

Laxton Parish Council Correspondence Record

15 March – 20 April 2018

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
16 March	Y	ERYC	Code of Conduct has been updated and amended,
26 March	N	ERYC	Invite to Planning T&PC Liaison Meetings – Thursday 6pm 10 May, Goole
28 March	Y	ERYC	Launch of Humberside Police “Community Alert” system
28 March	Y	ERYC	Invitation to contribute to Scrutiny review of ERYC Communication with Parish Councils
28 March	Y	Network Rail	Update on signalling project.
28 March	N	PK Littlejohn	External Auditor Instructions
9 April	N	Centurion Traffic	Acknowledging request for meeting re traffic management, to be actioned when the works are rescheduled.

EAST RIDING OF YORKSHIRE COUNCIL MEMBER CODE OF CONDUCT

(1) Introduction and Interpretation

- (1) This Code applies to you as a Member of this authority when you act in your role as a Member and it is your responsibility to comply with the provisions of this Code.
- (2) You are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both a positive and negative impact on the authority.
- (3) The public expect Members to act in an open and transparent manner.
- (4) In this Code -

‘Meeting’ means any meeting of:-

- (a) The authority;
- (b) The executive of the authority;
- (c) Any of the authority’s, or its Executive’s, committees, sub-committees, joint committees joint sub-committees or area committees;

‘Member’ includes all Members and co-opted and appointed Members of the authority.

‘Family’ means Spouse, Civil partner, any person with whom you are living as a Spouse or Civil Partner, parent, grandparent, child, grandchild or sibling.

(2) General Obligations

- (1) You must treat others with respect.
- (2) You must not bully any person.
- (3) You must not conduct yourself in a manner that could reasonably be regarded as bringing your office or authority into disrepute.
- (4) You must not disclose information given to you in confidence by any one or information acquired by you which you believe, or ought to be aware, is of a confidential nature, except where :-
 - (1) You have the consent of the person authorised to give it;
 - (2) You are required by law to do so;
 - (3) Disclosure is to made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

- (4) The disclosure is:-
- (a) Reasonable in the public interest; and
 - (b) Made in good faith and in compliance with the reasonable requirements of the authority; and
 - (c) You have consulted the Monitoring Officer prior to its release.
- (5) You must not prevent another person from gaining access to information to which that person is entitled by law.
- (6) You must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
- (7) When using or authorising the use by others of the resources of the authority you must:-
- (1) Act in accordance with the authority's reasonable requirements.
 - (2) Ensure that such resources are not used improperly for political purposes (including party political purposes).
 - (3) Have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

(3) **Registration of Interests**

- (1) You must before the end of 28 days beginning on the day on which you become a Member of the authority or within 28 days of any change in an interest or becoming aware of any new interest notify the Monitoring Officer of:
- (i) The following **Pecuniary Interests** of yourself, your spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner:
 - (a) Any employment, office, trade, profession or vocation carried on for profit or gain.
 - (b) Any payment or provision of any other financial benefit (other than from the authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
 - (c) Any contract which is made between any of the above named persons (or a body in which any of the above named persons have a beneficial interest) and the authority under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.
 - (d) Any beneficial interest in land which is within the area of the authority.

- (e) Any licence (alone or jointly with others) to occupy land in the area of the authority for a month or longer.
 - (f) Any tenancy where (to your knowledge) the landlord is the authority and the tenant is a body in which any of the above named persons have a beneficial interest.
 - (g) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the authority; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which any of the above named persons has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
- (ii) The following **Non-Pecuniary** interests of yourself:
- (a) Bodies to which you are appointed or nominated by the authority other than bodies in which the authority has an interest (ie outside body appointments).
 - (b) Bodies exercising functions of a public nature of which you are a Member (including regional and local enterprise partnerships, other councils, public health bodies, school governing bodies).
 - (c) Bodies directed to charitable purposes of which you are a Member (including the Lions, the Masons, a Parochial Church Council; not just bodies registered with the Charity Commission).
 - (d) Bodies whose principal purposes include influence of public opinion of policy (including any political party or trade union) of which you are a Member.
 - (e) Any voluntary work undertaken by you.
 - (f) Any person from whom you received in your capacity as a Member a gift or hospitality that amounts to the value of at least £25.
- (2) You need only notify the Monitoring Officer of any interests of which you are aware pursuant to paragraph (3) (1) above.
- (3) Where you become a Member of the authority as a result of a re-election or re-appointment you only need to disclose interests not already entered on the register.
- (4) Where the nature of the interest is such that you consider that the disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation, (and the Monitoring Officer agrees) details of the interests will not be included in any published version of the register of interests save that the register will state you have an interest the details of which are withheld under section 32(2) of the Localism Act 2011.

