

## Allbrook and North Boyatt Parish Council

### NOTICE OF MEETING

7:00 pm, Wednesday, 23 January 2013  
Crestwood School,  
Shakespeare Road,  
Eastleigh

PO Box 276  
Lee-on-the-Solent  
Hampshire, PO12 9FR

17 January 2013

**TO:** Councillor Peter Wall (Chairman)  
Councillor Mrs Kathleen Symonds (Vice-Chairman)  
Councillor Mrs Tracy Calder  
Councillor James Hawes  
Councillor Mary Freemantle  
Councillor Mrs Maureen A Sollitt

Parish Clerk: Amy Randall, Parish Clerk, [clerk.allbrook@parish.hants.gov.uk](mailto:clerk.allbrook@parish.hants.gov.uk)

### AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes (Pages 1 - 6)
4. Matters Arising
5. Allotment Update
6. Allotment Officer Extension of Hours (Pages 7 - 8)
7. Council Tax Base - Presentation by Nick Tustian CFO Eastleigh Borough Council
8. PCSO Update  
Verbal update from our PCSO's.
9. Co-option of New Councillor  
Members to consider the co-option of a new Parish Councillor as advised by Councillor Wall.

10. Budget Report 2013/14 (Pages 9 - 16)
11. Finance Matters
  - (a) Clerks Salary and Expenses (Pages 17 - 18)
  - (b) Allotment Officer Salary and Expenses (Pages 19 - 22)
  - (c) Expenditure Report (Pages 23 - 24)
12. Meeting Dates and Venue for 2013/14 (Pages 25 - 26)
13. Public Participation

**MINUTES OF THE MEETING OF ALLBROOK AND NORTH BOYATT PARISH  
COUNCIL HELD ON 28 NOVEMBER 2012 AT CRESTWOOD SCHOOL  
(7:00 pm – 8:25 pm)**

**PRESENT:** Councillor Wall (Chair); Councillors Symonds, Freemantle, Hawes and Mrs Sollitt

Apologies for absence were received from Councillors Calder

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53. MINUTES

**RESOLVED –**

**That the Minutes of the meeting held on 26 September 2012 be approved and signed as a correct record.**

54. MATTERS ARISING

The Parish Clerk advised that the Area Co-ordinator at Eastleigh Borough Council had some bins to be placed within the Parish and had requested site locations for them.

Members of the public advised that they would like bins situated at the Allbrook bus stop opposite the new homes and in Boyatt Lane both sides of the underpass.

**RESOLVED –**

**That the Parish Clerk would pass this information back to the Area Co-ordinator.**

55. DECLARATIONS OF INTEREST

There were none declared on this occasion.

56. PCSO'S

PC Woolridge reported that crime levels in the area were fairly low. There had been a spate of shed burglaries at the Woodside allotments so high visibility patrols were put on and security advice had been given. It was noted that there had been no trouble at the two allotment sites in the Parish.

The Christmas drink driving campaign was currently underway and residents were advised to report any incidents to 101 or 999 or by texting 80999. A member of the public questioned how quick the response to a call would be. PC Woolridge confirmed that drink driving was taken very

seriously by Officers and would normally get a good response. He reported that most drink drivers were arrested through being reported.

Councillor Hawes asked about a report in the Echo that a laser had been pointed at an aircraft in the area. PC Woolridge reported that there had been an incident in Chandler's Ford but training was being given to Officers to deal with this issue and there had not been any incidents of this within the Parish.

Councillor Wall reported that the PCC Elections had taken place on 15 November 2012 and that Simon Hayes an Independent candidate had been elected as the Police and Crime Commissioner for Hampshire. It was a very low turnout and the result was based on the number of second choice votes that Simon Hayes had.

