

PARISH OF MONK FRYSTON

Notice of Annual Parish Council Meeting

I hereby give notice that the ANNUAL MEETING (APCM) of the PARISH COUNCIL of MONK FRYSTON will be held at the Church Hall, Church Lane on Wednesday the 18th May 2016 at 7.30pm. This will be followed by the ordinary May Meeting of the Parish Council.

All members of the council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at this meeting as set out hereunder.

Dated this 11th May 2016

Philip Scott Clerk and RFO to the Parish Council

Business to be transacted

APCM

- 1 To elect a Chairman
- 2 To receive the Chairman's Declaration of Acceptance of Office
- 3 To receive apologies for absence
- 4 To receive Declarations of Interest
- 5 To co-opt members to fill vacant seats on the Council
- 6 To receive members Declarations of Acceptance of Office
- 7 To elect a Vice-Chairman
- 8 To receive the Vice-Chairman's Declaration of Acceptance of Office
- 9 To decide when any Declarations of Acceptance of Office and written undertakings to observe the Code of Conduct adopted by the Council which have not been received as provided by law, shall be received.
- 10 To appoint Council representatives to the Burial Board (2no), the Community Association (2no), the Grants Committee (3no), the Planting Working Party, the Monk Fryston and Hiilam Parish Councils Liaison Group and the Lighting Working Party.
- 11 To receive the past Chairman's report from Cllr Holmes
- 12 To receive the Responsible Financial Officer's Report
- 13 To remind members of the existence of standing orders and to consider the opportunity to review standing orders by the process set out in Standing Order 41.
 1. Agree that the current Standing Orders are up to date
 2. Agree that the Financial Regulations are up to date
 3. Agree that the council should adopt the Code of Conduct as defined by SDC
- 14 To consider the payment of any subscriptions falling to be paid annually.
- 15 To inspect any deeds and trust investments in the custody of the Council as required.
- 16 To list property in the ownership of the Parish Council.

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Projects Expenditure Breakdown 2015 / 2016

Cheque No	Project	Gross cost	Net cost
923	printing of newsletter	£85.00	£85.00
926	barrels and compost	£123.00	£102.50
932	repair of fence adj 50 Lumby Hill	£240.00	£240.00
934	land registry fee	£130.00	£130.00
936	plants	£170.00	£141.67
937	printing of newsletter	£85.00	£85.00
942	knotweed treatment	£163.20	£136.00
950	printing of newsletter	£85.00	£85.00
955	knotweed treatment	£163.20	£136.00
958	plants	£150.00	£125.00
	Total	£1,394.40	£1,266.17

EXPLANATION OF VARIANCES 2015/ 2016

MONK FRYSTON PARISH COUNCIL

Section 1	2014/2015 £	2015/2016 £	Variance £	Variance %	Detailed explanation of variance
Box 1	16722	25838	9116	55	Difference due to Licence fee receipts and carried over liabilities referred to in 2013/2014 Annual Return totalling £9518
Box 2	17463	17506	43	0	
Box 3	5428	2004	-3424	-63	In 2014/15 £4731.24 was received in Licence fees and £684.5 in grant support. No Licence fees were recived in 2015/2016 and the grant support was reduced to £594.37. However £1384 additional income was received for a vat refund and grass cutting services in 2015/2016
Box 4	3417	3454	37	1	
Box 5	0	0	0	0	
Box 6	10358	17259	6901	67	Arises from un-presented invoices in 2014/2015 carried over to 2015/2016, primarily £7257 from NYCC for street lighting repairs ordered in 2014.
Box 7	25838	24636	-1202	-5	the PC had £16081 of Liabiities / Commitments at 31 March 2015 compared to £14926 in 2015/16
Box 8	25838	24636	-1202	-5	the PC had £16081 of Liabiities / Commitments at 31 March 2015 compared to £14926 in 2015/16
Box 9	57351	54649	-2702	-5	Primarily because 4 of the PC's streetlights previously valued at £4.5K have now been taken off the Register (adopted by the County Council)
Box 10			n/a	n/a	