(4) Non - Pecuniary Interests

- (1) You have a non pecuniary interest in any business of the authority where either it is likely to affect any of the bodies listed in paragraph 3(1)(ii) of the Code or, the decision in relation to that business might reasonably be regarded as affecting your well being, or financial position, or the well being or financial position of a relevant person to a greater extent than the majority of other Council tax payers, rate payers or inhabitants of the Ward affected by the decision.
- (2) A relevant person is:-
 - (a) A member of your family or any person with whom you have a close association, or
 - (b) A person or body who employs or has appointed such persons any firm of which they are a partner or any company of which they are Directors.
- (3) Where you have a non-pecuniary interest in any business of the authority and you attend a meeting of the authority at which that business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.
- (4) Sub paragraph (3) only applies where you are aware or ought reasonably to be aware of the existence of the interest.
- (5) Where you have an interest but by virtue of paragraph 3(4) it is not registered in the authority's register of interests you must indicate you have a non-pecuniary interest but need not disclose the sensitive information to the meeting.

(5) Pecuniary Interests

- (1) You have a pecuniary interest in any business of the authority where you, your spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner have an interest that falls within sub paragraph (3)(1)(i) above.

(6) Effect of Pecuniary Interest on Participation

- (1) Where you have a pecuniary interest in any business of the authority and you attend a meeting at which the business is considered you must then:-
 - (a) Disclose the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent, subject to sub-paragraph (c) below.
 - (b) Withdraw from the room or chamber where the meeting considering the business is being held.
 - (c) Do not participate in discussion of, or vote on the matter at the meeting (participate includes addressing a meeting of which you are not a member).
 - (d) If the pecuniary interest is a sensitive interest as set out in sub-paragraph (3)(4) above you need only disclose the fact that you have a pecuniary interest.

Want to know what's happening in your neighbourhood?

11



Have you ever seen a police car pass by only to discover the road ahead is closed? Or heard a rumour about a run of crime on your street and wished you had known about it sooner?

My Community Alert is a new, free messaging system operated by Humberside Police, to help keep you updated about what is happening in your local area.

Choose how you receive messages, by phone or email, how often you want to hear from us and about the issues that matter to you.



Sign up for free at
www.mycommunityalert.co.uk
to start receiving real time updates now.



Serving our communities to make them safer and stronger

Town and Parish Council Communication Survey

East Riding of Yorkshire Council has convened a panel to review how it communicates with town and parish councils. The review panel comprises six ward councillors and it was agreed, at its first meeting held in March 2018, that a survey would be undertaken to seek the views of each town and parish council. The review panel would like town and parish councillors to have the opportunity to discuss the survey and agree their response as a body. The panel would like to receive one completed survey per town and parish council.

The responses will be used to inform the panel's recommendations. The review panel will share its final report with all town and parish councils and publish it on the council's website.

If you could please submit all responses by 7 May 2018.

Please direct any queries to:

Samm Campbell
Senior Committee Manager
Email: samm.campbell@eastriding.gov.uk
Telephone: 01482 393205

The information you provide in this consultation will be used by East Riding of Yorkshire Council in accordance with the Data Protection Act 1998.

