

**Minutes of the Bearsted Parish Council Meeting
on Tuesday 10 January 2023 commencing at 7.30pm.**

Councillors present: G Harrington, A Rowe, P Marshall MBE, R Ash MBE, D Spooner, D Hall, M Peters, S Knatchbull, J Tribley, M Harris, Mrs D Baylis (Locum Clerk) and 30 members of the public.

1. To elect a new Parish Council Chairperson

Cllr Spooner was nominated by Cllr Harris, seconded by Cllr Hall. Cllr Hall was nominated by Cllr Tribley, seconded by Cllr Harrington. Each nominated person gave a short statement following which a vote was taken. Cllr Hall received 7 votes and Cllr Spooner 2 votes. Cllr Hall having received the majority vote was duly elected Chairperson and signed his Declaration of Acceptance of Office.

2. To elect a new Parish Council Vice-Chairperson

Cllr Spooner was nominated by Cllr Ash, seconded by Cllr Rowe. A vote was taken with 4 in favour, 3 against and 1 abstention. Cllr Spooner was duly elected as Vice-Chairman and signed his Declaration of Acceptance of Office.

Reports from members of the public

One member of the public reported flooding issues on the South side of the Green. Water was flowing down Church Hill. The drains block with leaf litter. KCC have said that the drains are too shallow and clear them every year but a long term solution is needed.

One member of the public was attending to hear item 12. Licencing application 22/04802/LAPRE and felt that the application should be supported by the Parish Council.

Borough Councillor Val Springett had attended as a member of the public and had concerns over the resignation/disqualification of Cllr F Hughes. She said that it was important to distinguish between the two and make absolutely certain that the correct procedures had been followed. It was proposed by Cllr Hall, seconded by Cllr Spooner that an Extraordinary Council Meeting be held before the Communications Meeting on the 17th January 2023 to go through the information and make sure that the correct reason for leaving was given on the Notice of Election. The motion was passed with 7 votes for and 3 against.

3. Declaration of intention to record

The declaration was read out.

4. Apologies and absences

Cllr Kamp had sent apologies due to illness. These were accepted by all.

5. Declaration of Interests, Dispensations, Predetermination or Lobbying

None declared. Cllrs Ash and Marshall had a query over their interests as they were trustees of Madginford Hall which was mentioned in error in the accounts.

6. Emergency locum costs

a) To approve in retrospect the emergency appointment of a locum clerk to attend and produce minutes for this Full Council Meeting

It was proposed by Cllr Ash, seconded by Cllr Spooner and all agreed that Mrs Baylis be employed as a locum clerk for the meeting.

- b) **To consider the temporary appointment of a qualified and experienced locum Clerk to run the Parish Office in the absence of the Proper Officer.**

It was proposed by Cllr Ash, seconded by Cllr Marshall that a qualified locum clerk be appointed until the return of the Clerk. This motion was passed with 9 in favour and 1 abstention.

The HR Committee would look into this and report back to the next meeting.

7. **To resolve to go into closed session and exclude the press and public at item 13 (Admission to meetings) Act 1960 in accordance with standing order 10 (xi) HR Matters and Code of Conduct resolution.**

It was proposed by Cllr Tribley, seconded by Cllr Harris that a resolution be passed to exclude the press and public during item 13. A vote was taken with 5 in favour and 4 abstentions and the motion carried.

8. **Signing of the Minutes of the last meeting.**

- a) **Discuss and vote to amend and/or sign minutes for Full Council meeting 15 November 2022.**

It was proposed by Cllr Spooner, seconded by Cllr Marshall and all agreed that the signing of the minutes be deferred until the next full meeting of the Council.

- b) **Signing of minutes from Extraordinary meeting 21 November 2022**

It was proposed by Cllr Ash, seconded by Cllr Spooner and agreed with 2 abstentions that these minutes be signed.

9. **Co-Option of Councillors**

There were 4 candidates for 3 vacancies. Each candidate read out a short statement and answered questions from Councillors following which a vote was taken as follows:

Clive English 5 votes

Shaun Turner 4 votes

Frank Jagger 9 votes

Carolyn Smith 10 votes

Clive English, Frank Jagger and Carolyn Smith were duly co-opted to become Councillors of Bearsted Parish Council and signed their Declarations of Acceptance of Office following which they took part in the remainder of the meeting as Councillors.

Mr Turner was encouraged to apply for the upcoming Casual Vacancy.

10. **The appointment of Councillors to committees**

Each committee was reviewed and members decided which committee they would sit on.

11. **Donated Land**

Due to the absence of a copy of a fully signed transfer document and questions over the authorisation of the Parish Council representatives who had signed the documentation Cllr Hall proposed that he write to Whitehead Monckton (BPC's solicitors) to ascertain the legality of the transfer. This motion was formally put to the meeting by Cllr English, seconded by Cllr Spooner and passed with 12 in

favour. Cllr Hall would circulate the letter to councillors for comment before it was sent and report back to the next Parish Council meeting.

12. **To consider application 22/04802/LAPRE**

Cllr English declared an interest as he was a member of Maidstone Borough Councils Licencing Committee and he took no part in the discussion.

There were concerns over the Licencing application giving a closing time of 11pm due to issues with anti-social behaviour on the green. A vote was taken over supporting the application and it was agreed with 10 votes for and 2 abstentions to support the application but raise concerns over the opening hours stated on the application.

13. **Closed Session – minuted separately**

14. **Finance (Accounts and Audit Regulation 2011/817**

a) **Resolution to approve/ratify quotations or payments**

i) **December payments and invoices**

It was proposed by Cllr Ash, seconded by Cllr Spooner and all agreed that the December payments and invoices be approved.

ii) **Allotment Personal Liability Insurance**

It was proposed by Cllr Ash, seconded by Cllr English and all agreed that the Allotment Personal Liability Insurance be renewed.

b) **Grant and Donation Requests**

i) **Heart of Kent Hospice**

It was proposed by Cllr Ash, seconded by Cllr Rowe and all agreed that the requested amount of £1,490 be granted.

c) **Authorise Payments**

It was proposed by Cllr Ash, seconded by Cllr Marshall and all agreed that the payments listed be made.

d) **Finance Reports**

It was proposed by Cllr English, seconded by Cllr Ash and all agreed that the finance reports be accepted.

e) **Balances of Accounts**

The account balances were noted. Cllr Ash said that not all account statements had been received.

f) **To finalise budgets and the Precept for the financial year 2023-24**

It was proposed by Cllr Ash, seconded by Cllr Hannington and all agreed that budget be agreed and that the Band D Charge would remain the same at £36.36 generating a Precept of £132,343.

15. **Confidentiality and appropriate Councillor conduct**

a) **Media conduct and potential investigation**

It was agreed that following the Kent online article in which former Cllr Hughes stated that he was bullied out of the Council, an investigation needed to be carried out in order to protect the integrity of the Council. It was agreed that Cllr Hall will start the investigation and acknowledged that an independent investigator might need to be appointed.

b) **Discuss sharing of email thread**

This had been reported to the Information Commissioners Office and was being investigated.

c) **Discuss correct use of disclaimer on council emails**

The disclaimer was discussed following which it was proposed by Cllr Peters, second by Cllr English and all agreed that it be reviewed at the next General Policy meeting and then brought back to Full Council.

16. **Policies**

a) **Scheme of Delegation**

b) **Lone Workers Policy**

c) **Paternity Pay and Leave**

d) **Accessibility Statement**

e) **Civility and Respect model Councillor and Officer protocol**

It was proposed by Cllr Hall, seconded by Cllr Harris and all agreed that all of the above Policies will be reviewed by the Finance & Policies Committee at the earliest opportunity and then returned to Full Council.

10. **Future Agenda Items**

HR Committee feedback and recommendations
Donated Land

11. **Date of Next Meeting**

Tuesday 14 February 2023.

Noted.

Meeting closed at 10.30 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....



Minutes of the Extraordinary Full Council meeting of Bearsted Parish Council held at King George Memorial Hall on Tuesday 17th January 2023 at 7.30pm

Present:	Cllr David Hall - Chairman	Cllr Pat Marshall MBE
	Cllr Clive English	Cllr Graeme Hannington
	Cllr Richard Ash MBE	Cllr Carolyn Smith
	Cllr Denis Spooner	

Also in attendance was the Administrator Amy Bush and 2 members of the public.

Reports from members of the public

A member of the public spoke to highlight the reasons a legal letter from Weightmans was issued to Bearsted Parish Council.

1. Declarations of intention to record

The administrator declared she was recording for minuting purposes.

2. Apologies and absences

Apologies were received and accepted by unanimous vote for the following Councillors: Cllr Peters, Cllr Rowe, Cllr Jagger and Cllr Harris.

3. Declaration of Interests, Dispensations, Predetermination, or Lobbying

None were declared.

4. Weightmans LLP Solicitor Letter.

To consider the legal request from Weightmans LLP solicitors and legal advice provided to the proper officer and the then Chairman.

Councillors voted with all in favour to accept the Wightmans interpretation of Section 85.1 of the Local Government act 1972 and resolved that the following 3 actions would be taken:

1. To record and advertise that a casual vacancy has arisen because of the disqualification of Cllr F. Hughes.
2. To send a letter thanking former Cllr F. Hughes explaining the reasons and regret that she became disqualified on 27 October 2022.
3. To ensure that a situation such as this does not occur in the future BPC will review all of its Standing Orders and policies

There being no further business to transact, the meeting closed at 20.02 hrs

Signed..... Date.....

From: [Sandra Knatchbull](#)
To: office@bearstedparishcouncil.gov.uk
Subject: Monthly Report
Date: 09 February 2023 18:45:07

Dear Jo and Amy

Please see my report for Full Council.

Best wishes.

Sandra x

Sandra Knatchbull, Councillor for Bearsted Ward

A quiet month where Borough meetings are concerned. Several people have spoken to me regarding the rise in car theft and anti-social behaviour generally in Bearsted. I can understand their frustrations, given that people are being moved on from the pinch points in Maidstone, only to then surface in villages around the borough which are easily accessed by train. Due to stations not being manned, it is easy to enter freely by train free of charge as there is no one to challenge them. There will be a councillor briefing in March on neighbourhood policing which I will be attending and hope that some headway can be made in understanding what is being done, as Brenchley Gardens in Maidstone is now closed at night, so the concern from village residents is 'where are they going'?

Bearsted Climate Action Network have had a visual presence in Bearsted for some months now. Holy Cross Church initially assisted in working alongside them to get the idea off the ground and a member of CAN is on the Parochial Church Council. They also had their own pitch on the Green last year at the Bearsted Fayre, next to the Holy Cross Church pitch. I am pleased to see that they are going from strength to strength with the Repair Café, which has been so well attended by both repairers and those who would like their cherished items repaired.

BEARSTED PARISH COUNCIL REPORT FROM SALLY WILLIAMS – KCC COMMUNITY WARDEN – Feb 2023

Ongoing welfare, isolation issues with residents around Bearsted – I am giving my continued support/help etc.

Received a call from a resident in Winifred Road Bearsted saying that a trader was door knocking in this road – saying to the residents that roofing work was needed to be done. The lady who reported it to me , in fact has a new roof – so no work was needed.

I managed to track this possible rogue trader down, after looking for him on the Madginford Estate, he was cold calling on the Ashford Road Bearsted and approached him whilst he was door knocking on properties – he felt very uncomfortable with my presence (I did say that I would get the police involved) he apologised and said he wouldn't do the calling again and left very quickly. I managed to get his company details – vehicle reg etc and passed the intelligence to Trading Standards and Community Wardens in other areas - I door knocked the residents he had visited – reassuring them about this rogue trader and to ignore what he had said to them etc.

Residents have now started to occupy the new properties in Cross Keys – I have door knocked and introduced myself to them – and left my contact information if they have any issues or just want to know what is going on in Bearsted (some of them do not know the area)



LRH PROPERTY MAINTENANCE
228 Barton Hill Drive
Minster
Sheerness
Kent
ME12 3LZ

Date 07/02/23

Quote for Bearsted Parish Council.

To put up bunting and flags to decorate trees and anything else that may be needed.
To take all back down after the event.

Total quote - £1450.00

I hope this quote is satisfactory to you and look forward to hearing from you soon.
If you wish for me to go ahead with the work please contact me on 07904044593 to
arrange a start date.

Kind regards

Lee Harrison

Costs for Coronation Bunting.

£500 would buy around 2000 metres



40m/130ft Long Union Jack Bunting Banner with 100 Triangle Flags Sports Royal Events Street Party Decorations Pub BBQ Great Britain Support

Visit the SHATCHI Store

★★★★★ 1,221 ratings

£8⁹⁹

FREE Returns

Buy 4, save 5%. Discount by Amazon. Terms | Shop items

Save up to 6% with business pricing. Sign up for free Amazon Business account Available at a lower price from other sellers that may not offer free Prime delivery.

