

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 14TH DECEMBER, 2017 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), B. Brindley, B. Affleck, K. Chaudhuri.
Members of Public (3).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor A. Boon - Work commitments.
Councillor J. Leach - In hospital.
Councillor G. Willis - No reason provided.

Decision a) To receive and approve the above apologies for absence.

2. **DECLARATIONS OF INTEREST** - None.

3. **MINUTES** -

The Minutes of the Parish Council Meeting held 9th November, 2017 had been previously circulated to all Members.

- 88/17 **Resolved** a) That the Minutes of the Parish Council Meeting held 9th November, 2017 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor B. Affleck

Seconded Councillor D. Wilson

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

Two representatives from Chelford Bowling Club had attended the meeting to provide information relating to the proposed disposal of the Bowling Green. The owners of the asset had informed Cheshire East Council, in accordance with Community Right to Bid legislation, that they intend to dispose of the asset. Chelford Bowling Club wish to retain the asset, therefore, were seeking support from the Parish Council to achieve this. It was reported that the Bowling Club is still using the site and has been seeking legal advice on how to proceed. The Parish Council were asked to consider whether they would be prepared to bid for the site.

Councillor D. Wilson thanked the Chelford Bowling Club representatives for attending the meeting and advised that this matter would be discussed at the next meeting of the Parish Council.

7:50p.m. - Councillor K. Chaudhuri arrived at the meeting and two members of the public excused themselves from the meeting and left.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Knutsford Rural Policing Team** - No representatives from the Policing Team were present at the meeting to report.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that Cheshire East Council had now approved the 2018/19 Council Tax Bases. The updated Cheshire East Council Constitution was to be implemented from 1st January, 2018. The Cheshire East Council Budget Consultation event had been cancelled due to poor registration numbers. There had been a recent meeting relating to Rural Policing. Details had recently been circulated of the Manchester Airport Community Trust Fund. Manchester Airport is now operating flights direct to China. Mr. Bill Norman, Head of Legal Services at Cheshire East Council, had resigned. The Cheshire East Council Skills & Growth Company will be hosting an event for businesses in July, 2018. Tatton Park is currently holding a 'Twelve Days of Christmas' event.

8:05p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

6. **FINANCE** -

- i) **Financial Statement 2017/18 as at 14th December, 2017** - (Appendix A)
Members considered the financial statement 2017/18 which was unanimously accepted. The Clerk reported that payment items (a) & (b), relating to the Clerk's salary, would be reduced prior to payment due to implications relating to pension provisions.
- ii) **Donation towards the provision of the Chelford Village website** - Councillor D. Wilson reported that the costs associated with the website had been previously met by the Parish Council. The donation required to cover the total cost of the website for a six month period would be £215.28.

- 89/17 **Resolved** a) That a donation in the sum of £215.28 be made to Dr. A. Gildon for the provision of the Chelford Village website for the period 1st October, 2017 to 31st March, 2018.

Proposed Councillor D. Wilson

Seconded Councillor B. Affleck

All in favour

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- iii) **Donation towards the future running costs of Astle Court Community Room** - The Clerk reported that a request had been received from Chelford Community Hub for a contribution towards the running costs of Astle Court Community Room for which they had recently taken over the management responsibilities.

- 90/17 **Resolved** a) That a donation in the sum of £150.00 be made to Chelford Community Hub for running costs at Astle Court Community Room.
b) That consideration be given, during the 2018/19 financial year, to providing a donation in the sum of £100.00 to Chelford Community Hub for running costs at Astle Court Community Room.

Proposed Councillor D. Wilson

Seconded Councillor B. Affleck

All in favour

- iv) **To ratify the following payments** - the Chairman outlined the basis of the following payments:

- a) Cheque No. 001180 The David Lewis Centre £136.00 Printing of Neighbourhood Plan Posters.
b) Cheque No. 001181 The David Lewis Centre £24.35 Printing of Neighbourhood Plan Reports.

