

## FRAMPTON PARISH COUNCIL

**Wayne Lewin – Clerk to the Parish Council**  
**13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE**  
**Phone: 07419 136735 Email: [frampton@dorset-aptc.gov.uk](mailto:frampton@dorset-aptc.gov.uk)**

Dear Councillor,

You are summoned to attend **Full Council** of Frampton Parish Council to be held at **7.00pm on Monday 12<sup>th</sup> December 2022** in Frampton Village Hall.

Please find a copy of the agenda below.

**Councillors:**

**Charlie Adler (Chair), Andrew Thomson, Sandi Christopher, Patsy Taylor, Paul Mutti, Fiona Sarno and Veronica Antram**

**FULL COUNCIL**

1. Apologises for absence
2. Declarations of pecuniary or other interests
3. To approve the minutes of the Parish Council Meeting held on 19<sup>th</sup> September 2022
4. Matters from the previous meeting
5. Chair's update
6. Public discussion period
7. To receive a report from the Dorset Council
8. To receive brief holder updates and to agree action(s) in response to proposals and repairs

**Allotments**

**Burial Ground**

**Play Park**

**Tibbs Hollow**

**Planning**

a. P/FUL/2022/06745

Court Barn, Frampton Park, Frampton, Dorchester, DT2 9NH

Change of use of land & retention of 2no. shepherd huts providing one unit of residential accommodation & one toilet/shower facilities hut, with associated parking

b. P/HOU/2022/06049

Court Gardens, Frampton Park, Frampton, Dorchester, DT2 9NH

Erect two storey and single storey extensions

9. To receive and approve the financial reports and payments for authorisation
  - a. Payments for authorisation
  - b. Budget update
  - c. Reserves update

## FRAMPTON PARISH COUNCIL

10. Position of Parish Clerk
11. Church lane markings for speed
12. Speed limits within the Parish
13. Reallocation of noticeboards
14. Water at the burial ground
15. Allocation of SID keys
  
16. Sewage in rivers – discussion
17. Flooding in Frampton – discussion
  
18. Setting the Precept and budget for 23/24

19. Items for the next meeting

20. Date(s) of next meeting(s)

Full Council    20<sup>th</sup> March 2023  
Frampton Village Hall

**Wayne Lewin**

**Parish Clerk**

**05<sup>th</sup> December 2022**

## **FRAMPTON PARISH COUNCIL**

### **Minutes**

**Wayne Lewin – Clerk to the Parish Council**  
**13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE**  
**Phone: 07419 136735 Email: [frampton@dorset-aptc.gov.uk](mailto:frampton@dorset-aptc.gov.uk)**

Minutes of Full Council held on 26<sup>th</sup> September 2022 in Frampton Village Hall.  
Meeting commenced at 7.00pm.

#### **Councillors in attendance:**

**Charlie Adler (Chair), Paul Mutti, Andrew Thomson, Sandi Christopher, Veronica Antram, Patsy Taylor and Fiona Sarno**

There was 2 members of the public in attendance

Prior to the start of the meeting, the Parish Council hold a moment of reflection and gratitude for Mr Peter Cox who has passed away earlier in the month.

#### **FULL COUNCIL**

##### **1. Apologises for absence**

All members were present.

##### **2. Declarations of pecuniary or other interests**

No declarations were made.

##### **3. To approve the minutes of the Parish Council Meeting held on 27<sup>th</sup> June 2022**

These were approved as a true and accurate record of the meeting.

##### **4. Matters from the previous meeting**

Cllr Thomson wished to personally thank Mr Victor Pullman for his magnificent efforts in organising the Jubilee event.

Cllr Mutti confirmed he was looked at the finger posts to establish what work could be done.  
The Clerk confirmed the VISA card had arrived.

##### **5. Chair's update**

The Chair had no matters that were not on the agenda.

