

### Laxton Parish Council Correspondence Record

#### 19 April to 19 June 2016

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on [laxtonpc@btinternet.com](mailto:laxtonpc@btinternet.com) or 07887 533057.

Ref	Date Received	Attached?	From	Purpose of Correspondence	Additional Information
259	18 May	N	ERYC	Offical Road Closure Notice	
260	19 May	N	ERYC	Flood Liaison Group Agenda	
261	23 May	N	ERNLCCA	Notice of Increase in Payscales	
262	24 May	Y	ERYC	Proposals on Changes to Libraries / Customer Service Centres	Mobile library service to Laxton cancelled. New Howden Multi Service Centre to open 20 hours a week.
263	26 May	N	ERYC	Requesting support in promoting Council Tax reduction eligibility	
264	28 May	Y	ERNLCCA	May Newsletter	
265	31 May	N	ERNLCCA	Advising of additional Transparency Fund grant funding	
266	10 June	N	ERYC	Invite to pre-Bus Service Consultation	
267	14 June	N	ERY CCG	Invite to NHS AGM, 30 June - Willerby	
268	15 June	N	ERYC	Invite to Neighbourhood Planning Lessons Learned Event 19 July -Pocklington, 20 July Beverley 6pm - 8pm	
269	18 June	N	ERYC	East Riding Local Plan - Allocations Document Inspector's Report with Main Modifications	



# Our proposal

The Library Service &  
Multi Service Centres

 **#ERLibrariesHaveYourSay**

East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format.

If English is not your first language and you would like a translation of this document into any other language, please telephone (01482) 393939.



**EAST RIDING**  
OF YORKSHIRE COUNCIL

# Introduction

Between 29 September and 21 December 2015, East Riding of Yorkshire Council undertook a consultation exercise on the future of our library service.

We have carefully analysed the 7,780 responses that we received and this document details our approach to the review of libraries that we have been undertaking and outlines our proposal for the future of the library service and multi service centres.

It sets out the key factors we have considered in developing our proposal which fully takes into account what you told us during the previous consultation.

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## This document is split into the following sections:

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### Section 1 - The financial challenge

This section describes the financial challenge faced by the council.

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### Section 2 - The library service and multi service centres

This section describes the East Riding's library service and multi service centre provision.

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### Section 3 - Our approach

This section details the approach and rationale that the council has used to review the library service, and its multi service centres.

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### Section 4 - Consultation findings

This section sets out the findings from the consultation exercise undertaken in 2015.

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### Section 5 - Our proposal

This section provides details of the proposal which we are consulting you on.

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### Section 6 - Consultation

This section explains how to take part in the consultation.

# Section 1 - The financial challenge

Local Government has experienced significant reductions in funding. Since 2010, East Riding of Yorkshire Council has made savings of £118 million and needs to find a further £60 million over the next 4 years.

To respond to this financial challenge the council has been undertaking a transformation programme across all service areas. The purpose of this programme is to review services, find savings and identify ways to deliver services differently. This involves some difficult decisions about how the council spends the money it has and how it can protect services which are most valued by our residents.

## The priorities for East Riding of Yorkshire Council are:

- maximising our potential
- valuing our environment
- supporting vulnerable people and reducing inequalities
- promoting health, wellbeing and independence
- reducing costs, raising performance

In line with these priorities, the council wants to continue to offer high quality services to its residents whilst making the required savings resulting from reductions in central government funding.

There are continued significant pressures on adult social care budgets. The Government has recognised this national pressure and allowed councils to increase council tax by 2% to support adult social care. However, this increase meets only 55% of the estimated increase in costs in adult social care.

It is important that the council makes the most of emerging opportunities to meet people's needs in new and different ways, such as providing and improving self-service options to allow residents to interact with the council in more flexible and convenient ways.

The proposal detailed in this document combines work undertaken to review library services and multi service centres. Multi service centres are buildings where a number of services are combined such as libraries and customer services.

The aim is that the council will work more efficiently and provide services at less cost whilst ensuring that services remain suited to the needs of the local community.

## Multi service centres

The council has opened a number of multi service centres. Services provided include:

- advice, information and access to council services
- help with applications
- payment facilities
- information about a range of partner organisations
- a library service including free internet access

Combining services together under one roof in multi service centres means that services can continue to be provided in a convenient way and at a lower cost.

# Section 2 - The library service and multi service centres

Our vision is to deliver a high-quality, modern library service and multi service centres which meet the challenges of a mainly rural area at a lower net cost and meet the needs of both present and future customers.

## The library service

The council delivers the library service using a variety of methods:

- branch libraries
- multi service centres - buildings where a number of services are combined such as libraries and customer services
- mobile libraries
- an 'At Home' service

## Branch libraries

There are 16 branch libraries across the East Riding providing access to books and learning materials, computers, printers, photocopiers, study space and a range of activities run by library staff and local community groups.

## Multi service centres

The council has opened a number of multi service centres, which bring a range of services and information together in one building. There are currently 7 multi service centres in the East Riding.

## Mobile libraries

The mobile libraries deliver a service in areas where no branch library exists.

## 'At Home' service

The 'At Home' service provides access to books and information for people whose mobility is restricted due to age, disability or illness.

In addition to the more 'traditional' services, our libraries and multi service centres also deliver a wide variety of other services and social opportunities.

They provide a community space where people can meet to pursue shared interests and to support each other. They have a strong focus on health and wellbeing, offering support to those living with dementia (both carers and patients). This includes 'Reminiscence' sessions, Digital Reminiscence Units and reading lists recommended by health professionals. In addition reading, writing and social groups within libraries all have positive health and wellbeing benefits.

Each year, children from disadvantaged families who are at a higher risk of low attainment levels, are invited to take part in the national Summer Reading Challenge. This is a fun way to improve reading skills in a supportive library setting. The library service delivers benefits where they will make a real difference, helping to support vulnerable people and reduce inequalities.

## Section 2 - continued

Free computers in libraries allow people to further their hobbies, do online training courses, look for employment, fill in online applications and produce professional CVs and presentations. They also allow individuals to make their money go further by, for example, applying for better online fuel rates. In addition, as the government's welfare reforms roll out, the computers will also be needed for benefit information and claims.

The library service is staffed by a mix of professional librarians, supervisors, library assistants and mobile library vehicle drivers.

In addition, volunteers help the service to deliver specific programmes such as the Summer Reading Challenge.

### Budget

In 2016/17, the library service has an overall budget of £3.578m. In addition, the overall budget for the current multi service centres is £1.69m.

### The national position

Councils across the the country have closed branch libraries; withdrawn mobile library services; introduced volunteer run libraries; library trusts; outsourced libraries and unstaffed libraries.

