

KIRKOSWALD PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW Tel: 0750 800 1602

Email: KirkoswaldParishCouncil@Hotmail.co.uk Website kirkoswaldparishcouncil.co.uk

Tuesday, 6 June 2023

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Renwick Reading Room on **Tuesday 13 June 2023** at 7.30pm. The Public and Press are invited to attend.



Clerk

AGENDA

18. Election of Chair – following the resignation of Cllr Quinn as chair – **to elect a new Chair for 2023-24**

19. Acceptance of declaration of office form for new chair – to receive the signed declaration of acceptance of office.

20. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

21. MINUTES OF THE COUNCIL MEETING held on 9 May 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 9 May 2023 (attached).

a. To discuss any matters arising

22. DECLARATIONS OF INTEREST

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

23. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision.

24. DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS – **to receive** items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)

25. POLICE MATTERS –

a. **to resolve** whether to submit any matters to the Local Focus Hub.

b. **to receive** any information on any Police matters

26. HIGHWAYMAN'S REPORT- to receive and discuss any matters arising.

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27. **CHURCH INSTITUTE** – to receive a report.

28. **PLANNING APPLICATIONS** - You may view the details on the Eden District Council website www.westmorlandandfurness.gov (where parishioners can submit their own observations directly.)

a. To resolve whether to submit any observations on the following applications

23/0297	LAND ADJACENT TO RAVEN BRIDGE FARM RENWICK PENRITH CA10 1JJ	Development of 7no sustainable eco glamping pods and associated infrastructure, car parking and landscaping
To note that the clerk has received two emails opposing this application at the time of writing.		

b. To note the following applications that were emailed to the planning committee for comment and comments made online by the clerk.

23/0146	3 The Square Kirkoswald	Listed Building Consent for the retention of double glazed timber sash windows and timber door	Support
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c. To Note the following applications were granted approval

23/0180	TOWNFOOT FARM RENWICK PENRITH CA10 1JT	Proposed two story extension to dwelling and general refurbishments including replacement roof and rebuilding of front elevation.
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29. FINANCE

a. **Payments- to authorise** schedule of payments totalling £622.75 (VN 18-21) NB VN21 not paid as taken form money owed by HMRC.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN18	14/06/2023	CALC	KO PC	Annual Subs	240.64	-	240.64
VN19	14/06/2023	N Phillips		Expenses June	62.83	-	62.83
VN20	14/06/2023	N Phillips		Salary June	314.88	-	314.88
VN21	14/06/2023	HMRC	475PQ00171766	PAYE	4.40	-	4.40

b. **Monthly reconciliation (May 2023) – to receive and note** the reconciliation and balances.

c. **Monthly Budget – to receive note** the monthly budget overview.

30. Asset Register – To receive and note the updated asset register

31. Risk Management policy – to adopt the updated risk management policy

32. Parish Land – to finalise the list of rents for parish land

33. Proposal to adopt Scribe Accounts – to resolve whether to adopt scribe accounts

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34. Councillors' reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

35. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 11 July 2023 in Kirkoswald Church Institute at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 30 June 2023.

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Minutes of the Kirkoswald Parish Council Meeting held on Tuesday 9 May 2023 in Renwick Reading Room at 7.30 PM

Present: Cllr S Quinn (Chair), Cllr I Henderson, Cllr J Haugh, Cllr A Jackson, Cllr N Jackson, Cllr J Little, Cllr H Kent, Cllr P Morgan, Cllr R Raine, Cllr W Smith, Cllr J Tea

Also Present: N Phillips Clerk/RFO, WaF Cllr M Robinson

Minutes

Annual Electors' Meeting

1. APOLOGIES FOR ABSENCE

Receives apologies for absence From WaF Cllr Hanley

2. PUBLIC PARTICIPATION

– none in attendance.

3. **Chair's report 2022-23-received** the chair's report: In the past year we have welcomed two new members and new clerk, less dead animals reported this year as a positive yet problems still with litter and potholes in the parish. There were two major jobs this year, the War Memorial, which is looking great and B4RN which is nearly complete. The B4RN project has seen receipts into the council bank account of £8490 with expenditure of £508.12 leaving a balance of £7981.88 for community projects . There will be a meeting to decide how the community would like to use the money.

Annual General Meeting

1. ELECTION OF CHAIR 2023/24 – Cllr S Quinn was re-elected

2. DELARATION OF OFFICE- received the Chair's signed declaration of acceptance of office.

3. ELECTION OF VICE CHAIR 2023/24 Cllr A Jackson was elected as Vice Chair

4. MINUTES OF THE 2022 ANNUAL GENERAL MEETING held on 10 MAY 2022

authorised the chair to sign, as a correct record, the minutes of the meeting held on Tuesday 10 May 2022 .

5. REPRESENTATIVES ON OUTSIDE BODIES- To appoint representatives to outside bodies as necessary.

Cllr Tea – EALC and CALC

Cllr Morgan as Church Institute representative

6. COMMITTEES AND SUB-COMMITTEES- Resolved that Cllr Raine should continue to be Highwayman.

ORDINARY MONTHLY MEETING

1. MINUTES OF THE COUNCIL MEETING held on 11 April 2023

authorised the chair to sign, as a correct record, the minutes of the meeting held on 11 April 2023

a. To discuss any matters arising

i. Land at Woodbrow – Clerk to work with Cllr Tea and Cllr Raine and Cllr Haugh to look into ownership and registration.

ii. The Pound at Renwick – the clerk fed back that the land could be sold but that any funds had to be used for fixed assets.

2. DECLARATIONS OF INTEREST

a. No new declarations made.

