

To all Members of the Council

You are hereby summoned to attend the meeting of Ryton on Dunsmore Parish Council to be held in the Village Hall, High Street on Wednesday 1<sup>st</sup> June 2022 at 7.00 p.m. for the purpose of transacting the following business

signed



Lindsay Foster Clerk to the Parish Council 26<sup>th</sup> May 2022

#### AGENDA

1. Apologies for Absence
2. Declarations of interest and dispensations
  - 2.1. To receive declarations of interest from councillors (existence and nature) with regard to items on the agenda
  - 2.2. To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - 2.3. To grant any requests for dispensation as appropriate
3. Reports from Police, County Councillor, Borough Councillors, Village Hall and Prologis (all for information only)
4. Public participation session WITH RESPECT TO ITEMS ON THE AGENDA, see footnote<sup>1</sup>  
This item is limited to a total of 15 minutes duration
5. To approve the minutes of the last Parish Council meeting.
6. Finance
  - 6.1. To approve payments to be made (can be added to until the meeting with updated payment list presented if required)
  - 6.2. To approve purchase of dog poo bags for dispensers 12 boxes £460.44+VAT
  - 6.3. To approve SLCC membership £~~171~~ 171
  - 6.4. To approve WALC membership £661
  - 6.5. To approve Purchase clip frames for noticeboards £97.02
  - 6.6. To discuss and approve purchase of printer
  - 6.7. To discuss and approve grant Evergreens
  - 6.8. To discuss and approve grant Ladies Guild
  - 6.9. To reapprove standing orders
  - 6.10. To reapprove financial regulations
  - 6.11. To note internal audit
  - 6.12. To approve section 1 Annual Governance and Accountability Report
  - 6.13. To approve section 2 Annual Governance and Accountability Report
7. Correspondence
  - 7.1. To discuss use of recreation ground for commercial ventures and approve appropriate fees
  - 7.2. To discuss mowing schedule of recreation ground to share with Ryton Star
  - 7.3. To discuss adding extra space to pavilion to store larger goal posts.
  - 7.4. To discuss planting of memorial trees within the village
8. Items for this meeting
  - 8.1. Play equipment renovation and Report – Cllr Tetlow
  - 8.2. Ryton Water Meadow update – Cllr Smyth/Cllr Henry
  - 8.3. CCTV update- Cllr Miller
  - 8.4. Noticeboards replacement schedule

- 8.5 To discuss allotment issues (if any)
  - 8.5.1 Fencing improvements
- 8.6 Pavilion refurbishment- Cllr Witter
- 8.7 The orchard
- 8.8 Land at Provost William School
- 8.9 Ryton Burial ground- Cllr Witter
- 8.10 To discuss and approve secondary Vice Chair

9 To receive the reports for information from representatives on other bodies

9.1 Millboard / Smith's Concrete / Stonemarket / DHL – Cllr Witter

10 To receive the report of the Chairman (Note: for information only, no decisions can be made)

11 To receive reports from members (Note: for information only, no decisions can be made)

12 Motion under the Public Bodies (Admission to Meetings) Act as amended -

“That in view of the special and confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw”

13 Confidential items for this meeting

14 Date of the next Parish Council meeting **6<sup>th</sup> July 2022**

*(Deadline for input to the agenda is close of play 29/06/2022)*

*Reporting and recording of the meeting is permitted in accordance with the Parish Council's policy  
Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention,  
unlawful discrimination, and other best practice when making decisions at the meeting*

1 Note for Public Participation - With the Council hearing first from councillors with pecuniary interests who must leave the room immediately after they have made their representations, answered questions or given evidence i.e. they cannot remain in the room to hear the representations of others. After the close of the public participation session, when a parish council reaches any item of business which councillors have a pecuniary interest in, those councillors would need to leave the meeting room whenever it becomes apparent that the business is being considered at that meeting whether or not they had made representations etc in respect of it within the public participation session.

**The Civil Parish of Ryton on Dunsmore**  
**Minutes of the meeting held on Wednesday 4<sup>th</sup> May 2022 at the Village Hall at 7.00pm**

At 7.22pm the Chairman opened the meeting.

