



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

(v1) 13th December 2019

All members of Sway Parish Council are hereby summoned to attend a meeting **at the Jubilee Field Pavilion, Station Road, Sway, SO41 6BE on Thursday 19th December 2019** commencing at **7.00pm** for the transaction of the business below.

KWalding

Katie Walding
Clerk & RFO

AGENDA

1. Public Participation

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Sway Parish Council's Standing Orders 3(a) – 3(k), with no individual speaker exceeding a maximum of three minutes. All public participation, and the duration of this item, will be at the discretion of the Chairman.

2. Apologies

3. Declarations of Interest

4. Minutes of the previous Meeting – to approve the Minutes of the meeting on 28th November

5. District Council – to receive an update of New Forest District matters from Cllr Barry Rickman

6. County Council – to receive an update of Hampshire County matters from Cllr Keith Mans

7. Chairman's Report

8. Clerk's Report and Correspondence

9. Council Objectives (Cllr Tarling) - To approve:

- a. the scheme to action objectives and priorities
- b. the appointment of champions (and working groups) for each project as required
- c. the addition of monthly reports on each project to the agenda from January

10. Planning & Transport Committee (PaTC) (Cllr Willis) – to receive an update from the meeting held on 12th December

11. Amenities (Cllr Lisa Thomas)

- a. **Tree Survey (Clerk)** - to note required works and to consider approval of quote
- b. **Holiday schedule (Clerk)** – to note arrangements at Jubilee Field during the festive season



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12. Finance (Cllr Pepper):

- a. **Payment Schedule** – to receive and approve for December 2019
- b. **Bank Reconciliation** – to receive and approve for November 2019
- c. **Precept** – to confirm the Precept claim for 2020/21
- d. **Earmarked Reserves** – to approve the adjusted earmarked reserves from 19/184(c)
- e. **Grant application from Sway Village Hall** – to consider the application

13. HR Working Group (Cllr Bowler) – to receive an update

14. Youth Centre (Clerk) – to receive an update

- a. **Trustee for Sway Youth Centre Charity Company (Clerk)** – To consider appointing one (or more) Trustee(s) in accordance with the lease between Sway PC and the Winchester Diocese

15. Village Hall – to receive an update

16. Other items for discussion – from Councillors

17. Items for the Next Agenda – from Councillors and/or the Clerk

18. Date of the next meeting – Thursday 23rd January at 7:00pm



Mulled wine and festive fayre will be served at the close of the meeting



Sway Parish Council

Bank Reconciliation to be presented to Council on

Thursday 19th December 2019

Bank account: **Stanford Rise Green**

Balance per bank statement at 30/11/2019 21,142.10

Opening Balance	21,142.10
Total receipts	0.00
Total payments	0.00
Total transfers	0.00
Closing balance per cash book (must equal net bank balances above)	21,142.10

Bank account: **Current Account**

Balance per bank statement at 30/11/2019 113,843.79

Uncleared Payments

Date	Customer/Supplier	Reference	Amount
29/11/2019	1st Connection Electrical	1509	-650.40
29/11/2019	Agars Garden Services	1244	-540.00
29/11/2019	Agars Garden Services	1256	-96.00
29/11/2019	Busy Bea Cleaning Ltd	Nov-01	-735.00
29/11/2019	Comax	962007	-10.97
29/11/2019	Community First NF	30651	-40.00
29/11/2019	Gardeners South Ltd	March	-786.60
29/11/2019	Gardeners South Ltd	October	-846.60
29/11/2019	HMRC	PAYE	-107.35
29/11/2019	Katie Walding	Expenses	-4.90
29/11/2019	Katie Walding	Salary	-1,124.93
29/11/2019	NFDC	40231344	-75.00
29/11/2019	SLCC	130355	-96.00
29/11/2019	Universal Services Ltd	SIN062283	-1,888.60
29/11/2019	Westcotec	10591	-129.00
TOTAL			-7,131.35

TOTAL NET BANK BALANCES AT 30/11/2019 **106,712.44**

Opening_balance	83,081.08
Total receipts	85,933.62
Total payments	-59,360.61
Total transfers	-2,941.65
Closing balance per cash book (must equal net bank balances above)	106,712.44

Bank account: **Longterm Savings**

Balance per bank statement at 30/11/2019 5,000.00

TOTAL NET BANK BALANCES AT 30/11/2019 **5,000.00**

Opening_balance	0.00
Total receipts	0.00
Total payments	0.00
Total transfers	5,000.00
Closing balance per cash book (must equal net bank balances above)	5,000.00

