

SALFORD PRIORS PARISH COUNCIL

**Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall,
Salford Priors, on Wednesday 18th December 2013.**

Present: Councillors: J R Stedman (Chairman), K James, K Littleford, L Maude, M Muldowney, D Penn.

Acting Clerk: in the absence of a paid Clerk, Cllr Kim James took the unpaid role of Acting Clerk for the meeting. Minute references to “The Clerk” in these minutes relate to Cllr Kim James.

Also in attendance: District Councillor Maurice Howse and thirteen members of the public

25. **Apologies for absence:** Apologies were received and accepted from Councillor Lindsay Wright
26. **Register of Interests:** Members were reminded of the need to keep their register of interests up to date.

Declaration of Interests: Members were asked to disclose any disclosable pecuniary interests in items on the Agenda and their nature. Councillors with a disclosable pecuniary interest are required to leave the room for the relevant agenda item.

Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

Cllr Stedman declared disclosable pecuniary interests in minutes 6a, 6b, and 8c, if discussed and in payments 2793

The Clerk advised the meeting that he had written to Stratford District Council (22/11/13 Morag Haymes) requesting that former parish councilors Mrs. Patricia Dare and Mr. Anthony Quiney are removed from the published register along with the former clerk Ms. Sally Harte.

27. **Open Forum:** The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.
- a. **Have your say:** *No under 18s were present.*

Open Forum:

- b. The Chairman, Cllr. Stedman, invited Mr. Peter Penny, Church Warden, St. Matthews Salford Priors to address the meeting with regard to the proposed planning application for new toilet facilities at the church.
- At present the toilets are situated in a separate block in the churchyard which is some distance from the church. The facilities are very basic and apart from having to walk some distance in all weathers and sometimes during darkness, it is always cold and unpleasant. During winter months it often has to be taken out of use as it easily freezes and we have had many instances of burst pipes.

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- Situating toilets at the west end of the church would be very convenient and much appreciated by all who attend services and other events in the church.
- Mothers with babies would also be able to change them in a more convenient and welcoming environment.
- The church is trying to encourage more families to attend services and this new facility would add to the welcoming atmosphere of the church.
- By encouraging new members the church hope to be able to increase their income by planned giving and to help reach out to the local community with more comfortable and modern facilities.
- With the installation of a new Priest in Charge three years ago and the formation of a new leadership structure, the Parochial Church Council has decided that the time has come to use a significant amount of the capital reserves to improve the facilities within the church as well as carrying out much needed and expensive maintenance and renovation work.
- The yew trees and shrubs on the west side of porch will be removed.
- The west wall of the porch will be removed and an extension built, creating a lobby area and one toilet primarily for disabled use (with a baby changing facility) and one unisex toilet.
- The external finishes to the extension will match those of the existing porch with stone walls and a tiled roof.
- The window in the present west wall of the porch will be incorporated into the front wall of the extension.
- The existing “sheep” gate at the entrance to the porch will be replaced with a single glass door.

Mr. Penny then describes the various alterations and passed drawings around for both councilors and members of the public to view, he then agreed to a question and answer session.

Mrs. Seville questioned the need: i) Why not modernize the existing facilities? ii) Why does the church need baby changing facilities when even Holy Trinity Stratford on Avon, Coventry Cathedral and York Minster do not provide these facilities?

Mrs. Sharpe asked i) Why the existing toilet block could not be modernised? ii) Why build an extension at the front and not at the rear?

The Chairman asked if the old toilet facility would be disposed of if the new extension gained consent.

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On answering Mr. Penny stated that the current facilities are housed in a sectional concrete garage with very little installation it is not fit for purpose in the 21st century, the south elevation of the church is medieval and the oldest part of St. Matthews, the Porch was built in 1873 to protect the Norman doorway.

The scheme and much needed restoration works are estimated in the region of one hundred and fifty thousand pounds.

To build the extension on the south elevation would be extremely disruptive to the meeting room and more importantly distract from the setting of St. Matthews.

On completion of the extension the old toilet block would be removed and the area made good.

Mr. Penny concluded that English Heritage had been fully involved with the proposals and were supportive and complementary to the proposals being put forward they had looked at several churches in the diocesan before coming up with the current scheme.

