

**MINUTES OF THE ANNUAL MEETING OF EASTRY PARISH COUNCIL HELD ON  
MONDAY 9<sup>th</sup> MAY 2022 AT 7.30pm AT THE PARISH ROOM**

**Present: Councillors:** M Jones (Chair) N Ellis D Russell M Smith M Kemp J McDonnell

Joanna Jones Clerk to the Parish Council County Cllr S Chandler District Councillor Manion (Part)  
2 members of the public

**1. ELECTION OF CHAIRMAN**

RESOLVED Cllr Jones is elected as Chairman. Proposed by Cllr Kemp and seconded by Cllr Russell. Cllr Jones signed the Declaration of Acceptance of Office.

**2. APOLOGIES**

Cllrs C Boughton, A Barwick, M Hay, N Kenton and PCSO Sarah McGuinness.

The Chair reported that Cllr Boughton had resigned from the Parish Council, thanks was given for all of his work for the Parish Council, particularly for being instrumental in creating the village caretaker role and supporting and supervising the role as well as getting Speedwatch up and running. Clerk to inform DDC of the resignation.

**Action Clerk**

**3. DECLARATIONS**

None received.

**4. ELECTION OF VICE CHAIRMAN**

RESOLVED Cllr Russell is elected as Vice Chairman. Proposed by Cllr Jones and seconded by Cllr McDonnell.

The meeting was closed at 7.33pm so that the members of the public could speak they were both representatives of Eastry Events and updated the Parish Council on plans for the Jubilee Fete in the Gun Park including the Risk assessment, Health & Safety, insurance and car parking. The Chair thanked Eastry Events for all of their hard work. The Clerk and Eastry Events will both ask their insurance companies if they will be covered for stall holders' cars parked on the Recreation Ground.

**Action Clerk & Laura Lewis**

The meeting re-opened at 7.41pm.

**5. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 4<sup>th</sup> April 2022 are duly signed by the Chairman as a true and correct record of the meeting.

**6. COMMITTEES, WORKING PARTIES & DELEGATES**

To select membership of the following committees

**Committees**

RESOLVED committees should be made up as follows:-

a) Finance

L Taylor	M Jones	A Barwick	N Kenton	D Russell	M Hay
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b) Planning

N Ellis	D Russell	A Barwick	N Kenton	M Jones	M Kemp
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**Working Parties**

RESOLVED working parties should be made up as follow:-

a) Play Area Refurbishment

D Russell	J Jones (Clerk)
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b)

M Jones c) Parish Room  
N Ellis A Barwick

M Kemp d) Leisure Fields  
D Russell

D Russell e) Pond and Parade  
A Barwick

M Kemp f) Church Yard and Cemetery  
M Smith

M Hay g) Communications  
N Ellis

To nominate Councillors to undertake the following roles

#### **Delegates**

RESOLVED the following delegates were appointed:-

- a) Risk Assessment - M Jones
- b) KALC – Clerk and/or any Parish Councillor who is able to attend
- c) Village Hall Committee – A Barwick & L Taylor
- d) Eastry Young Peoples Club – D Russell
- e) Footpath Officer/s – D Russell & M Jones
- f) Councillor Responsible for Finance – L Taylor
- g) Greville Homes – D Russell & A Barwick
- h) 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. A query was raised about the original cost of the Parish Room and Sports Pavilion, Clerk to investigate.

**Action Clerk**

#### **8. REVIEW OF PROCESSES AND PROCEDURES**

To review and adopt appropriate procedures – all on website

- 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 - DDC will hold information meetings for Parish Councils on planning topics, including Section 106, Cllr Kenton to confirm date, will be after 1<sup>st</sup> May -Members, especially Councillor Ellis, raised strong concerns about the length of time this action has been open and about the apparent inability or unwillingness to act upon it. It was agreed to close the action since there appears no realistic chance of a satisfactory conclusion. Clerk noted that District Cllr Manion (who was not accountable for the action) had provided some helpful information but that this did not meet the expectations the members as a whole had agreed

**Action Discharged**

##### **LEISURE FIELDS**

##### **Bowling Green & Parish Room**

New Parish Room – Meeting held, a verbal report will be given during this meeting. **Action Discharged**  
**COMMUNICATION**