- v) **To authorise the following payments** - the Chairman outlined the basis of the following payments:

- a) Cheque No. 001182 E. M. Maddock £774.66 Salary 01/12/17 - 31/12/17, Backpay April-May 2017 & Expenses.
b) Cheque No. 001183 H. M. Revenue & Customs £113.53 Income Tax & NI contributions.
c) Cheque No. 001184 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (Nov. 2017).
d) Cheque No. 001185 Northwich Town Council £342.00 Floral Displays - Winter 2017.
e) Cheque No. 001186 Broxap Limited £18.00 Litter Bin Keys.
f) Cheque No. 001187 Chelford Parish Hall £45.00 Neighbourhood Plan - Room Hire.
g) Cheque No. 001188 Chelford Tenants Association £24.00 Neighbourhood Plan Consultation Event Refreshments.
h) Cheque No. 001189 Cheshire Community Action £1,949.00 Consultant services for Neighbourhood Plan.
i) Cheque No. 001190 D. A. Wilson £27.01 Neighbourhood Plan Consultation Event Sundries.
j) Cheque No. 001191 A. Gildon £215.28 Website Fees. [Village website.]
k) Cheque No. 001192 Chelford Community Hub £150.00 Donation towards running costs of Astle Court Community Room.

- vi) **Receipts** - the Clerk reported that the following receipts had been received since the last meeting:

- a) NatWest Bank plc. - Bank Interest (Business Reserve Account) £0.17 October, 2017

- 91/17 **Resolved** a) That the Statement of Account, as at 14th December, 2017 be received and the Clerk's observations duly noted.
b) That the schedule of 13 payments be approved and duly authorised.
c) That the report on receipts since the last meeting be received and duly noted.

Proposed Councillor D. Wilson

Seconded Councillor K. Chaudhuri

All in favour

7. CORRESPONDENCE -

- i) **To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate in relation thereto:**

- a) Cheshire East Council - Housing Strategy consultation. [Closing date: 08/01/18]

Decision a) That no representation be submitted to the above consultation.

- ii) **To receive and note other correspondence received since the date of the last ordinary meeting:**

(Appendix B)

Decision a) That other items of correspondence be received and noted.

8. PLANNING & LICENSING MATTERS -

- i) **Applications for consideration -**

- a) **17/5677M** - Demolition and replacement of a single dwelling house: re-submission of application reference 17/2208M - Pepper Trees, Common Farm Lane, Snelson. SK11 9BQ

Decision a) That no objections be raised subject to the size and scale of the proposed development being within acceptable limits for development within the Green Belt and that there is no loss of agricultural land.

- b) **17/5871M** - New two storey extension to go above existing garage - 23 Wheat Moss, Chelford, Macclesfield. SK11 9SP.

Decision a) No objections.

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- c) **17/5985M** - This application seeks approval of a single-storey rear extension with balcony above (re-submission of scheme previously approved under application 14/3045M) - Mere Hall, Peover Lane, Chelford. SK11 9AL

Decision a) No objections.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) Updates in respect of outstanding highway matters from/since previous meeting:

- a) Pothole - Holmes Chapel Road - near to Post Office. (Work programmed in accordance with current priorities and will be completed in due course.)
- b) Potholes - Chelford Roundabout. (Potholes assessed and, at the time of the inspection, were not deemed to present a danger to highway users.)
- c) Dead Tree - Alderley Road - opposite Shell Garage. (Removal of tree scheduled for 13th January, 2018.)
- d) Debris on Footway - Alderley Road. (Update awaited.)
- e) Pothole - Holmes Chapel Road - near to St. John's Church. (Pothole filled, however, has now reappeared.)

Decision a) That the Clerk re-report the pothole on Holmes Chapel Road near to St. John's Church.
b) That the Clerk follow up the report relating to footway condition on Alderley Road.

ii) To receive highway matters for attention from Members - None.

10. COMMUNITY -

- i) **Defibrillator Provision** - The Clerk reported that she had been made aware that a representative of CTARA had contacted the Knutsford First Responder Team regarding defibrillator provision. It was also reported that no response had been received in respect of the request on the Village website for a volunteer organisation to undertake ongoing management of defibrillator equipment.

