

c) Churchyard and Cemetery

M Kemp C Boughton

d) Communications

M Hay N Ellis

DELEGATES

RESOLVED the following delegates were appointed:-

- a) Risk assessment – C Boughton & M Jones
- b) KALC – Clerk & any Parish Councillor who is able to attend
- c) Village Hall Committee – A Barwick
- d) Eastry Young People's Club – D Russell
- e) Footpath Officers – D Russell & M Jones
- f) Councillor Responsible For Finance – L Taylor
- g) Community Resilience & Emergency Planning Rep – Decided not to continue with the role
- h) Greville Homes – D Russell
- i) Allotments – L Taylor

7. REVIEW OF COUNCIL ASSETS AND INVENTORY

The current inventory of land and assets, including buildings and office equipment was reviewed and adopted by the Council.

8. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Standing orders – Reviewed May 2018
- b) Financial regulations - Jan 2016
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handling
- e) GDPR – May 2018
- f) Press Media policy

RESOLVED the above should be adopted for the coming year.

9. ACTIONS FROM THE LAST MEETING**PLANNING MEETING – ACTIONS****PLANNING APPLICATIONS**

Understanding Planning Procedures - Cllr Kenton to arrange for a DDC representative to come to the June meeting to explain CIL compliance, Section 106 funding and communications with DDC – Cllr Kenton reported that no-one is able to attend the meeting from DDC but a report will be produced by DDC and circulated to all members.

Action Cllr Kenton On-going

DOV/21/00421 – Council to write to the applicant to request funding for Village amenities - *Cllr Ellis to produce letter, Clerk to put on headed paper and send.* **Action Cllr Ellis & Clerk On-going**

Correspondence – Planning violation on Woodnesborough Lane – Clerk to write to DDC expressing concern & update the parishioner of actions – Both completed. **Action Discharged**

ORDINARY MEETING ACTIONS**HIGHWAYS**

Speedwatch – *Sharing SID data with Speedwatch group* - The SID handover has been completed, but Clerk unsuccessful at downloading the data so far – SID now cleared of data so hoping to share with Speedwatch

group after next SID move.

Action Clerk On-going

CORRESPONDENCE

DDC Great British Spring Clean – 28th May – 13 June - Cllr Boughton to review posters and risk assessment from last time, Cllr Taylor to contact the scouts and Clerk to find out more from DDC and put on agenda for discussion at May meeting – All completed.

Action Discharged

HIGHWAYS

Emails re: improved street lighting & proposed light on allotment footpath - Clerk to update parishioners who sent emails and chase DDC for funding/costs update – both completed.

Action Discharged

Etopia Site Access – *Gore Lane* - Clerk to find out when the build is likely to start and when the CMP will be available – Etopia don't have a start date yet as planning permission has not yet been granted and the CMP is still being finalised. All updates will be displayed on the Etopia Website.

Action Discharged

Email – Veolia near miss - The clerk is to report the incident to Roger Wragg and that the lorries drive across the Gun park when they empty the bins in the Gun park, Clerk to also update parishioner – Incident reported to DDC who are investigating, parishioner updated & driving across the Gun Park reported to Veolia.

Action Discharged

Email – Mill Lane & Thornton Lane deterioration - Social media and the website should be used to encourage parishioners to use the KCC Highways fault reporting tool, Cllr Manion would use the tool to report the deterioration and the Clerk would investigate the terms of Ovenden's Operator licence. The Clerk to contact the parishioner – All completed, Clerk could not find evidence of Ovenden's Operator Licence so reported concerns to DVSA who are investigating.

Action Discharged

Dangerous parking near chemist - Clerk to contact the traffic warden and PCSO for advice and to submit an article to Eastry Village News – Traffic Warden & PCSO are booked to conduct impromptu visits and Clerk submitted article about dangerous parking for the next edition of EVN.

Action Discharged

FINANCE

KALC – Government's Welcome Back Fund - Clerk to write to Roger Walton of DDC to explain what Eastry would like to do with the 'Welcome Back Fund' and to speak to Stuart Baitup, the Butcher who has already started to look into disabled access requirements on the parade – Clerk wrote to Roger Wragg and spoke to Butcher but no response from DDC yet. Cllr Kenton explained that DDC are still working on how to distribute the funds.