##### **6. Public discussion period**

Mr Pullman also thanked Mr Andrew Thomson for the excellent and unique beacon.  
He was already looking forward to next year.

##### **7. To receive a report from the Dorset Council**

No report had been received.

##### **8. To receive brief holder updates and to agree action(s) in response to proposals and repairs**

##### **Allotments**

Cllr Taylor confirmed that the rent for the Community Pot had been received although little action had occurred on it.

# **FRAMPTON PARISH COUNCIL**

## **Minutes**

### **Burial Ground**

Cllr Adler stated that the Burial Ground was neat and tidy. The bench was still in situ.

Cllr Thomson had requested that the hedges at the front of the Burial Ground be cut.

It was confirmed that this had been completed.

Cllr Christopher asked if a compost bin could be installed. It was mentioned that there had been one, but all sorts of rubbish were put in it so had been removed.

A general-purpose bin was now at the location (see agenda item 20).

### **Play Park**

Cllr Thomson confirmed that one less cut had occurred due to the slow growth over the summer. Further discussions would be had on next year's rota.

Concerns were raised as the accuracy of the latest inspection report. Members agreed that photo's must be provided so that the observation could be clearly identified.

Members also requested to meet the contractor on the next visit.

As for the report items graded as 4 (serious):

The Clerk would request that the inspector bring the correct shackles and install at the next visit.

Cllr Christopher would ask Mr Loving to access a repair to the concrete showing through the surface next to the springers.

### **Tibbs Hollow**

Cllr Adler picked up a small amount of littering.

Cllr Mutti confirmed he remove some branches in due course.

### **Planning**

There were no new planning applications.

### **SID update**

Cllr Thomson confirmed the SID had moved to close to Peacock Lodge.

There had been no further vandalism and the bradings were now armoured.

### **Bus Back better update**

Cllr Antram attended a well organised online meeting with Dorset Council.

Below is a list of the main points:

Dorset Council received no funding in the first tranche – this went to high population density areas.

Dorset Council are going to put in a vided bid.

It was noted that bus passengers had declined 20/30% post COVID.

There were also higher fuels cost and less drivers equating to less services.

Dorset Council would look at tapping into tourists via transport hubs.

It was also mentioned it was generally the elderly (with bus passes) who use the buses.

Dorset Council will look at ways of engaging teenagers and younger adults and use there environmental beliefs to encourage usage.

Dorset Council will continue to gather more information.

Cllr Antram was happy to continue attending meetings on this matter.

# FRAMPTON PARISH COUNCIL

## Minutes

### **Ammonite surgery update**

Cllr Taylor attended a meeting with members of the surgery and representatives from 6 other parishes.

A summary is listed below:

The surgery highlighted the lack of GP's hence the merger with Bridport

A new phone system is to be installed

Separate queue for appointments and prescriptions

Unless housebound, there would be no home calls by doctors

The Patient Participant Group would be reinstated

### **9. To receive and approve the financial reports and payments for authorisation**

#### **a. Payments for authorisation**

There were 8 payments **(PV 18-25) totalling £ 2301.20** that were authorised and approved for payment.

The Clerk highlighted PV 21, which was a negative payment for an out-of-date cheque.

#### **b. Budget update**

The Clerk confirmed that the Precept send was 47.07% after AP6.

However, it was mentioned that the F&E was abut spent, mostly due to the installation of the SID and solar panels with it.

#### **c. Reserves update**

The Clerk stated that the general was below the minimum of 25% of Precept (£12860) at this point. This was predominantly due to the purchase of the SID and costing on the Queen's Jubilee.

### **10. s106 funding application(s)**

Members agreed to fund the following items:

Football goals and nets

Rebound netting to replace the wire fence

New picnic bench for Millennium Green

Remainer (at this time) allocated to the Village Hall heating system.

Cllr Antram asked if the funds could allocate to water butts / troughs to assist with water harvesting at the allotments.

