

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

Friday, 3 November 2023

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Kirkoswald Church Institute on **Tuesday 14 November 2023** at 7.30 PM. The Public and Press are invited to attend.



Clerk

AGENDA

86. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

87. MINUTES OF THE COUNCIL MEETING held on Tuesday 10 October 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 10 October 2023 (attached).

88. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

- a. Register of Interests: Councillors are reminded of the need to update their register of interests
- b. To declare any personal interests in items on the agenda and their nature
- c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
- d. To make any requests for dispensation

89. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To decide whether there are any items of business which require exclusion of the press and public

90. 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. Comments limited to 5 minutes per person.

91. Westmorland and Furness 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.)

92. POLICE MATTERS – to resolve

whether to submit any matters to the Local Focus Hub.

93. PLANNING APPLICATIONS -

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a. To Note the following applications were granted approval

22/0086	SCALES HALL RENWICK PENRITH CA10 1JE	Change of use of agricultural buildings to create three dwellings with associated operations.
23/0542	CANNERHEUGH RENWICK PENRITH CA10 1LA	Proposed change of use of ground floor level of barn to form meeting, staff and boot rooms.

94. FINANCE

a. **Payments- to authorise** schedule of payments totalling £905.15 (VN 43-52), to note that VN44 Insurance £487.27 has been paid.

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
43	15/11/2023	Nick Phillips		Poppy Wreath	19.98	4.00	23.98
47	15/11/2023	Nick Phillips	expenses	Clerk's Expenses	24.39	0.00	24.39
Total							£48.37
45	15/11/2023	Nick Phillips	Salary	Salary	403.64	0.00	403.64
46	15/11/2023	HMRC	PAYE	HMRC - tax	-12.80	0.00	-12.80
46	15/11/2023	HMRC	PAYE	HMRC - tax	26.40	0.00	26.40
Total payable							£13.60
48	15/11/2023	Sue Quinn	B4RN Meeting	B4RN Meeting	47.50	0.00	47.50
48	15/11/2023	Sue Quinn	B4RN Meeting	B4RN Meeting	13.29	0.00	13.29
49	15/11/2023	Sue Quinn	B4RN Meeting	B4RN Meeting	14.62	2.93	17.55
Total							£78.34
50	21/10/2023	HSBC	Bank Charges	Bank Charges	5.00	0.00	5.00
51	13/12/2023	Nick Phillips	Salary	Salary	344.40	0.00	344.40
52	13/12/2023	HMRC	PAYE	HMRC - tax	11.80	0.00	11.80

b. **Monthly reconciliation (October 2023) – to**

receive and note the reconciliation and balances checked by Cllr Smith.

c. **Monthly budget update- to receive and note**

d. **Receipt – to note** receipt from HMRC R17 £135.80 .

95. **HIGHWAY MATTERS:** To receive, for information, any items relating to the highway and **Resolve** which to ask the Clerk to report to the Highways Authority.

96. Grants 2024 25 – To resolve which grants to award in 2024 and the levels at which to award

Organisation	Legislation	Amount (2023 figure)	Paperwork correct
Renwick with Croglin PCC, maintenance of churchyard	Power to contribute towards expenses of cemeteries	£1000 (£900)	Yes

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Kirkoswald PCC, maintenance of Parish Churchyard	Local Government Act 1972, s.214(6)	£1000 (£1000)	Yes
Renwick Reading Room, re-decoration of the Reading room	Power to provide and equip buildings for use of clubs, having athletic, social or educational objectives Local Government (Miscellaneous Provisions) Act 1976 s.19	£500 (£500)	Yes
GNAAS Donation rather than grant	Power to spend a sum of money for the benefit of some or all of the parishioners. The expenditure must be commensurate with the benefit. -Local Government Act 1972 s.137	(£250)	N/A
Fellrunner Bus	Powers to spend money on community transport schemes Local Government and Rating Act 1997, s.26-29	(£311) £422	Yes
Lazonby Swimming Pool (lifeguard training)	Power to provide public swimming baths and washhouses. Public Health Act 1936 s.221	£1000 £500	Yes
Kirkoswald Methodist Church – general maintenance to allow worship and meetings	It is believed that the Levelling up and Regeneration Act 2023 will allow amend the prohibition of the 1894 Local Government Act on making donations to places of worship. Clerk's advice – if councillors are minded to make a grant this should be contingent on clarification in Levelling up and Regeneration Act 2023 and receipt of correct supporting documents.	£1000	No -despite chasing email

97. Budget 2024-24 – to discuss and agree the budget proposals and set the precept for 2024-25.

98. Defibrillators – to resolve whether to accept the proposals from the Clerk to purchase 3 defibrillators and authorise the expenditure. (attached)

99. Parking on Parish Land – To resolve what action to take (attached)

100. Footpath at Parkhead – to receive an update

101. Information point board in Kirkoswald – to discuss suggestions and resolve what action to take.

102. Policies – to resolve whether to adopt the following policies: (attached)

- a. Equality and Diversity
- b. Publication Scheme
- c. Vexatious Requests Policy

103. Code of Conduct – to resolve whether to adopt the new Westmorland and Furness code of conduct. (attached)

104. 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.

105. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 9 January 2024 in Kirkoswald Church Institute at 7.30pm.

Agenda items to be submitted to the Clerk by 12 noon on Thursday 28 December 2023.

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Minutes of the Kirkoswald Parish Council Meeting held on Tuesday 10 October 2023 in Kirkoswald Church Institute at 7.30 PM

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

Also Present: N Phillips Clerk/RFO, Westmorland and Furness Cllrs Hanley and Robinson

69. APOLOGIES FOR ABSENCE

none

70. MINUTES OF THE COUNCIL MEETING held on Tuesday 11 September 2023

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

Matters arising – footpath at Parkhead. Clerk’s appraisal has been completed and pay adjustments made.

71. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

Cllr Tea declared an interest in item 80

72. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To decide whether there are any items of business which require exclusion of the press and public - none

73. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - none

74. WESTMORLAND AND FURNESS COUNCILLOR REPORTS—received the following

Cllr Hanley -highlighted parts of the reports previously circulated. Peter Thornton at Westmorland and Furness council asked for any blocked drains to be directly reported to him at Peter.Thornton@westmorlandandfurness.gov.uk

Cllr Robinson – Still issues with school transport with a small review taking place. Concerns were expressed about the amount of time children are on the bus, the condition of the vehicles and the speed that they are travelling. Blue bags – only 50% service, operatives trying to get round as many places as possible. Strike is due to end at the end of the month. Footway lighting – has been following up and Cllr Robinson is still investigating. A66 upgrade is currently with the Secretary of State.

75. POLICE MATTERS – Cllr Little reported that he had attended the Police and Fire panel- there is a Facebook page set up to give information about what is currently happening. Public are encouraged to report any and all issues. **Resolved not** to submit any matters to the Local Focus Hub.

76. PLANNING APPLICATIONS - Noted the following applications were granted approval

23/0532	Fetherston Arms Kirkoswald Penrith	Reduce 1no Poplar by 0.5m and 1no Poplar by 2m
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23/0506	THE BARN MIDLAND HOUSE RENWICK PENRITH CA10 1JL	Removal of condition 3 (holiday occupancy restriction), attached to approval 20/0044
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77. FINANCE

a. Payments- authorised schedule of payments totalling £1076.42 (VN 37-42)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
39	21/09/2023	HSBC	Bank Charges	Bank Charges	5.00	0.00	5.00
37	11/10/2023	Campbell Logue	INV-101750	Weed Spraying	475.00	0.00	475.00
38	11/10/2023	Moore	52031/979	Annual Audit	210.00	42.00	252.00
40	11/10/2023	Nick Phillips	Salary	Salary	314.88	0.00	314.88
41	11/10/2023	HMRC	PAYE	HMRC - tax	4.40	0.00	4.40
42	11/10/2023	Nick Phillips	expenses	Clerk's Expenses	24.39	0.00	24.39
42	11/10/2023	Nick Phillips	expenses	Clerk's Expenses	0.75	0.00	0.75

b. Monthly reconciliation (September 2023) –

received and noted the reconciliation and balances checked by Cllr Smith.

c. Monthly budget update- to received and noted

d. **Receipt – noted** receipt from HSBC (Interest £6.41 R11), Jackson (dig grant £50 R12), Volkens (dig grant, £150 R13), Moloney (dig grant £50 R14).

78. HIGHWAY MATTERS:

a. discussed and agreed the best way to report highway issues was to use the What3Words app.

b. received, for information, the following items relating to the highway and **Resolved** to ask the Clerk to report to the Highways Authority: Kirkoswald Bridge water collecting, drains blocked again. Parking issues were raised.

79. Future meeting dates –discussed and resolved that December meeting will change to January and cancel April meeting.

80. Allocation of B4RN funding –resolved to agree to the provisional funding allocations for B4RN money – Defibrillators in Staffield and Parkhead £4500, Renwick Church £2400, Benches £900, Meeting cost £150, Kirkoswald Shop £200.

81. External Auditor Report –received and noted.

82. Information point board in Kirkoswald –resolved to agree to the siting of an information point in the village if a suitable place can be found. Cllrs to look and make suggestions for next meeting.

83. Insurance Policy –resolved policy to accept the three year policy and for the clerk to sign the contract and make payment for the insurance.

84. Councillors' reports and items for future agenda

Parking on Parish Land.

Footpath at Parkhead

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85. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 14 November 2023 in Kirkoswald Church Institute at 6.30 pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 3 November 2023.

Meeting closed at 20:40z

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

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.43 to 52 amounting to £905.15

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43	15/11/2023	Nick Phillips		Poppy Wreath	19.98	4.00	23.98
47	15/11/2023	Nick Phillips	expenses	Clerk's Expenses	24.39	0.00	24.39
Total							£48.37
45	15/11/2023	Nick Phillips	Salary	Salary	403.64	0.00	403.64
46	15/11/2023	HMRC	PAYE	HMRC - tax	-12.80	0.00	-12.80
46	15/11/2023	HMRC	PAYE	HMRC - tax	26.40	0.00	26.40
Total payable							£13.60
48	15/11/2023	Sue Quinn	B4RN Meeting	B4RN Meeting	47.50	0.00	47.50
48	15/11/2023	Sue Quinn	B4RN Meeting	B4RN Meeting	13.29	0.00	13.29
49	15/11/2023	Sue Quinn	B4RN Meeting	B4RN Meeting	14.62	2.93	17.55
Total							£78.34
50	21/10/2023	HSBC	Bank Charges	Bank Charges	5.00	0.00	5.00
51	13/12/2023	Nick Phillips	Salary	Salary	344.40	0.00	344.40
52	13/12/2023	HMRC	PAYE	HMRC - tax	11.80	0.00	11.80

Approved - Minute No.	94a
Chair signature	
Date	

Pending payments

View all of your pending payments below.