Present:

Councillors: Sam Smyth, Kam Bahra, Stuart Tetlow, Bob Jones, Rachel Nicholson

Mr Ian Castledine - Prologis Liaison

Three public

Miss Lindsay Foster (Clerk)

**Annual Parish Council Meeting**

**41/22-23 Election of Chairman**

Cllr Witter was proposed by Cllr Tetlow and seconded Cllr Jones. There being no further nominations it was unanimously resolved:

*That Cllr Witter be duly elected Chairman of the Parish Council for the year*

**42/22-23 The Chairman's Declaration of Acceptance of Office**

The Chairman will sign the declaration of acceptance of office with the Clerk.

**43/22-23 Apologies for Absence**

Councillors Miller, Cllr Witter, Cllr Lloyd, Cllr Henry, and Cllr Elden may arrive late

**44/22-23 Election of Vicechair**

Cllr Tetlow nominated Cllr Tetlow as vice chair, seconded by Cllr Nicholson agreed by all present. A secondary Vice Chair will be discussed at the next meeting.

**45/22-23 Declarations of interests with regard to items on the agenda**

None

**46/22-23 Dates of and Venue for Council Meetings for the Year**

Resolution proposed Cllr Tetlow, seconded Cllr Bahra

*The Council resolves to usually meet on the first Wednesday of the month at 7pm in the Village Hall, but not to meet in August and the January meeting to be set using RBC timeframes to set precept. Unanimous*

**47/22-23 To appoint co-ordinators.**

The following appointments were made and resolved en bloc:

Proposed by Cllr Smyth seconded by Cllr Jones agreed by all present.

**Unanimous**

Police Liaison	Cllr Bahra
Allotments	Cllr Jones
Litter picking	Cllr Nicholson and Cllr Lloyd
Newsletter	discuss at next meeting
Commercial organisations liaison	Chairman and Vice Chairmen
Ryton Water Meadow	Cllr Smyth and Cllr Henry
War Memorial	Cllr Lloyd
Orchard	Cllr Henry
Cemetery Field Management	Cllr Witter and Cllr Miller
Pavilion Upgrade	Cllr Witter and Cllr Smyth
Flag (holder & raising of flags)	Mrs B Harris and Cllr Henry

**48/22-23 Planning Applications**

Planning applications will usually be distributed to all Members for comment by email with a URL link, Councillors should 'reply all' with their comments.

**Planning responses delegated powers**

Resolution proposed Cllr Bahra, seconded Cllr Nicholson

*The Meeting resolved that the delegated power to respond to planning and licensing applications will be with the Clerk. Unanimous*

**49/22-23      Disciplinary and Grievance Panels**

Disciplinary and Grievance Panel Chairman (the chairman is independent of panels and oversees procedure - Cllr Witter

Disciplinary and Grievance Panel – Cllr Jones, members Cllr Nicholson

Disciplinary and Grievance Appeals Panel – Chairman Cllr Tetlow, members Cllr Miller and Cllr Smyth

Proposed by Cllr Bahra seconded by Cllr Nicholson agreed by all present.

**Unanimous**

**50/22-23      Key holder and signatories for the notice boards.**

Mrs B Harris (6 High Street) and the Clerk will be the key holders for the notice board and that all councillors, Mrs B Harris, the Clerk, and all Councillors would be signatories for notices that comply with Parish Council policy. Councillors contact details are stated on the notice boards. To discuss noticeboard responsibilities next month.

**51/22-23      To appoint Representatives to Sit on Outside Bodies**

Village Hall Trust Committee Council Representative – Cllr Nicholson

Proposed by Cllr Smyth seconded by Cllr Jones agreed by all present.

**Parish Council Meeting**

**52/ 22-23      Reports from other bodies**

DC9 is now watertight and car park is almost completed.

The village hall requires more maintenance and more members to join the committee. The Parish Council will arrange a meeting to meet with the committee. The bank account has been set up but there are 3 more forms to be completed. The wasp nest is being investigated. Looking into replacing ceiling tiles as one has been broken, trying to source new tiles.

It has been reported that there has been an increase of thefts from vans. When following this up with Police there have been no reports. If you have been a victim of a theft, you must report this to the Police and will allow them to build a picture of issues within the area.

