

# Compton Parish Council

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Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP  
ComptonParish@gmail.com; 07748 591920  
www.comptonparishcouncil.org

## Meeting of the Parish Council

I hereby give you Notice that the next meeting of Compton Parish Council is to be held on

**Monday 6<sup>th</sup> April 2020 at 7.00pm**

and all Members of the Council are hereby summoned to attend.

Please note that due to the current coronavirus situation, this meeting will be held virtually.  
You can join the Zoom meeting at:

<https://us04web.zoom.us/j/958951668?pwd=K3BhSnVzUUt2aEl1dCs1RlRmYTUxUT09>

Meeting ID: 958 951 668

Password: 861777

Dr. Sarah Marshman  
Clerk to the Council  
Dated: 31<sup>st</sup> March 2020

## AGENDA

1. To resolve that, due to the current coronavirus situation, this meeting of the Council will be conducted virtually
2. To receive apologies for absence from members of the Council
3. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
4. To receive: Questions or comments from members of the public regarding items on the agenda<sup>1</sup>  
Representations from any member who has declared a personal interest
5. To approve the [minutes](#) of the Parish Council Meeting held on 10<sup>th</sup> March 2020

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<sup>1</sup> Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman.  
A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.  
Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

6. To discuss any matters arising from the minutes of the Council Meeting on 10<sup>th</sup> March 2020
7. To receive a report from the District Councillor, Carolyne Culver
8. To receive the Clerk's report
9. Planning Applications
  - a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
  - b) To consider the following new planning applications:
    - None.
  - c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
  - d) To consider whether to refer any planning applications for further response from our planning consultants
  - e) To receive a report on [West Berkshire Council's recent planning decisions](#)
10. To consider adopting a [Policy on High Consequence Infectious Diseases](#)
11. To consider revised quotes for the refurbishment of the Sports Pavilion
12. To consider ratifying the purchase of a license for Zoom for online meetings
13. To consider reimbursing expenses incurred for the volunteer group formed to provide assistance due to the coronavirus situation
14. To consider any further actions or funding the Council should provide due to the coronavirus situation
15. To receive an update on vandalism and anti-social behaviour (ASB) in the village
16. To receive reports on the following:
  - a) Recreation Ground
  - b) Sports Pavilion
  - c) Rights of Way
  - d) Village Hall
  - e) Allotments
  - f) Patient Representation
  - g) Communications
  - h) Groundwater
  - i) Parish Assets & Management Working Party
  - j) Neighbourhood Development Plan
  - k) Burial Ground
  - l) GDPR
  - m) Personnel Committee
17. Finance:
  - a) To receive the [finance report](#) and approve payments made/due
  - b) To note the [bank reconciliations](#) to 29<sup>th</sup> February 2020
  - c) To receive any reports from the Internal Controller
  - d) To note the quarterly budget report where applicable

18. To receive the correspondence report
19. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

**Parish Council Meeting: Monday 11<sup>th</sup> May 2020 at 7pm to be confirmed**

# Compton Parish Council

## Minutes of the Parish Council Meeting

Held on Tuesday 10<sup>th</sup> March 2020 at 7:30pm in the Wilkins Centre, Compton

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle, Dan Neate, Keith Simms, Alison Strong and Ian Tong.

Councillors not present: Councillors Peter McGeehin, Linda Moss and Rebecca Pinfold.

In attendance: Sarah Marshman (Clerk).