Size Name: 40m/130ft with 100 Flags

10m/33ft with 25 Flags 18m/60ft with 40 Flags 20m/65ft with 50 Flags

40m/130ft with 100 Flags

Pattern Name: Single

Single + 10pcs Union Jack Hand Flags + 20pcs Union Jack Hand Flags

+ BBQ Royal Event Décor

Colour: Union Jack
Brand: SHATCHI
Occasion: Wedding, Royal Party, Anniversary, Birthday, Queen's Platinum Jubilee
Material: Plastic
Product dimensions: 30L x 20W centimetres



Union Jack Bunting Fabric with 38 British Banners, 12m/39Feet British String Bunting for Pub BBQ Royal Events Party Decorations

Brand: ePicsoa

★★★★★ 95 ratings

£4⁹⁹

Get £5 extra when you top up £60. *Terms and conditions apply. Learn more

Size Name: 20 x 28 cm

14 x 21 cm £3.99 20 x 28 cm £4.99

Brand: ePicsoa
Item dimensions L x W x H: 21 x 28 centimetres
Shape: Triangle

About this item

- [What will you get] : 39.3 Feet / 12 Metres Long with 38 Flags. Each Individual rectangular flag Size: 20cm X 28cm. You can DIY it to cut the string to your demanded length



Union Jack Flags 20pcs King Charles III Union Jack Flag Bunting New UK King Flags for Coronation Celebration Decoration Garden Yard Lawn Outdoor Royal Events, BBQ, Party Decoration

Brand: Fitn beau

£5⁹⁹

FREE Returns

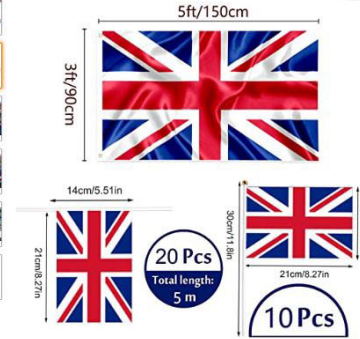
Buy 4, save 5%. Discount by Amazon. Terms | Shop items

Get £5 extra when you top up £60. *Terms and conditions apply. Learn more

Brand: Fitn beau
Occasion: Patriot Day, Anniversary, Pride Day
Material: Polyester
Product dimensions: 10L x 10W millimetres

About this item

- Union Jack Flag Decoration: English flag bundling includes 1X Union flag 5ft x 3ft, 1X 5-meter long English bundling (English bundling includes 20 small English flags), 10 small Union Jack flags on sticks.
- Premium Material: This union Stick Flags are made of high quality material, no odor, eco-friendly and durable, will not fade, soft and strong.





Minutes of the Communications Committee meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise on Tuesday 17th January 2023 at 8.00pm

Present: Cllr David Hall (Chairman)
Cllr Clive English
Cllr Pat Marshall MBE
Cllr Denis Spooner
Cllr Carolyn Smith

Also present was the Administrator Amy Bush and one member of the public.

1. Declarations of intention to record.

The Administrator declared she would be recording the meeting for minuting purposes.

2. Apologies for absences

None.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None were declared.

4. Signing of the Minutes of the last meeting

The minutes of the Communications Committee meeting on the Tuesday 22nd November 2022 were agreed as a true record and duly signed.

5. Office report

The administrator to report on previous actions and papers during each item.

6. Media, printed and internal communications (LGA 1972 s142)

- a) Correspondence: None.
- b) 2023 Newsletter: A February newsletter will be drafted to include:
New Chairman introduction / statement, Introduction of new Cllrs, Events for the diary, Mynn Awards update, Community bus service update.
- c) Website: Office to update with new Cllr bios once received.
- d) Social media: None.

ACTION: Office

7. Events (LGA 1972 s145 (1)(a))

- a) Fireworks: To secure date and contractors for 2023.
- b) Market on the Green: No updates
Bearsted in Bloom: The committee voted with all in favour to rest the event in 2023 and to revisit in 2024 if there is enough public interest.
- c) Playscheme: The event will run w/c 24th July 23 and w/c 31st July 23. BPC to discuss ways to expand and enhance the popular event in the future. Cllr Hall to contact the event organiser to discuss.
- d) Other Event suggestions: To explore the possibility of future events on The Green including a circus, Air Ambulance show, Police show.

ACTION: Cllr Hall

e) Externally organised events:

- i. Cars on the Green: Date confirmed as 23rd July 2023. Office to send the organiser Cllr Halls email address as a point of contact.

8. Celebration of the Coronation (LGA 1972 s145 (1)(a))

The office reported that little feedback was received from the Community engagement exercise.

The committee agreed that due to time restraints and lack of feedback that no official event would be organised by Bearsted Parish Council.

The committee agreed to propose a £500 spend to Full Council for bunting and flags to decorate the Parish ahead of the celebrations.

Cllr Smith agreed to contact the schools to discuss possible calibration.

ACTION: Cllr Smith

ACTION: Office

9. Elizabeth Harvie Field Premise Licence

The administrator updated the committee on the need to resubmit the licence application. As no events are planned on the field in the short term this will be completed when next possible.

ACTION: Office

10. Beautification of Bearsted (Local Government Act 1972, s. 144)

The committee agreed to refer this item to the Environment committee.

ACTION: Office

11. Mynn Awards

The committee voted with all in favour the following processes for the 2023 Mynn Awards:

1. To schedule the awards for November 2023 and to review at the Comms meeting in May.
2. Cllr English to lead the organisation and working group.
3. A working group to be formed with 3 members, Cllr English, Cllr Marshall and one external member.

12. Parish Booklet 2023

The committee voted with all in favour not to produce a booklet for 2023. The committee will look at more sustainable ways to update the Parish including the website and newsletter.

13. Newsletter distribution

The committee agreed to propose the following at the next Full Council meeting: That 3 newsletter editions from April will be delivered by hand to all Parish households. This task would be shared across all able Cllrs. The intention will be to gain more interest and increase the online mailing list foreseeing a more sustainable and digital future.

14. Permanent banner poles

The committee voted to spend a maximum of £150 on one permanent banner pole to be used at The Green to advertise BPC events.

ACTION: Office

15. Community Project / Project A Briefing Document

The committee voted to defer this item to the next agenda.

16. Twitter account.

The committee voted with all in favour for the office to set up a Twitter account. This will be used to contact suppliers when needed.

17. Future Agenda Items

- Election of Committee Chairperson
- Election brief and engagement
- Mynn awards working group
- BPC Election poster / engagement
- Coronation decorations
- Community Project / Project A Briefing Document

18. Date of next Meeting

21st March 2023

There being no further business to transact, the meeting closed at 21.45h

Signed..... Date.....



Minutes of the Traffic and Transport Committee meeting of Bearsted Parish
Council held at Madginford Hall, Egremont Road, Bearsted
Tuesday 31st January 2023 at 7:30pm

Present: Cllr Richard Ash MBC (Chairman)
Cllr David Hall (Vice Chair)
Cllr Alan Rowe
Cllr Denis Spooner

Also, in attendance was the Administrator Joanne Upton along with MBC Cllr Val Springett and 4 members of the public.

The committee voted with all in favour to move straight to item 4.

4 To elect a new committee Chairperson

Cllr Hall nominated Cllr Ash for the position of Chairperson, seconded by Cllr Rowe and agreed with all in favour. There were no other nominations.

5. To elect a new committee Vice Chairperson

Cllr Ash nominated Cllr Hall for the position of Vice Chair, seconded by Cllr Spooner and agreed with all in favour. There were no other nominations.

There were 3 reports from members of the public.

One resident spoke about parking concerns on Sandy Mount which has become a car park for residents on Ware Street. Concerns include inconsiderate parking on footpaths, making it difficult for his disabled son to use the footpaths safely. Cars driving on the footpaths due to numerous cars parked in the road. There are no spaces for visitors and the resident has had trouble selling his property due to the parking issues.

A second resident spoke about parking concerns on Shirley Way, vehicles parking opposite each other preventing emergency and larger vehicles being able to use the road, parking on footpaths preventing wheelchair and pushchair access to pedestrians. Parked cars belonging to staff that work at the various local businesses so are being left there all day.

A third resident spoke about parking concerns on Copsewood Way, specifically the two car transporters being parked on the road and the number of cars being parked by that business. Extremely dangerous when trying to access their driveway as the car transporters block all visibility of the road.

1. Declarations of intention to record.

The Chairman declared that the meeting will be recorded by the Administrator for minuting purposes.

2. Apologies and absence

Apologies were duly noted for Cllr Mark Peters.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None declared.

The committee voted with all in favour to move to item 9, 16a & 16b.

9. Review Highways Improvement Plan

Sandy Mount – Cllr Ash asked the resident if he felt the number of designated parking bays were appropriate. The resident confirmed it was as it allowed vehicles time to be on the correct side of the road before the bend. He feels there should be double yellow lines from the parking bays round the bend until the straight. The Administrator confirmed that former Chair Joanna Tribley had been in contact with KCC regarding double yellow lines but we need to establish what stage this request was at. Cllr Rowe asked if

these incidents of illegal parking were being reported to the police and stated that all incidents must be reported by residents. Cllr Hall suggested that Cllr Ash and himself visit Sandy Mount to review the situation and meet with the resident. Cllr Spooner suggested MBC request parking wardens to visit the area.

ACTION: CLLR HALL/CLLR ASH

16. Correspondence

- a) Shirley Way. Cllr Hall suggested the possibility of restricted parking to prevent people parking there all day.
- b) Copsewood Way. Cllr Rowe advised the residents that if the business with the car transporters are parking cars illegally on the roads, the residents should report this to the police. It was agreed that Cllr Hall and Cllr Ash will visit Shirley Way and Copsewood Way to review the situation.

ACTION: CLLR HALL/CLLR ASH

6. Signing of the Minutes of the last meeting

The minutes of the Traffic and Transport Committee meeting of 8th November 2022 were agreed and duly signed.

7. Administrators Report

The Administrator reported that the new Traffic page for the website has not yet been designed due to staffing issues in the office.

Otham Parish Clerk had been in contact with KCC regarding reducing the speed limit on Otham Lane, the data shows the average speed is 28mph, KCC advised they are happy to meet with BPC should the committee wish to discuss this further but at the present they do not consider there is a need to reduce the speed.

Hollingbourne Parish Council have confirmed they would like to arrange a meeting to discuss speed reduction on the A20. Cllr Springett advised she has been in contact with Cllr Smith at Thurnham who is also keen to meet. The Administrator will contact all concerned to arrange a date for the meeting.

The office sent information to all three schools regarding free Road Safety talks by KCC, Madginford School will follow this up directly with KCC. The suggested poster competition was not initiated due to staffing issues in the office.

ACTION: ADMINISTRATOR

8. Parish Traffic Zone Update

No action taken by Councillors. Cllr Ash spoke about the numerous pot holes, Cllr Spooner suggested BPC contact Paul Carter, Cllr Hall offered to contact KCC to establish the best contact. Cllr Spooner suggested we add a link to the Newsletter providing residents details to report potholes directly to KCC. Cllr Hall has spoken to KCC regarding the flooding on the south side of The Green, which is causing the Green to collapse due to the shallow nature of the drains. Cllr Hall will liaise with KCC and suggested BPC Traffic and Environment committees make this issue a priority.

ACTION: ADMINISTRATOR

9. Review Highways Improvement Plan

A20 Speeding. Cllr Hall advised that KCC have now stated only one gateway option is available due to the buildouts would block drive ways. This has been quoted at £5000 - £8000. Cllr Hall proposed to proceed with the available gateway option, seconded by Cllr Spooner and agreed with all in favour.

Budget. Cllr Hall noted that the pedestrian crossing at the Bearsted Train Station had not been included in the £20,000 budget for 2023/2024. Cllr Hall proposed to accept former Chair Joanne Tribbley's £20,000 budget and to request an additional £15,000 for the pedestrian crossing at the Full Council meeting. This was seconded by Cllr Spooner and agreed with all in favour.

10. Bus funding/Community Transport Grant

Cllr Hall confirmed that he is liaising with Detling Parish Council to apply for the grant. This would provide a bus service twice a day for 5 days per week. The route would need to be finalised in conjunction with Detling Parish Council. Cllr Hall will prepare a statement for the Newsletter and report back to the Committee once a decision on funding has been made.

ACTION: CLLR HALL

11. Bearsted Train Service

Cllr Hall confirmed that no progress has been made with South Eastern, even with the involvement of Helen Whately.

12. Bearsted Road Improvements

Cllr Springett advised that this is imminent and is awaiting a date for a meeting to confirm the start on site date. Cllr Springett is still pushing for traffic calming measures on Ware Street to reduce the number of vehicles using Bearsted as a cut through.

13. 20mph speed limit road options.

Cllr Ash stated that he would like to see all roads within Bearsted reduced to 20mph, with the exception of the A20 and Ware Street/The Street. The area from the railway bridge to Mallings Lane to be included in the 20mph zone. Cllr Springett advised there is a specific process to request this, Cllr Hall will write to KCC to progress this.

ACTION: CLLR HALL

14. Improve safety of roads at local schools

This was discussed under item 7.

15. New webpage – HIP information.

This was discussed under item 7.

16. General Correspondence

- c) Fauchons Lane junction with The Landway. Cllr Springett advised this can be reported online to KCC who will contact the resident to cut back if it is blocking or overhanging the footpath.