**Communication Strategy** - Cllr Hay has re-written the IT and Social Media policies, an update will be circulated. **Action Cllrs Hay & Ellis On-going**

### **HIGHWAYS**

Worn Poison Cross road sign – Cllr Russell has repainted, she was thanked for a good job, Cllr Jones will re-install the sign. **Action Cllr Jones On-going**

### **FORTHCOMING EVENTS**

Annual Parish Meeting – Tues 31<sup>st</sup> May – Invitation flyers are being delivered by the Guides, Cllr Hay has put out on social media and on the website, Clerk to organise refreshments with Cllr Russell and produce the pack for the meeting. **Action Clerk & Cllr Russell On-going**

### **CORRESPONDENCE**

Greville Almshouse Charity – Clerk Informed Greville Almshouse Charity of re-appointment of Mr A Barwick as a Trustee. **Action Discharged**

### **HIGHWAYS**

EE252A – potholes on footpath by entrance to Gun Park – reported to PROW – PROW had responded that the potholes were the responsibility of the driveway landowner, clerk to re-send the email to Cllr Russell who would liaise with the Youth Club. **Action Clark & Cllr Russell**

Discussions were also held on the poor job of repairing the potholes at the bottom end of Mill Lane – Clerk had spoken to a KCC Highways Inspector who assured her that all the potholes would be inspected and if necessary, repair work carried out. **Action Discharged**

Emails re: Bus damage & speeding in Lower Street – Clerk informed emailers that Parish Council will look at including Lower Street in the HIP again when it is time to review. **Action Discharged**

Worth Parish Council HIP – Clerk informed Worth Parish Council that consideration would be given to including Felderland Lane on Eastry's HIP when it was time to review it, the HIP had been sent to all members and that Felderland Lane was now on the SID rota. **Action Discharged**

### **FINANCE**

AGAR instructions issued – deadline 1<sup>st</sup> July – Internal auditor has completed audit, feedback to come and Clerk to complete AGAR process. **Action Clerk on-going**

Pension re-enrolment – 22<sup>nd</sup> May – 21 Nov 2022 - Clerk to complete, can't complete until after May 22<sup>nd</sup> . **Action Clerk on-going**

Eastry Events – Grant Application paperwork – Eastry Events had provided a receipt and a copy of the insurance policy. **Action Discharged**

Everflow Water Contract renewal – rates as last year – renewed. **Action Discharged**

Netwise Website & Domain Name renewal – contract renewed, amended invoice sent and added to May payments list. **Action Discharged**

ICCM renewal - £95 – same as last year – renewed. **Action Discharged**

### **FORTHCOMING EVENTS**

#### **Council Events**

Coffee Morning – 28<sup>th</sup> April – School Choir attending - promoted on social media. **Action Discharged**

Queen's Platinum Jubilee Beacons 2<sup>nd</sup> June – Event rules sent to Eastry Events. **Action Discharged**

Annual Parish Meeting – Tues 31<sup>st</sup> May – final agenda promoted on social media. **Action Discharged**

DDC Great British Spring Clean – 7<sup>th</sup> April Gun Park – Clerk & Cllr Kenton attended. **Action Discharged**

#### **Outside Events**

KALC Training Events – Clerk to complete Clerk Data Protection Essentials Course for £14.  
**Action Clerk on-going**

#### **POND AND PARADE**

Pond – 'Best for wildlife' report – quotation received. **Action Discharged**

Email re: tree planting at the pond – Clerk contacted emailer with feedback. **Action Discharged**

#### **ALLOTMENTS**

Horticultural Society request to plant daffodil bulbs behind Jubilee trees – Clerk sent email agreeing to the planting and thanking the Horticultural Society. **Action Discharged**

#### **CHURCHYARD AND CEMETERY**

Bin – Quote for bin emptying received. **Action Discharged**

#### **IMPROVING THE VILLAGE**

Jubilee Bunting - Clerk had distributed bunting to all the businesses that wanted it and watering cans to the businesses who had agreed to water the new plants. **Action Discharged**

#### **REPORTS**

**Parish Councillors** - Cllr Russell reported that she was still following up on the Teen shelter project, the proposed Parish Room working party had held another meeting. **Action Cllrs Russell on-going**

#### **COMMUNICATION**

Village News Letter - Deadline 14<sup>th</sup> May for June/July edition- Articles had been submitted to EVN.  
**Action Discharged**

Web Site – updated regularly

Cllr Hay was concerned that the necessary security updates have not all been completed by Netwise, to send details to the Clerk who will forward to Netwise. **Action Clerk & Cllr Hay On-going**

### **10. CORRESPONDENCE**

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

#### **a) Consultation Documents**

- i) KCC Strategic Statement Consultation
- ii) NALC Sector Finance Survey

Noted by members.

#### **b) Newsletters and Circulars**

- i) Neighbourhood Watch updates & Fraud Alerts
- ii) KALC & NALC – News & CEO Bulletins, KALC Carbon Footprint Tool
- iii) KCC – Ukrainian Refugee Updates & Trauma Teddies
- iv) UK Protect & Policing Bulletin
- v) My Community Voice – Poster on noticeboard & website
- vi) Your Safe Haven at Thanet – Poster on noticeboard & website
- vii) Kent Volunteers Partnership - Poster on noticeboard & website

Noted by members

#### **c) Other**

- i) Email Dist Cllr Manion – KCC Developer Contributions
- ii) Email complaint – Veolia throwing bins, reported to DDC, investigated, apology received, forwarded to complainant
- iii) Email enquiry re: Fibre Broadband – Cllr Hay & Clerk replied to email

Noted by members

- iv) Eastry Village Hall Parking Concerns

The members discussed villagers concerns around parking at the Village Hall, they were pleased that signs were up stating that parking was allowed for fifteen minutes to use the shops, but thought communication had been poor, it was hoped that a representative would be available to speak at the Annual Parish Meeting.

## 11. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) KFRS – Latest Hydrant inspection report
- ii) HIP – Annual Review in September, consider Lower Street, speed limits, dropped kerb opposite Food Stores

Noted by members

- iii) Worth HIP

Cty Cllr Sue Chandler advised about the Worth HIP and Councillors agreed that Clerk is to inform Worth Parish Council that they will consider the Worth HIP in September. **Action Clerk**

iv) Email Re: worn road surface on Church Street, near St. Mary's Close – reported to DDC  
Cty Cllr Sue Chandler advised it may be an unadopted Road and would not be DDC's responsibility but the homeowners who pass over it. Clerk to inform emailer. **Action Clerk**

- v) Complaint – Walkers not sticking to footpaths & PROWs

It was agreed that Clerk is to submit a note into EVN reminding villagers to stick to public rights of way. **Action Clerk**

- vi) Complaint – Cars parked on pavement, Heronden Road/back of Heronden View

Discussions were held it was agreed that the Clerk is to report to the PCSO. **Action Clerk**

- vii) KCC Footway Works – Lower Street – Ink Pen House to Pond 10<sup>th</sup> May, 3 days

- viii) Gore Lane closed 30<sup>th</sup> May 8am-6pm

Noted by members

## 12. FINANCE

To discuss financial matters affecting the council.

- i) KALC Renewal - £812.18, £813.77 - 2021/22

RESOLVED subscription to KALC to be renewed.

- ii) Unity Trust & Natwest Terms & Conditions Changes

- iii) Precept received £58,991.79

Noted by members.

- iv) 2021/22 Year End Accounts – Appendix A

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

- v) 2022/23 Budget – Appendix A

RESOLVED the 2022/23 budget should be adopted by the Council.

- vi) Adoption of Risk assessments – Financial & Property Risk assessment & Caretaker Risk assessments – Appendix B

RESOLVED the Risk assessment should be adopted by the Council.

- vii) Everflow water – Credit £69.80

Noted by members.

## 13. PAYMENTS

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

Payments May 2022				
<b>Receipts</b>				
Precept			£58,991.79	
Natwest Reserve Account - Interest			£8.56	
<b>Paid between meetings</b>				
<b>Card Payments</b>				<b>VAT</b>
Virtual landline - March		Card	7.96	1.33
Lidl – Easter eggs for coffee morning		Card	20.28	3.38
Sainsburys – printer paper		Card	8.00	1.33
Virtual landline - April		Card	7.96	1.33
Booker - coffee morning supplies		Card	23.35	.60
Marks & Spencer – Hot cross buns – coffee morning		Card	5.00	
Viking - Stationery		Card	40.58	6.76
Morrisons – Milk coffee morning		Card	2.58	
Cartridge People – Magenta Cartridge		Card	91.90	15.32
EE Ltd – Mobile phone - May		Card	17.59	2.93
<b>Unity Trust Payments</b>		<b>Cheque No</b>		<b>VAT</b>
Clerks Salary April 2022		BP	973.25	
H M Revenue and Customs ER NI April	47.33			
H M Revenue and Customs EE NI April	33.06			
H M Revenue and Customs PAYE April	7.20			
Caretaker - H M Revenue and Customs EE NI April	.67			
		BP	88.26	
Employers Pension Contribution April	260.62			
Employees Pension Contribution April	58.99			
		BP	319.61	
Caretakers Pay April 2022		BP	762.45	
Opus Energy – Gas – 5 March to 4 April – Mtr 60801		DD	36.67	1.75
Transfer to Natwest Debit Card Account		TRF	500.00	
British Gas – Electricity – 19 March to 18 April Mtr 21610		DD	16.20	0.77
<b>To pay – Unity Trust</b>				
British Gas – Electricity – 19 March to 18 April Mtr 21656		DD	11.89	.56
Opus Energy – Gas – 5 April to 4 May – Mtr 60801		DD	16.38	.78
Fenland Leisure Products Ltd – Swings links & glue		BP	32.60	5.43
KALC – Annual subscription		BP	812.18	135.36
Wicksteed - Cradle & Flat Swing Parts		BP	653.71	108.95
Safeplay – April inspection		BP	108.00	18.00
Trevor Oku – Mowing & Cemetery Maintenance - April		BP	237.78	
AJL Garden Services – Grounds Maintenance - April		BP	812.83	
Netwise - Website & Domain name renewal		BP	432.00	72.00
E D Price – Internal Audit Fee		BP	75.00	
Clerks Salary May 2022		BP	973.05	
H M Revenue and Customs ER NI May	47.33			
H M Revenue and Customs EE NI May	33.06			
H M Revenue and Customs PAYE May	7.40			

Caretaker - H M Revenue and Customs EE NI May	.67			
		BP	88.46	
Employers Pension Contribution May	260.62			
Employees Pension Contribution May	58.99			
		BP	319.61	
Caretakers Pay May 2022		BP	762.45	
Eastry Parish Clerk – expenses – February to April		BP	138.05	
B & Q Ltd via Cllr D Russell – Hammerite Poison Cross sign repair		BP	31.50	5.25

#### 14. FORTHCOMING EVENTS

##### To discuss and agree actions relating to events

##### a) Council Events Council Events

##### i) Coffee Morning – Green Doctors – June 23<sup>rd</sup>

Discussions were held on other village organisations speaking at the Coffee Mornings, it was agreed that leaflets could be distributed, but the coffee morning should not be interrupted. Cllr McDonnell to explain to any village organisations effected at the coffee morning.

**Action Cllr McDonnell**

##### ii) Queen's Platinum Jubilee Beacons & Fete 2<sup>nd</sup> June

Eastry Events had helped to sort a bugler out for the lighting of the Beacon, it was agreed that Cllr Jones would check the post and beacon and supply the wood for the beacon.

**Action Cllr Jones**

##### iii) Beating the Bounds – nothing to report.

##### iv) Annual Parish Meeting – Tues 31<sup>st</sup> May – extra speakers confirmed.

##### b) Outside Events

##### i) KALC Training Events & NALC Events

##### ii) KALC Area Committee Meeting – 27/04/22 – minutes sent

##### iii) Community Led Housing Conference – 19<sup>th</sup> May – Website & Noticeboard

##### iv) White Cliffs Walking Festival – 25-30<sup>th</sup> August - Website & Noticeboard

Noted by members.

##### v) DDC – Town & Parish Evening – 7<sup>th</sup> June 6-8pm

It was agreed that Cllr Ellis would attend, Clerk to inform DDC.

**Action Clerk & Cllr Ellis**

#### 15. POND AND PARADE

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

##### a) Pond – Sale of site by Strutt & Parker

Discussions were held, it was agreed that no decisions could be made until Strutt & Parker had sent a proposal through. The lease is due to expire in August 2022, the Clerk has requested an extension.

##### b) Pond – Best for Wildlife Report - £500 + VAT

It was agreed that no decision could be made on this until the future ownership of the pond is decided.

#### 16. ALLOTMENTS

To discuss matters raised about the Allotments

##### a) New site – request to expand end plot into triangle

It was agreed that the plot could be expanded, Clerk to organise.

**Action Clerk**

#### 17. LEISURE FIELDS

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

##### a) Gun Park

##### i) Safepay Inspection Report

Noted by members

**b) Play Area Improvements**

i) Refurbishment of existing equipment – Swings now finished

Noted by members.

ii) Meeting with Birchington Parish Council Clerk & Chair

The Clerk & Cllr Russell had been impressed with the new Play area at Birchington and were grateful for the advice given, the Clerk was waiting for the assistant Clerk to contact her regarding using the Government Portal for Supplier tenders. Cty Cllr Chandler advised that DDC should be able to help as well, Clerk to follow up.

**Action Clerk**

c) Pavilion

Eastry Events had emailed to say they would not be using the Pavilion as an electricity source for the Jubilee Fete.

**18. CHURCHYARD AND CEMETERY**

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

i) Cemetery extension – awaiting proposal from Church Commissioners

Noted by members.

ii) Bin – Quote £25 a month to empty twice a month

RESOLVED accept the quote to add the bin emptying to the existing Churchyard grounds maintenance contract.

**Action Clerk**

**b) Recreation Ground**

i) Tree works – Booked for end of May

Noted by members

**d) Bowling Green & Parish Room**

i) Boiler repair – complete, taps seized, repair booked - £103

RESOLVED that the taps be replaced for £103 by RG Williams.

ii) New Parish Room

Discussions were held on the rising cost of materials and labour and the planning permission already granted. RESOLVED that the possible new build be planned for 5-10 years and in the meantime improvements to the fabric of the building be carried out, Clerk is to organise a roof survey and recommendations of what needs to be done with the roof.

**Action Clerk**

**19. IMPROVING THE VILLAGE**

a) Planters delivered to Eastry Cross

The new planters were admired and the members thanked DDC for the funding.

**20. REPORTS**

To receive written or verbal reports from:-

**a) County Cllr**

Cty Cllr Chandler reported on Operation Brock, Plan Bee no-mow May, Plan Tree, Ukranian families in Kent and food vouchers in half term for families in receipt of free school meals.

**b) Dist Cllrs**

Dist Cllr Manion reported on the difficulties of the Ukranian refugee scheme paperwork, The Ukranian hub at St Richard's Church, Deal, DDC's new social housing development, the pilgrimage map to Rome and the Council Tax rebate scheme, warning parishioners to be aware of scammers.

**c) Parish Councillors**

Cllr Russell reported on the Youth Club, they have a new table tennis table funded by the Co-op and also



explained that they need some help liaising with the Football Club about the possibility of sharing the football club defibrillator, Cllr Jones will assist.

**Action Cllr Jones**

d) **PCSO** – Report emailed

## **21. COMMUNICATION**

To agree Council communication to the following media:-

a) Communication Strategy – Netwise Upgrade to V2 - £199

It was agreed that Cllr Ellis will review and it will be included on the June agenda.

**Action Cllr Ellis & Clerk**

b) Village News Letter - Deadline 14<sup>th</sup> May for June/July edition

c) Web Site – updated regularly

d) Clerk Annual Leave – July 28<sup>th</sup> & 29<sup>th</sup>

Noted by members

## **22. DATE OF NEXT MEETING**

The next proposed meeting of the Council will be the Annual Parish Meeting on 31<sup>st</sup> May at 7.30pm in the Village Hall, the next Ordinary Meeting is 6<sup>th</sup> June at 7.30pm in the Parish Room.

Scheduled    11<sup>th</sup> July        5<sup>th</sup> September        3<sup>rd</sup> October    7<sup>th</sup> November        5<sup>th</sup> December

The meeting closed at 9.42pm

	Actual to 31-03-2021	Budget April - 2021/22	Actual to 31-03- 2022	Draft Budget 2022/23 - Jan	Adopted Budget 2022/23 - May
<b>RECEIPTS</b>					
Precept	56,190.00	56,592.79	56,592.79	58,991.79	58,991.79
Allotments	974.12	975.00	1,352.62	1,300.00	1,300.00
Burials	2,200.00	2,000.00	7,595.00	2,200.00	2,200.00
Grants	-	10,000.00	-	-	-
Interest Current Account	27.13	12.00	6.12	3.00	3.00
Capital Interest	60.25	-	36.39	12.00	12.00
VAT	5,738.42	2,288.38	2,291.12	2,033.02	2,667.94
- Refunds McAfee & Office 365 & EDF Way.	66.16	67.00	426.87	66.00	66.00
	<b>65,256.08</b>	<b>71,935.17</b>	<b>68,300.91</b>	<b>64,605.81</b>	<b>65,240.73</b>
Current Account Funds B/F	106,187.11	122,254.17	18,247.65	135,761.33	37,649.92
Capital/Deposit Carry Forward	69,052.02	69,052.02	173,058.54	69,052.02	173,101.05
	<b>240,495.21</b>	<b>263,241.36</b>	<b>259,607.10</b>	<b>269,419.16</b>	<b>275,991.70</b>
<b>PAYMENTS - CURRENT A/C</b>	<b>Actual to 31-03-2021</b>	<b>Budget April - 2021/22</b>	<b>Actual to 31-03- 2022</b>	<b>Draft Budget 2022/23 - Jan</b>	<b>Budget 2022/23 - May</b>
<i>Admin</i> Clerks Salary	12,537.27	12,500.00	12,528.82	12,700.00	13,000.00
PC National Insurance Cont.	523.75	470.00	489.24	506.00	600.00
Pension Contribution	3,002.08	3,000.00	3,006.47	3,106.00	3,130.00
	<b>16,063.10</b>	<b>15,970.00</b>	<b>16,024.53</b>	<b>16,312.00</b>	<b>16,730.00</b>
Telephone	276.92	240.00	228.82	250.00	300.00
Office Allowance	414.00	288.00	306.00	312.00	312.00
Stationery - Consumables, Post	413.22	500.00	159.27	500.00	500.00
Office equipment - Computer,Printer	689.31	-	-	-	-
Audit Fees	300.00	330.00	300.00	330.00	330.00
Internal Auditor	75.00	85.00	75.00	85.00	85.00
Insurance	2,072.00	2,200.00	-	2,350.00	2,350.00
Training	86.00	250.00	260.00	300.00	350.00
Travelling/Clhrs Expenses	21.15	200.00	136.80	200.00	200.00
Annual Meeting	-	60.00	-	100.00	100.00
Web-Site,Internet security,email,Teams	1,423.12	500.00	360.00	500.00	500.00
Wreath - remembrance Sunday	20.00	25.00	-	30.00	60.00
Bank Charges	72.00	76.00	72.00	76.00	76.00
Contingency Pension deficit fund	-	5,000.00	-	5,000.00	5,000.00
	<b>21,925.82</b>	<b>25,724.00</b>	<b>17,922.42</b>	<b>26,345.00</b>	<b>26,893.00</b>
<i>Parish Room &amp; Pavilion</i> Rates	-	-	21.17	25.00	25.00
Gas	386.03	360.00	240.37	360.00	360.00
Electric	249.29	360.00	312.55	450.00	450.00
Fire Extinguishers Check & Pavilion	70.14	150.00	164.55	200.00	200.00
Boiler Service	-	150.00	74.17	100.00	100.00
maintenance/improvements	35.41	250.00	321.72	300.00	1,000.00
Pavilion Fire Extinguisher Checks	-	150.00	-	-	-
Repair following vandalism	-	250.00	-	250.00	250.00
	<b>740.87</b>	<b>1,670.00</b>	<b>1,134.53</b>	<b>1,685.00</b>	<b>2,385.00</b>
<b>PAYMENTS - CURRENT ACCOUNT</b>	<b>Actual to 31-03-2021</b>	<b>Budget April - 2021/22</b>	<b>Actual to 31-03- 2022</b>	<b>Draft Budget 2022/23 - Jan</b>	<b>Budget 2022/23 - May</b>
<i>Work</i> Chch Yard & Cemetery Grass	1,955.00	1,900.00	1,725.00	2,140.00	2,140.00
Chch Yard & Cemetery hedges	637.01	695.00	709.92	1,000.00	1,000.00
Recreation Ground A3	1,097.63	1,132.00	1,155.00	800.00	800.00
Gun Park A4	2,123.00	2,316.00	2,351.04	3,800.00	3,800.00
Allotments A5	1,653.63	1,804.00	1,830.00	1,740.00	1,740.00
Highstreet A6	527.12	575.00	798.04	1,150.00	1,150.00
Pond A7	428.12	467.00	474.96	1,300.00	1,300.00
Tree Work All	500.00	2,000.00	890.00	3,000.00	3,000.00

Eastry Parish Council  
Budget V Actual to 31/03/2022 Adopted Budget 2022-23

	Additional Work	-	1,200.00	9.00	600.00	600.00
		<b>8,921.51</b>	<b>12,089.00</b>	<b>9,942.96</b>	<b>15,530.00</b>	<b>15,530.00</b>
<i>Allotments</i>	Maintenance	588.99	1,000.00	172.42	1,000.00	1,000.00
	Water Use	596.26	600.00	73.28	600.00	600.00
		<b>1,185.25</b>	<b>1,600.00</b>	<b>245.70</b>	<b>1,600.00</b>	<b>1,600.00</b>
<i>Leisure Fields</i>	Maintenance	299.50	1,250.00	3,892.49	1,250.00	1,250.00
	Vandalism Repairs	-	750.00	-	750.00	750.00
	Bins & Dog Bins	9.95	250.00	-	250.00	250.00
	Pond	198.00	500.00	-	500.00	500.00
	Play Equipment Inspection	265.50	300.00	270.00	370.00	370.00
	Parade	-	2,000.00	820.00	1,000.00	1,000.00
		<b>772.95</b>	<b>5,050.00</b>	<b>4,982.49</b>	<b>4,120.00</b>	<b>4,120.00</b>
<i>Community Services</i>	Village Caretaker	8,653.78	9,000.00	8,958.78	9,020.00	9,200.00
	Pension Contributions	-	-	-	-	-
	Equipment	180.33	225.00	173.36	225.00	225.00
	Toilet Supplies	17.40	50.00	47.80	50.00	50.00
	SID	-	150.00	67.50	150.00	150.00
	PAD Supplies	134.00	150.00	-	150.00	150.00
	Highways Improvement Plan	-	10,800.00	-	-	-
		<b>8,985.51</b>	<b>20,375.00</b>	<b>9,247.44</b>	<b>9,595.00</b>	<b>9,775.00</b>
<i>Grants</i>	Grants/Donations	325.00	1,500.00	1,214.40	1,500.00	1,500.00
	Coffee Break	220.00	850.00	111.11	1,000.00	1,000.00
	Section 137	-	500.00	-	500.00	500.00
		<b>545.00</b>	<b>2,850.00</b>	<b>1,325.51</b>	<b>3,000.00</b>	<b>3,000.00</b>
<i>Church Yard Maintenance/works</i>	Churchyard	-	1,000.00	-	1,000.00	1,000.00
	Monument Safety	-	2,000.00	-	2,000.00	2,000.00
		-	<b>3,000.00</b>	-	<b>3,000.00</b>	<b>3,000.00</b>
<i>Membership</i>	KALC	682.76	813.77	678.14	690.00	690.00
	Publications	-	250.00	-	150.00	150.00
	SLCC	103.00	110.00	108.00	120.00	120.00
	ICCM	95.00	100.00	95.00	100.00	100.00
		<b>880.76</b>	<b>1,273.77</b>	<b>881.14</b>	<b>1,060.00</b>	<b>1,060.00</b>
<i>Events</i>	Christmas Trees & Lights	203.89	300.00	180.00	300.00	300.00
	Parish Council elections	-	1,000.00	-	1,500.00	1,500.00
	Eastry Open Day/Communications/Events	258.88	300.00	260.00	850.00	850.00
		<b>462.77</b>	<b>1,600.00</b>	<b>440.00</b>	<b>2,650.00</b>	<b>2,650.00</b>
		<b>Actual to 31-03-2021</b>	<b>Budget April - 2021/22</b>	<b>Actual to 31-03-2022</b>	<b>Draft Budget 2022/23 - Jan</b>	<b>Adopted Budget 2022/23 - May</b>
<b>PAYMENTS - CURRENT ACCOUNT</b>						
	Contingency	-	2,907.57	-	1,968.14	2,112.68
	Damage falling tree Gun Park	1,377.20	-	-	-	-
	Village Hall Hire	-	-	66.00	264.00	264.00
	Professional fees - New Parish Rm	581.00	2,000.00	-	2,000.00	2,000.00
	Street Furniture	522.00	550.00	-	550.00	550.00
		<b>2,480.20</b>	<b>5,457.57</b>	<b>66.00</b>	<b>4,782.14</b>	<b>4,926.68</b>
	New Parish Room <b>Capital</b>	-	69,052.02	-	69,052.02	69,052.02
	New Parish Room <b>Revenue</b>	-	62,000.00	-	62,000.00	62,000.00
	Street Light - Allotments Footpath	-	-	-	5,000.00	-
	Play equipment Gun Park	-	30,000.00	-	50,000.00	50,000.00
	New toilets	-	4,000.00	-	-	-
	VAT	2,288.38	-	2,667.94	-	-
	Reserves	-	17,500.00	-	10,000.00	20,000.00
	<b>Total</b>	<b>49,189.02</b>	<b>263,241.36</b>	<b>48,856.13</b>	<b>269,419.16</b>	<b>275,991.70</b>
	Current A/c B/F	122,254.17				
	Capital A/c B/F	69,052.02				
	Petty cash	0				
	Receipts	68,300.91	Current A/c C/F	37,649.92		
	Payments	-48,856.13	Cap & Dep A/c	173,101.05		
		210,750.97		210,750.97		

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	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 stubbs reconciled against invoice and meeting agenda. Cheques signed by 2 councillors and stubbs 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. Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the	Existing procedures adequate

	Risk(s) identified	H/M/L	Parish Council to be resolved at full Council Meeting or Finance Committee meeting.	adequate
<b>Subject</b> Minutes/agen das/ Notices Statutory Documents`	<b>Risk(s) identified</b> Accuracy and legality	L	<b>Management/control of Risk</b> 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	<b>Review/Assess/Revise</b> Existing procedures adequate.
Members interests	Business conduct	L	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly.	Members adhere to Code of Conduct
Insurance	Conflict of interests Register of members interests	L M	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 procedures adequate. Members take responsibility to update register. Existing procedure adequate. Insurance reviewed annually. Existing procedures adequate.
Data protection	Adequacy Cost Compliance Fidelity Guarantee Policy provision	L L L M L	The Parish Council has a freedom of information policy	Existing procedures adequate
Freedom of Information	Policy Provision	L		Existing procedures adequate

**PHYSICAL EQUIPMENT OR AREAS**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Assets	Loss or damage Risk/damage to third party (ies) property	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 and Caretaker undertake regular checks whilst on their 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 and caretaker undertake regular checks whilst on their 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) identified	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 and Caretaker undertake regular checks whilst on their 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 and Caretaker undertake regular checks whilst on their 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 and Caretaker undertake regular checks whilst on their 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	Theft or tampering when on the Post  Risk of injury when fitting/removing the unit from the post.	L  M	The unit is padlocked to the post. The Battery compartment is padlocked to prevent tampering. The unit has been added to the Insurance policy.  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.	Existing procedure considered adequate  Existing procedure considered adequate
Beacon – Gun Park	Risk of damage	L	No formal inspection procedures are in place, however the Parish Clerk and Caretaker undertake regular checks whilst on their 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 and Caretaker undertake regular checks whilst on their 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