- |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19/20-261 | <p><b>To receive apologies for absence from members of the Council</b><br/>         Apologies were received from Councillors Peter McGeehin, Linda Moss and Rebecca Pinfold</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19/20-262 | <p><b>To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation</b><br/>         It was resolved by the Council to provide a dispensation to all Councillors present at the meeting to discuss the matters covered in 19/20-266 as it was believed that this affected all residents of the parish.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19/20-263 | <p><b>To receive: Questions or comments from members of the public</b><br/> <b>Representations from any member who has declared a personal interest</b><br/>         A brief discussion took place between Members of the Council regarding the effects of the coronavirus, or Covid-19, which is currently spreading throughout the world. It may be required to cancel forthcoming meetings to meet the requirements of social isolation in order to slow the spread of the virus. The Council will seek to follow guidance from the Government and NALC going forward.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19/20-264 | <p><b>To approve the minutes of the Parish Council Meeting held on 2<sup>nd</sup> March 2020</b><br/>         It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 19/20-265 | <p><b>To discuss any matters arising from the minutes of the Council Meeting on 2<sup>nd</sup> March 2020</b><br/>         There were none.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19/20-266 | <p><b>To consider making a response to West Berkshire Council regarding the following:</b></p> <ul style="list-style-type: none"> <li>a) <b>To review the current settlement boundary and consider providing suggestions of how this should be redrawn;</b><br/>             The Council resolved that no further changes to the settlement boundary should be made. The recent changes to the settlement boundary, to incorporate the former site of the Pirbright Institute, is believed to be adequate provision for the development required within Compton at this time.</li> <li>b) <b>To complete the audit of current provision of service and facilities in settlements and accessibility to them;</b><br/>             The audit was completed and will be returned to West Berkshire Council.</li> <li>c) <b>To provide comments on the Housing and Economic Land Availability Assessment (HELAA) sites in Compton Parish.</b><br/>             It was resolved to provide the response as in Attachment 1.</li> </ul> |

| Meeting closed 9:12pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Monday 6<sup>th</sup> April 2020 at 7pm, to be confirmed.**

Chairman: .....

Date: .....

**Attachment 1:**

**Comments on the Housing and Economic Land Availability Assessment (HELAA) sites in Compton Parish**

***(a) Preferences for sites / general comments on sites***

Development on the western side of Compton is preferable as it is easily accessible from East Ilsley and Hampstead Norreys, minimising traffic moving through the village.

If further development beyond the Institute site was required in the village, COM3 would be the best place for it to occur, but only IF further development was required.

Access to the COM3 site is currently indicated to be from Mayfields which is a single-track road. If building were allowed on this site, access to the site should be provided from the opposite side of the site, off Newbury Road, with the necessary traffic calming features that would be required.

It is noted that the land in this area is owned by one landowner. The Council believes it would be more aesthetically pleasing to have any development in this area run along Newbury Road, which is currently only developed on one side of the road, rather than stretching across this area.

The Council agrees with the suitability conclusions for COM1.

***(b) Information on local issues that we should be aware of***

There is significant concern in the community regarding the impact that the development of the Institute site will have. Other local issues relate to flooding, parking, speeding, green open spaces and local public transport links.

There are issues with flooding in the field in which COM3 is situated, although it is noted the area has been marked to exclude the northern part of the field which suffers from flooding. Images 1 and 2 show the site on 17<sup>th</sup> February 2014, whilst image 3 shows the site on 3<sup>rd</sup> March 2020.

It should be noted that in 2014, the flooding on the site stretched south past the entrance to Fairfield Road, and COM3 encompasses some of this land.





***(c) Community aspirations***

Sporting opportunities – improving the ability for sports clubs to form and have availability in a facility to run these from.

Village Hall – refresh or renewal. Improvement of disabled facilities. More flexibility and versatility is required.

Pre-school – possible need for a new or larger facility.

Community Business Hub – facility for workers to use/meet in.

Employment opportunities.

Homes for people with a local connection.