3. CO-OPTION OF COUNCILLORS-

a. resolved to co-opt Jonathon Little as a Councillor for the Renwick Ward

b. noted that there is a vacancy for a councillor in the Kirkoswald Ward.

4. PUBLIC PARTICIPATION – no members of the public in attendance.

5. **WESTMORLAND AND FURNESS COUNCILLOR REPORTS – WAF Cllr Robinson** – Still areas to develop, there is a strategic planning group and local groups. Local plans are still live. Locality board has very little money to spend £500,000 for highways, £19,000 in grants but grants policy not yet written. Has been an expensive exercise but so far with little advantage.

6. POLICE MATTERS –

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a. **Resolved** not to submit any matters to the Local Focus Hub.

b. **received** information that there is a new Chief Constable.

7. **HIGHWAYMAN'S REPORT**-received the following items for the clerk to report standing water at Eden Bridge, water at Todd bank, whilst lots of potholes have been repaired there are many instances where a pothole within view of a repair had not been repaired. Some of the footway lights not working, councillors to report non-functioning footway lights to the clerk. None of the drains that have been reported have been cleared. Cllr Robinson was asked to feedback to Highways team about the work that has not been completed adequately with no apparent quality control. Huddlesceugh Hall Gulley

8. **CHURCH INSTITUTE** – Nothing to report.

9. **PLANNING APPLICATIONS** -

a. Noted the following application did not require approval

23/0174	CROGLIN HIGH HALL ARMATHWAITE CARLISLE CA4 9SG	<i>Prior Notification for the addition of solar panels on an agricultural building.</i>
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10. **FINANCE**

a. **Payments- authorised** schedule of payments totalling £5612.47 (VN 7-16)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN07	10/05/2023	N Phillips		Salary May	319.28	-	319.28
VN08	10/05/2023	N Phillips		Expenses May	24.39	-	24.39
VN09	10/05/2023	SRW Welding Ltd	INV-0057	Balance of work on War Memorial	1,800.00	-	1,800.00
VN10	21/04/2023	HSBC		Bank Charges	7.80	-	7.80
VN11	10/05/2023	Renwick with Croglin PCC		Churchyard maintenance	900.00	-	900.00
VN12	10/05/2023	Kirkoswald PCC		Churchyard maintenance	1,000.00	-	1,000.00
VN13	10/05/2023	Renwick Reading Room		Grant	500.00	-	500.00
VN14	10/05/2023	GNAAS		Donation	250.00	-	250.00
VN15	10/05/2023	Fellrunner Bus		Grant	311.00	-	311.00
VN16	10/05/2023	Lazonby Swimming Pool		Grant	500.00	-	500.00

b. **Monthly reconciliation (April 2023)** –

received and noted the reconciliation and balances

c. **Receipt –noted** receipt from Westmorland and Furness council for precept of £15372 R02 and a cheque deposited in Penrith for £500 dig grant.

d. **Monthly Budget- received and noted** the monthly budget overview.

e. approved the annual return 2022/23 and sign the Statement of Governance).

i. received for information the auditor's report

ii. discussed the Annual internal Audit report.

iii. completed the Annual Governance Statement and agreed for the chair to sign

iv. agreed and signed the accounting statement

11. **STILE IN PARKHEAD**- received an update that the stile had been ordered but the installation is at the discretion of the land owner, Chair to write to the landowner.

12. **PARISH LAND RENTAL FEES** – Decided to delegate this item to the group looking at Woodbrow.

13. **WAR MEMORIAL** –resolved not to create a further budget for stonemason work on memorial but to ask that the stones and wreath are removed. Resolved to try painting the top of one of the posts in a gold colour.

14. **ASSET REGISTER**- Deferred the update until the land ownership group had met.

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15. **RISK MANAGEMENT POLICY** – discussed the Draft Risk Management policy and clerk will work with Cllrs Quinn and Smith to finalise policy for next meeting.

16. **Councillors' reports and items for future agenda**

none.

4. **Date of next meeting**

The next meeting of the Parish Council will take place on Tuesday 13 June 2023 in Renwick Reading Room at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 2 June 2023.

KIRKOSWALD PARISH COUNCIL MEETING JUNE 2023 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.18 to 21 amounting to £622.75

NB VN 21 not paid as taken form money owed by HMRC

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN18	14/06/2023	CALC	KO PC	Annual Subs	240.64	-	240.64
VN19	14/06/2023	N Phillips		Expenses June	62.83	-	62.83
VN20	14/06/2023	N Phillips		Salary June	314.88	-	314.88
VN21	14/06/2023	HMRC	475PQ00171766	PAYE	4.40	-	4.40

Approved - Minute No.	29a
Cheque Signatories	
Date	



VN18

Fire and Rescue Service Headquarters
Carleton Avenue
Penrith
Cumbria, CA10 2FA

01768 812663
office@calc.org.uk

April 2023

Mr Nick Phillips
Kirkoswald PC
14 Twickenham Court
CARLISLE
CA1 3TW

Dear Colleague,

ANNUAL SUBSCRIPTION 2023/24

I would like to thank your Council for its valued membership of the Cumbria Association of Local Councils over the past year. Annual subscriptions to the Association for 2023/24 are now due.

The subscription for your Council is made up of two payments, one to the Cumbria Association of Local Councils (CALC) and one to the National Association of Local Councils (NALC). Each portion of the subscription fee is itemised separately. The NALC portion of the fee for 2023/24 is calculated at 7.71p per elector and the CALC portion is calculated in proportion to the square root of your electorate.