ACTION: ADMINISTRATOR

17. Future Agenda Items

- HIP.
- Community Bus Service.
- 20mph speed limit road options.
- Update from MBC on the road widening of Bearsted Road.
- School road safety.

18. Date of next Meeting: 7th March 2023

With no further business to transact, the meeting closed at 20.55hrs

Signed.....

Date.....

BPC Statements to the Press/Media

Requests from the press or other media for a verbal or written comment on behalf of the Parish Council shall be co-ordinated by the Proper Officer and Chair of the Communication Committee. Where media requests for comments are sent to individual Councillors, it must be made clear that any view expressed is that of the individual and does not represent Parish Council policy. Councillors should ensure that they do not bring the Parish Council into disrepute.



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road on Tuesday 7th February 2023 at 7:30 pm

Present:

Cllr David Hall
Cllr Clive English
Cllr Frank Jagger
Cllr Denis Spooner
Cllr Carolyn Smith

Also, in attendance was the Administrator Amy Bush, Cllr Richard Ash MBE and two members of the public.

Reports from members of the public

Cllr Ash suggested that the committee should simplify the front sheet of policy documents.

1. Declarations of intention to record.

The Administrator declared that the meeting would be recorded for minuting purposes.

2. Apologies and absence

None.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Smith declared an interest in Bearsted CAN.

4. To elect a new committee Chairperson

The committee voted with all in favour to elect Cllr Clive English as Chairman.

5. To elect a new committee Vice Chairperson

The committee voted with all in favour to elect Cllr Frank Jagger as Vice Chairman.

6. Finance (Accounts and Audit Regulation 2011/817)

a) To consider payments to authorise

The committee voted 4 in favour with 1 abstention to authorise payments.

b) To consider finance reports

The committee voted 4 in favour with 1 abstention to accept the finance reports.

c) To consider balance of accounts

The committee noted the balance of the accounts and suggested that all committees should propose new projects.

d) Grants and Donations requests

i. Bearsted CAN. The committee voted with all in favour to support the donation.

ii. Madginford School, Food Bank. The committee voted with all in favour to support the donation.

7. Review policies for updating (LGA 1972 s.111)

a) Scheme of Delegation

Agreed as priority No1 alongside the Standing Orders.
Cllr Hall and Cllr English to compose draft.

b) Lone Worker Policy

Agreed as priority No4. Cllr Smith to compose draft.

c) Paternity Pay & Leave

Agreed as priority No2. Cllr Smith to compose draft.

d) Accessibility Statement

Policy review deferred.

e) Civility and Respect Model councillor and officer protocol

Agreed as priority No3. Cllr Hall to compose draft.

8. Post Installation Inspection Cost

Agreed quote with all in favour subject to comparison from existing contractor.

9. Section 85 Local Government Act 1972

Cllr Hall proposed a section to be added to BPC Standing Orders.
The committee agreed with all in favour.

10. Confidentially and appropriate Councillor conduct

The committee agreed with all in favour a clear process for the sharing of private and confidential correspondence.

11. BPC statements to the Press/Media

Cllr Hall proposed a section to be added to Standing Orders.
The committee agreed with all in favour.

12. Committees

The committee agreed this would be reviewed alongside each committee's terms of reference after the elections in May.

13. Future Agenda items

Review drafts of the following policies:

Scheme of Delegation

Lone Worker Policy

Paternity Pay & Leave

Civility and Respect Model councillor and officer protocol

14. Next meeting: 4th April 2023.

With no further business to transact, the meeting closed at 20.39hrs

Signed.....

Date.....

Confidential communication process

When Councillors are sending correspondence that is private and confidential they must ensure:

1. Subject heading of email or letter must state 'PRIVATE AND CONFIDENTIAL'
2. The author must only circulate this to the relevant parties.
3. The correspondence must not be shared or forwarded by the recipient.



Bearsted Parish Council

Minutes of the Environment Committee meeting of Bearsted Parish Council held at the King George V Memorial Hall, Egremont Road on Tuesday 18th October 2022 at 7.30 pm

Present:

Cllr Martin Broughton (Chair)
Cllr Suzanne Camp
Cllr Denis Spooner

Also, in attendance were Administrator Joanne Upton, Clerk Erin Sugden, Cllr Richard Ash, and three members of the public.

Reports from members of the public

One member of the public asked for the anti-social behaviour taking place at the Church Lane car park to be put on the next Environment committee agenda. They suggest that gabions and or a gate should be considered. A second resident spoke about the CCTV system in the car park, questioning whether the Parish Council is reviewing and passing on the data to the Police. The Chairman confirmed that BPC needs to be given specific dates and times to enable the office staff to view, download and pass the information to the police. The Administrator confirmed that all incidents reported to the office have been viewed and downloaded to pass to the police. A third member of the public mentioned an error on the agenda and requested that the published agenda be the same as the agenda provided to Councillors.

1. Declarations of intention to record

The Administrator declared that the meeting was to be recorded for minuting purposes.

2. Apologies and absences.

Apologies were received and approved from Cllr A Powell.

The Administrator left the meeting at 7.40pm

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

4. Signing of the Minutes of the last meeting

The minutes from Tuesday 19th July 2022 were agreed as a true record and duly signed.

5. Clerk's report

In the absence of the Clerk, the Chair reported an action from the last meeting for the Working Group set up to examine Parish leases to confirm if the BCC lease prevented the use of covers on the wicket. Cllr Spooner confirmed that the Working Group had not yet met.

6. Church Landway/Church Car Park (Road Traffic Regulation Act 1984 s57(1)(a) and LGA 1972s126)

- a) Correspondence: None
- b) To report from the expert drainage advice: Cllr Broughton proposed to obtain quotes to install a new channel and soakaway similar to the scheme proposed in 2016 which was resolved with all in favour.
- c) To consider the surface of the Church Landway: Cllr Spooner explained that this was a public footpath and as such suggested leaving as it is. Cllr Broughton suggested checking with the contractor who installed it whether this could be repaired.

ACTION: CLERK

7. **General Maintenance** (Open Spaces Act 1906 ss9-10 and Highways Act 1980 s96)
- a) To identify/ratify essential maintenance issues: None
 - b) Community Payback: The Committee were unsure if the Community Payback team were active in the Parish.

ACTION: CLERK TO CHECK WITH CLLR PETERS

Erin Sugden arrived 19.52

8. **Bearsted Green** (Open Spaces Act 1906 ss9-10)
- a) Correspondence: None
 - b) To consider the use of cricket covers on the cricket square: The Parish Leases Working Group to check the lease to see if the covers would be permitted.
ACTION: WORKING GROUP.
 - c) To consider costs for electrical inspection and condition reports: Four quotations were considered with Cllr Broughton proposing Cooper Leaf at a cost of £240 to complete the electrical inspection which was resolved with all in favour.

9. **Allotments** (Small Holding and Allotment Act 1908 ss23,25)
- a) Correspondence: None.
 - b) Dissolving of The Street Association and consideration of monies due: The committee noted the decision of the allotment association to dissolve the association. It was proposed by Cllr Broughton to reimburse £3.16 to the association which was resolved with all in favour.
ACTION:CLERK
 - c) To discuss the procedure for The Street Allotment plot inspections, maintenance and management of the garden going forward: It was proposed by Cllr Camp to have Warnings to add the maintenance of the allotment garden to their ground maintenance schedule which was resolved with all in favour. Cllr Harris will be asked for his advice about managing the allotment garden. Cllr Broughton suggested that the allotment rent will need to cover all future expenditure.
ACTION: CLERK
 - d) To review the costs for clearing plots at the Church Lane allotment garden: Cllr Broughton proposed to appoint Warnings to clear the vacant plots at the Church Lane allotment garden at a cost of £694. This was resolved with all in favour.
 - e) To review monies spent on the Church Lane Allotments over the past 3 years: The rent received versus the spend on allotment gardens was considered and noted. This will be shared with the CLAA.
ACTION: CLERK
 - f) To consider the date for the CLAA AGM from December to August: Cllr Broughton proposed that BPC would support the CLAA in their decision for their AGM date. This was resolved with all in favour.
 - g) To review a request from the CLAA regarding an extension to their notice period: This was deferred to the Full Council.
 - h) To consider repairs to the Church Lane allotment garden fence: Cllr Broughton will meet with the CLAA to review the works needed to repair a fence.
ACTION:CLLR BROUGHTON
 - i) To consider monies raised in allotment rent should be spent on the allotments: It was suggested that BPC will endeavour to keep provisions of allotments are cost neutral.

10. **Meadow Bank** (Open Spaces Act 1906 ss9-10)
- a) Correspondence:

- i. Overhanging trees: It was proposed by Cllr Camp to ask a tree surgeon to inspect the branches over hanging a property in terms of risk. If there is a health or safety risk the branches will be removed. If there is no risk the resident will be offered to have the branches removed themselves. This was resolved with all in favour.

ACTION: CLERK

- b) To receive an update on the management plan: Cllr Broughton will circulate the management plan.

ACTION: CLLR BROUGHTON

- c) To discuss options for the forming of Friends of Meadowbank: Deferred to the next meeting.

11. Open Spaces

(Open Spaces Act 1906 ss9-10)

- a) Correspondence: None.
- b) To review the specification for the fence at the Elizabeth Harvie Field: Cllr Broughton proposed the specification of works which would include the fixing of the current fence (no replacement). This was resolved with all in favour.

ACTION: CLERK

- c) Temporary flood light on the Elizabeth Harvie Field: Cllr Spooner suggested to seek Cllr Harris advice on this matter. Deferred to the next meeting

ACTION: CLLR SPPONER/HARRIS

- d) To receive an update on the maintenance schedule: The Clerk shared a document with tasks that have been completed to date and options for the next year. This was duly noted.

- e) Options for planting of spring/summer bulbs: Cllr Camp proposed to spend £300 on Spring bulbs. This was resolved with all in favour. Cllrs Camp, J.Hughes, F.Hughes and Broughton will work out a planting plan.

ACTION: CLERK/ CLLRS CAMP/F.HUGHES/J.HUGHES/BROUGHTON.

12. Play Areas

- a) To receive an update regarding the need for play area inspections: MBC informed the council that they were no longer going to carry out monthly and annual playground inspections on behalf of Parish councils from January 2023. The Clerk informed the council that these inspections are required along with weekly visual inspections of the play areas. The Clerk will carry out the weekly inspections until more resources can be found.
- b) To review costs for playground inspections: It was proposed by Cllr Broughton to appoint Landscape Services for monthly inspections at a cost of £440 (annually) and ROSPA for the annual inspection at a cost of £234 (due July/August). This was resolved with all in favour.
- c) To review costs for playground maintenance: Inspections of the stepping stones at the BWT play area indicated that two needed replacing. It was proposed by Cllr Broughton to spend £117.96 with Playdale for new stepping stones and £178 with Lee Harrison to install the equipment. This was resolved with all in favour.

ACTION:CLERK

- d) To receive feedback from the community engagement program regarding new play equipment for the BWT: The Administration Officer had visited 3 pre-schools and two toddler groups to exhibit four contractors' options for additional equipment at the BWT play area. Children and parents were asked for their opinion on the options, and it concluded that a wooden-style playhouse with a seesaw and spinning bucket was the favourite.

- e) To decide which playground equipment is to be installed into the BWT: The equipment that was favoured during the community engagement exercise was by the company Kompan. The quotation that was put forward was for £29,325.40 + VAT. As the council were not aware of the expected cost of the equipment

solutions, tenders were not put through the contract finders website. If the council had been aware of the potential costs, requests for tenders would have been submitted via the contract finder website in line with the financial regulations. Costs submitted by three other companies were all of a similar value.

Cllr Camp proposed to recommend to the Full Council to appoint Kompan for the supply of the new equipment at a cost of £29,325.40 plus £435.71 for the post installation inspection. This was resolved with all in favour.

13. Budget (Accounts and Audit Regulation 2011/817)

- a) To review the current spend versus budget: The budget was duly noted.
- b) To review the budgetary requirement for 2023-2024: The Clerk worked through the budget with the committee, with items such as playground inspections, The Street allotment maintenance, and increases to water rates etc being increased. Cllr Broughton proposed the budget for recommendation to the Full Council which was resolved with all in favour.

14. Delegation

To review the delegations in place for the committee: The Clerk reported that due to the bi-monthly meetings some issues had not been dealt with in a timely manner. In particular the replacement of stepping stones in the BWT Play area. The current delegation to carry out our remedial work is set at £500 with Cllr Broughton suggesting this should be increased to prevent the delay in maintaining council assets. Cllr Broughton proposed to recommend to the Full Council increasing the delegation to £1000 with items being ratified at the next meeting of the committee/council. This was resolved with all in favour.

15. Sustainability Policy

The committee considered a number of policies of other councils but felt that as BPC had not set particular aims it would be hard to agree upon a policy. Cllr Spooner suggested that green issues should be at the forefront of everything the council does and that this should be written into each committee's TOR. This will be put forward to the Full Council. Cllr Broughton will make contact with the Bearsted Climate Action Group.

ACTION:CLERK

16. General Correspondence

- a) Damage to the Ashford Road verges due to SGN works: It was suggested that the company doing the work was SGN but this was questioned. The Clerk will contact Kent Highway for clarification and request that the land is return to its original state.

