Petty Cash Top Up	£85.58

c) Commuted Sum – Norwich Road Bus Shelters

It was noted that a commuted sum of £32,000.00 for 30 years maintenance of the Norwich Road bus shelters would be paid to the Parish Council from David Wilson Homes.

d) Card Payments

The Clerk presented a report outlining a new option for a 'pay as you go' card machine, noting that she had been considering card payments for the bar for some time but had not been able to find a cost effective option. The cost would be 4p per transaction plus 2.5% of the value of the transaction. It was noted that the principles would be:

- Minimum £5 spend on a card;
- No surcharge on bar payments, however 2.5% would be added to any transactions relating to hire of the Community Centre including damage deposits.

It was **agreed** to purchase the card machine, preferably with contactless technology, for £190.00, and to set up the contract for the pay as you go facility, proposed by John Henson, seconded by Lisa Neal, all in favour.

Clerk

10. **Advisory Group and Working Group Reports**

a) Open Spaces, Recreational and Environmental Advisory Group

A report of the Advisory Group was received. The following recommendations were **agreed**, proposed by Lisa Neal, seconded by David Hewer, all in favour:

- The cemetery maintenance schedule to remain unchanged for 2017;
- To add 10% to all cemetery charges, and double the charge for advance purchase of a plot for cremated remains;
- To add the hedge adjacent to 1 Church Close to the Leisure Garden contract;
- To amend the playing field contract as highlighted.

The matters tasked to the Clerk were noted, and she was asked to send out the grounds maintenance specifications for pricing.

Clerk

11. **Welcome Home and Memorial Playing Field Trust**

a) Report of the Trust Meeting

John Overton presented the report of the Playing Field Trust meeting. It was noted that there had been problems with the senior swing, and prices were being obtained for removal and/or relocation. A new Vice Chairman would be elected at the next meeting.

12. **Other Matters**

a) Play Inspection Reports

The annual inspection reports for Devlin Drive and the Playing Field were presented. The minor matters at Devlin Drive and the Playing Field would be referred to Norse to look at. The remaining post installation works had been referred to Fenland Leisure, who were liaising with the play inspectors to understand the issues and had assured the Clerk that these would be rectified.

Clerk

- b) Tree Inspection Report
 The summary of the tree inspection report was presented, noting the high priority works (complete within a month), medium priority works (complete within 6 months) and low priority works (complete within 12 months). It was **agreed** that the five remaining high priority trees would be worked on at a cost of £390.00. It was noted that one of the trees was in Heath Loke but overhanging into the Community Centre car park, therefore the owner of the trees would be notified of the intention to carry out works. It was **agreed** that the tree works would be undertaken according to the schedule of recommended works and timescales, and that a re-inspection would take place in July 2018. The Clerk was asked to get quotations for the remaining medium and low priority works, and to apply for planning permission for the trees with Tree Preservation Orders. Proposed by Lisa Neal, seconded by John Henson, all in favour
- Clerk**
- c) Respect Your Neighbourhood Initiative
 A proposal from the Safer Neighbourhood Team was presented asking councillors to support an initiative to put up signs in a bid to tackle anti-social behaviour in known problem areas. It was **agreed** to support this initiative, proposed by Chris Walker, seconded by John Henson, all in favour. Lisa Neal noted that she may have some Ward Member grant funding available to assist with the purchase of the signs.
- Clerk**
- d) Sound Ear Equipment
 The Clerk presented a request that had come from neighbours of the Community Centre for the installation of a 'Sound Ear' noise monitoring system, which would monitor sound in the main hall and alert staff in the bar when noise levels were exceeded, so that staff could intervene as necessary. This would help to manage evening functions, with staff not having to rely on judgement, and would also provide data if there was a complaint. The cost for installation was £872.00, and would be carried out at the same time as the upgrade of the external CCTV. It was **agreed** to go ahead with this, proposed by James Landshoft, seconded by David Hower, 5 in favour, 2 abstentions.
- Clerk**
- e) Rosebery Park
 The Clerk presented the draft Heads of Terms for the transfer of the open space at Rosebery Park. It was noted that the commuted sum for maintenance was to be determined, however the principle of calculating this had been agreed. It was suggested that part of the deal should include trees on the site being inspected and identified works carried out prior to handover. Leathes Prior, the Council's solicitors at the last transfer, had agreed to undertake the legal work for around £950.00 plus disbursements. It was **agreed** to accept the Heads of Terms subject to the tree inspections, and to appoint Leathes Prior as solicitor, proposed by John Henson, seconded by James Landshoft, all in favour.
- Clerk**
- f) Parish Partnership Scheme
 i. Upgrade of Zebra Crossing, The Street
 The Clerk reported that Norfolk County Council had suggested that the upgrade of the zebra crossing to a toucan crossing would cost around

£75,000, with a commuted sum of £43,000 for maintenance. This sat outside the Parish Partnership limit of £50,000 total scheme cost. It was noted that Norfolk Homes had previously indicated willingness to make a substantial donation towards this, and suggested that the other developers which would be contributing towards the increased footfall across the road could be approached for donations towards an upgrade. The Clerk was asked to approach Big Sky Developments, Norfolk Homes and Badger Building for a contribution towards this.