### West Berkshire Council's Recent Planning Decisions

| App. Ref.          | Location                                                      | Proposed Work                                                                                                                                                                                                                                   | Response from CPC | WBC Decision |
|--------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|
| 19/02070/<br>FUL   | Compton Downs Gallops, Churn Road, Compton, Newbury Berkshire | Installation of a gallops for equestrian use. Change of use from agricultural land to 3m wide gallops and 965m in length.                                                                                                                       | Support           | Approved     |
| 20/00256/<br>COND1 | Nielia, Downs Road, Compton, Newbury                          | Application for approval of details reserved by Condition 3 - Materials and Condition 7 - Parking, of planning permission reference 17/02914/FULD (Demolition of existing dwelling, erection of replacment dwelling and garage).                | Not consulted     | Approved     |
| 20/00195/<br>COND2 | Old Station Business Park, Wilson Close, Compton, Newbury     | Approval of details reserved by Condition (8) plant machinery of planning permission 17/03285/FUL S73A variation of condition of permission 00/00964/FUL - Construction of three two storey light industrial units in one block of three units. | Not consulted     | Refused      |

# Compton Parish Council

## High Consequence Infectious Disease Policy

|                |              |                  |          |
|----------------|--------------|------------------|----------|
| Version number | 1.0          | Minute reference |          |
| Adopted by     | Full Council | Review due       | Annually |
| Date adopted   |              | Review date      | May 2021 |

### 1. Introduction

- 1.1. Compton Parish Council actively seeks to protect the Councillors, Volunteers and Staff working for and on behalf of the council and its activities. As such, and following any current Public Health England (PHE) and government guidelines, the following policy applies to any High Consequence Infectious Disease (HCID) as defined by PHE.
- 1.2. This policy sets out the general principles and approach that the Parish Council will follow in respect of and HCID outbreak in the United Kingdom with an imminent threat of infection in the Parish of Compton.

### 2. Scope of the policy

- 2.1. The main areas of concern for Compton Parish Council with respect to HCIDs are:
  - Remaining an effective council;
  - Safety & Health of Councillors, Contractors, Staff, Volunteers and Members of Public.

### 3. Activation of the policy

- 3.1. This policy is considered to be activated, when
  - There is an active outbreak of a HCID in the United Kingdom with an imminent threat of infection in the Parish of Compton **and**
  - At least 5 councillors have requested its activation to the Chairman (or Vice-Chairman if the Chairman is not available) or to the Clerk, or its activation is resolved in a meeting of the Compton Parish Council.

OR

- The government of the United Kingdom suspends all public meetings.

### 4. Deactivation of the policy

- 4.1. This policy is considered to be deactivated, when:
  - The imminent threat of infection in the Parish of Compton has passed **and**
  - A minimum of 4 councillors have requested public meetings be recommenced **and**
  - The government of the United Kingdom has reinstated all public meetings.

## 5. Definition of High Consequence Infectious Disease

### 5.1. A HCID is defined as:

- acute infectious disease;
- typically has a high case-fatality rate;
- may not have effective prophylaxis or treatment;
- often difficult to recognise and detect rapidly;
- ability to spread in the community and within healthcare settings;
- requires an enhanced individual, population and system response to ensure it is managed effectively, efficiently and safely.

### 5.2. The current list of HCIDs is defined on [www.gov.uk](http://www.gov.uk)

## 6. Matters relating to staff – The Clerk

6.1. Compton Parish Council has an official office address, however, the only employee, the Clerk, works from home. The public may only visit the Clerk by appointment. While this policy is activated, no appointments with the Clerk will be available.

6.2. The Wilkins Centre, or any other public location used for Parish Council meetings, is the 2<sup>nd</sup> normal place of work for the Clerk. This is dealt with in Section 7.

6.3. In the event of a HCID outbreak the National Joint Council for local government services (NJC) will issue guidance for employers which the council will follow. A summary of the most recent guidance, issued on 6<sup>th</sup> March 2020, during the COVID-19 outbreak is detailed below. Please check for the most recent guidance when following this policy.

6.3.1. Employees who are sick or unfit for work need to focus on their recovery.

6.3.2. As per Part 2 Para 10.9 of the 'Green Book', if an employee is fit for work but decides, or is instructed, to self-isolate, their absence should not be recorded as sickness absence. We would expect all options for home or remote working to be explored with the employee. As they are 'well' at this stage they should stay on normal full pay for the duration of the self-isolation period until such time as they are confirmed to have contracted any such HCID, at which point they transfer to sickness absence leave and the usual provisions of the sickness scheme will apply.

