

Chawleigh Parish Council

Wednesday 24th May 2023

There was a meeting of Chawleigh Parish Council on Wednesday 24th May 2023 at 7.30pm held in the Chawleigh Village Hall.

Members Present: Parish Councillors Steve Godley (Chairman); Daphne Cockram; Henry Martin; Jan Flavin; Dave Stewart; Clive Eginton; Roger Ayling.

Also Present: County Cllr. Margaret Squires

In attendance: Rob Martin, Clerk; 2 Prospective Councillors

No members of the general public.

MINUTES

2324-001 ELECTION OF CHAIRMAN

On a proposal by Cllr. Flavin, seconded by Cllr. Cockram, it was **Resolved** that Cllr. Godly be Chairman of the council.

2324-002 RECEIPT OF REGISTERS & DECLARATIONS FROM ALL COUNCILLORS

The Clerk received completed declarations of acceptance of office and Registers of Interests from all councillors present.

2324-003 APOLOGIES

Apologies were received from Cllr. Batty and from District Cllr. Keable.

2324-004 ELECTION OF VICE-CHAIRMAN

On a proposal by Cllr. Godly, seconded by Cllr. Flavin it was **Resolved** that Cllr. Cockram be Vice-Chairman of the council.

2324-005 CO-OPTION OF ADDITIONAL COUNCILLOR(S)

The parish council had six of the nine positions filled at the election, leaving three positions vacant. Two co-option applications had been received since the election from **Roger Ayling** and **Clive Eginton**.

- a) On a proposal by the chairman seconded by Cllr. Cockram it was **Resolved** that **Roger Ayling** be appointed as parish councillor.
- b) On a proposal by the Cllr. Cockram seconded by Cllr. Stewart it was **Resolved** that **Clive Eginton** be appointed as parish councillor.

The clerk stated that the last vacancy could be filled by co-option with no call for an election up until 28th June 2023.

Declarations and Registers of Interest were received from both of the co-optees and they joined the meeting at this point.

2324-006 RECEIPT OF AGENDAS ONLINE

On a proposal by Cllr. Stewart, seconded by Cllr. Martin, it was **Resolved** that the receipt of

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agendas and supporting papers by councillors online, which satisfies the requirements of the Local Government Act 1972, Sch 12, paras 10(2)(b) (as amended by the Local Government (Electronic Communications Order) 2015) and para 26(2)(b), be continued..

2324-007 ELECTION EXPENSES FORMS

The clerk reminded councillors that they must return the elections expenses forms to the District Council, even if they are nil returns, within 28 days of the election.

2324-008 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

The following personal interests were declared:

- The Chairman in relation to anything on the playing field & CCT
- Cllr. Cockram in relation to anything on the playing field and the small shed as she was on both of the committees involved.
- Cllr. Flavin whose husband was involved with the CCT
- Cllr. Martin as a trustee of the Parish Lands Charity
- Cllr. Batty as a trustee and secretary of the Parish Lands Charity

2324-009 GENERAL POWER OF COMPETENCE

On the basis that 6 out of 9 councillors were elected on 4th May 2023 and that the clerk was qualified to administer the power, the Council could resolve to adopt the General Power of Competence.

On a proposal by Cllr. Flavin, seconded by Cllr. Martin, it was **Resolved** to adopt the General Power of Competence forthwith.

2324-010 MINUTES

On a proposal by Cllr. Martin, seconded by Cllr. Stewart, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council meeting held on 12th April 2023.

2324-011 COUNCIL REPORTS

a) To receive the Clerk's Report

The clerk pointed out that with the internal audit process being started and finished since the last meeting it had been a very busy time.

b) To receive the Chairman's Report

The chairman asked the clerk to ensure there were email addresses for the new councillors.

There might be a need to change the shop lease as the lessee was going to change her surname.

c) Other Councillor Reports

Cllr. Flavin wanted to bring up the question of the bins. The clerk apologised because he had not yet progressed the matter and would do so as soon as he had time.

Cllr. Cockram said that it had been suggested that the paved area outside of the hall could be included in the spraying programme, and a cost would be sought for doing this. There are several benches around the village that could do with some treatment being out on them.

She had also said that Cllr. Batty had made contact with David Richardson, secretary of the PCC, about the subject of dog mess in the churchyard and had received a response

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saying that any concerns should be directed to the PCC direct. The contact details for doing this are:

The Chawleigh Fair would be held on the playing field on Saturday 3rd June 2023.

2324-012 CHAWLEIGH COMMUNITY TRUST (CCT)

The chairman had heard that there was a proposal that the CCT might be done in conjunction with the LiveWest project with Board members thinking this might be a good idea provided the CCT is not treated as the poor relation.

The plan was to start building on the CCT site before the end of 2023 with the aim of being off-site by the end of 2025.

The Chairman to declare the meeting suspended

2324-013 PUBLIC AND OTHER BODIES' SESSION

To hear reports from and allow questions to be asked to District and County Councillors and to take any questions from members of the public.

- a) County Councillor – County Cllr. Squires apologised for not attending Chawleigh PC for some time, explaining that she has many meetings which clashed within the 29 parishes in her area. She explained that the highways problems did not seem to be getting better currently and that there appeared to be a problem with past maintenance work that was causing many failures now. She was on the DCC Children's Scrutiny Committee and had visited the Tiverton Social Work office and discussed the transition arrangements for children turning into adults.
- b) District Councillor – District Cllr. Keable had offered his apologies and a written report had been circulated to councillors, the content of which was noted. One point of note was that he intended to have surgeries in Chawleigh on the fourth Saturday of each month, starting at 11am. It was not clear what the location of these surgeries would be and the clerk would contact him and find out.
- c) Members of the public – on behalf of a resident who asked him at the time of the hustings, Cllr. Eginton reported that in a field on the A377, in a field adjacent to the junction to Chawleigh Week, there was an abandoned bus and this should be reported to Planning Enforcement at Mid-Devon District Council.

The Chairman to declare the meeting open

2324-014 COUNCILLOR REPRESENTATION

The following councillor representations on behalf of the parish council for the coming year were **Agreed**

- Cllr Godly – Playing Field Committee & the Defibrillator Group
- Cllr. Batty – PROW & the Parish Lands Committee
- Cllr. Cockram – the Parish Lands Committee
- Cllr. Flavin – Jubilee Hall Committee

2324-015 INSURANCE RENEWAL

The current Insurance Policy is with Zurich arranged by Community First Trading and is in the second year of a three-year Long-Term Agreement. The clerk has notified the insurer of changes to the cover required to incorporate recent additions to the asset register and has requested that the Fidelity Guarantee be raised to £50,000 from £25,000 to be sufficient to

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cover the current level of balances.

On a proposal by Cllr. Stewart, seconded by Cllr. Cockram, it was **Resolved** to approve the payment of the adjusted insurance premium of £808.55.

2324-016 INTERNAL AUDIT 2022/23

On a proposal by Cllr. Cockram, seconded by Cllr. Stewart, it was **Resolved** to adopt the Internal Audit Report from Mulberry & Co and to note the comments below on the 'Points Carried Forward' table on page 13 of the report, as follows.

Year-End Audit – Points Carried Forward

Audit Point		CPC Response
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office	<i>This had been put into place before this meeting and will be done for the future</i>
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	The limit of £100 in the event of extreme risk appears overly restrictive and I encourage the council to consider increasing this to a more appropriate level	<i>Standing Orders and Financial Regulations will be reviewed in the coming months at which time this will be looked at.</i>
BUDGET PRECEPT AND RESERVES	The General Reserve balance is higher than the recommended range and contrary to the council's adopted policy and I recommend the council keeps this level under careful review.	<i>The expected level of General Reserve is an important part of the council's precept setting process. This advice will be considered when the precept for 2024/25 is set.</i>
PAYROLL	The box 4 figure should therefore be reduced by £100, with the same amount added to box 6 to comply with the proper practices and ensure that only salary payments, HMRC payments and pension contributions are included within staff costs.	<i>This was done before the council accepted the AGAR.</i>
PUBLICATION OF INFORMATION	Pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditors Report and Certificate) of the AGAR are only available for review on the council website for 2020/21 and 2021/22. The council has not fulfilled the requirements of this control objective.	<i>This has now been done for the 5-year requirement.</i>
EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	While the correct length and common period were included in the 2021/22 Exercise of Public Rights, the AGAR was signed by the council after the inspection notice was issued, and the inspection period had already begun. This is not in accordance with the proper practices and therefore Assertion 4 on the Annual Governance Statement must be signed 'No' by the council.	<i>This was an unknown requirement which will be complied with 2022/23.</i>
PUBLICATION REQUIREMENTS	The council did not sign the Certificate of Exemption until 20 July 2022, thus missing the statutory deadline for publication of 1	<i>This was because the council submitted a full AGAR initially, complying with all the</i>

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	July 2022 and therefore the publication requirements for 2021/22 have NOT been met.	<i>necessary deadlines and requirements. The external auditors, after the 1st July deadline, explained that it would be sufficient to send in an Exemption Certificate to save the cost of the review. This was agreed at the next Parish Council meeting on 20th July 2022.</i>
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2324-017 FINAL ACCOUNTS 2022/23

On a proposal by the Chairman, it was **Resolved** to adopt the 2022/2023 final accounts.

2324-018 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23

On a proposal by the Chairman, it was **Resolved** to agree the following matters:

- 2022/23 Certificate of Exemption – AGAR Form 2, on the basis that the turnover for the year was less than £25,000.
- Annual Governance Statement 2022/23,
- Accounting Statements 2022/2023,
- The Exercise of Public Rights

2324-019 RECURRING PAYMENTS

The following recurring payments were agreed:

To Whom?	What For?	Amount £	Frequency	Payment Method
Information Commissioner	Registration Fee	35.00	Annually	Direct Debit
Lilian Jones	Toilet Cleaning Contract	152.08	Monthly	Standing Order
IONOS	Email Access	2.40	Monthly	Ongoing Card Payment
IONOS	Website Access	13.24	Monthly	Ongoing Card Payment
RJ Martin	Salary	332.92	Monthly	Faster Payment
HMRC	Tax Deduction	83.20	Monthly	Faster Payment

2324-020 CORONATION CELEBRATIONS

The Chairman reported on the celebrations for which the weather was good. The coffee morning was well attended and raised £300+ for Ukraine refugees and the displays in the church were appreciated. The Earl of Portsmouth Inn provided cream teas on Saturday. There was a church service on Sunday morning and a disco later in the day. On Monday, there was a village clean-up day with 50 volunteers taking part in pouring rain.

50 Coronation mugs had been purchased, of which 30 were given to the children that attended, 19 were sold with receipts of £95 transferred to the parish council bank account and the other one was broken. A good time was had by all.

Chawleigh Parish CouncilWednesday 24th May 2023**2324-021 SIGNATORIES**

On a proposal by the chairman, it was **Resolved** that the signatories for the NatWest Account would be:

- Daphne Cockram;
- Stephen Godly;
- Bert Batty;
- Henry Martin;
- Jan Flavin

The clerk would endeavour to ensure that this information was confirmed by the bank.

2324-022 DEFIBRILLATOR WORKING GROUP

The chairman reported that there was nothing further to add.

2324-023 ROSPA REPORT

The ROSPA report for the March 2023 inspection had been circulated and the matters brought up and the immediate matters were being addressed. A plan for the maintenance and work necessary should be drawn up. Cllr. Cockram had applied for Lottery money to fund the replacement climbing frame, but this had been rejected so a plan for getting that financed would need to be drawn up.

Cllr. Eginton stated that there might be a possibility of Section 106 finance being made available as this was not now being allocated only to the parish in which the developments had taken place. The clerk would urgently investigate the availability of Section 106 funds for the replacement of the current equipment.

2324-024 FOOTPATH WORKS

The chairman reported that the only matter he had been informed about by Cllr. Batty was the work on the footpath by the old chapel.

2324-025 SMALL SHED LEASE

Cllr. Batty had assured the chairman that the Parish Lands solicitor had passed the draft lease to Lindsay, the parish council's solicitor in March 2023. The chairman had asked Lindsay what the issue was that was causing the delay in it being finalised.

2324-026 SHOP LEASE

The new lease for the shop has now been completed, and a copy of this is attached for information. Council to note this.

2324-027 2023/2024 RECEIPTS AND PAYMENTS TO DATE

The following statements for the current year as at 30th April 2023, were adopted.

- a) Bank Reconciliation
- b) Receipts & Payments compared to Budgets

2324-028 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Stewart, seconded by Cllr. Flavin, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

Wednesday 24th May 2023**PAYMENTS**

Payment to	Services	Amount £	Reference
2023/2024			
IONOS	Emails April 2023	2.40	DD
IONOS	Website April 2023	13.24	DD
IONOS	Emails May 2023	2.40	DD
IONOS	Website May 2023	13.24	DD
RJ Martin	Salary April 2023	332.92	2324-02
HMRC	Tax Deduction April 2023	83.20	2324-02
DALC	Annual Subscription	183.25	2324-01
ROSPA Playsafety	Annual Inspection	115.20	2324-01
Clyst Honiton PC	SLCC Subscription Share	44.00	2324-01
S Godley – Viking	Cartridges	55.74	2324-03
S Godley – Quickplay	Football Goalpost	343.00	2324-03
D Cockram	Coronation Event Supplies	150.52	2324-03
Maria Hill	Coronation Mugs	240.00	2324-04
A Branch Above	Grass Cutting	216.00	2324-04
Hotchkiss Warburton	Shop Lease	907.20	2324-05
Mulberry & Co	Internal Audit 2022/23	270.00	2324-05
Chawleigh Village Store	Public Toilet Expenses	50.26	2324-05
RJ Martin	Salary May 2023	332.92	2324-06
HMRC	Tax Deduction May 2023	83.20	2324-06
Jubilee Hall	Hire Charges	240.00	2324-07
A Branch Above	Grass Cutting & Weed Spraying	426.00	2324-07
D. Cockram	Coronation Food	50.68	2324-07
RJ Martin	Salary June 2023	332.92	2324-08
HMRC	Tax Deduction June 2023	83.20	2324-08
Community First Trading Ltd	Insurance Premium June 2023	808.55	2324-09
Jubilee Hall	Hire Charges	316.50	2324-10

RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
Mid Devon DC	Precept	7,085.00	BGC
HMRC	VAT Refund	1,586.34	BGC
Steve Godly	Coronation Mug Sales	95.00	FP

2324-029 PLANNING APPLICATIONS

- a) To consider the following Planning Applications and to agree comments:

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Reference	Location	Proposal
<p>Cllr. Stewart declared a personal interest in application 23/00624/FULL on proximity grounds.</p> <p>Cllr. Martin declared a personal interest in application 23/00624/FULL because the applicant is a relative. Cllr. Martin took no part in the debate and indicated that he would abstain from any vote on it.</p>		
23/00624/FULL	Land at NGR 271434 112444 (Barns Court) Chawleigh	<p>Erection of lodge for use as holiday let</p> <p>Decision: Proposal by chairman to support application, seconded by Cllr. Flavin.</p> <p>On a vote of 4 for support (Cllrs. Godly, Flavin, Cockram, Ayling) and 3 Abstentions (Cllrs. Eginton, Stewart, Martin) it was Resolved to support the application.</p> <p>There would be a need, however, to request conditions to any permission requiring signage and the access road to be maintained.</p>
23/00335/OUT	Holly House Chawleigh Chulmleigh	<p>Outline for the erection of 2 dwellings (Revised Scheme)</p> <p>Already decided, as below.</p>

b) Decisions made by Mid Devon District Council since the last meeting

Reference	Location	Proposal	Decision
23/00335/OUT	Holly House Chawleigh Chulmleigh	Outline for the erection of 2 dwellings (Revised Scheme)	Outline Permission granted

2324-30 MEETING DATES

The following list on dates for meetings during the coming year were adopted.

28th June 2023
 16th August 2023
 27th September 2023
 8th November 2023
 13th December 2023
 31st January 2024
 13th March 2024
 24th April 2024
 29th May 2024 AGM/APM

2324-035

Chawleigh Parish Council

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2324-031 DATE OF NEXT MEETING

The next Meeting of Chawleigh Parish Council is on Wednesday 28th June 2023, at 7.30pm in the Chawleigh Jubilee Hall.

2324-032 CLOSURE OF MEETING

The meeting closed at 9.47pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

2324-043



Transactions

Account type: **BUSINESS CURRENT**
 Account number: **06109314**
 Sort code: **55-50-29**
 Account name: **SLA CHAWLEIGH PC**

Date: **21st June 2023**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
20 Jun 2023	DPC	TAX DEDUCTION , 120PS00612467 , VIA ONLINE - PYMTB, FP 20/06/23 40 , 43023140755968000N	-	£83.20	£26,031.90
20 Jun 2023	DPC	ROB MARTIN , SALARY MAY 23 , VIA ONLINE - PYMTB, FP 20/06/23 40 , 41023140751245000N	-	£332.92	£26,115.10
14 Jun 2023	POS	5548 12JUN23 , 1 AND 1 IONOS LTD , GLOUCESTER GB	-	£4.80	£26,448.02
12 Jun 2023	POS	5548 09JUN23 , 1 AND 1 IONOS LTD , GLOUCESTER GB	-	£3.60	£26,452.82
8 Jun 2023	POS	5548 07JUN23 , DROPBOX , DB.TT/CCHHELP IE	-	£95.88	£26,456.42
5 Jun 2023	BAC	S GODLY , DEFIB , FP 04/06/23 1209 , 500000001143888410	£190.00	-	£26,552.30
31 May 2023	S/O	LILIAN JONES , SALARY , FP 31/05/23 30 , 18023134646075000N	-	£152.08	£26,362.30
30 May 2023	DPC	COMMUNITY FIRST , CHAWLEIGH PC , VIA ONLINE - PYMT , FP 29/05/23 10 , 24141237354064000N	-	£808.55	£26,514.38
24 May 2023	BAC	S GODLY , MUG REFUND , FP 24/05/23 1716 , 200000001133051723	£95.00	-	£27,322.93

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Transactions

Account type: **BUSINESS CURRENT**
Account number: **61058599**
Sort code: **55-50-29**
Account name: **SLA CPC COMMUNITY BU**

Date: **21st June 2023**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
15 Jun 2023	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 15/06/23 0217 , 200000001145695654	£42.69	-	£11,030.54
8 Jun 2023	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 08/06/23 0209 , 600000001145676474	£42.69	-	£10,987.85
1 Jun 2023	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 01/06/23 0414 , 100000001138395213	£42.69	-	£10,945.16
26 May 2023	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 26/05/23 0239 , 500000001137935661	£42.69	-	£10,902.47

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Transactions

Account type: **BUSINESS RESERVE ACCOUNT**
Account number: **61032069**
Sort code: **55-50-29**
Account name: **SLA CHAWLEIGH PC**

Date: **21st June 2023**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
31 May 2023	INT	31MAY GRS 61032069	£3.93	-	£4,052.70

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CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

21 June 2023

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
RECEIPTS				
2,220	Shop Rent	2,220	469.59	21
13,567	Precept	14,170	7,085.00	50
18	Interest	10	7.09	71
5,524	Grants & Other Donations	-	95.00	-
948	Defibrillator Donations	-	190.00	-
1,743	VAT	-	1,586.34	-
-	Section 106 Income	-	-	-
24,019	TOTAL Receipts	16,400	9,433.02	58
PAYMENTS				
Administration				
-	External Audit	210	-	-
183	Internal Audit	240	225.00	94
35	ICO	35	-	-
-	Email/Website	-	-	-
690	Insurance	800	808.55	101
-	Elections	2,000	-	-
230	IT&C	400	159.59	40
-	Printing	-	-	-
-	Office Consumables	100	46.45	46
-	Postage	50	-	-
33	Refreshments	50	-	-
270	Venue Hire/Zoom	350	150.00	43
Clerk & Councillors				
4,993	Clerk's Salary	5,300	1,248.36	24
-	NI	-	-	-
-	Locum Clerk	-	-	-
100	Clerk's Expenses	150	-	-
-	Councillor Expenses	-	-	-
-	Councillor Allowances	-	-	-
-	Training & Development	300	-	-
Subscriptions				
133	DALC/NALC	160	161.00	101
51	SLCC	60	44.00	73
-	The Dart	-	-	-
Public Toilets				
1,825	Cleaner	2,130	304.16	14

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

21 June 2023

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
24	Consumables	200	50.26	25
-	Maintenance	200	-	-
	Village Shop			
122	Shop Maintenance	200	-	-
-	Storage Facility	-	-	-
		-		-
	Playing Field			
-	Annual Inspection	110	96.00	87
-	Grass Cutting	900	360.00	40
-	DAA Light Maintenance	100	-	-
40	General Maintenance	-	-	-
121	Picnic Benches	-	-	-
2,800	Play Equipment	-	-	-
-	Goalpost	-	285.84	-
	Telephone Kiosk			
-	Maintenance	-	-	-
	Community Storage			
820	Solicitors Fees	750	756.00	101
	Maintenance			
230	Council Asset Inspection	-	-	-
513	Verge Cutting	1,100	-	-
-	Landscaping	-	-	-
100	Weed Spraying	110	175.00	159
-	Highway Improvements	-	-	-
-	Noticeboard	-	-	-
-	Tree Surgery	3,000	-	-
798	PROW Improvements	-	-	-
2,888	Defibrillator	-	-	-
	Events			
1,625	QE2 Platinum Jubilee	-	-	-
-	Coronation Celebration	1,000	431.16	43
	Grants & Donations			
-	Parish Grant	-	-	-
300	Churchyard Grant	300	-	-
208	Hot Lunch Venue	300	90.00	30
-	CCT	-	-	-
-	Hall Refurbishment	-	-	-
25	Poppy Appeal (S137)	25	-	-
-	General Donations (S137)	500	-	-

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

21 June 2023

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
-	Warm Room	500	-	-
2,111	VAT	-	430.75	
21,266	TOTAL Payments	21,630	5,822.12	
(2,753)	Net Payments/(Receipts)	5,230	(3,610.90)	
(34,751)	Balance b/f	(37,504)	(37,504.24)	
(2,753)	Net Payments/(Receipts)	5,230	(3,610.90)	
(37,504)	Current Balance	(32,274)	(41,115.14)	