TOTAL BALANCE ALL ACCOUNTS **132,854.54**

Signed:

Date:

Signed:

Date:

£44,518 TOTAL EARMARKED RESERVES

£21,142	PC18/014(d)	Stanford Rise Green s106 funds
£5,000	PC17/008	MUGA
£1,000	Donation	Mrs Gale Legacy
£5,500	PC19/032(e)	Playground maintenance and improvements
£260	PC18/219a	VASLR maintenance
£0	PC19/066(a)	Table tennis table and surface
£11,567	PC19/066(a)	Legionella compliance works
£48	PC19/066(a)	Storage solution in Pavilion

£43,587 TOTAL EXPENDITURE 2019-20

£76,345	Budgeted Expenditure 2019-20
£52,229	Less Expenditure ACTUAL to date
£2,058	Plus Stanford Rise Green earmarked reserves
£3,150	Plus Table tennis table earmarked reserves
£8,433	Plus Legionella compliance works earmarked reserves
£952	Plus Storage solution in Pavilion earmarked reserves
£3,848	Plus Tennis Club Grant general reserves
£240	Plus VASLR maintenance earmarked reserves
£790	Allotments Association subs

£6,931 TOTAL INCOME 2019-20

£66,399	Precept 2019-20
£12,604	Other expected Income
£85,934	Income ACTUAL to date

£51,681 ESTIMATED GENERAL RESERVES

Total Reserves less Earmarked Reserves and Budgeted Expenditure, plus Precept and Other Income

78% Percentage of Precept



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Final Budget and Precept Claim Calculations, 2020-21

The final budget as approved at our last meeting is attached for your information and will be added to our website.

I have now received the Precept claim form for 2020-21. The number of Band D equivalent properties (BDE) is lower than last year – a reduction of 5.5:

2019-20 = 1709.30

2020-21 = 1703.80

This will of course, affect our forecast calculations in terms of the cost per BDE for the total Precept requirement. A brief summary of the current position:

Approved budget total = £73,364

Precept Claim requirement = £73,364

$£73,364 \div 1703.80 = £43.06$ per BDA for 2020-21

Representing an increase of £4.21 per annum, 35p per month or 10.83%.

Parish Clerk & RFO

December 2019

Payments	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget Indicator
Council				
Insurance	2,560.00	3,500.00	3,000.00	↓
Audit	745.00	725.00	725.00	↔
Training	650.00	1,300.00	850.00	↓
Subscriptions	826.00	1,090.00	1,150.00	↑
Elections	0.00	3,000.00	3,000.00	↔
Junior Parish Council	0.00	93.00	300.00	↑
Civic Fund	0.00	250.00	250.00	↔
Projects	2,500.00	1,500.00	1,500.00	↔
Other	3,090.00	0.00	0.00	↔
Total Council	10,371.00	11,458.00	10,775.00	
Allotments				
Rent - Allotment	300.00	300.00	300.00	↔
Water - Allotments	400.00	400.00	500.00	↑
Maintenance - Allotments	2,100.00	3,000.00	3,000.00	↔
Total Allotments	2,800.00	3,700.00	3,800.00	
Cricket Pavilion				
Electric - Cricket Pavilion	120.00	180.00	500.00	↑
Waste Water - Cricket Pavilion	600.00	600.00	600.00	↔
Maintenance - Cricket Pavilion	600.00	250.00	250.00	↔
Total Cricket Pavilion	1,320.00	1,030.00	1,350.00	
Grants				
Cango	2,000.00	2,000.00	2,500.00	↑
Grant Award	2,000.00	2,000.00	2,000.00	↔
Total Grants	4,000.00	4,000.00	4,500.00	
JF Pavilion				
Gas	2,000.00	2,500.00	2,500.00	↔
Consumables - JF Pavilion	1,736.00	750.00	1,500.00	↑
Maintenance - JF Pavilion	5,176.00	5,000.00	5,000.00	↔
Cleaning	0.00	7,000.00	7,000.00	↔
Electric - JF Pavilion	2,331.00	3,000.00	3,000.00	↔
Water - JF Pavilion	400.00	400.00	500.00	↑
Waste Water - JF Pavilion	0.00	450.00	1,000.00	↑
Legionella Compliance	0.00	0.00	1,500.00	↑
Total JF Pavilion	11,643.00	19,100.00	22,000.00	
Jubilee Field				
Grounds Maintenance	5,000.00	6,500.00	7,000.00	↑
Pitch Maintenance	6,000.00	5,250.00	5,000.00	↓
Total Jubilee Field	11,000.00	11,750.00	12,000.00	
Memorial Ground Football Pitch				
Rent - Mem Ground	275.00	250.00	300.00	↑
Water - Memorial Ground	250.00	50.00	100.00	↑
Total Memorial Ground Football Pitch	525.00	300.00	400.00	
Office and Admin				
Stationery	1,000.00	1,000.00	500.00	↓
Postage	250.00	150.00	50.00	↓
General Admin	900.00	500.00	500.00	↔
Telephone	350.00	420.00	420.00	↔
Total Office and Admin	2,500.00	2,070.00	1,470.00	
Payroll				
Salaries		15,100.00	16,828.00	↑
Payroll Service		384.00	150.00	↓
Pension		272.00	246.00	↓
PAYE		924.00	1,131.00	↑
Total Payroll	20,287.00	16,680.00	18,355.00	
Phone Box				
Maintenance - Phone Box	0.00	324.00	100.00	↓
Total Phone Box	0.00	324.00	100.00	

Playground				
Consumables - Playground	325.00	250.00	250.00	↔
Maintenance - Playground	1,400.00	1,750.00	1,000.00	↓
Inspection - Playground	0.00	75.00	85.00	↑
Total Playground	1,725.00	2,075.00	1,335.00	
Tractor				
Maintenance - Tractor	550.00	550.00	1,000.00	↑
Consumables - Tractor	300.00	300.00	300.00	↔
Insurance - Tractor	0.00	350.00	360.00	↑
Total Tractor	850.00	1,200.00	1,660.00	
Trees				
Maintenance - Trees	1,950.00	2,500.00	3,500.00	↑
Total Trees	1,950.00	2,500.00	3,500.00	
Stanford Rise Green				
Consumables - SRG	0.00	350.00	0.00	↓
Inspection - SRG	0.00	75.00	75.00	↔
Maintenance - SRG	150.00	150.00	0.00	↓
Total Stanford Rise Green	150.00	575.00	75.00	
War Memorial				
Total War Memorial	0.00	0.00	100.00	↑
Total Payments	69,121.00	76,762.00	81,420.00	

Receipts	Budget 2018-19	Budget 2019-20	Budget 2020-21
Precept			
Parish Precept	61,747.00	66,399.00	?
Total Precept	61,747.00	66,399.00	0.00
Allotments			
Tenancy Payments	2,180.00	2,200.00	2,200.00
Total Allotments	2,180.00	2,200.00	2,200.00
Grants and Donations			
Grant	0	0.00	0.00
Donation	0	0.00	0.00
Total Grants and Donations	0.00	0.00	0.00
JF Pavilion			
Hall Hire	5,000.00	5,000.00	5,000.00
Total JF Pavilion	5,000.00	5,000.00	5,000.00
Sports Clubs			
Red Diesel Reimbursement	300.00	300.00	300.00
Electric Reimbursement	0.00	0.00	500.00
Rent - Tennis Club	1797.01	1,857.06	1,896.00
Rent - Senior Football Club	1528.44	1,579.52	1,612.00
Rent - Junior Football Club	954.10	985.99	1,006.00
Rent - Cricket Club	513.43	530.59	542.00
Total Sports Clubs	5,092.99	5,253.16	5,856.00
Other Receipts			
Miscellaneous Receipts	0.00	0.00	0.00
Total Other Receipts	0.00	0.00	0.00
Total Receipts	74,019.99	78,852.16	13,056.00
Budgeted Payments less Expected Income	-4,898.99	-2,090.16	68,364.00

New budget lines and/or earmarked reserves

Sway Village Design Statement Update	budget line	1,000.00
Church Lane Development	budget line	4,000.00
		<u>5,000.00</u>
Village Consultation	earmarked reserves	4,000.00
Community Transport Fund	earmarked reserves	2,500.00
Environment / Climate Charter	earmarked reserves	500.00
Parking Matters	earmarked reserves	350.00
Welcome Pack	earmarked reserves	300.00
Council Display Materials	earmarked reserves	350.00
		<u>8,000.00</u>
Existing Earmarked Reserves		
Stanford Rise Green S106 Funds		21,142.00
MUGA		5,000.00
Playground Improvements		5,500.00
Mrs Gale Legacy		1,000.00
VASLR Maintenance		260.00
Legionella Compliance works		11,567.00
		<u>44,469.00</u>

GRANT/LOAN APPLICATION

To: Sway Parish Council

From: Sway Village Hall, Charity Registration No. 301965

First, it is very useful to know that Sway Parish Council is there and prepared to support local non-profit-making and charitable groups in our village. We are grateful that you are listening to our needs.

We are writing to request help for a difficult situation regarding curtains in Sway Village Hall.

Sway Village Hall is almost continuously booked out to many different User Groups, from Table Tennis to Bridge, Zen Dog training to Tae Kwando. SVH also offers accommodation to Little Flyers Pre-School. People belonging to these groups vary in age from 2 years to 95 years.

Currently in its final stage of being a Charitable Association, SVH has applied for its status to change to CIO – Incorporated Charitable Organisation, which will make the charity more robust and give more protection to its Trustees.

In 2016 Sway Village Hall launched its Development Project to extend, refurbish and make the building fully accessible. £50,000 of the £400,000 budget requirement was acquired and enabled the small-scale part of the Project to be realised. By September 2018, SWAY CINEMA was born. Not all the funds were spent on the Cinema equipment. Some refurbishment to toilets, electrics, kitchen and boiler has been undertaken.

Gift Aid on some of the donations has just been received and remains in the account. This will be spent on the legal bill associated with the CIO conversion, which could be hefty.

A Bank Statement accompanies this document.

SWAY CINEMA operated through this past summer with the current curtains giving cause for concern over light ingress. Also, there is no baffling in the main hall and sound bounces vicariously off walls, and glass-framed objects. It was decided to look into acoustic reduction by putting curtains across the rear wall and by investigating the cost of larger curtains for the windows (7) and main doors (1 set). Blinds were discounted by Trustees because of their fear that ventilation would be impaired.

A £2K grant is on the table from TESCO Bags of Help. This will only go 2/3 along the way of completing the project, but Sway Village Hall can now put £1000 towards the final cost. TESCO expected us to complete the project by end 2019 and withheld the funding money awaiting project report and photos.

Of the four curtain manufacturers from whom we first sought quotes, only Cameo Curtains of March, Cambs, is willing to react quickly.

John Hoffman has been to measure up. His quote is shown below along with our workings, which I have put together to show what this will mean in real terms to the Village Hall.

The figure of £5258 is what it will cost us to put curtains to the 7 windows and double doors into the main hall.

This means, at this time, we have no funds to put acoustic reduction curtains to the rear or replace the current stage drapes, so they will be left for a future time.

To accomplish the present task we have therefore:

£2K from TESCO

£1K from Village Hall Funds

We lack £2258. This is the figure we would like to put before Sway Parish Council, asking you to consider a grant and/or loan to help us.

We thank you in advance for your consideration.

W. Collyer 11/12/2019

7 November 2019

Hi Wendy,

I think I now have all the information I need to do your quotes, although I may choose to have another measure up once I fully understand the requirements.

Option 1.

To supply and fit a long walk along wall track system , to be made on brackets so as to avoid the wall art and then supply and hang a blue wool serge , made in three panels with sufficient to cover the entire wall from vent to vent. To include all brackets, fixings and fixtures, labour, travel etc. all left ready to use.

All for sum £2405.55 plus VAT. = £2886.66

Option 2.

To take down 2 of your side tracks and then supply and fit 2 new track which would then extend further along the wall to ensure maximum light ingress. To include all fixtures and fittings.

Then also supply and hang 8 new side drapes, 4 high level drapes , 2 fire door drapes, and 2 main door drapes made from black out lined accolade
All for sum £4381.62 plus VAT

If both parts of the work are done at the same time then a reduction of £510.00 plus VAT can be applied.

I hope that all makes sense, if you need any further details just let me know.

Take care.

John Hoffman

Cameo Curtains Ltd.

Lilyholt Lodge

25a Lilyholt Road

Benwick

March

Cambridgeshire

PE15 0XQ

Tel: 01354 677 796

Mob: 07907 694782

www.cameocurtains.co.uk

SVH Workings

Option 1 Blue acoustic reduction serge fabric
£2405.55 plus VAT = £2886.66

Option 2 Blue (matching above) accolade dim-out fabric for windows
£4381.62 plus VAT = **£5257.94 > £5258**

[Total £8144.60

minus £510 + VAT = £612 if jobs done together
= £7532.60

minus TESCO Bags of Help Funding
-£2000

= £5532.60]