Decision a) To defer a decision on this matter until the next meeting.

- ii) **Mere Court Recreation Area - Update relating to possible future improvements at the site** - There was nothing to report.

- iii) **Christmas Tree Display** - The Clerk reported that, following notification that it was not feasible to locate the Christmas Tree on the car park at Chelford Farm Supplies, she had managed to identify and contact the owner of the land upon which the Christmas Tree is normally located. Permission to locate the Christmas Tree on the land had been granted on condition that the land is restored to its original state following removal of the Christmas Tree. Cheshire East Highways had also approved the use of the land for the Christmas Tree display subject to the tree not obstructing sight lines for users of Knutsford Road and/or Dixon Court.

The Parish Council insurers had advised that they are able to provide public liability cover subject to the following conditions:

- 1. That any manufacturer's guidelines are followed.
- 2. That the lights are PAT tested.
- 3. That the tree be included within usual inspection regime and written records are kept.
- 4. All third parties involved in the activity have relevant insurance in place.

Decision a) That Councillors D. Wilson and B. Brindley install the Christmas Tree on the land at junction of Knutsford Road and Dixon Court on Sunday 17th December, 2017.
b) That Councillor D. Wilson arrange for the electrical connection to be provided at a suitable location and by a suitably qualified person.
c) That Councillor D. Wilson provide a risk assessment for the provision of a Christmas Tree display.
d) That the Clerk approach Chelford Farm Supplies to establish that they hold appropriate public liability insurance for the electrical connection.
e) That Councillor D. Wilson provide written inspection records for the Christmas Tree for the duration of the display.

- iv) **Chelford Bowling Club** - The Clerk reported that it was necessary for the Parish Council to decide whether to submit an expression of interest to bid to Cheshire East Council, thereby, triggering the six months moratorium on the sale of the asset. The deadline for this submission is 21st December, 2017.

92/17 **Resolved** a) That the Clerk submit an expression of interest to bid to Cheshire East Council in respect of Chelford Bowling Club.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

11. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

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- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon was not present at the meeting to provide a summary of the inspection reports. Councillor B. Brindley reported that he had visited the site recently and had not noted any issues requiring attention.
- ii) **Chelford Activity Park - Usage & Hiring** -
 - a) **Update on Facility Bookings** - The Clerk reported that no hire requests had been received since the last meeting.

12. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Financial Statement as at 14th December, 2017** (Appendix C) - Members considered the Neighbourhood Plan Financial Statement as at 14th December, 2017 which was unanimously accepted. It was noted that the funding period will shortly be ending, therefore, the end of grant report will be submitted and a further funding bid application prepared.
- Decision** a) That the Neighbourhood Plan Financial Statement as at 14th December, 2017 be received and the Clerk's observations duly noted.
- ii) **Neighbourhood Plan Steering Group Minutes** - The Minutes of the Neighbourhood Plan Steering Group meeting held 14th November, 2017 and 4th December, 2017 had been previously circulated to all Members.
- Decision** a) That the Minutes of the Neighbourhood Plan Steering Group meeting held 14th November, 2017 and 4th December, 2017 be received.
- iii) **Neighbourhood Plan Steering Group Recommendations** - It was noted that there were three recommendations for consideration:
 - 1. That a second questionnaire be prepared and distributed to residents in January/February 2018.
 - 2. That a second grant application be submitted for the period 1st January, 2018 - 31st March, 2018.
 - 3. That a Natural Environment report be prepared by Cheshire Wildlife Trust as evidence to support the Neighbourhood Plan.

- 93/17 **Resolved** a) That approval be given for the preparation of a second questionnaire for distribution to residents in January/February, 2018.
- b) That approval be given for a second grant application to be submitted to 'Locality' for the period 1st January, 2018 - 31st March, 2018.
- c) That approval be given for a Natural Environment report to be prepared by Cheshire Wildlife Trust as evidence to support the Neighbourhood Plan.
- Proposed Councillor D. Wilson Seconded Councillor K. Chaudhuri All in favour

13. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

- i) Update regarding proposed removal of yellow parking restriction lines in the Dixon Drive estate.
- ii) To consider position in respect of the no through bollards on Dixon Drive.
- iii) Refurbishment of Red Telephone Kiosks.
- iv) Review of Asset Security Arrangements.
- v) Consideration of potential uses of s.106 funds within Parish.
- vi) Update on Parish Council website.

