

**SELSTON PARISH COUNCIL**

**Clerk to the Council:** Ms Lisa Simpson  
The Parish Hall, Mansfield Road, Selston, Nottingham, NG16 6EE  
**Tel.** (01773) 812012  
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22 October 2019

Dear Councillor

You are hereby summoned to attend the Meeting of Selston Parish Council at **Underwood Community Centre**, Church Lane, Underwood, NG16 5FS on **Monday, 28 October 2019 at 7.00pm.**

An agenda is set out below.

Yours faithfully



Parish Clerk

**AGENDA**

1. To receive apologies for absence
2. To receive declarations of interest from Councillors
3. To determine which items, if any of the Agenda should be taken with the public excluded  
Items of Confidentiality to be discussed at end of Meeting. Members of the press, public and non-voting members will be asked to leave the Meeting. Public Bodies (Admission to Meetings) Act 1960.s.1
4. Policing
5. Members of the public are invited to address the Council – 15 minutes is designated for public participation
6. To approve the minutes of the meeting held on Monday, 30 September 2019
7. To consider correspondence received and required actions – see attached sheet  
Decisions required to items 11
8. Finance – See attached sheet
  - Update from Finance meeting – see attached Minutes
  - Clerk booked on VAT and Charity Finance training 13<sup>th</sup> Nov 2019
  - To consider quote for the lease of a Nissan e-NV200 Van
9. To consider making up the shortfall of £300 towards food costs for the Stay n Play/Filling Station Scheme run by St Helen's Church over the summer holidays
10. To consider a contribution towards a defibrillator outside the Dogs Paws on Portland Rd Selston.
11. To consider a contribution towards the cost of a Christmas trip for the Jacksdale and Westwood Pensioners

12. To authorise spend of £934.10 from the allocated £2000 for Underwood Youth Outreach group
13. Request received for Parish Council to accept donation of a Tommy on Battle Square, Hanstubbin Rd, Selston which needs to be insured by Selston Parish Council
14. Recreation Grounds  
To approve purchase and position of 3 benches at Friezeland/Underwood
15. Planning Applications – see attached sheet
16. Allotments
17. To consider placement of last year's lamp post poppies
18. Update of Selston Parish Village Halls Charity – see attached Minutes
19. Community Centres  
Parish Hall – to consider quotes for the disabled toilet in the bar area  
Pavilion –  
Old Council Offices – Donation of 5 celebration mugs  
Underwood –  
Jacksdale – To consider proposed changes to the Car Park
20. Christmas Lighting Events
21. Date of next meeting – Monday, 25 November 2019 at 7.00pm at Underwood Community Centre, Church Lane, Underwood, NG16 5FS
22. Confidential Items -  
Staffing matters  
35 Mansfield Rd Tenancy Agent  
Outstanding Invoices

## SELSTON PARISH COUNCIL

**Minutes** of Meeting of the Parish Council held on **Monday, 30 September 2019** at 7.00pm at Underwood Community Centre, Church Lane, NG16 5FS

### Present

Cllr M Ashmore	Cllr D Hodgman	Cllr J O'Byrne
Cllr J Banks	Cllr B Jackson	Cllr E Olden
Cllr H Bethell	Cllr S Jackson	Cllr P Pilgrim
Cllr C Chapman (also ADC)	Cllr A Justice	Cllr D Wilson
Cllr S Fletcher	Cllr D Justice (Vice Chair)	Cllr S Wilson (Chair)
Cllr J Gregory	Cllr D Martin (also NCC and	Cllr R Young
Cllr S Hey	ADC)	

### Apologies:

Cllr S Hankin – personal

Also present: Lisa Simpson (Clerk), Tracey Kirkland-Walker (Assistant Clerk) and 13 members of the public.

1. To receive apologies for absence

Apologies were received as above and accepted by the Council

2. To receive declarations of interest from Councillors

Cllr Ashmore – item 15 non pecuniary

Cllr Chapman – item 16 non pecuniary

Cllr S Jackson – item 15 non pecuniary

Cllr Pilgrim – item 15 non pecuniary

Cllr Martin – item 9 correspondence (items 1, 2, 9 and 14), 12 (all planning items), 15 and 16 non pecuniary

Cllr Hodgman – items 11, 12, 16 and 18 non pecuniary

Cllr D Justice – items 11 and 16 non pecuniary

3. To consider Co-option for Selston ward

**RESOLVED:** To co-opt Rebecca Hughes as Councillor for Selston Ward

Standing Orders were suspended whilst Rebecca Hughes signed the Acceptance of Office.

4. To determine which items, if any of the Agenda should be taken with the public excluded

**RESOLVED:** To move 'Land at Station Road' and '35 Mansfield Road' from item 10 (Finance) to Confidential items.

5. Policing

PCSO Darren Kenworthy gave a report of the incidents that have been reported over the last month. It was noted that of the 23 ASB incidents none of them were youth related.

In relation to the Community Alcohol Partnership licensing visits have been arranged with Ashfield District Council.

6. Update on CAP

Community Alcohol Partnership has requested feedback from the youth groups to determine if the grants have been beneficial.

They would also like to attend the youth groups and let the youth experience the effect of excessive drinking using beer goggles. It was proposed that the Parish Council purchase 2 sets of beer goggles from the s137 money set aside for the youth groups.

**RESOLVED:** To purchase 2 sets of beer goggles

7. Members of the public are invited to address the Council

A resident asked if the gullies on Mansfield Rd could be cleared and was informed that they are cleared by Highways.

Traders from Jacksdale expressed their concerns regarding the position of the proposed Zebra Crossing at Jacksdale as street parking will be restricted and it will also affect their deliveries. They have sent their concerns to Via/Notts County Council.

Item 15, Zebra Crossing in Jacksdale was brought forward to allow Councillors to discuss the matter whilst the residents were in attendance.