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Q1 Please state the name of your town or parish council:

Q2 Which methods do you use to communicate with East Riding of Yorkshire Council? (Please tick all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Email | <input type="checkbox"/> Visits by council officers |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Ward councillors |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Other (please state below) |
| <input type="checkbox"/> Meeting minutes | |

Q3 To help us to identify how communication could to be improved between your town or parish council and East Riding of Yorkshire Council, please consider how much you agree or disagree with the following statements:

	Strongly agree	Agree	Disagree	Strongly disagree
The Council and its services communicate regularly to enable our town/parish council to effectively carry out its duties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council's methods of communication are accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council's methods of communication are appropriate to the needs of our town/parish council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council communicates openly with our town/parish council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council uses 'plain English' in its communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4 If the Council could improve one aspect of its communication with town and parish councils, what do you think it should be?

Q5 Please outline below any particular issues relating to communication between your town and parish council and East Riding of Yorkshire Council.

- Q6 What level of engagement does your town and parish council have with your local ward councillors? For example, does your ward councillor attend town/parish council meetings on a regular basis etc.

Communicating with your residents

The Council is also interested in how you communicate with your residents.

- Q7 Please indicate (by selecting all that apply), which methods you use to contact your residents

- | | |
|--|---|
| <input type="checkbox"/> Printed newsletter | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Electronic newsletter | <input type="checkbox"/> Flyers |
| <input type="checkbox"/> Email | <input type="checkbox"/> Direct mail |
| <input type="checkbox"/> Website | <input type="checkbox"/> Surgeries |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Public meeting |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Other (please state below) |
| <input type="checkbox"/> Mobile application | |

Thank you for completing this survey.

Contact & Communities
Network Rail
Floor 4B
George Stephenson House
Toft Green
York
YO1 6JT

27 March 2018

Dear Sir/Madam,

Ferriby to Gilberdyke Re-Signalling Project – Update

The Ferriby – Gilberdyke Re-Signalling project is being delivered by Network Rail to upgrade track and signalling in East Yorkshire to help improve the reliability and performance of the railway.

The project is progressing but has been delayed from the original plan which was for the upgraded infrastructure to be brought into use over the Easter period.

Network Rail engineers are still planning to carry out work to the signalling system over the Easter weekend, and we will provide an update on the remaining parts of the project once these are confirmed later this year.

As with the introduction of any new technology, challenges can often be experienced when bringing it into service on our railways and as a result Network Rail are now working with the train operators to agree further access to the railway over the coming months to complete this important work.

In the meantime, our signallers will remain in place until the new signalling is introduced and we will continue to work with TransPennine Express to support their aspirations for the introduction of earlier and later running services in the coming months.

If you have any additional questions or concerns about the Ferriby to Gilberdyke Re-signalling Project please contact Network Rail's National Helpline on **03457 11 41 41**.

Yours faithfully



Denise Thompson
Community Relations Manager

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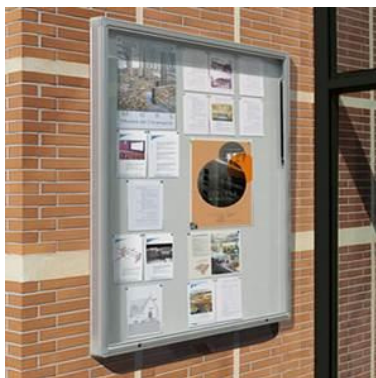
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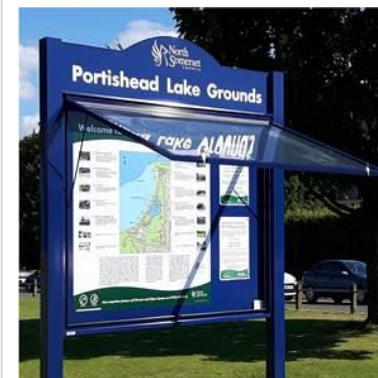


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Offline

Step-by-step guide: 100 Club

A 100 Club is a great, hassle-free way to keep money trickling into your PTA kitty. The trick is to publicise it clearly, and make sure all your parents and friends are signed up!

A 100 Club is a form of private lottery. Subscribers buy numbered tickets which are entered into a regular draw, e.g. 100 tickets for a 100 Club. This number can vary to suit the size of your school, e.g. 200 tickets for a 200 Club, and so on. Parents, teachers and friends of the school pay a fixed subscription for their number/s. When the tickets are drawn, a percentage of the profit is given as the prize, with the remainder going to PTA funds.

Before setting up a 100 Club, get an idea of how many parents are keen to take part, using the school or PTA newsletter to ask interested parents to get in touch. Highlight the fact that it's an easy way for them to support the school and that the draw is made regularly, with a good chance of winning. Once you know the level of interest, you will know what size club you need (keep this to a round number for ease). It is probably better to start with a 50 or 100 Club. You can keep a waiting list for parents that want to take up numbers when they become available.

Decide whether to run this as a 'private lottery' or as a 'small society lottery' (see tips and advice below). Agree the minimum time commitment for participants, e.g. one year, running concurrently with the academic year from September to September. This would allow you to set up direct debits for the collection of subscriptions, thus reducing the administration. Agree how much to charge, the number of winners per month and the split of prize money to profit. Draw up a set of rules (download a sample set of rules).

Circulate letters inviting people to join your school lottery - include an entry form, direct debit mandate and a set of your rules which should be signed and returned. Create a numbered spreadsheet of participants, including their name, address and payment method (you will need to check your PTA bank statements to verify that payments have been received before each draw). Print, trim and laminate numerals that correspond to the number of people playing your lottery. Now you're ready for your first lottery draw!

It's important that the winning numbers are drawn in public so that all aspects of your lottery are transparent. With the support of the school, the draw could be held as part of an assembly or a staff meeting. Publish the names of winners in the school newsletter and on the school (or PTA) website. Payments to winners should be made promptly, either by posting a cheque to the address provided by the participant or in cash. If handing the winner cash, we suggest doing this in the school reception with a member of staff to witness the exchange.

Tips and advice for running a 100 Club

Licensing: There is no specific legal definition in the Gambling Act for a 50, 100 or 200 Club. These clubs exist to promote lotteries for a 'good cause' (lotteries cannot be run for private or commercial gain). The rules that apply to such lotteries depend on how the lottery is promoted. Typically, such lotteries are small in scale and operate under the rules of a 'private society lottery' or a 'small society lottery'.

Private society lottery: Private society lottery tickets must only be sold to members (check your constitution to verify membership) and to people on the premises used in the administration of the society (i.e. your school). Private lotteries must comply with conditions relating to advertising which state that 'no advertisement for a private society lottery may be displayed or distributed except at the society premises, nor may it be sent to any other premises'. The Gambling Commission states that sending a letter home to parents would constitute promoting/advertising a lottery, therefore this would not be permitted. Given that there is no provision in law for a private society lottery, it's imperative that you have a strict set of rules and procedures in place in case a dispute should arise.

Small society lottery: You do not need a licence from the Gambling Commission, however you will need to register with your local licensing authority and they may want to see a set of rules before considering an application. A financial return will have to be submitted within three months of the latest draw. Small society lotteries can sell tickets to anyone aged 16 and over.

Securing participants: Most PTAs attend school-led events for parents of new starters and this is a good place to start building interest. Use parents' evenings, sports day and PTA events to recruit members for your 100 Club. When pupils and parents leave the school, you will need a strategy for keeping numbers topped up.

What to charge: Most PTAs charge £12-24 per number, per year (£1-£2 per month) with 50-60% going to PTA funds and 40-50% paid out in prize money (often with three winners). Participants can buy more than one ticket.

Rules: A set of rules should be drawn up to ensure that participants are aware of the purpose of the lottery, how it is run and by whom, when each draw takes place, how winner's details are published, what happens in the event of a dispute, and what happens if a participant defaults on their subscription payment, etc.

100 Club success stories

Marina Hodder, PTFA Treasurer, Offwell CofE Primary, Honiton, Devon (103 pupils): 'Our 100 Club has only been running since last September; we are a small school, and are pleased to have over 40 entries in the draw each month. Winners are drawn on the last Friday of each month, and if that falls in the school holidays we draw it on the first day back. The 100 Club as a private lottery, and is open only to friends and families of the school, therefore there was no need to contact the local authority or file regular financial returns. Participants have to complete and sign a 'terms and conditions' agreement form before they can enter. We keep a record of all money paid in and how much is paid out, and record who the winners are each month and how much they have won. People can choose whether to pay monthly or annually and receipts are given each time money is paid in. Winnings are paid in cash. At the moment the 100 Club raises £20 a month.'

John Carmichael, PTA member, Stowting CofE Primary, Stowting Hill, Ashford, Kent (97 pupils): 'The 100 Club has been running for about ten years, so it's well established. We have about 50 numbers sold - approximately two thirds of the families in the school, which is a reasonable uptake. The Club

is promoted at the Christmas and summer fairs, and details are included in the induction packs which are given to new parents. Each number costs £2 per month which can be paid for by cash, cheque or direct debit monthly or annually. I check the monthly bank statement to verify that all the direct debits are in, then look at the membership to see if any renewals are due. Once these accounting matters have been concluded, I make the draw in the playground with one of the parents. Three numbers are drawn and the prizes are 20%, 10% and 5% of the income. From a legal stand point, our 100 Club falls within the category of private society lottery, therefore no licence or registration is required. Each PTA member receives a fact sheet giving a brief description of the rules and a membership application form which provides me with members' contact details and, should the 100 Club be inspected, provides proof of membership of all participants. Our small school has around seventy families and the 100 Club raises £600-700 a year - around 10% of our total annual income.'

Potential Community Web Addresses

- www.laxton.uk
- laxtonparish.co.uk
- laxtonparish.com
- laxtonvillage.co.uk
- laxtonvillage.com
- ourlaxton.co.uk
- outlaxton.com
- wearelaxton.co.uk
- wearelaxton.com
- visitlaxton.co.uk
- visitlaxton.com

(.com is about twice the price of .co.uk - £25 for two year £14)

Laxton Parish Council Asset Register - March 2018

Asset	Cost	Date acquired	Location
Street furniture:			
4 Benches	2000	Various	Chapel Lane, Station Road Junction, Jubille Avenue
2 Litter Bins	504	2015	Laxton - Near Beacon and Bonfire Field
Notice Board	439	2015	Saltmarsh
Office:			
Computer - Backup	400	2006	Clerk
Laptop - Lenovo G50	308	2015	Clerk
Printer, Epson Workforce Pro	165	2015	Clerk
Filing Cabinet	60	2007	Victory Hall
Stapler	5	2015	Clerk
Book - Local Councils Explained	50	2015	Clerk
Camera	114	2017	Clerk
Community Assets:			
Allotment Gardens	1		Rear of Church Close, Laxton
Parish Beacon	1	2002	Station Road Junction
Emergency Equipment			
Honda 2200 Generator	365	2008	Emergency Location 1
WB20XT Water Pump	266	2008	Emergency Location 1
Input Hose	309	2008	Emergency Location 1
Output Hose	412	2008	Emergency Location 1
4 Explorer Torches	99	2008	Emergency Location 1
Sack Barrow	18	2008	Emergency Location 1
First Aid Box	8	2008	Emergency Location 1
6 Hi Vis Jackets	114.99	2015	Emergency Location 2
6 Leather Gloves	10	2015	Emergency Location 2
3 Shovels	31	2015	Emergency Location 2
4 Broom	48	2015	Emergency Location 2
Key Safe	15	2015	Emergency Location 2
Infrared dual / kerosene heater	425	2015	Emergency Location 2
2.2kw Generator (Petrol)	366	2015	Emergency Location 2
4x 700w Petrol Generator	195	2015	Emergency Location 2
1000 l/min petrol water pump	308	2015	Emergency Location 2
2x 230 volt twin 2w telescopic tr	90	2015	Emergency Location 2
230 400 LED Worklamp double	41	2015	Emergency Location 2
350 Empty Sandbags	151	2015	Emergency Location 2
Metal Shed	160	2015	Emergency Location 2
Motorola Two Way Radio	70	2015	Emergency Location 2
2 Wind Up Radios	50	2015	Emergency Location 2
6 Tonnes of Sand	280	2015	Emergency Location 2
2 Defibrilators	Leased	2015	Laxton and Saltmarsh
4 Head Torches	61.62	2016	Councillors
Allotments			
Rotorvator	185	2015	Allotment
Petrol Strimmer	75	2015	Allotment
Total	8200.61		

Laxton Parish Council Bank Reconciliation 31 March 2018

Prepared by Alan Bravey, Clerk to Laxton Parish Council

Closing Statements 31 March 2018	£	£	£	£
Current Account 050439		11208.77		
Premium Account 227884		1441.95		
Petty Cash Float		40.01		
			12690.73	
Less				
Unpresented Cheques:				
552 - Alan Bravey	100			
615 - Laxton Victory Hall	400			
576 - HMRC	57.6			
579 - HMRC	57.6			
580 - ERYC	66.32			
582 - Alan Bravey	86.45			
583 - HMRC	58			
584 - ERNLLCA	22.5			
			848.47	
Add				
Undeposited Cash:	0			
NET BALANCES				11,842.26
Ledger				
Opening Balance				
Add Reciepts in the Year		14155.17		
Less Payments in the Year		8321.8		
		10634.71		
CLOSING CASH BOOK BALANCE				11842.26

2017/2018 Budget Report

<u>Expenditure</u>	Budget £	Actual Spend £	Difference £	Notes
Salaries / N.I.	1800	1,733.40	-66.60	
Training Budget	400	18.75	-381.25	
Postage/Stationery / Printing / Office	220	263.45	43.45	Camera
Mileage / Subsistence	60	18.90	-41.10	
PC Insurance	300	257.50	-42.50	
Seats / Bins / Notice Boards	0	0.00	0.00	
Room Booking / Village Hall Rent	251.16	600.00	348.84	Reimbursement of 2016_7
Grants	250	469.50	219.50	Fireworks, Doggie Bags, Summer Fete
Emergency equipment	100	100.00	0.00	VETS Subscription
Public Works Loan	3141.44	3,141.44	0.00	
Subscriptions	350	325.63	-24.37	
Audit	160	160.00	0.00	
Lighting SLA	275	249.72	-25.28	
Election Costs	0	0.00	0.00	
Drainage Rates	2.33	2.83	0.50	
Allotments	50	0.00	-50.00	
Community Led Plan	3152	3,152.00	0.00	
Entertainment	0	5.00	5.00	
Total Expenditure	10511.93	10498.12	-13.81	
<u>Income</u>				
Precept	7209.93	7209.93	0.00	
Allotments	150	200	50.00	
Grants / Reimbursements	0	313.2	313.20	Transparency Fund
Donations	0	0	0.00	
Reserves	3,152.00	3,152.00	0.00	
Total Income	10511.93	10875.13	363.2	

Smaller authority name: **Laxton Parish Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement _____ 23 May 2018 _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p style="padding-left: 40px;">(b) Alan Bravey, Clerk and Responsible Financial Officer, 3 Ruskin Way, Brough, HU151GW, 01482 662292, laxtonpc@btinetnet.com</p> <p>commencing on (c) Monday 2 July 2018 _____</p> <p>and ending on (d) Friday 10 August 2018 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p style="padding-left: 40px;">PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) _____ Alan Bravey, Clerk and Responsible Financial Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Laxton Parish Council

Accounts for Payment

April 2018

Payee	Details	Total	VAT
Alan Bravey	Salary	86.85	0
HMRC	PAYE	57.60	0
ERNLLCA	Annual Membership Fee	263.95	0
Drainage Board	Drainage Rates	2.89	
CHCP	Defibrillator Pads	90	14
Alan Bravey	Postage Costs 2017/18	84.63	0
Alan Bravey	Working from home allowance	100	0

SignedDateSignedDate