

## **HOPTON AND COTON PARISH COUNCIL**

### **ORDINARY MEETING**

There will be a meeting of Hopton and Coton Parish Council which will be held at 7pm on Wednesday 13<sup>th</sup> October 2021 in Hopton Village Hall. An agenda for the meeting is shown below.

Signed

Ms. H. Marr.  
Clerk to the Council

7/10/2021

**There will be 10 minutes at the start of the meeting for members of the public to ask questions about agenda items. (SO 3 d – h).**

### **AGENDA**

- 21/273 To receive Cllr. Stubbs Declaration of Acceptance of Office.
- 21/274 To consider apologies.
- 21/275 To receive declarations of interest.
- 21/276 To consider requests for dispensations under the Localism Act 2011.
- 21/277 To consider the accuracy of the Minutes of the Council meeting of 8th September 2021.
- 21/278 To receive a report from a PCSO for the area.
- 21/279 To receive an update from a Stafford Borough Councillor for the Ward.
- 21/280 To receive an update from the Staffordshire County Councillor for the Division.
- 21/281 To receive an update about Bovis Homes estate.
- 21/282 To consider matters arising which are not otherwise on the agenda:-
  - 21/178 Report on the Trent Valley Collaboration Group Meeting on 21<sup>st</sup> September in Tixall Village Hall.
  - 21/211 Tree inspection at village hall.
  - 21/189 Report on the Community Engagement events.
  - 21/183 Highways issue 4243400 (inspection of pipework between two gullies)
  - 21/263 Caravan dumped in field in Within Lane.
- 21/284 To consider the report of the Communications Working Group.
- 21/285 To consider plans for future ownership of playgrounds in the Parish.

- 21/286 To consider highways' signage issues in parish.
- 21/287 To consider the speed limit along the Tixall Road after Audlem Road.
- 21/288 To consider requesting a dog waste bin to be fitted on the Staffordshire Technology Park sign on Beaconside.
- 21/289 To consider changing the name of the Parish Council to Hopton and Coton Community Council.
- 21/290 To consider issues raised by Hopton Community Hub Charitable Trust:
- a) Tenancy at Will.
  - b) Provision of phone/broadband facilities.
  - c) Extension of cleaners duties to allow easier access to playing field.
  - d) Replace door glazing with safety glass where necessary.
  - e) Underground electrical cable to provide heating and lighting in portacabin.
- 21/291 To consider comments on the following planning applications and appeals.
- 21/292 To consider Borough Council consultation on Gambling Act 2005, Draft Statement of Principles 2022 to 2025.
- 21/293 To consider authorising the following payments.
- 21/294 To approve the bank reconciliation as a true record.
- 21/295 To receive correspondence.
- 21/296 To resolve to exclude the press and public during consideration of item 21/296 under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 21/297 To consider employment issues:
- Retired Clerk
  - Agree Clerk's job description.
  - Agree and sign Clerk's contract of employment
  - Purchase of new equipment and software for the Clerk.
  - Agreement on Locum Assistant Clerk's Terms and Conditions.
  - Agree and sign locum assistant clerk's contract.
- 21/298 Next meeting. Next ordinary Parish Council meeting 7pm on Wednesday 10<sup>th</sup> November in Hopton Village Hall.

# HOPTON AND COTON PARISH COUNCIL

**Minutes of the ordinary Council meeting of 8th September 2021 held at 7pm in Hopton Village Hall.**

**Present:** Cllr. Gilbert (Chair), Cllr. Spennwyn (Vice Chair), Cllr. Miss. Brown-Bullivant, Cllr. Brindley and Cllr. Rogers.

**Also in attendance.** J. Blount (Clerk) and 5 members of the public.

**Public question time.** Questions were asked about caravan in a field in Within Lane and a litter problem.

**21/249 Apologies.** Apologies were accepted from Cllr. Lamond.

**21/250 Declarations of interest.** There were no declarations of interest.

**21/251 Requests for dispensations under the Localism Act 2011.** None.

**21/252 Minutes of the meeting of the Council of 1<sup>st</sup> September 2021.** Cllr. Mrs. Brown-Bullivant was recorded as being present but was not. With this correction the Minutes were agreed as a true record.