It was noted that Notts County Council Highways have assessed the area for the positioning of the zebra crossing and it could not be placed outside school as it is too close to a bend and there is not enough kerb structure.

8. To approve the minutes of the meeting held on Monday, 29 July 2019

**RESOLVED:** To accept the minutes of the council meeting held on 29 July 2019 as a true record. It was noted that Jacksdale lighting event is on 6 December 2019.

9. To consider correspondence received and required actions

Item 6 – Sustainable Community Halls Conference, 8 November 2019

**RESOLVED:** For Cllrs Hey, Hodgman, S Jackson and D Justice to attend the event.

10. Finance

There were no questions in relation to the accounts.

NALC's new Finance Regulations template - Noted

CCLA to consider further investment in public sector deposit fund – No action required

Feedback from Finance meeting (and Minutes) and matters arising – Noted

To acknowledge Notice of Conclusion of Audit following receipt of External Auditor's report – Noted

Land at Station Road – Moved to 'Confidential Items'

Quotations for lease of electric van – Clerk informed of the cost of leasing a diesel van to give a comparison but the Council were in favour of leasing an electric vehicle.

**RESOLVED:** Delegated to Finance Committee to obtain best deal for leasing an electric van for 2 years.

35 Mansfield Road – Moved to 'Confidential Items'

11. Recreation Grounds

- Fencing arranged for Portland Green – Clerk has instructed the cheapest contractor at £1700
- To discuss the idea of a Community Orchard – it was agreed that Town Green would be the most suitable and the Chairman said he would feed back to those who suggested the idea.

- Request from SPVHC for 6 more trees and 3 benches at Underwood – the trees are to continue the cherry tree walk around the footpath and the benches have been requested by parents/carers to view their children on the skate park.  
**RESOLVED:** The budget was set at £250 to purchase 6 more cherry trees and the cost and position of the benches will be presented at the next Council meeting.

12. Planning Applications

There were no comments in relation to the planning applications.

13. Allotments

The Chairman informed that he had added a new stake to support the tap on Nottingham Rd Allotments.

A resident is making a sample plot number marker.

14. Planters

Those who have already adopted planters in Selston are happy to continue looking after them. More people have volunteered and Cllr Martin informed that Mrs Dixon would not be doing the planters anymore so they can be allocated to the volunteers.

Underwood has not had as many volunteers but Cllr D Justice and Cllr D Martin agreed to continue with the ones they have been doing.

It was noted that the planter on Beech Rd is rotting and needs to be removed.

15. Zebra Crossing in Jacksdale – Item moved to be dealt with at the end of item 7

16. Community Centres

Parish Hall

Feedback from Consultation on Main hall kitchen

Clerk informed that one of the groups was against the kitchen being moved as they felt that the proposed kitchen would be too small to cater for larger events and they were also concerned about accessibility for all users.

Comments have been received from another group in favour of the new kitchen and the creation of more storage.

The rest of the groups have not provided written comments but given verbal comments such as the change to the kitchen will not affect them, the new kitchen looks nice.

The Trustees of Selston Parish Village Halls Charity have approved the proposed alterations but a further meeting has been arranged to consider another option regarding the disabled access to the office and storage.

Pavilion - Nothing to discuss

Underwood – UCAN request for use for Afternoon Tea fundraiser 12 October 2019

**RESOLVED:** To agree to UCAN using the centre for the Afternoon Tea fundraiser.

Jacksdale – Plans for car park and relocation of Parish noticeboard and the grit bin

**RESOLVED:** To request a meeting with Ashfield District Council at Jacksdale to discuss the proposed plan.

17. To review the temporary closure of the Parish office on a Wednesday

Cllr C Chapman abstained

**RESOLVED:** It was agreed to keep the Parish Office closed on a Wednesday

18. Selston Parish Village Halls Charity

- Insurance – It was noted that separate insurance to the Parish Council is required
- Bank Account - It was noted that separate bank account to the Parish Council is required
- Management Agreement -  
**RESOLVED:** To agree and accept the Management Agreement
- Accounts package - It was noted that separate accounts package to the Parish Council is required

19. To note GDPR requirements of having Councillor email addresses specifically set up for Council business and which are not shared with any other person

The Clerk informed the meeting that in order to comply with GDPR requirements, the Parish Office will no longer be able to send out emails to Councillors where it is obvious that the email address is shared with someone else.

20. Stay N Play

It was reported that the scheme this year was again a great success and it was requested that an item be added to next month's agenda for the Council to consider making up the shortfall in contribution to the £500 originally proposed.

21. Salt requirements for Winter Service 2019/20 – No action required

22. Date of next meeting – Monday, 28 October 2019 at 7:00 pm at Underwood Community Centre, Church Lane, Underwood, NG16 5FS - Noted

23. Confidential Items

- Land at Station Road  
**RESOLVED:** To take legal advice
- 35 Mansfield Road – It was agreed to change Agents and the Clerk and Admin Assistant were delegated to select a new Agent.  
The Clerk and Chair of Finance were delegated to obtain 3 quotes for a new bathroom and to authorise the most appropriate one.
- Outstanding invoices for room hire – Office staff has put procedures in place for regular checks on outstanding amounts.  
**RESOLVED:** Terms and conditions to be reviewed and amended if necessary
- Job evaluation - It was agreed that the role of Parish Clerk at Selston Parish Council is Profile 3 then the Clerk and Assistant Clerk left the meeting whilst payscale was discussed