#### 57. PCSO CONTRACT

Councillor Wall advised that the Council were pleased with how the current arrangement with the PCSO's had been working and asked if Members were happy to sign the contract for another year at a cost of £2,333. Councillor Symonds suggested that there were several PCSO's patrolling in the Parish but wanted assurance that if the Parish was paying for a third of a PCSO that they would be patrolling in the Parish area. PC Woolridge confirmed that the PCSO's were on patrol 80% of the time and were a visible presence in the area tackling anti-social behaviour and offering crime prevention advice. He advised that the Policing area does not match the Parish boundary but assured Members that the PCSO's spent time within the Parish and were happy to report to this effect at future meetings.

#### **RESOLVED –**

**That the PCSO Contract be signed and a payment of £2,333 be raised on production of an invoice from Hampshire Constabulary.**

#### 58. ALLOTMENTS - GENERAL UPDATE

Linda Greenslade the Allotment Officer gave a verbal update on the allotments.

There had been a Site Rep meeting on 20 November 2012; the rat problem was still ongoing. The first of four treatments had taken place on 16 November. The Parish Clerk was asked to enquire about waterbutts for the allotment sites and if there were any schemes available from Eastleigh Borough Council. First Aid kits were being purchased for the sites, however a disclaimer notice was to be put inside them that they were used at the persons own risk, in case of any allergies etc. Gate signs were also to be purchased by the Site Reps. A wish list had been devised by the Site Representatives to utilise the County Grant money offered by Councillor Thomas at the last meeting. There were detailed discussions over the wish list and the Site Representative made the point that it was a wish list and to get any of the items on it would be good so he did not expect to get everything on it.

It was also requested that the Allotment Site Representative Meeting could spend money without having to go to a full Council meeting first. Members agreed that this would speed processes up and agreed that any emergency expenditure could be emailed to the Chairman via the Allotment Officer for authorisation.

**RESOLVED –**

- (1) That the Parish Clerk apply for County Council grant money for a Hedge cutter and pruning attachment and gate signs and contribution to waterbutts/compost bins;**
- (2) That the Allotment Officer in consultation with the Chairman could authorise emergency expenditure.**

59. PARISH PLAN

The Chairman advised that there was no volunteer as yet to take this forward.

60. CODE OF CONDUCT - FOR INFORMATION

The Chairman advised that under the Localism Act new register of interest forms were required to be signed by all Parish Councillors and also that dispensations would be required in order for Council Members to discuss certain topics for example Council tax because unlike the previous legislation this exemption had not been included.

**RESOLVED –**

**That the report be noted.**

61. DECLARATION OF ACCEPTANCE - COUNCILLOR M FREEMANTLE

At the last meeting the Parish Council had agreed to co-opt Mary Freemantle onto the Council. Councillor Freemantle signed the declaration of Acceptance agreeing to abide by the code of conduct, witnessed by the Parish Clerk.

62. DEVELOPER'S CONTRIBUTIONS

Councillor Wall advised that there were Developer's Contributions available to be spent within the Parish. A request for the money would have to be dealt with by the Area Co-ordinator, for the Eastleigh area, at the Borough Council. Residents and Members were asked to put any requests for spending Developer's contributions to the Chairman or Parish Clerk.

**RESOLVED –**

**That the report be noted.**

63. FINANCIAL MATTERS

The Parish Council considered the papers on expenditure which detailed cheques to be issued and budget monitoring. Members agreed to endorse all cheques presented in the report as listed below:

56	Linda Greenslade (Allotment Officer) <i>Expenses (August - September 2012)</i>	October - December 12)	£318.78
57	Amy Randall (Parish Clerk) <i>Salary &amp; Expenses</i>	(September - December 2012)	£1,210.65
58	Hampshire Association of Local Councils <i>Course for Parish Clerk</i>		£42.00
59	Mr D Ward <i>Allotment Expenses</i>		£37.69
60	Mr N Exelby <i>Allotment Expenses</i>		£2.50
61	HMRC <i>Parish Clerk (AR) income tax Sep-Dec 2012</i>		£265.80

Members asked that the Parish Clerk check the income figure for the allotments as it seemed rather high.

