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Clerk Report March 2023

Expo 2023

All suppliers' invoices received for payment March 2023. Thank you to all of the Cllrs who worked hard to ensure that the day was successful and who worked hard to take on the majority of the workload. It was a really successful day that ran smoothly and safely.

Play Park

Warden has now checked the quarterly inspection. New junior swing seat may be required. To be an agenda item in April once the warden has checked it further.

The Denes Works

Planter and second new bench now installed.

Verges Phase 2

No update Dec 22

Email sent. Aug 2022 B/C Cllr has chased. Chased 9/3/2022 as CIL funds need to be sent by 2025 (see below). Awaiting update.

CIL Monies/Action Plan for New Council Term.

This will be on the agenda for April and May 23 for council to start considering plans for the next council term. Elections obviously may affect who is on the council hence why it will be on there in May too. The first business for the new council to consider is an action plan for the new term to structure projects, expenditure needs and budget setting going forward.

Projects take considerable time to come to fruition therefore early decision making is crucial as NMPC have funds that need to be spent by 2025. (approx. £13000 in CIL and the play park is now not a suitable area for large capital expenditure due to the unavoidable shorter term of the new lease). I have chased DBC for the invoice for the remaining works at The Denes so that I can see if we can use CIL for any of the expenditure that falls outside of the remaining 'Green Grant' that we received.

Elections 2023/Data Held

Any Cllrs not standing for election or who lose their seats must ensure that any NMPC email records and computer files are deleted once their term ends. As the clerk holds all working group reports any ancillary information can be deleted.

GRPR review

5 Councillors responses outstanding.

Lease

All returned to our solicitor to process.

Jubilee Tree

Added to Queens Green Canopy Register.

CCTV Visit

Still outstanding. Chased 31/10/2022. Chased 28/11/2022. Chased 9/3/2023 Head of Dept has now left DBC. Sent to alternative email contact.

Canal Towpath Upgrade

HCC have confirmed that this will now go ahead, and they have noted NMPC's offered contribution from CIL (£5000). DBC are leading on communications re this and we will receive a request for our contribution in due course once the Canals & River Trust confirm the start dates.

Action List Updates

- Lloyds account still issues with adding SR, Lloyds online team investigating . £25 compensation received as I registered a complaint. Paper mandates to be sent off (to be signed by account signatories at March meeting.)

Training Attended/Attending

- LGPS pension training attended. New portal which means there is a longer monthly return process to be undertaken but this will mean that there is no lengthy end of year return from 2024.

Correspondence received (please note that this may not include all items)

- Another Resident complaint re fly tipping at The Three Tuns
- Pre-Election period (Purdah) details sent to all Cllrs
- Report that the 'Welcome to Nash Mills' sign on Bunkers Lane has been damaged. Clerk has found that NMPC funded £4500 for all 4 of them but no date/supplier. (Bedmond Rd/Belswains Lane/Barnacres/Lower Road- Clerk to ask network and then agenda item to be added to consider replacement, permissions, installation and positioning.

Nikki Bugden 9/3/2023

Nash Mills Parish Council

Mar-23

FINANCIAL SCHEDULE

Mar-23

Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	Mar Salaries, HMRC,Pension	Various	£ 2,625.01		£ 2,625.01		
Vodafone	DD	Clerk's Mobile	4060	£ 16.06	£ 3.21	£ 19.27		
NMVHA	SO	Hall Hire	4165	£ 30.00		£ 30.00		
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32		nm0323
Wellers Headley	Online	Lease renewal	4160 (EMR 320 BUS EXP)	£ 600.00	£ 120.00	£ 720.00	22/187/FPC	47783001mbja
Diverse Print	Online	Parish Mag	4065	£ 695.00		£ 695.00	ongoing	20769
Diverse Print	Online	A3 Posters Expo	4162 (EMR 329)	£ 59.40	£ 11.88	£ 71.28	22165/fpc	20785
Diverse Print	Online	leaflets Expo	4162 (EMR 329)	£ 37.50	£ -	£ 37.50	22165/fpc	
Anna Schofield	Online	Art Expo	4162 (EMR 329)	£ 116.95	£ -	£ 116.95	22165/fpc	426
Inca	Online	Facepainter	4162 (EMR 329)	£ 50.00	£ -	£ 50.00	22165/fpc	
							22165/fpc	
Payment made using Debit Card 24/2/23	card	ALDI EXPO supplies	4162 (EMR 329)	£ 19.69	£ -	£ 19.69	22165/fpc	361684
Payment made using Debit Card 27/2/23	card	Amazon EXPO supplies	4162 (EMR 329)	£ 91.46	£ 11.21	£ 102.67	22165/fpc	
Sub total				£ 4,412.27	£ 160.54	£ 4,572.81		

schedule available
schedule available

Council to note that once the entries are passed through EMR 329 a tf will be made from EMR 326 to cover any shortfall