The Chairman thanked Mr. Penny for his presentation.

Other matters raised:

Mr. Simon Harrison addressed the council on speeding traffic on the B4088, speeds in excess of the 50 mph speed limit occurred most of the time it is having a detrimental impact on the quality of life of local residents these views were echoed by Mr. John Harrison who stated this road has become a rat run with HGV's avoiding delays on the A46T children's lives are being put at risk.

Mrs. Sue Groome stated that not only should the speed limit be reduced from 50 mph to 40 mph that traffic calming measures should be installed the residents need the Parish Council to support them on this matter the B4088 has become a race track especially for motorbikes. From her dealings with the County Council they have been very supportive but pressure is now required before someone is killed.

The Chairman acknowledged the residents' concerns and stated that the matter would be discussed under item 12 f of the agenda.

Mr. Charles Cowan requested information on the land fill operation at Ragley Quarry the amount of spoil being imported and an accurate plan showing the contours of the finished levels. What level of controls are being taken to ensure that the operator was in compliance with the site's planning conditions it's a vast area of land fill how does the Parish Council know what's taking place is in accordance with approved plans?

Despite reassurance from the Chairman, Mr. Cowan was adamant that more needs to be done to control the site and the operator.

The Clerk informed the meeting he had requested an up to date assessment of the landfill figures from the County Council Planning Department and their assessment of the restoration work to date.

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Mr. Cowan offered the council the use of his services to assess the figures as he is professionally qualified in this field of expertise.

The Chairman thanked Mr. Cowan for the offer of his professional knowledge, the landfill operations and its progress would be discussed at the next meeting of the Quarry Liaison Meeting.

- c. **Ward Members reports:** Apologies were received from Warwickshire County Councillor M Brain, and Stratford on Avon District Councillors, D Pemberton and J Spence

Warwickshire County Council – The Clerk read an e-mail received from Cllr. Brain which he reports that Cllr Brain had considered the applications received to his grant fund of £5000 he has awarded grants to the following projects in his Divisional Area: Bidford Youth Club £900, Bidford on Avon Health Centre PPG £1,500 for essential equipment and Salford Priors School PTA library project £2600.

A reduced speed limit survey on the B4088 will be added to the Capital Transport Seminar in January 2014 for consideration following many complaints of excess speeding, especially through Pitchill and Iron Cross.

Cllr Brain states that he would welcome the PC views on this matter, although if considered it would be consulted on with local residents and the Parish Council.

Stratford on Avon District Council – Cllr Howse said that due to the time and the large amount of business on the agenda to be discussed he would refrain from making a report to assist the council in achieving its agenda business in a timely manner.

28. The Chairman closed the adjournment at 19.55hrs.

29. **Acceptance of Minutes :**

The Clerk informed council of a procedural amendment to the draft minutes that had been circulated to amend minute 19 – after note referring to Cllr. Stedman declared an interest in payments left the room for the following item to insert new wording “Cllr Wright the Vice-Chairman took the chair for the remainder of the meeting” **Amendment Agreed**

a. The Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20th November 2013 at The Memorial Hall, Salford Priors, as amended were approved and signed by the Chairman.

30. **Clerk’s Report:**

- a. Silt clearance, Ban Brook Bridge, Tothall Lane. The order to carry out the removal and disposal of the silt has been placed with Limebridge Rural Services the work is on the contractors work programme and will be completed in early 2014 weather conditions permitting.
- b. Grave plot leveling works in the cemetery. The order to carry out this work has been placed with Limebridge Rural Services, the work is on the contractors work programme
- c. Property at St Matthews Close – The clerk advised the council that the work clearing the garden by Orbit Housing Association had been completed. **Resolved**