Meeting Closed at 9.15 pm

## SELSTON PARISH COUNCIL

### Correspondence to be considered at the Parish Council's October 2019 Meeting

1	Live & Local	Live & Local - Showcase Performance Invitation - King Lear by Oddbodies at South Clifton Coronation Hall on Thursday 21 November	RSVP deadline is Friday 8 <sup>th</sup> November
2	Came & Company	Intra-group reorganisation affecting Came & Company	Emailed 2/10/19
3	RBS Software	Rialtas Annual Fees 2020-2021	Emailed 9/10/19
4	NCC	Nottinghamshire's annual consultation on admission arrangements 2021-2022	Emailed 10/10/19
5	NCVO	Free safeguarding resources for all charities	Emailed 10/10/19
6	NCC	'Take Five to Stop Fraud'	Emailed 11/10/19
7	NCC	Elective Home Education Policy and Children Missing Education Strategy Consultation	Emailed 15/10/19
8	Power for People	Council motion request re national community energy campaign	Emailed 17/10/19
9	NALC	Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence	Emailed 17/10/19
10	NALC	Local Councils & VE Day 75 – 8th May 2020	Emailed 18/10/19
11	Resident	Letter requesting a perimeter path be installed around the recreation ground at Westwood.	<b>Response required</b>

31 MARCH 2019\*

30 September

<b>Current Assets</b>		
2,241	Debtors Control account	2,201
8,406	VAT Control Account	5,323
2,312	Prepayments	2,312
204,243	Yorkshire Bank	266,761
2,680	Yorkshire Bank - War Memorial	2,680
56,272	Yorkshire Bank - 3	56,331
86,082	HSBC	87,038
5	Petty Cash	5
75,000	CCLA Investment Account	75,000
<b>437,242</b>		<b>497,651</b>
<b>437,242</b>	<b>Total Assets</b>	<b>497,651</b>
<b>Current Liabilities</b>		
1,470	Accruals	0
872	Receipts in Advance	0
<b>2,342</b>		<b>0</b>
<b>434,900</b>	<b>Total Assets Less Current Liabilities</b>	<b>497,651</b>
<b>Represented By</b>		
257,755	General Reserves	337,937
40,000	EMR Parish Hall	40,000
39,980	EMR Underwood Community Centre	39,980
6,212	EMR Old Council Office Reserve	6,212
14,030	EMR Jacksdale CC Capital Reser	14,030
3,496	EMR Jacksdale Rec Ground	3,496
2,000	EMR Reserves Allotments	2,000
7,895	EMR Reserves Pavilion capital	7,895
2,500	EMR Westwood Changing Rooms Re	2,500
14,339	EMR Friezeland Rec Ground res	(1,265)
7,500	EMR War Memorial Reserves	7,500
13,610	EMR Machinery Purchases	13,610
3,330	EMR Recreation Grounds Reserve	3,330
4,664	EMR Grounds Maintenance	4,664
6,662	EMR Election Fees Reserves	4,836
2,340	EMR Legal Expenses reserves	2,340
3,321	EMR Christmas Event-Selston	3,321
2,041	EMR Christmas Event-Jacksdale	2,041



08/10/2019

Selston Parish Council 2019/20

13:36

Balance Sheet as at 01 October 2019

31 MARCH 2019\*

30 September

3,224 EMR Christmas Event-Underwood

3,224

434,900

497,651

The above statement represents fairly the financial position of the authority as at 01 October 2019 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_ Date : \_\_\_\_\_

Selston Parish Council 2019/20

Income and Expenditure Account for Year Ended 30 ~~AUGUST~~ <sup>SEPT.</sup> 2019

31 MARCH 2019\*

30 ~~AUGUST~~ <sup>SEPT.</sup> 2019

	<b>Operating Income</b>	
351,858	Administration/Parish Council	200,430
8,535	General Grants	0
1,292	Stay and Play	1,000
4,341	Outdoor Recreation	4,044
1,646	Allotments	2,002
35,073	Parish Hall	17,423
13,843	Old Council Offices	6,482
8,938	Jacksdale Community Centre	5,147
15,058	Underwood Community Centre	7,539
<u>440,584</u>	<b>Total Income</b>	<u>244,067</u>
	<b>Running Costs</b>	
160,986	Administration/Parish Council	83,630
860	Section 137	2,537
151	Civic	5,326
1,336	Stay and Play	305
36,025	Capital Expenditure	20,680
271	Admin-Lesure Contract ADC	501
48,513	Grounds Maintenance	24,256
9,397	Outdoor Recreation	2,916
1,523	Footpath Maintenance	768
1,232	Allotments	677
62,249	Parish Hall	16,846
10,734	Old Council Offices	7,217
16,566	Jacksdale Community Centre	7,702
17,129	Underwood Community Centre	7,973
<u>366,972</u>	<b>Total Expenditure</b>	<u>181,315</u>
	<b>General Fund Analysis</b>	
233,135	Opening Balance	257,755
440,584	Plus : Income for Year	244,067
<u>673,719</u>		<u>501,822</u>
366,972	Less : Expenditure for Year	181,315
<u>306,747</u>		<u>320,507</u>
2,864	Transfers TO / FROM Reserves	48,991
<u>303,883</u>	<b>Closing Balance</b>	<u>271,516</u>