**RESOLVED –**

- (1) That authority be given for the payment of cheques 056 – 061; and**
- (2) That the Parish Clerk investigate the income figure for the allotments.**

64. PUBLIC PARTICIPATIONNoticeboards

Members of the public asked if the noticeboard at the bottom of Pitmore Road could be moved to a better location as it was difficult for residents to read it in its current location. A suggested site was by the Post Box in Allbrook Hill.

It was also reported that the noticeboard in Bosville was heavily obstructed by overhanging vegetation as were many of the streetlights.

The Parish Clerk would ask the Borough Council if the noticeboard could be moved and if something could be done about the overhanging vegetation.

Grit Bins

The Vice Chair suggested that due to the time of year, the number of grit bins in the Parish should be checked and that if residents felt more would be required that a request be put to the County Council. Councillor Wall advised that he would look at where the current bins were situated.

Land at Penarth House

The Chairman advised that the developers of the land at Penarth House had put in a relief of condition to the Borough Council, but this was only to change the access point for heavy vehicles as they were using the same access as the playschool which had become a health and safety issue. He advised that they still intend to go ahead with the development but had 5 years in which to start the development of the site. He hoped that this development would come to fruition as this would produce a very useful facility for the Parish.

Road Signs and Layout

Members of the public reported that the junction at Bosville and Portchester Rise was very dangerous and felt that something should be done to make it easier and safer to use. They felt the slip roads were unnecessary and that there was nowhere to cross by the bus stops. They also felt that again the hedgerows needed cutting along that route. The Parish Clerk would speak to County Councillor Thomas as Highways came under the remit of Hampshire County Council.

2 Hour Restrictions Allbrook Way

A member of the public reported that since the Borough Council had installed the 2 hour waiting restriction signs on the layby in Allbrook Way, it had stopped people parking there but had moved the problem to the area outside the scout hut. This had made dropping children off at the playschool very difficult and sometimes dangerous. Councillor Wall advised that he would email the Borough Council with the concerns.

65. DATE OF NEXT MEETING

It was confirmed that the next meeting would be held on 23 January 2013 at 7pm in Crestwood School.

Signed.....  
CHAIRMAN

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING  
23 JANUARY 2013  
ALLOTMENT OFFICER HOURS  
REPORT OF THE CLERK TO THE COUNCIL**

## **Purpose**

To determine whether Members feel that the Allotment Officer post should have their contracted hours extended to 3 hours per week.

## **Recommendations**

- (1) That the Allotment Officer post contracted hours be extended to 3 hours per week;**
- (2) That Members consider recompense for the 25 hours overtime that was worked between September and December 2012; and**
- (3) That provision be made for special projects such as annual invoicing.**

### **1. Allotment Officer Hours**

- 1.1. The Allotment Officer post was established in July by the previous Parish Clerk who felt that the allotment work could not fit into her contracted 8 hours per week.
- 1.2. At this time it was unknown how the Allotment Post would develop due to the fact that the allotments were transferred part way through 2012 the likes of annual invoicing had not taken place.

### **2. Timesheet**

- 2.1. The Allotment Officer has kept a log of the work she has been doing and the time spent doing this which has been seen by the Chairman and Vice Chair. She continually has exceeded her two hours a week and has done 25 hours overtime in September and December. Members are asked to consider recompense for the 25 hours overtime.
- 2.2. Obviously with the post there would be peaks and troughs in the work load for example in September the annual invoices are sent out and many cheques received so at these time there would be far more work than the two/three hours per week.
- 2.3. It is suggested that Members agree to provision being made for these peaks in the workload of the Allotment Officer.

## **Appendices:**

**Report Author: Amy Randall, Parish Clerk**

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING  
23 JANUARY 2013  
BUDGET REPORT 2013/14  
REPORT OF THE CLERK TO THE COUNCIL**

## **Purpose**

To prepare a budget for 2013/14 for the Parish Council.