For 2023/24 your CALC/NALC subscription fee is: £240.64

This sum is made up of:
NALC subscription at £52.04
CALC subscription at £188.60

Please note that a member council cannot be a member of CALC without being a member of NALC and vice versa.

Could you please put this membership subscription request before the next meeting of your Council so that continuation of membership can be authorised for payment? I enclose a note as a reminder of the benefits of CALC membership.

You may pay us by cheque at the address shown at the top of this letter or alternatively pay by BACS as follows: Cumbria Association of Local Councils, Unity Trust Bank, A/C: 20466598, Sort Code: 608301. **(Please note change of Bank details from HSBC to Unity Trust Bank).**

President:

Chairman: Cllr Mary Bradley

Chief Officer: Sonia Hutchinson

www.calc.org.uk

It would be very helpful if you would please amend as necessary and return the enclosed form giving contact details for your parish council.

I look forward to receiving your Council's subscription.

Kind regards,

Sonia Hutchinson

Chief Officer

President:

Chairman: Cllr Mary Bradley

Chief Officer: Sonia Hutchinson

www.calc.org.uk



Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Confirmation

✔ Done! Payment created.

Summary

From	40-36-10 90508217 Charitable Kirko parish cou	
Payment date	14 Jun 2023	
CALC KO PC subscription 60-83-01 20466598	GBP 240.64	✔ Payment has been successfully created Your payment instructions have been received and are bei To guarantee your payment will be made please ensure yc sufficient covering formal overdraft facility available by the

Authorisation

Authorised by	GBHBEU1003867766PHILLIPSNICHOL	Date and time
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From: GOV.UK Pay gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £6.00 to Search for land and property information was successful
Date: 11 May 2023 at 10:57
To: kirkoswaldparishcouncil@hotmail.co.uk



Your payment of £6.00 to Search for land and property information was successful

Payment for: Title register and title plan

Reference: 1000002563183

Date of payment: 11 May 2023 – 10:56:29

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

From: GOV.UK Pay gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £6.00 to Search for land and property information was successful
Date: 11 May 2023 at 11:00
To: kirkoswaldparishcouncil@hotmail.co.uk



Your payment of £6.00 to Search for land and property information was successful

Payment for: Title register and title plan

Reference: 1000002563233

Date of payment: 11 May 2023 – 11:00:00

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

From: GOV.UK Pay gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £6.00 to Search for land and property information was successful
Date: 11 May 2023 at 10:49
To: kirkoswaldparishcouncil@hotmail.co.uk



Your payment of £6.00 to Search for land and property information was successful

Payment for: Title register and title plan

Reference: 1000002563083

Date of payment: 11 May 2023 – 10:48:35

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

From: GOV.UK Pay gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £6.00 to Search for land and property information was successful
Date: 10 May 2023 at 12:17
To: kirkoswaldparishcouncil@hotmail.co.uk



Your payment of £6.00 to Search for land and property information was successful

Payment for: Title register and title plan

Reference: 1000002555391

Date of payment: 10 May 2023 – 12:16:25

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

From: GOV.UK Pay gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £6.00 to Search for land and property information was successful
Date: 11 May 2023 at 10:54
To: kirkoswaldparishcouncil@hotmail.co.uk



Your payment of £6.00 to Search for land and property information was successful

Payment for: Title register and title plan

Reference: 1000002563147

Date of payment: 11 May 2023 – 10:53:12

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.



Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Confirmation

✔ Done! Payment created.

Summary

From	40-36-10 90508217 Charitable Kirko parish cou
Payment date	14 Jun 2023

Nicholas Phillips
Expenses June

GBP 62.83

✔ Payment has been successfully created
Your payment instructions have been received and are being processed. To guarantee your payment will be made please ensure you have sufficient covering formal overdraft facility available by the payment date.

Authorisation

Authorised by	GBHBEU1003867766PHILLIPSNICHOL	Date and time
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Payment Summary (Part 1) Portrait

Tax Month : 3 Week : 10 Payment Frequency: Monthly

E'ee Ref	Employee Name	Total Gross	Taxable Gross	Other Payments	Student/ Postgrad Loan	PAYE	Employee NIC	Employer NIC	Employee Pension*	Statutory Payments	Other Deductions	Net Pay
1	N Phillips	319.28	319.28	319.28	0.00	4.40	0.00	0.00	0.00	0.00	0.00	314.88
<u>1</u>	<u>Employees</u>	<u>319.28</u>	<u>319.28</u>	<u>319.28</u>	<u>0.00</u>	<u>4.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>314.88</u>

NB VN21 taken from the money owed by HMRC

*Please note this value does not include any contribution made to a salary sacrifice pension scheme.



Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Confirmation

✔ Done! Payment created.

Summary

From	40-36-10 90508217 Charitable Kirko parish cou
Payment date	14 Jun 2023

Nicholas Phillips Salary June 	GBP 314.88
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✔ Payment has been successfully created
Your payment instructions have been received and are being processed. To guarantee your payment will be made please ensure you have sufficient covering formal overdraft facility available by the payment date.