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration/Parish Council</b>								
1076 Precept	234,289	163,703	233,861	70,158			70.0%	
1090 Interest Received	549	424	300	(124)			141.5%	
1105 Caretaker's Rent	4,818	2,248	5,500	3,252			40.9%	
1125 Footpath Grant	2,768	0	2,500	2,500			0.0%	
1899 Paypoint Income	40,038	27,483	0	(27,483)			0.0%	
1900 Miscellaneous Income	56,951	3,070	1,000	(2,070)			307.0%	
1901 Christmas Event	6,567	1,156	0	(1,156)			0.0%	
1902 Christmas Event JCC	1,601	1,989	0	(1,989)			0.0%	
1903 Christmas Event UCC	4,277	357	0	(357)			0.0%	
<b>Administration/Parish Council :- Income</b>	<b>351,858</b>	<b>200,430</b>	<b>243,161</b>	<b>42,731</b>			<b>82.4%</b>	<b>0</b>
4000 Wages, Superan, Ers NIC	50,835	30,139	65,741	35,602		35,602	45.8%	
4001 Superannuation	4,561	2,019	4,037	2,018		2,018	50.0%	
4015 Stationery	572	164	600	436		436	27.3%	
4016 Postage	6	2	200	198		198	0.9%	
4017 Photocopier	1,782	1,119	2,000	881		881	55.9%	
4020 Subscriptions	6,190	2,579	7,000	4,421		4,421	36.8%	
4025 Insurance	6,933	7,138	7,000	(138)		(138)	102.0%	
4026 Legal fees	1,374	552	2,500	1,948		1,948	22.1%	
4027 Neighbourhood Plan	0	0	2,000	2,000		2,000	0.0%	
4030 Bank Charges	774	338	800	462		462	42.2%	
4035 Office Equipment	1,426	0	1,000	1,000		1,000	0.0%	
4039 Paypoint Expenditure	42,906	27,488	0	(27,488)		(27,488)	0.0%	
4040 Misc	10,633	707	1,000	293		293	70.7%	
4045 Grounds Maintenance - Misc	4,610	1,731	10,000	8,270		8,270	17.3%	
4050 Recruitment Costs	598	0	500	500		500	0.0%	
4055 Office Telephone	239	0	500	500		500	0.0%	
4060 Loan Repayments	6,828	3,490	6,979	3,489		3,489	50.0%	
4065 Loan Charges	151	0	325	325		325	0.0%	
4070 Audit Fees	1,444	235	1,500	1,265		1,265	15.6%	
4075 Advertising	2,725	1,190	3,000	1,810		1,810	39.7%	
4085 Contingencies	3,500	0	3,500	3,500		3,500	0.0%	
4090 Repairs & Renewals	984	70	1,000	930		930	7.0%	
4095 Caretaker's House Expenditure	1,767	100	1,500	1,400		1,400	6.7%	
4100 Footpath Maintenance	0	310	1,000	690		690	31.0%	
4105 Training Courses	813	105	1,500	1,395		1,395	7.0%	
4110 Charmans Allowance	212	293	200	(93)		(93)	146.5%	
4150 Events	2,622	320	4,500	4,180		4,180	7.1%	
4151 Christmas Event	4,768	80	0	(80)		(80)	0.0%	
4152 Christmas Event JCC	585	2,237	0	(2,237)		(2,237)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4153 Christmas Event UCC	1,148	1,226	0	(1,226)		(1,226)	0.0%	
Administration/Parish Council :- Indirect Expenditure	<u>160,986</u>	<u>83,630</u>	<u>129,882</u>	<u>46,252</u>	<u>0</u>	<u>46,252</u>	<u>64.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>190,872</u></b>	<b><u>116,799</u></b>	<b><u>113,279</u></b>	<b><u>(3,520)</u></b>				
<b>102 Section 137</b>								
4175 Free Resources	51	0	0	0		0	0.0%	
4186 S137 DONATION	809	2,537	11,500	8,963		8,963	22.1%	
Section 137 :- Indirect Expenditure	<u>860</u>	<u>2,537</u>	<u>11,500</u>	<u>8,963</u>	<u>0</u>	<u>8,963</u>	<u>22.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(860)</u></b>	<b><u>(2,537)</u></b>	<b><u>(11,500)</u></b>	<b><u>(8,963)</u></b>				
<b>103 General Grants</b>								
1130 Grants & Donations Received	8,535	0	0	0			0.0%	
General Grants :- Income	<u>8,535</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
<b>Net Income</b>	<b><u>8,535</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>				
<b>105 Civic</b>								
4190 Election Costs	0	5,326	3,500	(1,826)		(1,826)	152.2%	1,826
4200 Other Civic Costs	151	0	700	700		700	0.0%	
Civic :- Indirect Expenditure	<u>151</u>	<u>5,326</u>	<u>4,200</u>	<u>(1,126)</u>	<u>0</u>	<u>(1,126)</u>	<u>126.8%</u>	<u>1,826</u>
<b>Net Expenditure</b>	<b><u>(151)</u></b>	<b><u>(5,326)</u></b>	<b><u>(4,200)</u></b>	<b><u>1,126</u></b>				
6000 plus Transfer from EMR	0	1,826						
<b>Movement to/(from) Gen Reserve</b>	<b><u>(151)</u></b>	<b><u>(3,500)</u></b>						
<b>106 Stay and Play</b>								
1451 Stay n play	1,211	1,000	1,000	0			100.0%	
1452 Play bugs	81	0	0	0			0.0%	
Stay and Play :- Income	<u>1,292</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4972 stay n play	1,238	305	1,000	695		695	30.5%	
4973 Play bugs	99	0	0	0		0	0.0%	
Stay and Play :- Indirect Expenditure	<u>1,336</u>	<u>305</u>	<u>1,000</u>	<u>695</u>	<u>0</u>	<u>695</u>	<u>30.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(44)</u></b>	<b><u>695</u></b>	<b><u>0</u></b>	<b><u>(695)</u></b>				
<b>108 Capital Expenditure</b>								
4220 Capital Expenditure Office	650	0	1,000	1,000		1,000	0.0%	
4225 Capital Expenditure JCC	0	0	5,000	5,000		5,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Capital Expenditure PH	13,300	0	10,000	10,000		10,000	0.0%	
4235 Capital Expenditure OCO	0	0	2,000	2,000		2,000	0.0%	
4240 Capital Expenditure UCC	0	0	5,000	5,000		5,000	0.0%	
4250 Capital Expenditure RG	21,470	20,660	12,000	(8,660)		(8,660)	172.2%	15,604
4255 Capital Expenditure Parish	605	0	5,000	5,000		5,000	0.0%	
Capital Expenditure :- Indirect Expenditure	<u>36,025</u>	<u>20,660</u>	<u>40,000</u>	<u>19,340</u>	<u>0</u>	<u>19,340</u>	<u>51.6%</u>	<u>15,604</u>
Net Expenditure	<u>(36,025)</u>	<u>(20,660)</u>	<u>(40,000)</u>	<u>(19,340)</u>				
6000 plus Transfer from EMR	0	15,604						
Movement to/(from) Gen Reserve	<u>(36,025)</u>	<u>(5,056)</u>						
<u>110 Admin-Leisure Contract ADC</u>								
4340 ADC-Performing Rights	271	501	500	(1)		(1)	100.1%	
Admin-Leisure Contract ADC :- Indirect Expenditure	<u>271</u>	<u>501</u>	<u>500</u>	<u>(1)</u>	<u>0</u>	<u>(1)</u>	<u>100.1%</u>	<u>0</u>
Net Expenditure	<u>(271)</u>	<u>(501)</u>	<u>(500)</u>	<u>1</u>				
<u>115 Grounds Maintenance</u>								
4360 GM-D.S.O Charge	48,513	24,256	50,000	25,744		25,744	48.5%	
Grounds Maintenance :- Indirect Expenditure	<u>48,513</u>	<u>24,256</u>	<u>50,000</u>	<u>25,744</u>	<u>0</u>	<u>25,744</u>	<u>48.5%</u>	<u>0</u>
Net Expenditure	<u>(48,513)</u>	<u>(24,256)</u>	<u>(50,000)</u>	<u>(25,744)</u>				
<u>120 Outdoor Recreation</u>								
1200 OR - Fees & Charges	4,341	4,044	4,400	356			91.9%	
Outdoor Recreation :- Income	<u>4,341</u>	<u>4,044</u>	<u>4,400</u>	<u>356</u>			<u>91.9%</u>	<u>0</u>
4380 OR-Water Meter Charges	2,676	804	2,000	1,196		1,196	40.2%	
4385 OR-Electricity	1,509	687	1,100	413		413	62.5%	
4390 OR-Gas	1,795	798	1,500	702		702	53.2%	
4395 OR-Pavilion Cleaning/Decor.	0	0	100	100		100	0.0%	
4405 OR-Miscellaneous Services	243	0	500	500		500	0.0%	
4415 OR-Repairs & Maint Buildings	1,605	50	5,000	4,950		4,950	1.0%	
4420 OR-External Decorations	0	0	500	500		500	0.0%	
4425 OR-Electrical Repairs	360	0	500	500		500	0.0%	
4430 OR-Fire Fighting Equipment	195	0	500	500		500	0.0%	
4435 OR-Equipment Purchase	0	372	500	128		128	74.4%	
4436 Legionella	1,014	205	1,000	795		795	20.5%	
4445 OR-Internal Decoration	0	0	250	250		250	0.0%	
Outdoor Recreation :- Indirect Expenditure	<u>9,397</u>	<u>2,916</u>	<u>13,450</u>	<u>10,534</u>	<u>0</u>	<u>10,534</u>	<u>21.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,056)</u>	<u>1,128</u>	<u>(9,050)</u>	<u>(10,178)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>121 Footpath Maintenance</b>								
4046 Lenghtsman Salary	1,523	768	1,500	732		732	51.2%	
Footpath Maintenance :- Indirect Expenditure	<u>1,523</u>	<u>768</u>	<u>1,500</u>	<u>732</u>	<u>0</u>	<u>732</u>	<u>51.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(1,523)</b>	<b>(768)</b>	<b>(1,500)</b>	<b>(732)</b>				
<b>125 Allotments</b>								
1205 ALL - Rents	1,720	2,002	1,700	(302)			117.8%	
1305 Allotment Deposit	(59)	0	0	0			0.0%	
1310 Key Deposit	(15)	0	0	0			0.0%	
Allotments :- Income	<u>1,646</u>	<u>2,002</u>	<u>1,700</u>	<u>(302)</u>			<u>117.8%</u>	<u>0</u>
4455 ALL-Water Meter Charges	864	307	1,500	1,193		1,193	20.5%	
4460 ALL-Repairs & Maintenance	368	371	500	129		129	74.1%	
Allotments :- Indirect Expenditure	<u>1,232</u>	<u>677</u>	<u>2,000</u>	<u>1,323</u>	<u>0</u>	<u>1,323</u>	<u>33.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b>414</b>	<b>1,325</b>	<b>(300)</b>	<b>(1,625)</b>				
<b>130 Parish Hall</b>								
1210 PH - Rents	27,744	13,762	25,000	11,238			55.0%	
1400 Feed In Tariff	992	533	1,000	467			53.3%	
1401 RHI	6,337	3,128	5,000	1,872			62.6%	
Parish Hall :- Income	<u>35,073</u>	<u>17,423</u>	<u>31,000</u>	<u>13,577</u>			<u>56.2%</u>	<u>0</u>
4470 PH-Wages	22,027	8,423	21,000	12,577		12,577	40.1%	
4471 PH-Tax/NI/Pension Contribution	1,143	719	4,608	3,889		3,889	15.8%	
4475 PH-Casual Car User	0	0	200	200		200	0.0%	
4480 PH-Clothing & Uniforms	0	0	100	100		100	0.0%	
4485 PH-NNDR	641	513	800	287		287	64.1%	
4490 PH-Metered Water Charge	543	648	900	252		252	72.0%	
4495 PH-Electricity	1,437	996	2,000	1,004		1,004	49.8%	
4500 Fuel	4,796	1,726	5,500	3,774		3,774	31.4%	
4505 PH-Cleaning Materials	525	156	500	344		344	31.2%	
4510 PH-Energy Efficiency	11	0	0	0		0	0.0%	
4520 PH-Refuse Collection	1,093	1,058	1,200	142		142	88.1%	
4525 PH-Telephones	466	265	250	(15)		(15)	106.1%	
4530 PH-Printing & Stationery	0	64	0	(64)		(64)	0.0%	
4535 PH-Repairs & General Maint.	18,988	1,849	6,000	4,151		4,151	30.8%	
4540 PH-Vandalism Repairs	0	0	250	250		250	0.0%	
4545 PH-Internal Decoration	247	25	500	475		475	5.0%	
4555 PH-External Decoration	19	0	500	500		500	0.0%	
4560 PH-Electrical Repairs	240	0	800	800		800	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4565 PH-Fire Fighting Equipment	923	0	500	500		500	0.0%	
4570 PH-Fire Alarm	1,160	0	200	200		200	0.0%	
4575 PH-Equipment Purchases	7,418	359	700	341		341	51.3%	
4580 PH-Equipment Maintenance	63	0	500	500		500	0.0%	
4590 PH-Service Administration	0	0	100	100		100	0.0%	
4591 PH Legionella	509	45	305	260		260	14.8%	
Parish Hall :- Indirect Expenditure	<b>62,249</b>	<b>16,846</b>	<b>47,413</b>	<b>30,567</b>	<b>0</b>	<b>30,567</b>	<b>35.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,176)</b>	<b>577</b>	<b>(16,413)</b>	<b>(16,990)</b>				
<b>135 Old Council Offices</b>								
1106 OCO Office	4,420	1,105	4,000	2,895			27.6%	
1215 OCO - Rents	9,424	5,377	9,000	3,623			59.7%	
Old Council Offices :- Income	<b>13,843</b>	<b>6,482</b>	<b>13,000</b>	<b>6,518</b>			<b>49.9%</b>	<b>0</b>
4600 OCO-Wages	4,746	3,096	6,500	3,404		3,404	47.6%	
4601 Tax/NI/Pension Contribution	1,333	737	1,200	463		463	61.4%	
4610 OCO-Clothing & Uniforms	0	0	50	50		50	0.0%	
4615 OCO-NNDR	624	382	650	268		268	58.8%	
4620 OCO-Water Charges	147	0	350	350		350	0.0%	
4625 OCO-Electricity	559	240	650	410		410	36.9%	
4630 OCO-Gas	1,197	481	1,500	1,019		1,019	32.0%	
4635 OCO-Cleaning Materials	283	142	300	158		158	47.2%	
4640 OCO-Refuse Collection	436	438	400	(38)		(38)	109.5%	
4645 OCO-Repairs & Maintenance	316	1,347	1,500	153		153	89.8%	
4650 OCO-Electrical Repairs	50	0	300	300		300	0.0%	
4655 OCO-Fire Fighting Equipment	111	60	500	440		440	12.0%	
4660 OCO-Grounds	0	0	250	250		250	0.0%	
4665 OCO-Miscellaneous	0	0	250	250		250	0.0%	
4670 OCO-Equipment Maintenance	63	37	500	463		463	7.4%	
4675 OCO-Equipment Purchases	43	105	500	395		395	21.0%	
4676 OCO Telephone /Broadband	556	153	700	547		547	21.8%	
4677 OCO Legionella	270	0	200	200		200	0.0%	
Old Council Offices :- Indirect Expenditure	<b>10,734</b>	<b>7,217</b>	<b>16,300</b>	<b>9,083</b>	<b>0</b>	<b>9,083</b>	<b>44.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,109</b>	<b>(734)</b>	<b>(3,300)</b>	<b>(2,566)</b>				
<b>201 Jacksdale Community Centre</b>								
1250 JCC - Rents	8,670	4,975	7,000	2,025			71.1%	
1251 Feed in tariff	268	172	250	78			68.8%	
Jacksdale Community Centre :- Income	<b>8,938</b>	<b>5,147</b>	<b>7,250</b>	<b>2,103</b>			<b>71.0%</b>	<b>0</b>

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4715 JCC-Wages	8,653	4,069	9,000	4,931		4,931	45.2%	
4716 JCC - NI/Pension	1,631	894	2,000	1,106		1,106	44.7%	
4725 JCC-Clothing & Uniforms	0	0	100	100		100	0.0%	
4730 JCC-NNDR	429	262	600	338		338	43.7%	
4735 JCC-Metered Water Charge	407	233	400	167		167	58.2%	
4740 JCC-Gas	789	344	800	456		456	43.0%	
4745 JCC-Electricity	508	234	550	316		316	42.5%	
4755 JCC-Cleaning Materials	363	147	350	203		203	41.9%	
4765 JCC-Telephone	345	163	500	337		337	32.7%	
4770 JCC-Repairs & Maintenance	1,024	765	2,000	1,235		1,235	38.2%	
4775 JCC-Vandalism Repairs	0	0	500	500		500	0.0%	
4780 JCC-Internal Decorations	298	0	250	250		250	0.0%	
4785 JCC-Electrical Repairs	548	90	500	410		410	18.0%	
4790 JCC-Fire Fighting Equipment	577	0	500	500		500	0.0%	
4795 JCC-Fire Alarm	0	60	150	90		90	40.0%	
4800 JCC-Refuse Collection	380	383	600	217		217	63.9%	
4805 JCC-Miscellaneous	0	0	100	100		100	0.0%	
4815 JCC-Equipment Purchases	183	13	300	287		287	4.3%	
4820 JCC-Equipment Maintenance	0	0	100	100		100	0.0%	
4821 JCC Legionella	432	45	450	405		405	10.0%	
<b>Jacksdale Community Centre :- Indirect Expenditure</b>	<b>16,566</b>	<b>7,702</b>	<b>19,750</b>	<b>12,048</b>	<b>0</b>	<b>12,048</b>	<b>39.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,628)</b>	<b>(2,555)</b>	<b>(12,500)</b>	<b>(9,945)</b>				
<b>301 Underwood Community Centre</b>								
1300 UCC - Rents	14,600	7,048	12,000	4,952			58.7%	
1301 Feed in tariff	458	491	500	9			98.2%	
<b>Underwood Community Centre :- Income</b>	<b>15,058</b>	<b>7,539</b>	<b>12,500</b>	<b>4,961</b>			<b>60.3%</b>	<b>0</b>
4870 UCC-Wages	8,886	3,549	9,000	5,451		5,451	39.4%	
4871 UCC- NI/Pension	573	898	1,600	702		702	56.2%	
4880 UCC-Clothing & Uniforms	26	28	150	122		122	18.5%	
4885 UCC-NNDR	281	171	400	229		229	42.8%	
4890 UCC-Metered Water Supply	303	178	400	222		222	44.5%	
4895 UCC-Electricity	492	254	600	346		346	42.3%	
4900 UCC-Gas	661	253	600	347		347	42.2%	
4910 UCC-Cleaning Materials	321	146	300	154		154	48.7%	
4915 UCC-Refuse Collection	810	812	900	88		88	90.2%	
4925 UCC-Telephones	437	235	550	315		315	42.8%	
4930 UCC-Repairs & Maintenance	2,643	1,361	2,500	1,139		1,139	54.5%	
4935 UCC-Vandalism Repairs	0	0	250	250		250	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2019

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4940 UCC-Electrical Repairs	370	0	750	750		750	0.0%	
4945 UCC-Internal Decorations	425	0	400	400		400	0.0%	
4950 UCC-Fire Fighting Equipment	493	20	500	480		480	4.0%	
4955 UCC-Fire Alarm	0	0	100	100		100	0.0%	
4960 UCC-Equipment Maintenance	63	0	100	100		100	0.0%	
4965 UCC-Miscellaneous	0	67	200	133		133	33.4%	
4970 UCC-Equipment Purchases	76	0	200	200		200	0.0%	
4971 UCC Legionella	270	0	300	300		300	0.0%	
Underwood Community Centre :- Indirect Expenditure	<u>17,129</u>	<u>7,973</u>	<u>19,800</u>	<u>11,827</u>	<u>0</u>	<u>11,827</u>	<u>40.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(2,071)</u></b>	<b><u>(435)</u></b>	<b><u>(7,300)</u></b>	<b><u>(6,865)</u></b>				
<b>Grand Totals:- Income</b>	<b>440,584</b>	<b>244,067</b>	<b>314,011</b>	<b>69,944</b>			<b>77.7%</b>	
<b>Expenditure</b>	<b>366,972</b>	<b>181,315</b>	<b>357,295</b>	<b>175,980</b>	<b>0</b>	<b>175,980</b>	<b>50.7%</b>	
<b>Net Income over Expenditure</b>	<b><u>73,612</u></b>	<b><u>62,752</u></b>	<b><u>(43,284)</u></b>	<b><u>(106,036)</u></b>				
plus Transfer from EMR	0	17,430						
<b>Movement to/(from) Gen Reserve</b>	<b><u>73,612</u></b>	<b><u>80,182</u></b>						

SELSTON PARISH COUNCIL

Minutes of the Strategic Planning & Finance Committee held at Selston Parish Hall on  
Tuesday 15<sup>th</sup> October 2019 at 11.30pm.

Committee members present

Cllr P Pilgrim Cllr J O'Byrne Chair of Finance Committee, Cllr Sue Jackson, Cllr R Young, Cllr D Justice,  
Cllr D Hodgman arrived at 12.25

Also present Clerk – Lisa Simpson

**1. To receive apologies for absence**

Cllr S Fletcher

**2. To receive declarations of interest**

Cllr S Jackson Cllr D Justice and Cllr R Young item 9– non pecuniary

**3. To approve Minutes of last meeting held 12<sup>th</sup> September 2019**

The Minutes were approved

**4. September 2019 Accounts**

The Accounts were approved

It was noted that the Chair of Finance has signed the bank reconciliations.

**5. To consider further investment with CCLA Public Sector Deposit Fund**

Recommendation to Full Council that £100,000 is transferred to Selston Parish Village Halls Charity, which includes the Ear Marked Reserves for the Parish Hall site and Underwood Community Centre, and to invest a further £80,000 in the Public Sector Deposit Fund.

**6. To consider the lease of an electric vehicle**

The best deal to date for a 2 year lease Nissan NV200 will cost £13683.60. Quotes are valid for 1 month so Clerk will obtain an up to date quote before the October full council meeting. Cost of the charging point for council use only is £800, price awaited for multi user point. There is a £500 grant available for the charging point.

**7. Tenancy management of 35 Mansfield Rd**

Burchell Edwards have arranged for a damp survey to be done and ADC are booked to inspect the property on the 23rd October 2019. Further items were discussed confidentially and separate minutes will be stored in the Parish office.

**8. Grazing Land at New Selston**

Awaiting legal advice

**9. Jacksdale Community Centre Car Park**

A meeting was held at the site on Friday 12<sup>th</sup> October with Sarah Daniel from ADC and Cllrs D Martin, C Chapman, M Ashmore, B Jackson, R Young, D Justice, D Hodgman, J Gregory and the Parish Clerk. The plans will be redrawn to incorporate the suggestions made.

**10. To consider new Vehicle Access Gate at Jacksdale Recreation Ground**

The cost of £1276 for a new gate was approved. It was decided to leave the A frame as is for now.

**11. To select benches for Underwood/Friezeland Recreation Ground**

2 examples were presented and the more substantial was selected at a cost of £304.88 each. The position will be confirmed after a visit to the youth club on Friday night.

**12. To consider the purchase of a new planter for the live Christmas Tree at Selston Parish Hall**

It was agreed to purchase the 860mm barrel planter from Anberol costing £183.60

**13. Credit received for Jack Moody retention invoice for Underwood Recreation Ground**

Clerk read out the email received informing that a credit note had been issued for the retention invoice.

**14. Management Agreement between Selston Parish Council and Selston Parish Village Halls Charity**

Chair of Finance signed the agreement as it was approved at full council on the 30<sup>th</sup> September 2019. It was agreed that the Charity should have a written procedure for authorising payments. Clerk to draft a document for approval at the next Trustee meeting.

**15. Terms and Conditions of Hire**

It was noted that the only amendment required is an addition to item 9 stating that Selston Parish Council reserve the right to charge for storage and that items are stored at their own risk.

**Confidential items**

Following the recognition that the Clerks role at Selston Parish Council is profile 3 of the SLCC job evaluation scheme, the additional cost of office staffs salary was discussed and will be presented at the October Full Council meeting.

DRAFT

**Selston Parish Council – Planning Matters for October 2019**

<b>Ref No.</b>	<b>Applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>ADC Decision</b>	<b>Valid Date</b>
V/2019/0506	Mrs Hazard	106 Lower Bagthorpe, Bagthorpe	Variation of Condition 2 of Planning Permission V/2017/0064 to Amend Approved Drawings	PENDING	01/10/2019
V/2019/0601	Mr Ranby	10 Larch Close, Underwood	Detached Garden Building to Rear and Change of Use to Residential Curtilage	PENDING	10/10/2019
V/2019/0626	Mr Taylor	Leamlara 7 Chapel Road, Selston	Triple Garage	PENDING	02/10/2019
V/2019/0640	Mr Christian	31 Mansfield Road, Selston	Single Storey Extension and Porch	PENDING	10/10/2019

Minutes of the Meeting of the  
Selston Parish Village Halls Charity (Charity no. 1177497)  
in the Eleanor Adams Room at Selston Parish Hall on the 23rd of September 2019 6.30pm

Present: Michelle Page, Emma Olden, Caroline Wilson, John Franklin-Pryce Chairman, Stuart Fletcher, Dawn Hodgman, Dawn Justice, Sue Jackson, Ray Young, and Sue Hey  
Also present Sam Wilson, Joe O'Byrne and Lisa Simpson (Parish Clerk)

1. Apologies: None
2. Minutes of the meeting held on 3<sup>rd</sup> July 2019 were approved
3. Income and Expenditure Accounts for each centre were accepted.
4. The management and Administration Agreement between SPVHC and Selston Parish Council was approved and signed by the Chairman on behalf of the Charity.
5. It was resolved that Yorkshire Bank be appointed as bankers for Selston Parish Village Halls Charity as it is also the bank used by Selston Parish Council.  
Lisa Simpson was approved as Corporate Administrator for Business Internet Banking.
6. Underwood Community Centre – Dawn Justice and Dawn Hodgman have produced a questionnaire which will be given to everyone who uses Underwood Community Centre. It was also agreed to put an article in the Community News and to hold a public consultation event at the Community Centre.  
The Parish Councillors for Underwood Ward would like to further improve Freizeland Recreation Ground and the UCAN group are holding an Event on the 12<sup>th</sup> October to raise match funding for grant applications. The Parish Council will be asked to sponsor the room hire, and to purchase 6 more Cherry Trees and 3 benches.  
The Chair informed that he had spoken to a Quantity Surveyor regarding a new Community Centre and his estimate was £1500 to £2000 per square metre.
7. To discuss feedback from user groups regarding changes to the kitchen at Selston Parish Hall – Clerk gave a summary of the concerns raised by one of the groups – new kitchen would be too small to cater for large events, discriminating against wheelchair users and anyone who is not tall enough to reach standard worktops, a double sink would be needed and is another door required for fire exit. Another group requested some cloakroom facilities and liked the look of the new kitchen.  
It was noted that the Architect and Building Regulations would advise if an additional fire exit is required, the cooker can be placed at the back of the kitchen so that it is not near the proposed exit, a section of height adjustable worktop and a dishwasher can be provided.  
The Trustees voted in favour of proceeding with the proposed changes.
8. The next meeting will be 6.30pm on the 11<sup>th</sup> November 2019 in the bar area of the Parish Hall. Future meetings to be held every 2 months

Meeting Closed at 8.20pm

Minutes of the Meeting of the  
Selston Parish Village Halls Charity (Charity no. 1177497)  
in the Eleanor Adams Room at Selston Parish Hall on the 7<sup>th</sup> October 2019 6.30pm

Present: Michelle Page, Emma Olden, Caroline Wilson, John Franklin-Pryce Chairman, Dawn Hodgman, Dawn Justice, Sue Jackson, Ray Young, Kimberley Edwards and Sue Hey  
Also present Lisa Simpson (Parish Clerk) and Deene Ball Chair of Selston Football Club

1. Apologies: Stuart Fletcher, Julie Gregory
2. The Chair of Selston Football Club informed the Trustees that the football club would like to erect a new stand for 100 spectators by the 31<sup>st</sup> March 2019, to enable the first team to stay in step 5.  
70% funding is available from the Football Foundation, sponsorship is in place and the football club will provide the labour. Selston Parish Council has agreed to pay for the planning permission.  
The Chair informed that the stand could either be placed at the back of the goal closest to the Parish Hall or at the side of the current stand. They would also like to increase the height of the fencing at the back of the goal to prevent balls going into the farmers field and to move two of the floodlights so that they do not have to be taken down every season.  
All agreed with the proposals.  
The SFC mini bus is registered at the Parish Hall address and it was agreed that the address should be changed to a member of the football club in the event of any accidents or traffic violations, however the bus can be stored at the Parish Hall.
3. Today's meeting had been called to discuss the creation of disabled access/reception area to the Parish Office being created behind the stage and the current kitchen being used for storage.  
All were in favour so the Architect will be instructed to draw new plans.

The plans for the disabled toilet in the bar area have been given to 3 contractors, with a closing date of the 28<sup>th</sup> October 2019.

We are awaiting a redraw of the proposed new kitchen.

Meeting closed at 8.10pm