## **Recommendation(s)**

**That the budget outlined in the report and appendices be agreed for 2013/14.**

### **1. Introduction**

1.1. The Council needs to prepare a budget for the coming financial year, 2013/14. This is not only a requirement in terms of good governance but it will also allow Members to set the level of precept for next year.

1.2. The figures in the draft budget attached (Appendix 1) are necessarily provisional, bearing in mind the recent changes to the staffing of the Parish Council including a new Parish Clerk and a new post of Allotment Officer.

### **2. Financial Year 2012/13**

2.1. The projected year-end figure for 31 March 2013 is £23,930.83. The attached report shows both the original budget and the expected outturn figures for the current year.

2.2. During the year there have been a number of changes to the budget and how the finances of the Council are run.

- Changes to staffing meant that there was a greater expenditure on office expenses due to the new Parish Clerk requiring set up.
- The Allotment officer post has also created larger expenditure in office expenses due to their set up and ongoing running costs of the allotment administration.
- Currently the Council is also debating on whether to increase the contracted hours of the Allotment Officer post due to the Allotment Officer consistently working over their contracted hours.

### **3. Financial Year 2013/14**

3.1. The provisional budget figures for 2013/14 are shown in the final column of appendix A.

3.2. The following paragraphs contain explanatory notes on principal items, with comments also on the current year where appropriate:

### **Expenditure**

#### 3.3. Clerk's Salary

The provision for 2012/13 represents 12 months costs at scp 20 (8 hours/week). The budget for 2013/14 assumes a full year provision at the same salary level (there will be no national settlement next year).

#### 3.4 Allotment Officer Salary

The provision for 2012/13 represents 12 months costs as scp 14 (3hours/week). The budget for 2013/14 assumes a full year provision and allows for honoraria payment when workload is at its highest.

#### 3.5 Office Expenses

This includes the allowances for office, computer, telephone. This has now doubled as the Parish Clerk and Allotment Officer both receive the office allowance this is now at £650.00 and on top of that a budget for £150.00 for stationary is included as per the budget from 2012/13.

#### 3.6 Postage

The Parish Council now has 2 PO Box addresses and has to send out annual invoices for the allotments. Due to the current cost of postage it is suggested that this be raised to £400.00.

#### 3.7 Travel

This was reduced to £50.00 for 2012/13 and it is suggested that this remains the same for 2013/14.

#### 3.8 Meeting Expenses

The Parish Council reduced the meeting expenses in the last budget due to the hire of Crestwood School costing £0. This now stands at £22.00 per meeting and with 7 meetings scheduled for 2013/14 this would be at a cost of £154.00. There is contingency in the budget for extra meetings that may be called so it is suggested that this remains at £200.00 as per 2012/13 budget.

#### 3.9 Insurance

The Parish Clerk suggests retaining the current amount reserved for insurance at £285.00 for 2013/14. Although the insurance payment was

£171.36 for 2012/13 this could increase due to the economic climate and the new machinery purchased for the allotments.

### 3.10 Audit

The audit category includes provision for both internal and external audit for 2013/14. The provision allows for £150.00 for the internal audit. The cost of the external audit in 2012 was £342.00 so it is suggested that £350.00 be budgeted for 2013/14 as per 2012/13.

### 3.11 Training and Subscriptions

This provides £360 for the HALC subscription and £150 for training in 2013/14.

### 3.12 Clerk's/Allotment Officer gratuity

As per the Parish Clerk contract, 3.75% of the annual salary which equates to £149.62.

### 3.13 Elections

In light of the substantial costs of a quadrennial election for the Parish at the budget meeting in 2010 it was agreed that annual payments be made to a fund to build up an adequate budget for future elections.

For 2012/13 the contribution was £1,200 (one third of the quadrennial cost). The Parish Clerk suggests that this is continued for 2013/14.

There is also the option for making an annual provision for a by-election but this has never been included in the Parish budget. Due to the number of vacancies on the Parish Council and the fact that a by-election has not been called to date; Members are asked whether they deem this fund necessary.

### 3.14 Improved Services

At the last budget meeting it was agreed that Members establish a special fund to make provision for future services. An initial contribution of £2,500 was made in 2011/12 the same amount was allocated in 2012/13 to use to develop an action plan to identify its priorities and aspirations and possibly, in the longer term, a Parish Plan with the engagement of the local community. As yet this has not developed and Members are asked if they would like to make the same provision of £2,500 this year to take the Parish Plan forward.

### 3.15 Savings

The Council can make provision for future financial needs. An initial contribution of £5,000 was made in 2012/13 and at that time it was agreed to continue that amount for 2013/14 and then retain a balance of £10,000 (approximately one third of the Parish Council's precept). Therefore £5,000 should be transferred to the Savings account and is included in the 2013/14 budget.

### 3.16 Depreciation

It is appropriate to make provision for depreciation of equipment so that a fund is built up for replacement of items. It is suggested that £250 in respect of office equipment (printer/laptop etc) this has been doubled since last year as the Council now owns more equipment by way of a laptop.

### 3.17 Allotments

The 2012/13 budget made a provision of £16,160, which reflected the cost of the service provided by Eastleigh Borough Council. It was hoped that this could be reduced by the Parish Council once it was in a position to operate the service itself. Unfortunately due to the recent staff changes and the fact that machinery is currently still being purchased and there is more work to be done on the allotments to conform with recent changes to legislation. It is suggested that £16,160 is agreed for 2013/14 with a view to reducing this for next year's budget.

### 3.18 PCSO

3.19 The Parish Council agreed at the 2011 budget meeting to part fund a PCSO for the year. In November 2012 they agreed to continue part funding the PCSO at the same rate of £2333.33.

### 3.20 Community Grants

The Parish Council approved the inclusion of community grants at its last budget meeting. The Parish Clerk suggests that the 2013/14 budget makes provision of £500 for community grants, retaining the same amount as the 2012/13 budget.

### 3.21 Miscellaneous Expenses

This category is to cover the printing costs of leaflets to be included with the annual Council Tax statement.

### 3.22 Members Allowances

Under current legislation, an annual allowance can be paid to each Member for performing the role of Councillor. Parish Councils rarely take up this option but it is available if the Council so wishes. The amount of any annual allowance has to be agreed by through a special Borough Council Panel, the costs of which would be met by the Parish. At this stage no provision has been made for Members' allowances but the decision is one for Council.

### 3.23 Website

The Parish Council website is currently provided free of charge by Hampshire County Council. The Parish Clerk would like to upgrade the website and has been looking into the costs of setting this up due to the fact that the security on the Parish Council's laptop has had to be downgraded in order to run the out of date software that Hampshire County Council use, this is a serious security risk and could result in the laptop being compromised by a virus. Initial quotes were for £400 plus an annual maintenance cost for hosting our site and upgrading as necessary at an approximate cost of £300 p/a therefore up to £1000 has been budgeted for the set up cost of the Council's website.

## **Special Funds**

- 3.24 The paragraphs below refer to a certain special funds to cater for specific items of expenditure. The provision of special funds allows the Council to make 'ring-fenced' provision for particular expenditure which can be built up and utilised year-on-year as circumstances demand. The initial special funds proposed last year were Clerk's Gratuity, Elections, Improved Services, Savings and Depreciation.
- 3.25 It is proposed that in addition to last year's special funds Allotment Officer's Gratuity be listed and that the key deposit money for Allotments that is now taken for new tenants be added to special funds.

## **Income**

### 3.26 Precept

The 2013/14 draft budget shows the precept remaining at £30,770. On the basis of the draft budget and the additional support for the Council tax base changes in legislation from Eastleigh Borough Council there should be no need to increase the precept over the present year's level. Indeed in the

current economic climate, there will be pressure on local authorities generally to contain their costs where possible.

#### Allotments

The Parish Council will now receive the income from the allotments which can only be an estimate as we have no way of determining how many new tenants we will get in the year. However based on the income from 2012 this should be approximately £2299.48.

#### **4. Conclusion**

4.1 The adoption of the draft 2013/14 budget would produce a predicted year-end balance at 31 March 2014 of £25,640.99, represented by

General Funds: £7,691.83

Special Funds: £17,949.16

4.2 Members are asked to consider the provisional budget figures and indicate whether or not these represent an acceptable basis for next year's budget.

**Appendices: Draft Budget**

**Report Author: Amy Randall, Parish Clerk**



## Allbrook and North Boyatt Parish Council

### Budget Monitoring

Date: 21/11/12

#### Initial Balance

	Budget 2012/13	Actual Start Balance
Cash	£9,946.67	£9,946.67
Special funds	£7,836.98	£7,836.98
<b>Total</b>	<b>£17,783.65</b>	<b>£17,783.65</b>

#### Income

	Budget 2012/13	Income to Date	Budget 2013/14
Allotments	£0.00	£2,664.66	£ 2,700.00
Other (bank refunds)	£0.00	£0.00	£ -
Precept	£30,770.00	£30,770.00	£ 30,770.00
<b>Total</b>	<b>£30,770.00</b>	<b>£33,434.66</b>	<b>£ 33,470.00</b>

#### Expenditure

	Budget 2012/13	Expenditure to Date	Budget 2013/14
Clerk Salary	£3,988.80	£5,176.14	£ 3,989.84
Office Expenses	£500.00	£1,316.92	£ 800.00
Postage	£300.00	£175.53	£ 400.00
Travel	£50.00	£36.00	£ 50.00
Meeting Expenses	£200.00	£171.80	£ 200.00
Insurance	£285.00	£171.36	£ 285.00
Audit	£470.00	£447.00	£ 500.00
Training and Subscriptions	£510.00	£427.00	£ 510.00
Allotments	£16,160.00	£8,872.15	£ 16,160.00
Chairmans Expenses	£250.00	£0.00	£ -
PCSO	£2,333.00	£0.00	£ 2,333.33
Grants	£500.00	£200.00	£ 500.00
Misc Expenses	50.00	£151.69	£ 50.00
Clerks Gratuity	£0.00	£0.00	£ -
Elections	£0.00	£0.00	£ -
Improved services	£0.00	£0.00	£ -
Savings	£0.00	£0.00	£ -
Depreciation	£0.00	£0.00	£ -
VAT	£0.00	£2,298.22	£ -
<b>Total</b>	<b>25,596.80</b>	<b>19,443.81</b>	<b>£ 25,778.17</b>

#### Special Funds

	Budget 2012/13	Saved to date	Budget 2013/14
Clerks Gratuity	£149.58	£149.58	£ 149.58
Elections	£1,200.00	£1,200.00	£ 1,200.00
Improved services	£2,500.00	£2,500.00	£ 2,500.00
Savings	£5,000.00	£5,000.00	£ 5,000.00
Depreciation	£125.00	£125.00	£ 250.00

#### Balance

	<b>Budget 2012/13</b>	<b>Balance to Date</b>	<b>Budgeted at end 2013/14 FY</b>
Cash	£6,145.29	£14,962.94	£7,691.83
Special funds	£16,811.56	£16,811.56	£17,949.16
<b>Total</b>	<b>£22,956.85</b>	<b>£31,774.50</b>	<b>£25,640.99</b>

# Agenda Item 11a

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 23 JANUARY 2013  
CLERK'S (AR) SALARY AND EXPENSES - 2012/13 QUARTER 4 (JAN FEB MAR)

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	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£3,989.84pa)	£997.46	£199.49	£797.97	£797.97
Office allowance (£125 pa)	£31.25	£0.00	£31.25	£31.25
Broadband allowance (£50pa)	£12.50	£0.00	£12.50	£12.50

Expenses:

<u>Ebuyer</u>				
Printer Cartridge				£47.32
<u>Tesco Mobile</u>				
Mobile monthly bill Jan Feb Mar				£30.00

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£919.04

Signed \_\_\_\_\_

Date

Signed \_\_\_\_\_

Date

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# Agenda Item 11b

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 23 JANUARY 2013  
ALLOTMENT OFFICER (LG) SALARY AND EXPENSES - 2012/13 QUARTER 4

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	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£850 pa)	£212.50	£0.00	£212.50	£212.50
Office allowance (£125 pa)	£31.25	£0.00	£31.25	£31.25
Telephone allowance (£100pa)	£25.00	£0.00	£25.00	£25.00
Computer allowance (£125pa)	£25.00	£0.00	£25.00	£25.00

Expenses:

NONE

Travel:

NONE  
(VAT element 1.167p/mile)

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£293.75

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

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ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 23 JANUARY 2013  
 ALLOTMENT OFFICER (LG) SALARY AND EXPENSES - 2012/13 QUARTER 4

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	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£1,275 pa)	£318.75	£0.00	£318.75	£318.75
Office allowance (£125 pa)	£31.25	£0.00	£31.25	£31.25
Telephone allowance (£100pa)	£25.00	£0.00	£25.00	£25.00
Computer allowance (£125pa)	£25.00	£0.00	£25.00	£25.00

Expenses:

NONE

Travel:

NONE  
 (VAT element 1.167p/mile)

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£400.00

*Signed* \_\_\_\_\_

*Date*

*Signed* \_\_\_\_\_

*Date*

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL  
23 JANUARY 2013  
FINANCIAL REPORT**

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**Chqs for Endorsement - Parish Account**

62	HMRC <i>Parish Clerk Income tax Q2 (September 2012 only)</i>	£66.40
63	HMRC <i>Parish Clerk Income tax Q3 (Oct/Nov/Dec 2012)</i>	£199.40
64	Fair Oak & Horton Heath Parish Council <i>Photocopying (LG) Allotments</i>	£15.00
65	Hampshire Police Authority <i>Annual PCSO Contribution 2012</i>	£2,333.33

**Chqs for Approval - Parish Account**

66	<i>Mr D Ward</i> <i>Allotment Expenses</i>	£34.28
68	Southern Water <i>Broomhill Allotment Quarterly Bill</i>	£92.17
69	Linda Greenslade Allotment Officer Salary (Jan/Feb/Mar 2013) If 3 hours per week agreed	£293.75
	£ 400.00	
70	Amy Randall Parish Clerk Salary & Expenses (Jan/Feb/Mar 2013)	£919.04
71	HMRC Parish Clerk Income tax Q4 (Jan/Feb/Mar)	£199.49

**Total: £4,152.86**

**Total if 3 hours pw agreed £ 4,259.11**

Signed: \_\_\_\_\_

**Date:**

Signed: \_\_\_\_\_

**Date:**

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING  
23 JANUARY 2013  
PARISH MEETING DATES 2013/14  
REPORT OF THE CLERK TO THE COUNCIL**

## **Purpose**

To discuss the dates and venue for the Parish Council Meetings in 2013/14.

## **Recommendation**

**That Members agree the dates and venue for the Parish Meetings for the year 2013/14 as outlined in the report.**

### **1. Meeting Dates 2013/14**

1.1. The Parish Clerk suggests the following dates for the 2013/14 Parish Meetings of Allbrook and North Boyatt Parish Council:

- 17 July 2013
- 11 September 2013
- 6 November 2013
- 15 January 2014
- 12 March 2014
- 30 April 2014 Annual Parish Meeting
- 28 May 2014 (AGM)

### **2. Meeting Venue 2013/14**

2.1. It was approved at the Parish meeting on 23 November 2011 that all meetings of the Parish Council would be held at Crestwood School subject to availability at a cost of £21 per meeting.

2.2. The cost for the year 2013/14 stands at £ . Members are asked to consider the venue for Parish Council Meetings and unless another venue is preferred it is suggested that the meetings continue to be held at Crestwood School.

**Appendices: n/a**  
**Report Author: Amy Randall, Parish Clerk**

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