Action Discharged

PAYMENTS

Clerk investigating McAfee website internet security automatic renewal – renewed in error, refunded.

Action Discharged

FORTHCOMING EVENTS

Council Events - Future Meetings – face-to-face - wait for KALC & NALC guidance but for the clerk to enquire about using the Village Hall for the June meeting – All guidance forwarded to members, enquiries made to Village Hall Booking Secretary.

Action Discharged

Outside Events

KALC Course – Local Council Media Presence – 21st April - Clerk to book for Cllr Hay on to this course – booked.

Action Discharged

ALLOTMENTS

Gardener's Society tree planting proposal - The clerk is to organise a site visit and liaise with the Gardener's Society and ensure that they are fully aware of the clearance work that would need to be undertaken before planting could commence and are willing to abide by the risk assessment – Risk assessment forwarded and

site meeting booked.

Action Discharged

LEISURE FIELDS

Play Area Improvements - Quotations for refurbishment – Successful contractor informed, works due to start at the beginning of June.

Action Discharged

CHURCHYARD AND CEMETERY

Bowling Green & Parish Room - Risk assessment to be updated - to add that the gate must be unlocked when the Parish Room is being used and locked again afterwards – completed.

Action Discharged

IMPROVING THE VILLAGE

Maintaining new green sites proposal - Cllr Kenton agreed to flail and roll the grassed area at the Sandwich road entrance to the village and Cllr Boughton and the clerk will ascertain ownership of the proposed sites- Cllr Kenton has flailed and rolled the area, it is proving difficult to ascertain who owns the identified pieces of land so all Councillors to try and find out who owns the identified plots, Clerk to forward the email with the photos.

Action All Cllrs & Clerk

COMMUNICATION

Communication Strategy - Improving Technology - MS Teams Proposal - Due to the late hour, to be added to the June agenda.

Action Clerk on-going

Village News Letter

Clerk to submit an article about dangerous parking near the chemist and driving over the edges of the layby at the Parade – submitted.

Action Discharged

10. CORONAVIRUS

Information from DDC, KCC and Central Government

All emails received in connection with the Coronavirus and vaccination programme have been forwarded to Council members as received.

11. CORRESPONDENCE

To discuss and agree actions relating to correspondence received by the Council.

a) Consultation Documents

i)NALC – Rural Broadband Consultation – Due 25th May – Cllr Hay to complete.

ii)NALC – Electronic Communication Infrastructure – Due 21st May – Cllr Hay to complete.

Action Cllr Hay

b) Newsletters and Circulars

i) Neighbourhood Watch updates

ii) KALC – Ransomware & Scams

iii) Local Government Bulletin

iv) KALC - Remote Meetings Court Case Unsuccessful

v) NALC CEO Bulletin

vi) UK Protect Bulletin

vii) Kent Police – PCSO Julia James Update

All the above noted by members.

c) Other

i) DDC Great British Spring Clean – 28th May – 13 June

Discussions were held on when to hold the litterpick, the Clerk advised that there were less restrictions after 21st June & the equipment could still be borrowed from DDC & litter collected by Veolia. It was agreed that the Litterpick would be organised for Saturday 3rd July, meet at 10am in Village Car park, equipment to be provided by DDC and refreshments by the Five Bells. Cllr Boughton to update poster and check risk assessment, Clerk to organise with DDC and book refreshments with the Five Bells & Cllr Hay to promote on the website and social media.

Action Clerk, Cllrs Boughton & Hay.

- ii) Golf Open Legacy Fund – for Community Groups – on website, social media & noticeboard
- iii) Phonecall re: Bonfires in garden at Mill Green – advised parishioner to contact DDC & keep diary & also reported to DDC.
- iv) Complaint via DDC that toilets closed and no signage – Clerk contacted complainant & explained closed due to Covid & put sign up
- v) Complaint re Centenary Gardens fences being broken- Clerk advised Parishioner to complete Complaints form on Sanctuary Website & reported to Sanctuary Housing

All the above noted by members

12. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) KCC Forwards Work Programme
- ii) Overgrown Footpath Complaint- EE256- Liss Road – Clerk reported to PROW, once manageable a volunteer would mow
- iii) Felderland Lane Closed – 10th May

All the above noted by members.