Authorisation

Authorised by	GBHBEU1003867766PHILLIPSNICHOL	Date and time
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KIRKOSWALD PARISH COUNCIL

Bank Reconciliation as at 1/6/2023

Opening Balance at 1/4/23

21,857.48

From Accounts spreadsheet						
	Previous Month	Current	This month	In year surplus/deficit		
Receipts	£ 15,872.00	£ 15,872.00	£ -			
Payments	£ 615.15	£ 6,228.42	£ 5,613.27	9,643.58		31,501.06

Balance - All Bank Accounts						
	<i>BMM</i>	<i>Charity Account</i>				
Previous balance (last month)	£ 1,426.81	£ 35,670.72				
Payments out	£ -	£ 5,613.27	£ 5,613.27			
Payment in	£ -	£ -	£ -			
Calculated Balance	£ 1,426.81	£ 30,057.45				Total at Bank
Actual balance	£ 1,426.81	£ 30,057.45				£ 31,484.26

Deduct unpresented cheques		Cheque No	Amount £		
Money owed					
HMRC REPAYMENT	£		16.80		
				Money owed	16.80
				Total unpresented cheques	£0.00
				Bank Balance - Unpresented cheques	31,501.06

Actual Balance	31,501.06
Variance	0.00
Closing Balance	

Your Statement

Mr Nicholas Phillips
 Kirkoswald Parish Council
 14 Twickenham Court
 Carlisle
 CA1 3TW



Account Summary

Opening Balance	35,670.72
Payments In	0.00
Payments Out	5,613.27
Closing Balance	30,057.45

1 May to 31 May 2023

International Bank Account Number

GB42HBUK40361090508217

Branch Identifier Code

HBUKGB4148T

Account Name

Kirkoswald Parish Council

Sortcode

40-36-10

Account Number Sheet Number

90508217 471

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Apr 23	BALANCE BROUGHT FORWARD			35,670.72
10 May 23	BP Nicholas Phillips VN07 KO Council	319.28		
	BP Nicholas Phillips VN08 EXP May	24.39		
	BP SRW WELDING LIMITE VN09 INV-0057	1,800.00		
	BP Renwick Church VN11 KO Grant	900.00		
	BP Kirkoswald PCC VN12 KO PC Grant	1,000.00		
	BP Renwick Reading VN13 KO PC Grant	500.00		
	BP GNAAS VN14 KIRKOSWALD PARISH	250.00		
	BP Fellrunner VN15 KO PC Grant	311.00		
	BP LAZONBY AND DISTRI VN16 KO PC GRANT	500.00		30,066.05
21 May 23	DR TOTAL CHARGES VN17 TO 29APR2023	8.60		30,057.45
31 May 23	BALANCE CARRIED FORWARD			30,057.45

1 May to 31 May 2023

Your Statement

Account Name
 Kirkoswald Parish Council

Sortcode **Account Number** **Sheet Number**
 40-36-10 90508217 472

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Effective from 1 August 2017

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.

Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

HSBC UK Bank plc
Registered in England and Wales with registration number 09928412
Registered office: 1 Centenary Square, Birmingham B1 1HQ,
United Kingdom

RFB1898 MCP50300 07/18 © HSBC Group 2018

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk (UK customers) or ciom.hsbc.com (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

The following references apply to all customers

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to hsbc.co.uk (UK customers) or ciom.hsbc.com (Channel Islands and Isle of Man customers).

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.

Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

2022/23 ACCOUNTS			April 8.3%	May 16.6%	June 25%		
PAYMENTS	Actual 2022/23	Budget 2023/24				Total	% spend
ADMINISTRATION							
Salaries/NI/Recrt & Payroll Services	£ 4,274.39	£ 4,100.00	£ 493.28	£ 319.28	£319.28	£ 1,131.84	28%
Insurance	£ 500.00	£ 600.00					0%
Audit Fees	£ 75.00	£ 90.00					0%
Travel & Office Expenses	£ 568.78	£ 360.00	£ 49.27	£ 24.39	£ 62.83	£ 136.49	38%
Office Accommodation & Computer Exes	£ 19.04	£ 240.00					0%
Training	£ 226.66	£ 200.00					0%
Room Rental	£ 35.00	£ 0.00					0%
Subscriptions	£ 472.86	£ 500.00			£240.64	£ 240.64	48%
Bank Charges	£ 60.80	£ 60.00		£ 7.80	£ 8.60	£ 16.40	27%
B4RN project	£ 508.12	£ 0.00					0%
Repairs and maintenance	£ 2,232.53	£ 1,500.00		£ 1,800.00		£ 1,800.00	120%
Playground	£ -	£ 0.00					0%
Photocopying	£ -	£ 20.00					0%
Event expenses	£ 19.98	£ 250.00					0%
Grants		£ 0.00					0%
KO Methodist Church	£ 1,000.00	£ 0.00					0%
KO PCC	£ 1,000.00	£ 1,000.00		£ 1,000.00		£ 1,000.00	100%
Renwick Reading Room	£ 500.00	£ 500.00		£ 500.00		£ 500.00	100%
Fellrunner Village Bus	£ 250.00	£ 350.00		£ 311.00		£ 311.00	89%
KO Church Institue	£ -	£ 0.00					0%
Lazonby & Districy S/Pool	£ -	£ 500.00		£ 500.00		£ 500.00	100%
Renwick Church	£ -	£ 900.00		£ 900.00		£ 900.00	100%
Kirkoswald Village Shop	£ -	£ 0.00					0%
Great North Air Ambulance	£ 250.00	£ 250.00		£ 250.00		£ 250.00	100%
Miscellaneous	£ 58.99	£ 58.99	£ 25.00			£ 25.00	42%
Election Fee		£ 2,000.00					
VAT	£ 124.93	£ 125.00	£ 39.80			£ 39.80	32%
TOTAL	£ 19,410.85	£ 13,603.99	£ 607.35	£ 5,612.47	£631.35	£ 6,851.17	50%
RECEIPTS	Actual	Budget				Total	
	2021/22	2021/22					
Precept inc CTRS Grant	£ 15,615.00	£ 15,615.00	#####			#####	98%
Rent	£ 341.00	£ 361.00					0%
Other Grants	£ 9,511.71						#DIV/0!
Bank Interest	£ 2.89						#DIV/0!
Wayleaves	£ -	£ 0.00					0%
Miscellaneous	£ -	£ 0.00	£ 500.00			£ 500.00	50000000%
VAT	£ 124.93	£ 0.00					0%
TOTAL	£ 25,595.53	£ 15,976.00	#####			#####	99%