It was confirmed this was an option, however Cllr Thomson would conduct a water butt count in the allotments.

Members agreed to a final s106 call at the next meeting.

### **11. Future of the bus shelter on Church Lane**

Cllr Christopher confirm that Mr Loving had removed the broken perspex, thus making it safe for use.

It was agreed to look at the future options at a later date.

Cllr Adler said that the FB feedback on its future was split three ways.

It was also agreed to no longer clean the bus shelter. The Clerk would write to the contractor.

## **FRAMPTON PARISH COUNCIL**

### **Minutes**

#### **12. Traffic review on Church Lane**

It was agreed that speed wires were (at this time) not a good use of public money. Members were happy to support a Community Speed Watch if residents wished to set one up. All were in agreement to reengage with Dorset Council and requested the insertion of 3-2-1 slow markings on the road by the Burial Ground.

#### **13. Purchase of litters pickers**

Cllr Christopher requested some litter pickers to help her when clearing Church Lane of rubbish. This was unanimously agreed by members. Authority was given to use the VISA card, with funds coming from the general reserves.

#### **14. Purchase of dissolvable paint for marking dog waste**

Council was content to buy more spray as and when needed but requested that only the dog waste is sprayed.

#### **15. Play Park working group**

Residents had expressed interest in moving towards new play equipment for the older children. Members thought this an excellent initiative, and all agreed that a Working Group under the name of the Parish Council could be set up. This Working Group would feedback ideas and progress to the Parish Council. Cllr Christopher was happy to lead on this project.

#### **16. Lease agreements at the allotments**

Concerns were raised as to full compliance with leases, as it was noted that some plots were either not used, or business other than allotments were used on the plots. It was agreed to keep an eye and review at a date in the future.

#### **17. Memorials in the Burial Ground**

It was agreed that the bench was suitable memorial with the site but as an application form had not been completed it was the responsibility of the family.

#### **18. Purchase of equipment from s106 monies**

Further to agenda item 10, the following was agreed:

Purchase of new goals and nets for play park. VISA could be used for this purchase.  
Purchase of rebound netting for play park. VISA could be used for this purchase.  
Picnic bench for Millennium Green. VISA could be used for this purchase.

Monies to be taken from s106 reserves as donated by Dorset Council.

#### **19. Sourcing of water for the allotments**

It was agreed not to pursue the piping in of mains water via tap as this was too expensive. Cllr Thomson was happy to donate a water tank to the allocate. It was also agreed not to dismiss the idea of a water bowser at this time but not to actively explore the option, until such a time that the aforementioned water harvesting options included the water butt count had been explored.

#### **20. Moving of the Burial Ground bin to Church Lane**

The idea was formally agreed, and the Clerk would contact Dorset Waste Partnership on this matter.

## **FRAMPTON PARISH COUNCIL**

### **Minutes**

#### **21. Review of DAPTC survey on planning letters and notices**

All were in agreement that the current system was appalling and agreed that planning notices must be put up by Dorset Council planning officers and that close neighbours must a letter sent to them informing of the application.

#### **22. Terms of use for the VISA card**

The following agreed:

The Clerk has the power to spend up to £50.00

With approval from two signatories, up to the sum of £150.00 + VAT can be spent (out of council).

These resolutions would be reviewed at the AGM, subject to being inserted in the Standing Orders and Financial Regulations.

#### **23. Burial ground charges**

Councillors agreed to hold charges at the current rates until the AGM when they will be reviewed.

#### **24. Position of Parish Clerk and Responsible Finance Officer**

There had been two external enquiries for the post.

Due to time restraints and depth of the motion, the Chair suggested that a steering group be formed, with a view to looking at the options and bringing forward a motion to the next meeting. Cllr's Adler, Mutti, Taylor all agreed to form this group with Cllr Christopher happy to step in if needed.

It was agreed that the first meet should be within the next couple of weeks.