**21/253 Update from a Stafford Borough Councillor for the Ward.** Cllr. Mrs. Beatty said that planning delays due to Covid issues would be resolved soon. Officers were returning to their desks. Cllr. Beatty said that the Borough Council had a strong business unit built up during the pandemic. As well as major development of the town centre due to take place soon a Memorial Woodland and Local Nature Reserve were planned.

**21/254 Update from the Staffordshire County Councillor for the Division.** Cllr. Francis was not available.

**21/255 Report from a PCSO for the area.** PCSO Lyndsey Brough said how important it was to report suspicious activity either via 101 or the services social media link. She asked people to be especially vigilant for thefts from vans.

**21/256 Update about Bovis Homes estate.** Cllr. Spennwyn reported that Bayswater Square was finished. The balancing pond was the next project and then the trees in October.

**21/257 Update from the Neighbourhood Plan Working Group.** The Neighbourhood Plan consultant reported that he had had the end date for the lottery grant put back until the end of November to accommodate delays.

**21/258 Update from the New-Build Working Group.** The Group had not met. The Council confirmed that it was still intended to progress the lottery bid for £330k.

**21/259 Matters arising from recent meetings which are not otherwise on the agenda.**

**21/178 Trent Valley Collaboration Group Meeting on 21<sup>st</sup> September in Tixall Village Hall.** To report to the next ordinary meeting.

**21/212 OpenReach offer.**

**Resolved to leave this to be dealt with by local residents. Item discharged.**

**21/214 Temporary use of the land set aside as a crematorium extension as a play area.** Stafford Borough Council had decided that the land would be a flower meadow once it had been handed over by the developer.

**Resolved to discharge this item.**

**21/231 Poll cards for election of new Councillor to fill vacant seat.** Notices on notice boards, web site and in Village Voice.

**Resolved that the Clerk supply 'promotional' text to Cllr. Rogers who would post it on Hopton NextDoor.**

**21/211 Tree inspection at village hall.** Three quotes were sought but only one received after 2 weeks. A report has been commissioned. This, and the Condition Report, will inform the next Village Hall meeting so that there will be some figures for the November Village Hall budget. The Village Hall lease letters relating to the solicitor's Terms of Business and Client Care letter had not been signed. The Proper Officer was asked to correct the oversight.

**21/180 Arrangements for replacing Clerk/RFO and Assistant Clerk.** A tour of the parish is planned for Monday 27<sup>th</sup> September. Members were shown Ms Marr's article in The Clerk magazine.

**Resolved to pay Ms. Marr's expenses for the parish tour.**

**21/189 Community engagement events.** Quotes have yet to be sought for door-to-door survey because of time pressure.

**Resolved to hold public engagement events on 25<sup>th</sup> September in Hopton Village Hall and 2<sup>nd</sup> October in Bayswater Square. Local groups to be invited to join in.**

**21/183 Highways issue 4243400 (inspection of pipework between two gullies)** Awaiting response from County Council.

**21/260 Project to put forward for a Stafford Borough Council Community Award.**

**Resolved not to put any project forward. Item discharged.**

**21/261 Provision of defibrillator in Hopton village.**

**Resolved that RFO include 2 x defibrillators in the forthcoming budget.**

**21/262 Comments on the following planning applications and appeals:**

**App. 21/34822/FUL Redesign of existing fire station facilities & disposal of land.**

**Resolved to ask for the provision of community facilities to be included by condition. Disappointed at the lack of provision of car chargers and solar panels. Clerk to arrange visit to Stafford Fire Station.**

**App. 21/34437/FUL Construction of rural worker's dwelling at Stable Park.**

**Resolved to object on the grounds that it was outside a settlement boundary. Any development to include details of insulation, grey water reuse and foul sewage disposal.**

**App. 21/34737/HOU Replacement of barn to include workshop, storage and solar panels. Heathfields Barn, Weston Bank.**

**Resolved that there was no objection to this application.**

**21/263 Caravan dumped in field in Within Lane.**

**Resolved Clerk report this to Stafford Borough Council.**

**21/264 Compliance issues with the General Data Protection Regulations.**

The Department for Digital, Culture, Media & Sport ('DCMS') announced, on 9 September 2021, that the Government had launched a public consultation, proposing reform to the UK's data protection regime, aiming to deliver Mission 2 of the National Data Strategy to secure a pro-growth and trusted data regime.

**Resolved that this item be revisited when the government's new General Data Protection Regulations come out.**

**21/265 Formal decision and draft Business Plan for new bank account.**

**Resolved that:**

- The Council accept Unity's Terms and Conditions and appoint them as our Bankers.**
- The Council acknowledge that Unity's Terms and Conditions may vary from time to time and agree to be bound by them.**
- The Council will provide Unity with instructions and changes in line with the mandate.**
- Unity should rely on this Mandate until the Council send future amends.**
- The Council will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. The Council will inform Unity of any changes to these in writing.**
- The Council will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.**

**Resolved that the draft Business Plan be accepted for the purpose of opening the Unity Trust account. To be revised as part of the budget process.**

**21/266 Revision of Financial Regs.**

**Resolved that Section 3 of the Financial Regulations be revised by the RFO to encompass the practical preparation for the annual precept submission.**

**21/267 Resolved to authorise the following payments:**

<b>Items</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Salaries and expenses	1026.17	00	1026.17
Mazars, External audit	300.00	60.00	360.00
Staffs. County Council, Remove tree branches and make safe.	229.98	00	229.98
Trent Grounds Maintenance, August mowing.	408.00	81.60	489.60
Hopton Village Hall, Transfer hire payment	18.00	00	18.00

New folder for Minutes, envelopes and paper purchased. Safety work commissioned to fix loose slab on village green. (Fin Regs 4.5)

**21/268 Bank reconciliation.**

Noted that paper statements were going to former clerk and being redirected. The early meeting date and late delivery of statements meant that there was no time to produce a bank reconciliation but the Council did review the bank statements to be reassured that funds were intact.

**21/269 Correspondence.**

**Resolved to note the correspondence.**

**21/270 Resolved to exclude the press and public during consideration of item 21/271 under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**21/271 Historic employment issues.**

Awaiting response from claimant.

**21/272 Next meeting. Next ordinary Parish Council meeting 7pm on Wednesday 13<sup>th</sup> October in Hopton Village Hall.**

# **Hopton and Coton Parish Council Communication Policy and Plan**

This policy and plan sets out the Parish Council methodology and procedures for both its internal and external communications using appropriate media and technologies at its disposal.

8 September 2021

Version 1.1

# Index

Index	2
Introduction	3
The Importance of Good Communication	4
Code of Practice	5
Concerns Arising	7
The Moderator	7
Methods of Communication	8
Communications Plan	13
Data security	14
Web Hosting	14
Linkage to Social Media sites	15
Costings	15
Document Status	16



## **Introduction**

Hopton and Coton Parish Council (HPC) has undertaken to ‘communicate, consult and engage’ with parish residents. As the parish grows the council needs to investigate, develop and to become confident in its use of social media in order to reach out to residents.

The purpose of this policy and plan is therefore to set out how the Council intends to achieve this by developing and improving its communications in the future.

The overall aim is to make Council communications a two-way process: to give people the information to understand accurately what we do, while also enabling the council to make informed decisions using information received from residents and interested parties such as the PCSO teams.

The document will set out the policy for the communication plan and the infrastructure used to implement that plan. It will also establish a code of practice to guide users of the plan in their use of social media when acting as parish councillors or supporting staff.

The procedures contained in this Policy apply equally to both council members and employees.

# The Importance of Good Communication

Good communications will enable HPC to:-

- better understand the needs of the community and develop appropriate strategies and priorities when dealing with those needs raise resident's satisfaction, trust and confidence in the parish council by communicating about issues, services and opportunities in the parish, the district and region
- be an effective voice of the community enabling the community to raise issues that affect them more easily maintain and enhance the reputation of HPC
- proactively challenge inaccuracies and misrepresentations that might undermine the brand image or integrity of HPC or the parish councillors develop a working relationship with residents in the wider parish

## Code of Practice

It is extremely important that as the parish council establish and agree a communications plan it also develops and agrees to a code of practice.

The code of practice will concern the use of social media by the council as it develops its online presence.

This code of conduct should be developed by the council itself taking into account all legal and relevant practices. This would include GDPR practices which must be adhered to.

When using social media (including email) the parish council must be mindful of the information posed in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Parish Councillors and Council staff must not:-

- Hide their identity using false names or pseudonyms
- Present personal opinions as that of the Parish Council
- Present themselves in a way that might cause embarrassment to the Council
- Post content that is contrary to agreed decisions of the parish Council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online fights and hostile communications
- Use an individual's name unless given written permission to do so
- Publish photographs or videos of minors without parental permission
- Post any information that infringes copyright of others
- Post any information that may be deemed libellous
- Post online activity that constitutes bullying or harassment Bring the Parish Council into disrepute, including through posting content in a personal capacity
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence
- Publish untrue statements about a person which is damaging to their reputation and which may be considered libellous and could result in a court action and fine for damages
- Post copyright images or text on parish social media sites as this may be is an offence.
- Publish personal data of individuals without permission as this could be considered a

- breach of Data Protection legislation
- Publish obscene material as described by current legislation Post individual or otherwise Councillors views in any capacity in advance of matters to be debated by the Council at a Council or committee meeting as this may constitute a predisposition,
- predetermination or bias and may require the individual to declare an interest at Council meetings.

## **Concerns Arising**

Anyone with concerns regarding content placed on social media sites that denigrate Councillors, Council staff or residents should report those concerns to the Parish Clerk who will act as the moderator of online content on behalf of the parish council.

Misuse of social media content that is contrary to this code of practice and other policies could result in action being taken.

## **The Moderator**

The Parish Clerk will act as the moderator of the Parish Council's social media output and is responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from Parish Council social media pages which are deemed to be of a defamatory or libellous nature. Where appropriate, the moderator will have the authority to report any such posting to any other appropriate agency.

## **Methods of Communication**

### **Contact with the Media**

The Clerk is the first point of contact for the media. Approaches from the media should be referred to the Parish Clerk. Individual councillors are not permitted to issue media releases on behalf of the Parish Council without prior permission from the moderator.

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the council's position on a particular issue. The Clerk, in consultation with the Chair, is responsible for issuing formal press releases on behalf of the Council.

Proactive media releases may be issued to promote a decision or work of the Parish Council.

Reactive press releases may be prepared and issued in response to a specific question or as a rebuttal to an article already published. Such statements should be dealt with in a timely manner.

Unless a Parish Councillor has been authorised by the Council to speak to the media on a particular issue, parish councillors who are asked for comment by the press should make it clear that any views they express are personal and not necessarily those of the Council.

Confidential matters, including items discussed at meetings where the press and public have been excluded, must not be divulged.

Letters or articles representing the views of the Council should only be submitted by the Parish Clerk unless they have been specifically approved by the Parish Council. If Members choose to express their own opinions on Council matters, they must make clear that the views put forward are those of the individual Member and not representative of Council policy.

Parish Councillors and the Clerk should always have due regard for the long- term reputation of the Council in all their dealings with the media.

### **Noticeboards**

The noticeboards managed by the parish council will be kept updated to ensure that members of the community who are less active online are kept aware of key information. The locked noticeboard is intended generally for Parish Council specific information although consideration will be given to using the space for notices pertaining to activities of interest or other important information.

### **Online Presence**

It is the intention of this document to promote the parish councils adoption of social media. Online content should be objective, balanced, informative and accurate. This policy acknowledges that what is published is invariably permanent and so the policy must ensure that information published adheres to the code of practice.

Social media is a collective term used to describe methods of publishing on internet sites (such as Facebook).

This policy covers all forms of social media and social networking sites which include (but are not limited to):-

- Parish Council website
- Facebook, Twitter, Instagram and other social networking sites YouTube and other video clips and podcastsites
- LinkedIn
- Blogs and discussion forums Email

### **Social media may be used to:**

- Distribute agendas, post minutes and dates of meetings Advertise events and activities
- Promote good news stories with a linked website or press page Advertise job and role vacancies
- Retweet or share information from partner agencies such as Principal Authorities, Police, Library, Healthetc.
- Announce new information
- Post or share information from other community groups such as schools, sports clubs and charities
- Refer resident queries to the clerk and all other Councillors Share any other information that is relevant to the community reach out to younger members of the community
- And most of all, to acknowledge that the parish council has to keep pace with modern communication platforms such asFacebook

### **Email**

The Clerk to the Parish Council has their own council email address [hoptonclerk@gmail.com](mailto:hoptonclerk@gmail.com). The email account is monitored only when the parish clerk 'is in work' which may be only 20 hours per week. Although the clerk always attempts to respond to incoming emails as quickly as possible, an 'out of office' message should be used to inform senders of emails when they may expect a reply.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, or if generated by councillors themselves, should always be copied to the Clerk.

All new emails should adhere to data compliance requirements as guided by the parish clerk. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views and, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept. It is advisable that parish councillors use a separate email address from their own personal email address and should follow the format :- [cllr.name@domain.net/co/uk/com](mailto:cllr.name@domain.net/co/uk/com)

The parish council may decide to register and use an exclusive domain name such that the format shown could be used :- [cllr.name@hopton&cotonparishcouncil.net](mailto:cllr.name@hopton&cotonparishcouncil.net)

This would enable the parish council to develop a specific brand and stand out from other email received by parishioners.

It is recommended that all parish council generated email should show a suitable 'footer'. This is an example but will need to be checked for legal status and adopted by all councillors.

Email footer

*This email and any attachments are confidential and intended for the addressee only. If you are not the named recipient, you must not use, disclose, reproduce, copy or distribute the contents of this communication. If you have received this in error, please contact the sender and then delete this email from your system.*

## Communications Plan

This section of the plan seeks to describe how the parish council will implement the communications policy

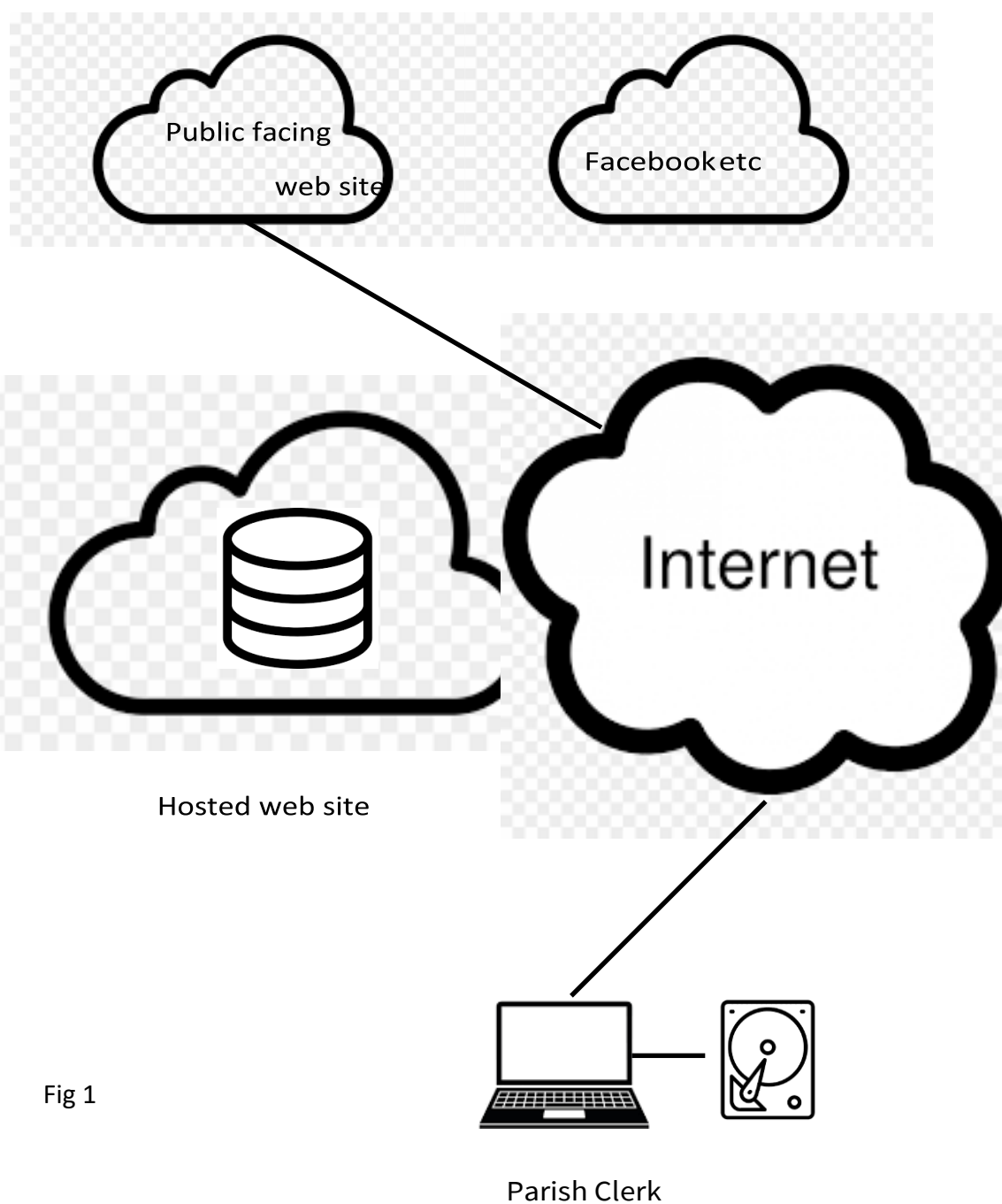


Fig 1

## Data security

Fig 1 is shown to demonstrate how we would ensure data security by the following methods:-

1. local hard drive managed directly by the parish clerk
2. cloud based storage provided by a web hosting service who would manage the secure web site. Access would be password protected and managed by the parish clerk.
3. The password would only be supplied to parish councillors and would be changed regularly.

## Web Hosting

It is recommended that the parish council investigates a new supplier for the parish council's web hosting service.

The new service would provide a cloud based hosting service (see fig 1) with full back up of data services. This would allow the parish council to store all documentation electronically with a secondary back up managed by the parish clerk locally (see fig 1). The parish council needs to rebrand the parish council web pages and ensure that the new site fully represents the whole parish and the residents within the parish.

The web site needs to be an 'active' form of the parish council communication to residents and other interested parties.

## Linkage to Social Media sites

The next step for the communication plan would be to develop a parish council site on the Facebook platform. The parish clerk acting as the 'moderator' would prove the linkage between the web pages and Facebook to ensure that information is published correctly, legally and proactively.

## Costings

To be developed

Current costs to be assessed

## Document Status

Version	Author	Date	Authorised by
Draft	Cllr Steven Spennewyn	01/08/2021	Null
Version 1.1	Cllr Steven Spennewyn Cllr Paul Lamond	08/08/2021	Null



Hopton and Coton Parish Council - Year to Date Finances 2021 / 2021 (Current Account)

Prepared for Meeting held on 13th October 2021

No	Date	Payee	Description	Chq	Chq Date	Cashed	Income	Net	VAT	Gross
<b>Unpresented Cheques - 2020 / 2021</b>										
	01/04/21		?	858			£ 30.00			
	06/04/21		?	863			£ 1.02			
							<b>£ 31.02</b>			
<b>Receipts</b>										
1	09/04/21	Western Power Distribution	Poles and Cable??				£ 30.37			
2	15/04/21	Staffs BC	Precept				£ 19,652.00			
3	19/04/21	GOGW	?				£ 0.09			
4	11/05/21	credit 33	?				£ 8.70			
5	11/05/21	credit 34	?				£ 7.87			
6	28/05/21	Lottery Fund	Grant				£ 6,834.00			
7	05/08/21	Mrs S Gibson	Refund salary overpayment				£ 151.94			
8	05/08/21						£ 18.00			
<b>Payments</b>										
	01/04/21		?	000858				£ 30.00	£ -	£ 30.00
	06/04/21		?	000863				£ 1.02	£ -	£ 1.02
1	07/04/21	St James, Salt with St Peters Hopton	Burial Ground Donation	000872	07/04/21	14/04/21	£ 250.00	£ -	£ -	£ 250.00
2	07/04/21	Transfer to Reserves Account	Neighbourhood Plan Earmarked Reserve	000871	07/04/21	13/04/21	£ 4,000.00	£ -	£ -	£ 4,000.00
3	07/04/21	Clerk	Broadband	000870	07/04/21	13/04/21	£ 31.44	£ -	£ -	£ 31.44
4	07/04/21	SPCA	Councillor Training	000869	07/04/21	29/04/21	£ 25.00	£ -	£ -	£ 25.00
5	07/04/21	HMRC	Tax/NI Three Months	000868	07/04/21	26/04/21	£ 884.39	£ -	£ -	£ 884.39
6	07/04/21	SPCA	Employee Training	000867	07/04/21	29/04/21	£ 30.00	£ -	£ -	£ 30.00
7	07/04/21	Loggerheads Tree Services	Pollard Willow Tree	000866	07/04/21	21/04/21	£ 840.00	£ -	£ -	£ 840.00
8	05/05/21	Royal Mail	PO Box Subscription	000878	05/05/21	20/05/21	£ 300.00	£ 60.00	£ -	£ 360.00
9	05/05/21	Toplis Associates	Year End Internal Audit	000877	05/05/21	01/06/21	£ 120.00	£ 24.00	£ -	£ 144.00
10	05/05/21	Clerk	Salary Underpayment	000876	05/05/21	12/05/21	£ 32.40	£ -	£ -	£ 32.40
11	05/05/21	Clerk	Broadband	000875	05/05/21	12/05/21	£ 34.94	£ -	£ -	£ 34.94
12	05/05/21	Mazaars	External Audit	000874	05/05/21	02/06/21	£ 200.00	£ 40.00	£ -	£ 240.00
13	05/05/21	Pear Technology	Digital Mapping	000873	05/05/21	17/05/21	£ 140.00	£ 28.00	£ -	£ 168.00
14	04/06/21	Assitant Clerk	Salary Underpayment	000885	04/06/21	08/06/21	£ 0.60	£ -	£ -	£ 0.60
15	04/06/21	Cleaner	Salary Underpayment	000884	04/06/21	12/07/21	£ 2.66	£ -	£ -	£ 2.66
16	04/06/21	Clerk	Salary Underpayment	000883	04/06/21	08/06/21	£ 32.40	£ -	£ -	£ 32.40
17	04/06/21	Clerk	Broadband	000882	04/06/21	08/06/21	£ 34.94	£ -	£ -	£ 34.94
18	04/06/21	SPCA	Councillor Training	000881	04/06/21	10/06/21	£ 50.00	£ -	£ -	£ 50.00
19	04/06/21	SPCA	Annual Membership	000880	04/06/21	10/06/21	£ 205.00	£ -	£ -	£ 205.00
20	04/06/21	Clerk	Ink Cartridges	000879	04/06/21	08/06/21	£ 22.49	£ 4.50	£ -	£ 26.99
21	07/07/21	Clerk	Salary Underpayment	000892	07/07/21	14/07/21	£ 34.40	£ -	£ -	£ 34.40
22	07/07/21	Clerk	Broadband	000891	07/07/21	14/07/21	£ 34.94	£ -	£ -	£ 34.94
23	07/07/21	Trent Ground Maintenance	Mowing and Maintenance	000890	07/07/21	20/07/21	£ 478.00	£ 95.60	£ -	£ 573.60
24	07/07/21	Trent Ground Maintenance	Mowing and Maintenance	000889	07/07/21	20/07/21	£ 408.00	£ 81.60	£ -	£ 489.60
25	07/07/21	SPCA	Training	000888	07/07/21	29/07/21	£ 30.00	£ -	£ -	£ 30.00



Hopton and Coton Parish Council - Year to Date Finances 2021 / 2021 (Reserves Account)

Prepared for Meeting held on 13th October 2021

No	Date	Payee	Description	Chq	Chq Date	Cashed	Income	Net	VAT	Gross
			<b>Balance Bought Forward - 2020 / 2021</b>				<b>£ 21,153.40</b>			
1	12/04/21	Hopton Parish Council	Neighbourhood Plan Reserve			12/04/21	£ 4,000.00			
2	30/04/21	NatWest	Interest			30/04/21	£ 0.19			
3	28/05/21	NatWest	Interest			28/05/21	£ 0.19			
4	30/06/21	NatWest	Interest			30/06/21	£ 0.23			
5	30/07/21	NatWest	Interest			30/07/21	£ 0.21			
							<b>£ 25,154.22</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>