**Receipts and Payment Account
For the year ended on 31 March, 2016**

RECEIPTS	2014.15	2015.16	PAYMENTS	2014.15	£2,015.16
Current Account			Current Account	£21,624.52	£23,212.31
Balance at 01/04/15	£8,289.92	£7,543.64	Asset Purchase	£291.24	£9,656.53
Precept	£18,147.00	£18,101.18	Audit	£186.00	£226.12
VAT Reclaim	£0.00	£595.13	Clerks Salary	£3,416.67	£3,453.72
NYCC for grass cutting		£415.81	ClIr Expenses	£34.00	£0.00
Savings Account		£6,048.05	Donations	£25.00	£50.00
Hillam PC (grass cutting)		£373.50	Electricity	£500.89	£627.13
Licence Fee for Quarry land	£2,731.24		Grass Cutting	£2,090.00	£2,610.00
			Insurance	£433.77	£413.72
Savings Account			Lighting	£461.31	£0.00
Balance at 01/04/15	£8,432.48	£18,294.59	Precept Distribution	£1,132.00	£1,134.84
Licence Fee for Quarry land	£2,000.00		Projects	£1,735.87	£1,394.40
Interest	£12.11	£19.30	Room Hire	£270.00	£179.37
from Current Account	£7,850.00	£2,500.00	Running Expenses	£231.04	£177.05
Aon refund (cheque)		£4.98	S137 Grants	£1,104.73	£423.43
			Savings Account	£7,850.00	£2,500.00
			Statutory Grant	£1,500.00	£0.00
			Subscriptions	£362.00	£366.00
			Training	£0.00	£0.00
			Balance at 31/03/16	£7,543.64	£9,865.00
			Savings Account		
			Withdrawals	£0.00	£6,048.05
			Closing Balance at 31/03/16	£18,294.59	£14,770.82
TOTAL	£47,462.75	£53,896.18	TOTAL	£47,462.75	£53,896.18

MONK FRYSTON PARISH COUNCIL

BANK RECONCILIATION for the YEAR ENDING 31 MARCH 2016

Prepared by Philip Scott (Clerk & RFO)

April 2016

Current Account

Bank Statement balance at 31 March 2016	£10568.00	
Unpresented cheques as at 31 March 2016		
Receipts	£0.00	
Payments cheque no 962	£(541.20)	
Payments cheque no 966	£(161.80)	
Account balance when all cheques presented		£9865.00

Cash Book

Balance at 31 March 2016 £9865.00

Cash Book Reconciliation for the year

Opening Balance 1 April 2015	£7543.64
Add: Receipts in the year	£25533.67
Less: Payments in the year	<u>£23212.31</u>
Closing balance at 31 March 2016	£9865.00

Savings Account

Opening Balance 1 April 2015	£18294.59
Add: Receipts in the year	£2524.28
Less: Withdrawals in the year	<u>£6048.05</u>
Closing balance at 31 March 2016	£14770.82

Total balance of two accounts

Current Account	£9865.00
Savings Account	<u>£14770.82</u>
	£24635.82

FROM BREAKDOWN SHEET

	actual expenditure (net) to end Dec
Burial Board	£1,128.40
Clerks Salary	£2,276.80
Clerk National Insurance	
Council News Letter	
Clerk Use of Facilities	
Councillor expenses	£10.42
DPPO costs	£232.00
Electricity for lighting	£475.92
Grants	£2,794.00
Grass Cutting	£2,580.00
Income	£0.00
Internal and external Audits	£156.00
Knotweed Treatment	£272.00
Lighting repairs	£108.33
Office Running Expenses	£135.72
Op Costs for C A	
Plants	£561.67
Quarry Planning application	
Renewal of street lights	
Repair and paint fencing at the triangle	
Rights of way footpath leaflet	
Room Hire	£176.00
Statutory Insurance	£433.51
Training and Prof Memberships	£382.00
Xmas Trees	£140.00
Unplanned	£564.47
Total	£12,427.24

FROM BUDGET SHEET

original 'budget' to end Dec	underspend to end Dec
£1,200.00	71.60
£2,439.00	162.20
£0.00	0.00
£140.00	140.00
£270.00	270.00
£180.00	169.58
£400.00	168.00
£600.00	124.08
£1,612.50	-1,181.50
£2,988.00	408.00
£0.00	0.00
£290.00	134.00
£272.00	0.00
£940.00	831.67
£135.00	-0.72
£1,500.00	1,500.00
£1,200.00	638.33
£500.00	500.00
£5,000.00	5,000.00
£100.00	100.00
£75.00	75.00
£135.00	-41.00
£450.00	16.49
£200.00	-182.00
£100.00	-40.00
	-564.47
£20,726.50	8,299.26

Currently projected end of year spend	£17,420.24
Originally expected spending	£21,792.00
Potential underspend	£4,371.76
Quarry Land windfall Income	£5,250

**'current'
remaining in
budget**

£0
£813
£0
£200
£90
£0
£0
£0
£430
£0
-£300
£0
£0
£0
£45
£0
£0
£500
£2,100
£0
£75
£45
£0
£100
£75
£820

