

St Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS
 T: 07857774847, E: clerk@stalbanpc.org, W: <https://stalbanpc.org/>

16/10/2019

Summons: You are summonsed to a meeting of St. Albans Parish Council which will be held at **Emmanuel Church Hall, Behind 10 Church View Close, Arnold, Nottingham, NG5 9QP.** on **Tuesday 22 October 2019 at 7.00 pm.** Please see the agenda below for the business to be transacted.

Belina Boyer FdA PSLCC

Clerk to the Council

| | |
|-------------|---|
| | Welcome by Chair |
| SAPC 19-181 | To receive and resolve to approve apologies for absence. |
| SAPC 19-182 | To receive questions and petitions from the public – for information only. |
| SAPC 19-183 | To receive a report from the County and District Councillors. |
| SAPC 19-184 | To receive disclosures of pecuniary and non-pecuniary interests. |
| SAPC 19-185 | To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items. |
| SAPC 19-186 | To receive and approve the minutes of the previous St. Albans Parish Council meeting. |
| SAPC 19-187 | To review the action sheet resulting from previous month's agenda and receive reports from parish councillors on actions undertaken. |
| SAPC 19-188 | To receive a report from Cllr King on GDPR training at GBC and consider any further action necessary for the Council as a Body Corporate and each individual councillor to take. |
| SAPC 19-189 | To consider a design competition to design a logo for the Council. |
| SAPC 19-190 | To formally approve the updated mandate for additional account signatories and sign the related documents. |
| SAPC 19-191 | To receive a quotation for lettering on the council notice boards. |
| SAPC 19-192 | Finance: a) To receive and note the receipts and payments report for September. b) To receive and note the bank reconciliation for September 2019. c) To receive a receipts and payments over budget report up to 30 September 2019. d) To approve the payment schedule, noting payment under S137 for Lamppost poppies, and sign it. e) To consider approval of any additional payments to be made and add to schedule. |
| SAPC 19-193 | To receive an update on the LIS application and consider what further action needs to be taken. To confirm the match funding. This is required to draw down the grant. |

| | |
|-------------|---|
| | <p>To confirm that any costs not covered by LIS funding will be met by the Council to ensure the successful completion of the project.</p> <p>To authorise the required expenditure for mechanical and electrical installation as well as the purchase of materials including the defibrillators, posts and case.</p> |
| SAPC 19-194 | To appoint two named councillors to visually inspect the Council's street furniture as per risk assessment, keep a written record of such inspections and report any faults to the clerk to take relevant action. |
| SAPC 19-195 | To consider a pre-paid card or MultiPay Card for the clerk's use. |
| SAPC 19-196 | To consider a community consultation using SurveyMonkey or similar as well as paper and authorise the necessary expenditure. |
| SAPC 19-197 | <p>Planning:</p> <p>To consider the following planning applications:</p> <ul style="list-style-type: none"> • 2019/0912 Retention of existing double garage 63A Woodchurch Road Bestwood NG5 8NJ • 2019/0652 Formation of raised patio area to rear of property 11 Nell Gwyn Crescent Bestwood NG5 8NQ <p>To note the following planning decisions:</p> <ul style="list-style-type: none"> • 2019/0669 Retention of front porch. 6 Ludgate Close Bestwood Nottinghamshire NG5 9QQ – conditional permission • 2019/0684 Single storey and two storey rear extensions. 26-27 Tithe Gardens Bestwood Nottinghamshire NG5 9PB – refusal • 2019/0783 Single storey rear extension. 39 Jarrow Gardens Bestwood Nottinghamshire NG5 9PH – conditional permission • 2019/0823DOC Confirmation of Compliance with Conditions - Planning permission 2014/0666. 63A Woodchurch Road Bestwood Nottinghamshire NG5 8NJ |
| SAPC 19-198 | To consider a design competition to design a logo for the Council. |
| SAPC 19-199 | To receive updates on litter pick scheme. |
| SAPC 19-200 | To receive a report on the accessibility of the council website |
| SAPC 19-201 | <p>To note the following correspondence (for information only):</p> <ul style="list-style-type: none"> • Parish Council Conference • Correspondence from WAG • NCC – Hedge • Upgrade to communication mast • NALC – Legal update • GBC – Christmas requirements • NCC – Take five • NCC – Proposed parking restrictions. • Western Cluster Crime Report |
| SAPC 19-202 | To receive Items for Notification to be included on next month's agenda. (for information only). |
| SAPC 19-203 | To confirm date of next meeting scheduled meeting for Tuesday, 26 November 2019 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ. |

ST ALBANS PARISH COUNCIL

Initial_____

Minutes of the Meeting of the Parish Council 03 September 2019 at the Oakwood Academy

| Members Present | Members Present | Members Absent |
|-----------------|------------------------|----------------------|
| | Cllr J King (Chairman) | Cllr J Clark |
| Cllr M Clipsham | Cllr F Lari | |
| Cllr K Eddyshaw | | Cllr S-M Rehman-Wall |
| Cllr R Ellis | Cllr M Riddle | |
| Cllr D Gibbons | | |

Also present: 3 members of the public

In attendance: The Clerk

Abbreviations:

FBCP Friends of Bestwood Country Park
GBC Gedling Borough Council
NCC Nottinghamshire County Council
STARS St Albans Activity and Recreation Society

SAPC St. Albans Parish Council
WAG Warren Action Group

Welcome by Chair

Cllr King welcomed those present.

SAPC 19-159 To receive and resolve to approve apologies for absence.

Apologies for absence were received from Cllrs Clark (holiday) and Rehman-Wall (work)

SAPC 19-160 To receive questions and petitions from the public – for information only.

Two members of St Albans Activity and Recreation Society (STARS) talked about their project and invited councillors to attend their fundraising event 20th September.

A member of the public reported that the spelling on some road signs had finally been corrected and that a car that had been parked in the same spot for weeks had gone. He reported that an alley way had overhanging trees and brambles which made it difficult to use the path.

SAPC 19-161 To receive a report from the County and Borough Councillors.

There was no County Councillor present.

The borough councillors reported that the borough councillors reported that the Council had run children's activities throughout the summer but admitted that not many had been near the parish. The Council had been dealing with unauthorised encampments on Council land.

They mentioned that GBC was looking at polling stations in the borough and asked people to inform GBC on their views of St. Albans polling station.

14/2019/20

Planning permission had been granted for the replacement of equipment at Muirfield Park.

SAPC 19-162 To receive disclosures of pecuniary and non-pecuniary interests.

There were none.

SAPC 19-163 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.

There were none.

SAPC 19-164 To receive and approve the minutes of the previous St. Albans Parish Council meeting.

Subject to adding "a meeting" to complete the last sentence of SAPC 19-149 the minutes of the meeting 23 July 2019 were approved and duly signed as a true record.

SAPC 19-165 To review the action sheet resulting from previous month's agenda and receive reports from parish councillors on actions undertaken.