Clerk

ii. Other Schemes

The Clerk was asked to price for the Rectory Lane lighting scheme; the bus shelter at the Royal Oak; and a vehicle activated sign at the south side of the village.

Clerk

13. Date of next meeting: Wednesday 26th October 2016, 7pm, Poringland Community Centre.

The meeting closed at 8.35pm.

CHAIRMAN

“Open Library”: Self Service Customer Access –
an opportunity to extend library opening hours;
increase customer access; and expand library membership.

Norfolk County Council’s Library & Information Service is introducing “self-service” customer access in libraries across the county, as a way of enabling libraries to increase their opening hours.

The self-service technology enables libraries to automatically control and monitor: building access; self-service kiosks; public access computers; lighting, alarms; public announcements; and customer safety. Libraries will be able to increase their opening hours, without increasing staff costs, and will help to make accessing libraries more convenient for customers.

Libraries currently have limited opening hours, which means that significant amounts of library ‘capital’ - buildings, stock and other resources - are not always available to residents at times that may be convenient to them. We know from their feedback that residents would like to use libraries at different times. The Open Library system should enable customers to use libraries at times which are more convenient to them, and it is also a great opportunity for libraries to become even more accessible and relevant to local people.

As a result of becoming an Open Library we expect to see:

- Increased availability of library services
- Increased loans
- Increased visits to libraries
- Increased use of public PCs and wifi
- The library becoming even more of a community hub.

The services available during self service customer access times will be:

- Borrowing and Returning books
- Printing
- Photocopying (*from February 2017 onwards*)
- Internet Access
- Free Wifi
- Study Space.

Following the success installation and trialling of the technology at Norwich Millennium and Acle Library over the past 12 months, the following six libraries have been selected for the next phase of the Open Library customer self-service project:

Poringland, Attleborough, Martham, Hethersett, Aylsham and Long Stratton

These libraries were chosen after looking at the demography of the community and the library’s: current use; its existing opening hours; its size and location; and the potential ease of installation.

Open Library will allow us to extend library opening hours significantly in each location, at the same time as expanding the number of people able to use the library.

Timescales

We expect the installation of self-service customer access to take place in the Autumn of 2016.

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
197	28/09/2016		Barclays Current		Refund	Mrs L Woods	X	-60.00	0.00	-60.00
198	02/09/2016		Barclays Current		Casual Hire	Various	E	395.43	0.00	395.43
199	02/09/2016		Barclays Current		Regular Hire	Various	E	166.00	0.00	166.00
200	05/09/2016		Barclays Current		Casual Hire	Kemp	E	97.75	0.00	97.75
201	05/09/2016		Barclays Current		Casual Hire Damage Dep	Kemp	E	60.00	0.00	60.00
202	07/09/2016		Barclays Current		Craft Fair	Hale	E	12.00	0.00	12.00
203	07/09/2016		Barclays Current		Regular Hire	Howes	E	172.50	0.00	172.50
204	07/09/2016		Barclays Current		Regular Hire	Hooper	E	259.38	0.00	259.38
205	08/09/2016		Barclays Current		Casual Hire	Fuel Allotment	E	22.00	0.00	22.00
206	08/09/2016		Barclays Current		Race Night Sponsorship	R B Copping	S	20.83	4.17	25.00
207	08/09/2016		Barclays Current		Regular Hire	Dutton	E	54.00	0.00	54.00
208	08/09/2016		Barclays Current		Regular Hire	Hall	E	56.25	0.00	56.25
209	09/09/2016		Barclays Current		Casual Hire	Gibbons	E	164.50	0.00	164.50
210	09/09/2016		Barclays Current		Regular Hire	Benjamin Foundation	E	82.50	0.00	82.50
211	09/09/2016		Barclays Current		Casual Hire	Various	E	134.18	0.00	134.18
212	09/09/2016		Barclays Current		Regular Hire	Various	E	424.95	0.00	424.95
213	09/09/2016		Barclays Current		Interment RR16	Robinson Stonemasons	Z	150.00	0.00	150.00
214	09/09/2016		Barclays Current		Interment SS6	R B Copping	Z	450.00	0.00	450.00
215	09/09/2016		Barclays Current		Craft Fair	Various	E	52.00	0.00	52.00
216	12/09/2016		Barclays Current		Regular Hire	Green	E	272.50	0.00	272.50
217	13/09/2016		Barclays Current		70's Night	Bygrave	S	25.00	5.00	30.00
218	13/09/2016		Barclays Current		Regular Hire	Norfolk CHC	E	470.30	0.00	470.30
219	14/09/2016		Barclays Current		Craft Fair	Edge	E	12.00	0.00	12.00
220	15/09/2016		Barclays Current		Race Night Sponsorship	Hooper	S	20.83	4.17	25.00
221	16/09/2016		Barclays Current		70's Night	Egan	S	33.34	6.66	40.00
222	16/09/2016		Barclays Current		Casual Hire	Various	E	193.13	0.00	193.13
223	16/09/2016		Barclays Current		Regular Hire	Various	E	247.50	0.00	247.50
224	16/09/2016		Barclays Current		Advance Purchase QQ50	Sapey	Z	50.00	0.00	50.00
225	16/09/2016		Barclays Current		Bar Takings	Various	S	703.33	140.67	844.00
226	16/09/2016		Barclays Current		Craft Fair	Various	E	47.00	0.00	47.00
227	16/09/2016		Barclays Current		70's Night	Various	S	50.00	10.00	60.00
228	19/09/2016		Barclays Current		70's Night	Harrowing	S	25.00	5.00	30.00
229	20/09/2016		Barclays Current		70's Night	Curtis	S	33.34	6.66	40.00
230	20/09/2016		Barclays Current		Casual Hire	EACH	E	111.00	0.00	111.00
231	21/09/2016		Barclays Current		Casual Hire	Symonds	E	205.50	0.00	205.50
232	23/09/2016		Barclays Current		Regular Hire	Various	E	335.14	0.00	335.14