4,993.00

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DEBTORS AND CREDITORS 31st MARCH 2016

CURRENT ACCOUNT	2014.15	2015.16	
Current account statement 31 March 2016	7857.11		£10,568.00
SAVINGS ACCOUNT			
Savings account statement 31 March 2016	18294.59		£14,770.82
CREDITORS			
Income -vat	£595.13	£1,845.12	
Unbilled Network Rail payment	£0.00		
Hillam PC Grass cutting refund	£293.50		
Total	£888.63	£888.63	£1,845.12

LIABILITIES	2014.15
uncashed cheque 918	£148.67
uncashed cheque 919	£164.80
unbilled room hire	£36.37
street lighting repairs	£8,100.00
land sale estate agency fees	£800.00
land sale solicitors fees	£1,500.00
newsletter printing	£100.00
provision for electricity supplied	£650.00

COMMITMENTS (RESOLUTIONS etc)	
balance of grant to luncheon club	£22.00
fence repair	£350.00
purchase of led street lighting lanterns	£1,020.00
street light inspection	£250.00
knotweed treatment to quarry land	£2,000.00
initial registration of Parish Council land.	£500.00
update / renew planters	£250.00
grant for Sunday bus	£140.00
bench floor improvements	£100.00

PAYMENTS IN ADVANCE	
1yrs NYCC Triangle rent (£50)	-£50.00

Total	£27,040.33	£27,183.94
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LIABILITIES	2015.16
uncashed cheque 962	£541.20
uncashed cheque 966	£161.80
unbilled room hire	£22.00
street lighting repairs	£5,250.00
land sale estate agency fees	£800.00
land sale solicitors fees	£1,500.00
newsletter printing	£100.00
provision for electricity supplied	£650.00

COMMITMENTS (RESOLUTIONS etc)	
street light inspection	£250.00
knotweed treatment to quarry land	£2,000.00
water lane light repairs	£150.00
village plan	£200.00
balance of girl guides grant	£191.25
initial registration of Parish Council land.	£370.00
bench floor improvements	£100.00
website fee	£60.00
church lane light replacement	£120.07
PC post box	£50.00
legals re deer park play area	£150.00
street light maintenance	£360.21
CA grant	£1,500.00
planters and planting	£400.00

PAYMENTS IN ADVANCE	£0.00
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Total	£16,081.84	£14,926.53
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Expenditure Breakdown 2015/2016

Category	Gross Payment	Net payments
Audit	£226.12	£200.12
Malcolm Walton	£70.12	£70.12
PKF Littlejohn LLP	£156.00	£130.00
Clerks Salary	£3,453.72	£3,453.72
P Scott	£2,806.32	£2,806.32
HMRC	£647.40	£647.40
Electricity	£627.13	£597.27
npower	£627.13	£597.27
Grass Cutting	£2,610.00	£2,610.00
S G Parkin Landscapes	£2,610.00	£2,610.00
Insurance	£408.74	£408.74
Aon UK Ltd	£408.74	£408.74
Projects	£1,394.40	£1,266.17
Fasprint Ltd	£255.00	£255.00
Lumby Garden Centre	£443.00	£369.17
Alan Petkus	£240.00	£240.00
Elmhirst Parker	£130.00	£130.00
The Knotweed Company	£326.40	£272.00
Room Hire	£179.37	£179.37
Monk Fryston PCC	£179.37	£179.37
Running Expenses	£177.05	£159.64
P Scott	£116.02	£100.51
B Holmes OoP expenses	£11.38	£9.48
Selby District Council	£49.65	£49.65
S137	£473.43	£439.23
P Scott	£213.43	£179.23
Monk Fryston PCC	£50.00	£50.00
Selby Town Council	£50.00	£50.00
Age UK	£50.00	£50.00
Community Association	£35.00	£35.00
Selby Dial	£50.00	£50.00
Royal British Legion	£25.00	£25.00
Savings Account	£2,500.00	£2,500.00
Savings Account	£2,500.00	£2,500.00
Subscriptions	£366.00	£366.00
YLCA	£278.00	£278.00
SLCC	£88.00	£88.00
Burial Board	£1,134.84	£1,134.84
MF, H & BS Joint Burial Committee	£1,134.84	£1,134.84
Asset Purchase	£9,656.53	£8,047.11
Selby District Council	£633.67	£528.06
OrangeTek Ltd	£1,224.00	£1,020.00
NYCC	£7,257.66	£6,048.05
Streetmaster (South Wales) Ltd	£541.20	£451.00
Grand Total	£23,207.33	£21,362.21