ACTION:CLERK

17. Future Agenda Items

To consider the use of cricket covers on the cricket square
To discuss options for the forming of Friends of Meadowbank
Temporary flood light on the Elizabeth Harvie Field

18. Date of next Meeting, 20th December 2022.

There being no further business to transact, the meeting ended at 9:48pm

Signed.....Date.....



Bearsted Parish Council

Minutes of the Environment Committee meeting of Bearsted Parish Council held at the Parish Office, Madginford Hall, Egremont Road on Monday 6th February at 5pm

Present: Cllr Richard Ash MBE
Cllr Clive English
Cllr David Hall
Cllr Carolyn Smith
Cllr Denis Spooner

Reports from members of the public

Bearsted Cricket Club expressed their concern about the need for early treatment for the playing area on The Green.

1. Declarations of intention to record.

None

2. Apologies and absences.

Cllr Mike Harris absent

3. Declaration of Interests, Dispensations, Predetermination or Lobbying.

Cllr Hall declared a family connection to Warings and did not vote.

4. Programme of Maintenance for The Green.

Consideration was given to early treatment for the cricket playing area.

It was resolved that;

- a) Treatment set out in the Warings maintenance schedule should be completed by mid March.
- b) Cllr Denis Spooner will be the BPC link with the Cricket Club.
- c) Cllr Richard Ash will be the BPC link on this issue with Warings to ensure the treatment is completed by mid March.
- d) If Warings are unable to meet the treatment timescale, the Cricket Club will be asked to undertake the work with reimbursement from BPC.

Vote was 4 in favour and 1 abstention.

5. Future Agenda Items

Warings Landscape contract

6. Date of next Meeting, 21st February 2023.

There being no further business to transact, the meeting ended at 17:45

Signed.....Date.....



Safety Inspections (UK-SE) Ltd.

Electrical Installations, Portable Appliance Inspection and Testing. Health and Safety Audits,
Risk Assessments and Consultancy, Independent Lift Consultancy and Examinations.

Bearsted Parish Council
Madingford Hall
Egremont Road
Bearsted
Maidstone
Kent
ME15 8LH

Ref: 300123-45
Spec: PAT (IET)

Safety Inspections (UK-SE) Ltd
The West Wing
Javelin Enterprise Park
Henwood Industrial Estate
Ashford
Kent TN24 8DE

Tel: 01233 620 250
Email: admin@safetyinspections.co.uk

Date: 30th January 2022

Quotation

To inspect and test the electrical portable appliances at the following location: -

Madginford Hall, Egremont Road, Bearsted, Maidstone, Kent ME15 8LH

in compliance with the requirements of the Electricity at Work Regulations (1989) and in accordance with the Institute of Electrical Engineers Code of Practice for In-service Inspection and Testing of Electrical Equipment, and within the limits of SIS Portables specification.

Compile and provide a report on condition of the portable electrical appliances, specify any areas of non-compliance and suggest required remedial action and the urgency of such action.

Total Cost for the above service £150.00 + VAT which covers the first 100 items
(additional items over 100 will be charged at £1.10 + VAT per item)

Please Note:

All items that require testing must be made available on the date booked for completion of works.

Any items found after the date of inspection and are required to be tested could incur a re-inspection fee of £158.00 + VAT

Customers Special Requirements:

Incorrectly fused plugs will be fitted with the correctly rated fuse.

Cord grips and loose plug top connections will be secured where this does not necessitate rewiring of plug.

Above price will remain valid for 30 days as from date of quotation and is subject to terms and conditions of contract.

Limitations of Inspection and Testing:

The inspection will be carried out in accordance with IET 5th Edition Code of Practice for In-service Inspection and Testing of Electrical Equipment and BS7671: 2018 IET Wiring Regulations as amended, and within the limitations of Safety Inspections (UK) Ltd's IEE Specification.



Registered Office: The West Wing, Javelin Enterprise Park, Henwood, Ashford, Kent TN24 8DE
Tel: 01233 620250 **Fax:** 01233 622898 **Email:** admin@safetyinspections.co.uk
Safety Inspections (UK SE) Ltd. Registered in England No.14165867 VAT Registration No: 415193314



Terms & Conditions Applicable from June 2021

- The attached prices are not inclusive of VAT
- All normal site services shall be made available to Safety Inspections Staff throughout the duration of the works.
- All materials, components, plants, including lighting and power supplies not specifically included will be supplied by others.
- All building/enabling works not specifically included in this quotation will be carried out by others.
- All craneage/handling not specifically included in this quotation will be carried out by others.
- Full site/buildings access for staff will be freely available for the duration of the works.
- All works will be executed continuously during specified hours of working.
- All delays outside the control of and directly affect Safety Inspections Ltd will be charged at our standard rates in 4 hour multiples at the rate enforce.
- Any additional duties, work or time onsite will be charged at our standard rates.
- Our prices are open to acceptance for a period of thirty days from the quotation date.
- Unless specifically quoted each component is only valid as part of the total price and should not be taken in isolation.
- An official order confirmation is required before any ordering of materials, outside contractors or direct labour will be carried out.
- Our standard payments terms are absolutely 30 days payment from the invoice unless agreed through written prior arrangements.
- Under the Late Payment of Commercial Debt (Interest) Act 1998 & Regulations 2002&2013, we are entitled to charge interest of 8% above Base Rate for each day the invoice is over 30 days old. At the time of writing the Base Rate is 0.5%. we will implement the late charges after the debt is 35 days old.
- We are also entitled to charge a Compensation Fee as follows:
 - £40.00 for debts to £999.00
 - £70.00 for debts £1,000.00-£9,999.00
 - £100.00 for debts £10,000.00 and above.
- Any materials ordered above £5,000.00 plus VAT will be invoiced on receipt of order and is subject to immediate payment.
- Cancellation or aborted works outside the control of Safety Inspections UK Ltd and affecting the execution of the agreed works will incur the charges listed below.

○ >1 Week	No Charge
○ >72 Hours	Full Materials & 25% Labour
○ 72-48 Hours	Full Materials & 50% Labour
○ Less than 48 Hours	Full Materials & 100% Labour

• **Standard Rate of Charges**

Senior Engineer / Consultancy

- | | |
|--|-------------|
| ○ Normal Working Hours | £68.50 p/h |
| ○ Saturday & Extended working hours | £96.75 p/h |
| ○ Sunday & Bank Holidays working hours | £130.00 p/h |

Engineer

- | | |
|--|------------|
| ○ Normal Working Hours | £52.25 p/h |
| ○ Saturday & Extended working hours | £67.93 p/h |
| ○ Sunday & Bank Holidays working hours | £88.00 p/h |

Call Out Charges

- | | |
|--|------------------|
| ○ Initial Call Out – first 4 hours | £286.00 per call |
| ○ Over 4 hours – see applicable rates above. | |





BEARSTED PARISH COUNCIL

BPC_POL04 GRANTS AND DONATIONS POLICY AND FORM

Please complete this form and attach any other relevant information and send to Bearsted Parish Council, Madginford Hall, Egremont Road, Bearsted, Maidstone Kent ME15 8LH

Tel 01622 630 165 e-mail clerk@bearstedparishcouncil.org.uk

Application from

Title/organisation	BEARSTED CLIMATE ACTION NETWORK
Contact details	[REDACTED]
Telephone/email	[REDACTED] bearstedcan@gmail.com
Requested grant/donation amount	£200
Should you be successful please detail the account to transfer the fund.	Account name: [REDACTED] Account number: [REDACTED] Branch sort code: [REDACTED]

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible, include the number or percentage of members that belong to the organisation and live within Bearsted Parish.

If applicable, registered charity reference number.

Have you included a copy of the last year end accounts? YES/NO NO

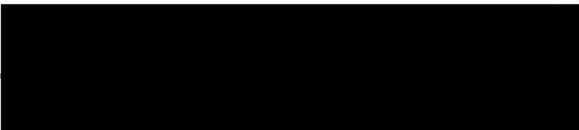
Are there any restrictions placed on who can use/access the services? YES/NO NO

Please supply details of any restrictions.

Signed [REDACTED] ...date... 18/1/23

Statement of understanding.

I have read and understood the Bearsted Parish Council Grant Policy and procedure information, and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed..........date.....18/1/23.....

Position in organisation.....One of the team!.....

Grants policy & procedure.

A grant is a payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interest of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

At the Finance Committee meeting in January an amount will be set from which grants will be allocated during the following financial year. Once the Grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- If possible, the number, or percentage, or members that belong to the organisation and live within Bearsted Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the PC'S Equal Opportunities Policy or give details of their own policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has a robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified to the Parish Council in advance and included in the Parish Council's budget documents will only have the funds released on completion of the work unless otherwise agreed. Whilst Bearsted Parish Council would not normally

consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals
- A political party
- Private organisations operated as a business
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance Committee. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or funding raising activities. (The Clerk can advise on alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Bearsted Parish Council. Where possible, the Council will affix an appropriate label. Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the recipient's expense.

END

Bearsted Parish Council -18th Jan 2023 - Grant request

Bearsted Climate Action Network (Bearsted CAN) would like to apply for a grant of £200 to pay for the hire of the WI Hall for the 4 Repair Cafes that they are running this year. @50 each cafe x4 =£200.

We are a non profit organisation helping Bearsted residents become more sustainable. The Repair Cafes are for the community of Bearsted to have their broken items repaired instead of them going to landfill.

The benefits to the community would be

- Repairs to broken gadgets for a greener future
- Teaches people to see their possessions in a new light.
- Reduces landfill
- Saves money

Bearsted CAN has about 30 regular members and a mailing list of 81, most of which come from the local area.



Madginford Primary School

Egremont Road, Bearsted, Maidstone, Kent, ME15 8LH
Telephone: 01622 734539 Fax: 01622 736566
email: office@mps.kent.sch.uk
www.madginfordprimaryschool.co.uk

Headteacher: Mrs. Amanda Woolcombe

January 2023

Dear Bearsted Parish Council

Madginford Primary School are setting up a food bank for the families of our school, which will be run from the school premises. Our school council had the idea of food banks to support families who are struggling with the cost of living. We were also approached by a parent (Vicky Parker), who was very keen to work on this project, so we have paired up together.

We have been successful in securing a food partnership with the local Coop. Through this partnership we will regularly receive (twice weekly) food donations. Bearsted Fish Bar are also kindly going to donate potatoes regularly. We are also in the process of making links with Making a Difference to Maidstone, for further donations and support.

As a school we will be having a non-uniform day to gather dry stores in order to get us started. Children will be able to come to school in non-uniform, and donate an item of food, rather than make a monetary donation.

We are applying for a grant of £1,500 to aid us with set up costs; purchase a commercial stand up freezer to store some of the food supply and to purchase two trolleys for non-drivers to transport the food home.

Our aim is to officially open the food bank on 1st February 2023.

We are very grateful that you are taking the time to consider this grant.

Yours sincerely,

[Redacted Signature]

KS2 and KS1 Manager

Madginford Primary School





**Bearsted
Parish
Council**

BEARSTED PARISH COUNCIL

BPC_POL04 GRANTS AND DONATIONS POLICY AND FORM

Please complete this form and attach any other relevant information and send to Bearsted Parish Council, Madginford Hall, Egremont Road, Bearsted, Maidstone Kent ME15 8LH

Tel 01622 630 165 e-mail clerk@bearstedparishcouncil.org.uk

Application from

Title/organisation	<i>Madginford Primary School</i>
Contact details	<i>[Redacted]</i> <i>Madginford Primary School</i> <i>Egremont Road</i> <i>Bearsted</i> <i>Kent</i> <i>ME15 8LH</i>
Telephone/email	<i>01622 734539</i> <i>office@mps.kent.sch.uk</i>
Requested grant/donation amount	<i>£1,500</i>
Should you be successful please detail the account to transfer the fund.	Account name: <i>Madginford Primary School</i> Account number <i>[Redacted]</i> Branch sort code <i>[Redacted]</i>

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible, include the number or percentage of members that belong to the organisation and live within Bearsted Parish.

If applicable, registered charity reference number.

Have you included a copy of the last year end accounts? YES/NO *(NO)*

Are there any restrictions placed on who can use/access the services? YES/NO *(NO)*

Please supply details of any restrictions. *Families attached to the school.*

Signed.. *[Redacted]* date *09/01/23*

Statement of understanding.

I have read and understood the Bearsted Parish Council Grant Policy and procedure information, and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed. .....date 09/01/23.....**Position in****organisation**.....K&S Manager.....**Grants policy & procedure.**

A grant is a payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interest of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

At the Finance Committee meeting in January an amount will be set from which grants will be allocated during the following financial year. Once the Grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- If possible, the number, or percentage, or members that belong to the organisation and live within Bearsted Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the PC'S Equal Opportunities Policy or give details of their own policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has a robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified to the Parish Council in advance and included in the Parish Council's budget documents will only have the funds released on completion of the work unless otherwise agreed. Whilst Bearsted Parish Council would not normally

consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals
- A political party
- Private organisations operated as a business
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance Committee. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or funding raising activities. (The Clerk can advise on alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Bearsted Parish Council. Where possible, the Council will affix an appropriate label. Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the recipient's expense.

