

SELSTON PARISH COUNCIL

09.10.19

The Parish Hall Mansfield Rd Selston NG16 6EE Tel; 01773 812012
Clerk to the Council: Ms Lisa Simpson Email: clerk@selstonparishcouncil.co.uk

Dear Councillor,

You are hereby summoned to attend the meeting of the **Strategic Planning & Finance Committee** of Selston Parish Council at Selston Parish Hall on Tuesday 15th October 2019 at 11.30 p.m.

Press and Public are invited to attend. 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 (Admissions to Meetings) Act 1960 s1 extended by the Local Government Act 1972 s100

Yours faithfully

L. Simpson

Parish Clerk

Selston Parish Council

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest
3. To approve Minutes of last meeting held on 12th September 2019
4. September 2019 Accounts
5. To consider further investment with CCLA Public Sector Deposit Fund
6. To consider the lease of an electric van
7. Tenancy Management of 35 Mansfield Rd
8. Grazing Land at New Selston
9. Jacksdale Community Centre Car Park
10. To consider new Vehicle Access Gate at Jacksdale Recreation Ground
11. To select benches for Underwood/Freizeland Recreation Ground

12. To consider the purchase of a new planter for the live Christmas Tree at Selston Parish Hall
13. Credit received for Jack Moody retention invoice for Underwood Recreation Ground
14. Management Agreement between Selston Parish Council and Selston Parish Village Halls Charity
15. Terms and Conditions of Hire

SELSTON PARISH COUNCIL

Minutes of the Strategic Planning & Finance Committee held at Selston Parish Hall on
Tuesday 12th September 2019 at 12.30pm.

Committee members present

Cllr S Fletcher, Cllr J O'Byrne Chair of Finance Committee, Cllr Sue Jackson Cllr R Young, Cllr D Justice,
Cllr D Hodgman and Cllr S Wilson

Also present Clerk – Lisa Simpson and Cllr S Hey

1. To receive apologies for absence

Cllr P Pilgrim

2. To receive declarations of interest

Cllr S Jackson – Jacksdale picnic bench non pecuniary, Cllr S Fletcher, Cllr S Wilson, Cllr D Justice
Christmas Committee Accounts – non pecuniary

3. To approve Minutes of last meeting held 9th July 2019

The Minutes were approved and the following points noted

The funds held by the Christmas Committees were noted and agreed with the Parish Council
Accounts.

It was agreed to advertise locally the office space at the Old Council Offices and call it premises
rather than Office.

We are awaiting delivery of the picnic bench from Broxap

4. To consider purchase or lease of an electric van

The Clerk informed that electric Nissan NV200 could be purchased for £23,232 which includes the
government grant of £8000. Lease is £249 per month, Contract Hire £255 per month and Contract
Hire maintained £265 per month terms are available from 2 to 5 years.

After discussion it was agreed to obtain a quote for 2 years Contract Hire and Insurance for the full
council meeting on the 30th September 2019.

Pros and Cons of Electric vans to be emailed to all councillors.

5. External Auditor Report & Notice of Conclusion of Audit

Report was read out stating that except for a typographical error in box 4 for the previous year it
was the Auditors opinion the information in Sections 1 and 2 of the AGAR is in accordance with
proper practices and no other matters come to their attention giving cause for concern that
relevant legislation and regulatory requirements have not been met.

The Clerk informed that the Notice of Conclusion of Audit is on the website and on the Notice board.

6. July and August 2019 Accounts

The July 2019 Accounts were approved and as the August Accounts has only just been presented
they will be reviewed at the Full Council meeting on 30th September 2019.

Pension Strain payment of £2487.56 has been made due to an employee leaving before retirement
age. There is sufficient funds in the Wages budget as not all current employees are in the Pension
Scheme.

Payment of £3496 towards Jacksdale MUGA and £15604 towards Underwood Skate Park has been
made to Ashfield District Council.

7. To consider quotes for parking deterrent on Portland Green

The options of a hedge or wooden 'birds mouth' type fencing were discussed and it was agreed that
the fencing would be more suitable.

The Clerk was delegated to accept the cheapest quote.

8. To consider the Tenancy Management of 35 Mansfield Rd and outstanding repairs

The Clerk read out a letter from the Tenants and photos taken by the Admin Assistant were viewed.

It was agreed to obtain quotes for a new bathroom which will be presented at the Full Council meeting on the 30th September 2019.

9. Grazing Land at New Selston – clarification of access required

This item will be discussed at the next Full Council meeting on 30th September 2019.