- iv) Streetlight on footpath – Mill Lane to Gun park – DDC cost approx. £7,000

Cllr Boughton has liaised with County Councillor Sue Chandler regarding the difficulty of obtaining accurate costings of the proposed streetlight, Cllr Chandler has put the Clerk in contact with a KCC lighting representative who is producing a quotation.

- v) Speedwatch

Cllr Boughton reported that 7 people have now been trained with another training session planned. At the recent Speedwatch session on Lower Street, 47 cars exceeded the 30 mph speed limit, with 8 doing in excess of 45 mph. Cllr Boughton will continue to be the Speedwatch liaison officer but is looking for a volunteer administrator to input the data into the computer system, this will take a few hours a week. Volunteer position to be advertised on the website and social media.

Action Cllr Hay

13. FINANCE

To discuss financial matters affecting the council.

- i) DDC Business Rates – nil for 2021/22
- ii) McAfee subscription refunded 13/4/21 £89.99

Noted by members

- iii) ICCM Subscription Renewal - £95.00

RESOLVED subscription to ICCM to be renewed.

- iv) Air Ambulance – Kent Surrey Sussex – Grant request

v) Natwest problems – after submitting many online forms, phone calls and visits to the bank – Clerk now believes the correct paperwork, a mandate and letter have been sent to remove Sarah Wells from the Bank Account & change the correspondence address.

vi) Unity Trust – Paperwork submitted to remove Sarah Wells and Peter Bailey from the account and make Cllr Jones, read only on the internet account. This was submitted late due to Clerk error.

All the above noted by members.

- vii) 2020/21 Year End Accounts – Appendix A

RESOLVED the year end accounts should be adopted by the Council.

- viii) 2021/22 Budget – Appendix B

RESOLVED the 2021/22 budget should be adopted by the Council.

- ix) Adoption of Risk assessment - Appendix C

RESOLVED the risk assessment should be adopted.

To resolve to exclude members of the press and public during the consideration of business of a confidential nature under the Public Bodies Admissions to meeting Act 1960 s(2)

Cllr M Jones withdrew from the meeting as he declared a prejudicial interest as his wife is the Clerk. Cllr D Russell took over as Chair.

x)Staff Salary increases as of 1st April 2021, as per current contracts of employment.

The national salary awards for 2020-21 were adopted for use by the Council in Sept 2020 and backdated to 1st April 2020. Salary Scales for 2021-22 have not been agreed yet.

The Clerk is currently paid at SCP18 with an annual increment due in April 2021 making it SCP19, subject to satisfactory performance, with future annual increments due in April each year to a maximum of SCP23.

The Caretaker is currently paid at SCP10 with an annual increment due in April 2021 making it SCP11, subject to satisfactory performance, with future annual increments due in April each year to a maximum of SCP15.

RESOLVED both the Clerk and the Caretaker to receive an annual increment.

Cllr Jones re-joined the meeting.

14. PAYMENTS

RESOLVED the following payments should be made, proposed by Cllr Kemp and seconded by Cllr Hay.

Payments May 2021				
Receipts				
	McAfee refund		£89.99	
Paid between meetings				
Card Payments				
				VAT
	EE Ltd - April	Card	23.15	3.86
	EE Ltd - May	Card	13.36	2.23
	EBAY – HN Trading UK Ltd – Caretaker’s Boots	Card	23.95	
	Sainsbury’s – Stationery – File dividers & wallets	Card	4.00	.67
Unity Trust Payments				
		Cheque No		VAT
	Clerks Salary April 2021	BP	930.31	
	H M Revenue and Customs ER NI April		38.01	
	H M Revenue and Customs EE NI April		25.85	
		63.86	BP	63.86
	Employers Pension Contribution April		246.02	
	Employees Pension Contribution April		55.68	
		301.70	BP	301.70
	Caretakers Pay April 2021	BP	720.20	
	Everflow Allotment Water 18-05-21 to 17-06-21	DD	57.48	
To pay – Unity Trust				
	British Gas – Electricity – 19 March to 18 April Mtr 21610	DD	18.35	.87
	British Gas – Electricity – 19 March to 18 April Mtr 21656	DD	11.50	.54

ICCM – Corporate Membership		BP	95.00	
Harmer & Sons – Grounds Maintenance - April		BP	711.10	118.52
Trevor Oku – Grass Cutting Churchyard - April		BP	230.00	
Clerk – Office Expenses February, March, April		BP	103.50	
To pay – Natwest Card Payment				
Buzz Networks – landline rental - May		Card	7.96	1.33

15. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Council meetings provisionally booked in Village Hall for 7th June & 5th July, 7.30pm start time, 20 people maximum, same rates as Coffee Break.