END



**Bearsted
Parish
Council**

BEARSTED PARISH COUNCIL

BPC_POL04 GRANTS AND DONATIONS POLICY AND FORM

Please complete this form and attach any other relevant information and send to Bearsted Parish Council, Madginford Hall, Egremont Road, Bearsted, Maidstone Kent ME15 8LH

Tel 01622 630 165 e-mail clerk@bearstedparishcouncil.org.uk

Application from

Title/organisation	ROSEACRE JUNIOR SCHOOL ASSOCIATION
Contact details	ROSEACRE JUNIOR SCHOOL THE LANOWAY BEARSTED ME14 4BL
Telephone/email	01622 737843 RPTA@ROSEACRE.KENT.SCH.UK
Requested grant/donation amount	£578.94
Should you be successful please detail the account to transfer the fund.	Account name: ^{SCHOOL ASSOCIATION} ROSEACRE JUNIOR Account number: [REDACTED] Branch sort code: [REDACTED]

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible, include the number or percentage of members that belong to the organisation and live within Bearsted Parish.

If applicable, registered charity reference number. 800956
Have you included a copy of the last year end accounts? YES/NO

Are there any restrictions placed on who can use/access the services? YES/NO
Please supply details of any restrictions. PUPILS ATTENDING ROSEACRE JUNIOR SCHOOL.

Signed... [REDACTED] date 07/02/23

[REDACTED] SECRETARY, RTSA

Statement of understanding.

I have read and understood the Bearsted Parish Council Grant Policy and procedure information, and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.. date..... 07/02/23

Position in organisation..... SECRETARY ROSEACRE JUNIOR SCHOOL ASSOCIATION

Grants policy & procedure.

A grant is a payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interest of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

At the Finance Committee meeting in January an amount will be set from which grants will be allocated during the following financial year. Once the Grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- If possible, the number, or percentage, or members that belong to the organisation and live within Bearsted Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the PC’S Equal Opportunities Policy or give details of their own policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has a robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified to the Parish Council in advance and included in the Parish Council’s budget documents will only have the funds released on completion of the work unless otherwise agreed. Whilst Bearsted Parish Council would not normally

consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals
- A political party
- Private organisations operated as a business
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance Committee. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or funding raising activities. (The Clerk can advise on alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Bearsted Parish Council. Where possible, the Council will affix an appropriate label. Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the recipient's expense.

END

ROSEACRE TWICE SCHOOL END OF YEAR REPORT

Summary 21-22

Opening Balance	Closing Balance
Current a/c	11,129.94
Float	137.98
Reserve a/c	0.00
10,333.31	11,267.92

Event month	Event	Expenditure	Income
Dec-21	Wreath making	216.19	590.00
Dec-21	Christmas cards	15.85	458.85
Dec-21	Donation		500.00
Dec-21	Christmas Raffle	75.00	1,355.70
Dec-21	Christmas crackers and selection b	337.89	
Jan-22	Parent kind	128	
Feb-22	Donations - AstroDome Visit year 5	295.00	
Apr-22	Easter bags - choc eggs and harby	296.38	
May-22	Quiz	90.00	295.00
May-22	Book tokens	140.00	
May-22	lottery licence	20.00	
Jun-22	Donation - play hut	790.00	
Jun-22	Year 3 trip	1000.00	
Jun-22	Year 4 trip	785.00	
Jul-22	Summer fair		56.90
Jul-22	Summer ball	1508.30	2115.00
Jul-22	Donation - play hut	700.00	
Jul-22	Donation to Roseacre - year 6 Astr	295.00	
Jul-22	Summer raffle	74	950.00
Jul-22	fish and chips - year 6 party/	435.12	
Annual	Leavers book & disco		1443.50
Annual	Easy Fund Raising Donation online		128.91
Annual	Amazon		126.06
Annual	Uniform sale		116.42
Total		7,201.73	8,136.34

7,201.73 8,136.34
0.00 0.00

AGM Report: - UPDATE FOR 2022
 Total income in 2020-21 was £8,136.34 (2021: 12,475). Total Expense was £ 7,201.73(2021: £16,979)
 Bank balance from previous year was £10,331.31. Balance in bank £11,556.09 and petty cash £137.98. £545 banked 01.09.2022 and £971.15 payment by CHQ cleared after 31.08.2022
 Main events conducted in 2022 were:
 Uniform sales - £116
 Wreath making - £374
 Christmas events (raffle and card making) - profit £1,386
 Donations to RSA - £500
 Summer events (summer fair and raffle) - profit £933
 Summer ball - profit £607
 Main donations to school made in 2021-2022 - £3,710

1006.90

Signature 09/10/23

934.61



Roseacre Junior School Association

The Landway

Bearsted

ME14 4BL

Charity reg: 800956

7th February 2023

Wellbeing Room Funding Bid- submitted by Roseacre Junior School Association which is the PTA for the school.

Background: Roseacre Junior School currently does not have a Wellbeing Room set up to help vulnerable, SEN and children needing extra wellbeing support.

Mr Garrett the new Headteacher since September 2022 has looked to set one up enabling school to support the children in this post-COVID climate, where a lot more children are requiring additional wellbeing support.

The school currently has 423 students for the 2022/2023 Academic year. This room will be limited for use of pupils at Roseacre Junior School only. The room will be located within the main school building.

The school is located in the centre of Bearsted Parish and due to its entrance criteria, the majority of its pupils are located within the Parish.

All items are listed excluding VAT as this is claimed back from the Government by school.

Items required:

1 x Sensory Fibre Optic Sparkle Rug 100cm	£199.99
1 x Laser Star Projector	£194.99
1 x Glitter Tubes 4 pk	£35.98
1 x Sensory Glitter Storm Set	£22.99
1 x Multi-Sensory Light Kit	£124.99
Total	£578.94



ERIN SUGDEN
 PARISH OFFICE
 MADGINFORD HALL
 BEARSTED
 ME15 8LH

Lloyds Bank
 Commercial Card Services
 PO Box 6061
 Milton Keynes
 MK7 8LE

Tel: 0800 0964496

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 2/2/2023

Card ending** ***

Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£57.33 DR
Statement Balance	£57.33 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
05 Jan 23	ADOBE ACROPRO SUBS COMPUTER SOFTWARE STORES		19.97 DR
05 Jan 23	ZOOM.US 888-799-9666 TELECOMMUNICATION SERV.INCLUD. LOCAL/L.DIST. CALLS,CR CARDCALLS		14.39 DR
08 Jan 23	ADOBE ACROPRO SUBS COMPUTER SOFTWARE STORES		19.97 DR
02 Feb 23	MONTHLY FEE		3.00 DR

Bearsted Parish Council

Expenditure transactions - payments approval list Start of year 01/04/22

No	Payment Reference	Gross	Heading	Invoice date	Details	Cheque Total
3741		£72.00	115/4	01/01/23	Compute4U - Leased laptop hire charges	
3757		£113.75	115/14	03/01/23	King George V Memorial Hall - Hire of hall Tues Jan - Mar	
3756		£576.00	155/4	05/01/23	Gullands Solicitors - Advice re employment issues 06.12.22-05.01.23	
3758		£14.39	115/4	05/01/23	Lloyds Card - Zoom - Zoom monthly charge Jan	
3759		£19.97	115/4	05/01/23	Lloyds Card - Adobe - Monthly Adobe charge	
3753		£2,898.50	205/3/1	06/01/23	LRH Property Maintenance - Put up and dismantle Christmas Lights on lamposts and trees at The Green and Madginford. Includes hire of cherry picker and KCC licence costs	
3760		£19.97	115/4	08/01/23	Lloyds Card - Adobe - Monthly Adobe charge	
3754		£12.00	115/4	09/01/23	Hugofox Ltd - Monthly planning software	
3755		£36.00	120/1	09/01/23	Breakthrough Communications - Personal resilience in practice (officers) - 23.11.22	
3734		£1,490.00	180	10/01/23	Heart of Kent Hospice - Donation - agreed at FC 10.01.23	
3747			100/8	10/01/23	██████████ Locum clerk - meeting attendance and prep	
3752		£889.20	115/4	11/01/23	EDGE IT Systems - 5th of 5 year contract, finance and allotment modules 03/02/23-02/02/24	
3746		£350.00		17/01/23	Urban Blue Bus - First aid cover	
	1	£150.00	740/6		First aid at Fireworks	
	2	£150.00	770/4		First aid at Christmas Mkt	
	3	£50.00	720/3		Old time music event - first aid	
3735		£46.05	235/2/1	19/01/23	Castle Water - Water charges 01.08.22-31.10.22	
3748		£70.00	700/2	19/01/23	Licensing Partnership - Licence 10/04/23 - 09/04/24 - The Green	
3737		£30.45	410/2	22/01/23	Opus Energy - The Green 22.12.22 - 21.1.23	
3738		£62.52	410/2	22/01/23	Opus Energy - Church Landway 22.12 - 21.1.23	
3736		£76.35	115/2	23/01/23	British Telecom - Phone and broadband charges	

Signature _____

Signature _____

Date _____

Bearsted Parish Council

Expenditure transactions - payments approval list Start of year 01/04/22

No	Payment Reference	Gross Heading	Invoice date	Details	Cheque Total
3749		£2,276.70	23/01/23	Paul Waring - Qtr Three 2022/23	
	1	£467.16 210/1		Qtr Two contracted maintenance	
	2	£65.04 280/1		Qtr Two contracted maintenance	
	3	£754.68 265/3		Qtr Two contracted maintenance	
	6	£105.30 295/1		Qtr Two contracted maintenance	
	7	£884.52 200/2		Additional chgs - prune lavender, weed bank, mow proj A hedge proj A	
3739	211220000 0	£202.73 205/3/2	24/01/23	EDF Energy - Christmas light electricity 20/11/21-05/01/22	£477.58
3740	211220000 0	£274.85 205/3/2	24/01/23	EDF Energy - Christmas light electricity 20/11/22-05/01/23	£477.58
3750		██████ 115/4	24/01/23	Joanne Upton - Winzip annual subs	
3745		██████ 100/8	31/01/23	Nicola Brittain - Payroll and finance support Jan 23	
3761		£10.00 115/12	01/02/23	I H Window Cleaning Services - Window clean 01.02.23	
3770		£129.60 115/4	01/02/23	Vision Ict - Hosted email accounts April 23 - Mar 24	
3762		██████ 100/3	25/02/23	Amy Bush - Feb Payroll	
3763		██████ 100/3	25/02/23	Erin Sugden - Feb Payroll	
3764		██████ 100/3	25/02/23	Joanne Upton - Feb Payroll	
3765		██████ 100/5	25/02/23	NEST Pension - Feb pension conts	
3766		██████	25/02/23	HMRC - Feb payroll	
	1	██████ 0 100/1		Feb PAYE conts	
	2	██████ 100/6		Feb NI Ees and Ers	
Sub Total		£13,693.61			
Total		£13,693.61			

Signature _____

Signature _____

Date _____

Bank Account Reconciled Statement

Current Account - Unity

20388883

60-83-01

Statement Number	103	Bank Statement No.	85
Statement Opening Balance	£163,767.12	Opening Date	01/01/23
Statement Closing Balance	£158,709.43	Closing Date	31/01/23
True/ Cashbook Closing Balance	£158,709.43		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/01/23	MBC DD Jan 23	Maidstone Borough Council	99.00	0.00	163,668.12
05/01/23	Castle Water DD 05.1	Castle Water	36.74	0.00	163,631.38
06/01/23	BT DD 06.01.23	British Telecom	43.09	0.00	163,588.29
06/01/23	NEST 06.01.23	NEST Pension	116.92	0.00	163,471.37
06/01/23	Opus 06.01.23	Opus Energy	144.46	0.00	163,326.91
06/01/23	Three DD 06.01.23	Three	16.00	0.00	163,310.91
12/01/23	A Bush 12.01	Amy Bush	■	0.00	163,303.37
12/01/23	Brook Security 12.01	Brook Security	363.14	0.00	162,940.23
12/01/23	C4U 12.01	Compute4U	72.00	0.00	162,868.23
12/01/23	Copper Leaf 12.01	Copper Leaf Electrical Services	240.00	0.00	162,628.23
12/01/23	Hugofox 12.01	Hugofox Ltd	12.00	0.00	162,616.23
12/01/23	I Histon 12.01	I H Window Cleaning Services	10.00	0.00	162,606.23
12/01/23	LRH 12.01.23	LRH Property Maintenance	78.54	0.00	162,527.69
12/01/23	M Hall 12.01.23	Madginford Hall	34.47	0.00	162,493.22
12/01/23	N Brittain 12.01	Nicola Brittain	■	0.00	162,281.27
12/01/23	NAS 12.01.23	National Allotment Society	66.00	0.00	162,215.27
12/01/23	Vision 12.01.23	Vision Ict	518.40	0.00	161,696.87
16/01/23	HMRC 16.01	HMRC	■	0.00	161,619.23
16/01/23	Payroo DD 16.01	Payroo Ltd	12.00	0.00	161,607.23
17/01/23	Flanagan Xmas Mkts	Miscellaneous - See Detail	0.00	313.50	161,920.73
17/01/23	Lloyds card 17.01	Multiple Suppliers/ Customers	52.53	0.00	161,868.20
20/01/23	Credit UKPN	UK Power Networks - South Eastern Power Networks plc	0.00	2.30	161,870.50
24/01/23	Castle Water DD	Castle Water	8.25	0.00	161,862.25
24/01/23	Opus DD 24.01	Opus Energy	194.81	0.00	161,667.44
25/01/23	JU Pay Jan	Multiple Suppliers/ Customers	2,953.01	0.00	158,714.43
30/01/23	Castle water pond DD	Castle Water	5.00	0.00	158,709.43