6.3.3. In circumstances where an employee decides to self-isolate without instruction from the authorities it is not unreasonable for the employer to ask for some evidence such as an email from a holiday operator that shows the dates of the holiday, the resort location and flight details. However, it will probably not be possible in all cases for an employee to produce any evidence, so employers will need to use their discretion when trying to establish the facts behind the employee's decision to self-isolate.

6.3.4. If an employee is caring for someone who has or may have coronavirus, this period of absence should also be regarded as self-isolation. Given the employee may then have been in direct contact with the virus we would expect only working from home arrangements to be then considered for the duration of the incubation period. Employers should keep in touch to support employees.

- 6.3.5. Following any school closures, employers should be fully supportive of employees with childcare responsibilities and consider flexible working arrangements, including adapting working patterns to care for children or dependants or taking time off, whether this is special leave, annual leave or flexible working.

### **7. Public Meetings**

- 7.1. It is a requirement of the Local Government Act 1972, that council business shall be conducted at public meetings of the council and any committees.
- 7.2. Councillors and other Volunteers can choose to not attend public meetings. As an officer of the council, the Clerk cannot choose to not attend meetings.
- 7.3. Due to the nature of local government and considering the Councillors and Members of Public whom attend meetings, there is high percentage of attendees whom would be considered “high risk” with respect to all of the HCIDs listed in Section 5.2.
- 7.4. Where this policy is activated, and it is appropriate to do so, the Council will move to online meetings using an appropriate tool or technology to allow the public to attend, should they wish to, virtually. Where this is not possible, the Council will suspend public meetings.

### **8. Delegated Authority**

- 8.1. To allow the council to operate on a minimum requirement basis, the following items are delegated to the Clerk for the duration of the activation of this policy.
  - 8.1.1. Planning applications, after consultation with a minimum of 4 councillors, a summary response will be circulated to all councillors for comment prior to submission to West Berkshire District Council by the Clerk.
  - 8.1.2. Finance:
    - 8.1.2.1. All standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time to prevent any late charges, such as salaries, printing costs, dog waste, licences and IT services etc.
    - 8.1.2.2. We will continue to follow our standard practice for online banking whereby two councillors authorise online payments.
    - 8.1.2.3. All payments will be formally authorised by the full council at the next full council meeting.
    - 8.1.2.4. Where this policy is activated over the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all of the councillors. On the acceptance of a minimum of 4 councillors, they will be signed by the RFO, Clerk and Chairman as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting.
    - 8.1.2.5. Where documents need to be signed to meet legal requirements, we will accept scanned documents.

## Agenda Item 10

- 8.1.3. Responses to other communications. The Clerk will circulate at the earliest opportunity, any communication from any 3<sup>rd</sup> Parties which would normally be presented at a meeting for consideration by the council. The clerk will circulate the summary response to the full council prior to responding to the 3<sup>rd</sup> Party.
- 8.1.4. The Clerk will supply the Chairman with a sealed envelope and signed by the Clerk across the flap containing relevant user ids, passwords and instructions for access. In the instance that the Clerk is unwell and unable to work for any significant period of time, 4 Councillors must provide their agreement in writing that the Chairman (or Vice-Chairman in their absence) may access the information in the envelope in order to access email and online payments. Should this take place, the information should be returned to the Clerk as soon as possible on their return to work for the Clerk to destroy. The Clerk must change all passwords included in the information.