Noted by members.

b) Outside Events

- i) KALC Training Events – various
ii) KALC – All About the AGAR – Clerk attended – very useful

Noted by members.

- iii) KALC – Getting started with Press & Media – Cllr Hay attended

Cllr Hay reported that it was an interesting course with some good ideas that the Parish Council should look to implement moving forward, such as using local newspaper, publications, leaflet drops and using stories to promote projects, this would ensure that Parishioners knew as much as possible about what the Parish Council were doing to benefit the village.

16. POND AND PARADE

To discuss matters relating to the Pond, Parade and area behind the bus shelter.

- i) Public & dog poo bins over-flowing – Caretaker is emptying bins into black sacks - Clerk reporting to Veolia - due to recent changes & less frequent collections.

- ii) Fly tipping in Albion Road – reported to DDC by Caretaker.

- iii) Caretaker – Provisionally due to be off from mid to end of May for up to 8 weeks – NHS dependent.

Cllr Kenton advised that the Clerk should also report missed collection to DDC to ensure that they were aware when Veolia had missed collections.

17. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

18. LEISURE FIELDS

To discuss matters relating to the Councils leisure fields and amenities, to receive correspondence relating to leisure fields.

a) Gun Park

- i) Tikspac dog poo dispenser – refilled

Noted by members.

- ii) No dogs sign for Gun Park Play Area

RESOLVED Clerk to organise two 'No dogs' signs on poles for within the Gun Park play area and signs for the entrances to the Gun Park advising people to pick up after their dogs.

Action Clerk

iii) Youth spraying filler on shelter and setting fire to it – reported to PCSO
Noted by members.

b) Play Area Improvements

i) Grants

RESOLVED the Clerk to start the process of applying for an Awards For All Grant towards the Gun Park play area improvements. **Action Clerk**

19. CHURCHYARD AND CEMETERY

To discuss and agree action on matters relating to land controlled by the Council in and around Church Street.

a. **Churchyard & Cemetery**

b. **Recreation Ground**

c. **Bowling Green & Parish Room**

i) Stone King LLP email – re: Bowling Club Lease – able to close file – Clerk to advise to close file.

Action Clerk

ii) DDC Public Protection Letter

The Clerk is to follow the Government guidance in the letter, including getting a QR code, to prepare the Parish Room for re-opening.

Action Clerk

20. IMPROVING THE VILLAGE

To discuss matters relating to improving the village.

21. PARISH COUNCILLOR VACANCY

To deal with current Parish Councillor Vacancy

i) Cllr Bailey resigned – Removed from Unity Trust & Netwise email account & Website

RESOLVED Joe McDonnell be co-opted onto the Council with immediate effect. The Clerk to contact him and get the required paperwork completed. **Action Clerk**

22. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – County Cllr Chandler – report sent for Annual Parish Meeting

b) **Dist Cllrs** – No report

c) **Parish Councillors** – No reports

23. COMMUNICATION

To agree Council communication to the following media:-

a) **Communication Strategy**

b) **Village News Letter** - Deadline 14th May for June/July edition – include Litterpick information.

Action Clerk

c) **Mercury Report** – currently no Villages section

d) **Web Site** – updated regularly

24. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the ordinary meeting on 7 June 2021 in the Village Hall.