14. DATE OF NEXT MEETING - Thursday, 11th January, 2018 at 7:30 p.m. at Chelford Parish Hall.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

- Decision** a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 15.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - None.

The meeting was declared closed by the Chairman at 8:47p.m.

Signed:



Approval Date - 11th January, 2018

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APPENDIX A

Financial Statement for 2017/18 as at 14 December 2017						
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Nov. 2017 £.	2017/18 Budget Adjustments £.	Agenda Dec. 2017 £.	Budget Balance £.
	Receipts					
17,486.00	Precept	22,485.00	22,485.00			0.00
0.00	Balances	5,000.00	0.00			0.00
6.73	Investment Interest	0.00	0.99		0.17	0.00
0.00	Sale of Assets	0.00	0.00			0.00
194.00	Grants, Donations & Refunds	9,000.00	4,982.99			5,259.00
60.00	Chelford Activity Park Hire	0.00	0.00			0.00
0.00	Contra Income	0.00	0.00			0.00
849.50	V.A.T. Refund (16/17)		652.26			635.45
18,596.23	Total Receipts	36,485.00	28,121.24		0.17	5,894.45
	Payments					
6,959.09	Salary (Clerk)	7,010.00	4,748.64	-713.00	741.98	2,232.38
489.00	HMRC - Overpayment of Income Tax	0.00	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00	0.00	12.90	-13.65
583.27	Allowances (Clerk)	650.00	392.10	0.00	50.90	207.00
0.00	Chairman/Member Allowances	0.00	0.00	0.00		0.00
28.82	Administration	210.00	2.08	0.00	2.40	205.52
100.00	Audit Fees (Internal & External)	350.00	248.00	102.00		0.00
1,365.85	Insurance	1,600.00	0.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	379.36	-79.00		399.64
1,380.00	Grants	1,530.00	0.00	0.00	150.00	1,380.00
50.00	Parish Council Newsletter	100.00	50.00	0.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	67.54	142.00		30.46
358.80	Website	450.00	215.28	-1,013.00	215.28	1,032.44
675.00	Village Planters	615.00	285.00	45.00	285.00	0.00
203.00	Tennis Coaching	0.00	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00	0.00		300.00
0.00	Advertising	75.00	0.00	75.00		0.00
464.85	Subscriptions/Affiliation Fees	515.00	459.85	20.00		35.15
152.50	Room Hire	350.00	0.00	97.00		253.00
0.00	Training	140.00	60.00	-20.00		100.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	1,795.19	371.00	181.67	1,652.14
1,059.00	Asset Maintenance	1,400.00	0.00	-1,700.00		3,100.00
657.97	Asset Purchase	1,200.00	0.00	0.00		1,200.00
11.23	Contingency	750.00	0.00	500.00		250.00
0.00	Neighbourhood Plan	14,000.00	620.46	5,259.00	2,254.14	5,867.15
652.26	V.A.T.		510.89		124.56	
17,076.03	Total Payments	36,485.00	9,834.39	3,086.00	4,018.83	20,181.23
	Cash/Bank Reconciliation	01/04/17	09/11/17		14/12/17	31/03/18
	Balance B/Fwd.	31,111.50	31,111.50		49,398.35	45,379.69
	Add Total Receipts	36,485.00	28,121.24		0.17	5,894.45
	Less Total Payments	-36,485.00	-9,834.39		-4,018.83	-20,181.23
	Balance C/Fwd.	31,111.50	49,398.35		45,379.69	31,092.91
	Cumulative Balances	Balance	Balance		Balance	Balance
		01/04/17	09/11/17		14/12/17	31/03/18
	General Funds	30,490.62	44,290.25		40,350.85	26,064.07
	Earmarked Reserves	620.88	5,108.10		5,028.09	5,028.09
		31,111.50	49,398.35		45,379.69	31,092.91

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CASH/BANK RECONCILIATION AS AT - 14 December 2017

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	28,121.41
	<u>59,232.91</u>
Less Payments	13,853.22
Balance Carried Forward 14/12/17	<u><u>45,379.69</u></u>

BANK (Natwest)

Business Reserve Account -	19,692.92	03/11/17
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
	19,692.92	14/12/17
Current Account -	32,126.68	03/11/17
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unrepresented cheques/ Transfer		
Approved	-2,421.08	
For approval	-4,018.83	
	<u>-6,439.91</u>	
	25,686.77	14/12/17
Total Bank Balances 14/12/17	<u><u>45,379.69</u></u>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 9, 16, 30 November 2017; 7 December 2017.
14/11/17	Reminder: Finance for Councillors and Introduction to VAT Training.
07/12/17	Planning Training - 19/02/18 & 19/03/18.
	Cheshire East Council -
-	Traffic Management LAP Reports - 9, 16 November 2017; 7 December 2017.
-	Connected Communities Newsletter - November/December 2017.
-	Neighbourhood Planning Fortnightly Update - 10 November 2017.
-	Winter Service Decisions - 12-30 November 2017; 1-10 December 2017.
31/10/17	Loan Shark Awareness Training.
09/11/17	Pre-Budget Consultation 2018 - 2021.
24/11/17	Budget Consultation Event - 19 th December, 2017 & Town & Parish Council Conference - 9 th January, 2018.
	Rural Services Network -
-	Weekly News Digest - 6, 13, 20, 27 November 2017; 4 December 2017.
-	Rural Opportunities Bulletin - December 2017.
-	Hinterland Newsletter - 10, 17, 24 November 2017; 1, 8 December 2017.
-	Rural Vulnerability Service - Fuel Poverty (November 2017); Rural Transport (November 2017); Rural Broadband (November 2017).
-	RSN Spotlight - Rural Health (November 2017); Rural Broadband (November 2017).
	Other Correspondence -
-	Public Sector Executive - 6, 9, 13, 16, 20, 23, 27, 30 November 2017; 4, 7 December 2017; 23/11/17 - Budget 2017 - What does it mean for the public sector.
-	HMRC - 06/11/17 - Company cars & fuel; 09/11/17 - Managing Sick Pay; 14/11/17 - Health & Safety in the Workplace; 16/11/17 - Help for employers on expenses; 20/11/17 - Online help for businesses; 22/11/17 - Managing Sick Leave and Pay; 28/11/17 - Health & Safety webinars; 30/11/17 - Christmas Parties & Meals; 07/12/17 - Directors & Sick Pay.
-	CPRE - 07/11/17 - Campaigns Update; 17/11/17 - Campaigns Update; 07/12/17 - Events Calendar Update; 07/12/17 - Fieldwork Newsletter.
-	E-ON - 15/11/17 - Monthly Market Report; 16/11/17 - Demand Side Response Webinar.
-	Community & Voluntary Services - e-Bulletin - 10, 24 November, 2017; 8 December 2017; 17/11/17 - Training News; 29/11/17 - Christmas Toy Appeal.
-	Information Commissioner's Office - Newsletter - December 2017.
-	Age UK - Newsletter - November 2017.
-	Active Cheshire - 07/11/17 - Active Minds Investment; 09/11/17 - Consultation on Cheshire & Warrington Blueprint; 13/11/17 - Reminder to apply for Active Minds Investment; 15/11/17 - Emergency First Aid Workshop; 30/11/17 - November 2017 Newsletter.
-	Civic Voice - War Memorial News - 14, 28 November 2017; 06/11/17 - Conservation Areas alone count for nearly 10% of the nation's at risk heritage; 16/11/17 - First World War Memorial Programme.
14/11/17	NatWest Bank - Changes to Banking Terms & Conditions.
17/11/17	Smaller Authorities Appointment Authority - Notification of external auditor appointments for the 2017-18 financial year.
21/11/17	Dark Olive - Cheshire East Reflects, 1914-1918 Project.
22/11/17	Peter Mitchell Associates - Cheshire East Council Cemeteries Strategy.
03/12/17	Peaks & Plains Housing Trust - Notification of changes to booking process for Astle Court Community Room.
07/12/17	Police & Crime Commissioner - Stakeholder Bulletin.
	Advertisements -
-	06/11/17 - Notice Board Company - Custom Printed Notice Boards; 07/11/17 - HAGS-SMP - Supply only play equipment deals; 08/11/17 - Fenland Leisure - November Offers; 09/11/17 - Eibe - 2018 Catalogue; 10/11/17 - Greenfingers Landscape Ltd. - Christmas Tree Display services; 14/11/17 - Notice Board Company - New Notice Boards for 2018; 14/11/17 - Stock Signs - Speed calming signs; 14/11/17 - Arien Signs - Winter Brochure; 15/11/17 - Greenfingers Landscape Ltd. - Winter Maintenance; 16/11/17 - Primary Care Supplies - Defibrillators; 17/11/17 - Kompan - 50% off play equipment supply only prices; 22/11/17 - Town & Parish Council Websites - Transparency Funding running out; 22/11/17 - Online Playgrounds - Black Friday Deals; 22/11/17 - GovNewsDirect - Savings when dealing with Legal Case Bundles; 23/11/17 - LJ Digital Media - Website services; 23/11/17 - Proludic - Christmas wishes; 29/11/17 - Primary Care Supplies - Defibrillators; 30/11/17 - Kompan - 50% off end of year sale; 30/11/17 - Notice Board Company - Eco Friendly Notice Boards; 05/12/17 - Primary Care Supplies - Defibrillators; 07/12/17 - Kompan - Hardwood Castles & Ships; 07/12/17 - Eibe - Satellite Carousel.

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APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 14 December 2017					
Details	2017/18 Budget £.	Revised* 2017/18 Budget £.	Actual to Nov. 2017 £.	Agenda Dec. 2017 £.	Budget Balance £.
Receipts					
Chelford Parish Council - Balances	5,000.00	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	9,000.00	3,741.00		5,259.00
Grants / Donations	0.00	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00	0.00		0.00
Total Receipts	14,000.00	14,000.00	8,741.00	0.00	5,259.00
Payments					
Groundwork UK (DCLG) (see Note 1)					
Consultant Fees (see Note 2)	472.50	1,102.50	0.00	1,102.50	0.00
Consultant Fees (see Note 3)	157.50	157.50	0.00	157.50	0.00
Consultant Fees (see Note 4)	630.00	0.00	0.00		0.00
Consultant Fees (see Note 5)	315.00	315.00	0.00	315.00	0.00
Consultant Fees (see Note 6)	315.00	315.00	0.00	285.00	30.00
Consultant - Travel expenses	66.00	66.00	0.00	44.00	22.00
Room Hire	280.00	280.00	17.50	45.00	217.50
Publicity Costs	220.00	220.00	0.00	22.51	197.49
Printing Costs	840.00	840.00	209.54	133.62	496.84
Envelopes (2,400)	300.00	300.00	0.00		300.00
Purchase of OCSI Report	45.00	45.00	0.00	45.00	0.00
Refreshments at Consultation Events	100.00	100.00	0.00	24.00	76.00
Other	5,000.00	5,000.00			4,527.32
Salary (Clerk)			342.48	57.08	
National Insurance (Employer)			0.00	5.78	
Allowances (Clerk)			50.94	17.15	
Chairman/Member Allowances			0.00		
Administration			0.00		
Total Payments	8,741.00	8,741.00	620.46	2,254.14	5,867.15

NOTES

- 1 - Grant funding period end date 31/12/2017.
- 2 - Design of flyer and questionnaires, data analysis and write up.
- 3 - Preparing vision and objectives.
- 4 - Analysis of Evidence Base.
- 5 - Advising and facilitating at consultation events.
- 6 - Attending Steering Group Meetings.

* - Grant variation approved by Groundwork UK.