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- d. Illuminated Christmas Tree – The Clerk advised he was preparing a specification for the electrical installation and would issue for contractors quotations.
- e. Damaged Road Signs – No progress, Clerk to follow up on this matter with Warwickshire County Council Highways Department on this matter.
- f. Bank Mandate – Clerk reported on current ongoing situation with HSBC with regard to the current signatories and agreed to progress the new mandate once clerks position is filled, however council agreed to pursue a new account with Lloyds Bank PLC, Clerk to make initial account enquiries with the Bidford on Avon Branch of Lloyds Bank.
- g. The Clerk had authorised a transfer of £3000.00 from the deposit account to the current account on his visit to the bank (23/11/13) to ensure sufficient funds were readily available to meet the council's outgoings. It was proposed by Cllr Stedman seconded by Cllr Littleford that the authorization of the Clerks actions are formally approved by the council agreed unanimously.
- h. Dead Tree Dunnington - Clerk advised that a letter of apology on behalf of the council had been sent to Mrs. Rawling. **Resolved**
- i. TOPs Repair to door & replacement fire escape – Clerk reported that the vandalised door had been repaired. Mr. Bradfield (Treasurer TOPs Committee) had received a quotation of £315.00 excluding VAT for a second hand set of galvanized metal steps from Blackhills Leisure Gower Ltd Swansea. Council agreed to purchase the steps.

The Chairman in his capacity as RFO reported to the meeting that the TOPs Management Committee had not been countercharged for the Electricity usage at the building for a period of 8 months an invoice will be issued.
- j. 2014/15 Precept Planning Workshop / Residents Participation – The Clerk reported that the Memorial Hall had been booked for Thursday 9th January at 7:30pm for a budget planning workshop.
- k. B4088 Blocked Road Drains – e-mail sent County Councillor Mike Brain 20/11/13; reply received 22/11/13 from David Ellison wrote that WCC had jetted and cleared the road gullies at Dunnington Crossroads all appears to be running freely. A work request was on the system for the road gullies on Limebridge bank and the quarry entrance. The road gullies at Irons Cross was completed a month ago.
- l. Local Councils Explained. Council agreed to purchase a copy of this NALC publication for £58.99.

31. Neighbourhood Development Plan:

- a. Cllr. James gave a brief verbal report on the inaugural meeting of the Neighborhood Development Plan Consultative Group held on Wednesday 27th November.
- b. Members were advised that the application for designation had been discussed with the Planning Policy Unit at Stratford District Council and the formal application will be made in the first week of January 2014.

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The meeting had been well attended and a committee structure with various working groups was formed.

Strategic Policy Panel – Chair Mr. Walter Thomson (16 members)

Public Engagement & Consultation – Group Lead Mr. Alan Green (5 members)

Housing Development – Group Lead Mr. Keith Chandler (10 members)

Industry & Commerce – Group Lead Cllr. John Stedman (6 members)

Environment – Group Lead Cllr. Liam Maude (6 members)

Community Education & Leisure – Group Lead Cllr. Melanie Muldowney (6 members)

Project Coordinator – Cllr. Kim James.

Meetings of the Public Engagement & Consultation Working Group and the Environmental Working Group had been arranged for early January.

32. **Planning General:**

- a. Mud Walls Farm Dunnington – Removal of caravans and compliance with planning conditions due to the absence of Cllr Wright the matter was referred to the next meeting.
- b. St Matthews Church withdrawal of planning application 13/02713/LBC (Minute 4a & 12a)
The Clerk provided an update to members of his investigations in regard to this matter, the agent for St Matthews Church had submitted two applications to the planning authority:
 - 1) 13/02713/LBC - Listed Building Consent (LBC) for the build of a single storey porch
 - 2) 13/02710/FUL - Planning Application for the build of a single storey porch

The Church's ecclesiastical properties are exempt from Listed Building Consent; therefore the 13/02713/LBC application has been determined as not required.

This is what is now recorded on the SDC website planning portal; however, this is still subject to the Church seeking approval from the Diocese.

The main planning application is not on the District Council's planning portal yet because it has been returned to the agent / applicant on the basis that it is not deemed valid. Once the application has been validated it will enter the formal consultation process

Letters had been sent to the two concerned residents explaining the current position.

Resolved

- c. Angus Soft Fruits Salford Priors, The Chairman reported to the meeting that the external storage of materials was taking place and considered that this was a violation of the current planning conditions for the site, he circulated photographs of the areas concerned. Members resolved for the Clerk to contact the Planning Enforcement Department and request that this matter is investigated.