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
233	23/09/2016		Barclays Current		Interment ZZ6	Allcock Family Funerals	Z	150.00	0.00	150.00
234	23/09/2016		Barclays Current		Memorial Repairs	Tubby	S	175.00	35.00	210.00
235	23/09/2016		Barclays Current		Bar Takings	Various	S	781.00	156.20	937.20
236	23/09/2016		Barclays Current		70's Night	Various	S	16.67	3.33	20.00
237	23/09/2016		Barclays Current		Craft Fair	Various	E	36.00	0.00	36.00
238	22/09/2016		Barclays Current		70's Night	Various	S	16.67	3.33	20.00
239	26/09/2016		Barclays Current		Casual Hire	Loveday	E	15.00	0.00	15.00
240	27/09/2016		Barclays Current		Interment RR16	Allcock Family Funerals	Z	150.00	0.00	150.00
241	28/09/2016		Barclays Current		Regular Hire	Ward	E	75.00	0.00	75.00
242	28/09/2016		Barclays Current		Precept	South Norfolk Council	X	61,460.89	0.00	61,460.89
243	30/09/2016		Barclays Current		Regular Hire	K-Teas	E	745.00	0.00	745.00
244	30/09/2016		Barclays Current		Regular Hire	Benjamin Foundation	E	82.50	0.00	82.50
245	30/09/2016		Barclays Current		Casual Hire	Various	E	441.38	0.00	441.38
246	30/09/2016		Barclays Current		Regular Hire	Various	E	128.50	0.00	128.50
247	30/09/2016		Barclays Current		Craft Fair	Various	E	32.00	0.00	32.00
248	05/09/2016		Barclays Saver		Interest on investment	Barclays	X	6.47	0.00	6.47
249	30/09/2016		Nationwide Instan		Interest on investment	Nationwide	X	24.42	0.00	24.42
Total								69,885.68	380.19	70,265.87