Scheduled 5th July

The meeting closed at 20.27

Eastry Parish Council
Budget 2020/21 v Actual to 31/03/2021

	Actual to 31-03- 2020	Budget 2020/21	Actual to 31-03-2021	Predicted Outturn
RECEIPTS				
Precept	55,070.60	56,190.00	56,190.00	56,190.00
Allotments	824.10	850.00	974.12	974.12
Burials	1,550.00	2,000.00	2,200.00	2,200.00
Grants	10,000.00	0.00	0.00	0.00
Interest Current Account	108.54	100.00	27.13	26.05
Capital Interest	384.78	380.00	60.25	60.25
VAT	2,853.67	3,236.10	5,738.42	5,738.42
Other	65.06	65.00	66.16	0.00
	70,856.75	62,821.10	65,256.08	65,188.84
Current Account Funds B/F	107,259.57	106,187.11	106,187.11	106,187.11
Capital Carry Forward	68,667.24	69,052.02	69,052.02	69,052.02
	246,783.56	238,060.23	240,495.21	240,427.97
PAYMENTS - CURRENT A/C	Actual to 31-03- 2020	Budget 2020/21	Actual to 31-03-2021	Predicted Outturn
<i>Admin</i> Clerks Salary	12,867.93	13,404.00	12,537.27	12,537.27
PC National Insurance Cont.	580.62	603.00	523.75	523.75
Pension Contribution	2,499.68	2,614.00	3,002.08	3,002.08
	15,948.23	16,621.00	16,063.10	16,063.10
Telephone	26.00	170.00	276.92	274.61
Office Allowance	72.00	360.00	414.00	462.00
Stationery - Consumables, Post	190.71	300.00	413.22	200.00
Office equipment - Computer, Printer			689.31	689.31
Audit Fees	300.00	300.00	300.00	300.00
Internal Auditor	90.00	125.00	75.00	75.00
Insurance	2,032.86	2,400.00	2,072.00	2,400.00
Training	0.00	300.00	86.00	30.00
Travelling/Clhrs Expenses	0.00	300.00	21.15	21.15
Annual Meeting	36.00	50.00	0.00	0.00
Web-Site, Internet security, email, Teams	200.99	1,250.00	1,423.12	1,333.13
Wreath - remembrance Sunday	20.00	25.00	20.00	25.00
Bank Charges	72.00	72.00	72.00	72.00
Contingency Pension deficit fund	0.00	5,000.00	0.00	0.00
	18,988.79	27,273.00	21,925.82	21,945.30
<i>Parish Room & Pavilion</i> Rates	81.65	90.00	0.00	90.00

Appendix A

Gas	357.33	350.00	386.03	343.78
Electric	364.64	350.00	249.29	309.78
Fire Extinguishers Check	54.30	150.00	70.14	70.14
Boiler Service	0.00	100.00	0.00	0.00
maintenance/improvements	0.00	250.00	35.41	0.00
Pavilion Fire Extinguisher Checks	55.80	150.00	0.00	0.00
Repair following vandalism	0.00	250.00	0.00	0.00
	913.72	1,690.00	740.87	813.7
PAYMENTS - CURRENT ACCOUNT	Actual to 31-03-2020	Budget 2020/21	Actual to 31-03-2021	Predicted Outturn
<i>Ground Work</i> Chch Yard & Cemetery Grass	1,870.00	1,900.00	1955.00	1955.00
Chch Yard & Cemetery hedges	696.17	695.00	637.01	694.92
Recreation Ground A3	1,133.79	1,132.00	1097.63	1191.96
Gun Park A4	2,319.00	2,316.00	2123.00	2316.00
Allotments A5	1,805.96	1,804.00	1653.63	1803.96
Highstreet A6	576.30	575.00	527.12	575.04
Pond A7	467.63	467.00	428.12	467.04
Tree Work All	1,240.00	2,000.00	500.00	890.00
Additional Work	1,200.00	1,200.00	0.00	500.00
	11,308.85	12,089.00	8,921.51	10,393.92
<i>Allotments Maintenance</i>	218.39	1,000.00	588.99	601.49
Water Use	448.77	400.00	596.26	487.86
	667.16	1,400.00	1185.25	1089.35
<i>Leisure Fields Maintenance</i>	22.00	1,500.00	299.50	217.00
Vandalism Repairs	498.00	1,000.00	0.00	0.00
Bins & Dog Bins	0.00	500.00	9.95	0.00
Pond	0.00	1,000.00	198.00	200.00
Play Equipment Inspection	373.50	500.00	265.50	265.50
Parade	0.00	800.00	0.00	150.00
	893.50	5,300.00	772.95	832.50
<i>Community Services Vllge Caretaker</i>	8244.60	8,543.00	8653.78	8653.78
Pension Contributions	0.00	257.00	0.00	0.00
Equipment	91.93	200.00	180.33	200.00
Toilet Supplies	45.25	65.00	17.40	17.40
SID	0.00	250.00	0.00	0.00
PAD Supplies	0.00	100.00	134.00	134.00
Highways Improvement Plan	0.00	0.00	0.00	0.00
	8,381.78	9,415.00	8,985.51	9,005.18
<i>Grants Grants</i>	1,901.08	1,500.00	325.00	325.00
Coffee Break	1,766.55	1,700.00	220.00	220.00
Section 137	0.00	500.00	0.00	0.00
	3,667.63	3,700.00	545.00	545.00