Last updated on 03 Nov 2023 14:13  [Refresh](#)

Payment date	Payee name	Reference	Payment type	Amount	Action
15 Nov 2023	Nicholas phillips	Vn45	Bill Payment	GBP 403.64	Details >
15 Nov 2023	Mrs s e quinn	Kopc vn 48 &49	Bill Payment	GBP 78.34	Details >
15 Nov 2023	Nicholas phillips	Vn 43&47	Bill Payment	GBP 48.37	Details >
15 Nov 2023	Hmrc paye/nic cumb	475pq00171766	Bill Payment	GBP 13.60	Details >
13 Dec 2023	Nicholas phillips	Salary vn51	Bill Payment	GBP 344.40	Details >
13 Dec 2023	Hmrc paye/nic cumb	475pq00171766	Bill Payment	GBP 11.80	Details >

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Your Statement

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



Account Summary

Opening Balance	28,635.94
Payments In	260.80
Payments Out	1,563.69
Closing Balance	27,333.05

1 October to 31 October 2023

International Bank Account Number

GB42HBUK40361090508217

Branch Identifier Code

HBUKGB4148T

Account Name

Kirkoswald Parish Council

Sortcode

40-36-10

Account Number Sheet Number

90508217 480

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Sep 23	BALANCE BROUGHT FORWARD			28,635.94
11 Oct 23	BP C T Logue VN37 Invoice 101750	475.00		
	BP Moore VN38 52031/979	252.00		
	BP Nicholas Phillips VN40 Salary Oct	314.88		
	BP HMRC PAYE/NIC CUMB VN41 475PQ00171766	4.40		
	BP Nicholas Phillips VN42 Expenses Oct	25.14		27,564.52
12 Oct 23	CR MARJORIE DONOGHUE VN42 RAVENSGARTH B4RN R16		50.00	27,614.52
13 Oct 23	CR CHQ IN AT 401622 R15		75.00	27,689.52
17 Oct 23	BP Clear Insurance VN44 LCO03086	487.27		27,202.25
20 Oct 23	CR HMRC VTR R17		135.80	27,338.05
21 Oct 23	DR TOTAL CHARGES VN50 TO 29SEP2023	5.00		27,333.05
31 Oct 23	BALANCE CARRIED FORWARD			27,333.05

Detailed Budget Summary

All Cost Centres and Codes (Between 31/10/2023 and 31/03/2024)

Income		Last Year 2022-2023				Current Year 2023 - 2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
Code	Title												
1	Precept	15,615.00				15,615.00	15,372.00						
2	Parish Field	340.00				360.00	360.00						
3	The Pound	1.00				1.00							
4	Bank interest	6.68					11.46						
27	Laces						25.00						
29	VAT	124.93		124.93									
SUB TOTAL		16,087.61		124.93		15,976.00	15,768.46						

Miscellaneous		Last Year 2022-2023				Current Year 2023 - 2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
Code	Title												
5	Wayleaves												
6	B4RN	7,990.00		508.12			1,175.00						
26	Miscellaneous			58.99					60.00	25.00			
SUB TOTAL		7,990.00		567.11			1,175.00		60.00	25.00			

Staff		Last Year 2022-2023				Current Year 2023 - 2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
Code	Title												
7	Salary			4,125.99					2,968.16	2,203.56	1,573.97		
8	HMRC			16.40						31.40			

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

PAYMENTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Income															
Precept															
Parish Field															
The Pound															
Bank interest															
Laces															
VAT															
Miscellaneous															
Wayleaves															
B4RN									75.41					75.41	-75.41
Miscellaneous	60.00	25.00							19.98					44.98	15.02
Staff															
Salary	2,968.16	309.88	319.28	314.88	314.88	314.88	314.88	314.88	403.64	344.40				2,951.60	16.56
HMRC		9.40		4.40	4.40	4.40	4.40	4.40	13.60	11.80				56.80	-56.80
Admin															
Payroll	208.60	174.00												174.00	34.60
Audit					100.00			210.00						310.00	-310.00
Travel	250.00	49.27	24.39	32.83	24.39		24.39	24.39	24.39					204.05	45.95
Expenses	110.00			30.00	15.89		2.25	0.75						48.89	61.11
Working from Home	240.00														240.00
Subscriptions	500.00			240.64	480.00									720.64	-220.64
Room rental															
Bank Charges	60.00	7.80	8.60	5.00	5.00	5.00	5.00	5.00						41.40	18.60
Event Expenditure	250.00														250.00
Insurance								487.27						487.27	-487.27
Training															
Training	200.00														200.00
Repairs and Maintena															
Repairs and maintenanc	1,800.00		1,800.00				13.00							1,813.00	-13.00

Expenditure

Budget heading	Budget 2023-24	Spend to date	Expected outturn	Suggested budget 2024-25	Notes
Salaries/NI/Recr & Payroll Services	£ 4,100.00	£ 2,404.00	£ 4,529.00	£ 4,994.00	1
Salary		£ 2,203.00	£ 4,198.00	£ 4,570.00	
PAYE		£ 27.00	£ 157.00	£ 250.00	
Payroll		£ 174.00	£ 174.00	£ 174.00	
Insurance	£ 600.00	£ 487.00	£ 487.00	£ 500.00	2
Audit Fees	£ 90.00	£ 310.00	£ 310.00	£ 100.00	3
Travel & Office Expenses	£ 360.00	£ 227.00	£ 360.00	£ 360.00	
Working from home	£ 240.00		£ 240.00	£ 240.00	
Training	£ 200.00		£ 100.00	£ 200.00	
Room Rental				£ 250.00	
Subscriptions	£ 500.00	£ 720.00	£ 720.00	£ 740.00	4
Bank Charges	£ 60.00	£ 36.40	£ 60.00	£ 60.00	
B4RN project (Reserve £8656.88)					5
Repairs and maintenance	£ 1,500.00	£ 1,813.00	£ 1,813.00	£ 1,500.00	6
Grounds care		£ 475.00	£ 475.00	£ 500.00	
Playground					
Event expenses	£ 250.00			£ 200.00	
Defibrillators	£ 400.00		R 400	£ 400.00	6
Miscellaneous	£ 60.00	£ 30.00	£ 50.00	£ 60.00	
Election fee	£ 2,000.00	£ -	R 500	£ 500.00	7
Grants					
KO Methodist Church		£ -		£ 1,000.00	8
KO PCC	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
Renwick Reading Room	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
Fellrunner Village Bus	£ 350.00	£ 311.00	£ 311.00	£ 422.00	
KO Church Institue					
Lazonby & Districy S/Pool	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
Renwick Church	£ 900.00	£ 900.00	£ 900.00	£ 1,000.00	
Kirkoswald Village Shop				£ 325.00	
Great North Air Ambulance	£ 250.00	£ 250.00	£ 250.00	£ 250.00	