PORINGLAND PARISH COUNCIL
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
202	BG Maintenance	01/09/2016		Barclays Current	DD	Water	Anglian Water	Z		0.00	
223	Administrator	20/09/2016		Barclays Current	SO	Salary	S Cunningham	X		0.00	
224	Bar Staff	28/09/2016		Barclays Current	104114	Salary	R Walker	X		0.00	
225	Assistant Clerk Salary	28/09/2016		Barclays Current	SO	Salary	R McCarthy	X		0.00	
226	Assistant Clerk Salary	28/09/2016		Barclays Current	104115	Salary	R McCarthy	X		0.00	
227	Bar Staff	28/09/2016		Barclays Current	104116	Salary	S Cunningham	X		0.00	
228	Caretaker	20/09/2016		Barclays Current	SO	Salary	L Gooderham	X		0.00	
229	Cleaner Salary	20/09/2016		Barclays Current	SO	Salary	S Warmingier	X		0.00	
230	Clerk Salary	19/09/2016		Barclays Current	SO	Salary	C Moore	X		0.00	
									4,942.97		4,942.97
231	PAYE & NIC	28/09/2016		Barclays Current	104117	Salary	HMRC	X	1,818.40	0.00	1,818.40
232	Norfolk Pension Fund	28/09/2016		Barclays Current	104118	Salary	Norfolk Pension Fund	X	1,759.04	0.00	1,759.04
233	Petty Cash and	19/09/2016		Barclays Current	DD	Telephone and	TalkTalk	S	20.83	4.17	25.00
234	Relief Caretaking	28/09/2016		Barclays Current	104119	Relief Caretaking	Houseproud	S	1,113.70	222.74	1,336.44
235	Rates	05/09/2016		Barclays Current	DD	Rates	South Norfolk Council	X	268.00	0.00	268.00
236	Heat & Light	28/09/2016		Barclays Current	DD	Gas	ESPO	L	50.91	2.55	53.46
237	Water	22/09/2016		Barclays Current	DD	Water	Anglian Water	Z	178.00	0.00	178.00
238	Cleaning	28/09/2016		Barclays Current	104120	Cleaning Materials	Hugh Crane Cleaning	S	106.57	21.31	127.88
239	CC Maintenance	28/09/2016		Barclays Current	104121	Grease Trap Cleaning	P Bowyer Associates	S	125.00	25.00	150.00
240	CC Maintenance	28/09/2016		Barclays Current	104122	PAT Testing	Norwich Electrical	S	130.20	26.04	156.24
241	CC Maintenance	28/09/2016		Barclays Current	104123	Repair to dishwasher	Jim Lawrence	S	186.00	37.20	223.20
242	Grounds Maintenance	28/09/2016		Barclays Current	SO	Grounds Maintenance	Spruce Landscapes	S	188.33	37.67	226.00
243	Event Expenditure	28/09/2016		Barclays Current	104124	Event Expenditure	Jason Evans	Z	50.00	0.00	50.00
244	CC Maintenance	28/09/2016		Barclays Current	DD	Waste	Veolia	S	49.10	9.82	58.92
245	BG Maintenance	28/09/2016		Barclays Current	DD	Waste	Veolia	S	22.16	4.43	26.59
246	BG Maintenance	28/09/2016		Barclays Current	SO	Grounds Maintenance	Spruce Landscapes	S	625.00	125.00	750.00
247	General Costs	26/09/2016		Barclays Current	DD	Electricity	Eon	L	141.14	7.06	148.20
248	General Costs	28/09/2016		Barclays Current	104125	Cleaning Pavilion and	R Overton	Z	250.25	0.00	250.25
249	General Costs	28/09/2016		Barclays Current	104125	Cleaning Materials	R Overton	S	16.63	3.33	19.96
250	General Costs	28/09/2016		Barclays Current	104126	Premises Licence	South Norfolk Council	Z	100.00	0.00	100.00
251	Capital and	28/09/2016		Barclays Current	104127	Tree Inspections	Eastern Tree Care	Z	3,500.00	0.00	3,500.00
252	War Memorial	28/09/2016		Barclays Current	104128	Bench	David Oglivie	S	690.00	138.00	828.00
253	Memorial Repairs	28/09/2016		Barclays Current	104129	Memorial Repairs	Abbey Memorials	S	700.00	140.00	840.00
254	Memorial Repairs	28/09/2016		Barclays Current	104129	Memorial Repairs	Abbey Memorials	S	175.00	35.00	210.00

255	Cleaning	28/09/2016	Barclays Current	104130	Cleaning Materials	Hugh Crane Cleaning	S	161.63	32.33	193.96
256	CC Maintenance	28/09/2016	Barclays Current	104131	Water Regulation Repairs	MCL Mechanical	S	293.00	58.60	351.60
257	Grass Cutting	28/09/2016	Barclays Current	104132	Grounds Maintenance	Norse Eastern Ltd	S	542.26	108.45	650.71
258	Devlin Drive Fund	28/09/2016	Barclays Current	104132	Grounds Maintenance	Norse Eastern Ltd	S	282.00	56.40	338.40
259	General Costs	28/09/2016	Barclays Current	104132	Grounds Maintenance	Norse Eastern Ltd	S	779.50	155.90	935.40
260	Capital and	28/09/2016	Barclays Current	104133	Tree Maintenance	Eastern Tree Care	Z	680.00	0.00	680.00
261	CC Maintenance	28/09/2016	Barclays Current	104136	Plumbing Repair	MCL Mechanical	S	94.57	18.91	113.48
262	Petty Cash and	28/09/2016	Barclays Current	104137	Petty Cash Top Up	C Moore	Z	8.00	0.00	8.00
263	Event Expenditure	28/09/2016	Barclays Current	104137	Petty Cash Top Up	C Moore	Z	22.80	0.00	22.80
264	Event Expenditure	28/09/2016	Barclays Current	104137	Petty Cash Top Up	C Moore	S	23.50	2.50	26.00
265	Expenses	28/09/2016	Barclays Current	104137	Petty Cash Top Up	C Moore	Z	28.78	0.00	28.78
							Total	20,123.27	1,272.41	21,395.68