#### **25. Initial 23/24 budget review**

The Clerk talked about the various options of setting a budget including one based on forecasted expenditure, one based on a percentage increase and the third on a net zero.

Councillors were all in acknowledgement of the current cost of living issues along with inflation. The Clerk again expressed that the Parish Council had considerable assets for a small tax base population and that the amount request was already high.

Cllr Thomson stated that a large increase had occurred for the current financial year due to the restructuring of the Clerk role.

The following draft budget was proposed

Salaries	Increase due to annual pay rise
Expenses	Decrease due to less journeys
Administration	Increase due to new mailbox
Honorarium	Remove
Grass cutting	Decrease as less cuts
F&E	Increase due to more external works
Play Park	Increase due to maintenance costs

This represented a budget of £12850 compared to current year of £12860.

## FRAMPTON PARISH COUNCIL Minutes

### 26. Items for the next meeting

Final s106 funding call  
Set Precept for 23/24  
Position of Parish Clerk  
Reallocation of noticeboards  
Water at the burial ground  
Church lane markings for speed  
Allocation of SID keys

### 27. Date(s) of next meeting(s)

**Full Council    12<sup>th</sup> December 2022**  
**Frampton Village Hall**

This was originally set for 19<sup>th</sup> December but changed due to the proximity of Christmas.

There being no further business the meeting closed at **2115 hours**.

Charlie Adler \_\_\_\_\_ Chair of Frampton Parish Council

Dated \_\_\_\_\_



Frampton Parish Council Payments 2223																			
Date	Payee Details	Cheque	Service	PV	Amount	Salary	Expenses	Stationery	Insurance	Fees	Grants	Honorium	Training	Grass Cutting	F&E	Playground	Reserves	VAT	Total
16/05/2022	Morelock Signs Ltd	902	Purchase of SID	1	2,994.00												2495.00	499.00	2994.00
16/05/2022	Mr Rory Smith	903	Bus shelter cleaning	2	24.00										24.00				24.00
16/05/2022	Mr Wayne Lewin	904	PAYE rebate	3	329.44												329.44		329.44
16/05/2022	Dorset Council	905	Emptying of bins x 3	4	163.20										163.20				163.20
16/05/2022	Mr Victor Pullman	906	Jubilee Coins	5	1,000.00												1000.00		1000.00
16/05/2022	DAPTC	907	Training Course CA	6	25.00								25.00						25.00
16/05/2022	Zurich Municipal	908	Insurance	7	448.56				448.56										448.56
16/05/2022	Tesco	909	AVM Refreshments	8	41.85												34.88	6.97	41.85
27/06/2022	Mr Wayne Lewin	910	Apr-Jun Wages	9	1,070.46	997.50	64.80	8.16											1070.46
27/06/2022	DAPTC	911	Annual Subscriptions	10	178.95					178.95									178.95
27/06/2022	Online Playgrounds	912	Swing Parts	11	202.08												168.40	33.68	202.08
27/06/2022	DAPTC	913	Email upgrade	12	39.00					39.00									39.00
27/06/2022	DAPTC	914	Chair and ROI course	13	20.00								20.00						20.00
27/06/2022	Mr Andrew Thomson	915	Jubilee Fireworks	14	246.96												246.96		246.96
27/06/2022	Parkes and Gardens	916	Grass Cutting	15	875.00									875.00					875.00
27/06/2022	Dorset Home and Gardens	917	Play Park repairs	16	1,135.00											1135.00			1135.00
27/06/2022	J P Consultants	918	Internal Audit	17	70.00					70.00									70.00
19/09/2022	Dorset Council	919	SID solar panels	18	486.00												405.00	81.00	486.00
19/09/2022	Dorset Council	920	Installation of SID post	19	704.40										587.00			117.40	704.40
19/09/2022	Mr Wayne Lewin	921	Jul-Sep Wages	20	1,135.20	1110.00	25.20												1135.20
19/09/2022	St Marys PCC	892	Out of date cheque (PV 31)	21	-314.00												-314.00		-314.00
19/09/2022	Dorset Home and Gardens	922	Playground works	22	210.00											210.00			210.00
19/09/2022	Elite Playground Inspections	923	Inspection	23	48.00											40.00		8.00	48.00
19/09/2022	Rory Smith	924	Cleaning of bus shelter	24	24.00										24.00				24.00
12/12/2022	Grays Stores	VISA	Stamps	25	7.60			7.60											7.60
12/12/2022	Amazon	VISA	Litter pickers	26	44.94												37.44	7.50	44.94
12/12/2022	GB Sport and Leisure	925	Football goals	27	1,388.09												1156.74	231.35	1388.09
12/12/2022	Glasdon	926	Picnic bench	28	648.49												540.41	108.08	648.49
12/12/2022	Wayne Lewin	927	Wages	29	1,113.10	1100.50	12.60												1113.10
12/12/2022	Net World Sports	VISA	Rebound netting	30	799.24												666.03	133.21	799.24
12/12/2022	Online Playgrounds	912	Refund of parts (PV 11)	31	-50.40											-42.00		-8.40	-50.40
12/12/2022	Maiden Newton Clearance	928	Removal of old fencing	32	100.00											100.00			100.00
12/12/2022	Parkes and Gardens	929	Grass Cutting	33	1,700.00									1400.00			300.00		1700.00
12/12/2022	Amazon	VISA	Prime	34	8.99			8.99											8.99
12/12/2022	Frampton Village Hall	930	s106 Funding	35	779.12												779.12		779.12
																			0.00
	Totals				17696.27	3208.00	102.60	24.75	448.56	287.95	0.00	0.00	45.00	2275.00	798.20	1443.00	7845.42	1217.79	17696.27

**Frampton Receipts 2223**

Date	Received from	Precept	Burial	Allotments	VAT	Donations	Total
19/04/2022	HMRC (VAT rebate)				258.62		258.62
30/04/2022	Dorset Council (Precept)	6430.00					6430.00
16/05/2022	Allotments rent x 6			100.00			100.00
22/08/2022	Dorset Council (s106)					540.41	540.41
01/09/2022	Grassbys		300.00				300.00
19/09/2022	Allotments rent x 2			20.00			20.00
30/09/2022	Dorset Council (s106)					1782.11	1782.11
31/10/2022	Dorset Council (Precept)	6430.00					6430.00
19/09/2022	Jubilee Coins sale x17					170.00	170.00
01/11/2022	Exclusive Rights of Burial (AS)		200.00				200.00
01/11/2022	Dorset Council (s106)					819.78	819.78
		12860.00	500.00	120.00	258.62	3312.30	17050.92

Receipts	Actual	Budget		Difference	
	£	£			
Precept	12,860.00	12860.00		0.00	
Burial	500.00	0.00		500.00	
Donations	120.00	0.00		120.00	
VAT	258.62	0.00		258.62	
<b>Total Receipts</b>	<b>13,738.62</b>	<b>12860.00</b>		878.62	
<b>Payments</b>	<b>£</b>	<b>£</b>			
Salaries	3,208.00	6000.00	53.47	2792.00	6800.00
Expenses	102.60	300.00	34.20	197.40	200.00
Stationary	24.75	100.00	24.75	75.25	100.00
Insurance	448.56	500.00	89.71	51.44	500.00
Fees	287.95	400.00	71.99	112.05	400.00
Donations	0.00	400.00	0.00	400.00	0.00
Honourium	0.00	100.00	0.00	100.00	0.00
Training	45.00	100.00	45.00	55.00	150.00
Grass Cutting	2,275.00	2160.00	105.32	-115.00	2000.00
Footpaths and Enviroment	798.20	800.00	99.78	1.80	700.00
Playground	1,443.00	2000.00	72.15	557.00	2000.00
<b>Precept</b>	<b>8,633.06</b>	<b>12860.00</b>	67.13	<b>4,226.94</b>	12850.00
Reserves	7,845.42				
VAT	1,217.79				
<b>Total Payments</b>	<b>17,696.27</b>				

# FRAMPTON PARISH COUNCIL

## RECONCILIATION FOR THE YEAR 2022-23

A		E		CURRENT BALANCE	
OPENING BALANCE		UNPRESENTED CHEQUES		OPENING BALANCE	11313.00
Carried forward	11313.00	PV	AMOUNT	PLUS INCOME	17050.92
01-Apr-22		29	1113.10	SUB TOTAL	28363.92
TOTAL	11313.00	35	779.12		
				LESS EXPENDITURE	17696.27
B				TOTAL	10667.65
BANK DETAILS					
BANK ACCOUNT	BALANCE				
Lloyds Bank	12559.87			CUMULATIVE BALANCE	
				TOTAL BANK BALANCES	12559.87
				LESS U/P CHEQUES	1892.22
TOTAL	12559.87			TOTAL	10667.65
C				CHECK BALANCE	0.00
INCOME					
INCOME TO DATE	AMOUNT			INCOME	17050.92
See Receipts Ledger				EXPENDITURE	17696.27
				TOTAL	-645.35
TOTAL	17050.92				
EXPENDITURE TO DATE	AMOUNT				
See Payments Ledger					
TOTAL	17696.27				
		TOTAL	1892.22		
		RECONCILIATION			

RESERVES RECONCILIATION  
12th December 2022

Main account		10667.65	
Waste Paper Account		2396.09	
Play Area Equipment Fund		1058.62	
Play Area Maintenance Fund		568.09	
Allotments		185	
Burial Ground		986	
<b>Annual Operational Costs</b>		<b>3215</b>	
<b>General Reserve</b>		<b>2258.85</b>	1217.79
			3476.64
General Reserve Guideline	25-75 % Precept	3217 - 9652	

P - Frampton PC

**Date:** 10 November 2022**Ref:** P/FUL/2022/06745**Support Officer:** Amy Gould**Area:** Northern

☎ 01258 484244

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/FUL/2022/06745**Location:** Court Barn Frampton Park Frampton Dorchester DT2 9NH**Proposal:** Change of use of land & retention of 2no. shepherd huts providing one unit of residential accommodation & one toilet/shower facilities hut, with associated parking**Case Officer:** To be allocated, please check the website for an update.**Case Officer Email:****Case Officer Tel:****Case Officer Additional  
Comments:**

The above Full Planning Application has been received.

You will need to accept the terms and conditions to enter the online planning register

**Any comments you wish to make should also be made  
through the website using the link.**<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=391807&cuuid=C8C6EB61-256C-430E-9536-CB6E477E7DBE>**This link is unique to each consultee for each individual application.****IMPORTANT - do not share this link, it is unique to you as a consultee in our system.****Using the link ensures your comments are processed efficiently.**

If I do not hear from you by the 1 December 2022 the council will proceed to make a recommendation.

Our decision will be published on our website.

Yours sincerely

**Amy Gould  
Planning Technical Support Officer - Northern Team**



P - Frampton PC

**Date:** 14 November 2022**Ref:** P/HOU/2022/06049**Support Officer:** Richard Tottle**Area:** Northern

☎ 01258 484237

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/HOU/2022/06049**Location:** Court Gardens Frampton Park Frampton Dorchester DT2 9NH**Proposal:** Erect two storey and single storey extensions.**Case Officer:** To be allocated, please check the website for an update.**Case Officer Email:****Case Officer Tel:****Case Officer Additional  
Comments:**

The above Householder Planning Permission has been received.