	£ 13,860.00	£ 9,963.40	£ 12,605.00	£ 15,601.00	
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Less B4RN funds

Bank Balance April 2023	£ 21,840.68	£ 13,183.80
Forecast bank balance April 2024	£ 25,013.68	£ 16,356.80
Estimated balance 2025	£ 25,433.68	£ 16,776.80

Income

	Budget 2023-24	to date	Forecast of outturn	Budget 2024-25	
Precept inc CTRS Grant	£ 15,615.00	£ 15,372.00	£ 15,372.00	£ 15,615.00	9
Rent		£ 386.00	£ 386.00	£ 386.00	10
Other Grants					
Bank Interest		£ 11.46	£ 20.00	£ 20.00	
Wayleaves		£ -	£ -		
Miscellaneous		£ -	£ -		
VAT		£ -	£ -		
TOTAL					
Total	£ 15,615.00	£ 15,769.46	£ 15,778.00	£ 16,021.00	

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Budget Notes

1. Expected Outturn higher than budget due to increase post CiLCA and including the expected cost of living rise. The rise is expected to be £1 per hour for 2023-24 which is the same as in 2022-23. It is not known what the award for 2024-25 is likely to be as unions are pushing for a re-evaluation of the pay scales to take into account the cost of living increases. I have modelled the budget on the 2022-23 and 2023-24 increase. PAYE obviously increases as well.
2. Whilst insurance is a three year deal it will increase in line with inflation.
3. Audit fees were more expensive due to external audit. This is not expected to be necessary in 2024-25
4. Subscriptions includes CALC, Scribe and Website and is therefore higher due to Scribe in the first year.
5. I have not included anything in the budget for either expenditure or income for B4RN as the budget is used to decide on the precept. I have shown the reserve fund allocated to B4RN. NB the healthier bank balances include the B4RN funds.
6. I am suggesting that the repairs and maintenance budget for 2024-25 and the budgeted amount of £400 for defibrillators in 2023-24 are placed into specific reserves to allow a healthy allocated buffer to be built up.
7. Costing for a contested election in Cumberland is approximately £1000 per ward with £100 for an uncontested election. NB Westmorland and Furness Council have been unable to provide a cost estimate despite requests. I would like to suggest that of the £2000 that was budgeted in 2023-24 that £500 is moved to an election reserve and that £500 is added annually each year up to the next election. If that election is uncontested then the amount added could be reduced. In that way the funds are in place for any election.
8. KO Methodist Church have asked for £1000 to provide and maintain a place of worship. Currently this is not lawful. The application was also not complete as accounts and bank statements were not included.
However, it is thought that the Levelling Up Bill will make allowances for Parish Councils to make payments to support places of worship. I would therefore recommend putting this amount into the budget in case it becomes lawful to make the payment. Assuming, of course, that councillors are minded to support the application.
9. Precept amount reduced due to less CTRS – I would suggest that the total Westmorland and Furness income (Precept and CTRS) is £15615.
10. Rent is an estimate at this point and assuming that the major income from the Parish Field is unchanged.

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Update 3/11/2023

I have just received an email to say that we have been successful in a bid to secure match funding for 3 defibrillators through a scheme run by the Department for Health and Social Care meaning that we can pay £750 for each defibrillator and cabinet and that they will pay the balance. They must be purchased through the partner organisations that DHSC has chosen – London Hearts. It will be necessary to arrange installation by an electrician.

See Defibgrant.co.uk

Defibrillators

The B4RN community fund has allocated £4500 for the purchase of defibrillators in the parish.

Community Heartbeat Trust were initially contacted to provide a quote for a one stop solution, they would provide the defibrator, the cabinet and the installation. They can also provide training.

As part of the council's normal best practice procedures I then examined their quotation and have suggested that a different company be awarded the contract. I contacted a number of companies online who also supply defibrillators and cabinets and whilst some were slightly cheaper they did not provide an installation service.

I am therefore suggesting that the council purchase 3 x IPAD SP1 bundles from Defib4Life for the following reasons:

- The defibrillators can be used on adults and children
- The price allows us to purchase 3 units instead of the two from Community Heartbeat Trust.
- Installation can be included.

The two locations suggested by Community Heartbeat Trust were the telephone kiosk at Staffield and an external wall in Parkhead. I would like to suggest a third location at High Bankhill in the old telephone kiosk, this would require us to purchase this at an estimated £30. I would suggest purchasing two initially whilst discussions take place re the phone box at High Bankhill and then purchasing this as well.

Supplier/item	Community Heartbeat Trust	Defib 4 Life	Online search cheapest
ViVest X3	995	(975)	975 (defib4life)
IPAD device	-	810	
Cabinet locked	550	435	435 (defib4life)
Installation	275	150	

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Delivery	25	0	
Total	£1845	£1395	
Suitable for adults and children	No	Yes	
Maximum number purchased from budget	2	3	
Total	£3690	£4185 (plus potential cost of box at High Bankhill)	

NB – installation costs could be higher when site is examined.

Community Heartbeat Trust can provide training at £175 or I can arrange free training at a suitable venue.

N Phillips – November 2023

Community Heartbeat Trust quote

Kirkoswald

	Defibrillator	Vivest X3	Signage	Delivery	Rescue kit	Total
Cabinets		995	35	25	15	1070
Rotaaid unlocked	450	1445	35	25	15	1520
DS2 locked	550	1545	35	25	15	1620
Sentry locked (as current)	795	1790	35	25	15	1865

Costs per site.

DS2 is adapted version for kiosks
As currently in existing site

Installation by CHT	275	
Training	175	(for up to 50 people per session, includes handouts and refresher video)

Optional annual support	135
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VAT at standard rates.	20%
------------------------	-----

All cabinets kiosk compatible

Defib4Life quote

IPAD SP1 Bundle

Includes IPAD SP1 fully or semi-automatic device this has a child adult switch
2 x sets of adult pads & battery
Carry case
External Cabinet of choice



Total Price – £1245.00 plus VAT includes delivery

IPAD Device on its own - £810.00 plus VAT

Cabinet on its own - £435.00 plus VAT

Ongoing costs

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Replacement pads cost £55 2 years plus vat

Replacement battery cost £210 4 years plus vat

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Parking on Parish Land



The owners of the vehicles parked behind Lace's garage have been contacted and have responded favourably. Currently the parking notice states parking for cars.

There is not an indication that cars may only be parked there for a short period of time or that the parking is restricted to residents of the village.

The options discussed below could also be applied to The Square.

Options

1. Change the current arrangement so that it is permit holders only, these could be sold or given to residents. Advantages – residents would know that they should be able to park when they return to the village. The council knows who has applied to park there and therefore to whom a vehicle belongs. Disadvantages – non-residents are effectively prevented from parking meaning that they are forced to park on the road.
2. Install pay to park with either a QR code reader and app or a ticket machine. – Advantage that it could bring in revenue to the council, app based would be very cheap to install but difficult to monitor/ enforce and would rely on mobile phone reception. Disadvantages - Ticket machine would require infrastructure and potentially enforcement.
3. Change the signage to say short term parking only and that vehicles must not be parked for more than (24 hours??) – Advantages – cheap and no ongoing cost issues, Disadvantages- easy to manipulate and requires checking.
4. Remain as current situation

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Equality & Diversity Policy

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination for both employees and service users.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

The Equality Act 2010 brings together 116 separate pieces of legislation into one single act. The 9 main pieces of legislation that have merged are:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service. The Act applies a public sector equality duty to public authorities including parish councils. This duty requires public authorities, in exercising their functions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

Types of unlawful discrimination

Direct discrimination:

Is where a person is treated less favourably than another because of a protected characteristic.

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In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination:

Is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment:

Is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination:

Is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination:

Is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment:

Occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation:

Occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

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Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council. You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action. All members of the public are protected by the Act when dealing with the council and will not be discriminated against for any reason including any of the protected characteristics:

- Age
- Disability
- Gender re-assignment
- Marriage and civil partnership
- Pregnancy, maternity or paternity
- Race
- Religion or beliefs
- Sex
- Sexual orientation

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise the awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under this policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or "customers" are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

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Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.

To be discussed and ratified September 2023

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Kirkoswald Parish Council Publication Scheme

The following information is available from Kirkoswald Parish Council either electronically via the website or by emailing the clerk. Hard copies may be requested, although there may be a charge for this.

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	✓	✓	✓
Who's who on the Council and its Committees	✓	✓	✓
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	✓	✓	✓
Location of main Council office and accessibility details	✓	✓	✓
Staffing structure	✓	✓	✓
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
Annual return form and report by auditor	✓	✓	✓
Finalised budget	✓	✓	✓
Precept	✓	✓	✓
Borrowing Approval letter	N/A	N/A	N/A
Financial Standing Orders and Regulations	✓	✓	✓
Grants given and received	✓	✓	✓
List of current contracts awarded and value of contract	✓	✓	✓
Members' allowances and expenses	N/A	N/A	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	✓	✓	✓
Parish Plan (current and previous year as a minimum)	✓	✓	✓
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	✓	✓	✓
Quality status	✓	✓	✓
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	✓	✓	✓
Agendas of meetings (as above)	✓	✓	✓
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Responses to consultation papers	✓	✓	✓
Responses to planning applications	✓	✓	✓
Bye-laws	✓	✓	✓
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	✓	✓	✓
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	✓	✓	✓
Information security policy	✓	✓	✓
Records management policies (records retention, destruction and archive)	✓	✓	✓
Data protection policies	✓	✓	✓
Schedule of charges (for the publication of information)	✓	✓	✓
Class 6 – Lists and Registers	✓	✓	✓
Currently maintained lists and registers only			
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	✓	✓	✓
Assets register	✓	✓	✓
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		✓	✓
Register of members' interests	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
Register of gifts and hospitality	✓	✓	✓
	✓	✓	✓
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	✓	✓	✓
Community centres and village halls	N/A	N/A	N/A
Parks, playing fields and recreational facilities	✓	✓	✓
Seating, litter bins, clocks, memorials and lighting		✓	✓
Bus shelters	N/A	N/A	N/A

Contact details:

For further details or to arrange for a hard copy of any information please contact the Parish Clerk, Nick Phillips email kirkoswaldparishcouncil@hotmail.co.uk, telephone 07508001602 or at 14 Twickenham Court, Carlisle CA1 3TW.

Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *

	Postage	Actual cost of Royal Mail standard 2 nd class
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Vexatious Requests Policy

It is recognised that on occasions the council will receive requests that may be defined as repeated, vexatious or manifestly unreasonable. The relevant legislation allows for requests to be classed under these headings in order to prevent abuse of the public's right to know.