NIKKI NOTES

PAY HMRC	Date	Chairman	
PAY PENSION		Second signatory	
VAT RECEIPT GARAGE		RFO	
Change Dave DD			
Change NW DD			

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 28022023

Last Year Ended 31st March 2022		Current Year Ended 28022023
Operating Income		
41,629.14	Income	45,678.38
348.89	Parish Magazine	784.00
4,413.38	VAT Data	2,064.75
46,391.41	Total Receipts	48,527.13
Running Costs		
35,176.45	Administration	38,060.31
2,666.91	Parish Magazine	2,060.00
19,145.05	Projects	7,370.02
4,567.07	VAT Data	1,992.09
61,555.48	Total Payments	49,482.42
Receipts and Payments Summary		
124,114.71	Opening Balance	108,950.64
46,391.41	Add Total Receipts(As Above)	48,527.13
170,506.12		157,477.77
61,555.48	Less Total Payments(As Above)	49,482.42
108,950.64	Closing Balance	107,995.35
These cumulative funds are represented by:		
19,528.66	LLoyds Current A/C	16,365.96
0.00	Lloyds Holding TF Account	0.00
60,848.75	NatWest BR	61,022.39
6,519.75	NatWest Current A/C	8,427.70
22,053.48	Lloyds 32 Day	22,179.30
0.00	DNU - Lloyds 32 Day	0.00
108,950.64		107,995.35
Reserve Balances are represented by:		
-15,164.07	Current Year Fund	-955.29
39,200.49	General Reserves	27,849.02
17,000.00	EMR - Business Expenses	16,585.00
5,500.00	EMR - Playpark	5,500.00
2,500.00	EMR - Bench and plaque	0.00
3,000.00	EMR - Election Costs 2023	3,000.00
3,000.00	EMR - Election Costs 2027	3,000.00
3,000.00	EMR - Election Costs 2030	3,000.00
9,700.00	EMR - Community Support	9,160.00
21.60	EMR - Village Hall Support	21.60
10,000.00	EMR - Verges	10,000.00
767.75	EMR - Community Events	-133.29
7,086.53	EMR - Projects, Denes Defib Jub	6,946.07
20,717.44	EMR - CIL (Conditional spend)	23,001.34

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 28022023

Last Year Ended 31st March 2022		Current Year Ended 28022023
1,600.00	EMR - Groundworks/ DBC Grant R	0.00
1,020.90	EMR - The Denes CCTV	20.90
0.00	EMR - Rewilding grant	1,000.00
<u>108,950.64</u>		<u>107,995.35</u>

Signed : _____ (Chairman) _____ (RFO)

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 28 February 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2023	Lloyds Current A/C	16,365.96
31/01/2023	';	61,022.39
31/01/2023	NatWest Current A/C	8,427.70
31/01/2023	Lloyds 32 Day	22,179.30
25/11/2021	Lloyds Holding Account	0.00

107,995.35

Other Cash & Bank Balances

0.00

Closing Balance

107,995.35

All Cash & Bank Accounts

1	LLoyds Current A/C	16,365.96
2	NatWest BR	61,022.39
3	NatWest Current A/C	8,427.70
4	Lloyds 32 Day	22,179.30
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	107,995.35

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Business Expenses	17,000.00	-415.00	16,585.00
321 EMR - Playpark	5,500.00		5,500.00
322 EMR - Bench and plaque	2,500.00	-2,500.00	0.00
323 EMR - Election Costs 2023	3,000.00		3,000.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	9,700.00	-540.00	9,160.00
327 EMR - Village Hall Support	21.60		21.60
328 EMR - Verges	10,000.00		10,000.00
329 EMR - Community Events	767.75	-901.04	-133.29
330 EMR - Projects, Denes Defib Jub	7,086.53	-140.46	6,946.07
331 EMR - CIL (Conditional spend)	20,717.44	2,283.90	23,001.34
332 EMR - Groundworks/ DBC Grant R	1,600.00	-1,600.00	0.00
333 EMR - Elections 2019 owed	0.00		0.00
334 EMR - CCTV	0.00	0.00	0.00
336 EMR - The Denes CCTV	1,020.90	-1,000.00	20.90
337 EMR - Rewilding grant	0.00	1,000.00	1,000.00
	84,914.22	-3,812.60	81,101.62