Appendix A

<i>Church Yard Maintenance/works</i>					
Churchyard wall		0.00	1,000.00	0.00	0.00
Monument Safety		95.80	2,000.00	0.00	0.00
		95.80	3,000.00	0.00	0.00
<i>Membership</i>	KALC	588.96	682.76	682.76	682.76
Publications		0.00	250.00	0.00	0.00
SLCC		101.00	110.00	103.00	103.00
ICCM		95.00	100.00	95.00	95.00
		784.96	1,142.76	880.76	880.76
<i>Events</i>	Christmas Trees & Lights	208.15	300.00	203.89	203.89
Parish Council elections		197.87	0.00	0.00	0.00
Eastry open day & communications		0.00	150.00	258.88	87.60
		406.02	450.00	462.77	291.49
Contingency	Other Projects	1,532.50	3,548.45	0.00	0.00
Damage falling tree Gun Park			0.00	1377.20	1377.20
HMRC Overpayment			0.00	0.00	0.00
Professional fees planning appl.		0.00	500.00	581.00	581.00
Street Furniture		1,395.00	1,000.00	522.00	360.00
		2,927.50	5,048.45	2480.20	2318.20
New Parish Room Capital		0.00	69,052.02	0.00	0.00
New Parish Room Revenue		250.00	62,000.00	0.00	0.00
Playarea - Allotments		16,522.30	0.00	0.00	0.00
Play equipment Gun Park		0.00	13,500.00	0.00	0.00
New toilets		0.00	4,000.00	0.00	0.00
VAT		5,736.14	0.00	2288.38	1815.70
Reserves		0.00	19,000.00	0.00	0.00
Total		71,544.15	238,060.23	49,189.02	49,931.10

Current Account B/F	106,187.11	Current Account C/F	122,254.17
Capital Account B/F	69,052.02	Capital Account C/F	69,052.02
Petty Cash	0.00		191,306.19
Receipts	65,256.08		
Payments	-49,189.02		
	191,306.19		

Appendix B

Insurance	2072.00	2400.00	2200.00
Training	86.00	300.00	250.00
Travelling/Cllrs Expenses	21.15	200.00	200.00
Annual Meeting	0.00	50.00	60.00
Web-Site,Internet security,email,Teams	1423.12	300.00	500.00
Wreath - remembrance Sunday	20.00	25.00	25.00
Bank Charges	72.00	76.00	76.00
Contingency Pension deficit fund	0.00	5000.00	5000.00
	21,925.82	25,534.00	25,724.00
<i>Parish Room & Pavilion</i> Rates	0.00	95.00	0.00
Gas	386.03	360.00	360.00
Electric	249.29	350.00	360.00
Fire Extinguishers Check	70.14	150.00	150.00
Boiler Service	0.00	150.00	150.00
maintenance/improvements	35.41	250.00	250.00
Pavilion Fire Extinguisher Checks	0.00	150.00	150.00
Repair following vandalism	0.00	250.00	250.00
	740.87	1755.00	1670.00
PAYMENTS - CURRENT ACCOUNT	Actual to 31-03-2021	Draft Budget Jan - 2021/22	Draft Budget April - 2021/22
<i>Ground Work</i> Chch Yard & Cemetery Grass	1,955.00	1,900.00	1,900.00
Chch Yard & Cemetery hedges	637.01	695.00	695.00
Recreation Ground A3	1,097.63	1,132.00	1,132.00
Gun Park A4	2,123.00	2,316.00	2,316.00
Allotments A5	1,653.63	1,804.00	1,804.00
Highstreet A6	527.12	575.00	575.00
Pond A7	428.12	467.00	467.00
Tree Work All	500.00	2,000.00	2,000.00
Additional Work	-	1,200.00	1,200.00
	8,921.51	12,089.00	12,089.00
<i>Allotments</i> Maintenance	588.99	1,000.00	1,000.00

