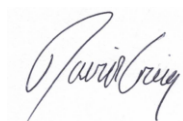


# WOODBURY PARISH COUNCIL

Monday, 22nd June 2020

Dear Councillor

You are required to attend a meeting of Woodbury Parish Council, to be held remotely, on Monday 29th June 2020 at 7.30 pm. The business to be transacted at the Meeting is set out below. Members of the public are unable to attend this meeting but may provide prior comment via email to [woodburyparishcouncil@gmail.com](mailto:woodburyparishcouncil@gmail.com) or by telephone to the Clerk on 01395 233 791.



David Craig,  
Proper Officer, Clerk & RFO.

## AGENDA

	<b>Public Session</b>
<b>1</b>	<b>APOLOGIES:</b> To receive any apologies for absence.
<b>2</b>	<b>DECLARATIONS OF INTEREST:</b> To receive any declarations of interest in any part of these proceedings including the District Councillors' declarations.
<b>3</b>	<b>ELECTION OF CHAIRMAN:</b> To elect the Chairman for 2020/21. The Chairman will sign a Declaration of Acceptance of Office within four business days.
<b>4</b>	<b>ELECTION OF VICE-CHAIRMAN:</b> To elect a Vice-Chairman for 2020/21. The Vice-Chairman will sign a Declaration of Acceptance of Office within four business days.
<b>5</b>	<b>NEW MEMBER FOR THE STAFFING, STRATEGY &amp; POLICY COMMITTEE:</b> To elect a new representative for the SS&P Committee.
<b>6</b>	<b>ACCOUNTS &amp; FINANCES:</b>  To consider the Financial Report to 31 <sup>st</sup> May 2020: <ol style="list-style-type: none"><li>1. Summary of Income;</li><li>2. Summary of Expenditure to Budget;</li><li>3. Bank Reconciliation;</li><li>4. Earmarked Balances;</li><li>5. Transactions since the last Report.</li></ol>

# WOODBURY PARISH COUNCIL

<b>7</b>	<b>CHAIRMAN'S REPORT:</b> To receive a report by the Chairman.
<b>8</b>	<b>PARISH COUNCILLORS' REPORTS:</b> To receive updates from any committee or liaison meetings attended by Cllrs since the last full council meeting.
<b>9</b>	<b>COUNTY COUNCILLORS' REPORTS</b>
<b>10</b>	<b>DISTRICT COUNCILLORS' REPORTS</b>
<b>11</b>	<b>NEIGHBOURHOOD PLAN:</b> To receive a verbal update from Cllr J Pyne.
	<b>COUNCILLORS' QUESTIONS:</b> To allow topics & questions. <i>Please note, no decisions may be made under this item.</i>

# WOODBURY PARISH COUNCIL

## WOODBURY PARISH COUNCIL FINANCIAL REPORT 1<sup>ST</sup> APRIL 2020 TO 31<sup>ST</sup> MAY 2020

### 1. Summary of Income:-

Summary of income to 31st May 2020	Amount
PRECEPT	£41,933.00
EAST DEVON DC COVID RATES RELIEF	£10,000.00
CIL	£1,525.84
VAT REFUND	£10,542.78
ALLOTMENTS	£205.05
<b>Total income as at 31st May 2020</b>	<b>£64,206.67</b>

### 2. Summary of Expenditure to Budget:-

Budget Category	Budget 2020/21	Expenditure	Balance	% Utilised
CHAIRMAN'S ALLOWANCE	£150.00	£0.00	£150.00	0.0%
GENERAL ADMINISTRATION	£4,705.00	£1,439.37	£3,265.63	30.6%
OFFICE	£7,020.00	£1,067.00	£5,953.00	15.2%
SALARIES & ALLOWANCES	£18,720.00	£3,039.91	£15,680.09	16.2%
NEIGHBOURHOOD PLAN	£950.00	£0.00	£950.00	0.0%
PLAY AREAS	£9,000.00	£25.15	£8,974.85	0.3%
ENVIRONMENTAL COSTS	£17,420.00	£258.00	£17,162.00	1.5%
TOILETS & CAR PARK	£13,300.00	£968.81	£12,331.19	7.3%
GENERAL RENTS, RATES & SUBS	£710.00	£775.01	£-65.01	109.2%
ALLOTMENTS	£0.00	£449.65	£-449.65	n/a
CONTINGENCIES	£700.00	£0.00	£700.00	0.0%
GULLIFORD JOINT COMMITTEE	£200.00	£200.00	£0.00	100.0%
CAR PARK RESURFACING FUND	£1,000.00	£0.00	£1,000.00	0.0%
THE ARCH	£2,000.00	£0.00	£2,000.00	0.0%
COMMUNITY GRANT SCHEME 2020	£2,000.00	£0.00	£2,000.00	0.0%
GRANTS TO OUTSIDE BODIES	£611.00	£0.00	£611.00	0.0%
<b>PRECEPT REQUIREMENT 2020 (1)</b>	<b>£78,486.00</b>	<b>£8,222.90</b>	<b>£70,263.10</b>	<b>10.5%</b>
COOMBE SOLAR FARM FUND 2020/21 (2)	£9,278.00	£0.00	£9,278.00	0.0%
COOMBE SOLAR FARM FUND 2019/20 RESIDUAL	£850.00	£850.00	£0.00	100.0%
CIL	£5,866.13	£0.00	£5,866.13	0.0%
P3 SCHEME	£527.12	£88.55	£438.57	16.8%
<b>TOTAL</b>	<b>£95,007.25</b>	<b>£9,161.45</b>	<b>£85,845.80</b>	<b>9.6%</b>