Research has shown that in the last six years:

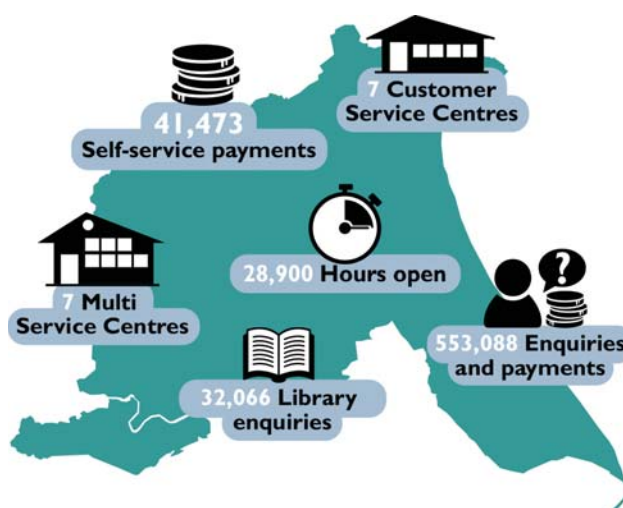
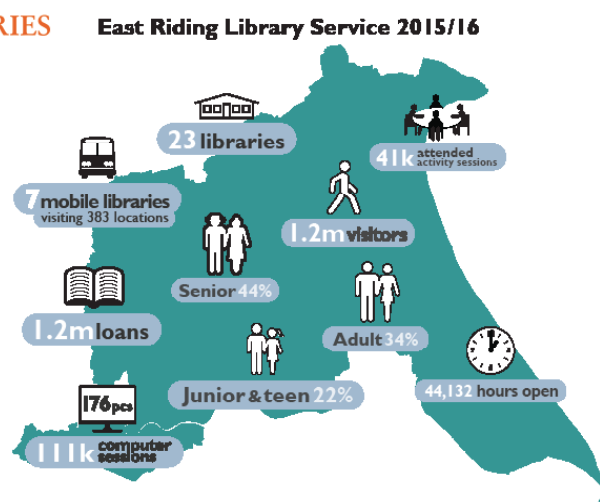
- 207 branch libraries have closed
- 132 mobile libraries have been withdrawn
- 111 closures are planned in 2016
- 174 libraries have been transferred to community groups

The delivery of customer facing services through one stop shops and customer service centres is also a changing landscape nationally across local authorities.

Changing customer expectations in the digital age reflected across the private sector with huge growth in online shopping, banking, social networking and ownership of mobile technologies are radically changing how and when people want to find information and complete transactions. Increasingly local government is expected to provide the same level of convenience and access 24/7 through online facilities. Whilst the benefits of online activity can support significant reduction in costs for local government, it also meets the growing demand preference for online transactions and access to information at the first point of contact.

This approach is demonstrated in the changing delivery of traditional methods of local government customer services including:

*your*  
LIBRARIES



## Section 2 - continued

- Improving online access to services, information and transactions through effective use of digital technologies and related support e.g. websites, web chat, self-service kiosks
- Co-location and integration of front line services through multi service centre models to reduce resources, assets and achieve significant savings together with improving the customer experience
- Reduction in opening hours and closure of one stop shops, customer service centres and cash offices.

## The council's statutory duty

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The Public Libraries and Museums Act (1964) states that, 'it shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof'.

Our proposal comfortably meets our legal obligations.

# Section 3 - Our approach

In reviewing the library service and multi service centres, the council has considered a range of information and has listened carefully to what you told us in the previous consultation exercise.

This section describes the council's approach to reviewing the library service and multi service centres. It identifies the key factors which have been considered in developing our proposal for the future of the services.

## The proposal has been developed following

- a comprehensive analysis of the findings from the consultation exercise which took place between 29 September and 21 December 2015
- a review of the current library service
- a review of the current service provided at multi service centres
- consideration of various options for the future of the services.

## We have also taken into account

- the need to make savings to the council's budget
- the pattern of library and multi service centre use
- the geographical spread of services across the East Riding
- who uses the library service and multi service centres
- the needs of each ward
- a detailed equalities assessment
- learning from elsewhere in the country

In addition, detailed analysis has been carried out on a range of performance data at the libraries and multi service centres.

Overall, this has provided a sound basis for developing our proposal.

When reviewing the multi service centres, the existing multi service centres and stand alone customer service centres have been categorised into one of three proposed models:

- **Multi Service Centre Extra**  
(Blend of face-to-face, appointments, drop-in surgeries and self-service)
- **Multi Service Centre Standard**  
(Self-service plus face-to-face appointment based customer support)
- **Multi Service Centre Express**  
(Primarily self-service with surgery based face-to-face support)

In addition there are a range of other factors which have been considered when placing the existing multi service centres into the relevant proposed model.

For each model, the appropriate needs and facilities for each site have been carefully evaluated.

Our goal has been to make sure that an excellent library and customer service continues to be provided across the East Riding whilst also contributing to the savings that the council needs to make.

# Section 4 - Consultation findings

Nearly 8,000 responses were received to the consultation exercise that we carried out from 29 September to 21 December 2015. We asked for your views on how we could reshape the library service whilst retaining a vibrant and viable library provision.

We asked you what you think is important about libraries and what you most value about them. We also asked you for ideas about how money could be saved in the library service and elsewhere in the council.

## What did you tell us?

You told us that you greatly value the library service and want to retain an excellent service in the future.

We asked what was important to you about the library service and the following indicates the percentage of respondents who thought the various items were important or very important:

- Range of books and other materials - **98%**
- Trained library staff – **95%**
- Easy to get there – **93%**
- Access to information – **91%**
- Open when I need to use it – **91%**
- Online resources – **67%**
- Events & activities – **65%**
- Computers with internet access – **63%**

Other things respondents felt were important included the use of the library as a community space; that the library encourages social interaction; and that libraries are important for childrens' education.

## In the consultation we asked:

*'If savings were to be made to the library budget and you had to choose, should the council save money by...*

- Closing some branch libraries but keeping opening hours the same at the remaining branch libraries
- Or**
- Keeping all current branch libraries open but reducing their opening hours

**87% chose to 'keep all current branch libraries open but reduce their opening hours'.**

## We also asked should we:

- No longer provide a mobile library service
- Or**
- Keep a mobile library service but review the current level of service

**89% chose to 'keep a mobile library service but review the current level of service'.**

## Section 4 - continued

We have listened carefully to what you told us and this is reflected in the proposal we are putting forward.

### Ideas for making savings

#### We asked:

***‘Do you have any comments or suggestions for how to save money within the library service?’***

A number of key themes emerged from what you told us. These included suggestions to:

**Look at alternative ways of delivering the library service, including combining services into one building**

**We agree.** The council already has seven multi service centres where services are combined into one building. There is a programme to create more multi service centres and our proposal sets out the council’s approach to this.

**Use volunteers to deliver services**

**We agree.** The council currently uses volunteers to help the library service to deliver specific programmes such as the Summer Reading Challenge.

**Introduce e-Books**

**We agree.** The library service is introducing e-Books and e-Audio books during 2016. You will be able to use this service these by visiting our website.

**Introduce or increase charges for book issues**

**We cannot do this.** Under the Public Libraries and Museums Act 1964, the council is unable to make charges for the loaning of books. However, the library service will be reviewing its charging structure for those areas of the service that charges could be made.

### Obtain discounts on the price paid for books

**We agree.** The council purchases books through the Yorkshire Book Consortium which is made up of nine local authorities and in turn this consortium is part of a wider consortium of local authorities in the North and North-West of England. Adult books stock receives a discount of 42% and junior books stock 43%.

#### We also asked

***‘If savings are not to be made to the library service, how else do you think savings could be made (i.e. by cuts to other council services or by other means)?’***

**The key themes you raised were to make savings by:**

- reducing councillor allowances
- reducing the frequency of bin collections
- turning off street lights overnight
- reducing the number of senior managers and their pay

All suggestions received are being considered as part of the council’s work to review services and make savings.

Although these ideas are being analysed and work is ongoing to explore them, the financial pressures on the council mean that the library service and multi service centres are still required to make savings.

In February 2016, Parliament approved a four-year funding settlement offer for local authorities in England. Due to an unexpected change in the Government’s methodology for allocating funding across local authorities, East Riding of Yorkshire Council’s funding position is now projected to be worse than previously anticipated.

## Section 4 - continued

We have listened carefully to what you told us and this is reflected in the proposal we are putting forward.

After taking account of this new funding settlement, the council needs to find further permanent savings of £16.8 million from its annual budget over the next four years.

What you told us has helped shape our proposal for the library service and we have fully taken it into account.

You told us that you value the library service and want to retain an excellent service in the future. We are confident that our proposal reflects this.

[\\*link to the cabinet report](#)

## Section 5 - Our proposal

Our proposal takes full account of what you told us in the consultation exercise we undertook from 29 September to 21 December 2015.

The proposal ensures that there will continue to be an excellent and comprehensive library service and multi service centre provision across the East Riding whilst also contributing to the savings that the council needs to make.

In the East Riding, we are proud of our record on libraries and multi service centres and we have invested significantly in these services over many years. We will continue to do so and we plan to invest £7.4million in developing more multi service centres over the next 3 years.

Compared to what is happening to library services and multi service centres in many parts of the country, we think our proposal is moderate and balanced and ensures that excellent services will be provided in the future.

### Options not included in our proposal

Examples of options which were considered but not included in our proposal are:

#### No longer providing a mobile library service

The council looked at the option of no longer providing a mobile library service. Although this option would achieve significant savings the council is mindful that the East Riding is a mainly rural area, with just under half of the population living in rural communities.

For this reason, we are proposing to retain a mobile library service in order to ensure that our residents in rural areas will continue to be able access the library service.

#### Closing small branch libraries and multi service centres

The council considered closing small branch libraries and customer service centres in order to maintain the provision in towns and large villages. As with the mobile library service, the small branch libraries and customer service centres provide access to the library services across wide areas of the East Riding where the nearest large facility is located some distance away.

With this in mind the council has not included this option in our proposal.

#### Volunteers

The council has considered the option of using volunteers to run libraries. However, research into this option has identified that 95% of the libraries which operate under this model, still receive significant funding from the local council. This support often includes providing the building, book stock and professional advice and training. In addition, feedback received from the first stage of consultation showed that 95% of respondents thought that having 'trained library staff' in libraries was important or very important.

As a result of the research undertaken and the feedback from the earlier consultation we have not included this option in our proposal but we will continue to use volunteers to help deliver specific programmes such as the Summer Reading Challenge.

## Section 5 - continued

The council is embarking on a series of improvements that will ensure our libraries and multi service centres are modern, up-to-date and fully meet the needs of our residents.

These improvements include, installing public wifi in branch libraries and multi service centres, upgrading the People's Network computers; the introduction of e-Books during 2016; and the continued development of health and wellbeing initiatives.

Access to services is and will continue to be supported through alternative methods of contact including telephone and online provision. This will provide customers with a choice of how and when they interact with the council and increase the availability of advice and information whilst effectively managing service delivery costs.

However, we will retain face to face support for vulnerable people and complex enquiries at multi service centres.

## 'Our Proposal'

### Our proposal would:

1. Retain a library or multi service centre in each major town and larger village in the East Riding but reduce opening hours
2. Retain a mobile library service which will continue to deliver services across the East Riding but reduce the level of service
3. Amalgamate the two libraries in Bridlington into one library - in line with other towns in the East Riding.

### Savings

If the proposal were implemented it would save in the order of £1.2million from the council's budget.

# I. Retain a library or multi service centre in each major town and larger village in the East Riding but reduce opening hours

You told us that you did not want libraries to close but if necessary would be willing to accept reductions in opening times

Our proposal would retain a library or multi service centres in each major town and larger village in the East Riding. However, we are proposing changes to the opening hours.

The proposal is to change the opening hours at libraries including those that are incorporated into multi service centres. Multi service centres are buildings where a number of services are combined such as libraries and customer services.

Section three of this document explains the approach that was taken to reviewing the opening hours.

## In putting our proposal together, we also considered:

- Current opening hours
- How near each library is to another branch library, mobile library or multi service centre
- The possible overlapping of opening times at different service points in a given geographical area
- Making sure that evening and Saturday opening hours are retained, even if reduced
- A range of performance and user data at libraries and multi service centres
- Local knowledge/intelligence
- Existing and potential use by community groups, residential homes and schools

## What else you told us

You also told us that wherever possible you would like the council to make savings by combining library services with customer services and other council services within the same building. We have listened to what you told us.

### The council has already opened a number of multi service centres. These are at:

- Brough
- Drifffield
- Haltemprice
- Hessle
- Market Weighton
- Pocklington
- Withernsea

The council has now developed a programme to open further multi service centres which will include libraries within them. This will protect library services and provide a number of services conveniently under one roof at lower cost.

## Section 5 - continued

As these sites are developed the council plans to use the approach we are currently consulting on when deciding the precise opening hours. However, the total number of weekly hours is specified in the proposal.

**This programme will mean that, over the next few years, library services will be delivered via multi service centres in:**

- Beverley
- Cottingham
- Goole
- Hedon
- Hornsea
- Howden

Existing multi service centres will continue to provide access to information and transactions on the full range of council services through a blend of face-to-face service delivery, bookable appointments drop in surgeries and digital facilities for self-service and supported online access. Opening hours for all sites will reduce, however, these have been carefully planned to minimise the impact on all customer groups through a range of opening across the most popular times and days per week.

Future multi service centres will provide both integrated library and customer service sites in addition to the range of access methods and reduced opening hours, provided at the most popular times and days.

Part of the council's strategic approach is to rationalise the number of buildings associated with different council customer facing services within the same area. This approach aims to maintain or improve equity of access to services, whilst optimising the efficiency of the premises they are delivered from.

The programme will eliminate elements of duplication and enable integration of services. The programme will see £7.4million of capital invested in premises to create energy efficient flexible buildings for the future, which will enable services to be delivered at a lower cost.

As these sites are developed the council plans to use the approach we are currently consulting on when deciding the precise opening hours. However, the number of weekly hours is specified in the proposal.

### Why are we proposing to do this?

You said that you wanted us to keep libraries open. By following this approach the council would retain a library service in each major town and larger village within the East Riding and the council would continue to provide a comprehensive and efficient library service.

### What impact would it have?

As all towns and villages would retain a library, any impact is kept to a minimum. In most cases, there will be a reduction in opening times. There is a particular issue in Bridlington which currently has two branch libraries and this is set out later in the document.

Details of the proposed changes at each library can be found here: [\(link\)](#)

## Section 5 - continued

As these sites are developed the council plans to use the approach we are currently consulting on when deciding the precise opening hours. However, the total number of weekly hours is specified in the proposal.

### How would we minimise the impact of this proposal?

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- Saturday and evening opening would remain although hours may be reduced
- By providing an enhanced online catalogue
- Through extending the digital library offer to include e-books and e-audio
- Through the continued development of self-service and mobile technology to allow access to services outside of normal opening hours.
- By retaining face to face support for vulnerable people and complex enquiries at multi service centres
- Via drop in surgeries and appointments

### What feedback would we like from you?

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- Your view on the proposal.
- What impact you think the proposal would have on you.

**[Link to consultation questionnaire.](#)**

## 2. Retain a mobile library service which would continue to deliver services across the East Riding but reduce the level of service

You told us that you wanted to keep the mobile library service but, if necessary review the current level of service

**The mobile library service currently delivers to a number of locations across the East Riding, as follows:**

- 17 larger villages where we visit once a week
- 98 smaller villages where we visit once a fortnight
- 73 hamlets, isolated dwellings and farmsteads where we visit once every 3 weeks
- Some residential homes & sheltered dwellings where we visit once every 4 weeks
- An 'At Home' service for people whose mobility is restricted due to age, disability or illness

We have looked at the opening hours and level of use at every location visited, with the exception of the 'At Home' service.

### **We have also looked at:**

- Visitors per session
- Who uses the mobile library service, in particular the most vulnerable and isolated
- How close current mobile library stops are to a branch library
- The type of vehicles we use to deliver the service
- The vehicle routes to make it more efficient and effective
- Access to public transport that residents can use to visit libraries

### **Proposal**

We propose to retain a mobile library service delivered across the East Riding. However, we have reviewed where the mobile library visits, how often it does so and the length of its stay.

We are mindful of the predominantly rural nature of the East Riding and this has been a key driver in our decision to propose to retain a mobile library service unlike many other councils across the country. However, we have to make sure that the mobile library service offers value for money. We think that our proposal will make the service more sustainable whilst continuing to deliver a service to our more isolated and vulnerable residents.

**Under our proposal, the frequency of visits would change as follows:**

Current	Proposed
Weekly	Fortnightly
Fortnightly	4 weekly
3 or 4 weekly	4 weekly

## Section 5 - continued

- The mobile library would also stay for a shorter period at each stop
- Some villages would no longer have a visit from the mobile library, due to lack of use in the past. This would affect those locations where on average two people or less have used it in the past. If these residents are classed as “housebound” they will qualify for the ‘At Home’ service
- A criteria would be established for customers wishing to join the ‘At Home’ service. Current users of this service will not be affected and will be protected

The criteria and rationale that has been used to develop the proposal for mobile libraries is as follows:

Criteria	Rationale
Mobile library stops will be scheduled on a fortnightly or 4 weekly timetable	To create a regular, consistent and easy to remember service for all customers
An average of more than two people must have used the mobile library in the past at each village	To ensure that the mobile library service offers value for money and benefits the maximum amount of people
The mobile library will not make ‘single stops’ for housebound users  Customers who are unable to leave their home will be served by the ‘At Home’ library service	A service will be provided by the ‘At Home’ library service to ensure that vulnerable customers retain access to library services

### Why are we proposing to do this?

You said that you wanted us to keep a mobile library service but, if necessary review the current level of service.

This proposal would allow the council to continue to deliver a mobile library service which will benefit the most amount of people.

### What impact would it have?

As the mobile library service would continue to visit locations where it is well used, the impact will be minimised.

The ‘At Home’ service would be provided to ensure that vulnerable residents retain access to the library service.

### How would we minimise the impact of this proposal?

- An ‘At Home’ service would be provided for those vulnerable residents who meet the criteria

*An individual will not be classed as vulnerable if they are able to leave their home environment on their own or with minimal assistance to visit public or social recreational services (including shopping).*

- Promotion of timetables using a variety of methods – i.e. website, information leaflets, posters, Town and Parish Council newsletters
- Enhancing the online catalogue
- Extending the digital library offer to include e-books and e-audio

### What feedback would we like from you?

- Your view on the proposal.
- What impact you think the proposal would have on you.

**[Link to consultation questionnaire.](#)**

### 3. Amalgamate the two libraries in Bridlington into one library - in line with other towns in the East Riding

As Bridlington is the only town in the East Riding which has two branch libraries, the council has reviewed this provision and proposes that the two branch libraries are amalgamated into one library on the current King Street library site.

**There are currently two branch libraries in Bridlington:**

- **Bridlington King Street**
- **North Bridlington**

Our proposal would see the two libraries amalgamated together to provide one library, in line with other East Riding towns.

The current North Bridlington library site would be retained by the council. Its future use would maintain access to the building for community use and bookable space for local activities. The intention would be for the site to become a venue for adult education and training.

It will provide a range of community learning opportunities provided by the council's Employment, Education and Skills team.

The team deliver both courses that lead to a formal qualification and community learning courses that do not lead to a formal qualification, but provide a range of benefits to those who participate.

These benefits range from social inclusion, health and well-being, active and healthy minds and equipping learners to be active participants in the technologically advanced society in which we now live and work.

#### **Why are we proposing to do this?**

All other towns in the East Riding have one library, therefore by amalgamating together the two branch libraries in Bridlington, this provides the same level of service as in all other towns. It is proposed that Bridlington will still have a library open for at least as many hours as any other library in the East Riding.

#### **What impact would it have?**

Bridlington would retain a branch library so this would help reduce the impact. It would affect current users of North Bridlington library.

Analysis of users of Bridlington North library has shown that many also use Bridlington King Street library.

#### **How would we minimise the impact of this proposal?**

We would do this by continuing to offer an excellent library service in central Bridlington, in Flamborough and via the mobile library and 'At Home' services.

#### **What feedback would we like from you?**

- Your view on the proposal.
- What impact you think the proposal would have on you.

# Section 6 - Consultation

The council wants to know what you think about our proposal for the library service and multi service centres.

The council is now keen to ask for your views on our proposal. Once we have gathered your responses, these will be considered by the council before a final decision is made.

**This consultation will run from 25 May until 3 August 2016. It seeks your views on the proposal outlined in this document.**

Further information including the proposed opening hours at libraries, multi service centres and the mobile library service are available at [www.eastriding.gov.uk/leisure/libraries](http://www.eastriding.gov.uk/leisure/libraries)

## You can share your views by



**Completing a questionnaire online at [www.eastriding.gov.uk/libraryconsultation](http://www.eastriding.gov.uk/libraryconsultation)**



**Completing a paper questionnaire – available from:**

- Branch libraries
- Mobile libraries
- Multi service centres
- Customer service centres
- Leisure centres
- Children's centres
- Drop in sessions

### Drop in sessions

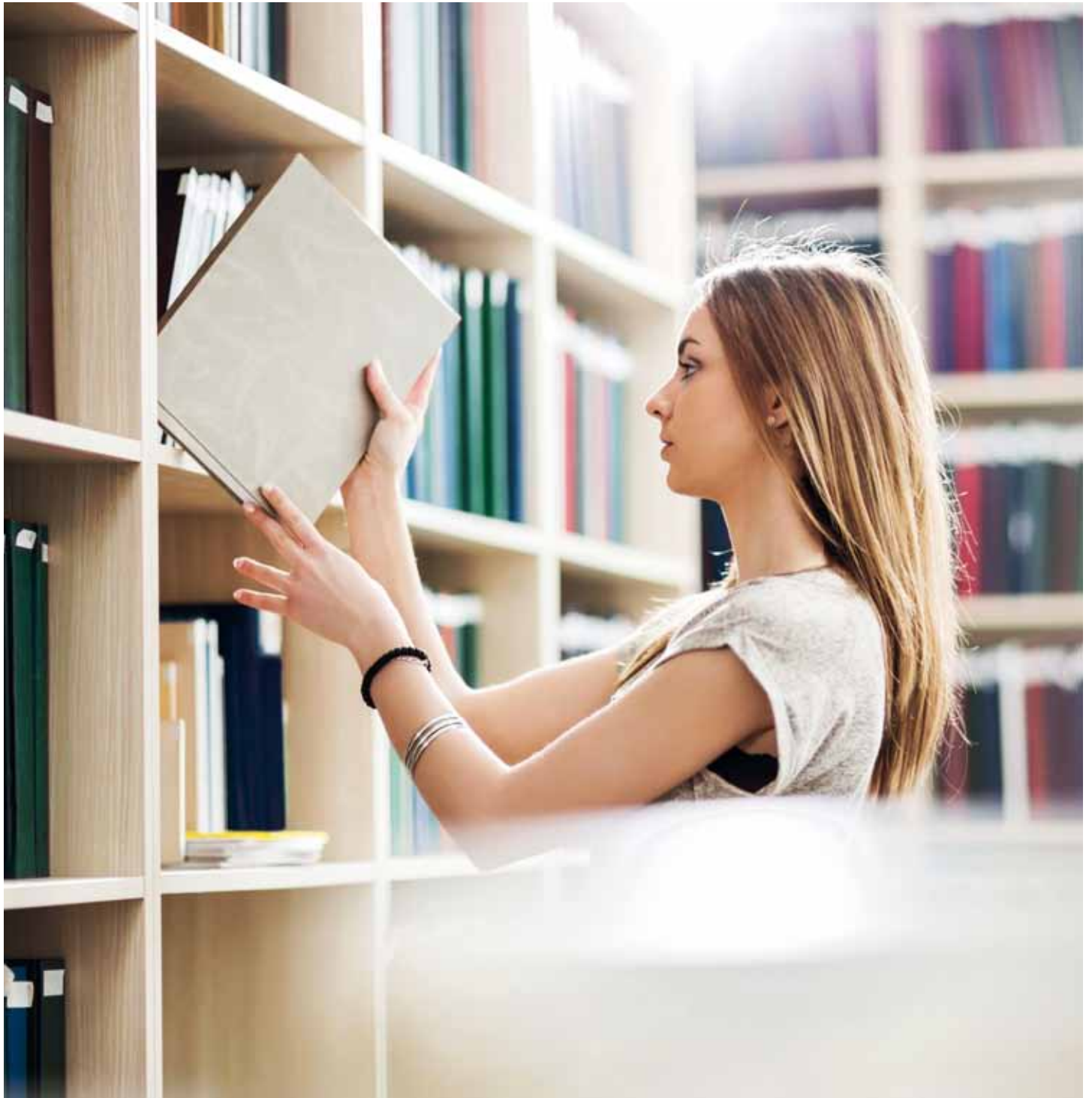
If you would like to discuss the proposal or want more information you can also attend a drop in session which will take place at various locations across the East Riding during the consultation.

Details of when and where these sessions will take place will be widely publicised and will provide further opportunity for you to feed back your views.

**[Link to consultation questionnaire.](#)**

# Current and Proposed Opening Times

*Branch Libraries and Multi Service Centres*



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## *Beverley (Branch Library and Customer Service Centre)*

Day	Current Library Opening Hours	Current Customer Service Hours	Proposed Opening Hours
Monday	9.30am - 5pm	9am - 5pm	Future Multi Service Centre Extra
Tuesday	9.30am - 8pm	9am - 5pm	
Wednesday	9.30am - 5pm	9am - 5pm	
Thursday	9.30am - 8pm	9am - 5pm	
Friday	9.30am - 5pm	9am - 4.30pm	
Saturday	9am - 4pm	Closed	
	Total: 50.5 hours per week	Total: 39.5 hours per week	Total: 37 hours per week*

\*Proposed opening hours at future Multi Service Centres are subject to further analysis of business levels at the time they become Multi Service Centres.

## *Bridlington King Street (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	9am - 6pm	9.30am - 5pm
Tuesday	9am - 6pm	9.30am - 5pm
Wednesday	9am - 6pm	9.30am - 7pm
Thursday	9am - 6pm	Closed
Friday	9am - 5pm	9.30am - 5pm
Saturday	9am - 4pm	9am - 2pm
	Total: 51 hours per week	Total: 37 hours per week

## *Brough (Multi Service Centre)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	9am - 5pm	9.30am - 4.30pm
Tuesday	9am - 8pm	Closed
Wednesday	9am - 5pm	9.30am - 4.30pm
Thursday	9am - 8pm	9.30am - 6.30pm
Friday	9am - 5pm	Closed
Saturday	9.30am - 12.30pm	9.30am - 12.30pm
	Total: 49 hours per week	Total: 26 hours per week°

° Multi Service Centre Express

## Cottingham (Branch Library and Customer Service Centre)

Day	Current Library Opening Hours	Current Customer Service Hours	Proposed Opening Hours
Monday	9.30am - 12.30pm and 1.30 - 5pm	9am - 5pm	Future Multi Service Centre Standard
Tuesday	9.30am - 12.30pm and 1.30 - 5pm	9am - 5pm	
Wednesday	Closed	9am - 5pm	
Thursday	9.30am - 12.30pm and 1.30 - 7.30pm	9am - 5pm	
Friday	9.30am - 12.30pm and 1.30 - 5pm	9am - 4.30pm	
Saturday	9.30am - 12.30pm	Closed	
	Total: 31.5 hours per week	Total: 39.5 hours per week	Total: 30 hours per week*

\*Proposed opening hours at future Multi Service Centres are subject to further analysis of business levels at the time they become Multi Service Centres.

## Driffeld (Multi Service Centre)

Day	Current Opening Hours	Proposed Opening Hours
Monday	9.30am - 6.30pm	9.30am - 6.30pm
Tuesday	9.30am - 5pm	9.30am - 4.30pm
Wednesday	9.30am - 5pm	Closed
Thursday	9.30am - 5pm	9.30am - 4.30pm
Friday	9.30am - 5pm	9.30am - 4.30pm
Saturday	9.30am - 12.30pm	9.30am - 12.30pm
	Total: 42 hours per week	Total: 33 hours per week <sup>o</sup>

<sup>o</sup>Multi Service Centre Standard

## Flamborough (Branch Library)

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	2 - 5pm and 5.30 - 7pm	2 - 5.30pm
Wednesday	Closed	Closed
Thursday	10am - 12 noon and 2 - 5pm	2 - 5pm
Friday	2 - 5pm	2 - 4pm
Saturday	10am - 12 noon	10am - 12 noon
	Total: 14.5 hours per week	Total: 10.5 hours per week

## Goole (Branch Library and Customer Service Centre)

Day	Current Library Opening Hours	Current Customer Service Hours	Proposed Opening Hours
Monday	9.30am - 7pm	9am - 5pm	Future Multi Service Centre Extra
Tuesday	9.30am - 5pm	9am - 5pm	
Wednesday	9.30am - 7pm	9am - 5pm	
Thursday	9.30am - 5pm	9am - 5pm	
Friday	9.30am - 5pm	9am - 4.30pm	
Saturday	9am - 4pm	Closed	
Total: 48.5 hours per week		Total: 39.5 hours per week	Total: 37 hours per week*

\*Proposed opening hours at future Multi Service Centres are subject to further analysis of business levels at the time they become Multi Service Centres.

## Haltemprice (Multi Service Centre)

Day	Current Opening Hours	Proposed Opening Hours
Monday	9.30am - 7.30pm	9.30am - 6.30pm
Tuesday	9.30am - 5.30pm	Closed
Wednesday	9.30am - 7.30pm	9.30am - 4.30pm
Thursday	9.30am - 5.30pm	9.30am - 4.30pm
Friday	9.30am - 4.30pm	9.30am - 4.30pm
Saturday	9.30am - 12.30pm	9.30am - 12.30pm
Total: 46 hours per week		Total: 33 hours per week <sup>o</sup>

<sup>o</sup>Multi Service Centre Standard

## Hedon (Branch Library and Customer Service Centre)

Day	Current Library Opening Hours	Current Customer Service Hours	Proposed Opening Hours
Monday	Closed	9am - 5pm	Future Multi Service Centre Standard
Tuesday	9.30am - 7pm	9am - 5pm	
Wednesday	9.30am - 5pm	9am - 5pm	
Thursday	9.30am - 5pm	9am - 5pm	
Friday	9.30am - 7pm	9am - 4.30pm	
Saturday	9.30am - 12.30pm	Closed	
Total: 37 hours per week		Total: 39.5 hours per week	Total: 27 hours per week*

\*Proposed opening hours at future Multi Service Centres are subject to further analysis of business levels at the time they become Multi Service Centres.

## Hessle (Multi Service Centre)

Day	Current Opening Hours	Proposed Opening Hours
Monday	9.30am - 5pm	9.30am - 4.30pm
Tuesday	9.30am - 7pm	9.30am - 6.30pm
Wednesday	9.30am - 5pm	Closed
Thursday	9.30am - 5pm	9.30am - 4.30pm
Friday	9.30am - 4.30pm	9.30am - 4.30pm
Saturday	9am - 12 noon	9.30am - 12.30pm
	Total: 42 hours per week	Total: 33 hours per week <sup>o</sup>

<sup>o</sup>Multi Service Centre Standard

## Hornsea (Branch Library and Customer Service Centre)

Day	Current Library Opening Hours	Current Customer Service Hours	Proposed Opening Hours
Monday	Closed	9am - 5pm	Future Multi Service Centre Standard
Tuesday	9.30am - 7pm	9am - 5pm	
Wednesday	9.30am - 5pm	9am - 5pm	
Thursday	9.30am - 5pm	9am - 5pm	
Friday	9.30am - 7pm	9am - 4.30pm	
Saturday	9.30am - 12.30pm	Closed	
	Total: 37 hours per week	Total: 39.5 hours per week	Total: 27 hours per week*

\*Proposed opening hours at future Multi Service Centres are subject to further analysis of business levels at the time they become Multi Service Centres.

## Howden (Branch Library and Customer Service Centre)

Day	Current Library Opening Hours	Current Customer Service Hours	Proposed Opening Hours
Monday	4 - 7pm	9am - 5pm	Future Multi Service Centre Express
Tuesday	Closed	9am - 5pm	
Wednesday	2 - 7pm	9am - 5pm	
Thursday	Closed	9am - 5pm	
Friday	10am - 2pm	9am - 4.30pm	
Saturday	10am - 1pm	Closed	
	Total: 15 hours per week	Total: 39.5 hours per week	Total: 20 hours per week*

\*Proposed opening hours at future Multi Service Centres are subject to further analysis of business levels at the time they become Multi Service Centres.

### *Leven (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	Closed	Closed
Wednesday	10.30am - 12.30pm and 3.30 - 7pm	10.30am - 12.30pm and 3.30 - 7pm
Thursday	Closed	Closed
Friday	Closed	Closed
Saturday	Closed	Closed
	Total: 5.5 hours per week	Total: 5.5 hours per week

### *Market Weighton (Multi Service Centre)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	9am - 5pm	9.30am - 4.30pm
Tuesday	9am - 5pm	Closed
Wednesday	9am - 8pm	9.30am - 6.30pm
Thursday	9am - 5pm	Closed
Friday	9am - 4.30pm	9.30am - 4.30pm
Saturday	9.30am - 12.30pm	9.30am - 12.30pm
	Total: 45.5 hours per week	Total: 26 hours per week <sup>o</sup>

<sup>o</sup> Multi Service Centre Express

### *North Bridlington (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Amalgamated with Bridlington King Street
Tuesday	8am - 5pm	
Wednesday	9am - 8pm	
Thursday	9am - 8pm	
Friday	9am - 5pm	
Saturday	9am - 4pm	
	Total: 46 hours per week	Total: N/A

### *North Ferriby (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	10am - 5pm	10am - 5pm
Wednesday	Closed	Closed
Thursday	2 - 7pm	2 - 6pm
Friday	Closed	Closed
Saturday	10am - 12 noon	10am - 12 noon
	Total: 14 hours per week	Total: 13 hours per week

### *Pocklington (Multi Service Centre)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	9.30am - 5pm	9.30am - 4.30pm
Tuesday	9.30am - 7.30pm	9.30am - 6.30pm
Wednesday	9.30am - 1pm	9.30am - 1pm
Thursday	9.30am - 5pm	9.30am - 4.30pm
Friday	9.30am - 5pm	Closed
Saturday	9.30am - 1pm	9.30am - 12.30pm
	Total: 39.5 hours per week	Total: 29.5 hours per week <sup>°</sup>

<sup>°</sup>Multi Service Centre Standard

### *Snaith (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	2 - 7pm	2 - 6pm
Wednesday	Closed	Closed
Thursday	10am - 5pm	10am - 4pm
Friday	Closed	Closed
Saturday	10am - 12 noon	10am - 12 noon
	Total: 14 hours per week	Total: 12 hours per week

### *South Cave (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	2 - 7pm	2 - 5pm
Wednesday	Closed	Closed
Thursday	2 - 7pm	2 - 7pm
Friday	5 - 7pm	Closed
Saturday	10am - 12 noon	10am - 12 noon
	Total: 14 hours per week	Total: 10 hours per week

### *Stamford Bridge (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	2 - 8pm	2 - 7pm
Wednesday	Closed	Closed
Thursday	2 - 8pm	2 - 5pm
Friday	Closed	Closed
Saturday	10am - 1pm	10am - 12 noon
	Total: 15 hours per week	Total: 10 hours per week

### *Swanland (Branch Library)*

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	2 - 8pm	2 - 7pm
Wednesday	9am - 12 noon	Closed
Thursday	Closed	Closed
Friday	2 - 5pm	2 - 5pm
Saturday	10am - 1pm	10am - 12 noon
	Total: 15 hours per week	Total: 10 hours per week

## Willerby (Branch Library)

Day	Current Opening Hours	Proposed Opening Hours
Monday	Closed	Closed
Tuesday	9 am - 12 noon and 1 - 5pm	1 - 5pm
Wednesday	Closed	Closed
Thursday	2 - 7pm	2 - 6pm
Friday	9am - 12 noon and 1 - 5pm	9am - 1pm
Saturday	9am - 12 noon	9am - 12 noon
	Total: 22 hours per week	Total: 15 hours per week

## Withernsea (Multi Service Centre)

Day	Current Opening Hours	Proposed Opening Hours
Monday	9.30am - 5pm	9.30am - 4.30pm
Tuesday	9.30am - 6.30pm	9.30am - 6.30pm
Wednesday	9.30am - 5pm	9.30am - 1pm
Thursday	9.30am - 5pm	9.30am - 4.30pm
Friday	9.30am - 4.30pm	Closed
Saturday	9.30am - 12.30pm	9.30am - 12.30pm
	Total: 41 hours per week	Total: 29.5 hours per week <sup>°</sup>

<sup>°</sup>Multi Service Centre Standard



EAST RIDING  
OF YORKSHIRE COUNCIL

## Newsletter

May 2016

### **SLCC says farewell to its local Chairman**

Richard Wood, Town Clerk at Pocklington, will be stepping down from office this summer. Richard has also been a stalwart of the Society of Local Council Clerks, as well as being a great advocate for ERNLLCA, and his fellow Clerks marked his upcoming retirement at a recent Clerks' Training Day by presenting him with some gifts to enjoy in his retirement. In his closing remarks to his colleagues Richard stressed the need to embrace continuous professional development and encouraged all to promote ERNLLCA to the members of their councils.



## **Transparency Code for small parish councils**

ERNLLCA will shortly be alerting councils to the opportunity for those with an annual turnover of less than £25,000 per annum, and who do not already have a website, to apply for funding to put one in place.

Those councils which were awarded a grant during 2016/2017 will also be able to apply for funding to cover the Clerk's time in keeping their website up-to-date during the current year.

The application form can be downloaded from the ERNLLCA website. Go to the front page and scroll to the bottom.

## ***Parish Councils Bill***

In a previous edition of the Newsletter councils were informed of NALC's intention to promote a Parish Councils Bill to bring in positive changes to the way in which our councils operate; the powers available to them; and new initiatives with which they could become engaged.

The two means by which a Bill could be progressed have been explored. The first option is by persuading an individual Member of Parliament to take this on as a Private Member's Bill. NALC's view is that the success rate of such Bills precludes the likelihood of there being any succession. The second option would be to persuade the Department of Communities and Local Government to incorporate NALC's views in its own legislative programme but it seems this will not be possible.

NALC has therefore decided to abandon the idea of a Bill, as such, but it will seek to influence legislation, as it comes forward, using the research it has carried out and the clear themes that have come to the fore.

## **NALC offers training event**

The following has been received from NALC.

Being a local councillor is a rewarding yet demanding role. As a new councillor, you will quickly become used to the commitment, hard work and pressure that comes with the role. You will learn how to balance the needs and interests of local people and the council. There is a great deal of support and training available to you locally, through colleagues in your council and from your local County Associations.

Now that you are getting to grips with being a local councillor, you might want to think beyond your local area, to expand your horizons and become part of the national local government arena. If so, Councillor Horizons, is for you.

We are inviting new, ambitious and outward looking councillors that have come into post since May 2012, to join us and form a national network with others from across the county, that are also thinking beyond their council boundaries. Learn about working in other tiers of local government and national lobbying from experienced speakers delivering informative sessions throughout the day, whilst networking with your national colleagues. You will also have the option of a mentor in your region to help you keep up the momentum after the day.

This is a rare chance to take the time away from your council and to reflect on your ambitions, skills and networks. To think about the national context that local councils find themselves in, plus the range of roles and opportunities open to you to make a difference nationally.

Please note that there are just 10 places for this event, so please book asap to avoid disappointment. In the booking form you will be asked for your reasons for wishing to attend (maximum 100 words).

The event will be held on Saturday 9th July 2016 at the NALC Offices, 109 Great Russell Street, London, WC1B 3LD. An application form can be found at:

<https://www.surveymonkey.co.uk/r/councillorhorizons>

## **Bits and pieces**

The Government has included a Neighbourhood Planning and Infrastructure Bill in the Queens Speech and will be launching a further drive to encourage parish and town councils to undertake Neighbourhood Plans.

NALC and SLCC are currently discussing the relationship between the two bodies. It is hoped that a joint annual event of county associations and SLCC branches can be held.

The National Joint Council for Local Government Services (NJC) has agreed the salary levels for 2016/2017 and 2017/2018 and these have been sent to all councils.

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### ***Being a Good Employer guide***

The guide has been updated and NALC's Improvement and Development Board has agreed the final text.

NALC has resolved that the guide will be provided in the same method as the Good Employers Guide – i.e. with hard copies to be purchased from ERNLLCA and a free electronic version will also be available.

ERNLLCA has not yet been informed when the updated guide will be published but will inform member councils when that information is to hand.

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### **Village Halls & the Community Benefit Society**

ACRE has produced a discussion paper (see <http://www.acre.org.uk/cms/resources/village-hallsand-community-benefit-societies.pdf>) to consider the technical implications of village halls becoming community benefit societies thereby enabling them to offer shares to the community to raise income for the village hall.

Many parish councils own, run or manage village halls and NALC's provisional response position, based on its existing national policy, is that it will not support the notion that village halls managed, or owned, or run by parish councils should have the option of becoming community benefit societies. Whilst it would be a decision for an individual council, by becoming such an incorporated body the council would lose the ability to deal with its asset as it saw fit.

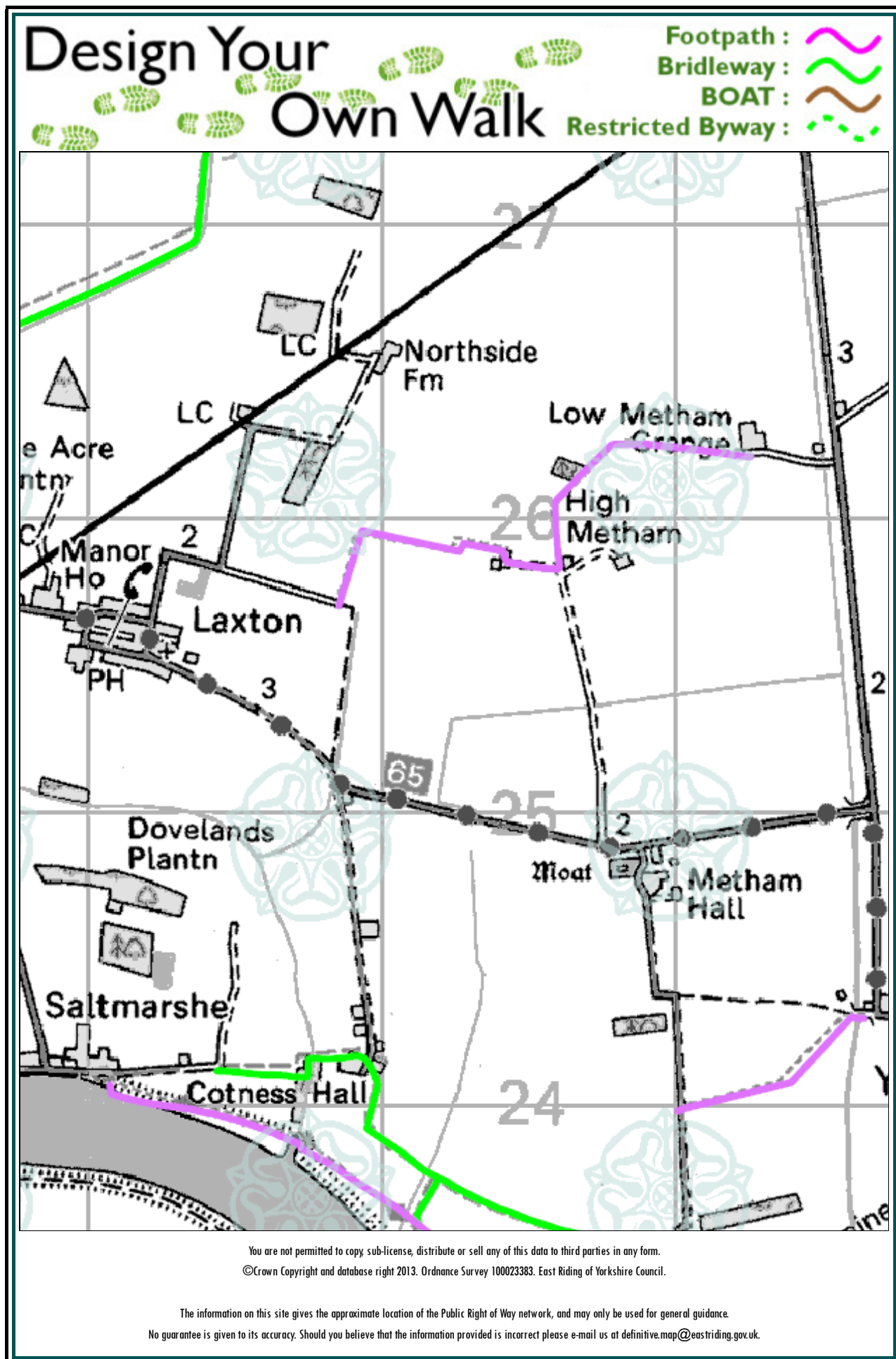
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# LAXTON PARISH COUNCIL

## FINANCIAL AND MANAGEMENT RISK ASSESSMENT - DRAFT 2016\_2017

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
<b>Financial Management</b>						
Failure to keep proper financial records	Medium	Medium	All expenditure approved by Council. All income reported to Council Annual internal and external audit Financial Regulations in Place	Low	Medium	
Poor financial management	Medium	Medium	Financial regulations in place Budget report submitted to Council at year-end Budget monitoring reports submitted quarterly Adequate Council Reserves Regular reports on future liabilities	Low	Medium	
Loss of cash through theft/dishonesty/fraud	Medium	High	Two signatures required to withdraw the funds. All cheques to be signed by two Councilors Bank reconciliations undertaken quarterly Bank reconciliation report submitted quarterly	Low	High	
Failure to comply with Inland Revenue regulations	Medium	Medium	PAYE arrangements checked by internal Auditor. HMRC fines for late payment	Low	Medium	
Failure to comply with VAT regulations	Medium	Medium	Annual VAT return prepared by Clerk Advice available from ERNLLCA Claims made at least annually depending on	Low	Medium	

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
Failure to use funds properly under section 137	Medium	Medium	VAT payments made Monitor grant allocations	Low	Medium	Report Section 137 amount to the Parish Council.
Failure to recover rents and fees due to the Council	Medium	Low	Regular monitoring of rents and fees recovered Tenancy agreements in place.	Low	Low	
Employment of Staff						
Inability to recruit/retain staff	Medium	Medium	Annual review of salaries and regular review of contracts of employment	Medium	Medium	
Attacks on personnel	Low	Medium	Employer’s liability insurance	Low	Medium	
Failure to comply with employment law	Medium	Medium	Awareness of legislation Arrangement of training, if appropriate ERNLLCA Advice available Personnel sub-committee focusing on personnel issues.	Low	Medium	
Laxton Parish Council						
Failure to recruit new Parish Councillors	Medium	Medium	Co-option / election arrangements in place Ability to promote vacancies through newsletter, social media and website.	Medium	Medium	
Failure to declare a pecuniary / non pecuniary interest	Medium	High	Councillors aware of duties Prompt to declare interests on each agenda	Low	High	Occasional refresher training for Councillors
Failure to update Register of Interests	Low	Medium	Councillors aware of duties	Low	Medium	Councillors to be asked to update registers annually

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
Failure to meet statutory duty	Medium	Medium	Clerk provided with training on statutory duties Chair / Deputy Chair received training on statutory duties Advice available from ERNLLCA	Low	Medium	
Failure to comply with data protection legislation	Medium	High	Clerk trained on data protection legislation Limited personnel data held. Advice available from ERNLLCA	Low	Medium	Consider whether the Council should register as an information holder.
<b>Management of Assets</b>						
Damage to assets	Medium	Medium	Property damage insurance. Occasional inspections.	Medium	Medium	
Theft of assets	Medium	Medium	Emergency equipment securely locked away. All assets recorded on the Asset Register, which is regularly monitored. Insurance covers theft of assets.	Low	Medium	
Failure to ensure fences/boundary treatments are maintained	Low	Medium	Regular inspections/ public liability insurance	Low	Medium	
Failure to provide/maintain street lighting	Low	Medium	Maintenance agreement with East Riding Council.	Low	Medium	

MONTH TWO BUDGET MONITORING

<b><u>Expenditure</u></b>	<b>Budget</b> £	<b>Actual Spend</b> £	<b>Profile Spend</b> £	<b>Difference</b> £	<b>Notes</b>
Salaries / N.I.	1680	275.62	280.00	-4.38	
Training Budget	500	0.00	83.33	-83.33	
Postage/Stationery / Printing	220	0.00	36.67	-36.67	
Community Newsletter	100	0.00	16.67		
Mileage / Subsistence	60	0.00	10.00	-10.00	
PC Insurance	270	0.00	0.00	0.00	
Seats / Bins / Notice Boards	0	0.00	0.00	0.00	
Room Booking / Village Hall Rent	250	0.00	41.67	-41.67	
Grants	250	0.00	41.67	-41.67	
Emergency equipment	51.16	107.10	8.53	98.57	
Public Works Loan	3141.44	1,570.72	1570.72	0.00	
Subscriptions	350	251.72	251.72	0.00	
Audit	160	0.00	0.00	0.00	
Lighting SLA	275	0.00	0.00	0.00	
Election Costs	0	0.00	0.00	0.00	
Drainage Rates	2.33	2.67	0.39	0.39	
Allotments	50	0.00	8.33	-8.33	
VAT	0	21.40	0.00	21.40	
Community Led Plan	3002	0.00	0.00	0.00	
Entertainment	0	151.99	0.00	151.99	
<b>Total Expenditure</b>	<b>10361.93</b>	<b>2381.22</b>	<b>2349.69</b>	<b>46.31</b>	
<b><u>Income</u></b>					
Precept	7209.93	3604.97			
Allotments	150	160			
Grants / Reimbursements	3002	0			
Donations	0	0			
VAT	0.00	1,172.62			
<b>Total Income</b>	<b>10361.93</b>	<b>4937.59</b>			

## **Laxton Parish Council Bank Reconcilliation 13 June 2016**

Prepared by Alan Bravey, Clerk to Laxton Parish Council

<b>Closing Statements 13 June 2016</b>	£	£	£	£
Current Account 050439		14231.43		
Premium Account 227884		1439.07		
Petty Cash Float		40		
			15710.5	
Less				
Unpresented Cheques:			275.18	
Add				
Undeposited Cash:				
Petty Cash Overpayment	0.01			
			0	
NET BALANCES				<b>15,435.33</b>
<b>Ledger</b>				
Opening Balance		12878.75		
Add Reciepts in the Year		4937.59		
Less Payments in the Year		2381.01		
CLOSING CASH BOOK BALANCE				<b>15435.33</b>

0.00

**Laxton Parish Council**

**Accounts for Payment**

**June 2016**

<b>Payee</b>	<b>Details</b>	<b>Total</b>	<b>VAT</b>
Alan Bravey	Salary - May	82.61	0
Post Office	PAYE - May	55.20	0
Rackhams Accountants	Internal Audit Fee 2015/16	150	30
Cartridge Save	1 full set of Printer Cartridges	100.40	16.73
East Riding Supplies	Stationary Order	13.40	2.68
<b>Total</b>		<b>401.61</b>	<b>19.41</b>