



Moston Parish Council

**Agenda for the Meeting to be held on Tuesday, 3rd March 2020, in
Warmingham Village Hall, Warmingham at 7.30pm**

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

Following the questions, the Chairman will reconvene the Council Meeting.

3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7TH JANUARY 2019.

4. TO DISCUSS AND APPROVE THE EMAIL ETIQUETTE POLICY

5. TO RECEIVE AN UPDATE ON PARISH IMPROVEMENT PROJECTS PLANNED FOR THIS YEAR:

- 5.1 Landscaping (including tree and bulb planting) – Cllr House**
- 5.2 Relocation of phonebox/ Maintenance of Green – Cllr Harrop**
- 5.3 Refurbishment of street furniture**

6. TO RECEIVE UPDATE ON DISCUSSIONS FOR IDEAS TO INCREASE ENGAGEMENT OF LOCAL RESIDENTS

7. FINANCES (RFO)

(Details to be circulated prior to meeting where appropriate.)

- 7.1 To approve payments and receipts**
- 7.2 To receive the bank reconciliation**
- 7.3 To receive expenditure against budget to date**

8. CORRESPONDENCE

To receive correspondence

9. MEMBERS ITEMS AND REPORTS AND ITEMS FROM CHESHIRE EAST COUNCILLOR IF PRESENT

10. ANY OTHER BUSINESS

11. DATE/TIME AND PLACE OF NEXT MEETING

The next Moston Parish Council meeting (The Annual Meeting of the Council) will take place on Tuesday, 5th May 2020 at Warmingham Village Hall.

Briefing materials

7.1 Payments and receipts since 7 January 2020

| | | | | | |
|------------|--------|-----|----------------|---------------------------------|---------|
| 07/01/2020 | Cheque | 651 | D Nixon | Registry searches | £24.00 |
| 01/02/2020 | SO | SO | K Pemberton | Salary | £229.10 |
| 04/02/2020 | Cheque | 652 | D Nixon | Registry searches | £12.00 |
| 03/03/2020 | Cheque | | Cartridge save | Ink cartridges, paper | £47.13 |
| 03/03/2020 | Cheque | | Netwise | website hosting | £300.00 |
| 03/03/2020 | Cheque | | K Pemberton | Mcafee Virus protection package | £44.99 |
| 03/03/2020 | Cheque | | K Pemberton | Microsoft office 365 | £59.99 |

7.2 Bank reconciliation

Bank Reconciliation - 5 February 2020

MOSTON PARISH COUNCIL

Financial year ending 31 March 2020

Prepared by: Kristine Pemberton, Parish Clerk & RFO

| | | |
|---|-----------|-----------|
| Balance per bank statements as at 5 February 2020 | £ | £ |
| Current Account (07572433) | £3,985.89 | |
| Reserve Account | £5,014.08 | |
| | | £8,999.97 |
| Less: any unpresented cheques | | |
| D Nixon | £12.00 | |
| | | £12.00 |
| Add: any unbanked cash | None | |

Net bank balances as at 5 feb 2020 **£8,987.97**

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows

CASH BOOK

| | |
|----------------------------|------------|
| Opening Balance | £5,829.72 |
| Add: Receipts in the year | £11,082.76 |
| Less: Payments in the year | £7,924.51 |

Closing balance per cash book [receipts and payments book] must equal net bank balances above **£8,987.97**

| 00144979 00766 0001/0001 | | NatWest | | Current Account | |
|-----------------------------|--|-----------|---------|-----------------|--|
| Date | Details | Withdrawn | Paid in | Balance | |
| 3 Jan 2020 | BROUGHT FORWARD | | | 4,651.99 | |
| 15 Jan | Cheque 000649 | 380.00 | | 4,271.99 | |
| 16 Jan | Cheque 000650 | 33.00 | | 4,238.99 | |
| 17 Jan | Cheque 000651 | 24.00 | | 4,214.99 | |
| 3 Feb | Standing Order KRISTINE PEMBERTON FP 03/02/20 30 39013026125883000N | 229.10 | | 3,985.89 | |

7.3 Expenditure against budget to date

MOSTON PARISH COUNCIL BUDGET AND EXPENDITURE 2019/2020 to 3 March 2020

| EXPENDITURE | Budget 2019-2020 | Expenditure to date (net) | Difference v budget | % of budget spend |
|---|---------------------|------------------------------|------------------------|-------------------------|
| Clerk's Salary | £2,840.00 | £2,553.79 | £286.21 | 90% |
| General admin: | £200.00 | £94.91 | £105.09 | 47% |
| Website/ICT costs | £300.00 | £337.49 | -£37.49 | 112% |
| Insurance (Paid annually) | £250.00 | £190.89 | £59.11 | 76% |
| Payroll Costs | £100.00 | £132.00 | -£32.00 | 132% |
| Audit Fees- Internal (paid annually) | £150.00 | £122.40 | £27.60 | 82% |
| Subscriptions | £350.00 | £275.20 | £74.80 | 79% |
| Meeting Room Hire | £200.00 | £0.00 | £200.00 | 0% |
| Training | £300.00 | £0.00 | £300.00 | 0% |
| Planning support (includes reserves) | £7,610.00 | £2,340.07 | £5,269.93 | 31% |
| Landscaping such as tree and bulb planting | £500.00 | £844.54 | -£344.54 | 169% |
| Maintenance of Moston Green | £500.00 | £60.80 | £439.20 | 12% |
| Moving phonebox | £200.00 | £61.18 | £138.82 | 31% |
| Noticeboard for Albion Lock | £500.00 | £0.00 | £500.00 | 0% |
| Refurbishment of street furniture | | | | |
| Clean-up | £809.00 | £614.63 | £194.37 | 76% |
| TOTAL | £14,000.00 | £7,627.90 | £6,372.10 | |

Maintenance of Moston Green – includes
improving path to phonebox
Refurbishment of street furniture includes
possibly: Signage for lanes, horse riding
signs, noticeboards, traffic calming