(1) less £5,380, being the recovery of costs related to the repair of the Gulliford wall, total Precept requirement was £83,866 (2020/21)

(2) increased by £2,000 as not fully awarded in 2019/20

# WOODBURY PARISH COUNCIL

## 3. Bank Reconciliation:-

<b>WPC Bank Balances as at 31st May 2020</b>	<b>Balance</b>
TSB Club, Charirty & Trust Account as at 1st April 2020	£52,688.73
<i>add income to 31st May 2020</i>	£64,206.67
<i>less expenditure to 31st May 2020</i>	-£9,161.45
<i>less Instant Access bank transfer</i>	-£24,753.68
TSB Club, Charirty & Trust Account as at 31st May 2020	£82,980.27
TSB Business Instant Access as at 1st April 2020	£25,225.05
<i>add income to 31st May 2020</i>	£41.87
<i>add Instant Access bank transfer</i>	£24,753.68
<i>less expenditure to 31st May 2020</i>	£0.00
TSB Business Instant Access as at 31st May 2020	£50,020.60
<b>Total WPC Bank Balance as at 31st May 2020</b>	<b>£133,000.87</b>

## 4. Earmarked Balances:-

<b>Earmarked balances</b>	<b>Estimated amount</b>
ADDITIONAL WORKS TO THE ARCH	£5,000.00
ESTIMATED PAST CONTRIBUTION FOR BMX TRACK	£1,500.00
RESILIENCE UNSPENT	£2,200.00
CIL	£7,391.97
<b>TOTAL EARMARKED BALANCES</b>	<b>£16,091.97</b>

# WOODBURY PARISH COUNCIL

## 5. Transactions since last report:

Apr-20						
Audit reference	Date	Type	Detail	Debit amt	Credit Amt	Balance
12	30/04/2020	CHQ	315 DCC EXE ESTUARY MANAGEMENT	£106.00		£113,410.99
	29/04/2020	FPI	TUMMON A+C ALLOTMENT 20A WOODBURY		£11.00	£113,516.99
11	29/04/2020	CHQ	312 REDWOODS ACCOUNTING SERVICES	£288.00		£113,505.99
	29/04/2020	DC	EAST DEVON DC COVID RATES RELIEF (MAY NEED TO BE REPAID)		£10,000.00	£113,793.99
10	28/04/2020	DD	TELESIS LTD OFFICE PHONE	£31.81		£103,793.99
	27/04/2020	FPI	Anita Lavis Allotment 2 Lavis Woodbury		£22.00	£103,825.80
	26/04/2020	FPI	H Wood Plot 20 WS		£20.00	£103,803.80
	24/04/2020	FPI	Phaby Brian PLOT 3 WOODBURY		£31.00	£103,783.80
	23/04/2020	DC	EAST DEVON DC CIL PAYMENT		£1,525.84	£103,752.80
	17/04/2020	FPI	GRAHAM RAWLINGS WS plot 11		£20.00	£102,226.96
	17/04/2020	SO	DUFF BR PLOT 22 WOOD SALT		£20.00	£102,206.96
9	17/04/2020	DD	NEST REFERENCE: IT000004450065	£69.96		£102,186.96
8	15/04/2020	DD	BRITISH GAS TRADING REFERENCE: BGL0054664-0049574	£67.23		£102,256.92
	15/04/2020	DC	HMRC VAT REFUND REFERENCE: XSV126000100092		£10,542.78	£102,324.15
7	09/04/2020	CHQ	299 CDE TOWN LANE 2	£60.00		£91,781.37
	07/04/2020	FPI	GODDARD S&C 16&17B GoddardPlot		£22.00	£91,841.37
	07/04/2020	SO	LEAR C WOODBURY PARISH OFFICE RENT	£440.00		£91,819.37
6	06/04/2020	CHQ	302 BAGWELLS FLOWER STREET TOILET REPAIRS	£407.54		£92,259.37
5	06/04/2020	CHQ	307 HMRC MARCH 20	£298.48		£92,666.91
4	02/04/2020	CHQ	306 D CRAIG MARCH 20 SALARY	£1,369.16		£92,965.39
3	02/04/2020	CHQ	303 D CRAIG PAYMENTS TO CLOSE PLAY PARKS	£88.55		£94,334.55
	01/04/2020	SO	Hester Nigel Plot 14		£20.00	£94,423.10
	01/04/2020	SO	STANDING ORDER ALLOTMENTS		£18.00	£94,403.10
2	01/04/2020	DD	EAST DEVON BUSINESS RATES FLOWER STREET CAR PARK	£117.60		£94,385.10
1	01/04/2020	DD	EAST DEVON BUSINESS RATES FLOWER STREET TOILETS	£119.03		£94,502.70
	01/04/2020	DC	EAST DEVON DC PRECEPT		£41,933.00	£94,621.73

May-20						
Audit reference	Date	Type	Detail	Debit amt	Credit Amt	Balance
28	27/05/2020	CHQ	314 P BRICKNELL WOOD SALT ALLOTMENT EXPENDITURE	£26.65		£82,980.27
27	27/05/2020	DD	TELESIS LTD OFFICE PHONE	£31.12		£83,006.92
26	22/05/2020	CHQ	325 SAXON FENCING WOODBURY ALLOTMENTS 2019/20 SOLAR FUND	£850.00		£83,038.04
25	20/05/2020	CHQ	322 DARTMOOR TREE SURGEONS 2019-20 ALLOTMENT STRIMMING	£279.00		£83,888.04
24	20/05/2020	CHQ	321 DARTMOOR TREE SURGEONS 2016-18 ALLOTMENT STRIMMING	£144.00		£84,167.04
	19/05/2020	FPI	SMEATHAM A 2020 PLOT 7B WOODBURY		£11.00	£84,311.04
23	19/05/2020	CHQ	318 CAME & CO WPC ANNUAL INSURANCE	£991.37		£84,300.04
22	18/05/2020	DD	NEST REFERENCE: IT000004450065	£47.62		£85,291.41
21	15/05/2020	DD	BRITISH GAS SUPPLY TO THE OFFICE	£56.84		£85,339.03
20	13/05/2020	CHQ	323 WPC FUNDING OF CHURCH CLOCK WOODBURY	£198.00		£85,395.87
	13/05/2020	CHQ	324 WPC TRANSFER TO TSB INSTANT ACCESS ACCOUNT	£24,753.68		£85,593.87
19	12/05/2020	CHQ	319 SSE SUPPLY TO FLOWER STREET TOILETS	£80.64		£110,347.55
18	12/05/2020	CHQ	317 HMRC APRIL 20	£146.26		£110,428.19
17	12/05/2020	CHQ	313 DALC MEMBERSHIP	£669.01		£110,574.45
16	07/05/2020	CHQ	305 ADAM CURTIS WEBSITE UPDATES	£160.00		£111,243.46
	07/05/2020	SO	LEAR C WOODBURY PARISH OFFICE RENT	£440.00		£111,403.46
15	06/05/2020	CHQ	308 WPC GULLIFORD 2020 CONTRIBUTION	£200.00		£111,843.46
14	06/05/2020	CHQ	316 D CRAIG APRIL 20 SALARY	£1,108.43		£112,043.46
	05/05/2020	CHQ	EXMOUTH WAYLEAF PAYMENT		£10.05	£113,151.89
13	04/05/2020	CHQ	311 EDF SUPPLY TO EXTON PLAY AREA	£25.15		£113,141.84
	01/05/2020	DD	EAST DEVON BUSINESS RATES FLOWER STREET CAR PARK	£120.00		£113,166.99
	01/05/2020	DD	EAST DEVON BUSINESS RATES FLOWER STREET TOILETS	£124.00		£113,286.99



**Clerk & RFO.**  
**19<sup>th</sup> June 2020.**