33. **New Planning Applications:**

- a. Planning Consultation 13/02936/FUL Replacement of existing timber framed and glazed entrance porch at Salford House Station Road, Salford Priors, Evesham WR11 8UX For: Mrs. Pamela Hancox (Salford House Care Home) – Council Decision No Objection

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- b. SDC Consultation on the Bidford on Avon Neighbourhood Development Plan Application – Designation of Area Response required by 17th January 2014. - Council Decision No Objection to designation area boundary.
- c. Planning Consultation 13/03047/FUL Salford Lodge Farm – Erection of Agricultural Building for biomass energy store and Plant Room with hardstanding to front. For Mr. Malcolm Hughes - Council Decision No Objection Support of renewable energy proposals contained within the application.
- d. Planning Consultation 13/03240/ELEC Evesham Road Salford Priors Diversion of existing overhead power lines involving fewer poles and the removal of some from garden areas of properties. For Western Power Distribution. Council Decision members were asked to make comment to the Clerk by the 7th January 2014.

34. **Planning Decisions:** The following planning decisions were noted:

- a. **Planning Application:** 13/02678/TREE Mrs. M Myers 2 Periwinkle Cottages Jack Thomson Croft Salford Priors SDC Decision Approve with Conditions.

35. **Playing Field:**

- a. Weekly Inspection Report – Received from Cllr. Littleford placed on file comments noted.
- b. Future Inspections – The Clerk reported that he had not been able to contact the proposed persons to inspect the equipment to date and would progress the matter, Cllr Stedman agreed to carry out the next inspection.
- c. The Clerk advised members of the need to carry out a thorough inspection of the goal posts and the security of the crossbar following a recent fatality reported to the HSE in another part of the country. Members agreed that this should be added to the inspection list.

Members agreed that one set of goal posts would be removed and placed in storage and for the goal area to be repaired as soon as weather conditions allow. Clerk to progress with the Council's grounds maintenance contractor.

36. **Highways, Amenities & Infrastructure:**

- a. To note the jobs issued to the Lengthsman from the last meeting – No new jobs had been issued during the month.
- b. Dunnington School - Request to School to cut hedge back raised by Cllr. Wright (Minute 18c) The Clerk reported that he had written to the school head teacher Mr. Johnson on the 4th December to date no reply or acknowledgement. Clerk to progress.
- c.
- d. Dunnington Sewage Pumping Station – Ongoing problems with sewage works raised by Cllr. Wright (Minute 18g) Clerk had written to Severn Trent Water PLC requesting information on the ongoing problems with the Pumping Station. STW had contacted the Clerk on the 6th December stating that the council's concerns would be investigated and a report issued. Ongoing Issue.
- e. Roadside drains Station Road Salford Priors e-mail from resident raising concerns on how often the drains are cleared of debris. The Clerk informed the meeting that the matter had been forwarded to County Councillor Brain on the 3rd December to date no reply had been received. Ongoing Issue.

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- f. Street Lighting Faults – Reports from Warwickshire County Council Helpdesk of 2 street lighting columns not working 1 x Park Hall Mews 1 x Priors Grange – Clerk reported to P D Long 05/12/13 both lighting points had been repaired. An invoice for £128.40 for the repair had been received. **Resolved**
- g. The Clerk reported that P D Long had notified the council on the 9th November of a price increase in the repair charging schedule as a result of a lamp charges in particular having risen considerably for some of the newer types of lamps and the older sodium lamps.
- h. B4088 Speeding Traffic –e-mail from local resident requesting lowering of the speed limit from 50 mph to 40 mph. The Clerk had circulated an e-mail from Mrs. Sue Groome to Poonam Thompson at Warwickshire County Council raising concerns with regard to the traffic speeds in along the B4088 through the Pitchill Rushford and Iron Cross settlements.
- i. “The villages of Iron Cross, Rushford and Pitchill, which have a greater number of houses along side an extremely busy road with traffic on occasions, exceeding 80 mph as we have witnessed. We have HGV Lorries and Buses regularly breaking the 50 mph speed limit, when they are legally restricted to 40mph on a B road. I have been told by a resident that the road is on a motorbike website as part of a good race circuit, so we regularly have to contend with unbelievable speeds form motorbikes racing.”
After discussion the council formally agreed that this matter should receive its full consideration and the Clerk was asked to make initial investigations with the County Council Highways Department.
- j. B4088 Complaints raised at Community Forum – State of road surface as a direct result of the landfill operations at Ragley Quarry Marsh Farm mud, stone, rock debris hazard to road users and pedestrians. The Clerk read a detailed account of the actions taken on behalf of the Parish Council by Warwickshire County Council to rectify the situation. County Officers had reported they had never seen the site haul road in such a poor condition, from their inspections it highlighted poor site supervision. The Clerk reported that several e-mails had been exchanged with officers to address the issue and he drew the County Councils attention to three sections of the Highways Act 1980 to enforce the residents’ concerns namely:

Section 148 of the Highways Act 1980 makes it an offence to deposit mud etc. on the highway that would interrupt other users of the highway.

Section 149 of the Highways Act 1980 gives the highways authority the power to clean the road and recover its expenses from the person causing the obstruction.

Section 161 of the Highways Act 1980 states “If a person, without lawful authority or excuse, deposits anything whatsoever on a highway in consequence of which a user of the highway is injured or endangered, that person is guilty of an offence”

The Chairman reported that he had visited the quarry haul road crossing at Tothall Lane earlier in the day and had found the road in a terrible state. County Officers were now regularly monitoring the site

The council agreed to monitor the situation and instructed the Clerk to keep pressuring the County Council to resolve the issues with CEMEX without any delay. Also to arrange a gravel liaison meeting in February to appraise the current problems.

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37. Rights of Way:

- a. Cllr. Penn advised he had nothing to report on Rights of Way matters within the parish.
- b. Cllr Stedman reported a potential problem on AL6 with an overhanging Willow tree at the bridge crossing. Cllr Stedman to forward photographs to the Clerk – Clerk to contact land owner to rectify the matter.

38. Matters raised by Councillors:

Matters raised by Councillors are considered under this item and Councillors are also invited to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

- a. No issues raised

39. Consideration of Correspondence Received:

- a. Stratford on Avon District Citizens Advice Bureau – An update on the Bureau’s work in 2013 had been circulated. Following discussion on the contents of the CAB’s report Cllr. Littleford proposed seconded by Cllr. Penn that Salford Priors Parish Council makes a donation of £300.00 towards the ongoing work carried out by the Bureau. On being put to the vote the motion was agreed unanimously. A cheque would be issued at the January meeting.
- b. WALC – Membership Subscription Rate Notification 2014/2015 - £531.00. **Noted**
- c. WALC – Training Events 2014. Members noted the contents and were advised to inform the Clerk of any training course that they wish to attend,
- d. E-mail from company based in Bidford on Avon to advertise on the Parish Community Web Site. Council agreed the principle but would delay its final decision until it had drafted a policy statement on this issue.
- e. Operation Christmas Presence 2013 by Warwickshire Police & West Mercia Police. Noted
- f. WALC letter to County Association from SDC Chief Executive on Council Tax Benefit Support Grant. Noted
- g. Stratford on Avon District Council – Guidance for Displaying Promotional Material / Rules relating to Fly Posting. Clerk to circulate to parish organisations.
- h. Dragonfly Film & Television Productions e-mail received looking for people to appear in a television documentary about customer service in Britain agreed to circulate details to residents via the e-newsletter.

40. Correspondence for Information Only:

- a. Governments Autumn Statement issued 28/11/13 Circulated to members

41. Finance:

- a. Section 137 Expenditure Limit for 2014/2015 The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137(4)(a) of the Local Government Act 1972 (“1972 Act”) for 2014-2015 is £7.20.

This is the amount that results from increasing the amount for 2013-2014 (£6.98) by the percentage increase in the Retail Prices Index between September 2012 and September 2013 (of 3.2%), in accordance with Schedule 12B to the 1972 Act.