KIKOSWALD PARISH COUNCIL

Land and Asset Register May 2023

ASSET	DESCRIPTION	LOCATION	VALUATION
Noticeboards	Wooden boards with metal/ wood posts	Kirkoswald Parkhead Renwick Scalehouses Staffield High Bankhill	Est. £1400 (7 @ £200)
Benches	Wood/ Metal	Various	Approx £1800
War Memorial	Stone structure surrounded by iron railings	The Square, Kirkoswald	Unknown
Land	Parish Field (Approx 4 of grazing land)	Berrymoor Field, High Bankhill	Registered CU262029
Registered Value as at May 2011 £26,700	Piece of Land	The Pinfold, Nr Lace's Garage, Kirkoswald	Registered CU260438
	Cobbled Area	The Square, Kirkoswald	
	Piece of Land	Quebec, Kirkoswald	
	Piece of Land	Scalehouses, Nr Renwick	Registered CU262030
	Piece of Land	The Pound, Renwick	Registered CU262031
	Piece of Land	Wood Brow, Nr Renwick	Registered CU262034
Kirkoswald Playground	Various pieces of play equipment	Kirkoswald	£7400
AED	Automatic defibrillator	Kirkoswald	£1000

KIRKOSWALD PARISH COUNCIL

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KIRKOSWALD PARISH COUNCIL

SUMMARY OF RISK ASSESSMENT & INTERNAL AUDIT REPORT

In order to manage risk the Council carried out the annual assessment of risk at a Council meeting on 13 June 2023.

It is incumbent upon all authorities to assess and have strategies to manage the risks that are identified as potential sources of danger/loss within the Council and then to insure or have systems in place to minimise the liabilities.

The main risks attaching to the Council relate to its position as an Employer, Property and Land owner and holder of monies precepted on the Unitary Authority or received in the form of grants or monies received from third parties. The Council has insured against the insurable risks to an appropriate level and these are index linked for assets and periodically reviewed.

Employer: The Council employs only one member of staff – the Clerk who works from home. The council holds employers liability insurance in the sum of £10m. Accident cover is provided for all Members and the Clerk whilst carrying out their respective roles.

Land and Property: The Council owns a number of Community assets which potentially place a liability on the council for the safety and wellbeing of the public whilst using these assets. The council holds public liability cover in the sum of £12m. In addition the individual assets are insured comprehensively against fire, theft and other perils to the sums indicated, Insurances are index linked and are periodically reviewed and reported upon to council.

Property Assets

Nil

Community Assets

Parish Field

The Pinfold

The Square Kirkoswald

Wood Brow

Piece of land at Scalehouses

The Pound, Renwick

Quebec, Kirkoswald

Kirkoswald playing field Play & Sports Equipment – £7400

Village Seats - £1800

Village Noticeboards (7) - £1400

Automated External Defibrillators and External Cabinets (1) - £1000

Office Assets

½ share of laser printer £100

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Contracts: A potential area of risk is in the issuing of contracts. The major service contract is the annual weed spraying of open space land. This is contracted to Campbell Logue. He has a proven competence and a full awareness of public liability and health and safety issues. The Council currently has a three-year contract in place with Campbell Logue to provide this service with fixed costs.

Other contracts are generally unplanned responsive repairs and maintenance to community assets. These are often of small value and requiring an early response. For this reason Council rely on the response of known local tradesmen who can provide a timely and effective response. Where practical at least two quotes are obtained and a quotation is obtained in every instance.

Clerk: As their sole employee much of the risk carried by the Council is embodied in the position of the clerk. The clerk works from home and uses a computer to undertake the work of the council. The Council now has a comprehensive file of Policies and Procedures that must be adhered to by both the Clerk and Members to mitigate risks.

In the event of the short/long term unavailability of the clerk it may be possible to arrange temporary cover from a neighbouring parish or through CALC pending a more permanent solution.

Financial Safeguards:

The Financial Regulations are reviewed on an annual basis in January.

OVERALL SYSTEMS AND PROCEDURES

- The Council formally adopts a set of Financial Regulations and Standing Orders annually in May and they are uploaded on to the Council website.
- The Council has a Responsible Financial Officer being the Clerk who is appropriately qualified.
- The Council has an appointed parish councillor (Councillor Smith) to check financial details and the bank reconciliation before every meeting. The Bank Reconciliation is submitted to every meeting in the meeting pack and formally approved as an agenda item.
- The Council has an internal Auditor who is a qualified accountant.
- The Council reviews the effectiveness of its' systems and procedures annually. This is done every May when the Council approves the Annual Accounts for the previous year. The Clerk reads through the Governance Statement for agreement for approval before the accounts are approved.

FINANCIAL RECORDS

- The Cash Book is regularly maintained and updated throughout the year. *Monthly* accounts will also be presented to members for approval.