# **Compton Parish Council** **Finance Report April 2020**

## **Status at bank at last bank reconciliation 29th February 2020**

|                             |                    |
|-----------------------------|--------------------|
| Unity Trust Current Account | £53,756.12         |
| Unity Trust Deposit Account | £122,390.33        |
| HSBC Current Account        | £748.50            |
| Pockit Pre-paid Debit Card  | £41.49             |
| <b>Total</b>                | <b>£176,936.44</b> |

## **Income received 24th February - 30th March 2020**

|              |                 |                                                                   |                  |
|--------------|-----------------|-------------------------------------------------------------------|------------------|
| Unity Trust  | Current Account | Compilations advertising                                          | £125.00          |
| Unity Trust  | Current Account | Contribution from East Ilsley Parish Council for Feb Compilations | £64.69           |
| Unity Trust  | Current Account | Allotment rent                                                    | £131.50          |
| Unity Trust  | Current Account | Repayment of Scout loan                                           | £600.00          |
| Unity Trust  | Current Account | Grant towards Sports Pavilion works                               | £3,000.00        |
| <b>Total</b> |                 |                                                                   | <b>£3,921.19</b> |

## **Payments made on pre-paid debit card to be approved**

| Method       | Payment Date | Voucher Number | Payee       | Payment Detail   | Minute | Amount        |
|--------------|--------------|----------------|-------------|------------------|--------|---------------|
| POCKIT       | 24-Feb-20    | 164            | Post Office | 2nd class stamps |        | £7.32         |
| POCKIT       | 14-Mar-20    | 165            | Amazon      | Stationery       |        | £8.86         |
| POCKIT       | 16-Mar-20    | 166            | Pockit      | Monthly fee      |        | £0.99         |
| POCKIT       | 30-Mar-20    | 167            | Amazon      | Offcie supplies  |        | £10.99        |
| <b>Total</b> |              |                |             |                  |        | <b>£28.16</b> |

## **Payments made on Lloyds Corporate Card to be approved**

| Method       | Payment Date | Voucher Number | Payee                  | Payment Detail                             | Minute | Amount        |
|--------------|--------------|----------------|------------------------|--------------------------------------------|--------|---------------|
| CC           | 02-Mar-20    | 168            | Lloyds Bank plc        | Monthly fee                                |        | £3.00         |
| CC           | 12-Mar-20    | 169            | West Berkshire Council | Planning application fee                   |        | £58.00        |
| CC           | 31-Mar-20    | 170            | Zoom                   | Monthly fee for video conferencing service |        | £14.39        |
| <b>Total</b> |              |                |                        |                                            |        | <b>£75.39</b> |

## **Payments to be approved**

| Method | Payment Date | Voucher Number | Payee           | Payment Detail                            | Minute | Amount |
|--------|--------------|----------------|-----------------|-------------------------------------------|--------|--------|
| BACS   | 16-Mar-20    | 171            | Lloyds Bank plc | Payment of transactions on Corporate Card |        | £3.00  |
| DD     | 18-Mar-20    | 172            | Vodafone        | Mobile phone monthly fee                  |        | £15.37 |
| DD     | 26-Mar-20    | 173            | Castle Water    | Water Newbury Lane allotments             |        | £18.79 |