10. To approve payment of Jack Moody retention invoice for Underwood Recreation Ground

The Clerk explained that the project manager from Greater Nottingham Ground works had signed the Final Certificate in July 2019 for works done in June 2015 which had generated an invoice for £1575.81 plus VAT. The Clerk was instructed not to pay the invoice and to contact the project manager and ask if an inspection had been done as the boardwalk had never been repaired.

11. To consider quotation from new telephone and broadband provider

The Clerk presented the quotation from Midshire who also provide our photocopier and mobile phones. The quote offers a monthly saving of £4.10 with the promise of good customer service and a dedicated Account Manager. It was agreed to switch provider when the current contract expires in October. The Clerk was also asked to obtain a quote for another phone in the office.

12. To review Management Agreement between Selston Parish Council and Selston Parish Village Halls Charity

The separate license required for the rbs Accounts package was approved with a set up fee of £150 and an extra £144 per annum.

The bank mandate for the Charity Account will be signed at the next Trustee meeting on Monday 23rd September 2019.

All transactions for income and expenditure of the Charity will be done through the new bank account. It was suggested that the Parish Council makes a monthly donation to the Charity to cover any shortfall, which will be put on the Agenda of the next Full Council meeting on 30th September.

Meeting Closed at 3.05pm

31 MARCH 2019*

30 September

Current Assets		
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
437,242		497,651
437,242	Total Assets	497,651
Current Liabilities		
1,470	Accruals	0
872	Receipts in Advance	0
2,342		0
434,900	Total Assets Less Current Liabilities	497,651
Represented By		
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 Pavillon 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^{SEPT.} AUGUST 2019

31 MARCH 2019*

30^{SEPT.} AUGUST 2019

	Operating Income	
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
440,584	Total Income	244,067
	Running Costs	
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	20,660
271	Admin-Leisure 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
366,972	Total Expenditure	181,315
	General Fund Analysis	
233,135	Opening Balance	257,755
440,584	Plus : Income for Year	244,067
673,719		501,822
366,972	Less : Expenditure for Year	181,315
306,747		320,507
2,864	Transfers TO / FROM Reserves	48,991
303,883	Closing Balance	271,516

Detailed Income & 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
<u>101 Administration/Parish Council</u>								
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%	
Administration/Parish Council :- Income	351,858	200,430	243,161	42,731			82.4%	0
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 & 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	160,986	83,630	129,882	46,252	0	46,252	64.4%	0
Net Income over Expenditure	190,872	116,799	113,279	(3,520)				
102 Section 137								
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	860	2,537	11,500	8,963	0	8,963	22.1%	0
Net Expenditure	(860)	(2,537)	(11,500)	(8,963)				
103 General Grants								
1130 Grants & Donations Received	8,535	0	0	0			0.0%	
General Grants :- Income	8,535	0	0	0				0
Net Income	8,535	0	0	0				
105 Civic								
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	151	5,326	4,200	(1,126)	0	(1,126)	126.8%	1,826
Net Expenditure	(151)	(5,326)	(4,200)	1,126				
6000 plus Transfer from EMR	0	1,826						
Movement to/(from) Gen Reserve	(151)	(3,500)						
106 Stay and Play								
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	1,292	1,000	1,000	0			100.0%	0
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	1,336	305	1,000	695	0	695	30.5%	0
Net Income over Expenditure	(44)	695	0	(695)				
108 Capital Expenditure								
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 & 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	36,025	20,660	40,000	19,340	0	19,340	51.6%	15,604
Net Expenditure	(36,025)	(20,660)	(40,000)	(19,340)				
6000 plus Transfer from EMR	0	15,604						
Movement to/(from) Gen Reserve	(36,025)	(5,056)						
110 Admin-Leisure Contract ADC								
4340 ADC-Performing Rights	271	501	500	(1)		(1)	100.1%	
Admin-Leisure Contract ADC :- Indirect Expenditure	271	501	500	(1)	0	(1)	100.1%	0
Net Expenditure	(271)	(501)	(500)	1				
115 Grounds Maintenance								
4360 GM-D.S.O Charge	48,513	24,256	50,000	25,744		25,744	48.5%	
Grounds Maintenance :- Indirect Expenditure	48,513	24,256	50,000	25,744	0	25,744	48.5%	0
Net Expenditure	(48,513)	(24,256)	(50,000)	(25,744)				
120 Outdoor Recreation								
1200 OR - Fees & Charges	4,341	4,044	4,400	356			91.9%	
Outdoor Recreation :- Income	4,341	4,044	4,400	356			91.9%	0
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	9,397	2,916	13,450	10,534	0	10,534	21.7%	0
Net Income over Expenditure	(5,056)	1,128	(9,050)	(10,178)				

Detailed Income & 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
121 Footpath Maintenance								
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>
Net Expenditure	<u>(1,523)</u>	<u>(768)</u>	<u>(1,500)</u>	<u>(732)</u>				
125 Allotments								
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>
Net Income over Expenditure	<u>414</u>	<u>1,325</u>	<u>(300)</u>	<u>(1,625)</u>				
130 Parish Hall								
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	15.6%	
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 & 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	62,249	16,846	47,413	30,567	0	30,567	35.5%	0
Net Income over Expenditure	(27,176)	577	(16,413)	(16,990)				
135 Old Council Offices								
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	13,843	6,482	13,000	6,518			49.9%	0
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	10,734	7,217	16,300	9,083	0	9,083	44.3%	0
Net Income over Expenditure	3,109	(734)	(3,300)	(2,566)				
201 Jacksdale Community Centre								
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	8,938	5,147	7,250	2,103			71.0%	0

Detailed Income & 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%	
Jacksdale Community Centre :- Indirect Expenditure	16,566	7,702	19,750	12,048	0	12,048	39.0%	0
Net Income over Expenditure	(7,628)	(2,555)	(12,500)	(9,945)				
301 Underwood Community Centre								
1300 UCC - Rents	14,600	7,048	12,000	4,952			58.7%	
1301 Feed in tariff	458	491	500	9			98.2%	
Underwood Community Centre :- Income	15,058	7,539	12,500	4,961			60.3%	0
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 & 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>
Net Income over Expenditure	<u>(2,071)</u>	<u>(435)</u>	<u>(7,300)</u>	<u>(6,865)</u>				
Grand Totals:- Income	440,584	244,067	314,011	69,944			77.7%	
Expenditure	366,972	181,315	357,295	175,980	0	175,980	50.7%	
Net Income over Expenditure	<u>73,612</u>	<u>62,752</u>	<u>(43,284)</u>	<u>(106,036)</u>				
plus Transfer from EMR	0	17,430						
Movement to/(from) Gen Reserve	<u>73,612</u>	<u>80,182</u>						

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		252,955.17					252,955.17	
	Banked: 02/09/2019	51.00						
	Sales Recpts Page 1501	51.00	51.00		101			Sales Recpts Page 1501
	Banked: 02/09/2019	20.00						
	Sales Recpts Page 1506	20.00	20.00		101			Sales Recpts Page 1506
bacs	Banked: 03/09/2019	44.51						
bacs	Public Sector	44.51			1090	101	44.51	Interest.Public Sector
487	Banked: 06/09/2019	487.50						
	Sales Recpts Page 1489	487.50	487.50		101			Sales Recpts Page 1489
487	Banked: 06/09/2019	73.50						
487	Dog bags.copying	73.50			1900	101	71.00	Dog bags.copying
					1900	101	2.50	Dog bags.copying
	Banked: 06/09/2019	44.00						
	Sales Recpts Page 1502	44.00	44.00		101			Sales Recpts Page 1502
	Banked: 06/09/2019	487.00						
674	Selston Xmas Lighting	487.00			1901	101	487.00	Weigh in.Co Op donation
	Banked: 09/09/2019	55.00						
	Sales Recpts Page 1503	55.00	55.00		101			Sales Recpts Page 1503
	Banked: 10/09/2019	180.00						
	Sales Recpts Page 1504	180.00	180.00		101			Sales Recpts Page 1504
bacs	Banked: 11/09/2019	68.00						
	Sales Recpts Page 1495	68.00	68.00		101			Sales Recpts Page 1495
	Banked: 12/09/2019	569.50						
	Sales Recpts Page 1505	569.50	569.50		101			Sales Recpts Page 1505
bacs	Banked: 12/09/2019	23,386.00						
bacs	ADC	23,386.00			1076	101	23,386.00	ADC.Precept
677	Banked: 13/09/2019	323.23						
	Sales Recpts Page 1491	323.23	323.23		101			Sales Recpts Page 1491
676	Banked: 13/09/2019	1,343.50						
	Sales Recpts Page 1492	1,343.50	1,343.50		101			Sales Recpts Page 1492
677	Banked: 13/09/2019	9.20						
677	Dog bags.copying	9.20			1900	101	7.50	Dog bags.copying
					1900	101	1.70	Dog bags.copying
bacs	Banked: 13/09/2019	65.23						
bacs	BURCHELL EDWARDS	65.23			1105	101	65.23	Rental
bacs	Banked: 16/09/2019	166.64						
	Sales Recpts Page 1493	166.64	166.64		101			Sales Recpts Page 1493