You will need to accept the terms and conditions to enter the online planning register

**Any comments you wish to make should also be made  
through the website using the link.**<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=390963&cuuid=847E7C2B-C07A-47C1-BC8A-472285C595E6>**This link is unique to each consultee for each individual application.****IMPORTANT - do not share this link, it is unique to you as a consultee in our system.****Using the link ensures your comments are processed efficiently.**

If I do not hear from you by the 5 December 2022 the council will proceed to make a recommendation.

Our decision will be published on our website.

Yours sincerely

**Richard Tottle****Planning Technical Support Officer - Northern Team**





## CONTRACT OF EMPLOYMENT

This contract of employment (“the contract”) contains the main terms and conditions of your employment with **Frampton Parish Council** (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

**The Employer** **Frampton Parish Council**

**The Employee** **Mr Wayne Lewin**

**Date of issue**

**COMMENCEMENT DATE**

Your employment with **Frampton Parish Council** began on **01<sup>st</sup> April 2023** (“the commencement date”).

## CONDITIONS OF SERVICE

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

## PROBATION

Your appointment is subject to satisfactory completion of a probationary period of not less than 3 months.

**JOB TITLE**

You are employed as **Parish Clerk and Responsible Finance Officer**

## JOB DUTIES

You are expected to perform all duties which may be required of you as set out in the attached job description.

## PLACE OF WORK

## Working from home

13 Stileham Bank  
Milborne St Andrew  
Dorset  
DT11 0LE

Or locations as defined by Council.

## **SALARY**

Your salary is **SCP 19 + £2** per hour being the current salary point as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

## **THEN**

You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

Your salary will be paid to you by cheque, monthly in arrears.

## **EXPENSES**

The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.

The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.

### **For employees working at home**

Expenses may include any of the following:

Purchase or use of office equipment

Purchase of office consumables

Connection, rental or use of telephone line and Internet/broad band

A sum to take into account the use of space, lighting, heating and electricity due to working from your home.

## HOURS OF WORK

You are required to work **25 hours per month**.

Additional hours may be authorised (in advance) by the Chair of the Council.

## TERMS AND CONDITIONS

There is no entitlement to paid leave.

There is no entitlement to paid sick leave.

There is no pension entitlement.

There is no paternity leave entitlement.

## NOTICE OF TERMINATION OF EMPLOYMENT

### During probationary period

Either party may terminate the contract by giving one week's notice in writing.

### After completion of probationary period

The length of notice which you are obliged to give to the Council to terminate your employment is **three months in writing**.

**Signed:** .....

**Dated:** .....

**Name:** .....

**Signed:** .....

**Dated:** .....

**Name:** .....

Receipts	Actual	Budget		Difference	
	£	£			
Precept	12,860.00	12860.00		0.00	
Burial	500.00	0.00		500.00	
Donations	120.00	0.00		120.00	
VAT	258.62	0.00		258.62	
<b>Total Receipts</b>	<b>13,738.62</b>	<b>12860.00</b>		878.62	
<b>Payments</b>	<b>£</b>	<b>£</b>			
Salaries	3,208.00	6000.00	53.47	2792.00	6800.00
Expenses	102.60	300.00	34.20	197.40	200.00
Stationary	24.75	100.00	24.75	75.25	100.00
Insurance	448.56	500.00	89.71	51.44	500.00
Fees	287.95	400.00	71.99	112.05	400.00
Donations	0.00	400.00	0.00	400.00	0.00
Honourium	0.00	100.00	0.00	100.00	0.00
Training	45.00	100.00	45.00	55.00	150.00
Grass Cutting	2,275.00	2160.00	105.32	-115.00	2000.00
Footpaths and Enviroment	798.20	800.00	99.78	1.80	700.00
Playground	1,443.00	2000.00	72.15	557.00	2000.00
<b>Precept</b>	<b>8,633.06</b>	<b>12860.00</b>	67.13	<b>4,226.94</b>	12850.00
Reserves	7,845.42				
VAT	1,217.79				
<b>Total Payments</b>	<b>17,696.27</b>				