**53/ 22-23      To approve minutes of the last meeting**

Proposed by Cllr Jones, seconded by Cllr Tetlow agreed by all present.

**Unanimous**

**Finance**

**54/22-23      To approve payments to be made**

Proposed by Cllr Smyth seconded by Cllr Bahra agreed by all present

**Unanimous**

**55/22-23      Bank reconciliation**

Noted

**56/22-23      To approve purchase 6 Sim cards for CCTV**

Proposed to use multinetwrok sims which will connect to best network available. Proposed by Cllr Jones seconded by Cllr Nicholson agreed by all.

**Unanimous**

**56/22-23      To approve purchase play area signage £90**

Proposed to purchase from signs express at cost of £90. Proposed by Cllr Smyth seconded by Cllr Nicholson agreed by all present. **Unanimous**

**57/ 22-23      To approve ICCM membership £95**



Proposed by Cllr Jones seconded by Cllr Smyth agreed by all present. **Unanimous**

**58/22-23 To approve installation of replacement bin A45**

Proposed to replace bin if required or site existing bin if possible. Proposed by Cllr Jones seconded by Cllr Smyth agreed by all present. **Unanimous**

**59/ 22-23 To discuss and approve price of new allotment plots**

Proposed to charge £12 per plot. Proposed by Cllr Jones seconded by Cllr Smyth agreed by all present. **Unanimous**

**Items for this meeting**

**60/ 22-23 Play Equipment renovation and report**

Works have started, all equipment has been removed and concrete has been dug out. The site is being kept tidy. The completion date will be May 27<sup>th</sup>. Propose to liaise with school for reopening of play area by May King and Queen, invite Borough Councillors and Rugby Advertiser.

**61/ 22-23 Water Meadow**

Further planting at the water meadow of a new jubilee hedge.

**62/ 22-23 Noticeboard replacement schedule**

Noticeboards to be replaced in the summer. (Leamington Road and Oxford Road)

**63/ 22-23 To discuss allotment issues**

Deer accessing site. Add improvement to fencing to agenda next month

**64/ 21-22 The Pavilion**

Awaiting quotation for pavilion works

**65/ 22-23 The orchard**

No update

**66/ 22-23 Land at Provost William School**

Consultants have been engaged await update from Warwickshire County Council.

**67/ 22-23 Burial Ground**

No update

**68/22-23 Queens Jubilee celebrations**

No celebration. Medals have been bought and Clerk will deliver to the school.

**69/22-23 Handyman**

Handyman will refurbish noticeboard outside the village hall.

**70/22-23 To discuss planting of memorial trees within the village**

To discuss next month (June).

**71/ 22-23 Report of the Chairman**

none

**72/ 22-23 Member reports**

none

**73/22-23 Confidential matters**

Proposed by Cllr Tetlow to move into confidential Matters agreed by all. **Unanimous**

**Clerk Salary**

Proposed by Cllr Tetlow to increase clerk salary to scp28 seconded by Cllr Jones agreed by all. **Unanimous**

**74/ 21/22      Date of the next meeting**

*The meeting unanimously resolved that the next Parish Council meeting will be held on Wednesday 1<sup>st</sup> June at the village hall at 7pm.*

**The meeting closed at 20.43pm.**

Signed \_\_\_\_\_ Chairman      Date \_\_\_\_\_

Payments to be made in May			
to whom			
Lindsay Foster	salary	****	204390
WCC	pension contributions	****	204391
K Oliver	vh cleaning	£266.00	204392
Craig Smith	handyman	£455.00	204393
HMRC	tax and ni contributions	£77.69	204394
Lfoster	expenses	£87.65	204395
ICCM	membership	£95.00	204396
waterplus	allotment water supply	£49.84	204397
D biddle	village hall expenses	£32.86	204398
S witter	expenses	£42.84	204399
direct debits			
BT	taken on 28th April	£112.54	office phonline and internet
microsoft	taken on 7th May	£5.99	laptop subscription
PEAC	taken on 22nd may	£120.00	photocopier lease
Eon	taken on 21st apr	£101.58	pavilion electricity
bank card			
trophies plus medals	medals	£320.00	
tsohost	domain renewal	£25.02	

Payments to be made in June

to whom

Lindsay Foster	salary	****
WCC	pension contributions	****
K Oliver	vh cleaning	await invoice
Craig Smith	handyman	await invoice
HMRC	tax and ni contributions	£420.65
Lfoster	expenses	£23.13
Heritage and Sons	mowing	£1,032.00
Protect Group Ltd	CCTV install	£8,417.19
Smith Fire LLP	fire extinguisher service	£216.12
S witter	expenses	£97.02
ATS	cleaning supplies village hall	£116.36
sicc	annual membership	£171.00
Canning construction	manhole cover works	£480.00
Eon	street light maintenance	£548.94
signs express	play area sign	£90.00
glasdon	dog waste bags	£552.53
 direct debits		
BT	taken on 28th May	£112.54 office phoneline and internet
microsoft	taken on 7th June	£5.99 laptop subscription



Invoice

Glasdon UK Limited

Invoice Address

Ryton-on-Dunsmore Parish Council
Ryton Village Hall
High Street
Ryton On Dunsmore
Rugby
Warwickshire
CV8 3EY

Delivery Address

Mr Steve Witter
Ryton On Dunsmore Parish
Council
Britannia Place
Church Road
Ryton On Dunsmore
CV8 3ET

Customer Account Code : 590110743

Invoice Date : 20/05/2022

Invoice No : 51839727

Order Date : 13/05/2022

Order No : 3083811

Customer Ref No : RC25588177

Advice Note No : 3083811

Legacy Order No : RC25588177

Delivery Via : Glasdon Standard

Our VAT Registration No.: GB 155 8470 44

Page No : 1 of 1

Table with 8 columns: No, Product Code, Product Description, Qty, Unit Price, Total Price, Discount, Total Net Price. Row 1: 1, EP190/4131, RETRIEVER CITY - BIO-DEGRADABLE BAGS (4 PACKS OF 250 BAGS) Sack 5, 12, 38.37, 460.44, 0.00%, 460.44

Comments

Subtotal 460.44
Delivery 0.00
VAT @ 20.00% 92.09
Total Payable 552.53

Pound Sterling

Bank Details

HSBC UK Bank Plc
Sort Code: 40-12-13
Account No.: 92143836

Payment Terms

30 Days

When paying this invoice, please use invoice reference number 839727.

If you are paying multiple invoices, please use your Customer Account Code 590110743. Payments received will be allocated to the oldest invoice first.



Stay green with Glasdon and help our environment :

Please contact our Finance Department on 01253 600422 or by e-mail at creditcontrol@glasdon-uk.co.uk to receive all your invoices and statements by e-mail.

If you have not received your goods within 7 working days, or if you have a query on this invoice, please contact our sales office on 01253 600416 or by e-mail: sales@glasdon-uk.co.uk



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## Membership

Member name: Lindsay Foster



## Your Renewal

Membership ID: 239804

Membership type: Full Membership

Membership status: Pending

[Click here to renew](#)



start date: 01/07/2022

Cost: £171



Representing and Advising  
Town and Parish Councils

**Warwickshire and West Midlands Association of Local Councils**

Prince Philip Building, University of Warwick, Wellesbourne Campus, Warwickshire CV35 9EF

Telephone: 01789 472616 Email: [contact@walc.org.uk](mailto:contact@walc.org.uk) Website: [www.walc.org.uk](http://www.walc.org.uk)

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**INVOICE**

**Invoice to:** Ryton on Dunsmore Parish Council  
The Village Hall, Ryton on Dunsmore, CV8 3EY

**Invoice Number:** SUBS-2022-184

**VAT Number:** 344 2934 00

**Invoice Date:** 01-Apr-2022

**Payment Terms:** 90 days from date of invoice

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**Invoice details**

Payment for Category 13 (1401-1650 electors) subscription renewal

Ryton on Dunsmore Parish Council number of electors taken in March: [NUM\_ELECTORS\_2021]