The action sheet was reviewed.

SAPC 19-166 To consider the purchase of a memorial litter bin. (Lari) and authorise associated expenditure if appropriate.

Cllr Ellis reported that CBC was going to install more litter bins across the borough. The positions for these were yet to be determined. Other commemorative items such as notice boards or benches would be another option. The item was deferred to a later meeting.

SAPC 19-167 To consider the purchase of an events banner at approximately £100, approve the wording and design and approve the expenditure for the purchase and any associated cost.

The Council unanimously approved the purchase of a banner to be displayed at all events grant funded by St Albans Parish Council at a cost of approximately £100. The wording was agreed as "This event has been sponsored by St. Albans Parish Council" giving the council's website and Facebook page. Black writing on light green background.

SAPC 19-168 To formally approve the updated mandate for additional account signatories and sign the related documents.

The Council approved the updated bank mandate aware that another mandate form would need to be approved to add the remaining councillors.

SAPC 19-169 Finance:

- a) To receive the receipts and payments report for
- b) To receive the bank reconciliation for July/August 2019.
- c) To receive a receipts and payments over budget report.
- d) To approve the payment schedule and sign it.
- e) To consider approval of any additional payments to be made and add to schedule.

The council received the above reports and unanimously approved the payments schedule. The banner was to be paid for from the Special Projects budget.

15/2019/20

- SAPC 19-170 To receive an update on the LIS application and consider what further action needs to be taken.
The Clerk reported that she had found a manufacturer for a defibrillator pillar which would allow the life saving device to be installed freestanding. Cllr Lari would obtain alternative quotes for the manufacturing of a pillar and Cllr Eddyshaw agreed to revisit property owners previously asked for permission to place a defibrillator. The clerk would make enquiries with Nottingham City Homes.
To confirm the match funding required to draw down the grant.
Deferred to a later meeting.
- SAPC 19-171 To adopt new Financial Regulations as recommended by NALC.
Proposed by Cllr Eddyshaw seconded by Cllr Lari the Council resolved to adopt Financial Regulations.
- SAPC 19-172 To consider adopting a new Code of Conduct as recommended by the GBC Monitoring Officer.
Proposed by Cllr Clipsham and seconded by Cllr Ellis, the Council adopted a new Code of Conduct.
- SAPC 19-173 To adopt Notice Board Policy.
Proposed by Cllr Lari and seconded by Cllr Riddle, the Council adopted a
- SAPC 19-174 Planning:
To consider the following planning applications:
 - 2019/0783 | Single storey rear extension. | 39 Jarrow Gardens Bestwood Nottinghamshire NG5 9PH**The Council resolved to neither support nor oppose the application.**
To receive the following planning decisions:
 - 2019/0549 | Installation of a climbing unit in the play area. | Recreation Ground Muirfield Road Bestwood Nottinghamshire – conditional permission
 - 2019/0505 | Two storey front extension | 29 Nell Gwyn Crescent Bestwood Nottinghamshire NG5 8NQ**Noted.**
- SAPC 19-175 To adopt an events group terms of reference document.
The Council resolved to adopt the events group terms of reference subject to reference to an assets committee being removed.
- SAPC 19-176 To receive the External Audit report and consider any action to be taken resulting from this.
The Council noted the External Audit report and the recommendation provided therein for action to be taken in the 2019-20 return.
- SAPC 19-177 To receive updates on litter pick scheme, authorise any associated expenditure and approve a litter pick policy/risk assessment.
Cllr Lari and the Clerk provided updates on the project.
The Council resolved to adopt the litter pick policy and risk assessment.
- SAPC 19-178 To note the following correspondence (for information only):
 - Conference on Affordable Homes
 - Feedback from C Pearson

16/2019/20

ST ALBANS PARISH COUNCIL

Initial_____

- Enquiry regarding co-option process
- Winter service grit order

The Council received the above correspondence and asked the Clerk to order 5 free bags of grit to be delivered to Cllr Eddyshaw.

SAPC 19-179 To receive Items for Notification to be included on next month's agenda. (for information only).

There were none.

SAPC 19-180 To confirm date of next meeting scheduled meeting for Tuesday, 22 October 2019 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

Cllr Eddyshaw reported that the meeting room at the school would not be available due half term.

The Council resolved that the Clerk would try and book Emmanuel Church Hall for 22 October and authorised the related expenditure. If the hall was not available, the meeting would be held a week early at the Academy.

The meeting closed at 21.15.

Signed as a true record on behalf of St Albans Parish Council.

Name_____ Date_____.

17/2019/20

ST ALBANS PARISH COUNCIL

Initial _____

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

September

Ref:

SAPC 19-169d)

| CASH POSITION BEFORE ANY PAYMENTS ARE MADE | | | | | | £ |
|---|-------------|---------------------|-----------------------------------|-----------------|------------------|--------------|
| Unity Trust Bank Current | | | | 31/07/2019 | 55,778.51 | |
| | | | | Total | 55,778.51 | |
| BILLS FOR PAYMENT | | | | | | |
| Method | Ref | Supplier | Description | Excl. Vat | VAT | Total |
| BACS | SAPC 19-131 | SLCC | Local Training Seminar* | 72.00 | | 72.00 |
| STO + DD | | Staff Costs | Staff Costs August | | - | |
| STO + DD | | Staff Costs | Staff Costs September | | - | |
| BACS | SAPC19-154 | Warren Action Group | Fireworks Display | 2,400.00 | - | 2,400.00 |
| BACS | | Various | Office Costs - re-imburse B Boyer | 28.71 | 4.72 | 33.43 |
| BACS | 502451718 | GBC | GDPR Training | 40.00 | 8.00 | 48.00 |
| * already paid, event cancelled, to be reimbursed | | | | | | |
| | | | | Total | 3,456.31 | 12.72 |
| | | | | 3,469.03 | | |

Notes:

Later additions to schedule

on 26/08/2019

55,766.51

Authorised Signatory 1

Authorised Signatory 2

Date

| | |
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18/2019/20

Quotation No: PMG9920 / 1



Signs Express (Nottingham)

Unit 11, Bridge Court, Nottingham, Nottinghamshire, NG6 8AJ

Telephone: 01159 751546

Email: paul.glover@signs-express.co.uk

<https://www.signsexpress.co.uk/branch/nottingham>

Belina Boyer
St. Albans Parish Council
3 Jackson Court
Farndon
Newark
Nottingham
NG24 3TS

16 October 2019

Dear Belina

Re: Notice boards - update header

We thank you for your recent enquiry and have pleasure in quoting for the signage discussed as set out below.

| Quantity | Description | Unit Price | Total |
|----------|---|------------|---------|
| 3 | Parish Council Notice Boards - (Printed option) - To supply and fit 1x no sign panel, with black background and vinyl detail applied to the face. To fix over existing sign fascia Size 1200mm x 190mm (max). Based on using your high resolution logo in either pdf or eps format. Layout to be provided for client approval prior to production commencing. Quotation based on all items being fitted on same visit during normal working hours. Any cars in vicinity to be moved for duration of fit please. | £128.50 | £385.50 |
| 3 | Parish Council Notice Boards - (3D lettering option) - To supply and fit 1x no sign panel, with black background and Acrylic cut lettering (gold) bonded to the face. To Fix panel over existing sign fascia Size 1200mm x 190mm (max). Based on using your high resolution logo in either pdf or eps format. Layout to be provided for client approval prior to production commencing. Quotation based on all items being fitted on same visit during normal working hours. Any cars in vicinity to be moved for duration of fit please. | £189.00 | £567.00 |

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<https://www.signsexpress.co.uk/branch/nottingham>

THIS QUOTATION IS OFFERED SUBJECT TO THE FOLLOWING TERMS: All prices exclude VAT, delivery, installation, removal and disposal of old signage, unless specifically stated otherwise.

LEAD TIME: Between 7-21 working days (av. 14 days) from artwork sign off and is dependent on product ordered, plus our workload at the time.

ARTWORK: All designs and visuals supplied remain the property of Signs Express (Nottingham) until an order is placed and payment received. Unauthorised use will incur a charge.

LAYOUTS: Up to THREE layout revisions are included within the cost of this quotation. Subsequent layouts or designs may be chargeable at the design rate of £39.00 + VAT per hour or part thereof.

CLEAR SITE: It is the client's responsibility to check and confirm that our fitters have safe access and that there are no cables, pipes, drains, asbestos, etc. underground or inside the wall at the proposed sign location. Signs Express accepts no responsibility for damage caused resulting from the lack of such information. On rare occasions, we do have to make certain assumptions regarding the signage installation. Very occasionally, when fitting or removing an existing sign, an issue may be encountered that is beyond our control which may cause additional costs or methods of fixing.

PLANNING PERMISSION/COPYRIGHTS: It is the client's responsibility to obtain the appropriate consent from local authorities and/or the owners of the site or building for the installation of the proposed signage. Any artwork, trademarks or logos are reproduced by us on the assumption that the client has the proper permission from the trademark or copyright holders for their use.

SIGN MAINTENANCE AND INSPECTION: It is the client's legal obligation to ensure maintenance, inspection and necessary repair of the sign itself, the structure or area that the sign is fixed to, is inspected regularly to comply with statutory regulations.

ILLUMINATED SIGNS: These require an adjacent, accessible electrical feed to the sign which will need to be provided by yourselves/qualified electrical contractor.

VEHICLE GRAPHICS: These are applied in our dedicated vehicle bay. Vehicles should be clean and wax-free. Excessive cleaning and removal of existing graphics are charged at our standard rate of £39 + VAT per hour. Please advise us of any recent paintwork or repairs to your vehicle.

This quotation is valid for 30 days from the date of this document.

PAYMENT TERMS FOR ALL NON ACCOUNT CUSTOMERS: All orders under £100 plus VAT must be paid for in full when the order is placed. For all orders over £100 plus VAT, a 50% deposit (of order value plus VAT) must be paid when the order is placed. The 50% balance must be paid for in full on collection, completion or installation.

Forms of payment accepted: Cash, Cheques (up to limit of guarantee card), Debit Cards, Bank Transfers (cleared funds only), all Credit Cards. Late payments will be subject to a 2.5% fee.

Signs Express TERMS AND CONDITIONS apply and are attached. Copies can also be found on our website www.signsexpress.co.uk

All orders are subject to Signs Express Terms & Conditions that can be found on our website www.signsexpress.co.uk or by telephone 01603 625 925. The service life of all orders is 12 months unless otherwise stated.

Quotation No: PMG9920 / 1



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Telephone: 01159 751546

Email: paul.glover@signs-express.co.uk

<https://www.signsexpress.co.uk/branch/nottingham>

Yours sincerely

Paul Glover

<https://www.signsexpress.co.uk/branch/nottingham>



USEFUL INFORMATION

1

SIGNS EXPRESS
STANDARD
TERMS AND CONDITIONS

2

SIGN BUYERS MAINTENANCE
AND INSPECTION
OBLIGATIONS

3

VISUAL AND MANUAL
INSPECTION OF
SIGNS AND STRUCTURES

4

SIGNS EXPRESS
ARTWORK
GUIDELINES

1 | SIGNS EXPRESS STANDARD TERMS AND CONDITIONS

SIGNS EXPRESS

STANDARD TERMS AND CONDITIONS OF THE SALE OF GOODS AND PROVISION OF SERVICES

1. **Interpretation**
- 1.1 In these Conditions:
 - “**Conditions**” means the standard terms and conditions of sale set out in this document and (unless the context otherwise requires) includes any special terms and conditions agreed in writing between the Customer and Signs Express;
 - “**Contract**” means the contract between the Customer and Signs Express for the supply of Goods and/or Services in accordance with these Conditions;
 - “**Customer**” means the person whose order for Goods and/or Services is accepted by Signs Express;
 - “**Goods**” means the goods which Signs Express sells to the Customer under these Conditions;
 - “**Order Confirmation**” means the acknowledgement of the Quotation provided by Signs Express to the Customer whether written or oral;
 - “**Quotation**” means the quotation for the Goods and Services provided to the Customer by Signs Express whether written or oral;
 - “**Services**” means any services provided to the Customer (including all of them or any part of them) under a Contract; and
 - “**Signs Express**” means the Signs Express business selling the Goods and/or Services, details of which are given in the Quotation and/or whose details have been provided to the Customer either in writing or orally.
- 1.2 Any reference in these Conditions to any provision of a statute shall be construed as a reference to that provision as amended, re-enacted or extended at the relevant time.
- 1.3 The headings in these Conditions are for convenience only and shall not affect their interpretation.
2. **Making the Contract**
- 2.1 Each Quotation will be deemed to be an offer by the Customer to buy the Goods and/or Services in accordance with these Conditions. The Contract is made when the Quotation is accepted by Signs Express by the issue to the Customer of an Order Confirmation. The Contract will not be made until an Order Confirmation has been issued by Signs Express or Signs Express commences provision of the Goods and/or Services.
- 2.2 The Contract is subject to these Conditions which shall govern the Contract to the exclusion of any other terms and conditions and all previous oral or written representations made by Signs Express, but subject to the provisions of Condition 2.3.
- 2.3 No variation to these Conditions shall be binding unless agreed in writing between the authorised representatives of the Customer and Signs Express.
- 2.4 The Customer must ensure that the terms of the Quotation and any applicable specification are complete and accurate. If the Customer wishes to amend any aspect of the information the Customer has given, it must contact Signs Express immediately. Although Signs Express will use reasonable endeavours to implement any such amendment which the Customer requests, Signs Express cannot guarantee that it will be able to do so after the Order Confirmation has been issued. If such amendment changes any other aspect of the Quotation (for example the price) and Signs Express is able and willing to amend it, then Signs Express will send the Customer a new Order Confirmation.
- 2.5 All Quotations are, unless agreed otherwise in writing, valid for 30 days only or until earlier acceptance by the Customer after which time they may be altered by Signs Express without giving notice to the Customer.
- 2.6 Any advice or recommendation given by Signs Express or its employees or agents to the Customer or its employees or agents as to the storage, application, suitability or fitness for purpose for use of the Goods which is not confirmed in writing by Signs Express is followed or acted upon entirely at the Customer's own risk, and accordingly Signs Express shall not be liable for any such advice or recommendations which is not so confirmed.
3. **Provision of the Goods and Services**
- 3.1 The quantity, quality and description of and any specification for the Goods and Services shall be those set out in the Quotation. It is the obligation of the Customer to check the structure to which the Goods are to be affixed, and to prepare surfaces to which the Goods may be applied, so that in each case they are suitable for such affixing and application. The Customer acknowledges that following installation it is responsible for the inspection, maintenance and repair of Goods supplied under the Contract.
- 3.2 If the Goods are manufactured or any process is applied to the Goods by Signs Express in accordance with a specification submitted by the Customer whether in writing or otherwise the Customer shall indemnify Signs Express against all loss damages costs and expenses awarded against or incurred by Signs Express in connection with or paid or agreed to be paid by Signs Express in settlement of any claim for infringement of any patent, copyright, design, trademark (whether registered or not), or other industrial or intellectual property rights of any third party which results from Signs Express' use of any or all of the Customer's specification.
- 3.3 Signs Express reserves the right to make any changes in the specification of the Goods and/or Services which are required to conform with any applicable legal or regulatory requirements (including but not limited to safety requirements) or which do not materially affect their quality or performance.
- 3.4 No order which has been accepted by Signs Express may be cancelled by the Customer except with the agreement in writing of Signs Express and on terms that the Customer shall indemnify Signs Express in full against all loss (including loss of profit) costs (including the cost of all labour and materials used) damage charges and expenses incurred by Signs Express as a result of cancellation.
- 3.5 Where a Quotation is based upon information supplied by the Customer, the Customer is responsible for its accuracy and any increased costs of supply resulting in any inaccuracy are the Customer's responsibility.
- 3.6 All samples, drawings, descriptions, specifications, illustrations and advertising issued by Signs Express or contained in any of Signs Express' catalogues or brochures or on any website connected with Signs Express (together “**Samples**”) are issued or published for the sole purpose of giving an approximate idea of the Goods represented by or described in them. Samples do not form part of the Contract and the Contract is not a sale by sample.
- 3.7 At the request of the Customer and at its cost, and at the sole discretion of Signs Express, Signs Express may remove materials (including but not limited to old signage) from the premises of the Customer.
- 3.8 Signs Express reserves the right, prior to the provision of the Goods and/or Services, to obtain any necessary consents and approval to:
 - 3.8.1 the installation and/or application of the Goods, including but not limited to any planning and/or landlord consents; and
 - 3.8.2 the use of any logo, trade mark or design required for the Goods (including but not limited to the right to use the copyright and any other intellectual property rights in such logo, trade marks and design).
- 3.9 All intellectual property rights (including but not limited to copyright) arising from the creation of Goods by Signs Express shall remain the property of Signs Express and the Customer shall not copy or reproduce the Goods without the prior written consent of Signs Express.
4. **Price of the Goods**
- 4.1 The price of the Goods and Services shall be the price set out in the Order Confirmation or (where the price is not referred to in the Order Confirmation) as set out in the Quotation, or (where no price has been quoted or a quoted price is no longer valid) the price calculated by Signs Express from its normal price list from time to time.
- 4.2 Signs Express reserves the right to increase the price of the Goods and/or Services to cover:
 - 4.2.1 any increase in the cost to Signs Express which is due to any factor beyond the control of Signs Express (such as without limitation any foreign exchange fluctuation currency regulation, alteration of duties, significant increases in the costs of labour, materials, or other costs of manufacture);
 - 4.2.2 any change in delivery dates quantities or specification of the Goods and Services which are requested by the Customer;
 - 4.2.3 any delay caused by any instruction of the Customer or failure of the Customer to give Signs Express adequate information or instructions;
 - 4.2.4 the costs of additional work carried out by Signs Express to be able to perform the Services (including but not limited to the preparation of surfaces to which Goods are to be applied and the disposal of materials at the request of the Customer); or
 - 4.2.5 to comply with any requirements referred to in Conditions 2.4, 3.5 and 3.7.
- 4.3 Except as otherwise expressly set out in the Contract all prices are given by Signs Express exclusive of:
 - 4.3.1 packaging and delivery of the Goods to the Customer's premises; and
 - 4.3.2 any applicable value added tax or other applicable sales tax or duty and such sums shall be added to the price.
5. **Terms of Payment**
- 5.1 Subject to any special terms agreed in writing between the Customer and Signs Express Signs Express shall be entitled to invoice the Customer for the price of the Goods and the Services on or at any time after delivery of the Goods and/or performance of the Services unless the Goods are to be collected by the Customer or the Customer fails to take delivery of the Goods and/or accept performance of the Services after Signs Express has notified the Customer that the Goods are ready for collection and/or the Services are to be provided in which event Signs Express shall be entitled to invoice the Customer for the price at any time after such notification or (as the case may be) Signs Express has tendered delivery of the Goods and the Customer has failed to take delivery.
- 5.2 Subject to Condition 5.3 below the Customer shall pay the price of the Goods and/or the Services within no more than 30 days of the date of delivery of the Goods and/or performance of the Services notwithstanding that delivery may not have taken place and the property in the Goods has not passed to the Customer. The time of payment of the price shall be the essence of the Contract. Receipts for payment will only be issued on request by the Customer.
- 5.3 If the Customer fails to make any payment on the due date then without prejudice to any other right or remedy available to Signs Express Signs Express shall be entitled to:
 - 5.3.1 cancel the Contract or suspend further deliveries of Goods and/or provision of Services to the Customer;
 - 5.3.2 appropriate any payment made by the Customer to such of the Goods (or the Goods supplied under any Contract) as the Customer has not paid for as if such payment had been made (notwithstanding any purported appropriation by the Customer); and
 - 5.3.3 charge the Customer interest (both before and after any judgement) on the amount unpaid at the rate of four per cent per annum above Barclays Bank plc base rate from time to time until payment in full is made (a part of a month being treated as a full month for the purpose of calculating interest).
6. **Delivery**
- 6.1 Delivery of the Goods shall be made by the Customer collecting the Goods at Signs Express' premises at any time after Signs Express has notified the Customer that the Goods are ready for collection or if some other place for delivery is agreed by Signs Express by Signs Express delivering the Goods to that place subject to Condition 4.3. Provision of the Services shall be made at the location notified by the Customer at any time after Signs Express has notified the Customer that the Services are ready to be provided.
- 6.2 Any dates quoted for delivery of the Goods and/or provision of the Services are approximate only and Signs Express shall not be liable for any delay in delivery of the Goods and/or provision of the Services howsoever caused. Time for delivery and/or provisions shall not be of the essence unless previously agreed in writing by Signs Express. The Goods may be delivered and/or the Services provided to the Customer in advance of the quoted date upon giving reasonable notice to the Customer.
- 6.3 If the Customer fails to take delivery of the Goods or accept provision of the Services or fails to give Signs Express adequate delivery instructions at the time stated for delivery (otherwise than by reason of any cause beyond the Customer's reasonable control or by reason of Signs Express' fault) then without prejudice to any other right or remedy available to Signs Express Signs Express may:
 - 6.3.1 store the Goods until actual delivery and charge the Customer for the reasonable costs (including insurance) of storage; or
 - 6.3.2 sell the Goods at auction and price readily obtainable and (after deducting all reasonable storage and selling expenses) account to the Customer for the excess over the price under the Contract or charge the Customer for any shortfall below the price under the Contract.
- 6.4 Signs Express may deliver the Goods by separate instalments and perform any Services in stages. Each separate instalment or stage will be invoiced and paid for in accordance with the provisions of the Contract.
- 6.5 Each instalment or stage will be a separate Contract and, unless specifically set out in these Conditions, no cancellation or termination of any one Contract relating to an instalment or stage will entitle the Customer to repudiate or cancel any other Contract or instalment or stage.
7. **Risk and Property**
- 7.1 Risk of damage to or loss of the Goods shall pass to the Customer:
 - 7.1.1 in the case of Goods to be delivered at Signs Express' premises at the time when Signs Express notifies the Customer that the Goods are available for collection; or
 - 7.1.2 in the case of the Goods to be delivered otherwise than at Signs Express' premises at the time of delivery to such premises or, if the Customer fails to take delivery of the Goods, from the time when Signs Express has tendered delivery of the Goods.
- 7.2 Notwithstanding delivery and the passing of risk in the Goods or any other provision of these Conditions ownership of the Goods shall pass to the Customer until Signs Express has received in cash or cleared funds payment in full of the price of the Goods and all other Goods and Services for which payment is due from Signs Express.
- 7.3 Until such time as ownership of the Goods passes to the Customer the Customer shall hold the Goods as Signs Express' agent and shall keep the Goods separate from those of the Customer and third parties and properly stored protected and insured and identified as Signs Express' property.
- 7.4 The Customer shall be entitled to re-sell or use the Goods in the ordinary course of its business but shall account to Signs Express for the proceeds of sale or otherwise of the Goods whether tangible or intangible including insurance proceeds and shall keep all such proceeds separate from any monies or property of the Customer and third parties and in the case of tangible proceeds properly stored protected and insured.
- 7.5 Until such time as ownership in the Goods passes to the Customer (and provided the Goods are still in existence and have not been resold) Signs Express shall be entitled at any time to require the Customer to deliver up the Goods to Signs Express and if the Customer fails to do so forthwith to enter upon any premises of the Customer or any third party where the Goods are stored and repossess the Goods.
- 7.6 The Customer shall not be entitled to pledge or in any way charge by way of security for any indebtedness any of the Goods which remain the property of Signs Express but if the Customer does so all monies owing by the Customer to Signs Express shall (without prejudice to any other right or remedy of Signs Express) forthwith become due and payable.
8. **WARRANTIES, LIABILITIES AND INDEMNITY**
- 8.1 Signs Express will warrant to the Customer from the date of delivery of Goods and from the date of provision of Services, in respect of Goods and/or Services which are proved to the reasonable satisfaction of both parties to be damaged or defective, or not to comply with the agreed specification due to defects in material, workmanship or design (other than a design made, furnished or specified by the Customer), repair, or at its option replace, such Goods, and/or re-perform or at its option refund the price of such Services. This obligation will not apply where:
 - 8.1.1 the Customer has improperly used the Goods in any way whatsoever, or the Goods have been subjected to misuse, unauthorised repair, damage, negligence, adverse weather conditions and/or alteration;
 - 8.1.2 the Customer has not complied with any instructions relating to preparation of the surfaces and areas to which the Goods are applied, and/or such surfaces or areas have been subjected to previous workmanship by third parties and/or contain latent defects;
 - 8.1.3 damage, discolouration or failure to painted surfaces has occurred through no fault of Signs Express;
 - 8.1.4 Signs Express carries out work which is not provided for in the Order Confirmation, and is beyond the scope of the Services;
 - 8.1.5 the Customer has not complied with any instructions as to use and care of the Goods in all respects;
 - 8.1.6 the Customer has failed to notify Signs Express of any problem or suspected problem within 2 days of the provision of the Services and/or supply of the Goods.
- 8.2 Any repaired or replacement Goods or re-performed Services will be liable to repair or replacement (or re-provision, or at Signs Express' option, refund) under the terms specified in Condition 8.1 for the unexpired portion of the 12 month period from the original date of delivery of the replaced Goods or from the original date of provision of the re-performed Services.
- 8.3 The above warranty does not extend to parts materials or equipment not manufactured by Signs Express in respect of which the Customer is entitled to the benefit of any such warranty or guarantee as is given by the manufacturer to Signs Express.
- 8.4 Signs Express accepts liability for personal injury or death caused by the negligence of Signs Express or its employees (acting within the course of their employment or duties and the scope of their authority) and for any other matter for which it would be illegal to exclude or attempt to limit or exclude its liability. Except as provided in Condition 8.5, Signs Express will be under no liability to the Customer whatsoever (whether in contract, tort (including negligence), breach of statutory duty, restitution or otherwise) for any damage or for any direct, indirect or consequential loss (all three of which terms include, but are not limited to, pure economic loss, loss of profits, loss of business, depletion of goodwill and like loss) howsoever caused arising out of or in connection with:
 - 8.5.1 any breach by Signs Express of any of the express or implied terms of the Contract;
 - 8.5.2 any of the Goods and/or Services (including but not limited to any use made by the Customer of any Goods, or of any product incorporating any of the Goods), or the manufacture or sale or supply, or failure or delay in supply, of the Goods and/or Services by Signs Express or on the part of Signs Express' employees, agents or sub-contractors; or
 - 8.5.3 any non-fraudulent statement made or not made, or advice given or not given, by or on behalf of Signs Express.
- 8.6 Except as provided in Condition 8.4, Signs Express hereby excludes to the fullest extent permissible in law, all express (other than those set out in the Contract) or implied, statutory, customary clauses, warranties and stipulations or otherwise which, but for such exclusion, would or might subsist in favour of the Customer, (including (but not limited to) the terms implied by sections 13 to 15 of the Sales of Goods Act 1979 and the terms implied by sections 3 to 5 of the Supply of Goods and Services Act 1982).
- 8.7 The Customer acknowledges that the above provisions of this Condition 8 are reasonable and reflected in the price which may be higher without those provisions, and the Customer will accept such risk and/or insure accordingly.
- 8.8 Signs Express shall not be liable to the Customer or be deemed to be in breach of the Contract by reason of any delay in performing or any failure to perform any of Signs Express' obligations in relation to the Goods and/or Services if the delay or failure was due to any cause beyond Signs Express' reasonable control. Without prejudice to the generality of the foregoing, causes beyond Signs Express' reasonable control shall include (but not be limited to) the following:
 - 8.8.1 act of God, storm, explosion, flood, pest, fire or accident;
 - 8.8.2 war (or threat of war), riot, civil commotion or malicious damage;
 - 8.8.3 compliance with any law or governmental order, rule, regulation or direction;
 - 8.8.4 import or export regulations or embargoes;
 - 8.8.5 strike, lock-out or other industrial actions or trade dispute (whether involving employees or Signs Express or a third party);
 - 8.8.6 failure of a utility service or transport network;
 - 8.8.7 difficulties in obtaining raw materials labour fuel parts or machinery;
 - 8.8.7 power failure or breakdown of plant or machinery; and
 - 8.8.8 default of suppliers or sub-contractors.
- 8.9 The Customer agrees to indemnify, keep indemnified and hold harmless Signs Express from and against all direct, indirect or consequential loss (all three of which terms include, but are not limited to, loss of profits, loss of business, depletion of goodwill and like loss), costs, expenses, liabilities, injuries, damages, claims, demands, proceedings or legal costs and judgements which Signs Express incurs or suffers as a consequence of direct or indirect breach or negligent performance or failure in performance by the Customer of any of the terms of the Contract, including in particular (but not limited to) the Customer's ongoing obligations under Condition 3.1.
9. **Data Protection**
- By placing a Quotation, the Customer allows Signs Express to use the Customer's personal details for the purposes of supplying the Goods and performing the Services (including passing the Customer's details on to subcontractors) and for the marketing to it by Signs Express. Signs Express may share the Customer's information with Signs Express Limited and/or other franchisees in the Signs Express network, but will not use the Customer's details for other purposes without seeking the Customer's consent.
10. **General**
- 10.1 Any notice required or permitted to be given by either party to the other under these Conditions shall be in writing addressed to the other party at its registered office or principal place of business or such other address may be at the relevant time have been notified pursuant to this provision giving the notice.
- 10.2 Signs Express may transfer, assign, hold on trust, licence or sub-contract all or any part of its rights or obligations under any Contract.
- 10.3 Each and every Contract is personal to the Customer and the Customer may not transfer all or any of its rights or obligations under any Contract without the prior written consent of Signs Express.
- 10.4 Neither party intends that any of the terms of any Agreement will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it, save that Signs Express Limited shall be entitled to enforce any provision of the Contract.
- 10.5 No waiver by Signs Express of any breach of the Contract by the Customer shall be considered as a waiver of any subsequent breach of the same or any provisions.
- 10.6 If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be affected thereby.
- 10.7 Any dispute arising under or in connection with these Conditions and any Contract shall be governed by and construed in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English courts.

2 | SIGN BUYERS MAINTENANCE AND INSPECTION OBLIGATIONS

Please read this guidance document carefully. It sets out your obligations for maintaining and inspecting signs that you purchase from us. This guidance is in addition to our standard terms and conditions ("Conditions"), which are available on our website or by request.

Please sign and return a copy of this guidance as confirmation that you have read and understood it and would like to proceed on the basis set out in this guidance. You will be deemed to have read and understood the guidance should you place or confirm an order with us after having received the guidance.

References in this guidance to "you" or "yours" are to the sign buyer and references to "us" "we" or "our" are to Signs Express.

Introduction

It is your responsibility to maintain and inspect the sign you have purchased.

The need for sign maintenance and inspection is a legal requirement in three different statutory regulations, with the potential for criminal proceedings if you do not comply with these requirements. A very brief summary of the key parts of the relevant legislation is set out below:

The Health & Safety at Work Act requires "Maintenance of it in a condition that is safe and without risks to health".

Building regulations require "The inspection and maintenance of any services, fittings or equipment so provided".

Town & Country Planning regulations requires "The advertisement (sign) must not endanger any person" and "Any structure or hoarding used must be maintained in a safe condition".

Installation

We do not provide installation services as standard. We may provide quotes and services for installing signs on a case-by-case basis. Installation services are covered by our Conditions if we carry them out.

You are responsible for all pre-installation maintenance, inspection and necessary repair of the structure, surface or area that the sign is to be fixed to, including when we install the sign. We do not inspect or advise on the structure, surface, area or its suitability.

You must carry out such surveys or inspections to determine the suitability of the installation structure, surface and area as may be desirable or necessary before the sign is installed. It is imperative that you do not allow the installation of a sign if it is apparent that the structure, surface or area to which the sign is being fixed to is inadequate.

We reserve the right to refuse to install if it is found on installation of the signage that the structure, surface or area to which the sign is being fixed is inadequate. The buyer will remain liable for the cost of manufacturing the signage, which shall be payable in accordance with our Conditions, irrespective of the date actual installation takes place.

Maintenance and Inspection

We are not obliged to provide you with a maintenance and inspection programme after we have supplied the sign to you. However, we will provide you with advice on how to maintain and inspect signs. Please ensure that you follow these instructions entitled "Visual and Manual Inspection of Signs and Structures". Please be aware that you are legally required to follow (or use a third party to provide) a maintenance and inspection programme for the sign.

Where practically possible, we will design the sign so that the safety critical components can be accessed for maintenance and inspection.

This document has been created using guidance issued by the British Sign and Graphics Association.

I/We confirm that I/we have received, understand and accept the guidance set out above.

Customer signature:

Date:

3 | VISUAL AND MANUAL INSPECTION OF **SIGNS AND STRUCTURES**

During the life of a sign, it is possible that the performance of the sign and the fixings/fasteners used to secure a sign to a structure will deteriorate and may require replacement, maintenance and/or repair. It is the sign buyer's responsibility to carry out regular visual inspections to identify if the sign or fixings are failing causing the sign to move from the original installed position. If movement of the sign is identified, it is necessary to take immediate action, and contact your preferred professional sign manufacturer/installer or a suitable contractor to inspect the sign and carry out necessary work to make the sign safe again.

As a precautionary measure, it is also necessary to carry out regular routine maintenance of a sign; this is subject to the type of sign and the installation method used to secure the sign to a structure.

This guide on visual inspection and maintenance is a general guide only and you should refer any queries or concerns that relate to your specific circumstances to a suitable professional.

Visual Inspection

Signs fixed to structures:

- Visually inspect the sign and/or structure to identify failure such as movement from the original fixed position
- Where possible, identify the fixing points and confirm all fixings are in place
- If practical, carry out a manual pull test to identify any unintended movement in sign and fixings – only competent persons should carry out this process and a risk assessment may be necessary prior to doing so
- If the sign and/or fixings appear to be failing, contact your preferred sign or maintenance company immediately to carry out a survey and risk assessment.

Post mounted signs:

- If the sign is mounted to posts installed below ground level, check ground conditions around the base of the posts to confirm suitable solid support at the base of the post is provided
- Check for subsidence; this may be identified if the sign and/or posts appear not to be level and/or the ground appears to have dropped around the base of the post
- Weather conditions, such as wind, can apply additional loading to the face of the sign that may affect the sign and post fixings and the stability of the posts in the ground. Heavy rain can also affect post mounted signs by softening the ground. After heavy rain, ground conditions around the base of the posts should be checked. If the sign has been affected by adverse weather, it may be necessary to reinforce the post support below ground and replace fixings where appropriate.

Electrical connection:

- Only qualified electrical engineers should attempt any inspection testing, maintenance or repair work to the electrical components supplied with the sign
- If the sign has illumination, it is likely the lighting is powered by either a 240v or 12v supply via a 240v transformer
- If the sign has illumination supplied by Fluorescent lighting and it is necessary to replace defective tubes, disposal of such tubes must be carried out in accordance with WEEE Regulations (Waste Electrical and Electronic Equipment recycling).
Further information can be found using the following link:
<http://www.hse.gov.uk/waste/waste-electrical.htm>
- If there is any doubt about the safety of any electrical supply to the sign, the power supply must be isolated immediately. The isolation point should be clearly identifiable for any person to isolate the power when required.

Maintenance

- Due to the bespoke requirements of signs and sign systems and the tailored manufacturing processes, the maintenance requirements of a sign must be carried out in accordance with the sign manufacturers recommendations
- If it is necessary to replace some or all fixings/fasteners, the supporting structure must be considered to ensure fixings/fasteners chosen are suitable for the structure and sign. It may be necessary to review the fixings/fasteners used during the life of the sign to ensure the most appropriate fixings/fasteners are used for both the sign and structure.

Cleaning:

- Cleaning of a sign should be based on the recommendations of the sign manufacturer and the material manufacturer's guidance. Before cleaning the sign, it is advisable to carry out a small test using the cleaning materials and methods recommended on a small discrete area. Prior to cleaning the entire sign, allow it to dry and visually inspect the area for any damage that may have been caused prior to cleaning the entire sign.

Note:

- Do not add any additional signs or structures to the original sign installed, this will increase the stress on the fixings/fasteners used at the time of the installation. Your new sign has been installed with fixings only suitable to support the weight of the sign and any additional signs or structures fixed to the sign will invalidate the sign manufacturer's warranty
- Do not add additional sign panels to posts installed to support the original sign. Doing so will increase the wind loading on the surface area of the sign resulting in applying added stress to the sign, sign/post fixings, posts and the post foundations. The surface area of the sign, the material and diameter of the posts and the foundation depth and supporting material have been specified based on a wind load calculation report.

4 | SIGNS EXPRESS ARTWORK GUIDELINES

File Formats

We currently accept artwork from the following industry standard programs:

Adobe Illustrator CC or previous
Adobe Photoshop CC or previous

We require artwork to be supplied in the following file formats:

| | |
|-------------------------------|---|
| .ai | When supplying artwork in this format, please ensure that all fonts are outlined and any images are embedded or supplied as separate image files. |
| .eps | When supplying artwork in this format, please ensure that all fonts are outlined and any images are embedded or supplied as separate image files. |
| .tiff | Please supply tiffs following our guidelines on suitable image resolutions (dpi) below. |
| .jpeg | Please supply as un-compressed jpeg following our guidelines on suitable image resolutions (dpi) below. |
| .pdf | Print ready artwork - please ensure this includes suitable bleed, crop marks and adheres to our guidelines on image resolution (dpi) below. |
| InDesign MS Office | We do not accept InDesign, Microsoft Publisher, Microsoft Power Point or Microsoft Word files. |

Some file formats can be more suitable for certain types of work, please feel free to give a member of our design team a call if you are unsure or have any questions.

Colours

Our print machines are CMYK based (Cyan, Magenta, Yellow and Black). Our rip software will automatically convert any Pantone colours to CMYK. If you have any specific Pantone references that need to be matched, please do mention this to a member of our sales team when placing your order.

Image Resolution

When supplying rasterised artwork, i.e. .eps, .tiff, .jpg or print ready .pdf files, please ensure that the resolution (dpi) is set as bellow, these are absolute minimums. If file size allows then 300dpi is optimum:

| | |
|---|--------|
| Full scale (100%) | 72dpi |
| Half scale (50%) | 150dpi |
| Quarter scale (25%) | 300dpi |
| 10% Scale (for use with large format artwork) | 750dpi |

Fonts

All fonts should be supplied with artwork in a separate folder, labelled accordingly. Where possible, fonts should be outlined. On occasions text can re-flow so providing a pdf or hard copy of the artwork would be beneficial.

Sending artwork

If the file size is less than 10Mb then please use regular email. For larger artwork files, commercial websites such as Mail Big File, WeTransfer or drop-boxes are the best way of getting the files to us.

Please give one of our team a call if you need any assistance with files types or artwork resolution.

Receipts and Payments

September

Receipts

| | |
|-------|---|
| Total | - |
|-------|---|

None

Payments

| | |
|-------|----------|
| Total | 3,388.63 |
|-------|----------|

| | | VAT | Net | Total |
|----------------------------------|-----------------------------------|-------|----------|----------|
| GiffGaff monthly phone bill | Office expenses (consumables) | 1.00 | 5.00 | 6.00 |
| Top up GiffGaff | Office expenses (consumables) | 1.66 | 8.34 | 10.00 |
| date stamp | Office expenses (consumables) | 1.50 | 7.48 | 8.98 |
| envelopes | Office expenses (consumables) | - | 2.00 | 2.00 |
| Stationery | Office expenses (consumables) | 0.33 | 1.66 | 1.99 |
| postage | Office expenses (consumables) | - | 2.80 | 2.80 |
| postage | Office expenses (consumables) | - | 1.66 | 1.66 |
| Grant (SAPC19-154) LGA 1972 S144 | Grants and Donations (Wag and oth | - | 2,400.00 | 2,400.00 |
| September | Staff Costs | - | 302.40 | 302.40 |
| 2nd Quarter | Staff Costs | - | 226.80 | 226.80 |
| GDPR training at GBC | Training Councillor | 8.00 | 40.00 | 48.00 |
| Hall Hire | Hall Hire | - | 30.00 | 30.00 |
| External Audit | Audit | 60.00 | 300.00 | 360.00 |
| August pension | Staff Costs | - | 42.00 | 42.00 |
| Bank charges | Bank charges | - | 18.00 | 18.00 |
| Regional Training Seminar | Training Staff | - | 12.00 | - |
| | | | 60.00 | 72.00 |

**St. Albans Parish Council Bank Receipts and Payments over Budget Report
To 30 September 2019-20**

| Actual Year to date | Budget as Approved 29/01/2019 | Virements | Current annual Budget | Budget Variance | Committed Expenditure /Income | To/From Earmarked (or other) Reserves | Funds Available | % of Budget spent |
|---------------------|-------------------------------|-----------|-----------------------|-----------------|-------------------------------|---------------------------------------|-----------------|-------------------|
|---------------------|-------------------------------|-----------|-----------------------|-----------------|-------------------------------|---------------------------------------|-----------------|-------------------|

Expenditure Detail

| | Actual Year to date | Budget as Approved 29/01/2019 | Virements | Current annual Budget | Budget Variance | Committed Expenditure /Income | To/From Earmarked (or other) Reserves | Funds Available | % of Budget spent | |
|--------------------------------|---------------------|-------------------------------|-----------|-----------------------|-----------------|-------------------------------|---------------------------------------|-----------------|-------------------|--|
| | | | | | | | | 50% | | |
| Audit | 380 | 390 | | 390 | 10 | | | 10.00 | 97% | all paid |
| Bank charges | 36 | 75 | | 75 | 39 | | | 39.00 | 48% | |
| Chairmans Allowance & Expenses | - | 100 | | 100 | 100 | | | 100.00 | 0% | |
| Communication | - | 750 | | 750 | 750 | | | 750.00 | 0% | |
| Contingencies | - | 953 | | 953 | 953 | | | 953.00 | 0% | |
| Elections | - | 2,600 | | 2,600 | 2,600 | | | 2,600.00 | 0% | |
| Environmental Improvements | - | 500 | | 500 | 500 | | | 500.00 | 0% | |
| Grants and Donations | 2,400 | 5,000 | | 5000 | 2,600 | | | 2,600.00 | 48% | |
| Gritting | - | 1,250 | | 1250 | 1,250 | | | 1,250.00 | 0% | |
| Hall Hire | 30 | 300 | | 300 | 270 | | | 270.00 | 10% | |
| Insurance | 316 | 350 | | 350 | 34 | | | 33.64 | 90% | all paid - defib to be added |
| Legal & Professional fees | - | 300 | | 300 | 300 | | | 300.00 | 0% | |
| Miscellaneous | - | 200 | | 200 | 200 | | | 200.00 | 0% | |
| Office equipment | - | 100 | | 100 | 100 | | | 100.00 | 0% | |
| Office expenses (consumables) | 71 | 150 | | 150 | 79 | | | 78.98 | 47% | |
| Mileage | - | 100 | | 100 | 100 | | | 100.00 | 0% | |
| Special Projects | - | 7,650 | | 7650 | 7,650 | | | 7,650.00 | 0% | |
| Staff Costs | 3,088 | 5,500 | | 5500 | 2,412 | | | 2,412.08 | 56% | March/4th quarter not paid until April |
| Subscriptions | 66 | 680 | | 680 | 614 | | | 614.00 | 10% | |
| Training Councillor | 40 | 315 | | 315 | 275 | | | 275.00 | 13% | |
| Training Staff | - | 175 | | 175 | 175 | | | 175.00 | 0% | |
| VAT on Purchases | 172 | 800 | | 800 | 628 | | | 628.13 | 21% | |
| Waste removal | 417 | 250 | | 250 | - 167 | | | - 166.66 | 167% | skip hire from 2018-19! |
| Website | - | 200 | | 200 | 200 | | | 200.00 | 0% | |
| TOTAL Expenditure | 7,016 | 28,688 | - | 28,688 | 21,672 | - | - | 21,672 | | |

INCOME

| | | | | | | | | | | |
|-------------------------------|--------|--------|--|--------|------|--|--|--|---------|--|
| Bank Interest | - | 0 | | - | - | | | | #DIV/0! | |
| Grants and Donations received | - | 0 | | - | - | | | | #DIV/0! | |
| Grant assistance | 699 | 699 | | 699 | - | | | | 100% | |
| Other Income | - | 0 | | - | - | | | | #DIV/0! | |
| Precept | 27,462 | 27,462 | | 27,462 | - | | | | 100% | |
| VAT reclaimed | 543 | 527 | | 527 | - 16 | | | | 103% | |
| *Transfer from reserves | - | | | - | - | | | | #DIV/0! | |

| | | | | | | | | | | |
|---------------------|---------------|---------------|----------|---------------|-------------|----------|----------|----------|----------------|--|
| TOTAL Income | 28,704 | 28,688 | - | 28,688 | - 16 | - | - | - | #DIV/0! | |
|---------------------|---------------|---------------|----------|---------------|-------------|----------|----------|----------|----------------|--|

| | | | | | | | | | | |
|--------------------------|-----------------|---------------|----------|---------------|-----------------|----------|----------|---------------|----------------|--|
| Total Income | 28,704 | 28,688 | - | 28,688 | - 16 | - | - | - | #DIV/0! | |
| Total Expenditure | 7,016 | 28,688 | - | 28,688 | 21,672 | - | - | 21,672 | - | |
| TOTAL | - 25,476 | - | - | - | - 25,476 | - | - | - | #DIV/0! | |

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

October/November

Ref:

SAPC 19-192

| CASH POSITION BEFORE ANY PAYMENTS ARE MADE | | | | | | £ |
|---|------------|------------------------|-----------------------------------|------------------|--------------|------------------|
| Unity Trust Bank Current | | | | | | 51,990.79 |
| Total | | | | | | 51,990.79 |
| BILLS FOR PAYMENT | | | | | | |
| Method | Ref | Supplier | Description | Excl. Vat | VAT | Total |
| STO + DD | 2019-038 | Staff Costs | Staff Costs | | - | |
| BACS | | Various | Office Costs - re-imburse B Boyer | | | - |
| BACS | HEZ99 | RBL Poppy Appeal | S137 lamppost poppies | 150.00 | - | 150.00 |
| BACS | 2019-036 | J King - Signs Express | Banner | 79.68 | 15.94 | 95.62 |
| BACS | 2019-034 | Bank Charges | Bank Charges | 18.00 | - | 18.00 |
| BACS | 2019-035 | RBL Poppy Appeal | Lamppost Poppies | 150.00 | - | 150.00 |
| BACS | 2019-037 | Notts PC Repair | Website | 192.00 | | 192.00 |
| BACS | | | | | | |
| BACS | | | | | | |
| Total | | | | 945.33 | 15.94 | 961.27 |

Notes:

Later additions to schedule

Authorised Signatory 1

Authorised Signatory 2

Date

| | |
|--|--|
| | |
|--|--|

| |
|--|
| |
|--|