## Agenda Item 17(a)

|                                           |           |     |                        |                                            |              |                  |
|-------------------------------------------|-----------|-----|------------------------|--------------------------------------------|--------------|------------------|
| DD                                        | 30-Mar-20 | 174 | Unity Trust Bank       | Account charges Q4                         |              | £18.00           |
| <b>Payments in 2020/21 Financial Year</b> |           |     |                        |                                            |              |                  |
| BACS                                      | 06-Apr-20 | 1   | West Berkshire Council | Compilations Dec                           |              | £501.84          |
| BACS                                      | 06-Apr-20 | 2   | West Berkshire Council | Waste collection 2019/20                   |              | £455.75          |
| BACS                                      | 06-Apr-20 | 3   | CPRE                   | Subscription 2020/21                       |              | £36.00           |
| BACS                                      | 06-Apr-20 | 4   | CJM Services           | Refurb of bench and repairs to noticeboard |              | £385.00          |
| BACS                                      | 06-Apr-20 | 5   | SSE Contracting Ltd    | Street lighting maintenance charge Q4      |              | £264.86          |
| BACS                                      | 06-Apr-20 | 6   | SSE Contracting Ltd    | Chargeable repairs Q4                      |              | £135.36          |
| BACS                                      | 06-Apr-20 | 7   | Compton Village Hall   | Meeting rental 2019/20                     |              | £555.00          |
| BACS                                      | 06-Apr-20 | 8   | Clerk                  | Salary/expenses Mar                        |              | £926.67          |
| BACS                                      | 06-Apr-20 | 9   | HMRC                   | PAYE                                       |              | £68.93           |
| BACS                                      | 17-Apr-20 | 10  | Berks Pension Fund     | Pension contributions Mar                  |              | £261.06          |
|                                           |           |     |                        |                                            | <b>Total</b> | <b>£3,645.63</b> |

### Transfers

| Method | Payment Date | Voucher No | From Account | To Account | Minute       | Amount       |
|--------|--------------|------------|--------------|------------|--------------|--------------|
| -      | -            | -          | -            | -          | -            | -            |
|        |              |            |              |            | <b>Total</b> | <b>£0.00</b> |

|                  |                                                                                      |           |
|------------------|--------------------------------------------------------------------------------------|-----------|
| Date: 17/03/2020 | Compton Parish Council Current Year                                                  | Page 1    |
| Time: 14:57      | Bank Reconciliation Statement as at 29/02/2020<br>for Cashbook 1 - Unity Current A/C | User: SLM |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|-------------------------------------------|-----------------------|------------------------------------|------------------|
| Unity Bank Current                        | 29/02/2020            | 79                                 | 53,756.12        |
|                                           |                       |                                    | <u>53,756.12</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                  |
|                                           |                       | 0.00                               |                  |
|                                           |                       |                                    | <u>0.00</u>      |
|                                           |                       |                                    | 53,756.12        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                  |
|                                           |                       | 0.00                               |                  |
|                                           |                       |                                    | <u>0.00</u>      |
|                                           |                       |                                    | 53,756.12        |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>53,756.12</b> |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

|                  |                                                                                      |           |
|------------------|--------------------------------------------------------------------------------------|-----------|
| Date: 16/03/2020 | Compton Parish Council Current Year                                                  | Page 1    |
| Time: 11:13      | Bank Reconciliation Statement as at 29/02/2020<br>for Cashbook 2 - Unity Deposit A/C | User: SLM |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|-------------------------------------------|-----------------------|------------------------------------|-------------------|
| Unity Bank Deposit                        | 29/02/2020            | 66                                 | 122,390.33        |
|                                           |                       |                                    | <u>122,390.33</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                   |
|                                           |                       | 0.00                               |                   |
|                                           |                       |                                    | <u>0.00</u>       |
|                                           |                       |                                    | 122,390.33        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                   |
|                                           |                       | 0.00                               |                   |
|                                           |                       |                                    | <u>0.00</u>       |
|                                           |                       |                                    | 122,390.33        |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>122,390.33</b> |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

|                  |                                                                                     |           |
|------------------|-------------------------------------------------------------------------------------|-----------|
| Date: 16/03/2020 | Compton Parish Council Current Year                                                 | Page 1    |
| Time: 11:15      | Bank Reconciliation Statement as at 29/02/2020<br>for Cashbook 3 - HSBC Current A/C | User: SLM |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|-------------------------------------------|-----------------------|------------------------------------|-----------------|
| HSBC Current                              | 29/02/2020            | 489                                | 748.50          |
|                                           |                       |                                    | <hr/> 748.50    |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 748.50          |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 748.50          |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>748.50</b>   |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