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**Fee Breakdown**

NALC Fee (not subject to VAT): £115.00

WALC Fee (subject to VAT): £455.00

NALC and WALC fees combined: £570.00

VAT 20%: £91.00  
applied to WALC fee only

**Invoice Total: £661.00**

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**Please quote the invoice number on all payment transactions**

Cheques payable to 'WALC' (Please ***DO NOT*** staple cheques to anything)

BACS payments can be made to Unity Trust Bank: account number 20369462, sort code 60-83-01

**VAT Number:** 344 2934 00

6.5 To approve Purchase clip frames for noticeboards £97.02



## 1 x Refurbished Bizhub C308 Digital Colour Office System 1 Million Volume Capability

### Copier Specifications

<b>Print and Copy Speed:</b>	30 COLOUR PAGES PER MINUTE A4 30 BLACK/WHITE PAGES PER MINUTE A4
<b>Scan Speed:</b>	80 OPM
<b>Copy Pre-selection:</b>	1-9999
<b>Inclusive of:</b>	DOCUMENT FEEDER DF-624 (100 SHEETS) DUPLEX UNIT PRINT/SCAN EMBEDDED CONTROLLER ELECTRONIC SORTING A3/A4 PHOTOCOPIER/PRINTER/SCANNER SYSTEM CABINET
<b>Standard Paper Sources:</b>	2 X UNIVERSAL TRAYS 500 SHEETS EACH 1 MULTI PURPOSE BYPASS TRAY 150 SHEETS
<b>Other Features:</b>	600 X 1800 DPI PRINT RESOLUTION 25-400% ZOOM 64-271 GRAM PAPER WEIGHTS SCAN TO EMAIL/BOX/USB 2048 GB SYSTEM MEMORY 250 GB SYSTEM HARD DISC
<b>Purchase Price:</b>	£2000.00
<b>Cost per click Charge:</b>	4 PENCE COLOUR 0.4 PENCE MONO
<b>Scanning:</b>	Free of Charge

The purchase price includes delivery, training and installing on your existing network for printing and scanning, also removal and recycling of your existing machines

**TONER INCLUSIVE CONTRACT ALL COSTS EXCLUDE VAT**



**1 x Refurbished Bizhub C258  
 Digital Colour Office System  
 Volume Capability 800k (13.3k Per Month)**

**Copier Specifications**

<b>Print and Copy Speed:</b>	25 COLOUR PAGES PER MINUTE A4 25 BLACK/WHITE PAGES PER MINUTE A4
<b>Scan Speed:</b>	80 OPM
<b>Copy Pre-selection:</b>	1-9999
<b>Inclusive of:</b>	DOCUMENT FEEDER DF-624 (100 SHEETS) DUPLEX UNIT PRINT/SCAN EMBEDDED CONTROLLER ELECTRONIC SORTING A3 PHOTOCOPIER/PRINTER/SCANNER SYSTEM CABINET
<b>Standard Paper Sources:</b>	2 X UNIVERSAL TRAYS 500 SHEETS EACH 1 MULTI PURPOSE BYPASS TRAY 150 SHEETS
<b>Other Features:</b>	600 X 1800 DPI PRINT RESOLUTION 25-400% ZOOM 64-271 GRAM PAPER WEIGHTS SCAN TO EMAIL/BOX/USB 2048 GB SYSTEM MEMORY 250 GB SYSTEM HARD DISC
<b>Purchase Price:</b>	<b>£1895.00</b>
<b>Cost per Click Charge:</b>	4 PENCE COLOUR 0.4 PENCE MONO
<b>Scanning:</b>	Free of Charge

The purchase price includes delivery, training and installing on your existing network for printing and scanning, also removal and recycling of your existing machines

**TONER INCLUSIVE CONTRACT ALL COSTS EXCLUDE VAT**

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## Brother MFC-L8690CDW Wireless Colour Laser Printer Bundle



WiFi Colour A4 31 ppm 31 ppm

**In stock**

**£542.80** inc VAT  
(£452.33 ex. VAT)

Free Delivery on this product

### Warranty Selection

**Add 3 Year Printer Warranty +£24.99**  
*Cartridge People Printer Warranty Offering no Hassle Support and Replacements*

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# Civil Parish of Ryton on Dunsmore

## Grant Application for financial year 1st April 2022 to 31st March 2023

This form is used by the Parish Council to assess the application. If more space is required continue on an additional sheet.