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- The Cash Book arithmetic is reconciled and confirmed by the bank reconciliation.
- All other financial records are checked regularly. Members are issued with copies of the Schedule of Payments and Bank Reconciliation at each meeting. Accounts are issued at every meeting. The annual accounts are presented at the May meeting following inspection and approval by the Internal Auditor. All paperwork is uploaded on to the website.
- Payments in the cashbook are supported by invoices, authorised and minuted. A Schedule of Payments is presented to the members at each meeting, together with the invoices and following approval of the council the Schedule is signed and dated by the chair. The approved Schedule is noted in the minutes.
- Income is properly recorded and promptly banked.
- All income is noted on the agenda papers and recorded in the minutes.
- Councillors are kept aware of balances as they are issued with the monthly reconciliation and monthly accounts.
- All payments are approved by the Council. The payments are posted on the notice boards and agenda papers in advance. Payments are formally proposed and seconded and then approved before payment is authorised.
- All cheques, where used, are signed and counterfoils initialled by two authorised councillors. The Clerk is not a signatory.
- All electronic payments are prepared by the Clerk and then authorised at the meeting following approval of the Schedule of Payments.
- Actual expenditure against the budget is regularly reported to the council through the issue of monthly accounts
- No petty cash is held by the clerk or Members.
- Security controls over cash and near-cash are adequate and effective. No cash is held. Cheque books are stored in a safe at the Clerks home
- VAT on payments is identified, recorded and reclaimed on a regular basis
- S137 expenditure is separately recorded and within statutory limits.
- Where appropriate, debtors and creditors have been properly recorded.

PROVISION OF GOODS AND SERVICES

- All items are competitively purchased. Standing orders stipulate that at least three quotations must be sought.
- An audit trail from underlying financial records to the accounts is in place and checked by the Internal Auditor
- All capital works is administered in accordance with the Council's standing orders and financial regulations relating to contracts. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

RISK MANAGEMENT

- Council minutes record the council carrying out an annual risk assessment.
- Insurance cover is appropriate and adequate and regularly reviewed by the RFO.

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PRECEPT & BUDGETARY CONTROLS

- The council prepares an annual budget based upon anticipated income and expenditure including the use of reserves and all sources of funding for the year in support of its precept. The budget cycle is started in September with a view to being approved at the November meeting to levy a Precept for the next financial year. The council has until the end of December annually to agree a Precept.
- The annual budgets form the basis of financial control for the ensuing year.
- Unexplained variances from budget are explained following submission of the accounts for approval
- The precept recorded is checked so that it agrees to the Council Tax authority's notification
- The RFO/Clerk issues the precept to the billing authority and shall supply each member with a copy of the approved budget.

STAFFING

- All employees have contracts of employment with clear terms and conditions.
- Salaries paid agree with those approved by the council. The Clerk is paid by electronic payment which is recorded on the Schedule of Payments at each meeting.
- Other payments to employees are approved by the council and paid appropriately.
- PAYE/NIC is properly operated by the council as an employer. The Council is a registered employer with HM Revenue & Customs. The Council contracts the payroll to Cumbria Payroll Services.
- From 1 February 2017 the Council will be registered as a Pension Authority. There will be no employees enrolled currently.

ASSET MANAGEMENT

- The council maintains a register of all material assets owned or in its care.
- The Assets and Investments register is kept up to date and is published on the Council website.

Signed:

Chairman of Parish Council

Dated:

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Land	Description	Location	Register	Rental
Registered Value as at May 2011 £26,700	Parish Field (Approx 4 of grazing land)	Berrymoor Field, High Bankhill	Registered CU262029	£360
	Piece of Land	The Pinfold, Nr Lace's Garage, Kirkoswald	Registered CU260438	??? £50
	Cobbled Area	The Square, Kirkoswald		£0
	Piece of Land	Quebec, Kirkoswald		£0
	Piece of Land	Scalehouses, Nr Renwick	Registered CU262030	£0
	Piece of Land	The Pound, Renwick	Registered CU262031	£1
	Piece of Land	Wood Brow, Nr Renwick	Registered CU262034	???

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Proposal to subscribe to Scribe Accounts

I recently attended an online presentation on Scribe Accounts (<https://www.scribeaccounts.com>) having previously read about how other parish councils had successfully used their accounting systems.

Currently, I use a spreadsheet with a series of linked sheets to hold the accounts. There are pages that hold payments and receipts as well as pages that I have created to populate items such as the agenda payment section, bank reconciliation, financial officer's report, monthly budget etc. When completing a VAT reclaim I then have to find the payments that have included VAT and copy these to a different spreadsheet from which to make the return.

The Scribe system uses a cloud based system which is set up for us and can then create reports at the touch of a button and from a specific date range. It can be accessed by multiple people, for example an account can be set up for each councillor that wishes to have an account so that they can then view the accounts in real time. I believe that moving to the Scribe system will save time for me as Clerk/RFO and bring about other improvements in the system as detailed below.

Cost for first year is £365

It is therefore my recommendation that we should adopt the system as soon as possible.

	Current/Excel	Scribe
Set up	Already set up for 2023-24 but requires the spreadsheet to be set up again form a template each year	One off set up cost from Scribe £89
Bank Reconciliation	Has to be carried out at the start of each month and can not have any new payments entered onto the system before the reconciliation is run or errors occur	Can be run at any time as payments are date stamped rather than occurring when they are entered. Eg a recurring payment can be set to come out on a specific date
Cost	Free as already set up	Annual subscription £276
Payments	Each year payments are entered as they are made – including company, bank details, etc	Payments made to beneficiaries already set up form previous years are pre-populated with their details
Budgeting	Difficult to create a new budget under a specific heading – eg maintenance might have benches and noticeboards but requires playground to be added, requires re working of spreadsheet	Easy to set up budget headings and then have cost centres associated with them.
	Income does not automatically go back into a cost centre	Income can be set to go back into a cost centre

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Receipts	Invoices need to be created manually	Invoices can automatically be created
Payment of invoices	No facility to store invoice against reference number	Each invoice can be scanned and attached to the payment made
AGAR	Report has to be created manually	Automatically created
User	Requires some knowledge of how I have set up the spreadsheet, would be an issue in the event of illness, incapacity or change of clerk.	Help can be provided by scribe to allow another person to use the system if necessary.
	Only one person can access the spreadsheet or it can lock others out	Multiple users can access the system



Proposal for

Kirkoswald Parish Council

Created by
India Greenwood

Prepared for
Nick Phillips

About Scribe

Scribe provides purpose-built cloud applications that enable local councils in England and Wales to manage their financial accounts, facilities bookings, allotments and cemeteries with pinpoint accuracy. Scribe provides continuous, free training sessions from the Scribe Academy, with uncapped support from our team of qualified Accountants and Clerks.

Scribe is the fastest-growing software and training provider operating in the local government sector. Scribe's mission is to help local communities work smarter and have over 950 customers.

We help you by

- Demonstrate the responsible, secure management of public funds, facilities and cemeteries
- Enhance transparency with unlimited, read-only users
- Reduced risk of mismanagement, errors and costly failed audits
- Avoid GDPR & Data Protection Act (2018) pitfalls
- Increase confident decision making with clear, accurate reporting



About Kirkoswald Parish Council

Precept £15,615

Executive Summary

The council is currently wrestling with challenges stemming from an outdated and cumbersome spreadsheet-based financial system. A central issue is the laborious nature of reporting and budgeting, which is excessively time-consuming and detrimental to operational efficiency. This inefficiency hampers the Council's ability to meet its financial management obligations swiftly and accurately.

Scribe Accounts offers a comprehensive solution to pressing issues. By introducing Scribe Accounts' Budgeting & Forecasting tool, reporting and budgeting processes can be streamlined, time can be saved, and accuracy improved. Its specialised VAT Returns and VAT 126 features ensure an error-free, smooth VAT reclaim process, thereby minimising potential financial losses and penalties.

Arguably, one of the most significant benefits is Scribe Accounts' ability to offer a unified platform for managing multiple accounts. This will allow Nick to manage the accounts of all four parish councils individually, yet within the same system, greatly improving efficiency, reducing errors, and enhancing accountability.

In conclusion, the transition to Scribe Accounts will provide Kirkoswald Parish Council with an effective remedy for its existing financial management challenges. Additionally, it promises substantial operational efficiencies and a heightened degree of compliance with regulatory requirements, ensuring a sound and resilient financial footing for the Council.

Challenge: Time-Consuming Reporting and Budgeting Using Spreadsheets

Nick is currently experiencing frustration due to the time-consuming nature of reporting and budgeting via spreadsheets. This manual and often cumbersome process limits his ability to work efficiently and makes reporting monthly tricky.

Risk - Inefficient Operations: Persisting with this outdated method could lead to operational inefficiencies, errors, potential financial mismanagement, and non-compliance with regulatory requirements.

Solution - Scribe Accounts' Budgeting & Forecasting Tool: This feature allows efficient budget planning, monitoring of actual versus budgeted expenditure, and seamless financial reporting. It's designed to save time and improve the accuracy of the budgeting and reporting process.

Challenge: Laborious VAT Reclaims on Spreadsheets

The process of conducting VAT reclaims is another laborious task Nick faces with the spreadsheet system.

Risk - Risk of Financial Loss: Failure to accurately or promptly submit VAT returns could potentially lead to financial losses and penalties for late submission.

Solution - Scribe's VAT Returns and VAT 126 Features: These ensure a smooth and accurate VAT reclaim process.

Plan details & pricing

We outlined the following package based on our discussion, including

- Unlimited users at no extra cost
- Uncapped support and training from our team of accountants
- Unlimited software upgrades
- Daily backups
- Full audit trail
- Online Knowledge base

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month (billed annually)	£23	12 months	£276
Setup			
One-off set-up fee*	£177	1	£89
*discretionary discount applied	£89		
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£365

This proposal is valid for 30 days from 26/05/2023

Joining Scribe

Onboarding

- Day 1 - Upon joining us, you will receive a call from our customer support team, who will get your account set up, and add your data, so you can get started immediately.
- Day 30 - You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 - After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

Ongoing support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Tracy Russell (AATQB)
Junior Accountant



Jess Shackley (AATQB)
Junior Accountant



Jo Peters
CiLCA Qualified

Scribe Accounts

Annual Return/ Year End – run your annual return and year-end reports at the click of a button

VAT – produce your VAT Return or VAT Form 126 and submit it directly to HMRC through our MTD portal

Invoicing – produce a personalised, professional invoice and run an outstanding invoice report

Bank Reconciliations – run monthly bank reconciliations that can be printed and signed for approval

28 October 2021 (2021-2022)

Dayworth Town Council
ANNUAL RETURN - Section 2 : Statement of Accounts
Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on information in "Governance and Accountability for Local Councils - a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	3248.33
2	Annual precept	0.00	0.00
3	Total other receipts	0.00	10529.90
4	Staff Costs	0.00	16650.02
5	Loan interest/capital repayments	0.00	0.00

Budgeting & Forecasting – Monitor your actuals vs budgets and commit spend throughout the year, forecast for your year-end position and set your proposed budget for the next financial year

Integrations

stripe

Stripe allows customers to pay online while making a booking or via a link printed on the invoice



HMRC to submit VAT Returns, check what you owe and view VAT payment history

Scribe Bookings

Block bookings for your regular hirers - you can even restrict bookings to the 31st March to avoid invoicing that straddles two financial years

Live calendar to view provisional and confirmed bookings and filter by specific venues

Preferential rates for on and off-peak times or for particular groups

Notifications - Automatic SMS and email notifications save you time

Public Bookings page - Unique bookings webpage where customers can view availability, enquire and book venues.

Key Features:

Facility list - parking, catering, equipment & more..

Imagery - upload multiple images

Video - embed videos from youtube and Vimeo

Live Availability - provide full availability information via the calendar and minimum booking slots

Payments - accept payments via stripe

Invoicing - Send to Scribe Accounts

Dayworth Town Council 01603 856521
bookings@dayworthtowncouncil.gov.uk

Dayworth Town Hall
★ 4.9 (google reviews) ■ £31.25 - £250.00/hour

Hall - 200 standing - Parking available - Catering facilities - Projector facilities - 1 hour room preparation time - 1 hour time slots
Dayworth's beautiful Town Hall is an ideal venue for your wedding ceremony with a wealth of local history.
The Dayworth Town Hall is suitable for ceremonies, corporate events, music practice, parties and weddings.

Location
6B New Rd, North Walsham NR28 9DF, UK

Additional Services
• Parking
• Catering
• Projector
£5.00 per booking

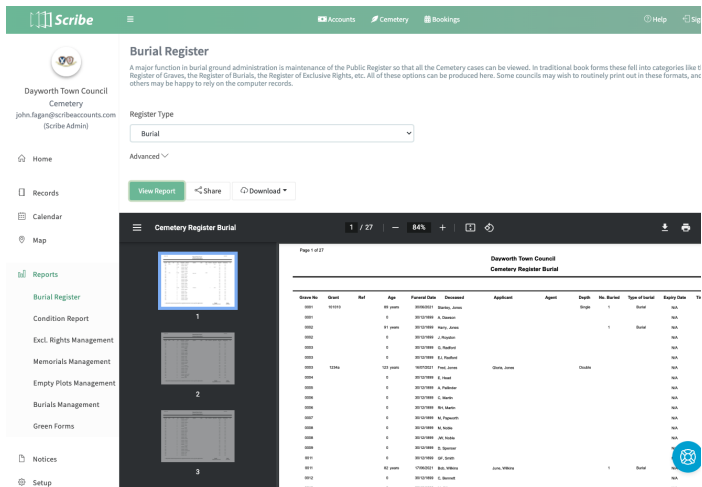
Scribe Cemetery

Notices – choose from the twenty we have available at the click of a button or add your own

Inspections and condition report – monitor the safety of your cemetery and record the condition of graves

Mapping – maintain a topical record of your cemetery as a standard map or satellite view

Burial Register – maintain the Public Register so that all cemetery cases can be viewed and reported on



Workflows

Templates – Create templates for memorial preparation, grave digging notices and more

Transfers – transfer exclusive rights to new applicants and keep record of trail

Link Records – link burial records, exclusive rights and memorials to same records

Invoicing – Send to Scribe Accounts

Scribe Allotments

Waiting List – add and remove people from your waiting list. Send them offers when plots become available.

Plot Register & Fees– add all your plots and define your fees

Tenancy Agreements – Attach agreements and letters and send them out via email.

Additional Services – Configure your plots with additional services, such as water, waste, sheds and more. Added to invoices.

Rents & Reminders– generate invoices, bulk email to customers and automatically send payment reminders

Reports – allotments, tenants, notices

Inspections – Record results of inspections and send out notices

Mapping – map your sites and plots (coming soon)

Import – import your allotment data (plots, sites, fees, waiting list) from a spreadsheet.

The screenshot shows the Scribe Allotments web application interface. The top navigation bar is orange and contains the Scribe logo, a menu icon, and links for Accounts, Cemetery, Bookings, Allotments, Help, and Sign Out. The main content area is titled "Plots" and includes a sub-header: "Plot records with details entered on Scribe. New records can also be added from this screen." Below this is a search bar and a table of plots. The table has columns for Name, Site Name, Area, Area Unit, Fees Name, and an edit icon. The table lists 10 plots with their respective details.

Name	Site Name	Area	Area Unit	Fees Name	
EL Meadow - M1	EL Meadow	125.5	m ²	Standard fees	
EL South - 20a	EL South	37.9	m ²	Standard fees	
TR - 6A	TR	63	m ²	Standard fees	
EL South - 21	EL South	179.6	m ²	Standard fees	
EL South - 22	EL South	154.5	m ²	Standard fees	
TR - 4	TR	94.6	m ²	Standard fees	
EL South - 23	EL South	154.5	m ²	Standard fees	
EL South - 24	EL South	199.8	m ²	Standard fees	
TR - 3A	TR	81.4	m ²	Standard fees	

Free Training – Webinar and Toolkits

Free webinars and conferences

We have hosted

- 171 events for 2021
- Attracting over 6,800 attendees.

Scribefest 1 day Conference attracted 650 registrations

Free Community Support

[The Clerks` Corner](#) - 1,500 members

[The Councillor's Corner](#) - 500 members

Free Toolkits and Guides

[Free Code Of Conduct Guide For Councillors](#)

[The Ultimate Marketing Checklist For Village & Town Halls](#)

[A-Z Of Grant Funding For Town And Parish Councils](#)

[Free Parish & Town Council Budgeting Spreadsheet](#)

[Free Parish & Town Council Year-End Checklist](#)

[Council Accounting White Paper](#)



 **Scribefest**
Bringing Town and Parish Communities Together



Jackie Weaver

What our customers say



"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council

On average our customers report

12 hrs

per month saved per user



"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour" -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



"Scribe listened and upgraded the bookings system based on my suggestions" -> [watch here](#)

Wendy Alcock - Eye Town Council