|                  |                                                                                               |           |
|------------------|-----------------------------------------------------------------------------------------------|-----------|
| Date: 16/03/2020 | Compton Parish Council Current Year                                                           | Page 1    |
| Time: 11:28      | Bank Reconciliation Statement as at 29/02/2020<br>for Cashbook 5 - Pockit Pre-Paid Debit Card | User: SLM |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|-------------------------------------------|-----------------------|------------------------------------|-----------------|
| Pockit Pre-paid Debit Card                | 29/02/2020            |                                    | 41.49           |
|                                           |                       |                                    | <hr/> 41.49     |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 41.49           |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 41.49           |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>41.49</b>    |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

|                  |                                                                                          |           |
|------------------|------------------------------------------------------------------------------------------|-----------|
| Date: 16/03/2020 | Compton Parish Council Current Year                                                      | Page 1    |
| Time: 11:40      | Bank Reconciliation Statement as at 29/02/2020<br>for Cashbook 6 - Lloyds Corporate Card | User: SLM |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|-------------------------------------------|-----------------------|------------------------------------|-----------------|
| Lloyds Corporate Card                     | 29/02/2020            |                                    | 0.00            |
|                                           |                       |                                    | <hr/> 0.00      |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 0.00            |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 0.00            |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>0.00</b>     |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

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Compton Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 29 February 2020

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| <u>Confirmed Bank &amp; Investment Balances</u> |                                       |            |            |
|-------------------------------------------------|---------------------------------------|------------|------------|
| <u>Bank Statement Balances</u>                  |                                       |            |            |
| 29/02/2020                                      | Unity Bank Current                    | 53,756.12  |            |
| 29/02/2020                                      | Unity Bank Deposit                    | 122,390.33 |            |
| 29/02/2020                                      | HSBC Current                          | 748.50     |            |
| 30/09/2016                                      | Alto prepaid debit card               | 0.00       |            |
| 29/02/2020                                      | Pockit Pre-paid Debit Card            | 41.49      |            |
| 29/02/2020                                      | Lloyds Corporate Card                 | 0.00       |            |
|                                                 |                                       |            | 176,936.44 |
| <u>Other Cash &amp; Bank Balances</u>           |                                       |            |            |
|                                                 |                                       |            | 0.00       |
|                                                 |                                       |            | 176,936.44 |
| <u>Receipts not on Bank Statement</u>           |                                       |            |            |
|                                                 |                                       |            | 0.00       |
| <b>Closing Balance</b>                          |                                       |            |            |
|                                                 |                                       |            | 176,936.44 |
| <u>All Cash &amp; Bank Accounts</u>             |                                       |            |            |
|                                                 | Alto Pre-Paid Debit Card              |            | 0.00       |
|                                                 | HSBC Current A/C                      |            | 748.50     |
|                                                 | Lloyds Corporate Card                 |            | 0.00       |
|                                                 | Pockit Pre-Paid Debit Card            |            | 41.49      |
|                                                 | Unity Current A/C                     |            | 53,756.12  |
|                                                 | Unity Deposit A/C                     |            | 122,390.33 |
|                                                 | Other Cash & Bank Balances            |            | 0.00       |
|                                                 | <b>Total Cash &amp; Bank Balances</b> |            | 176,936.44 |

## Correspondence List – Council Meeting on 6<sup>th</sup> April 2020

### Training/events

Please advise the Clerk if you wish to attend

|    | <u>Event</u>               | <u>Run By</u> | <u>Date and Time</u>              | <u>Venue</u>                                            | <u>Cost</u> |
|----|----------------------------|---------------|-----------------------------------|---------------------------------------------------------|-------------|
| A1 | District Parish Conference | WBC           | Tue 20 <sup>th</sup> Oct<br>6-8pm | Council Offices, Market<br>Street, Newbury, RG14<br>5LD | -           |

### For information, comment or inclusion in a future agenda

|    | <u>Document</u>                                    | <u>From</u>      |
|----|----------------------------------------------------|------------------|
| B1 | Request for support for the Local Electricity Bill | Power for People |