Return form to:

Ryton Dunsmore Parish Council, The Village Hall, High Street, Ryton on Dunsmore, CV8 3EY

Email: rytonondunsmore@btconnect.com

Applications must be received 10 days before a Parish Council meeting to be considered at that meeting. Council meetings are usually held on the 1<sup>st</sup> Wednesday of the month.

**Name of organisation**

RYTON ON DUNSMORE EVERGREENS SO PLUS CLUB

**Name of contact person**

J M. LOUDON CHAIRMAN.

**Address of contact person**

**Telephone number of contact person**

**Email address of contact person**

N/A

**Website URL of organisation**

N/A

**Is your organisation a registered charity? ~~Yes~~/No**

~~Yes~~/No

Charity number:

**Is your organisation affiliated to a national body?**

~~Yes~~/No

Organisation :

**Please briefly describe the aims of your organisation and give details of how it benefits the Village**

TO PROMOTE THE BENEFITS AND ACTIVITIES TO BENEFIT THE ELDERLY LIFE STYLE TO PROVIDE FRIENDSHIP AND SOCIAL ACTIVITIES FOR ELDERLY RESIDENTS OF RYTON OVER 50 YEARS OF AGE ADVANCE VILLAGE AWARENESS OF OLDER PEOPLE NEEDS

**Where is the organisation based**

RYTON ON DUNSMORE VILLAGE HALL

Number of members in your organisation

37

Age range for services provided

50 YEARS OF AGE UPWARDS

Amount of grant requested

£500.00

What is the project that the money is being requested for

TO HELP FINANCE OF THE HIRE OF THE VILLAGE HALL TRIPS OUT TO HELP THE RUNNING COSTS OF THE CLUB AND DONATIONS FOR FUNDS TO PAY FOR ROOM SETTING UP FOR MEETINGS

Please detail other sources of income or grants for this project

RAFFLES ~~STAS~~ SUBSCRIPTIONS BRINS AND BRY MEMBER DONATIONS

How will this project benefit the community of Ryton on Dunsmore

TO PROVIDE FOR ELDERLY TO LEAVE THEIR HOMES AND MEET FRIENDS AND TO BE ENTERTAINED FOR 2 HOURS EVERY 15<sup>th</sup> & 30<sup>th</sup> TUESDAY TO HIRE THE MINI BUS TO FETCH & CARRY TO THE CLUB  
P.S. SINCE LOCKDOWN THE LAST 3 YEARS THE CLUB HAS BEEN VERY DISRUPTED

GDPR:

The details of your grant application will be shared within the monthly meeting pack at which your application is discussed. Your personal details will not be shared as part of this. The application form will be stored for a period of 6 years for audit purposes and will be destroyed after this time. Your data will be stored securely. If you have any questions please contact the clerk via email [rytonondunsmore@btconnect.com](mailto:rytonondunsmore@btconnect.com)



RYTON EVERGREEN 50+ CLUB – BALANCE SHEET FOR 2021.

1<sup>st</sup> & 3<sup>rd</sup> Tuesday of the month. Annual Subscription £12. Members 46.

<u>Income.</u>		<u>Expences.</u>	
<u>Balance on 1-1- 2021.</u>		<u>Balance on 31-12-2021.</u>	
Santander.	£1300-03.	Santander.	£775-03.
Cash in hand.	£ 20-34.	Cash in hand.	£ 86-34.
Weekly Raffle.	£ 136-00.	Michael Owen.	£ 90-00.
Subscriptions.	£-----.	Rent for Village Hall.	£108-00.
Meals-Christmas Lunch.	£ 80-00.	Refreshments.	£ 17-36.
Annies Books.	£ 12-00.	Meals-Christmas Lunch.	£539-60.
Harvest Festival Sale.	£ 70-40.		
Table Top Sale.	£ 80-50.	<u>Entertainment.</u>	
		The Fairies Folk Band.	£ 60-00.
	<u>£1699-27.</u>	<u>Sundries.</u>	
		Tip- for servers at xmas lunch.	£ 20-00.
		Replacement Keys.	£ 10-00.
		Computer Ink.	£ 35-00.
		Christmas Cards.	£ 5-94.
		Donation to St Leonards.	
		In Memory of Thelma Wells.	£ 25-00.
		Donation to St Leonards.	
		From the Harvest Festival Sale.	£ 35-00.
			<u>£1699-27.</u>

NOTE £108 Rent has not yet been cashed into the Bank.