Bank Account Reconciled Statement

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	5373.49	315.8

Reconciled by Nicola Brittain

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
INCOME				
Full Council				
1000	Precept	£91,358.67	£91,358.67	£0.00
1050	Bearsted & Thurnham Bowling Club			
1050/1	Peppercorn rent	£0.00	£0.00	£0.00
1050	Total	£0.00	£0.00	£0.00
1060	Bearsted Guide Association			
1060/1	Peppercorn rent	£0.00	£0.00	£0.00
1060	Total	£0.00	£0.00	£0.00
1070	Bearsted Scout Group			
1070/1	Peppercorn rent	£0.00	£0.00	£0.00
1070	Total	£0.00	£0.00	£0.00
1080	Bearsted Cricket Club			
1080/1	Peppercorn rent	£0.00	£0.00	£0.00
1080	Total	£0.00	£0.00	£0.00
1090	Bearsted & Thurnham Lawn Tennis Club			
1090/1	Peppercorn Rent	£0.00	£0.00	£0.00
1090	Total	£0.00	£0.00	£0.00
1100	Bank Interest - Current	£0.00	£0.00	£0.00
1110	Bank Interest - Environmental Project	£1.00	£22.53	£21.53
1115	Bank Compensation - Natwest	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
1120	Bank Interest - Land & Buildings Account	£7.00	£143.02	£136.02
1125	Bank Interest - Cambridge Acct	£56.00	£0.00	-£56.00
1130	Bank Interest - Skipton	£56.00	£118.67	£62.67
1140	Misc Income	£0.00	£156.50	£156.50
1141	Covid Grants			
1141/1	KALC - Outbreak grant	£0.00	£0.00	£0.00
1141	Total	£0.00	£0.00	£0.00
Total Full Council		£91,478.67	£91,799.39	£320.72
Environment				
2005	Precept	£13,000.00	£13,000.00	£0.00
2010	Miscellaneous Income	£0.00	£8.22	£8.22
2020	Allotments			
2020/1	The Street			
2020/1/1	Rent	£1,461.74	£1,394.71	-£67.03
2020/1/2	Key Deposit	£0.00	£180.00	£180.00
2020/1/3	Insurance	£0.00	£0.00	£0.00
2020/1/4	Parish Services Scheme	£0.00	£0.00	£0.00
2020/1/5	Plot deposit	£0.00	£0.00	£0.00
2020/1	Total	£1,461.74	£1,574.71	£112.97
2020/2	Church Lane			
2020/2/1	Rent	£945.00	£1,076.40	£131.40
2020/2/2	Key Deposit	£0.00	£150.00	£150.00
2020/2/3	Insurance	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
2020/2/4	Parish Services Scheme	£0.00	£0.00	£0.00
2020/2/5	Other	£0.00	£0.00	£0.00
2020/2	Total	£945.00	£1,226.40	£281.40
2020/3	Key, plot deposits held	£0.00	£0.00	£0.00
2020	Total	£2,406.74	£2,801.11	£394.37
2030	Electricity Refund			
2030/1	Church Landway/Tractor Barn	£0.00	£0.00	£0.00
2030	Total	£0.00	£0.00	£0.00
2035	Insurance Claim - Noticeboards	£0.00	£0.00	£0.00
2150	Play areas - PSS			
2150/1	Bearsted Green			
2150/1/1	Parish Services Scheme	£416.00	£424.32	£8.32
2150/1	Total	£416.00	£424.32	£8.32
2150	Total	£416.00	£424.32	£8.32
2200	Grounds maintenance-PSS			
2200/1	Bearsted Green	£211.00	£211.00	£0.00
2200/2	Church Landway	£0.00	£0.00	£0.00
2200/3	Elizabeth Harvie Field	£1,341.00	£1,341.00	£0.00
2200/5	Meadow Bank/Bell Lane	£7,782.00	£8,139.10	£357.10
2200	Total	£9,334.00	£9,691.10	£357.10
2300	Churchyard War Memorial - PSS			
2300/1	Closed Churchyard			
2300/1/1	Parish service scheme	£223.00	£227.46	£4.46
2300/1	Total	£223.00	£227.46	£4.46

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
2300/2	War Memorial			
2300/2/1	Parish Service scheme	£156.00	£159.12	£3.12
2300/2/2	Grant	£0.00	£0.00	£0.00
2300/2	Total	<u>£156.00</u>	<u>£159.12</u>	<u>£3.12</u>
2300	Total	<u>£379.00</u>	<u>£386.58</u>	<u>£7.58</u>
2400	Elizabeth Harvie Field Hire	£0.00	£220.00	£220.00
2450	The Green - Hire fees	£0.00	£120.00	£120.00
Total Environment		<u>£25,535.74</u>	<u>£26,651.33</u>	<u>£1,115.59</u>
Community Projects				
7000	Market on the Green			
7000/1	Income	£0.00	£0.00	£0.00
7000/2	Tote Bags - to offset costs	£0.00	£0.00	£0.00
7000/3	Charity takings - footfall	£0.00	£0.00	£0.00
7000/4		£0.00	£0.00	£0.00
7000	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
7060	Christmas Market			
7060/1	Cash Takings	£0.00	£0.00	£0.00
7060/2	Pitch Fees	£0.00	£313.50	£313.50
7060	Total	<u>£0.00</u>	<u>£313.50</u>	<u>£313.50</u>
7100	Playscheme			
7100/1	MBC Grant	£0.00	£0.00	£0.00
7100/2	Attendance income	£10,500.00	£16,743.45	£6,243.45
7100/3	Other PC Contribution	£100.00	£350.00	£250.00
7100/4	Member Grant Scheme	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
7100/5	Golding Homes - Community Chest	£0.00	£0.00	£0.00
7100/6	Sponsorship	£350.00	£100.00	-£250.00
7100/7	Boxley Parish Council Contn	£250.00	£0.00	-£250.00
7100/8	KCC Grant	£1,000.00	£1,000.00	£0.00
7100/9	Bearsted & Thurnham Club donation	£0.00	£50.00	£50.00
7100/10		£0.00	£0.00	£0.00
7100/11	Thurnham Parish Council	£0.00	£250.00	£250.00
7100	Total	£12,200.00	£18,493.45	£6,293.45
7400	Fireworks			
7400/1	Ticket sales - Online	£15,000.00	£18,040.00	£3,040.00
7400/2	Ticket Sales - Schools	£0.00	£0.00	£0.00
7400/3	Ticket sales - shops	£0.00	£0.00	£0.00
7400/4	Ticket Sales - Gate	£1,000.00	£158.77	-£841.23
7400/5	Pitch Fees	£0.00	£0.00	£0.00
7400/6	Food Stall	£50.00	£75.00	£25.00
7400/7	Donations collected	£0.00	£0.00	£0.00
7400	Total	£16,050.00	£18,273.77	£2,223.77
7500	Newsletter Income			
7500/1	Adverts	£0.00	£0.00	£0.00
7500	Total	£0.00	£0.00	£0.00
7600	Bearsted Green - Hire fees			
7600/1	Hire fees	£120.00	£0.00	-£120.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
7600	Total	£120.00	£0.00	-£120.00
7650	Other income			
7650/1	Sponsorship - Old Time Event	£0.00	£0.00	£0.00
7650/2	Jubilee Event	£0.00	£3,055.33	£3,055.33
7650	Total	£0.00	£3,055.33	£3,055.33
7660	Misc Income	£0.00	£1,260.00	£1,260.00
7700	Precept	£15,000.00	£15,000.00	£0.00
Total Community Projects		£43,370.00	£56,396.05	£13,026.05
Special Projects				
9000	Special Projects Income			
9000/1	Project "A" Contributions	£0.00	£0.00	£0.00
9000	Total	£0.00	£0.00	£0.00
Total Special Projects		£0.00	£0.00	£0.00
Traffic Calming				
3000	Precept	£12,900.00	£12,900.00	£0.00
3005	CIL Neighbourhood Receipts	£0.00	£0.00	£0.00
3006	Miscellaneous			
3006/1	Thurnham Parish Council conts	£0.00	£500.00	£500.00
3006	Total	£0.00	£500.00	£500.00
Total Traffic Calming		£12,900.00	£13,400.00	£500.00
Total Income		£173,284.41	£188,246.77	£14,962.36

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
EXPENDITURE				
Full Council				
100	Staff Salaries			
100/1	PAYE	████████	████████	████████
100/3	Staff Salary	████████	████████	████████
100/4	Chairmans allowance	£0.00	£109.00	-£109.00
100/5	Pension	████████	████████	████████
100/6	Employers and Ees NIC	████████	████████	████████
100/7	Settlement Agreement Pmts	£0.00	£0.00	£0.00
100/8	Agency/Freelancers	████████	████████	████████
100	Total	£38,955.94	£36,173.85	£2,782.09
106	Bank charges - Evt Proj			
106/1	Bank charges - Environmental Project	£23.00	£0.00	£23.00
106	Total	£23.00	£0.00	£23.00
107	Bank charges (Land Fund)	£23.00	£0.00	£23.00
108	Bank Charges - Cambridge	£15.00	£0.00	£15.00
109	Bank Charges - Skipton	£15.00	£0.00	£15.00
110	Parish Office - (Equipment)			
110/1	Equipment			
110/1/1	Renewals	£250.00	£574.49	-£324.49
110/1/2	Repairs	£0.00	£0.00	£0.00
110/1	Total	£250.00	£574.49	-£324.49
110/2	Maintenance charges	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
110	Total	£250.00	£574.49	-£324.49
115	Parish Office (Administration)			
115/2	Telephone - Landline/calls/internet	£1,100.00	£849.66	£250.34
115/3	Alarm System	£250.00	£302.62	-£52.62
115/4	Computer/Printer costs	£1,000.00	£2,926.95	-£1,926.95
115/5	Stationery	£600.00	£237.80	£362.20
115/6	Postage	£200.00	£3,486.80	-£3,286.80
115/7	Mobile phone	£0.00	£0.00	£0.00
115/8	Miscellaneous	£250.00	£59.56	£190.44
115/10	Payroll services	£200.00	£165.00	£35.00
115/11	Sensitive Waste Shredding	£0.00	£0.00	£0.00
115/12	Parish Cleaning	£50.00	£95.99	-£45.99
115/13	Website Costs	£1,000.00	£235.00	£765.00
115/14	Hire of Halls	£700.00	£685.93	£14.07
115/15	Mileage/Parking	£100.00	£111.33	-£11.33
115/16	Recruitment	£500.00	£0.00	£500.00
115/17	Bank Charges - Current Acct	£120.00	£178.65	-£58.65
115/18	VDU test - staff	£0.00	£25.00	-£25.00
115	Total	£6,070.00	£9,360.29	-£3,290.29
116	Bank Account Set Up	£0.00	£0.00	£0.00
120	Training			
120/1	Councillor	£500.00	£505.67	-£5.67
120/2	Staff/Clerk	£1,000.00	£216.67	£783.33