NASH MILLS
PARISH COUNCIL

Clerk Report – IT and Email Addresses March 2023

Council Actions Required

- That council consider the quotes received (already budgeted for) to enable the clerk to purchase 8 new licenses for Cllr email addresses ready for the new council term.
- Council to determine the form of the new email addresses (should include .gov.uk, the clerk is currently clerk@nashmillsparishcouncil.gov.uk)
- All councillors to note that any who lose their seats or who decide not to stand must delete all NMPC emails once they are no longer a Councillor.
- All Councillors to note that the clerk should not be required to store any ancillary information for any Cllr's retiring as the working group reports and any meeting specific information are already on file where necessary.

Background

Due to GDPR regulations and to protect Cllrs when Freedom of Information requests are submitted, all Cllrs should have a parish specific email address. The new Council term starts in May 2023, and this is an opportune time to make any amendments.

It is also a recommendation of the Practitioners Guide and our advisory bodies ([file](https://www.nalc.gov.uk) [nalc.gov.uk](https://www.nalc.gov.uk)) and the requirements are set out below.

The importance of secure email systems and GOV.UK

5.204. All authorities except Parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their Clerk and other officers.

5.205. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.206. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.207. For the purposes of user management, councils should ensure that the Proper Officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

NALC's view it is best practice for corporate council emails to be used by all and a council

can have a policy saying that it will only use council email addresses for correspondence. A councillor who refuses to use a council email address may not receive written council communications if the council decides not to use other methods of communication with the councillor.

Considerations

Quotes were obtained from 2 sector specific providers. A third quote was obtained from online searches.

The clerk would advise using an external provider to set up the email addresses in the first instance so that they are ready quickly rather than being limited to the clerk's availability during financial year end up to May as leave is booked.

Budget set £36 per month. However, there is a contingency for set up built in to the EMR business expenses budget (currently £16k approx.)

These quotes and specifications/requirements have been discussed with Cllr Briggs as IT working group technical lead.

Quote One

Inclusive technology – £36 per month with £100 set up fee

- 8x Microsoft 365 Business Basic – @nashmillsparishcouncil.gov.uk
- Field Engineer Hour Rate – To complete install and integration of emails
Annual £432
Set up costs £250 (approx. field engineer cost plus one-off £100 set up fee)

Quote Two

- Microsoft direct £36 per month for 8 new licences.
Annual £432

Quote Three

Only available as an integrated package with support/archiving/cloud storage/data integration

- Licenses £36 pm
- Cllr Support £20pm
- User support £20pm
- Cloud storage and back up £8.40 pm
- E-training £8.55pm
Total £92.95 pm
Annual £1115.40
All of the above included as a whole package with other services and data migrations it would be £89.55 pm plus £645.00 one off costs = £1719.60 in first year.

Other Matters for Future Consideration.

- **Councillor Document Storage**
NMPC currently have access to SharePoint. Whilst it is not anticipated that Cllrs would need to store a large number of documents on a shared platform it could be that once the new council are in place that some limited storage may be required and accessed via SharePoint. This will be investigated post elections and a policy to

ensure that the storage is appropriate and that the system does not become too overloaded will be required.

- **Email use and administration policy**

This will be necessary as the clerk as the proper officer and administrator will have access but will also need to maintain security and confidentiality of the Cllr emails.

- **Email Retention policy**

Whilst NMPC have the recommended ICO retention policy in place a separate email policy should also be considered to ensure safe email use and hygiene.

Nikki Bugden
Clerk to the Council
9/3/2023

NASH MILLS PARISH COUNCIL – QUOTATIONS REPORT

Celebrations - *The Coronation of His Majesty The King and Her Majesty The Queen Consort*

The following expenditures were resolved within agenda item 22/186/FPC Celebrations Working Group on 13th February

- NMPC authorises the purchase of a plaque for the new bench at The Denes (clerk to evidence 'best value with 3 quotes')
- That NMPC provide photo cut out boards (subject to permissions being obtained)
- That council investigate decals in the shop windows and jubilee flags around the planters.
- That council approve the sum of **£300 plus £100** contingency from earmarked reserves 'Community Support' to purchase these items.

Here are the details of the quotations received for review and selection:

Bench plaque

In the style of the Queen's Green Canopy plaque.



Quotation 1: Stainless steel plaque with black engraved letters 230mm x 65mm with four holes: **£70** plus VAT

Quotation 2: Stainless steel plaque with black engraved letters 230mm x 65mm with four holes: **£100** plus VAT

Quotation 3: Stainless steel plaque with black engraved letters **225mm** x 65mm with four holes: **£59.35** plus VAT

Quotation 4: pending response

FONT TO BE SELECTED

Note: “His Majesty King Charles III” to be larger font and bold.

Arial

Presented by Nash Mills Parish Council
to commemorate the coronation of
His Majesty King Charles III
6th May 2023

Goudy

Presented by Nash Mills Parish Council
to commemorate the coronation of
His Majesty King Charles III
6th May 2023

Verdana

Presented by Nash Mills Parish Council
to commemorate the coronation of
His Majesty King Charles III
6th May 2023

Gills Sans

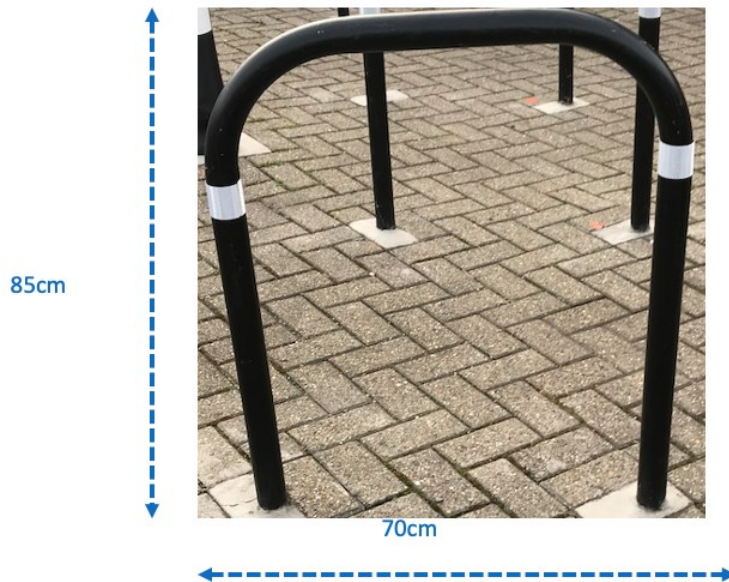
Presented by Nash Mills Parish Council
to commemorate the coronation of
His Majesty King Charles III
6th May 2023

Times Roman

Presented by Nash Mills Parish Council
to commemorate the coronation of
His Majesty King Charles III
6th May 2023

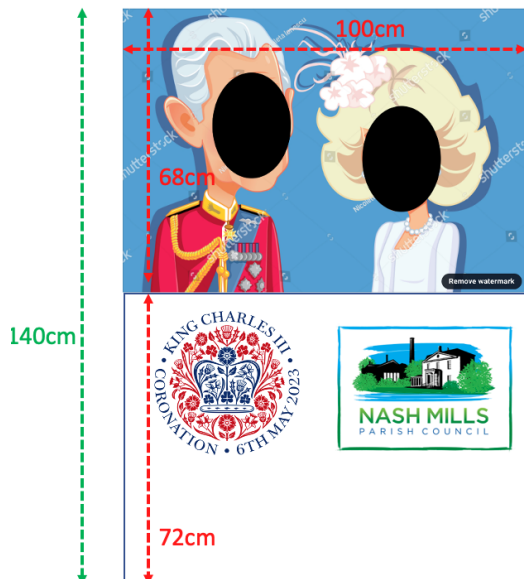
Photo cut-out board

The board will be attached to a structure 85cm high and 70cm wide



The core design requires minimum 1400mm high and 1000mm wide to accommodate the content.

FRONT



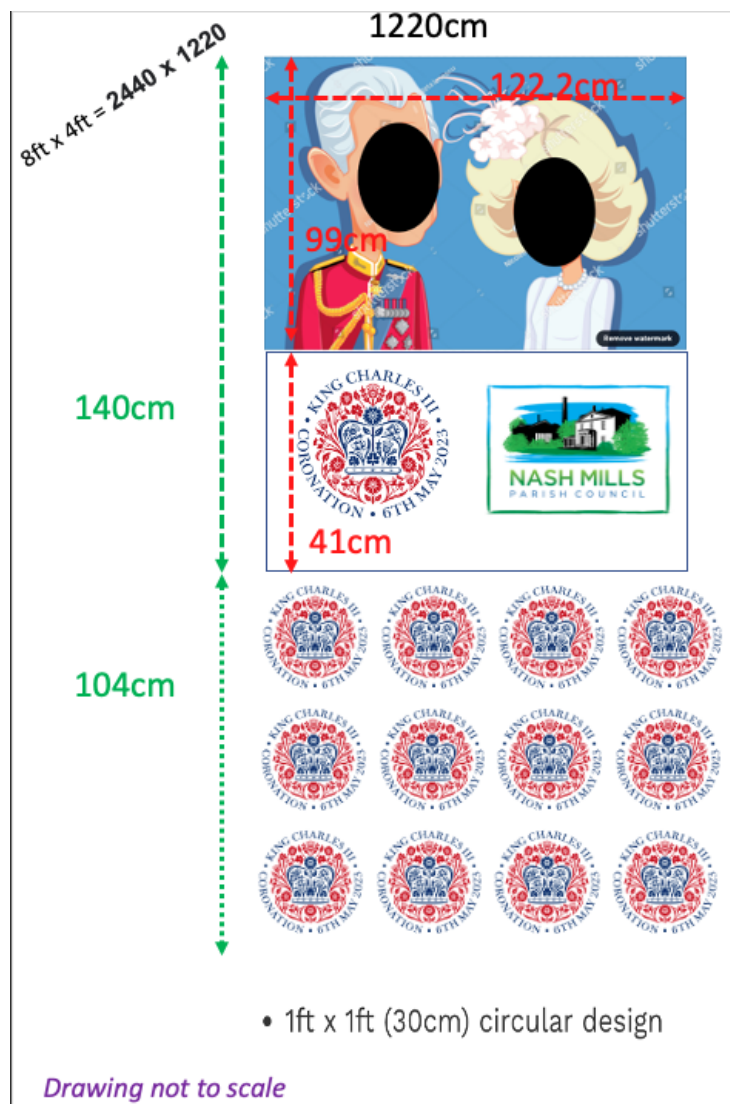
REAR



- Base Correx board is 4mm, but 5mm or 6mm would provide extra strength.
- A full sheet of Correx measures 2440mm x 1220mm and **would allow lamp post signs to be printed in place of decals previously suggested.**
- The board will be double-sided.

NASH MILLS PARISH COUNCIL – QUOTATIONS REPORT

Celebrations - *The Coronation of His Majesty The King and Her Majesty The Queen Consort*



Lamp post sign (example cost **£39.99** plus VAT for 10 units)

Photo Board Quotes

(including lamp post signs if 2440mm x 1220mm selected)

1. : **£89.25** plus VAT
5mm board 1400mm x 1000mm

£170.79 plus VAT
5mm board 2440mm x 1220mm

2. : **74.91** plus VAT
4mm board 1400mm x 1000mm

: **£86.11** plus VAT
6mm board 1400mm x 1000mm

£161.94 plus VAT
6mm board 2440mm x 1220mm

3. : **£80.20** plus VAT
4mm board 1400mm x 1000mm

: **£101.10** plus VAT
6mm board 1400mm x 1000mm

4. : **£80.00** plus VAT
4mm board 1400mm x 1000mm

: **£94.00** plus VAT
6mm board 1400mm x 1000mm

£168.72 plus VAT
6mm board 2440mm x 1220mm

5. :

£93.45 plus VAT
6mm board 2440mm x 1220mm

6. :

£95.87 plus VAT
4mm board 2440mm x 1220mm

£109.45 plus VAT
6mm board 2440mm x 1220mm

Bench plaque - updated

In the style of the Queen's Green Canopy plaque.



Quotation 1: Stainless steel plaque with black engraved letters 230mm x 65mm with four holes: **£70** plus VAT

Quotation 2: Stainless steel plaque with black engraved letters 230mm x 65mm with four holes: **£100** plus VAT

Quotation 3: Stainless steel plaque with black engraved letters **225mm** x 65mm with four holes: **£59.35** plus VAT

Quotation 4: **Trolase** plaque - a UV Acrylic (see photo below) in Silver 230mm x 65mm with black writing **£31.00** + VAT





AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>27 Feb 2023</u>
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AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider options for Christmas lights at The Denes
- To determine if the information supplied and quotes provided are sufficient for NMPC to decide the supplier for the next three years, without the need to source an additional third quote-***see budget notes on page 3.***

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

2020-2022

Christmas lights have been successfully provided at The Denes by a locally based company for the past three years. The contract was a three-year rental agreement with installation, maintenance and storage built in. Our first year involved additional costs for installing power but that would not be required for this term.

Future options

I have contacted three companies to ask about estimates for a similar style of Christmas lights (white icicle). However, it has been difficult to get comparative quotes. Our original supplier has provided a quote based on the same arrangement as before. One other supplier is not willing to offer the same options as our job would be too small to make it worth their while so they've quoted quite a high installation charge. The other supplier contacted did not respond at all.

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED.
ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

Quotation based on rental agreement

Existing equipment – Total per year = **£1032** (total £3096 over the three years)

New equipment – Total per year = **£1182** (total £3546 over the three years)

Christmas Lighting Display 2023-2026			
	Year 1	Year 2	Year 3
► Product Rental Based on a 3-Year Agreement			
Option 1 – Existing Equipment			
LED Icicle light sets 60mt x 0.6mt drop, Bright White LED with White Twinkle	£345.00	£345.00	£345.00
Or			
Option 2 – New Equipment			
LED Icicle Sets 60mts x 0.6mt drop – colour as required.	£495.00	£495.00	£495.00
► Infrastructure Works			
Pre-season inspection and certification for license application. (Costs based on current requirements for Hertfordshire County Council)	£272.00	£272.00	£272.00
► Annual Installation & Removal			
Provide Engineers and suitable powered access equipment to install and commission display to include removal to storage at end of season.	£415.00	£415.00	£415.00

All prices plus VAT

Quotation based on purchase of lights and installation by supplier (all plus VAT)

Total £780 to purchase lights, plus £3000 for installation = £3780. This would not include maintenance checks, but we would own the lights outright.

Product options for outright **purchase** (no rental option)

- **Existing light arrangement** - 60m of cool white **icicles** with plug = **£780**
- **Alternative option** - 60m of **festoon** cable with 120 34mm globes in any combination of cool white, warm white, red, green, blue or pink with plug. Suitable for leaving up all year round, switching on and off as required, **5year product guarantee. £1,200.** Attached and below are some photos of the festoon
- **Install & remove** each year would be around £1,000 per year



COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

- Current budget set for new financial year is £1240. We set the budget working on the previous year's prices of £1032 with a small contingency. HCC have increased the requirements for their pre-season checks and the price has therefore increased.
- Please note that the financial regulations require council to 'strive to obtain best value'. This does not necessarily mean the cheapest option.
- NMPC financial regulations require 'where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates', above £3000 three quotes should be obtained but council could decide that there has been evidenced attempts to try this and waive this requirement.



AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>27 Feb 2023</u>
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AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider options for the delivery of future magazines (from June 2023 onwards)

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

Spring 2022 and Winter 2022 delivery

The delivery of the Spring 2022 and Winter 2022 magazines were delivered by a team fundraising for a scout jamboree. However, for the Spring 2023 magazine they had completed their fundraising and could no longer accept contributions from the parish council. Risk assessments and insurance were covered by Hemel Hempstead Scouts. Payment was given as a grant, rather than direct payment to an individual / company.

Spring 2023 delivery

This magazine was delivered by the parish council, with a Longdean Park residents kindly delivering for that area. This was also successfully carried out but was done as an interim solution as we did not have a delivery team in place.

Future options

We will soon be preparing a commemorative magazine which will need to be delivered in June, after the parish council elections so the parish council will need to determine whether they wish to deliver magazines again themselves, or look to find another individual or team who would be prepared to deliver for the budgeted amount of £120 per delivery.

If we want to consider inviting other parties to take on the delivery, clerk / council would need to spend time determining the process to select a person, team or company along with any related risk assessments and/or insurance, depending on age.

We previously investigated delivery companies but options were limited due to our specific address list and costs were considerably higher than our current budget.

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED.
ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

none

COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

Current budget is £360 per year