- b. Council noted the bank account balances.
Current Account £4001.76 / Deposit Account £56,182.11

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- c. Cllr Stedman as acting Responsible Finance Officer gave a verbal report on administration method changes that were being made to streamline and make the financial processes of the council more accountable and transparent.
- d. To consider the salary and expenses adjustments to Ms Sally Harte – *confidential paper circulated* As a result of carrying out a check on the former clerk's salary payments it had been established that there was an under payment of £88.66. Council agreed to rectify the matter immediately.
- e. The Clerk made members aware of his concerns with regard to the security of the office and data protection. He had found the photo-copier had been used and had been left disabled and unusable; having repaired the copier and correctly inserted the tonner bottle he had taken a reading from the copier counter the reading as of the 17th December was 141,779 copies. As there are a number of sets of door keys in circularization and the main hall keys fit the office locks, this constitutes a serious breach of data protection.

The Council resolved the following changes: - To the changing of the three door locks and the purchase of a fire safe for the current minute book. Arrangements will be made to download the laptops to an external hard-drive for safe keeping. The use of the office as a Resource Centre will only be authorised when the Clerk is present and at no other time. All photo copying will be charged for in accordance with the approved pricing schedule, and the council will review its scale of charges as soon as possible.

The Clerk to advise the Memorial Hall Management Committee of the Council's proposed action, also as of January the services of the Hall's cleaner will no longer be required for cleaning the Parish Office.

On office administration procedures the Clerk had found a large amount of papers not filed and he will endeavor to complete the filing in the next few weeks.

Note: Cllr Stedman having declared an interest in payments left the room for the following item. It was agreed that Cllr. Penn should take the chair for the item regarding payments.

- f. Council approved the payments and transfers as listed in Appendix A. Proposed by Cllr. Littleford & Seconded by Cllr. Maude. Agreed.
- g. It was agreed that the Cheques would be signed by Cllrs. James, and Penn as authorized signatories.

Note: Cllr Stedman having left the room now returned and resumed as Chairman.

42. Staffing Matters:

- a) Chairman to report on the actions taken to:
To advertise the Vacancy of Clerk & RFO to the Parish Council. Cllr Stedman reported that 5 applications had been received however two of these had been interviewed previously and one had withdrawn following a discussion; members agreed to place an advertisement in an edition of the Evesham Journal before establishing an interview panel. All applications will be re-discussed at the January meeting. The Chairman to inform current applicants of the Council decision.
- b) Staffing Consultative Group – to review the composition of the group following Cllr. Littleford's notice that she wishes to step down from the group. Cllr. Muldowney was proposed and her appointment was agreed.

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- a) The Clerk had circulated a list of proposed meeting dates from January 2014 until May 2015 council agreed to all of the dates as proposed.
- b) Council confirmed the date of Thursday 9th January 2014 at 7:30pm– for the Budget Planning Workshop Public Participation Meeting.
- c) Council confirmed the date of the next Ordinary Meeting of the Parish Council as Wednesday 15th January 2014 in The Memorial Hall, Salford Priors at 7:00pm.

Closure of meeting: The Chairman closed the meeting at 22.30 hrs.

Chairman: _____ Date: _____

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44. Appendix A – Finance:

Payments Authorised

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
2792	Stratford Herald	Clerk Advert	103.20	17.20	86.00
2793	Limebridge Rural Services	Amenity Contracts	539.10	89.85	449.25
DD	EDF Energy	TOPs Electricity	56.00	2.67	53.33
DD	Plusnet	Office Broadband	18.99	2.83	16.16
2794	P D Long	Street Lighting Repairs	128.40	21.40	107.00
2795	Mr. M J Philpott	Mentoring services	256.92		256.92
2796	Mr. T Hunt	Lengthsman Nov	84.00		84.00
2797	Ms. S Harte	Clerk's Salary final adjustment	88.66		88.66
2798	Severn Trent Water Plc	Severn Trent Allotment Water	14.37		14.37
			1,289.64	133.95	1,155.69

Account Transfer	23-Nov	3000.00
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Payments received and banked			
Received From	Details	Amount	Banked
HMRC	VAT Claim 2nd Quarter	1,200.29	18-Nov
	Total	1,200.29	

All paid up Account Balances

CURRENT ACCOUNT	£4,001.76
DEPOSIT ACCOUNT	56,182.11
TOTAL FUND BALANCE	£60,183.87

Chairman: _____ Date: _____