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
120	Total	£1,500.00	£722.34	£777.66
125	Law & Order	£0.00	£0.00	£0.00
127	Covid-19 Emergency Costs	£500.00	£0.00	£500.00
130	Subscriptions			
130/1	KALC	£1,800.00	£1,655.00	£145.00
130/2	Kent County Playing Fields Association	£0.00	£0.00	£0.00
130/3	CPRE	£40.00	£0.00	£40.00
130/4	SLCC	£300.00	£186.00	£114.00
130/5	National Allotment Society	£60.00	£55.00	£5.00
130/6	ICO	£0.00	£0.00	£0.00
130/8	Heritage Trust Network	£0.00	£0.00	£0.00
130/9	Campaign Monitor	£0.00	£37.70	-£37.70
130	Total	£2,200.00	£1,933.70	£266.30
135	Licensing			
135/1	Bearsted Green - Premise	£100.00	£0.00	£100.00
135	Total	£100.00	£0.00	£100.00
140	Parish office (Refurbishment)	£100.00	£0.00	£100.00
145	Audit fees			
145/1	External Audit	£500.00	£400.00	£100.00
145/2	Internal Audit	£520.00	£562.60	-£42.60
145	Total	£1,020.00	£962.60	£57.40
150	Parish office- (Utilities)			
150/1	Rates	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
150/2	Water	£102.44	£0.00	£102.44
150/3	Gas	£236.45	£0.00	£236.45
150/4	Electricity	£298.20	£0.00	£298.20
150/5	Miscellaneous	£610.73	£0.00	£610.73
150/6	Car Park Rent	£100.00	£0.00	£100.00
150/7	Office Rent	£0.00	£100.00	-£100.00
150	Total	£1,347.82	£100.00	£1,247.82
155	Legal/Consultancy Fees			
155/1	Smarts Cottages	£1,000.00	£0.00	£1,000.00
155/2	Employment	£1,000.00	£0.00	£1,000.00
155/3	Invicta Law	£0.00	£0.00	£0.00
155/4	HR Consultancy	£0.00	£1,317.50	-£1,317.50
155/5	Other professional fees	£1,000.00	£0.00	£1,000.00
155	Total	£3,000.00	£1,317.50	£1,682.50
160	Councillors Allowance			
160/1	Cllr Richard Ash	£0.00	£384.00	-£384.00
160/3	Cllr Pat Marshall	£0.00	£384.00	-£384.00
160/7	Cllr Suzanne Camp	£0.00	£480.00	-£480.00
160/8	Cllr Jon Hughes	£0.00	£230.40	-£230.40
160/9	Cllr Fabienne Hughes	£0.00	£304.00	-£304.00
160/16	Councillors PAYE	£800.00	£534.80	£265.20
160/17	Cllr M Bollom	£0.00	£462.00	-£462.00
160/18	Overall Councillors Allowance	£3,520.00	£0.00	£3,520.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
160/19	Cllr Frank Jagger	£0.00	£0.00	£0.00
160/20	Cllr Denis Spooner	£0.00	£384.00	-£384.00
160/21	Cllr Joanna Tribley	£0.00	£384.00	-£384.00
160/22	Cllr Graham Norton	£0.00	£76.80	-£76.80
160	Total	<u>£4,320.00</u>	<u>£3,624.00</u>	<u>£696.00</u>
165	Parish Awards			
165/1	Mynn Awards	£500.00	£713.75	-£213.75
165	Total	<u>£500.00</u>	<u>£713.75</u>	<u>-£213.75</u>
170	Defibrillator			
170/1	The Green	£100.00	£0.00	£100.00
170/2	Madginford	£100.00	£32.00	£68.00
170	Total	<u>£200.00</u>	<u>£32.00</u>	<u>£168.00</u>
175	Insurance			
175/1	Employers Liability Insurance	£2,000.00	£1,557.93	£442.07
175/2	Premises Insurance	£0.00	£0.00	£0.00
175	Total	<u>£2,000.00</u>	<u>£1,557.93</u>	<u>£442.07</u>
180	S137 Payments/Donations	£3,000.00	£3,085.00	-£85.00
190	Contingency	£0.00	£0.00	£0.00
195	Election costs	£0.00	£6,992.84	-£6,992.84
Total Full Council		<u>£65,139.76</u>	<u>£67,150.29</u>	<u>-£2,010.53</u>
Environment				
200	General			
200/1	Canine waste bin emptying	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
200/2	General maintenance	£3,000.00	£2,013.35	£986.65
200/4	Hire of Garden Waste bin	£170.00	£180.00	-£10.00
200/6	Maps	£150.00	£150.00	£0.00
200/7	Community Payback Scheme	£500.00	£44.70	£455.30
200/8	Litter Picking	£0.00	£0.00	£0.00
200	Total	£3,820.00	£2,388.05	£1,431.95
210	Bearsted Green (Maintenance)			
210/1	Contract grass maintenance	£3,500.00	£1,978.40	£1,521.60
210/2	Play area maintenance	£500.00	£69.00	£431.00
210/3	General maintenance	£1,200.00	£2,880.00	-£1,680.00
210/4	Electric Box	£200.00	£200.00	£0.00
210	Total	£5,400.00	£5,127.40	£272.60
215	Bearsted Green (Benches)			
215/1	Benches - Repair	£1,000.00	£0.00	£1,000.00
215/2	Benches - new	£0.00	£0.00	£0.00
215	Total	£1,000.00	£0.00	£1,000.00
220	Bearsted Green (Pond)			
220/1	Maintenance	£650.00	£0.00	£650.00
220/2	Water rates	£65.00	-£1,019.25	£1,084.25
220/3	Garden waste bin	£0.00	£0.00	£0.00
220	Total	£715.00	-£1,019.25	£1,734.25
230	Bearsted in Bloom			
230/1	Prizes	£0.00	£1.50	-£1.50

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
230/2	Banners	£0.00	£0.00	£0.00
230	Total	£0.00	£1.50	-£1.50
235	Allotments			
235/1	The street allotments			
235/1/1	Keys deposit return	£0.00	£120.00	-£120.00
235/1/2	Water rates	£231.00	£251.01	-£20.01
235/1/3	General maintenance	£250.00	£63.16	£186.84
235/1/4	Insurance	£100.00	£74.72	£25.28
235/1	Total	£581.00	£508.89	£72.11
235/2	Church Lane allotments			
235/2/1	Water rates	£398.00	£163.77	£234.23
235/2/2	Key deposit return	£50.00	£60.00	-£10.00
235/2/3	General maintenance	£250.00	£243.50	£6.50
235/2/5	Insurance	£100.00	£74.72	£25.28
235/2/6	Green waste bin	£35.00	£0.00	£35.00
235/2/7	Keys	£0.00	£0.00	£0.00
235/2/8	Manager Expenses	£0.00	£41.92	-£41.92
235/2	Total	£833.00	£583.91	£249.09
235/3	Affiliation Fees	£0.00	£0.00	£0.00
235	Total	£1,414.00	£1,092.80	£321.20
240	Tree work			
240/1	St Faiths/Roseacre Lane	£0.00	£0.00	£0.00
240/2	Bearsted Green	£0.00	£0.00	£0.00
240/3	Tree management	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
240/4	Meadow Bank	£0.00	£0.00	£0.00
240/5	Rosemary Road	£0.00	£0.00	£0.00
240/6	Tree Work - Total	£0.00	£0.00	£0.00
240/7	Church Landway	£0.00	£0.00	£0.00
240	Total	£0.00	£0.00	£0.00
245	Environmental Enhancements			
245/1	Planters	£2,000.00	£269.50	£1,730.50
245/2	Signage	£0.00	£0.00	£0.00
245/3	Bearsted Station Improvements	£0.00	£305.00	£-305.00
245	Total	£2,000.00	£574.50	£1,425.50
255	Church Lane car park			
255/1	Rates	£1,000.00	£0.00	£1,000.00
255/2	Repairs	£0.00	£166.00	£-166.00
255/3	General maintenance	£0.00	£6,055.71	£-6,055.71
255	Total	£1,000.00	£6,221.71	£-5,221.71
260	Bearsted Green (Bins)			
260/1	New	£0.00	£0.00	£0.00
260/2	Rental/maintenance	£150.00	£292.50	£-142.50
260	Total	£150.00	£292.50	£-142.50
265	Holy Cross Church			
265/2	War Memorial	£300.00	£0.00	£300.00
265/3	Contract Grass Mnt	£1,500.00	£2,773.80	£-1,273.80
265/4	War Memorial Major Repairs	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
265	Total	£1,800.00	£2,773.80	-£973.80
270	Meadow Bank Maintenance			
270/1	General maintenance	£2,000.00	£0.00	£2,000.00
270/2	Project work	£0.00	£0.00	£0.00
270	Total	£2,000.00	£0.00	£2,000.00
280	Elizabeth Harvie Field Maintenance			
280/1	Contract grass maintenance	£1,500.00	£662.90	£837.10
280/2	General Maintenance	£250.00	£95.00	£155.00
280	Total	£1,750.00	£757.90	£992.10
282	Church Landway Maintenance			
282/2	General maintenance	£1,000.00	£98.00	£902.00
282	Total	£1,000.00	£98.00	£902.00
285	Church Landway - Play area			
285/1	Play area			
285/1/1	Contract grass maintenance	£0.00	£0.00	£0.00
285/1/2	Repairs	£2,000.00	£2,133.39	-£133.39
285/1	Total	£2,000.00	£2,133.39	-£133.39
285	Total	£2,000.00	£2,133.39	-£133.39
290	Church Landway - Lighting			
290/1	Installation	£0.00	£0.00	£0.00
290/2	General maintenance/repairs	£500.00	£0.00	£500.00
290	Total	£500.00	£0.00	£500.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
295	Church Landway - Grass maintenance			
295/1	Contract grass maintenance	£0.00	£789.75	-£789.75
295	Total	£0.00	£789.75	-£789.75
400	Footway Lighting			
400/1	Street lighting energy	£540.00	£755.84	-£215.84
400/2	Street lighting repairs	£0.00	£0.00	£0.00
400/3	Xmas Lighting	£0.00	£0.00	£0.00
400	Total	£540.00	£755.84	-£215.84
410	Electricity costs			
410/1	The Green	£156.00	£192.48	-£36.48
410/2	The Landway	£348.00	£800.27	-£452.27
410	Total	£504.00	£992.75	-£488.75
Total Environment		£25,593.00	£22,980.64	£2,612.36
Planning				
600	Planning	£500.00	£0.00	£500.00
Total Planning		£500.00	£0.00	£500.00
Community Projects				
205	Christmas Costs			
205/1	Christmas Tree			
205/1/1	Installation/Removal	£0.00	£0.00	£0.00
205/1/2	Repairs	£1,000.00	£0.00	£1,000.00
205/1/3	Lights	£200.00	£0.00	£200.00
205/1	Total	£1,200.00	£0.00	£1,200.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
205/3	Christmas Lights			
205/3/1	Installation/Removal	£2,500.00	£2,977.04	-£477.04
205/3/2	Bearsted Green Lights	£0.00	£486.84	-£486.84
205/3/3	Madginford Lights	£0.00	£0.00	£0.00
205/3	Total	£2,500.00	£3,463.88	-£963.88
205/4	Christmas Cards	£0.00	£0.00	£0.00
205/5	Load Testing	£0.00	£0.00	£0.00
205	Total	£3,700.00	£3,463.88	£236.12
250	Noticeboards			
250/1	Repairs	£500.00	£421.20	£78.80
250/2	Replacement	£2,000.00	£4,269.72	-£2,269.72
250	Total	£2,500.00	£4,690.92	-£2,190.92
700	Market on the Green			
700/1	Market Manager	£0.00	£0.00	£0.00
700/2	Licensing	£0.00	£280.00	-£280.00
700/3	Printing/Banners	£0.00	£0.00	£0.00
700/4	Insurance	£0.00	£103.00	-£103.00
700/5	Membership	£0.00	£0.00	£0.00
700/6	Miscellaneous	£0.00	£45.60	-£45.60
700/7	Footfall income - donations to charity	£0.00	£0.00	£0.00
700/8	Tote bags	£0.00	£0.00	£0.00
700/9	Income reimbursement	£0.00	£0.00	£0.00
700	Total	£0.00	£428.60	-£428.60

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
710	Play scheme			
710/1	Admin	£0.00	£0.00	£0.00
710/2	DBS Checks	████████	████████	████████
710/3	Salaries	████████	████████	████████28
710/4	Hall Hire	£1,000.00	£0.00	£1,000.00
710/5	Equipment	£500.00	£1,771.68	-£1,271.68
710/7	School Field Hire	£0.00	£1,000.00	-£1,000.00
710/8	Entertainment	£300.00	£283.54	£16.46
710/9	Miscellaneous	£500.00	£382.55	£117.45
710/10	Volunteers (Under 16)	████████	████████	████████
710/11	Management Charges	£1,000.00	£1,100.00	-£100.00
710/12	PAYE re salaries	████████	████████	████████
710/13	Uniforms	£0.00	£252.00	-£252.00
710/14	Fruit	£200.00	£243.60	-£43.60
710	Total	£12,185.00	£21,822.05	-£9,637.05
720	Older Generation Event			
720/1	Hall Hire	£250.00	£78.00	£172.00
720/2	Stationery	£150.00	£123.30	£26.70
720/3	Sundries/First Aid	£200.00	£101.42	£98.58
720/4	Entertainment	£2,300.00	£2,100.00	£200.00
720/5	Transport	£200.00	£165.00	£35.00
720	Total	£3,100.00	£2,567.72	£532.28
730	Newsletter			

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
730/1	Campaign Monitor	£0.00	£58.04	-£58.04
730	Total	£0.00	£58.04	-£58.04
735	Information Booklet	£0.00	£0.00	£0.00
740	Fireworks			
740/1	Insurance	£100.00	£0.00	£100.00
740/2	Fireworks	£4,500.00	£5,000.00	-£500.00
740/3	Float	£0.00	£0.00	£0.00
740/4	Equipment hire	£2,500.00	£1,640.00	£860.00
740/5	Printing	£600.00	£0.00	£600.00
740/6	Miscellaneous	£300.00	£980.88	-£680.88
740/7	Security	£1,750.00	£1,105.00	£645.00
740/8	Donations to be transferred	£0.00	£0.00	£0.00
740	Total	£9,750.00	£8,725.88	£1,024.12
760	Hire fees (Green)			
760/1	Deposit return	£0.00	£0.00	£0.00
760	Total	£0.00	£0.00	£0.00
770	Christmas Market			
770/1	Waste inc toilets	£500.00	£750.00	-£250.00
770/2	Banners, decorations etc	£200.00	£95.00	£105.00
770/3	Licence	£100.00	£0.00	£100.00
770/4	Sundries	£100.00	£418.08	-£318.08
770/5	Event Management	£0.00	£0.00	£0.00
770/6	Entertainment	£1,000.00	£500.00	£500.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
770/7	Equipment hire	£1,500.00	£1,473.92	£26.08
770/8	Electrics	£200.00	£0.00	£200.00
770/9	Security	£2,500.00	£410.00	£2,090.00
770/10		£0.00	£0.00	£0.00
770	Total	<u>£6,100.00</u>	<u>£3,647.00</u>	<u>£2,453.00</u>
775	Sponsored Page	£0.00	£0.00	£0.00
785	Other Events			
785/1	Gazebo	£0.00	£0.00	£0.00
785/2	Christmas Light Switch On	£0.00	£0.00	£0.00
785/3	Banners	£0.00	£0.00	£0.00
785/6	Xmas lunch - elderly	£0.00	£0.00	£0.00
785/7	Jubilee Celebrations	£5,000.00	£8,213.22	-£3,213.22
785/8	Total	£0.00	£0.00	£0.00
785/9	Great British Spring Clean	£0.00	£0.00	£0.00
785/10	Misc Costs	£0.00	£0.00	£0.00
785	Total	<u>£5,000.00</u>	<u>£8,213.22</u>	<u>-£3,213.22</u>
786	Comms - Safety Initiatives	£0.00	£0.00	£0.00
787	Beautification of Bearsted			
787/1	Signs	£0.00	£0.00	£0.00
787/2	Plants/flowers	£0.00	£281.88	-£281.88
787	Total	<u>£0.00</u>	<u>£281.88</u>	<u>-£281.88</u>
Total Community Projects		<u>£42,335.00</u>	<u>£53,899.19</u>	<u>-£11,564.19</u>

Special Projects

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
900	Contingency	£0.00	£0.00	£0.00
902	Meadowbank/Bell Lane	£0.00	£0.00	£0.00
903	Bearsted Goods Shed (Coalyard)	£100,000.00	£0.00	£100,000.00
904	Pond Repair	£0.00	£0.00	£0.00
906	Special Projects - Allotments	£100,000.00	£4,979.98	£95,020.02
907	Special Projects - Tree Work	£14,000.00	£550.00	£13,450.00
908	Special Project - Play Area Enhancements	£32,000.00	£0.00	£32,000.00
Total Special Projects		<u>£246,000.00</u>	<u>£5,529.98</u>	<u>£240,470.02</u>
Land Fund				
300	Land Fund	£0.00	£0.00	£0.00
Total Land Fund		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Traffic Calming				
350	Traffic Calming			
350/1	Speed Surveys	£400.00	£0.00	£400.00
350/2	Gateways - Ware Street Bridge	£4,000.00	£0.00	£4,000.00
350/3	Gateways - Roundwell	£5,000.00	£0.00	£5,000.00
350/4	Double Yellow Lines - Ware Street	£3,000.00	£0.00	£3,000.00
350/5	Community Initiatives	£500.00	£83.96	£416.04
350	Total	<u>£12,900.00</u>	<u>£83.96</u>	<u>£12,816.04</u>
Total Traffic Calming		<u>£12,900.00</u>	<u>£83.96</u>	<u>£12,816.04</u>
Total Expenditure		<u>£392,467.76</u>	<u>£149,644.06</u>	<u>£242,823.70</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Actual Net	Balance
Total Income	£173,284.41	£188,246.77	£14,962.36
Total Expenditure	£392,467.76	£149,644.06	£242,823.70
Total Net Balance	-£219,183.35	£38,602.71	

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
INCOME				
Full Council				
1000	Precept	£91,358.67	£91,358.67	£0.00
1050	Bearsted & Thurnham Bowling Club	£0.00	£0.00	£0.00
1060	Bearsted Guide Association	£0.00	£0.00	£0.00
1070	Bearsted Scout Group	£0.00	£0.00	£0.00
1080	Bearsted Cricket Club	£0.00	£0.00	£0.00
1090	Bearsted & Thurnham Lawn Tennis Club	£0.00	£0.00	£0.00
1100	Bank Interest - Current	£0.00	£0.00	£0.00
1110	Bank Interest - Environmental Project	£1.00	£22.53	£21.53
1115	Bank Compensation - Natwest	£0.00	£0.00	£0.00
1120	Bank Interest - Land & Buildings Account	£7.00	£143.02	£136.02
1125	Bank Interest - Cambridge Acct	£56.00	£0.00	-£56.00
1130	Bank Interest - Skipton	£56.00	£118.67	£62.67
1140	Misc Income	£0.00	£156.50	£156.50
1141	Covid Grants	£0.00	£0.00	£0.00
Total Full Council		£91,478.67	£91,799.39	£320.72
Environment				
2005	Precept	£13,000.00	£13,000.00	£0.00
2010	Miscellaneous Income	£0.00	£8.22	£8.22
2020	Allotments	£2,406.74	£2,801.11	£394.37

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
2030	Electricity Refund	£0.00	£0.00	£0.00
2035	Insurance Claim - Noticeboards	£0.00	£0.00	£0.00
2150	Play areas - PSS	£416.00	£424.32	£8.32
2200	Grounds maintenance-PSS	£9,334.00	£9,691.10	£357.10
2300	Churchyard War Memorial - PSS	£379.00	£386.58	£7.58
2400	Elizabeth Harvie Field Hire	£0.00	£220.00	£220.00
2450	The Green - Hire fees	£0.00	£120.00	£120.00
Total Environment		£25,535.74	£26,651.33	£1,115.59
Community Projects				
7000	Market on the Green	£0.00	£0.00	£0.00
7060	Christmas Market	£0.00	£313.50	£313.50
7100	Playscheme	£12,200.00	£18,493.45	£6,293.45
7400	Fireworks	£16,050.00	£18,273.77	£2,223.77
7500	Newsletter Income	£0.00	£0.00	£0.00
7600	Bearsted Green - Hire fees	£120.00	£0.00	-£120.00
7650	Other income	£0.00	£3,055.33	£3,055.33
7660	Misc Income	£0.00	£1,260.00	£1,260.00
7700	Precept	£15,000.00	£15,000.00	£0.00
Total Community Projects		£43,370.00	£56,396.05	£13,026.05
Special Projects				
9000	Special Projects Income	£0.00	£0.00	£0.00
Total Special Projects		£0.00	£0.00	£0.00
Traffic Calming				
3000	Precept	£12,900.00	£12,900.00	£0.00
3005	CIL Neighbourhood Receipts	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Actual Net	Balance
3006 Miscellaneous	£0.00	£500.00	£500.00
Total Traffic Calming	<u>£12,900.00</u>	<u>£13,400.00</u>	<u>£500.00</u>
Total Income	<u>£173,284.41</u>	<u>£188,246.77</u>	<u>£14,962.36</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
EXPENDITURE				
Full Council				
100	Staff Salaries	£38,955.94	£36,173.85	£2,782.09
106	Bank charges - Evt Proj	£23.00	£0.00	£23.00
107	Bank charges (Land Fund)	£23.00	£0.00	£23.00
108	Bank Charges - Cambridge	£15.00	£0.00	£15.00
109	Bank Charges - Skipton	£15.00	£0.00	£15.00
110	Parish Office - (Equipment)	£250.00	£574.49	-£324.49
115	Parish Office (Administration)	██████████	██████████	██████████
116	Bank Account Set Up	£0.00	£0.00	£0.00
120	Training	£1,500.00	£722.34	£777.66
125	Law & Order	£0.00	£0.00	£0.00
127	Covid-19 Emergency Costs	£500.00	£0.00	£500.00
130	Subscriptions	£2,200.00	£1,933.70	£266.30
135	Licensing	£100.00	£0.00	£100.00
140	Parish office (Refurbishment)	£100.00	£0.00	£100.00
145	Audit fees	£1,020.00	£962.60	£57.40
150	Parish office- (Utilities)	£1,347.82	£100.00	£1,247.82
155	Legal/Consultancy Fees	£3,000.00	£1,317.50	£1,682.50
160	Councillors Allowance	£4,320.00	£3,624.00	£696.00
165	Parish Awards	£500.00	£713.75	-£213.75
170	Defibrillator	£200.00	£32.00	£168.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
175	Insurance	£2,000.00	£1,557.93	£442.07
180	S137 Payments/Donations	£3,000.00	£3,085.00	-£85.00
190	Contingency	£0.00	£0.00	£0.00
195	Election costs	£0.00	£6,992.84	-£6,992.84
Total Full Council		£65,139.76	£67,150.29	-£2,010.53
Environment				
200	General	£3,820.00	£2,388.05	£1,431.95
210	Bearsted Green (Maintenance)	£5,400.00	£5,127.40	£272.60
215	Bearsted Green (Benches)	£1,000.00	£0.00	£1,000.00
220	Bearsted Green (Pond)	£715.00	-£1,019.25	£1,734.25
230	Bearsted in Bloom	£0.00	£1.50	-£1.50
235	Allotments	£1,414.00	£1,092.80	£321.20
240	Tree work	£0.00	£0.00	£0.00
245	Environmental Enhancements	£2,000.00	£574.50	£1,425.50
255	Church Lane car park	£1,000.00	£6,221.71	-£5,221.71
260	Bearsted Green (Bins)	£150.00	£292.50	-£142.50
265	Holy Cross Church	£1,800.00	£2,773.80	-£973.80
270	Meadow Bank Maintenance	£2,000.00	£0.00	£2,000.00
280	Elizabeth Harvie Field Maintenance	£1,750.00	£757.90	£992.10
282	Church Landway Maintenance	£1,000.00	£98.00	£902.00
285	Church Landway - Play area	£2,000.00	£2,133.39	-£133.39
290	Church Landway - Lighting	£500.00	£0.00	£500.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
295	Church Landway - Grass maintenance	£0.00	£789.75	-£789.75
400	Footway Lighting	£540.00	£755.84	-£215.84
410	Electricity costs	£504.00	£992.75	-£488.75
Total Environment		£25,593.00	£22,980.64	£2,612.36
Planning				
600	Planning	£500.00	£0.00	£500.00
Total Planning		£500.00	£0.00	£500.00
Community Projects				
205	Christmas Costs	£3,700.00	£3,463.88	£236.12
250	Noticeboards	£2,500.00	£4,690.92	-£2,190.92
700	Market on the Green	£0.00	£428.60	-£428.60
710	Play scheme	£12,185.00	£21,822.05	-£9,637.05
720	Older Generation Event	£3,100.00	£2,567.72	£532.28
730	Newsletter	£0.00	£58.04	-£58.04
735	Information Booklet	£0.00	£0.00	£0.00
740	Fireworks	£9,750.00	£8,725.88	£1,024.12
760	Hire fees (Green)	£0.00	£0.00	£0.00
770	Christmas Market	£6,100.00	£3,647.00	£2,453.00
775	Sponsored Page	£0.00	£0.00	£0.00
785	Other Events	£5,000.00	£8,213.22	-£3,213.22
786	Comms - Safety Initiatives	£0.00	£0.00	£0.00
787	Beautification of Bearsted	£0.00	£281.88	-£281.88
Total Community Projects		£42,335.00	£53,899.19	-£11,564.19

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Actual Net	Balance
Special Projects			
900	Contingency	£0.00	£0.00
902	Meadowbank/Bell Lane	£0.00	£0.00
903	Bearsted Goods Shed (Coalyard)	£100,000.00	£0.00
904	Pond Repair	£0.00	£100,000.00
906	Special Projects - Allotments	£100,000.00	£4,979.98
907	Special Projects - Tree Work	£14,000.00	£550.00
908	Special Project - Play Area Enhancements	£32,000.00	£0.00
Total Special Projects		£246,000.00	£5,529.98
Land Fund			
300	Land Fund	£0.00	£0.00
Total Land Fund		£0.00	£0.00
Traffic Calming			
350	Traffic Calming	£12,900.00	£83.96
Total Traffic Calming		£12,900.00	£83.96
Total Expenditure		£392,467.76	£242,823.70
Total Income		£173,284.41	£188,246.77
Total Expenditure		£392,467.76	£242,823.70
Total Net Balance		-£219,183.35	£38,602.71

Bank Account Reconciled Statement

The Cambridge Building Society XXXXXXXXXX

Statement Number	10	Bank Statement No.	10
Statement Opening Balance	£85,053.80	Opening Date	06/09/22
Statement Closing Balance	£85,396.34	Closing Date	31/12/22
True/ Cashbook Closing Balance	£85,396.34		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
31/12/22	31.12.22 int	Cambridge Building Society	0.00	343.01	85,396.81
31/12/22	Chgs 31.12	Cambridge Building Society	0.47	0.00	85,396.34

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0.47	343.01

Reconciled by Nicola Brittain

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

APM 29th March 2023 – Bearsted Golf Club

Buffet Costs

I can confirm we can provide the following for £6 per head:

Margarita pizza

Sausage rolls

A selection of sandwiches

Mini jacket potatoes

Cater for 70 guests = £420.00

Last year we also paid the bar bill. Suggestion we pay for 1 arrival drink only.
Awaiting cost from Golf Club.