PORINGLAND PARISH COUNCIL**Bank Reconciliation at 30/09/2016**

Cash in Hand 01/04/2016			337,956.02
ADD			
Receipts 01/04/2016 - 30/09/2016			189,435.34
			527,391.36
SUBTRACT			
Payments 01/04/2016 - 30/09/2016			117,974.02
A Cash in Hand 30/09/2016			409,417.34
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	30/09/2016	0.00	
Barclays Current	30/09/2016	139,015.03	
Barclays Saver	30/09/2016	33,117.79	
Barclays Tracker	30/09/2016	0.00	
Bond 2 Santander (May)	30/09/2016	0.00	
National Savings Saver	30/09/2016	0.00	
Petty cash/floats	30/09/2016	550.00	
Nationwide Bond 1 XXXX4297	30/09/2016	51,626.31	
Nationwide Bond 4 XXXX2889	30/09/2016	0.00	
Nationwide Instant Access	30/09/2016	50,236.45	
Julian Hodge Bond 1	30/09/2016	22,000.00	
Hampshire Trust Bond	30/09/2016	55,000.00	
Cambridge & Counties 120 Day	30/09/2016	73,100.00	
			424,645.58
Less unrepresented cheques			
As attached			15,173.24
			409,472.34
Plus unrepresented receipts			
As attached			-60.00
B Adjusted Bank Balance			409,412.34

Error A does NOT equal B**ERROR IS £5.00 ***

*£5.00 underpayment by K-Teas September 2016

PORINGLAND COMMUNITY CENTRE

OUTSTANDING PAYMENTS	41	£4,888.60	OVERDUE PAYMENTS	4	£611.63
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Date	Invoice No.	Hirer	Hire Type	Invoiced Amount	Due Date	Chased	Notes
22 September 2016	3629	Muller	Casual	£92.00	25 September 2016	With Finance SNC	
31 August 2016	3592	Young (Xpressive Dance)	Regular	£253.00	30 September 2016	5/10 (Underpaid) Chased 12/10	
31 August 2016	3595	Harmer (Benefit)	Regular	£18.75	30 September 2016		
31 August 2016	3604	Green (Zumba)	Regular	£247.88	30 September 2016		
21 September 2016	3623	Oliver	Casual Deposit	£50.94	21 October 2016		
21 September 2016	3627	Gill	Casual	£71.00	21 October 2016		
19 October 2016	3670	Cosgrove	Casual	£13.50	25 October 2016		
31 January 2016	3328	Thomas (Café)	Regular	£100.00	31 October 2016		
30 September 2016	3633	Haste (Art)	Regular	£88.00	31 October 2016		
30 September 2016	3634	Kemp (Good Companions)	Regular	£152.00	31 October 2016		
30 September 2016	3635	Gray (Ving Tsun)	Regular	£82.50	31 October 2016		
30 September 2016	3636	Kean-Cockburn (Karate)	Regular	£115.50	31 October 2016		
30 September 2016	3637	Young (Xpressive Dance)	Regular	£121.00	31 October 2016		
30 September 2016	3638	Yale (Farmers Market)	Regular	£262.00	31 October 2016		
30 September 2016	3639	Symonds (T'ai Chi)	Regular	£54.00	31 October 2016		
30 September 2016	3640	Harmer (Benefit)	Regular	£56.25	31 October 2016		
30 September 2016	3642	Hall (Gentle Exercise)	Regular	£93.75	31 October 2016		
30 September 2016	3646	Wilkinson (Yoga)	Regular	£97.52	31 October 2016		
30 September 2016	3647	Walker (Shotokan Karate)	Regular	£52.25	31 October 2016		
30 September 2016	3648	Dutton (Tinytalk)	Regular	£40.50	31 October 2016		
30 September 2016	3649	Green (Zumba)	Regular	£231.00	31 October 2016		
30 September 2016	3650	Bickerstaff (Chakra Yoga)	Regular	£55.00	31 October 2016		
30 September 2016	3651	Collings (Pilates)	Regular	£108.00	31 October 2016		
30 September 2016	3652	Tickner (Café)	Regular	£670.00	31 October 2016		
30 September 2016	3653	Palmer (WEA)	Regular	£112.50	31 October 2016		
30 September 2016	3655	Ward (Pilates)	Regular	£40.50	31 October 2016		
30 September 2016	3658	Howes (Living Stones)	Regular	£156.25	31 October 2016		
30 September 2016	3661	Harper (Music Bugs)	Regular	£81.00	31 October 2016		
30 September 2016	3662	Yale (Mind, Body & Wellbeing)	Casual	£203.50	31 October 2016		
26 January 2016	3303	Mayfield	Casual	£123.27	04 November 2016		
05 October 2016	3664	Charles	Casual	£32.50	05 November 2016		
09 June 2016	3511	Reade	Casual	£28.12	06 November 2016		
15 June 2016	3512	Squires	Casual	£128.25	06 November 2016		
12 October 2016	3669	Johnson	Regular	£64.00	18 November 2016		
19 October 2016	3671	Harrison	Casual Deposit	£61.25	19 November 2016		
31 January 2016	3328	Thomas (Café)	Regular	£82.50	30 November 2016		
20 September 2016	3622	Harvey	Casual	£16.50	07 December 2016		

PORINGLAND COMMUNITY CENTRE

08 September 2016	3615	Stancer	Casual	£114.37	11 February 2017
13 September 2016	3617	Cheeseman	Casual	£146.50	25 March 2016
19 October 2016	3671	Harrison	Casual	£183.75	15 April 2017
21 April 2016	3435	Overton (Awkwrights)	Casual	£187.50	03 June 2017
14 September 2016	3619	Electoral Services	Casual	£300.00	04 June 2017
21 September 2016	3623	Oliver	Casual	£152.81	22 July 2017

PORINGLAND PARISH COUNCIL**Payments List 26 October 2016**

<u>Payee</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>	<u>Chq no.</u>
S Cunningham	Salary	Administrator		SO
R McCarthy	Salary	Assistant Clerk		SO/104138
S Cunningham	Salary	Bar Staff		104139
L Gooderham	Salary	Caretaker		SO
S Warmingier	Salary	Street Cleaner		SO
C Moore	Salary	Clerk		SO
			£4,887.08	
Norfolk Pension Fund	Salary	Pension Contributions	£1,791.20	104140
HMRC	Salary	PAYE/NI/SL	£1,876.75	103961
BT	General Administration	Telephone and Broadband (set up)	£85.74	DD
Ian Smith	General Administration	Stationery and Ink	£56.70	103962
Norfolk Copiers	General Administration	Photocopier Rental	£81.00	SO
Business Web Page Ltd	General Administration	Email hosting (annual fee)	£144.00	103963
Microshade VSM	General Administration	IT Hosting monthly fee	£138.36	SO
ESPO	Community Centre	Gas	£59.62	DD
Houseproud	Community Centre / Playing Field	Relief Caretaking September	£916.86	103964
Spruce Landscapes	Community Centre	Grounds Maintenance	£226.00	SO
Hugh Crane Cleaning Eq	Community Centre	Paper dispenser repair	£42.30	103965
South Norfolk Council	Community Centre	Rates	£268.00	DD
Anglian Water	Community Centre	Water	£178.00	DD
J & A Saunders	Community Centre / Playing Field	Window Cleaning	£145.00	103966
Veolia	Community Centre / Burial Ground	Waste	£73.73	DD
Abbey Memorials	Burial Ground / Commuted Sum	Memorial Repairs	£840.00	103967
Spruce Landscapes	Burial Ground	Level and turf 3 graves	£108.00	103968
Spruce Landscapes	Burial Ground	Grounds Maintenance	£750.00	SO
Best Norfolk Office Solutions	Commuted Sums	Strategic Sic Administrator	£88.20	103969
Barclaycard	Community Centre / General Administration	Bar / Maintenance / Misc / Petty Cash	£862.59	DD
			£13,619.13	

**Poringland Parish Council
Budget Comparison 2016/17**

Details	First Quarter 2016/17				Second Quarter 2016/17			
	Budget	Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining
Salaries								
Staff Salaries	100989.00	27202.67	26.94%	73786.33	25355.14	52557.81	52.04%	48431.19
Staff Contingency Fund	1000.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00
TOTAL	101989.00	27202.67	26.67%	74786.33	25355.14	52557.81	51.53%	49431.19
General Administration								
Audit Fees	700.00	100.00	14.29%	600.00	600.00	700.00	100.00%	0.00
Insurance	6500.00	0.00	0.00%	6500.00	0.00	0.00	0.00%	6500.00
Petty Cash & Stationery	2700.00	641.96	23.78%	2058.04	376.31	1018.27	37.71%	1681.73
Subscriptions	1100.00	401.00	36.45%	699.00	0.00	401.00	36.45%	699.00
Advertising and Publicity	100.00	676.00	676.00%	-576.00	153.98	829.98	829.98%	-729.98
Training	500.00	0.00	0.00%	500.00	210.00	210.00	42.00%	290.00
IT Refresh	0.00	0.00	#DIV/0!	0.00	1320.66	1320.66	#DIV/0!	-1320.66
Office Equipment	1000.00	67.50	6.75%	932.50	67.50	135.00	13.50%	865.00
TOTAL	12600.00	1886.46	14.97%	10713.54	2728.45	4614.91	36.63%	7985.09
Burial Ground								
Maintenance	8000.00	1935.20	24.19%	6064.80	1965.33	3900.53	48.76%	4099.47
Memorial Maintenance	11550.00	875.00	7.58%	10675.00	1225.00	2100.00	18.18%	9450.00
TOTAL	19550.00	2810.20	14.37%	16739.80	3190.33	6000.53	30.69%	13549.47
Community Centre								
Maintenance	6000.00	1699.03	28.32%	4300.97	1290.39	2989.42	49.82%	3010.58
Cleaning	1500.00	415.47	27.70%	1084.53	466.73	882.20	58.81%	617.80
Heat & Light	7000.00	1982.70	28.32%	5017.30	1067.78	3050.48	43.58%	3949.52
Water	2150.00	534.00	24.84%	1616.00	534.00	1068.00	49.67%	1082.00
Rates	2700.00	806.61	29.87%	1893.39	804.00	1610.61	59.65%	1089.39
Capital & Improvements	3613.00	0.00	0.00%	3613.00	72.99	72.99	2.02%	3540.01
Grounds Maintenance	2260.00	564.99	25.00%	1695.01	564.99	1129.98	50.00%	1130.02
Bar	2500.00	790.02	31.60%	1709.98	644.01	1434.03	57.36%	1065.97
Relief Caretaking	5500.00	817.13	14.86%	4682.87	1677.02	2494.15	45.35%	3005.85
Event Expenditure	1000.00	434.83	43.48%	565.17	96.30	531.13	53.11%	468.87
Contingency Fund	4000.00	0.00	0.00%	4000.00	0.00	0.00	0.00%	4000.00
Performing Rights Society Licence	700.00	0.00	0.00%	700.00	0.00	0.00	0.00%	700.00
Loan Repayment (PWL)	8713.26	4356.63	50.00%	4356.63	0.00	4356.63	50.00%	4356.63
TOTAL	47636.26	12401.41	26.03%	35234.85	7218.21	19619.62	41.19%	28016.64
Outside Spaces								
Open Spaces	3000.00	3000.00	100.00%	0.00	0.00	3000.00	100.00%	0.00
Capital and Improvements	16459.73	5032.93	30.58%	11426.80	7569.00	12601.93	76.56%	3857.80
General Repairs and Replacements	1500.00	797.54	53.17%	702.46	0.00	797.54	53.17%	702.46
TOTAL	20959.73	8830.47	42.13%	12129.26	7569.00	16399.47	78.24%	4560.26
Playing Field								
General Costs	8000.00	3421.36	42.77%	4578.64	1022.13	4443.49	55.54%	3556.51
Grass Cutting & Grounds Maintenance	2643.52	1321.76	50.00%	1321.76	1321.76	2643.52	100.00%	0.00
TOTAL	10643.52	4743.12	44.56%	5900.40	2343.89	7087.01	66.59%	3556.51
Miscellaneous								
Professional Fees	1500.00	0.00	0.00%	1500.00	0.00	0.00	0.00%	1500.00
General Contingency	1500.00	0.00	0.00%	1500.00	0.00	0.00	0.00%	1500.00
Section 137	250.00	0.00	0.00%	250.00	0.00	0.00	0.00%	250.00
TOTAL	3250.00	0.00	0.00%	3250.00	0.00	0.00	0.00%	3250.00
TOTAL EXPENDITURE	216628.51	57874.33	26.72%	158754.18	48405.02	106279.35	49.06%	110349.16
	Budget	Income to Date		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining
Income								
Miscellaneous	300.00	248.55	82.85%	51.45	107.00	355.55	118.52%	-55.55
Capital Grants	0.00	2504.21	#DIV/0!	-2504.21	1694.50	4198.71	#DIV/0!	-4198.71
Interest on Investments	2500.00	1201.43	48.06%	1298.57	94.80	1296.23	51.85%	1203.77
Burial Ground - General	3500.00	1230.00	35.14%	2270.00	2200.00	3430.00	98.00%	70.00
Memorial Repairs - Charge Lifting		0.00	#DIV/0!	0.00	175.00	175.00	#DIV/0!	-175.00
Refund	0.00	63.14	#DIV/0!	-63.14	0.00	63.14	#DIV/0!	-63.14
TOTAL	6300.00	5247.33	83.29%	1052.67	4271.30	9518.63	151.09%	-3218.63
Community Centre Income								
Hirers - Regular	35000.00	13496.67	38.56%	21503.33	12207.57	25704.24	73.44%	9295.76
Hirers - Casual	10000.00	1576.29	15.76%	8423.71	2636.37	4212.66	42.13%	5787.34
Bar Takings	6000.00	1521.74	25.36%	4478.26	2380.50	3902.24	65.04%	2097.76
Police	3000.00	611.88	20.40%	2388.12	342.38	954.26	31.81%	2045.74
Comm Centre Misc	500.00	400.00	80.00%	100.00	153.68	553.68	110.74%	-53.68
Event Income	2500.00	0.00	0.00%	2500.00	558.01	558.01	22.32%	1941.99
Refund	0.00	0.00	#DIV/0!	0.00	-66.25	-66.25	#DIV/0!	66.25
TOTAL	57000.00	17606.58	30.89%	36893.42	18212.26	35818.84	62.84%	21114.91