The Information Commissioner (ICO) has recognised that there may be a risk that some individuals and perhaps some organisations may seek to abuse the right of access with requests. Such cases may well arise in connection with a grievance or complaint that an individual is pursuing.

In all cases that are considered possibly vexatious, repeated or manifestly unreasonable, the council will undertake an assessment to determine if it is acceptable to define the request under one of those headings.

Vexatious and manifestly unreasonable requests

A request is likely to be considered as vexatious or manifestly unreasonable if it is considered to be a substantial burden on the financial and human resources of the council and it:

- clearly does not have any serious purpose or value;
- is designed to cause disruption or annoyance;
- has the effect of harassing the council; or
- can otherwise fairly be characterised as obsessive or manifestly unreasonable.

In all cases it is the **request** that has to be vexatious or manifestly unreasonable, not the applicant. This can sometimes be a difficult distinction to draw, but a useful test is to consider whether the information would be supplied if another person who was unknown to council had requested it. However, the council is able to take into account previous communications with, and any known intentions of, the applicant when making this assessment.

Assessing the request

The council will undertake the assessment of requests that are considered to be vexatious on a case by case basis. The assessment will follow ICO/Information Tribunal decisions and current ICO guidance.

If there is uncertainty as to whether a request is vexatious the council will consider one of the following actions:

- Contact the applicant and ask him or her to clarify the request.
- Comply with the request and reduce the chances of a more time-consuming grievance developing between the applicant and the council, providing an explanation that future requests may be assessed under this policy.
- Refuse a request and provide an explanation of the reason for refusal and reasonable endeavours will be made to explain to the applicant what they should do differently in future to ensure their requests are not assessed as being vexatious.

Repeated requests

Where a request for information has previously been complied with which was made by any person, there is no obligation to comply with a subsequent identical or substantially similar request from that same person unless a reasonable interval has elapsed between compliance with the previous request

and the making of the current request. A repeated request does not mean similar or identical requests from different applicants, unless those applicants have been identified as working together.

The council has defined a “reasonable interval” as 60 working days from responding to the previous request.

On some occasions the council will process requests as standard requests that appear to repeat a previous request, for example, this may be in a situation when a repeated request is received, and it is for information that is regularly updated.

Applicants will be issued with a refusal notice to inform them of the decision to define their request as vexatious, repeated or manifestly unreasonable within the 20 working day deadline. They will be provided with an explanation of the factors that have led to the decision.

Repeated requests will receive one such notice. In most cases, any repeated requests received after this notice has been issued will be acknowledged but the council will undertake no further correspondence relating to the matter, unless the applicant wishes to appeal against our decision. In some cases repeated requests may cease to be acknowledged.

Appeals

All applicants have the right to appeal against any decision to refuse their request. Such appeals should be made under the [Complaints Procedure](#) and will, on the first occasion, be treated as a request for an internal review of a refusal.

Further information can be found on the website of the Information Commissioner’s website (ICO.org.uk).

To be ratified and adopted November 2023

Part 4 – Section 1 – Code of Conduct for Councillors

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1 RESPECT

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2 BULLYING, HARASSMENT AND DISCRIMINATION

As a councillor:

2.1 **I do not bully any person.**

2.2 **I do not harass any person.**

2.3 **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in virtual meetings, emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3 IMPARTIALITY OF OFFICERS OF THE COUNCIL AS A COUNCILLOR:

3.1 **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4 CONFIDENTIALITY AND ACCESS TO INFORMATION AS A COUNCILLOR:

4.1 **I do not disclose information:**

4.1.1 **given to me in confidence by anyone**

4.1.2 **acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**

(a) **I have received the consent of a person authorised to give it;**

(b) **I am required by law to do so;**

(c) **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**

(d) **the disclosure is:**

(i) **reasonable and in the public interest; and**

(ii) **made in good faith and in compliance with the reasonable requirements of the local authority; and**

(iii) **I have consulted the Monitoring Officer prior to its release.**

4.2 **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

4.3 **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5 DISREPUTE

As a councillor:

5.1 **I do not bring my role or local authority into disrepute.**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6 USE OF POSITION

As a councillor:

6.1 **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7 USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES

As a councillor:

7.1 **I do not misuse council resources.**

7.2 **I will, when using the resources of the local authority or authorising their use by others:**

7.2.1 **act in accordance with the local authority's requirements; and**

7.2.2 **ensure that such resources are not used for political purposes.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8 COMPLYING WITH THE CODE OF CONDUCT

As a Councillor:

- 8.1 **I undertake Code of Conduct training provided by my local authority.**
- 8.2 **I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9 INTERESTS

As a councillor:

- 9.1 **I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10 GIFTS AND HOSPITALITY

As a councillor:

- 10.1 **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

APPENDIX B – REGISTERING INTERESTS

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registrable Interests)**.

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1 You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2 A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3 Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

"Standard Dispensation" means a dispensation that has been granted by the Authority relieving the member or co-opted member from the restrictions or obligations under this Code as detailed in **Table 3** below.

Non participation in case of disclosable pecuniary interest

4 Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room/meeting unless you have been granted a dispensation. In addition, you may speak on the matter only if members of the public are also allowed to speak and having spoken you must leave the room/meeting. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5 Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as an Executive member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registrable Interests

6 Where a matter arises at a meeting which **directly relates** to one of your Other Registrable Interests (as set out in Table 2), you must disclose the interest. If you have such an interest you must consider whether a reasonable member of the public, knowing all the facts, would think the interest such that it may influence the way you vote. If the ordinary person would think that the interest may influence your vote then you should not participate in the matter. In these circumstances you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest

Disclosure of Non-Registrable Interests

7 Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if

members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

- 8 Where a matter arises at a meeting which **affects** –
- 8.1 your own financial interest or well-being;
- 8.2 a financial interest or well-being of a friend, relative, close associate; or
- 8.3 a financial interest or wellbeing of a body included under Other Registrable Interests set out in Table 1

you must disclose the interest. In order to determine whether you may participate in the meeting after disclosing your interest the following test should be applied:

- 9 Where a matter **affects** your financial interest or well-being so that a reasonable member of the public knowing all the facts would believe that it may affect your view of the wider public interest you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

- 10 Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) – (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where – (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either – (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <p>a) Any unpaid directorships</p>
--

- b) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

The requirement to disclose an Other Registerable Interest and not participate in a decision directly relating to or affecting it, shall be applied in such a manner as to recognise that this Code should not obstruct a member's service on more than one local authority. For the avoidance of doubt, participation in discussion and decision making at one local authority will not by itself normally prevent you from taking part in a discussion and decision making on the same matter at another local authority. This is on the basis that a reasonable member of the public will see no objection in principle to such service or regard it as prejudicing a member's judgement of the public interest and will only regard a matter as giving rise to bias in exceptional circumstances.

Table 3: Standard Dispensations

1. You will not be regarded as having a prejudicial interest in any business of your authority in respect of any Other Registerable Interest:
 - (a) where that business relates to:
 - (i) another local authority of which you are also a member;
 - (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
 - (iii) a body to which you have been elected, appointed or nominated by your authority, but only in the circumstance where the sole purpose of participating is to make representations, answer questions or give evidence relating to the business at the request of the Committee meeting;
 - (iv) your role as a school governor, unless it relates particularly to the school of which you are a governor; or
 - (v) your role as a member of a National Health Service board or governing body;
 - (b) except that no dispensation described in sub-paragraph (a) above will apply where the business to be transacted at the meeting is the determination of any regulatory approval, consent, licence, permission or registration (for example, determination of an application for planning permission or consent or licence under the Licensing Act 2003).
2. You will not be regarded as having a prejudicial interest in any business where that business relates to:
 - (a) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
 - (b) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental

responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;

- (c) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
- (d) the functions of your authority in respect of an allowance or payment made under sections 22(5), 24(4) and 173 to 176 of the Local Government Act 1972, an allowance or pension under section 18 of the Local Government and Housing Act 1989 or an allowance or payment under section 100 of the Local Government Act 2000;
- (e) any ceremonial honour given to one or more Members; or
- (f) the setting of the authority's council tax requirement, council tax, levy or a precept under the Local Government Finance Act 1992 (except that this dispensation does not apply if you are two months or more in arrears with their Council Tax you must declare this to the meeting and must not vote on budget recommendations, as to do otherwise can be a criminal offence)

From: Poppy Shop UK poppyshop@britishlegion.org.uk
Subject: We've got your order, 12001639826
Date: 16 October 2023 at 10:23
To: kirkoswaldparishcouncil@hotmail.co.uk

PU



Order # 12001639826
10/16/2023

Hi Nicholas,

Thank you for buying from the Poppy Shop.

Your order will help us to provide life-long support to our Armed Forces community; serving and ex-serving personnel and their families.

We're getting your order ready for dispatch. We'll send you another email to let you know when your items have been sent.

[View your order](#)

Order summary



Medium Poppy Wreath (Type B) x 1 £19.99

Subtotal	£19.99
UK Standard Delivery	£3.99
VAT	£4.00
Total	£23.98

Payment Information

 Visa 

£23.98

Delivery Address

Jonathon Little
Ennerdale, Cannerheugh
Renwick
Penrith
CA10 1LA
United Kingdom

Billing Address

Nicholas Phillips
14 Twickenham Court
Carlisle
CA1 3TW
United Kingdom

You May Also Like



Car Poppy

[SHOP NOW >](#)



Ridge Poppy Badge

[SHOP NOW >](#)



Poppy Reflector

[SHOP NOW >](#)



£2 Paper poppy with plastic stem

[SHOP NOW >](#)

SHOP

ABOUT

FAQS




www.poppysshop.org.uk

Copyright © 2023



Make a bill payment



 **Done!** Payment created.

Summary

From	40-36-10 90508217 Charitable Kirko parish cou
Payment date	Now

Clear Insurance LCO03086 60-15-03 65304586	GBP 487.27
--	------------

Fraud check answers

- **Please confirm the reason for this payment:**
Paying a supplier (invoice)
- **Is this an existing supplier with new details?**
No - this is the first time I am paying this supplier
- **How did you receive the request for this payment to be made?**
Email


Your payment has been made and should reach the payee's bank str our usual checks.

Is the email genuine?

Signs of a scam

- Fraudsters may pretend to be one of your suppliers to trick you to their account.
- This is often done by email, that may look or feel genuine.
- If an email has been hacked, it may be part of a genuine email c
- The email address may be copied with a minor change that's nc
- An invoice may be provided which looks genuine, as only the ac different.

Take action

- You must call the supplier to check the details, including the so number, using a phone number obtained from a trusted source and NOT from the email.
- Be suspicious, even if you're expecting to make the payment, y check.
- Visit our [Fraud Centre](#)  for more information on how to spot a

Protect yourself and your business

If you continue without checking, you accept the money may go to and we may not be able to get it back. If you're unsure, please stop

Authorisation

Authorised by GBHBEU1003867766PHILLIPSNICHOL | Date and time

Invoice

Invoice Number:	\${Policy.PolicyNumber}
Invoice Date:	13/10/2023
Policyholder Name:	Kirkoswald Parish Council
Policyholder Address:	14 Twickenham Court Carlisle Cumbria CA1 3TW
Policy Number:	\${Policy.PolicyNumber}
Policy Type:	Local Councils
Effective Date:	09/11/2023
Description:	Local Councils Insurance Policy
Premium:	£412.74
Insurance Premium Tax:	£49.53
Administration Fee:	£25.00
Total Premium Due:	£487.27
Terms of Payment:	21 days from the date of this Invoice

How To Make Payment:

Credit/Debit Card:	Please call Clear Councils on 0330 013 0036 and have your card details ready.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Payment Summary (Part 1) Portrait

Tax Month : 8 Week : 32 Payment Frequency: Monthly

<u>E'ee Ref</u>	<u>Employee Name</u>	<u>Total Gross</u>	<u>Taxable Gross</u>	<u>Other Payments</u>	<u>Student/ Postgrad Loan</u>	<u>PAYE</u>	<u>Employee NIC</u>	<u>Employer NIC</u>	<u>Employee Pension*</u>	<u>Statutory Payments</u>	<u>Other Deductions</u>	<u>Net Pay</u>
1	N Phillips	430.04	430.04	430.04	0.00	26.40	0.00	0.00	0.00	0.00	0.00	403.64
<u>1</u>	<u>Employees</u>	<u>430.04</u>	<u>430.04</u>	<u>430.04</u>	<u>0.00</u>	<u>26.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>403.64</u>

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

Payment Summary (Part 1) Portrait

Tax Month : 8 Week : 32 Payment Frequency: Monthly

<u>E'ee Ref</u>	<u>Employee Name</u>	<u>Total Gross</u>	<u>Taxable Gross</u>	<u>Other Payments</u>	<u>Student/ Postgrad Loan</u>	<u>PAYE</u>	<u>Employee NIC</u>	<u>Employer NIC</u>	<u>Employee Pension*</u>	<u>Statutory Payments</u>	<u>Other Deductions</u>	<u>Net Pay</u>
1	N Phillips	430.04	430.04	430.04	0.00	26.40	0.00	0.00	0.00	0.00	0.00	403.64
<u>1</u>	<u>Employees</u>	<u>430.04</u>	<u>430.04</u>	<u>430.04</u>	<u>0.00</u>	<u>26.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>403.64</u>

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

Kirkoswald Parish Council

Clerk's Expenses October 2023

Postage

VAT

Total

Travel
Agendas

Miles

@per mile


52 £ 0.47

£ 24.39

Totals

£ -

£ 24.39

From: Sue Quinn suequinnko@gmail.com 
Subject: Fwd: Paid invoice
Date: 25 October 2023 at 22:29
To: Nick Phillips kirkoswaldparishcouncil@hotmail.co.uk



Hi Nick

These are re the meeting

There is another 1 I will scan and send

Thanks

Sue

----- Forwarded message -----

From: Emma Hoyles <ehoyles11@gmail.com>

Date: Mon, 16 Oct 2023, 08:12

Subject: Paid invoice

To: Howard Quinn <howardquinn@gmail.com>, Sue Quinn <suequinnko@gmail.com>

Hi Sue,

Please find attached a copy of the invoice marked paid, as requested.

Regards

Emma

Sandwiches Invoice for Sue
.docx



INVOICE

Bank House
Kirkoswald, Penrith, CA10 1DQ
Phone: 01768 870589

INVOICE #01
DATE: 14 OCTOBER 2023

TO:
Sue Quinn on behalf of BARN

DATE	DESCRIPTION	TOTAL
14 OCTOBER 2023	Mixed sandwich platter for 25 people	1.90 per unit

SUBTOTAL	47.50
TOTAL DUE	47.50

Make all payments via BACS to Mrs Emma Hoyles Sort Code:11-18-11, Account Number: 25818121
If you have any questions concerning this invoice, contact Emma Hoyles, 01768 870589, ehoyles11@gmail.com

THANK YOU FOR YOUR BUSINESS!

Kirkoswald
Community Shop

Bridge Street
Kirkoswald
Cumbria
CA10 1DQ
Tel: 01768 870283
VAT No. 377 2154 84

sue quinn

Bill # 269

Schweppes Lemonade 2	1	1.75
Coolmore Chocolate F	1	3.20
Coolmore Lemon Cake	1	3.20
Brysons Rocky Road T	1	5.50
McVitie's Hobnobs PM	1	1.39
Walkers Salt and Vin	1	0.90
Walkers Ready Salted	1	0.90
VERSARE Sauvignon BI	1	7.00
Cape Red	1	7.00
CARD		30.84

Sale Total 30.84

Standard Tax SUBTOTAL	14.62
Zero Rated SUBTOTAL	13.29
Standard Tax	2.93
Zero Rated	0.00

ITEM COUNT 9
R#00000043 C#00027 MC# 1
16/10/2023 12:08

You were served by Jane Tea



#0792208#

Ref.	Employee Name	Process Date	N.I. Number
1	Mr. N Phillips	12/12/2023	XXXXXX

Payments	Units	Rate	Amount
Salary	26.00	13.7000	356.20

Deductions	Amount
PAYE Tax	VN52 11.80
National Insurance	0.00

Mr. N Phillips
 14 Twickenham Court
 Carlisle
 Cumbria

This Period	
Total Gross Pay	356.20
Gross for Tax	356.20
Earnings for NI	0.00

Year To date	
Total Gross Pay TD	3021.20
Gross for Tax TD	3021.20
Tax paid TD	68.80
Earnings For NI TD	2665.00
National Insurance TD	0.00

CA1 3TW

Payment Period Monthly

Kirkoswald Parish Council

Tax Code: 356T Dept: Tax Period: 9 Payment Method: BACS

Net Pay	344.40
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VN51