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 16/09/2019	114.75						
	Sales Recpts Page 1494	114.75	114.75		101			Sales Recpts Page 1494
bacs	Banked: 17/09/2019	22.00						
	Sales Recpts Page 1496	22.00	22.00		101			Sales Recpts Page 1496
bacs	Banked: 17/09/2019	413.15						
bacs	BURCHELL EDWARDS	413.15			1105	101	413.15	Rental
	Banked: 18/09/2019	35.00						
	Sales Recpts Page 1507	35.00	35.00		101			Sales Recpts Page 1507
	Banked: 18/09/2019	96.00						
	Sales Recpts Page 1508	96.00	96.00		101			Sales Recpts Page 1508
bacs	Banked: 18/09/2019	48.00						
	Sales Recpts Page 1522	48.00	48.00		101			Sales Recpts Page 1522
bacs	Banked: 18/09/2019	48.00						
	Sales Recpts Page 1523	48.00	48.00		101			Sales Recpts Page 1523
bacs	Banked: 18/09/2019	-96.00						
	Sales Recpts Page 1524	-96.00	-96.00		101			Sales Recpts Page 1524
	Banked: 19/09/2019	456.00						
	Sales Recpts Page 1509	456.00	456.00		101			Sales Recpts Page 1509
679	Banked: 20/09/2019	314.25						
	Sales Recpts Page 1498	314.25	314.25		101			Sales Recpts Page 1498
680	Banked: 20/09/2019	24.20						
680	Dog bags.copying	24.20			1900	101	13.00	Dog bags.copying
					1900	101	11.20	Dog bags.copying
680	Banked: 20/09/2019	129.25						
	Sales Recpts Page 1499	129.25	129.25		101			Sales Recpts Page 1499
	Banked: 20/09/2019	88.00						
	Sales Recpts Page 1510	88.00	88.00		101			Sales Recpts Page 1510
DD	Banked: 20/09/2019	31.84						
DD	Waterplus	31.84			4890	301	31.84	Water.UCC
dd	Banked: 20/09/2019	-31.84						
dd	Waterplus.UCC	-31.84			4890	301	-31.84	Correction/Water.UCC
678	Banked: 20/09/2019	432.25						
678	Shouler & Son	432.25			1900	101	432.25	Rent for Grazing
	Banked: 23/09/2019	18.00						
	Sales Recpts Page 1511	18.00	18.00		101			Sales Recpts Page 1511
	Banked: 23/09/2019	44.00						

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 1512	44.00	44.00		101			Sales Recpts Page 1512
	Banked: 23/09/2019	60.00						
	Sales Recpts Page 1513	60.00	60.00		101			Sales Recpts Page 1513
	Banked: 24/09/2019	22.00						
	Sales Recpts Page 1514	22.00	22.00		101			Sales Recpts Page 1514
	Banked: 24/09/2019	35.00						
	Sales Recpts Page 1515	35.00	35.00		101			Sales Recpts Page 1515
	Banked: 24/09/2019	297.00						
	Sales Recpts Page 1516	297.00	297.00		101			Sales Recpts Page 1516
DD	Banked: 25/09/2019	77.11						
DD	Waterplus	77.11			4380	120	77.11	Water.Pavillion
DD	Banked: 25/09/2019	-46.36						
DD	Moorepay Ltd	-46.36			4020	101	-46.36	Correction.Moorepay Ltd
DD	Banked: 25/09/2019	-77.11						
DD	Waterplus.Pav	-77.11			4380	120	-77.11	Correction.Water.Pav
dd	Banked: 25/09/2019	46.36						
dd	correction	46.36			4020	101	46.36	correction
DD	Banked: 26/09/2019	51.00						
DD	Midshires	51.00		8.50	4525	130	10.63	Mobiles
					4676	135	10.63	Mobiles
					4765	201	10.62	Mobiles
					4925	301	10.62	Mobiles
bacs	Banked: 26/09/2019	30.00						
	Sales Recpts Page 1521	30.00	30.00		101			Sales Recpts Page 1521
dd	Banked: 26/09/2019	-51.00						
dd	Midshires.Mobile	-51.00		-8.50	4525	130	-10.63	Correction.Midshires
					4676	135	-10.63	Correction.Midshires
					4765	201	-10.62	Correction.Midshires
					4925	301	-10.62	Correction.Midshires
685	Banked: 27/09/2019	315.75						
	Sales Recpts Page 1518	315.75	315.75		101			Sales Recpts Page 1518
684	Banked: 27/09/2019	338.00						
	Sales Recpts Page 1519	338.00	338.00		101			Sales Recpts Page 1519
681	Banked: 27/09/2019	12.00						
681	Underwood Xmas Lighting	12.00			1903	101	12.00	4 x tickets.Fash.show
683	Banked: 27/09/2019	60.00						
683	Underwood Lighting	60.00			1903	101	30.00	Donations.Poppins/grooming
					1903	101	30.00	Donations.Poppins/grooming