Appendix B

	Water Use	596.26	500.00	600.00
		1,185.25	1,500.00	1,600.00
<i>Leisure Fields</i>	Maintenance	299.50	1,250.00	1,250.00
	Vandalism Repairs	-	750.00	750.00
	Bins & Dog Bins	9.95	250.00	250.00
	Pond	198.00	500.00	500.00
	Play Equipment Inspection	265.50	300.00	300.00
	Parade	-	500.00	2,000.00
		772.95	3,550.00	5,050.00
<i>Community Services</i>	Village Caretaker	8,653.78	9,000.00	9,000.00
	Pension Contributions	-	-	-
	Equipment	180.33	225.00	225.00
	Toilet Supplies	17.40	50.00	50.00
	SID	-	150.00	150.00
	PAD Supplies	134.00	150.00	150.00
	Highways Improvement Plan	-	10,800.00	10,800.00
		8,985.51	20,375.00	20,375.00
<i>Grants</i>	Grants	325.00	1,500.00	1,500.00
	Coffee Break	220.00	850.00	850.00
	Section 137	-	500.00	500.00
		545.00	2,850.00	2,850.00
<i>Church Yard Maintenance/works</i>	Churchyard wall	-	1,000.00	1,000.00
	Monument Safety	-	1,950.00	2,000.00
		-	2,950.00	3,000.00
<i>Membership</i>	KALC	682.76	782.76	813.77

Appendix B

Publications	-	250.00	250.00	
SLCC	103.00	110.00	110.00	
ICCM	95.00	100.00	100.00	
	880.76	1,242.76	1,273.77	
<i>Events</i> Christmas Trees & Lights	203.89	300.00	300.00	
Parish Council elections	-	500.00	1,000.00	3
Eastry Open Day/Communications	258.88	150.00	300.00	4
	462.77	950.00	1,600.00	
PAYMENTS - CURRENT ACCOUNT	Actual to 31-03- 2021	Draft Budget Jan - 2021/22	Draft Budget April - 2021/22	
Contingency	-	3,044.58	2,907.57	
Damage falling tree Gun Park	1,377.20	-	-	
HMRC Overpayment	-	-	-	
Professional fees - New Parish Rm	581.00	500.00	2,000.00	5
Street Furniture	522.00	500.00	550.00	
	2,480.20	4,044.58	5,457.57	
New Parish Room Capital	-	131,052.02	69,052.02	
New Parish Room Revenue	-	-	62,000.00	
Playarea - Allotments	-	-	-	
Play equipment Gun Park	-	20,000.00	30,000.00	6
New toilets	-	4,000.00	4,000.00	
VAT	2,288.38	-	-	
Reserves	-	20,000.00	17,500.00	
Total	49,189.02	251,892.36	263,241.36	

Notes

1. Grant For Play Area Improvements
2. Improvements - Access/Barriers

3. Saving towards 2021
4. To improve communications
5. Preparation for new Parish Room
6. Refurb & refresh Gun Park Play Area

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Eastry Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Dover District Council. The precept demand is completed by the Clerk and signed by the Chairman & Clerk.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Clerk maintains Receipts and Payment accounts as per current accounts and audit regulations.	Existing procedure adequate Review the Financial regulations annual
Bank and banking	Inadequate checks Banks mistakes	L L	Monthly reconciliation undertaken.	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved quarterly	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Grants	Power to pay Authorisation of Council to pay	L	All such expenditure goes to full Council or Finance Committee for approval, and is minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work the Council has Financial Regulations which set out the requirements. If problems encountered with a contract the Clerk to investigate the situation and report to the Council.	Existing procedure adequate.
Salaries and assoc. costs	Overspend on services. Salary paid incorrectly. Unpaid Tax to Inland Revenue.	M L L	The Council is PAYE registered and works on Real Time reporting to HM Rev & Customs. Salaries are paid by electronic transfer and go to full Council for approval.	Include when reviewing Financial regulations. Existing procedure adequate
Employees	Fraud by staff	L	Cheques and stubs reconciled against invoice and meeting agenda. Cheques signed by 2 councillors and stubs initialled by same. Electronic payments reconciled against invoice, these are set up by the Clerk then electronically authorised by two Councillors. Card payments are recorded against receipts for goods or services. Fidelity Guarantee insurance in place.	Existing procedures adequate.
VAT	Reclaiming/charging	L	VAT is claimed annually unless large sums are involved using the section 126 process.	Existing procedures adequate
Annual Returns Tax and Pension Audit Annual Return	Submit within time limits Submit within time limits	L	Annual Returns completed and submitted online within the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the	Existing procedures adequate Existing procedures

	Risk(s) indentified	H/M/L	Parish Council to be resolved at full Council Meeting or Finance Committee meeting.	adequate
Subject			Management/control of Risk	Review/Assess/Revise
Minutes/agen das/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate.
Members interests	Business conduct Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly.	Members adhere to Code of Conduct Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee Policy provision	L L L M L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place. The Parish Council has a data protection policy	Existing procedure adequate. Insurance reviewed annually. Existing procedures adequate.
Data protection Freedom of Information	Policy Provision	L	The Parish Council has a freedom of information policy	Existing procedures adequate

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
All Play equipment	Poor performance of assets or amenities	L	An annual safety inspection and 3 operation inspections are undertaken by qualified outside agencies. All repairs and relevant expenditure for any repair is actioned / authorised by the full Council. Assets are insured.	Existing procedures adequate
Wheeled Sports facility	Risk of damage	L	An annual safety inspection and 3 operation inspections are undertaken by qualified outside agencies. All repairs and relevant expenditure for any repair is actioned / authorised by the full Council. Assets are insured.	Existing procedures adequate
Brush Cutter	Risk of injury	M	The equipment is serviced annually by qualified engineers. Those using the equipment are provided with suitable safety equipment and have completed a appropriate training course	Existing procedures adequate
Village Signs	Risk of damage	L	The Parish Council currently has two village signs. No formal inspection procedures are in place, however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Notice Board	Risk of damage	L	The Parish Council currently has a large notice board by the High Street Car park. No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds and one of the Parish Councillors regularly updates the notices, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
Bus Shelters	Risk of damage	L	The Parish Council currently has three bus shelters. No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Benches	Risk of damage	L	No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Cemetery	Risk of damage Risk of Injury	L L	No formal inspection procedures are in place however the Parish Clerk undertakes regular checks whilst on her rounds, and the members of the Church yard and Cemetery make regular inspections. Any reports of damage or faults reported to the Parish Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Historical minutes, insurance and bank records are stored in the fire safe in the Parish Room.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the computer at the Clerk's home. All data is backed up to the cloud daily.	Existing procedures considered adequate
Employees and Volunteers	Risk of Injury Risk of Coronavirus Infection	M	Those using equipment are provided with suitable safety equipment and have completed an appropriate training course. Suitable clothing & footwear provided by the Parish Council. All current Government Coronavirus guidance is followed and PPE provided when required.	Existing procedures considered adequate

Speed Indicator Device (SID)

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
SID Unit	<p>Theft or tampering when on the Post</p> <p>Risk of injury when fitting/removing the unit from the post.</p>	<p>L</p> <p>M</p>	<p>The unit is padlocked to the post. The Battery compartment is padlocked to prevent tampering. The unit has been added to the Insurance policy.</p> <p>The operator must wear a high visibility jacket or vest. The operator must ensure they are not standing on the road when moving the sign. The operator must use steps if required.</p>	<p>Existing procedure considered adequate</p> <p>Existing procedure considered adequate</p>
Beacon – Gun Park	Risk of damage	L	No formal inspection procedures are in place, however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
WW1 Plinth and Plaque	Risk of damage	L	No formal inspection procedures are in place, however the Parish Clerk undertakes regular checks whilst on her rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate