

LANGTHORPE PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
TUESDAY 17 November 2015
At Coronation Hall, Milby YO51 9BL

PRESENT: Cllr M Collins (Chairman), Cllr M Fisher, Cllr L Gill, Cllr B Knowles, District Cllr N Brown, H Heavisides (Clerk)

Members of the Public: None.

Late Arrivals: None

Early Departures: None

The meeting opened at 7.30pm

- 1) **Welcome**
- 2) **Apologies:** D Fearnside (Vice Chairman), Cllr S Beaumont
- 3) **Minutes of the last meeting held on Tuesday 15th September 2015: RESOLUTION:** To sign the Minutes as an accurate record of the meeting held. Proposed: Cllr Gill Seconded: Cllr M Fisher
- 4) **Declaration of Interests:** None
- 5) **Matters Arising** (not covered elsewhere)
 - a) **School Bus parking** – Pick up has now moved to outside Fox and Hounds. There have been some problems with cars congesting the area.
 - b) **Harrogate Borough Council (HBC)** - Cllr Brown reported on the Gladman 2 application (Dishforth Road). He met with Garry Bell (Head of Planning) who explained that the national planning policy framework would come into play in lieu of a Local plan. If harm to area can be proved it may be declined. Highways have not yet responded re concerns about access. Drainage board objection is possibly not sustainable. Historic England concerned about Battle of Boroughbridge site. Very few objections. There is a 6.6 year supply of housing now in place. Green waste collection suspended for winter from 30 November 2015 until 21 March 2016. Boundary review and devolution are still in negotiation. Safer Neighbourhood meeting will be on Thursday 19 November 2015.
 - c) **North Yorkshire County Council (NYCC)** – No report available. Cllr Collins had a query about the bus route 142/143 re a meeting that should have taken place and seemed not to materialise.
- 6) **Correspondence as received by 11th November 2015**
 - a) **Trees back of 2, Station Terrace** – A letter was received from the resident of 2, Station Terrace requesting the Parish Council assistance in the removal of trees behind her property. Inquiries determined that the trees belong to a house on Waterside and is, therefore, beyond the jurisdiction of the Parish Council. Letter has been sent to resident to explain the situation and put her in touch with the owner of the tree to negotiate.
 - b) **Urban grass cutting payments 2016/17 (NYCC)** – To receive a letter from NYCC requesting whether the Parish Council would like the County Council to carry out urban visibility grass cutting in the parish for 2016/17 or whether the Parish Council would like to carry out the urban visibility grass cutting and accept the payment offered by the County Council to carry out this function. Minimum funding offered would be £74.70. Reply required by 30 November 2015. Parish Council would like to carry out the cutting but request that the Clerk write to NYCC to request more help with funding. Clerk also to investigate how much funding was awarded for 2013/14/15. **Action: Clerk**

- c) **Grass cutting contract 2016** – To receive a quotation for Grounds Maintenance for 2016 from Farm and Land Services Ltd. Total cost for 2016 would be £1,395 plus vat. Proposed Cllr Gill Seconded Cllr Knowles. Approved and Accepted. Clerk to inform Farm and Land Services Ltd. **Action: Clerk**
- 7) **To receive information on the registration for Pensions** – To confirm no employees of Langthorpe Parish Council qualify for automatic enrolment in a pension scheme but the Parish Council must register and sign a declaration of compliance. Staging date is 1 October 2017. 'Declaration of Compliance' (to confirm with the pensions regulator that the Parish Council has met legal duties) must be signed by 28 February 2018. Clerk has been named as the contact for information regarding registration for pensions.
- 8) **Financial**
- a) **Financial Regulations – RESOLUTION** – To adopt Financial Regulations – **APPENDIX 1** – Approved and Agreed. Proposed – Cllr Fisher Seconded – Cllr Gill. To be posted on website. **Action: Clerk**
- b) **Asset Register** – Suggestions for valuations: Fishing Rights – £8,000, Cottages £350,000 for the pair, Picnic Area – to be assessed, Play Area Equipment – At Cost, Council Garden – to be assessed, Notice boards, benches to be assessed. All to be confirmed at the next full meeting of the Council. **Action: Cllrs Collins, Fearnside**
- c) **VAT claim** - VAT reclaims have been submitted which total £3393.88- This includes a claim from April 2015 to September 2015 to reclaim the VAT on the resurfacing in the picnic area.
- d) **To receive the monthly bank reconciliation – APPENDIX 2** - Approved and accepted
- e) **To receive invoices/salaries to be paid (List below):**

100771	PFK Littlejohn Auditors	£120.00
100772	HMRC 2nd ¼ Tax and NI	£60.00
100773	Beyond the Pews	£120.00
100774	Farm and land – Grass Cutting	£756.00
100775	Coronation Hall	£ 72.00
100776	Chamber of Trade	£200.00
	(Christmas Lights Minute ref 21 July 2015 item 7k)	
100777	Clerk's Expenses	£ 7.62
100778	Royal British Legion – Wreath	£ 50.00
Standing Order	Clerk's Wages	£160.00

TOTAL **£1,545.62**

f) **To receive list of receipts (List below):**

Rents	£1,730.00
Council Garden	£ 11.00
Interest – Money Manager Account	£ 00.60
Total	£1,741.60

Clerk to produce agreement between tenant of the council garden and Langthorpe Parish Council. **Action: Clerk**

i) **To receive a balance of accounts.**

Money Manager Account – £8,055.61

Current Account - £3,978.41

- g) **To agree purchase of computer and printer** – Government grant funding is available to assist Parish Councils comply with the new Transparency Code. Money for the purchase of laptop computers, scanners/printers and staff time can be applied for. – **APPENDIX 3** – Parish Council agrees to apply for funding of £655.76
- h) **To fix a precept** – Precept of Nil. Approved and agreed. Proposed Gill Seconded Knowles. **Action: Clerk**
- 9) **Planning** - Planning received by 11th November 2015
- 10) **To consider under-mentioned planning applications:**
- i) **Ref. 15/04615/TCON**
Crown reduction by 1.5 -2 meters of 1 No. Copper beach tree within the Boroughbridge Conservation Area
Langthorpe House, Skelton Road, Langthorpe, North Yorkshire YO51 9BZ
Status: PENDING
 - ii) **Ref. No: 15/04199/SCREEN**
Environmental Impact Assessment Screening Opinion for erection of 100kw wind turbine.
Lowfield Grange Lowfield Lane Langthorpe York North Yorkshire YO51 9BZ
Status: PENDING
 - iii) **Ref. No: 15/03979/SCREEN**
Environmental Impact Screening Assessment for erection of 100kw wind turbine.
Lowfield Grange Lowfield Lane Langthorpe York North Yorkshire YO51 9BZ
Status: PENDING
 - iv) **Ref. No: 15/03861/SCREEN**
Environmental Impact Screening Assessment for erection of 100kw wind turbine.
Lowfield Grange Lowfield Lane Langthorpe York North Yorkshire YO51 9BZ
Status: PENDING
 - v) **6.56.14.M.FUL.15/02773/FUL**
Erection of new dwelling with associated car parking in garden area west of Orchard Cottage; and alterations to fenestration of Orchard Lodge (site Area 0.1ha)
Garden West of Orchard Cottage, Skelton Road, Langthorpe, York North Yorkshire YO51 9BZ
PERMITTED

Further planning has received since the agenda posted. Sub-committee for planning is to be convened to consider this planning as agenda to be posted 3 clear days before the meeting. Members of the Planning Sub-Committee are Councillors Gill, Fisher and Fearnside. The meeting will be arranged for Wednesday 25 November. **Action: Clerk**

11) Reports

- a) **Emergency Committee (MF/MJC)** – Flood alert over weekend as river rose to just over 15 metres.

12) **The Moorings Meeting** – Cllr Collins attended AGM of the moorings committee.

13) Agenda Items

- (a) **Council Standing Orders** – Ongoing.
- (b) **Graffiti and litter under bridge** – Some attempt to remove but some still there. Chair has been taken to the tip. Litter remains. Litter pick planned for the spring to co-inside with national litter picking day of 5-6 March 2016.
- (c) **Highways**
 - (i) **Skelton Road Repairs** – No progress.
 - (ii) **Signpost at roundabout** – Not yet replaced but order has been raised.
 - (iii) **Trees on roundabout** – NYCC have cut these back.

(d) **Cottages**

(i) **Holly Tree Cottage** – Yearly inspection due. Cllrs Knowles and Beaumont to arrange at their convenience.

(ii) **Rose Cottage** – As above

(e) **Brighter Boroughbridge and District** –Bulb order failed to materialize. Will apply next year

(f) **Commuted Sums** -£2346.23 applied for against surfacing of picnic area and concreting of bench

(g) **Play Area (MC)** – Annual inspection due. 2 quotations requested. 1 quotation received - £110 ex vat. Accepted. Chairman to contact contractor. **Action: Cllr Collins**

(h) **Picnic Area** - Flood debris needs to be cleared. **Action: Councillors**

(i) **Street Lights** – Nothing to report.

(j) **Web Site** – Nothing to report.

(k) **Welcome Pack** – Packs to be delivered to new residents.

14) To confirm that the Meetings of Langthorpe Parish Council for 2016 at 7.30pm at Coronation Hall, Milby.

19th January, 15th March, 17th May, 19th July, 20th Sept, 15th Nov

Meeting closed at 8.52pm

Signed: _____ Dated: _____

Chairman

Langthorpe Parish Council Financial Regulations

These Financial Regulations were adopted by the Council at its Meeting held on 17th November 2015

1. GENERAL

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL ESTIMATES

- 2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.
- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
- 3.3 The Clerk or the Chairman may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter. No expenditure for cottages, playground and picnic area will be ordered other than against a written quotation except in an emergency. Expenditure up to £500 can be agreed by the Chairman and two other Councillors. Expenditure over £500 should be agreed at a Parish Council Meeting or in the case of need by a majority in ascent.

Expenditure can be agreed in essence at a council meeting for details to be determined at a later date. If a budget amount is agreed then 15% leeway is permissible.

- 3.4 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year, unless agreed by the council.
- 3.5 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.6 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2015

Langthorpe Parish Council

Financial Regulations

4.2 The accounting records shall contain:

Entries from day to day of all sums of money received and expended and details of the matters to which it relates; A record of the assets and liabilities of the council. This will be audited before each Council meeting by the appointed councillor and externally on an annual basis.

4.3 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.4 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 2015 or set by the Auditor.

4.5 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2015. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.6 The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2015.

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 All payments required shall be presented to Council together with the relevant invoices, and shall be listed in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.

5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6 PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council,

Langthorpe Parish Council

Financial Regulations

where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 6.5 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7 PAYMENT OF SALARIES

- 7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.
- 7.3 RFO to promptly submit monthly R.T.I. returns.

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 All investments of money under the control of the Council shall be in the name of the Council.
- 8.3 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.
- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees, rents and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

Langthorpe Parish Council

Financial Regulations

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained. Order to be raised against a quotation.
- 10.2 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.
- 10.3 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.
- 10.4 Council contractors can be appointed as a particular service supplier.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - (b) Where it is intended to enter into a contract exceeding £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite quotations (priced descriptions of the proposed supply) from at least three firms.
 - (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - (g) If less than three quotations are received for contracts above £1,000 or if all the quotations are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - (i) When it is to enter into a contract less than £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall strive to obtain 2 estimates.
 - (j) The Council shall not be obliged to accept the lowest or any quote or estimate.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

Langthorpe Parish Council

Financial Regulations

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 PROPERTIES AND ESTATES

13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 2015.

13.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

13.3 The Clerk will maintain a register of all assets.

14 INSURANCE

14.1 Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.

14.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

14.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.

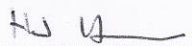
14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15 REVISION OF FINANCIAL REGULATIONS

15.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually.

* * * *


.....
Chairman of Langthorpe Parish Council
17th November 2015


.....
Parish Clerk & RFO
17th November 2015

BANK RECONCILIATION

Presented to Council on Tuesday 17 November 2015

Balance as at 17 November 2015	£	£
Current account	8,055.61	
Money Manager account	3,978.41	
Cheques not on Statement		12,034.02
Cheques not on Statement		£756.00
Cheques not on Statement		£72.00
Cheques not on Statement		£200.00
Net balances as at 15 September 2015		11,006.02
<i>The net balances reconcile to the Cash Book (receipts and payments) for the year, as follows:</i>		
CASH BOOK		
Opening balance 1 April 2015		19,927.74
Plus Receipts in Year		7,205.35
Less Payments in Year		16127.07
Closing balance per cash book as at 15 September 2015		11,006.02

Balance Information



Date 17.11.15

At the time of your enquiry the balances of your accounts were...

Community. A/c £ ✓ 8055.61 Cr/Dr 12/15

Money Manager A/c £ ✓ 3978.41 Cr/Dr 12/15

Recent Debit Card transactions and cheques you have issued may not yet have been debited to your account. Recent credits, included in the above balance(s), may not yet be cleared and may not be available for you to draw against.

Balance enquiries and mini statements are available 24 hours a day, 7 days a week, from our call centres. You can also obtain a balance from our Telephone Banking Service, on 0845 7404404 if you have a security number, or from our Internet Banking Services if you have registered. Please contact your branch for further details.

Transparency Fund for Smaller Authorities - Funding Application Form

to be completed in conjunction with the Guidance notes for the Transparency Fund application form

Question	Answer	Already purchased
1. What is the name of the council?	Langthorpe Parish Council	
2. Which County Association area is the Council in?	YLCA	
3. Is the council's turnover less than £25k? (n.b. see Guidance notes for details on turnover)	Yes	
4. Does the council have access to the internet?	Yes	
5. Set up cost		
6. Yearly cost		
7. Does the council currently have access to a computer?	No	
8. Which computer does the council expect to buy?	ASUS X556LA 15.6" Laptop (£389 - to 499)	
9. Cost		
10. Does the council currently have access to a device capable of scanning?	NO	
11. Which scanning device does the council expect to buy?	Included in laptop price above	
12. Cost		
13. Does the council currently have a website or have access to another website to which it can upload the necessary documents?	YES	
14. If the council is using another organisation's website which involves a cost, please provide details of the cost per annum.		
15. Website - Set up costs		
16. Website - annual costs		
17. Is any training needed?	YES	
18. Description	Clerk to be trained in uploading documents	
19. Cost	4 hours @ £11.19 per hour = £44.76	
20. Hours		
21. Hourly rate (Gross)		
22. Hours	10	
23. Hourly rate (Gross)	11	
24. If the council believes it needs to access funding for other items which are not covered by this form, please give concise details of these requirements, the reasons and costs involved here. Please note - if the council chooses to use this box your application may take longer to process and we do not guarantee that we will meet the dates in the attached timetable.		
Total amount requested	£655.76	
Authorisation	Yes / No	
25. Please confirm that this document has been approved by the council.	17 November 2015 Minute 8(h)	
Finance Details.	Langthorpe Parish Council	
Account name	HSBC Bridge Street, Boroughbridge,	
Address	North Yorkshire, YO51 9LA	
Sort Code - six digits	40 12 28	
Account Number - eight digits	70518093	
FOR COUNTY ASSOCIATION / ADA USE ONLY - Date received		
FOR NALC OFFICE USE ONLY - Date received		