

Fornham St Martin cum St Genevieve Parish Council

Minutes of the Parish Council meeting held in the Village Hall, The Street, Fornham St Martin, IP31 1SW on Thursday 10 March 2016 at 7.30pm

Present: Councillors (Cllrs) Penny Borrett, Paul Butler, Michael Collier (Chair), Peter Forster and Jayne Hubbard.

In attendance: Paul MacLachlan (Clerk), Rebecca Hopfensperger (Borough and County Councillor) and one member of the public.

The following documents will be appended to the signed minutes:

- the Agenda;
- the following appendices:
 - 1: actions arising from prior meetings;
 - 2: planning applications and decisions;
 - 3: recommendations regarding the environmental management of the parish;
 - 4: changes to Standing Orders and Financial Regulations;
 - 5: report of the Responsible Finance Officer;
 - 6: fixed asset register.

1. Apologies

The apologies of Cllr Nick Owen (recuperation) and Gary Hubbard (business commitment) were received and accepted.

2. Declarations of Interest

The requirement to update the Register of Interests was noted.
No further interests were declared. No dispensations were sought.

3. Minutes of the last meeting

The minutes of the Parish Council meetings dated 11 February 2016 were agreed a true record and signed by the Chair.

4. Borough, County and Community Reports

Cllr Hopfensperger reported that:

- the Village Hall Committee had been successful in their application for funds to erect notice boards in the parish;
- St Edmundsbury Borough Council will make brown bin collection charges from April 2016;
- an extension of time for the parish council to respond to the most recent amendment to the Fornham Park planning application has been requested;
- the 2016/17 budget increases are 1.95% (St Edmundsbury Borough Council) and 2% (Suffolk County Council, all ring-fenced for adult social care);
- the vehicle activated signage order is being progressed by the Borough Council;
- changes to the Fire Service arising from the recent public consultation will be considered by the County Council Cabinet in April/May 2016.

The meeting was adjourned for public question time

Points relating to the most recent amendment to the Fornham Park planning application were raised with the Parish Council.

It was regretted that neither the Borough Councillor nor any Parish Councillor had

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attended the Development Control Committee meeting at which the Lark's Pool applications had been finally decided.

The meeting reconvened.

5. Clerk's report

- (i) The Clerk reported progress on actions arising from prior meetings (see Appendix 1).
- (ii) The Clerk commented on the following issues:
 - the Parish Conference will be held at 6.00pm on Monday 11 April at Stanton Community Village Hall;
 - Great Barton's first Neighbourhood Plan meeting will take place at 7.30pm on Wednesday 23 March in the Village Hall;
 - a resident has asked councillors to investigate whether action is required to protect the grassed area near the village sign by the old Thetford Road. Cllr Collier indicated he would follow this up;
 - local resident, David Randall, has offered to plant and maintain the planters near the Village Hall. The Clerk was asked to accept David's kind offer and to propose a budget of approximately £50.00. It was agreed that a similar sum be provided for the planting and maintenance of planters on Barton Hill;
 - the 2016/17 section 137 expenditure limit is £7.42 (2015/16 £7.36).

6. Decisions taken since the last meeting

The Clerk reported that no decisions had been taken since the last meeting.

7. West Suffolk Operational Hub

The Chairman commented that the Hub was now planning to accept black bin waste. The Chairman further reported on a meeting due to take place on Monday 14 March between the 3 local parish council chairmen and MP, Jo Churchill.

8. Planning and Environment

- (i) Councillors noted that, since publication of the agenda, planning application DC/15/0662/VAR, Fornham Park, had been received. It was proposed by Cllr Butler, seconded by Cllr Collier and agreed that the Clerk be authorized to submit a reply on behalf of the Council.
Cllrs noted the decisions of the Planning Authority recorded in Appendix 2.
- (ii) Cllrs considered the paper at Appendix 3. It was proposed by Cllr Collier, seconded by Cllr Butler and agreed that all environmental management recommendations proposed within Appendix 3 be adopted with the exception of 4(iii) which was not approved.
- (iii) Cllrs asked the Clerk to draft an article for the April/ May issue of The Bugle inviting residents' input into the design of the proposed wild flower meadow in the King George Field.

9. Governance

- (i) Councillors considered necessary amendments to the Parish Council's Standing Orders and Financial Regulations arising from recent legislative changes. It was agreed that the changes proposed in Appendix 4 be adopted.

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- (ii) The Clerk reported that, following a meeting with Parish Council Chairman, Mike Collier, and King George Field Trustee, David Payne, he had agreed to act, in his capacity as Clerk to the Council, as the nominated Charity Commission contact for the King George's Field charity. The Clerk indicated that he would take advice from the Suffolk Association of Local Councils and that it may be necessary to seek legal advice. Cllrs authorized the Clerk to proceed.
- (iii) Having previously agreed that both the Annual Meeting of the Parish Council and the Annual Parish Meeting be held on Monday 23 May 2016 it was agreed that the Annual Meeting of the Parish Council should commence at 6.30pm followed by the Annual Parish Meeting at 7.30pm. The Clerk was asked to draft an article for April/May issue of The Bugle publicizing the Annual Parish Meeting.

10. Finance

- (i) Cllrs agreed that the report of the Responsible Finance Officer for March 2015 (Appendix 5) be received and that any outstanding payments be made. Cllrs approved all payments and agreed that, in addition, a payment of £340.00 be made to the Village Hall Committee for 2015 meetings.
- (ii) Cllrs considered and adopted the fixed asset register at Appendix 6.

11. Councillors' reports and items for future agenda

- (i) Reports on meetings attended had been considered.
- (ii) Cllr Collier indicated that he would endeavour to attend the Parish Conference on 11 April. There were no other meetings requiring attendance.
- (iii) No further items were identified for consideration at future meetings.
- (iv) No further items of information were raised.

The meeting ended at 9.30pm.

.....
Chairman 14 April 2016

Fornham St Martin cum St Genevieve Parish Council

Paul MacLachlan, Clerk, 17 The Glebe, Lavenham, Suffolk, CO10 9SN
Tel: 07958 932480 Email: fsmgpc@gmail.com

3 March 2016

Members of the Council

You are hereby summoned to a meeting of Fornham St Martin cum St Genevieve Parish Council to be held on Thursday 10 March 2016 at 7.30pm in the Village Hall, The Street, Fornham St Martin, IP31 1SW for the purpose of transacting the business below.

Members of the public

Members of the public are welcome to attend and may address the Council following item 4 on the agenda, when the meeting will be adjourned.

Reporting on Meetings

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions.

Persons intending to report are requested to give notice before the start of the meeting to the Clerk or Chairman of the Council to enable reasonable facilities to be afforded.



Paul MacLachlan, Clerk

Agenda

1. Apologies

To receive apologies and to approve the reason for absence.

2. Declarations of Interest

- (i) To receive any declarations of interest in items on the agenda;
- (ii) To consider any written requests for a dispensation received by the Clerk prior to the commencement of the meeting.

3. Minutes

To consider adopting the minutes of the Parish Council meeting dated 11 February 2016.

4. County, Borough and Community reports (15 minutes)

To receive a report from County and Borough Councillor, Rebecca Hopfensperger.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the chairman.

Residents are invited to give their views and question the parish council on issues on this agenda or to raise issues for future consideration.

The meeting will be reconvened at the end of Public Question Time.

5. Clerk's report

- (i) to report progress on actions arising from prior meetings (Appendix 1);
- (ii) to advise any significant matters not on the agenda and not already drawn to councillors' attention.

Fornham St Martin cum St Genevieve Parish Council

Paul MacLachlan, Clerk, 17 The Glebe, Lavenham, Suffolk, CO10 9SN

Tel: 07958 932480 Email: fsmsgpc@gmail.com

6. Decisions taken since last meeting

To be advised of any decisions taken under delegated powers since the last meeting.

7. West Suffolk Operational Hub

To report on actions taken since the last meeting in connection with the proposed location of the West Suffolk Operational Hub at Hollow Road Farm and to consider any further action.

8. Planning and Environment

- (i) in the absence of any new planning applications, to note recent planning decisions made by the Local Planning Authority (Appendix 2);
- (ii) to consider recommendations regarding the environmental management of the parish (Appendix 3);
- (iii) to consider seeking assistance from the community for the maintenance of planters, weed-proofing the play areas and input into the design of the proposed wild meadow area in King George's Field.

9. Governance

- (i) to consider the guidance issued by the National Association of Local Councils and to agree changes to the Parish Council's Financial Regulations and Standing Orders (Appendix 4);
- (ii) to report on the trustee status of King George Field and to consider what, if any, action is required;
- (iii) to consider arrangements for the 2016 and 2017 Annual Parish Meetings.

10. Finance

- (i) to receive the payments and receipts report of the Responsible Finance Officer and to approve bills for payment (Appendix 5);
- (ii) to agree the parish council's fixed asset register (Appendix 6).

11. Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- (i) report on meetings attended;
- (ii) agree the attendance of councillors at forthcoming meetings;
- (iii) raise items for future agendas;
- (iv) report matters of information not included elsewhere on the agenda.

Copy to:

County and Borough Councillor, Rebecca Hopfensperger

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Appendix 1: Actions arising from prior meetings

Presented to Parish Council meeting dated 10 March 2016

Cllrs – All Councillors	PBo – Penny Borrett	PBu – Paul Butler
MC – Mike Collier	PF – Peter Forster	GH – Gary Hubbard
JH – Jayne Hubbard	NO – Nick Owen	HAC – Hub Advisory Comm
Clerk – Paul MacLachlan	RH – Rebecca Hopfensperger - Borough/County Cllr	

Actions carried forward from Parish Council meeting dated 11 February 2016

Ref	Action	Who	Done
11 February 2016			
5(i)	Confirm notice boards to be funded by Cllr Hopfensperger and order subject to funding. Locality funding not available to Parish Council.	Clerk	In hand
5(ii)	Place order for VAS	Clerk	Yes
7	Respond to Hub consultation by 19 February	Clerk	Yes
8(iii)	Liaise with Chairman re placement of environmental contracts	MC/ Clerk	Yes
8(iv)	Upgrade the maintenance contract for all 3 rights of way	Clerk	Yes
9(ii)	Arrange meeting date with Cllrs Jayne Hubbard and Penny Borrett re Annual Return and Risk Assessments	Clerk	In hand
10(ii)	Arrange insurance of playing field assets Subject to completion of trustee transfer to Parish Council	Clerk	No

Future agenda items

Publication of delegated decisions

No decisions were made

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Appendix 2: Applications and decisions between 8 February and 6 March 2016 Presented to Parish Council meeting dated 10 March 2016

New applications received

No applications had been made prior to the issue of the agenda.

Prior applications - decisions pending

15/0662/VAR	Fornham Park, FSG, IP28 6TT		
	(i) change of use of land to 9 hole pay and play golf course with changing room facilities and associated landscaping, (ii) erection of 26 timber lodges, manager's lodge and associated landscaping, (iii) non-compliance with condition 17 of planning permission E/89/2307/P and condition 20 of planning permission E/97/2470/P, relating to retention of existing vehicular access without compliance with condition 6 of SE/05/02293 to enable occupation of holiday lets without bringing the golf course into use.		
	Notification date	06/08/15	Recommendation
	Consultation date	20/08/15	Decision
16/0140/HH	6 Wentworth Close, FSM		
	Single storey rear extension		
	Notification date	03/02/2016	Recommendation
	Consultation date	24/02/2016	Decision

Decisions made

16/0033/HPA	The Laurels, Parklands, FSG, IP28 6UH		
	Single storey rear extension (6.95m) with max height of 3.5m and 2.4m to eaves		
	Notification date	Not notified	Recommendation
	Consultation date	Not consulted	Decision
15/2502/FUL	Hollow Road Farm, Hollow Road, FSM, IP31 1SJ		
	Construction of vegetable store		
	Notification date	10/12/15	Recommendation
	Consultation date	18/01/16	Decision
15/1757	Lark's Pool Farm (Building E), Mill Road, FSG, IP28 6LP		
	Part retention of replacement building (former agricultural building demolished) to be used for Class B1(a) offices or B1(b) research or B1(c) industrial or B8 storage.		
	Notification date	17/09/15	Recommendation
	Consultation date	08/10/15	Decision
15/1752	Lark's Pool Farm. Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural buildings to part offices (Class B1(a)) and part storage (Class B8).		
15/1753	Lark's Pool Farm. Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural buildings to storage (Class B8).		
15/1754	Lark's Pool Farm (Building D). Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural buildings to storage (Class B8).		

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15/1758	Lark's Pool Farm (Building F). Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural buildings to Class B1(a) offices or B1(b) research or B1(c) industrial or B8 storage or sui generis use.		
15/1759	Lark's Pool Farm. Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural land to use for open storage (Class B8) for caravans and motorhomes (10 max), horseboxes (5 max) and containers (20 max).		
15/1760	Lark's Pool Farm (Building I). Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural buildings to (Class B8) storage use.		
15/1761	Lark's Pool Farm (Building J). Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural buildings to (Class B8) storage use.		
	Notification date	17/09/15	Recommendation Object
	Consultation date	08/10/15	
	Decision	Refer to Development Control Committee (DCC) for decision	
	DCC decision	Approved	

Appendix 3: Recommendations regarding 2016/17 environmental maintenance contracts

Presented to Parish Council meeting dated 10 March 2016

1. Quotations received for grass cutting adjacent to the highway

Current contractor	Equivalent 2015/16 costs	Work to be undertaken	St Edmundsbury 2016/17	M&TJ 2016/17	Budget 2016/17
M&TJs	2,160.00	Cutting grass verges - 16 bi-weekly cuts ¹	£2,050.40	£2,160.00	£2,000.00
M&TJs	400.00	Trim basal growth - once per annum	£250.08	£400.00	£400.00
M&TJs	495.00	Leaf Clearance - once per annum	£891.66	£645.00	£500.00
Not undertaken in 2015/16		Trim hedges - two cuts per annum	£677.12	£250.00	£500.00
		Contract Price	3,869.26	3,455.00	3,400.00
		Price after discount for 3-year contract	3,675.79	3,455.00	
		Is price frozen for the 3 years?	Yes	Yes	

It is recommended that:

- (I) a 3-year contract for the work indicated above be awarded to M&TJs;
- (II) the County Council be held responsible for the grass cutting and maintenance of the B1106 roundabout and surrounds and that M&TJs be asked to undertake the work at a cost of £60 per cut if considered necessary;
- (III) The County Council be held responsible for keeping the highway verges mole-free and that the current quarterly contract with Aida be terminated.

2. Quotations received for litter picking

Current contractor	2015/16 costs	Work to be undertaken	St Edmundsbury 2016/17	M&TJ 2016/17	Budget 2016/17
David Hoggett	1,962.48	Litter Picking - weekly	£1,754.48	£2,600.00	£900.00

¹ Grass cutting – StEds = £128.15 per cut, M&TJs = £135 per cut. Roundabout cut infrequently by Borough Council for the County Council.

It is recommended that

- (i) *litter collections continues to be made on a weekly basis;*
- (ii) *the contract for litter picking be awarded to David Hoggett. Although this is not the lowest quotation the Parish Council are pleased with the standard maintained by David and his team of co-workers and feel that the additional sum is justified;*
- (iii) *the contract be awarded to David Hoggett and his team for a period of one-year from 1 April 2016.*

3. Health and Safety inspection checks

The play equipment at King George's field is subject to the following checks:

- (i) Monthly inspections undertaken by The Play Inspection Company for St Edmundsbury Borough Council. The Parish Council receives a monthly report (usually) listing their findings and recommending actions where necessary. There is no charge for this service.
- (ii) Weekly checks undertaken by David Hoggett for which the Parish Council usually receives no report. This service costs £8.16 per week or £424.32 per annum. There is no 2016/17 budget for this activity.

It is recommended that Parish Councillors undertake the weekly inspections using a check sheet provided by the Clerk.

4. King George's Field

		Anticipated costs	2016/17 budget
Playing field	Level and seed in two directions	£500.00	
	Supply top quality grass and flower seed mix	£1,125.00	£1,750.00
	Roll and compact after seeding	£107.00	
	Subsequent mowing/maintenance	£808.00	£808.00
	Install weed-proof membrane to play surfaces	£500.00	£500.00
Totals		£3,040.00	£3,058.00

It is recommended that:

- (i) St Edmundsbury Borough Council be asked to plant two-thirds of King George's Field with a top quality grass and flower seed mix;
- (ii) St Edmundsbury Borough Council be asked to quote for maintaining/mowing King George's Field in 2016;
- (iii) local residents be invited, via *The Bugle*, to assist with the laying of the weed-proof membranes at King George's Field.

Appendix 4: Amendments to Standing Orders and Financial Regulations consequent upon legislative changes in the Public Contracts Regulations 2015

Presented to Parish Council meeting dated 10 March 2016

1. Recommended changes to Standing Orders

18.

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- the keeping of accounting records and systems of internal controls;
 - the assessment and management of financial risks faced by the council;
 - the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - ~~procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.~~
Procurement and award of contracts covered by the 2015 Regulations which have an estimated value of £25,000 must satisfy the requirements of the 2015 Regulations which includes use of the Contracts Finder Website.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000-£25,000 shall be ~~procured on the basis of a formal tender as summarised in standing order 18(d) below~~ covered by the 2015 Regulations which includes the use of the Contracts Finder website.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- a specification for the goods, materials, services or the execution of works shall be drawn up;
 - an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - the invitation to tender shall be advertised as widely as possible and in any manner that is appropriate;
 - tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

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- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility;
- vi-vii. the tendering process will make reference to the terms as laid out in the Bribery Act 2010.

e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f ~~Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.~~

The 2015 Regulations are engaged where the value of a contract for a) public works, public service or public supply contract with an estimated value of £25,000 or more and b) i) a public works contract with an estimated value of currently £4,104,394 or more of ii) a public service or public supply contract with an estimated value of currently £164,176 or more. The financial thresholds for proposed contracts in b) are set by the European Commission and are confirmed in the Public Contracts Directive 2014/24/EU. The thresholds will be adjusted every two years and will usually take effect on 1 January.

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2. Recommended changes to Financial Regulations

1.6 A breach of these Regulations by an employee ~~is~~ may be gross misconduct.
Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

6.4 ~~Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.~~

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

11.1

b. ~~Where it is intended to enter into a contract exceeding [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a)~~

the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations .

- c. ~~When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.~~

The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .

- d. ~~Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.~~

When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. ~~If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.~~
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d, ¹ ~~[insert reference of the council's s-relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than ~~£60,000~~ £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

¹ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. ~~The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.~~

Fornham St Martin cum St Genevieve Parish Council

Appendix 5: March 2016 RFO report Presented to the Parish Council meeting dated 10 March 2016

Chq	Payments	Gross	VAT	Net	
1823	Peter Forster	15.48	0.00	15.48	Bugle distribution
1824	Penelope Borrett	20.69	0.00	20.69	Public meeting refreshments
		36.17	0.00	36.17	Issued at Feb Parish Council mtg
1825	Realise Futures	282.31	0.00	282.31	Bugel printing (Oct/Nov, Dec/Jan)
1826	David Hoggett	183.60	0.00	183.60	Litter picking
1827	Paul MacLachlan	433.40	0.00	433.40	March salary
1828	HMRC	281.80	0.00	281.80	Jan to March tax/NI
1829	SALC	50.40	8.40	42.00	Oct to Mar payroll admin
1830	Paul MacLachlan	176.36	0.00	176.36	Nov to Mar expenses
		1,407.87	8.40	1,399.47	Payments to be authorized
	Interest	-1.17	0.00	-1.17	Interest
	HMRC	-1,288.20	0.00	-1,288.20	VAT refund
		-1,289.37	0.00	-1,289.37	Credits received in Feb
	Village Hall Committee	-419.46	0.00	-419.46	Energy refund > £1,000
		-419.46	0.00	-419.46	Credit in transit

red Authorized but not on prior RFO report
blue To be authorized

Notes

- 1 It is recommended that the Clerk be authorized to enter into a contract with St Edmundsbury Borough Council for appropriate 2016/17 general waste and recycling collection services 2016/17 costs are frozen at 2015/16 levels

Fornham St Martin cum St Genevieve Parish Council

	2015/16 ytd Actual	2015/16 projection	Original 2015/16 Budget
Income			
Precept	17,842.00	17,842.00	17,842.00
Parish Support Grant	2,158.00	2,158.00	2,158.00
Other Grants	0.00	0.00	0.00
Interest	18.77	19.80	30.00
Other Income	0.00	0.00	0.00
Total	20,018.77	20,019.80	20,030.00
Expenditure			
Staff costs	5,137.16	5,852.36	5,500.00
Office Admin Costs	1,148.82	1,367.18	1,510.00
Office Equipment Costs	32.00	32.00	350.00
Insurance	381.24	381.24	425.00
Subscriptions	505.00	505.00	500.00
Auditor Fees	510.00	510.00	500.00
Election Costs	42.68	42.68	0.00
Publications and Training	576.30	576.30	100.00
Cost of meetings	20.69	20.69	300.00
Website	0.00	0.00	0.00
VAT paid	1,388.92	1,397.32	1,500.00
VAT Refunded	-2,899.09	-2,899.09	-1,500.00
Administration Costs	6,843.72	7,785.68	9,185.00
Grass Cutting	1,615.00	1,615.00	1,800.00
Planters and Planting	53.82	53.82	100.00
Litter Picking	1,998.18	2,181.78	2,000.00
Paths Maintenance	0.00	0.00	950.00
Trees Maintenance	400.00	400.00	400.00
Refuse / Bin Collection	977.60	977.20	800.00
Other Environmental Costs	1,614.50	1,614.50	750.00
Environment	6,659.10	6,842.30	6,800.00
Play Area Mowing	784.13	784.13	800.00
Play Area Maintenance	565.98	565.98	470.00
Play Area Insurance	0.00	0.00	150.00
Play Area Safety Inspections	0.00	0.00	0.00
Play Area	1,350.11	1,350.11	1,420.00
Bugle: Editing	981.52	981.52	1,200.00
Bugle: Printing and Distribution	524.18	806.49	1,300.00
Bugle: Advertising	-1,217.49	-1,217.49	-1,200.00
The Bugle	288.21	570.52	1,300.00
Community Events	0.00	0.00	50.00
Community Campaigns	91.65	91.65	50.00
Community Assets	638.32	638.32	100.00
Community Costs	729.97	729.97	200.00
S137 Village Hall donations	1,419.40	999.94	1,600.00
S137 Churchyard donation	1,000.00	1,000.00	1,000.00
Other S137 donations	51.48	51.48	200.00
Section 137 Donations	2,470.88	2,051.42	2,800.00
Total Expenditure	18,341.99	19,330.00	21,705.00
Surplus / Deficit	1,676.78	689.80	-1,675.00
Bank balance at 31 March 2015	11,434.00		
Less outstanding cheques	-489.89	10,944.11	
Surplus for 2015/16		1,676.78	
		12,620.89	
Bank balance at 29 Feb 2016	12,641.58		
Less outstanding cheques	-20.69	12,620.89	
Less payments to be authorised	-1,407.87		
Plus credits in transit	419.46	-988.41	
Net available funds available		11,632.48	

Appendix 6 fixed assets register

Presented to Parish Council meeting on 10 March 2016

Purchase date	Description	Cost	Disposal decision date	Assets at March 2016
31/03/2004	Seat	289.00		289.00
31/03/2004	Village sign	1,773.00		1,773.00
31/03/2004	Bus shelter	1,611.00		1,611.00
31/03/2004	Notice board - Barton Hill	134.25	10/03/2016	
31/03/2004	Notice board - Village Hall	134.25		134.25
31/03/2004	Notice board - Larks Valley	134.25		134.25
31/03/2004	Notice board - St Genevieve	134.25		134.25
31/03/2004	Wooden bench	620.00		620.00
31/03/2004	Large wooden seat	473.00		473.00
31/03/2004	Planters	200.50		200.50
31/03/2004	Planters	200.50		200.50
31/03/2004	Computer	1,000.00	10/03/2016	
31/03/2004	Computer	996.00	10/03/2016	
31/03/2004	Memorial gates	1,747.00		1,747.00
31/03/2005	Dog bin	91.20	10/03/2016	
31/03/2005	Dog bin	91.20	10/03/2016	
31/03/2005	Dog bin	91.20	10/03/2016	
31/03/2005	Dog bin	91.20		91.20
31/03/2005	Dog bin	91.20		91.20
28/02/2008	Street lights	4,186.00		4,186.00
08/04/2008	Computer Computer	441.00	10/03/2016	
15/04/2008	Street lights	575.00		575.00
17/06/2010	Printer/fax	459.00		459.00
31/03/2011	Salt bins	565.00		565.00
19/01/2012	Dog bin	131.00		131.00
19/01/2012	Dog bin	131.00		131.00
19/01/2012	Dog bin	131.00		131.00
24/08/2015	Dog bin	166.00		166.00
10/09/2015	Notice board - Barton Hill	472.00		472.00
				14,315.15