**Poringland Parish Council
Budget Comparison 2016/17**

Precept	122921.78	61460.89	50.00%	61460.89	61460.89	122921.78	100.00%	0.00
Shortfall Grant	5829.00	5829.00	100.00%	0.00	0.00	5829.00	100.00%	0.00
TOTAL	128750.78	67289.89	52.26%	61460.89	61460.89	128750.78	100.00%	0.00
TOTAL	192050.78	90143.80	46.94%	99406.98	83944.45	174088.25	90.65%	17896.28
Commuted Sums (earmarked for specific purpose over 10 years)	Fund	Expenditure to Date		Fund Remaining	Expenditure	Expenditure to Date		Fund Remaining
Devlin Drive	38110.91	282.00		37828.91	357.00	639.00		37471.91
Mulberry Close (play equipment only)	17196.30			17196.30	0.00	0.00		17196.30
Trafalgar Square	55761.01			55761.01	3820.00	3820.00		51941.01
Community Infrastructure Levy	0.00	-1557.90		1557.90	0.00	-1557.90		1557.90
	111068.22	-1275.90		112344.12	4177.00	4459.00		108167.12
Earmarked Reserves								
Open Spaces Village Green Fund (Mulberry)	22400.00	-3000.00		25400.00	0.00	-3000.00		25400.00
Future Open Spaces (The Vision land)	30000.00	0.00		30000.00	0.00	0.00		30000.00
The Six Administrator	1071.56	91.01		980.55	73.80	164.81		906.75
War Memorial Grants	500.00	-5750.00		6250.00	690.00	-5060.00		5560.00
Memorial Repairs JJ7; MM11; ???	1575.00	875.00		700.00	175.00	1050.00		525.00
	55546.56	-7783.99		63330.55	938.80	-6845.19		62391.75
					Balance			
Bank Accounts								
Barclays Current		147309.87			139015.03			
Barclays Deposit		63111.32			33117.79			
Petty Cash / Floats		550.00			550.00			
Bond Nationwide 1		51626.31			51626.31			
Nationwide Instant Access		50148.12			50236.45			
Bond Julian Hodge		22000.00			22000.00			
Hampshire Trust Bond		55000.00			55000.00			
Cambridge & Counties 120 Day Savings		0.00			73100.00			
		389745.62			424645.58			
Unpresented Cheques		10398.15			15233.24			
Adjusted Bank Balance		379347.47			409412.34			
Free Funds Not Allocated Elsewhere		144325.60			146400.59			
<small>(Bank Balance minus budgeted expenditure, plus budgeted income, minus commuted sums, minus earmarked reserves)</small>								

**Report of the meeting of the Finance and Governance Advisory Group held on
Monday 10th October 2016**

The meeting was attended by Tim Boucher, John Henson, and Chris Walker. John Henson was elected as Chairman of the Group.

The following matters were discussed with observations and recommendations being made to Council.

1. Capital Investment for the 2016/17 Budget

- Parish Partnership Scheme – the Rectory Lane lighting scheme was being priced, as was the Royal Oak bus shelter, and it would be considered whether either of these would be suitable for Parish Partnership. The owner of the chip shop would be approached with the full price, and asked whether he wishes to wait for an application to PPS.
- Upgrade of zebra crossing – the request to developers for funding for a toucan crossing had not been well received, and it was unlikely that they would be contributing.
- Air conditioning – Clerk to get prices to extend air conditioning to office and bar.
- Hall floor – Clerk to get prices to level and re-seal hall floor for 10 year anniversary.
- Playing Field – no capital investment proposed.
- Tree works – no indicative prices yet received.
- Community Centre investment – Clerk to get prices to extend car park towards village green , either with robust mesh and gravel, or with plastic matting. This would also need a dropped kerb and planning permission. Renewable energy – Facilities Management Advisory Committee looking at options via an interest-free loan from Salix.
- Poringland investment – relocation of old war memorial to be including in budget.

2. Review of Banking Arrangements

The Group felt that the service offered by Barclays for day to day banking was adequate.

3. Review of Investment Strategy

The Group **recommends** that the Nationwide Bond maturing in December 2016 is reinvested into a three year bond, with money being added to make it up to £75,000 if the bus shelter commuted sum had been received. Remaining bus shelter money to be added to one of the high interest accounts.

COMMUNITY LAND PROJECT WORKING GROUP

Brief

A meeting was held on Monday 10th October 2016 of the Community Land Project Working Group.

The group discussed the site visit which took place with Norfolk Homes on Thursday 15th September 2016. It was felt that ground investigation works need to take place to ascertain the overall structure and building potential of the land.

Investigations into funding which might be available from public bodies such as the FA will now take place, together with a site visit of Easton College and further research into what is involved with the installation of allotments.

RESPECT YOUR NEIGHBOURHOOD ZONE

THIS AREA IS DESIGNATED FOR THE COMMUNITY TO
USE WITHOUT THE FEAR OF ASB OR CRIME



Please place litter in
bins provided



No swearing, abusive
language or excessive
noise



No vehicles on the
playing field or paths



Abide by opening times
chosen by Poringland
Parish Council

FAILING TO ADHERE TO THIS WILL RESULT IN ACTION BEING TAKEN AGAINST
THOSE RESPONSIBLE • CCTV AND POLICE PATROLS IN OPERATION



Poringland Parish Council