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
685	Banked: 27/09/2019	19.20						
685	dog bags/copies		19.20		1900	101	17.00	dog bags/copies
					1900	101	2.20	dog bags/copies
bacs	Banked: 30/09/2019	30.75						
	Sales Recpts Page 1525	30.75	30.75		101			Sales Recpts Page 1525
bacs	Banked: 30/09/2019	187.68						
	Sales Recpts Page 1526	187.68	187.68		101			Sales Recpts Page 1526
Total Receipts for Month		30,968.04	5,941.80	0.00			25,026.24	
Cashbook Totals		<u>283,923.21</u>	<u>5,941.80</u>	<u>0.00</u>			<u>277,981.41</u>	

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2019	Talk Talk	DD	111.72		18.62	4525	130	32.15	Talk Talk
						4765	201	16.95	Talk Talk
						4925	301	28.95	Talk Talk
						4676	135	15.05	Talk Talk
04/09/2019	Ken Rotchell	BACS	14.72			4910	301	2.94	Cleaning.Maintenance
						4755	201	2.93	Cleaning.Maintenance
						4635	135	2.93	Cleaning.Maintenance
						4505	130	2.93	Cleaning.Maintenance
						4770	201	2.99	Cleaning.Maintenance
04/09/2019	P. J. Window Supplies Ltd	BACS	60.00		10.00	4645	135	50.00	P. J. Window Supplies Ltd
04/09/2019	ASHFIELD DISTRICT COUNCIL	BACS	4,851.29		808.55	4360	115	4,042.74	ASHFIELD DISTRICT COUNCIL
04/09/2019	Paul Taylor	BACS	37.29			4930	301	15.00	Paul Taylor/Expenses
						4770	201	15.00	Paul Taylor/Expenses
						4930	301	3.65	Paul Taylor/Expenses
						4645	135	3.64	Paul Taylor/Expenses
04/09/2019	Ryan Foxhall	BACS	478.00			4535	130	478.00	SPH - LED lighting/photocel
10/09/2019	Dean Clarke	BACS	275.00			4930	301	275.00	UCC.toilet cistern valve
10/09/2019	ADC	DD	29.00			4885	301	29.00	ADC.UCC
10/09/2019	ADC	DD	44.00			4730	201	44.00	ADC.JCC
10/09/2019	ADC	DD	64.00			4615	135	64.00	ADC.SPC
10/09/2019	ADC	DD	95.00			4485	130	95.00	ADC.SPC
13/09/2019	salaries	BACS	6,596.43			4000	101	1,535.63	SEPT SALARY
						4000	101	918.54	SEPT SALARY
						4000	101	861.88	SEPT SALARY
						4470	130	902.10	SEPT SALARY
						4600	135	433.05	SEPT SALARY
						4715	201	591.79	SEPT SALARY
						4870	301	74.97	SEPT SALARY
						4470	130	33.32	SEPT SALARY
						4600	135	147.84	SEPT SALARY
						4715	201	66.63	SEPT SALARY
						4535	130	137.44	SEPT SALARY
						4645	135	18.74	SEPT SALARY
						4930	301	487.30	SEPT SALARY
						4870	301	387.20	SEPT SALARY
13/09/2019	Ken Rotchell	BACS	18.00			4930	301	18.00	JCC/keys
13/09/2019	Gayle Statham	BACS	2.97			4505	130	0.75	Gayle.cleaning products
						4635	135	0.74	Gayle.cleaning products
						4755	201	0.74	Gayle.cleaning products
						4910	301	0.74	Gayle.cleaning products
13/09/2019	ESPO	BACS	155.18		25.86	4505	130	27.35	Cleaning/Stationary
						4635	135	27.35	Cleaning/Stationary
						4755	201	27.34	Cleaning/Stationary
						4910	301	27.34	Cleaning/Stationary
						4015	101	19.94	Cleaning/Stationary
13/09/2019	CORONA ENERGY	BACS	227.77		10.85	4630	135	44.11	Gas
						4390	120	106.22	Gas
						4900	301	27.74	Gas

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
						4740 201	38.85	Gas
16/09/2019	All Wright Locksmiths	BACS	162.22			4460 125	162.22	MR Allotment/padlock
17/09/2019	Waterplus	DD	27.99			4380 120	27.99	Water.WestwoodPavillion
17/09/2019	Waterplus	DD	-27.99			4380 120	-27.99	correction
17/09/2019	Waterplus	DD	5.73			4380 120	5.73	Westwood
18/09/2019	Siemens	DD	309.60		51.60	4017 101	258.00	Siemens.Lease Rental
19/09/2019	INITIAL DESIGN	BACS	360.00		60.00	4075 101	300.00	INITIAL DESIGN
19/09/2019	Lilly's Leisure	BACS	200.00			4972 106	200.00	Stay & Play
19/09/2019	Colin Webb	BACS	27.72			4880 301	27.72	Safety Boots/Colin Webb
19/09/2019	Community News	BACS	200.00			4075 101	200.00	Autumn.Comm.News
19/09/2019	Gayle Statham	BACS	7.96			4505 130	1.99	Cleaning.gayle
						4635 135	1.99	Cleaning.gayle
						4755 201	1.99	Cleaning.gayle
						4910 301	1.99	Cleaning.gayle
19/09/2019	British Gas	BACS	356.96		16.96	4495 130	137.51	British Gas
						4385 120	104.39	British Gas
						4745 201	35.90	British Gas
						4895 301	32.14	British Gas
						4625 135	30.06	British Gas
20/09/2019	Waterplus	DD	31.84			4890 301	31.84	Water.UCC
20/09/2019	Water.UCC	DD	31.84			4890 301	31.84	Water.UCC
20/09/2019	waterplus	DD	-31.84			4890 301	-31.84	Correction
23/09/2019	NOTTS COUNTY COUNCIL	BACS	1,007.89			4000 101	671.47	Pension
						4001 101	336.42	Pension
25/09/2019	Moorpay	BACS	46.36			4020 101	46.36	HR & HS
25/09/2019	Moorepay	DD	46.36			4020 101	46.36	HR & HS
25/09/2019	Waterplus.Pavillion	DD	77.11			4380 120	77.11	Water.Pavillion
25/09/2019	Moorepay	DD	-46.36			4020 101	-46.36	Correction
26/09/2019	HMRC	DD	1,034.50			4000 101	592.43	TAX/NI
						4471 130	33.01	TAX/NI
						4601 135	126.53	TAX/NI
						4716 201	167.61	TAX/NI
						4871 301	114.92	TAX/NI
26/09/2019	YORKSHIRE BANK	BACS	39.84			4030 101	39.84	Bank Charges
26/09/2019	MIDSHIRES	DD	51.00		8.50	4525 130	10.63	Midshires.Mobiles
						4676 135	10.63	Midshires.Mobiles
						4765 201	10.62	Midshires.Mobiles
						4925 301	10.62	Midshires.Mobiles
26/09/2019	Waterplus	DD	140.06			4735 201	140.06	Water Supply
30/09/2019	Waterplus	DD	43.50			4490 130	43.50	Water Supply
Total Payments for Month			17,162.66	0.00	1,010.94		16,151.72	
Balance Carried Fwd			266,760.55					
Cashbook Totals			283,923.21	0.00	1,010.94		282,912.27	

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		86,027.82					86,027.82	
30.08.19	Banked: 30/08/2019	888.30						
30.08.19	Paypoint	888.30			1899	101	888.30	Paypoint
card	Banked: 03/09/2019	180.00						
card	paypoint	180.00			1899	101	180.00	paypoint
card	Banked: 05/09/2019	292.00						
card	paypoint	292.00			1899	101	292.00	paypoint
cash	Banked: 06/09/2019	1,442.42						
cash	paypoint	1,442.42			1899	101	1,442.42	paypoint
cheq	Banked: 10/09/2019	135.00						
cheq	paypoint	135.00			1899	101	135.00	paypoint
card	Banked: 10/09/2019	157.00						
card	paypoint	157.00			1899	101	157.00	paypoint
card	Banked: 13/09/2019	90.00						
	Sales Recpts Page 1497	90.00	90.00		101			Sales Recpts Page 1497
card	Banked: 13/09/2019	101.00						
card	paypoint	101.00			1899	101	101.00	paypoint
cash	Banked: 13/09/2019	369.30						
cash	paypoint	369.30			1899	101	369.30	paypoint
bacs	Banked: 17/09/2019	0.60						
bacs	paypoint	0.60		0.10	1899	101	0.50	commission
	Banked: 20/09/2019	35.00						
	Sales Recpts Page 1517	35.00	35.00		101			Sales Recpts Page 1517
cash	Banked: 20/09/2019	420.96						
cash	paypoint	420.96			1899	101	420.96	paypoint
chq	Banked: 24/09/2019	180.00						
chq	paypoint	180.00			1899	101	180.00	paypoint
bacs	Banked: 24/09/2019	1.97						
bacs	Commission	1.97		0.33	1899	101	1.64	Commission
CARD	Banked: 27/09/2019	182.00						
	Sales Recpts Page 1520	182.00	182.00		101			Sales Recpts Page 1520
cash	Banked: 27/09/2019	651.25						
cash	paypoint	651.25			1899	101	651.25	paypoint
bacs	Banked: 29/09/2019	13.56						
bacs	hsbc interest	13.56			1090	101	13.56	hsbc interest

Total Receipts for Month	5,140.36	307.00	0.43	4,832.93
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Cashbook Totals	<u>91,168.18</u>	<u>307.00</u>	<u>0.43</u>	<u>90,860.75</u>
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Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
30/08/2019	paypoint	BACS	178.33			4039 101	178.33	paypoint
03/09/2019	paypoint	BACS	179.46			4039 101	179.46	paypoint
05/09/2019	paypoint	DD	1,018.92			4039 101	1,018.92	paypoint
06/09/2019	Paypoint	DD	382.00			4039 101	382.00	Paypoint
10/09/2019	paypoint	DD	309.70			4039 101	309.70	paypoint
12/09/2019	paypoint	DD	494.00			4039 101	494.00	paypoint
13/09/2019	Paypoint	DD	164.30			4039 101	164.30	Paypoint
13/09/2019	paypoint	DD	101.00			4039 101	101.00	paypoint
16/09/2019	paypoint	DD	106.61		17.77	4186 102	88.84	charges
18/09/2019	LLyods	DD	24.97			4186 102	24.97	cardnet
18/09/2019	paypoint	DD	25.00			4039 101	25.00	paypoint
19/09/2019	paypoint	DD	124.30			4039 101	124.30	paypoint
20/09/2019	paypoint	DD	183.12			4039 101	183.12	paypoint
25/09/2019	paypoint	DD	296.66			4039 101	296.66	paypoint
26/09/2019	paypoint	DD	535.25			4039 101	535.25	paypoint
26/09/2019	paypoint	DD	6.56			4039 101	6.56	paypoint
Total Payments for Month			4,130.18	0.00	17.77		4,112.41	
Balance Carried Fwd			87,038.00					
Cashbook Totals			91,168.18	0.00	17.77		91,150.41	

SELSTON PARISH COUNCIL

TERMS & CONDITIONS OF HIRE 2017

1. Use of the Centres

Use of the Community Centres is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Community Centres shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

3. Applying to use the Centres

- a) Application for use of the Centre shall be made to Bookings at Selston Parish Hall
- b) The right to refuse any application for the use of the Centre facilities is reserved by Selston Parish Council.
- c) Applications for fundraising or charitable activities on Parish facilities should be accompanied by a letter informing the Parish Council of the intentions of the event. Four weeks after the event a preliminary account should be given to the Clerk followed by a statement of accounts in four months.
- d) All arrangements for the use of the Centre facilities are subject to Selston Parish Council reserving the right to cancel bookings when the premises are required for use as a Polling Station / by local council / for a management committee function /or are rendered unfit for the intended purpose.
- e) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (d) above.

4. Hours of Opening

The Centre's will be available for the period of time specified on the booking form. Hirers are responsible for the Hall/rooms hired from the requested opening time to the requested closing time. During this period the Hirers must not leave the premises unattended/unlocked. Hirers must be available to sign in and receive the premises from the Caretaker. Likewise, at the close of the booking to sign out and hand over the premises back to the caretaker.

5. Maximum Capacity.

The Centres maximum capacities are as follows and on no account shall these figures be exceeded:
Selston Parish Hall, Mansfield Road, Selston, NG16 6EE – 200 persons,
Selston Old Council Offices, Alfreton Road, Selston, NG16 6DJ – 50 persons,
Underwood Community Centre, Church Lane, Underwood, NG16 5SF – 90 persons, and
Jacksdale Community Centre Main Road, Jacksdale NG16 5JW – 100 persons.

6. Safety Requirements

All conditions attached to the granting of the Centre's Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied & must illuminate all exit signs & routes.
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.

- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available to all users of the premises.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) There is a No Smoking policy throughout the building and its environs.

7. Supervision

The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons aged 21 or over on duty. Any event with children/young persons under the age of 18 requires an adult supervision ratio of 1 adult per 10 children.

8. Licence

The hirer is required to comply with the conditions of the Premises Licence in respect of regulated entertainment, music, dance and sale/supply of alcohol. The use of the premises beyond 12 midnight is not permitted.

The sale of alcohol is a licensable activity under the Licensing Act 2003. Either a Premises Licence or a Temporary Event Notice will be required. Applications for Premises Licences must be submitted to the Local Authority (Ashfield District Council) at least two months before the Event is to take place. Every sale of alcohol made under a Premises Licence must be authorised by a Personal Licence holder.

Temporary Event Notices must be served on the Licensing Authority (Ashfield District Council) and the police at least 10 days before the Event are to take place. However it is recommended that organisers submit the Notice between one and two months in advance of the planned event.

9. Storage

The permission of Selston Parish Council must be obtained before goods or equipment are left /stored at the centre, except when the Centre Manager has authorised overnight storage of goods & equipment brought to the Centre before a particular event.

10. Indemnity and Insurance

The Hirers shall indemnify the Council and keep it indemnified from and against all costs, charges, claims and demands for injury, loss or damage to persons or property arising from the exercise of this right howsoever such injury, loss or damage may be caused, unless due to the negligence on the part of the Council or their staff.

11. Car Parking

All vehicles left in the car parks adjacent to the Council premises are left at the owner's risk.

12. Nuisance

- a) Litter shall not be left in or about the Centre premises.
- b) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.

It is the responsibility of the hirer to ensure that the letting is properly controlled by appointing stewards or other such responsible persons to maintain order throughout the whole period of letting.

13. Cleaning & Security/Care of Centre

All use of the Centre premises & facilities is subject to the hirers accepting responsibility for returning furniture / equipment to their original position and for securing doors/windows of the premises as directed by the caretaker. All hirers shall leave the premises & surrounds in a clean & tidy condition. Stiletto heels or high heel shoes with the protective plastic heel cap missing (i.e. metal tip showing) are not to be worn in the main hall.

Hirers shall reimburse the Council for any damage caused to Parish property.

14. Payment

Hirers will be required to pay a refundable Damage Deposit & the amount will vary depending on the type of event / function being held. The hirer & a Caretaker will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s).

Full payment of room hire, including Damage Deposit, must be received at least 10 working days prior to the event / room hire taking place. Failure to pay will result in a declined booking.

Regular Hirers are requested to give a minimum of one week's notice of cancellation, otherwise charges will be imposed.

15. Additional Safety Measures

All hirers must read & be familiar with the Fire Safety Procedures.

All hirers must accept responsibility for the safety of their guests/ anyone attending their function. They must identify & assess any potential risk posed. For large events a written risk assessment must be completed & a copy given to the Clerk.

Suitable Bouncy Castles are permitted in the Centre in the Main Hall. However all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Parish Council cannot accept responsibility. Hirers must also ask to see, from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance & proof that the Bouncy Castles are maintained, for safety, on a regular basis. Copies must be given to the Parish Council.

It is essential that all access routes, fire alarm panic buttons, gangways, exits & emergency exits are kept clear at all times & free from obstruction. Parents / carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits & emergency exits.

16. Contacts

Bookings: Tracey Kirkland-Walker, Selston Parish Hall, Mansfield Road, Selston, NG16 6EE.

Telephone: 01773 812012 Email: bookings@selstonparishcouncil.co.uk

Clerk to the Council: Lisa Simpson, Selston Parish Hall, Mansfield Road, Selston, NG16 6EE

Telephone: 01773 812012 Email: clerk@selstonparishcouncil.co.uk

17. Privacy Notice

This can be found on the Parish Council's website.

Selston Parish Council reserves the right to vary the above conditions of hiring at their discretion.

Selston Parish Council Facilities Booking Form

Name: Organisation:

Address:

..... Postcode:

Tel No: Email:

Date of Event: Event Description:

Minimum Booking is two hours. Please also allow sufficient time for setting up/clearing away.

Facility For Hire:	Time From:	Time To:	Cost:
Selston Parish Hall			
Bar Area			
Eleanor Adams Room			
Selston Old Council Offices			
Underwood Community Centre			
Jacksdale Community Centre			
Recreation Ground/Pitch			
	Total Cost:		
	(-)Less 20% Holding Deposit:		
	(+)Plus Damage Deposit		
	Balance Due:		

Please provide details of expected number of guests/attendees, number of tables/chairs required:

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Hirer Declaration:

I have read the Terms & Conditions governing the use and hiring of the Community Centre or Recreation Ground and hereby agree to be bound by such conditions.

Applicants Signature: Date: