Minutes approved on:	

Clerk: Mrs S E Roberts
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 12 November 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllr's E Brown, N Boyer, I Clarke, P Emment; A Grimes, P Hughes (Ch), L James, P Jahromi, D Lias, I Montgomery, D Peer and J Reid.

Attending: S Roberts (Clerk), Jo Skidmore (Committee Secretary)

18/66 **Public questions**

66.1 There were no public questions

18/67 **Apologies and declarations of members' interests**

67.1 Apologies were received from B/Cllr's A Pollock, B Patman, P Batth, C Haitham-Taylor

67.2 Cllr. I Montgomery is also a Trustee for Shinfield Charities and would not be present for agenda item 11.

67.3 There were no changes to members' declarations of pecuniary interest.

18/68 **Minutes**

68.1 It was proposed by Cllr. Hughes and seconded by Cllr. Peer and **RESOLVED** unanimously that the minutes of the Council meeting held on 8 October 2018 were a correct record of the meeting and these were signed by Cllr. P Hughes.

68.2 Actions

60.3.2.1 Review Locality's report on Spencers Wood within 2 weeks and report any changes/comments to the Clerk in order to update the report

It was proposed by Cllr. Lias and seconded by Cllr. Grimes and **RESOLVED** unanimously that the report was now complete.

60.3.5.1 Research business case for Judicial Review of Stanbury House appeal decision with a view to launching within 6 weeks of Appeal decision and lodge formal complaint to WBC about the Stanbury House application in accordance with WBC's formal complaints procedure

Cllr. Peer confirmed that she had sought advice from a QC at WBC who had stated that a Judicial Review of the appeal decision would not be possible as it was a 'matter of opinion' rather than fact.

60.5.2 Instruct the parish council's accountant to seek specialist advice as soon as possible on the VAT implications of the construction and operation of the new Shinfield Community Centre

It was advised by Cllr. Grimes that accountants and business advisors James Cowper Kreston had been instructed to provide specialist advice on these issues. Further information was given in the update and Finance and General Purposes update below (60.3.4).

60.5.4 Attend Remembrance Sunday event on 11th November.

The committee thanked the Clerk for her arrangements in relation to the Remembrance Sunday event which was considered successful.

60.5.5 Attend consultation event on new Shinfield Community Centre on 15th November.

Cllr. Hughes confirmed that the event would be run by Locality and AOC Architecture who would be showing plans for the new community centre. The event would run twice, starting at 3.00pm 6.30pm.

65.2 Check proposed 2019 meeting dates with borough councilors in order to finalise 2019 meeting schedule

59.2.1 After-School Club

Cllr. Hughes noted that the after-school club was going well but had asked for small reduction in costs which was being considered.

68.2 It was proposed by Cllr. Montgomery and seconded by Cllr. Brown and **RESOLVED** unanimously that the proposed 2019 meeting date schedule be agreed and that the Clerk would circulate the remaining meeting dates for 2018.

18/69 **Reports**

69.1 **Chairman's Report**

69.1.1 Cllr. Hughes commented that two quotes had been obtained for building work to update Spencers Wood Village Hall, confirming that a basic upgrade would cost £232k but to upgrade and extend would cost in the region of £430k noting that these figures had been circulated to the Village Hall Management Committee.

A discussion took place as to how the project should be moved forward noting that the Development Board and Recreation and Amenities committee had a mandate to progress it.

It was agreed that the Recreations and Amenities committee would give a progress report to Council after their next meeting taking place on 26 November.

69.1.2 The parish council Christmas opening times were noted for information.

69.1.3 It was proposed by Cllr. Boyer and seconded by Cllr. Peer and **RESOLVED** by a majority that the Chairman request payment from WBC for the storage and handling of blue bags and waste sacks on behalf of WBC and that if this was not forthcoming the parish council would cease to continue managing them due to the lack of storage space and time spent on administration.

69.1.4 It was noted that proposals were being sought for a replacement CCTV system, following cancellation of the contract with ADT Security, which would be discussed at the R&A committee meeting taking place on 26 November and brought back to Council.

69.1.5 Cllr. Hughes gave an overview of the research he had completed on rebranding the parish council noting costs involved of circa. £28k plus VAT. A discussion was held, and it was **AGREED** by the full council that this project be put on hold.

69.1.6 It was proposed by Cllr. Peer and seconded by Cllr. Montgomery and **RESOLVED** by the majority that the £10k approved for the Save Our Fields campaign be increased to £12k, noting that the campaign focuses on policy voted for by the electorate as stated in the neighbourhood plan. Cllr Clarke voted against this resolution.

.

69.1.7 It was proposed by Cllr. Boyer and seconded by Cllr. James and **RESOLVED** by the majority that £12k be allocated to transforming the meeting room in the parish hall into a fit for purpose office, to accommodate growing staff numbers.

69.1.8 Cllr. Hughes confirmed the appointment to the Parish Council of Luke Bridcutt as Facilities Manager from Monday 19 November.

It was proposed by Cllr. Boyer and seconded by Cllr. Grimes and **RESOLVED** by full council that £5k be allocated to purchase equipment for him.

The Clerk requested that all equipment purchased must be notified to her to record on the asset register.

69.1.9 Cllr. Hughes gave an overview of the University and Shinfield parish meeting held on 7 November 2018 details of which were circulated prior to the meeting.

69.2 **Borough Councillors Reports**

69.2.1 There were no Borough Councillors present, therefore no report was given.

69.2.1 The parking in Hunters Way was raised as an issue with WBC with the suggestion that grasscrete time limited parking could be considered opposite the shops. WBC had informed the council that it would not be funded as it was not a safety critical issue. It was **AGREED** that funding the project would be discussed at the next planning meeting.

69.3 **Committee reports:**

69.3.1 Staffing Committee

69.3.1.1 Cllr. Grimes gave a verbal update of the meetings that had taken place on 10 October and 15 October 2018.

69.3.1.2 The closing date for the position of Clerk/Responsible Finance Officer was 9 November and interviews would be held on 30 November. Cllrs. would have the opportunity to meet the preferred candidate on 10 December at 6.30pm before ratifying the appointment in the following Council meeting. All applicants had expressed a willingness to undertake CILCA training which was a condition of the parish council obtaining the General Power of Competence. It was also noted that an interim may need to be appointed depending on the preferred candidate's availability to take up the role.

69.3.1.3 It was proposed by Cllr. Grimes and seconded by Cllr. Montgomery and **RESOLVED** by all members to allocate £ 4.5k per annum plus VAT for a 3-year contract with Ellis Whittam HR consultancy for an employment law and HR and health and safety information and advice service for the council.

69.3.2 Community Services Committee

69.3.2.1 Cllr. Montgomery gave a verbal update of the meeting that had taken place on 15 October 2018 noting in particular:

- The committee had approved the co-option of Cllr. Brown and Cllr. Jahromi to the committee.

- Additional grant payments for 2018-19 had been approved. These were noted by full Council.

- The committee had agreed to fund a second youth club session for a three-month pilot and gave thought to the transfer of the youth club budget from the Recreation and Amenities committee to the Community Services committee.

69.3.2.2 Cllr. Boyer requested that the wording in para. 23.2 of the report be changed from mothers and babies to parents and children.

69.3.2.3 It was proposed by Cllr. Boyer and seconded by Cllr Montgomery and **RESOLVED** by all members that the minutes of the 15 October meeting be noted.

69.3.4 Finance and General Purposes Committee

69.3.4.1 Cllr. Grimes gave an overview of the Finance and General Purposes meeting held on 25 October 2018.

69.3.4.2 The business advice received from James Cowper Kreston on the council's VAT position was noted.

Cllr. Grimes proposed and Cllr. James seconded, and it was **RESOLVED** by full council that the council register voluntarily for VAT with effect from 1st October 2018; and that an "option to tax" election should be made, also effective from 1st October 2018, in respect of the land adjacent to Shinfield Parish Hall on which the new community centre is to be built.

69.3.4.3 The Finance Manager would be meeting with the Chair of each committee during the next committee cycle to inform decisions on setting the precept for the 2019 budget.

69.3.4.4 It was proposed by Cllr. Boyer and seconded by Cllr Montgomery and **RESOLVED** by all members that the minutes of the 25 October meeting be noted.

69.3.5 Planning Committee

69.3.5.1 Cllr. Peer gave an overview of the meeting held on 7 November 2018 noting in particular:

- There was no update from WBC as to whether any action had been taken in relation to the yellow signs left by developers.

- There was a need for good awareness raising and consultation within the parish on the Aborfield joint minerals and waste plan as the impact would be significant.

- Plans to develop land in the area continued to increase at pace noting the purchase of more land in the area by Reading University and proposal for housing in Grazely. Members noted the Local Plan had been deferred to 2022.

69.3.5.2 It was proposed by Cllr. Lias and seconded by Cllr James and **RESOLVED** by all members that the minutes of the 7 November meeting be adopted.

69.4 **Reports from Outside Bodies:**

69.4.1 It was noted that the AGM of the Berkshire Association of Local Councils would be taking place on 14 November at 7pm.

69.5 **Clerk's Report:**

69.5.1 The Clerk gave an update on new staff, referencing Lynda Hope who was reviewing the format of the website and newsletter and considering the use of social media to promote the parish council.

69.5.2 The Clerk highlighted that on 18th September 2018 the parish council had received confirmation from the External Auditors PKF Littlejohn that the parish council had passed its external audit and that no matters had come to their attention giving cause for concern.

69.5.3 The Clerk stated that the finance manager was currently reviewing budget preparation for 2019-20.

69.5.4 The Clerk confirmed her attendance at the Clerks Forum which had been a useful event.

69.5.5 The Clerk advised the Council that the Interim Chief Executive of WBC had stepped down and that a new interim was being sought.

69.5.6 The Clerk advised that WBC had sent an invitation for 2 parish council representatives to attend the Wokingham Borough community conference on 6th December 2018, 9.30 -16.00.

69.5.7 The Clerk noted that she had attended a Society of Local Council Clerks training course which had included GDPR and policies on volunteers, and was continuing to ensure that the parish council was adhering to associated legislation.

18/70 **Shinfield Community Centre**

70.1 Cllr. Hughes gave a verbal update on the progress of the new community centre noting that car parking remained an outstanding issue. In addition, the following points were made.

70.2 Drop in consultation events to look at and comment on plans were scheduled for 15 November as outlined in 60.5.5 above.

70.3 An advertisement had been published on Contracts Finder UK for an employer's agent to ensure compliance with the Construction (Design and Management) Regulations 2015, advise on procurement arrangements, provide cost advice, and oversee the project.

70.4 The land purchase from Shinfield United Charities was nearing completion, and Heads of Terms had been drafted with one outstanding issue on wording remaining.

70.5 It was proposed by Cllr. Grimes and Seconded by Cllr. Boyer and **RESOLVED** by full Council that Survey Solutions undertake a land and building survey for the site (utilities, drainage condition, topographical, building) plus statutory authority record drawings for an amount of £4900 plus VAT.

18/71 **Recreation and Amenities Committee Update**

71.1 A verbal update of the Recreation and Amenities Committee was given by Cllr. Clarke.

71.2 It was noted that the refurbishment of Millworth Lane playground was now complete and that a date for the official opening was being sought. A briefing with costings would be going to the R&A meeting scheduled for 26 November to carry out work relating to the building in Millworth Lane playground.

71.3 It was proposed by Cllr. Grimes and seconded by Cllr. Montgomery and **RESOLVED** by full Council that £2k of the remaining budget be used to clear brambles and crown trees.

71.4 A meeting had taken place with WBC to discuss open spaces and community assets. As a result, several open spaces had been identified as potential sites to refurbish however it was intended that this work be rolled out slowly.

71.5 At the meeting it was suggested that a complete bus service would be available from September 2019 which would cover Shinfield, Three Mile Cross, and Spencers Wood running every ten to fifteen minutes.

71.6 It was also suggested that the University may invest in a neighbourhood community park at some time in the future.

71.7 It was proposed by Cllr. Boyer and seconded by Cllr. Grimes and **RESOLVED** by full council that 4 wooden bollards be on School Green which were broken should be replaced as quickly as possible at a cost of £265.

10pm The Chairman requested, and the Council RESOLVED that the meeting could continue.

18/72 **Locality Convention 2018**

72.1 This item was deferred until the next meeting.

18/73 **Invoices for Payment**

73.1 It was proposed by Cllr. Grimes and seconded by Cllr. Peer and **RESOLVED** by full Council to pay the invoices for October and November 2018 as per the schedule in Appendix 1.

18/74 **Correspondence**

74.1 The following items of correspondence were noted:
- NALC Circular on Local Council General Powers
- Invitation to WBC's Community Conference on 6th December 2018 9:30 to 16:00
- St Mary's Christmas Tree Festival on 15-16 December 2018

Cllr. Montgomery Left the meeting 10:05

It was **RESOLVED** that, in view of the confidential nature of the business transacted in relation to commercially sensitive information, Press and members of the Public should be excluded from item 10 on the agenda.

18/75 **Shinfield United Charities**

75.1 It was agreed that the parish council should appoint a trustee to replace Cllr. G Hewett and that recommendations should be made to Council on 10 December.

18/76 **Dates of Future Council meetings**

76.1 The date of the next meeting was confirmed as **Monday 10 December** 2018, 7.30 pm.

The meeting closed at 22.10hrs.

Action items:

Minute Ref	**Details**	**Action by**
60.5.5	Attend consultation event on new Shinfield Community Centre on 15th November	All councillors
68.2	Remaining meeting dates for 2018 to be circulated	Clerk
69.1.1	Recreations and Amenities committee to give a progress report to Council regarding the Spencers Wood community facilities after their next meeting on 26 November	Cllr. Clarke/Hughes
69.1.3	Payment to be requested from WBC for the storage and handling of blue bags and waste sacks on their behalf.	Cllr. Hughes
69.1.4	Proposals for a replacement CCTV system to be bought back to Council by R&A	Cllr. Clarke/Hughes
69.3.4.1	Council to register voluntarily for VAT with effect from 1st October 2018; and "option to tax" election be made effective from 1st October 2018, in respect of the land adjacent to Shinfield Parish Hall on which the new community centre is to be built	Cllr. Grimes
70.5	Survey Solutions to undertake a land and building survey for the community Centre site (utilities, drainage condition, topographical, building) plus statutory authority record drawings for an amount of £4900 plus VAT.	Cllr. Hughes
75.1	Recommendations for a replacement trustee to be appointed to the Shinfield United Charities to be made to Council on 10 December.	All councillors

APPENDIX 1: Invoice items for the November 2018 council meeting

Invoice	Cost centre	Payee	Purchase	Date	Method of Payment	net	vat	total
308	4400/206	Nigel Jeffries	Recreation Lane Allotment Site - Cut Grass Verges	30/09/2018	BACS	85.00	17.00	102.00
309	Various	Barclaycard	See Transactions as per Statement and detailed below (paid at bank)	02/10/2018	DD	300.00		300.00
310	4150/101	P Hughes	Chairmans Allowance 2018/19 (Qtr 2)	30/09/2018	BACS	200.00	0.00	200.00
311	4075/101	British Telecom	Rental and Calls - Shinfield Voluntary Car Service (paid at bank)	08/10/2018	DD	37.39	7.47	44.86
312	4087/402	CS Banners	Remembrance Sunday Banners (2)	15/10/2018	BACS	113.00	22.60	135.60
313	4400/205	Lubbe and Sons Ltd	Bulbs for the Black Boy Roundabout (Approach to University Bridge)	08/10/2018	BACS	1,700.00	340.00	2,040.00
314	4254/201	GLS Supplies	Cleaning Supplies for Parish Hall & Toilet Rolls and Handi Towels	08/10/2018	BACS	111.94	22.39	134.33
315	4600/206	National Allotment Society	Affiliation and Membership Fees - November 2018 - October 2019	09/10/2018	BACS	55.00	11.00	66.00
316	40*/101	MFG	Monthly support for IT (includes £1,000 for new lap top for Jo Skidmore)	October	BACS	1,267.06	253.41	1,520.47
317	4574/204	ADT	5 months Maintenance Fee CCTV Camera Kendall Ave Aug 2018 to January 2019 (contract cancelled)	01/08/2018	BACS	174.42	34.88	209.30
318	4401/205	Spencers Wood Village Hall	50% Share of Emptying Trade Waste at Spencers Wood Village Hall	September	BACS	140.01	0.00	140.01
319	4255/201	Shinfield United Charities	Annual Rent for Parish Hall Site - April 2018 - March 2019 (Approved by F & GP on 25/10/18)	21/10/2018	BACS	1,000.00		1,000.00
320	4400 / Multiple Sites	Nicholas Smith	Grds Maintenance - Weed, tidy and strim borders at Jubilee Border, Clares Grn Road, Parish Council Offices , Millworth Lane Allotments and Deardon Way (September)	15/10/2018	BACS	310.00		310.00
321	4706/301	AOC Architecture Ltd	Second Stage Payment - Concept Design (7.5% of £151,840), plus flyers and Pre Planning App Fee	16/10/2018	BACS	12,307.29	2,461.45	14,768.74
322	4251/Multiple Sites	Castle Water	Water and Waste - Allotments (Clares Green Road, Hartley Court) and Spencers Wood Pavilion	October	BACS	191.34		191.34
323	4008/101	Sue Roberts	Mileage July to Sept (151 miles) - Updating notice boards across the Parish for all meetings.	July to Sept	BACS	67.95		67.95
324	4254/207	Witchalls Fencing	Deardon Fields - Repair Arris Rail fencing	21/10/2018	BACS	80.00		80.00
325	4253/201	SSE - Southern Electric	Credit for Electricity (actual meter reading) - (Deducted from earlier payment Ref 294)	25/09/2018	BACS	(121.17)	(21.18)	(142.35)
326	Various	Wokingham Borough Council	Monthly Instalment of Business Rates (paid at bank)	01/11/2018	DD	817.00		817.00
327	4401/203	Tivoli Group	Monthly Charge for Litter Pick and Emptying Bins at Clares Green Road (June to Sept 2018)	30/06/2018	BACS	1,305.60	261.12	1,566.72
328	4050/101	Imagin Products Ltd	Standard name Badges for New Staff and Councillors (6)	25/10/2018	BACS	33.90	6.78	40.68
329	4011/101	Jobs Go Public	Recruitment Advert for Clerk to the Parish	October	BACS	599.00	119.80	718.80
330	4401/205	Select Environmental	Fortnightly Bin Emptying (15 Sites) and one-off of 7 bins whilst C Blow on Holiday.	August and September	BACS	580.00	116.00	696.00
331	4085/401	Carrera	Weekly Website Support Charge (27/9/18 to 6/10/18)	7/9/18 - 26/10/1	BACS	86.66	17.33	103.99
332	4254/201	Cooler Aid	Annual Rental for Water Cooler in Kitchen	4/11/18 - 3/11/19	BACS	110.00	22.00	132.00
333	4254/206	A1 Locksmiths	Repair Gate Lock to Three Mile Cross Allotments Site	29/10/2018	BACS	39.98	8.00	47.98
334	4530/402	P Hughes	Reimbursement of Expenses - 50 Additional copies of Neighbourhood Plan (digitalprinting.co.uk)	19/10/2018	BACS	138.93		138.93
335	4102/101	James Cowper - Kreston	VAT Advice regarding construction of new Community Centre.	25/10/2018	BACS	1,000.00	200.00	1,200.00
336-348	Various	Employees (13)	Salaries for October 2018	30/10/2018	BACS	5,070.27		5,070.27
349	Various	HMRC	Tax Deducted and NI Er's and E'ees	31/10/2018	BACS	1,577.23		1,577.23
350	Various	Berkshire Pension Fund	Er's and Ee's Contributions October 2018	30/10/2018	BACS	1,213.13		1,213.13
351	101	NEST - Pension Fund	Er's and Ee's Contributions October 2018	31/10/2018	BACS	104.14		104.14
352	4087/402	James Reid	Balloons for Spencers Wood Carnival reimbursed to James Reid	31/10/2018	BACS	108.36	21.67	130.03

Invoice	Cost centre	Payee	Purchase	Date	Method of Payment	net	vat	total
353	4087/402	Peter Hughes	Large Banner for Remembrance Day - reimbursed to P Hughes	31/10/2018	BACS	139.25	27.85	167.10
354	4100/101	PKF Littlejohn Accountants	External Auditors - Limited Assurance Review - Annual Governance & Accountability Return for Year Ending 31/3/18	18/09/2018	BACS	1,300.00	260.00	1,560.00
355	4257/201	Minster Cleaning	Shinfield Parish Hall, Cleaning during November 2018	01/11/2018	BACS	607.63	121.53	729.16
356	4008/101	Kerry Taylor	Mileage - 82 Miles during October 2018	31/10/2018	BACS	36.90		36.90
357	See Below	Petty Cash	Please see items listed below	31/10/2018	CQ	80.24		80.24
	4300/601	Wokingham Job Support	Grant - approved by Community Services Committee on 15/10/18	31/10/2018	CQ	300.00		300.00
	4300/601	Shinfield Cricket Club	Grant - approved by Community Services Committee on 15/10/18	31/10/2018	CQ	2,000.00		2,000.00
	4300/601	Welcome Club	Grant - approved by Community Services Committee on 15/10/18	31/10/2018	CQ	350.00		350.00
	4300/601	ME2 Club	Grant - approved by Community Services Committee on 15/10/18	31/10/2018	CQ	500.00		500.00
362	4040/101	Society of Local Council Clerks - SLCC Enterprises Ltd	Attendance of Sue Roberts at Regional Training Seminar 2018 - 7th November 2018	02/01/2018	BACS	37.50	7.50	45.00
363	4400/204	Wessex Tree Services	Essential Preparatory Work (cutting back trees and hedges) prior to installation of new playground at Millworth lane	01/10/2018	BACS	500.00		500.00
364	4060/301	C & S Banners Ltd	Banners for advertising Community Centre Forum on 15/11/18	06/11/2018	BACS	148.00	29.60	177.60
365	Various	Barclaycard	Items detailed below - to be direct debited 27/11/18	02/11/2018	DD	357.09	32.78	389.87
366	4046/101	Lloyds Bank plc	Bank Transaction Charges - Monthly Account Fee (£6.50) , Cash Trans (£8.51) and Cheque Trans (£42.25) - direct debited 9th November 2018	09/10/2018	DD	57.26		57.26
367	1020/406	Andrew Churchill	Refund of Allotment paid twice in error by Allotmet Holder	31/10/2018	BACS	20.00		20.00
368	4258/201	Token Security Services	Call Out - Alarm Response (3 in October)	31/10/2018	BACS	60.00	12.00	72.00
369	4070/101	LexisNexis	Publication - 11th Edition Local Administration (Arnold Baker)	08/11/2018	BACS	111.12		111.12
370	4047/101	MFG Corporate	Annual Renewal (20/11/18 to 19/11/19) 7 x ESET Endpoint Antivirus Software	08/11/2018	BACS	70.70	14.14	84.84
371	4254/205	Allerton Memorial Services Ltd	Clean War Memorial - School Green	08/11/2018	BACS	562.50	112.50	675.00
372	4400 Various	Nigel Jeffries Landscapes	Grds Maintenance (Spencers Wood Recreation Grd, Deardon Way (S106 Funded), Village Green, Kendal Ave and Brookers Hill Verges (Two cuts on October 10th and 24th) plus one off jobs ; Boundary Clearance Hartley Court Allotments and Caravan Park Embankment Strip	31/10/2018	BACS	1,274.00	254.80	1,528.80
373	4040/101	I Montgomery	Travel and Accommodation Expenses for Ian Montgomery for Attendance at Locality Convention in Bristol on 7th November 2018.	07/11/2018	BACS	180.75		180.75
374	4251	Castle Water	Water and Waste Clares Green Allotments (12/10/18 to 8/11/18)	09/11/2018	BACS	42.05		42.05
			Total Invoices			**39,538.42**	**4,794.42**	**44,332.84**

Petty Cash October 2018

Code	September	Invoice Ref 357
4254/201	Repairs and Maintenance	2.47
4045/101	General Office Expenses (Coffee, Milk etc)	27.87
4055/101	Postage	22.62
4257/201	Window Cleaning	25.00
4060/101	Stationery	2.28
	Total	**80.24**

Barclaycard September Transactions

Code	September	Invoice Ref 309
4055/101	Purchase Variety of Stamps - general administration	43.94
4300/206	Second Class Postage - Allotment Invoices	146.06
4060/206	Gardening Gift Vouchers for Allotment Prize Winners	110.00
	Total	**300.00**

Barclaycard - October Transactions (billed in arrears and direct debited in November)

Code	Expenditure	Invoice Ref 365
4055/101	Postage - Committee Agendas	8.08
4254/205	Tools for Volunteers	247.95
4050/201	Kettles for SPH Kitchen (back up for boiler when out of order)	40.00
Various	Stationery for Office and Card for printing Remembrance Day Service Cards	78.83
4083/101	Staff Advertising - Clerk (Indeed) - 1st instalment	15.01
	Total	**389.87**