# Civil Parish of Ryton on Dunsmore

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Email: rytonondunsmore@btconnect.com

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**Name of organisation**

RYTON-ON-DUNSMORE LADIES GUILD

**Name of contact person**

MARGARET CAPP

**Address of contact person**

**Website URL of organisation**

**Is your organisation a registered charity? Yes/No**

~~Yes~~/No

Charity number:

**Is your organisation affiliated to a national body?**

~~Yes~~/No

Organisation :

**Please briefly describe the aims of your organisation and give details of how it benefits the Village**

Our organisation is open to everyone.  
We have been going since 1965.  
At one time we had over 100 members, but sadly that has declined over the years.  
As you can see by the ages of our members most of us have been members for over 50 years and of course we want to keep going.

**Where is the organisation based**

RYTON-ON-DUNSMORE VILLAGE HALL

**Number of members in your organisation**

25

**Age range for services provided**

70, 80 & 2 in 90's one late 50's

**Amount of grant requested**

£250:00

**What is the project that the money is being requested for**

To Pay Michael Owen to put out and put away chairs for our monthly meetings as we are all getting older and our one member in late 50's does not have good health.

**Please detail other sources of income or grants for this project**

NONE

**How will this project benefit the community of Ryton on Dunsmore**

Our members will still be able to have their monthly meetings and anyone else is welcome to join us, we would like to have some new members & would give them a friendly welcome

**GDPR:**

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6.8

**RYTON LADIES GUILD INCOME, EXPENDITURE AND BALANCE NOVEMBER 2021 - APRIL 2022.**

MONTH	MEMBERSHIP	RAFFLE	DONATIONS	ENTRANCE FEES	GRANT	OTHER	MONTHS TOTAL	NOTES
NOVEMBER 21	£ 264.00	£ 24.00	£ -	£ -	£ -	£ 93.50	£ 381.50	OTHER - BRING AND BY SALE.
DECEMBER 21	£ -	£ 14.00	£ -	£ 11.00	£ -	£ -	£ 25.00	
JANUARY 22	£ -	£ -	£ 10.00	£ -	£ -	£ -	£ -	DONATION - MARION HUXTALL.
FEBRUARY 22	£ -	£ 19.00	£ -	£ 14.00	£ -	£ -	£ 33.00	
MARCH 22	£ -	£ 17.00	£ -	£ -	£ -	£ 0.28	£ 17.28	OTHER - INTEREST FROM BUILDING SOCIETY.
APRIL 22	£ 12.00	£ 23.00	£ -	£ -	£ -	£ -	£ 35.00	
<b>6 MONTHS TOTALS OF INDIVIDUAL INCOMES</b>	£ 276.00	£ 97.00	£ 10.00	£ 25.00	£ -	£ 93.78	£ 501.78	
				<b>TOTAL 6 MONTHS INCOME</b>			£ 501.78	
				<b>BALANCE B/FWD</b>			£ 2,925.20	
				<b>GRAND TOTAL</b>			£ 3,426.98	
				<b>TOTAL EXPENSES</b>			£ 883.29	
				<b>END BALANCE</b>			£ 2,543.69	BUILDING SOCIETY - £2,398.21 AND CASH - £145.48.

6-8

RYTON LADIES GUILD EXPENDITURE NOVEMBER 2021 - APRIL 2022.

MONTH	XMAS PARTY	GIFTS	DONATIONS	ROOM HIRE	MISCELLANEOUS	OUTING	ENTERTAINMENT	MONTHS TOTAL	NOTES
NOVEMBER 21	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
DECEMBER 21	£ -	£ 10.00	£ 100.00	£ -	£ -	£ -	£ 35.00	£ 145.00	ENTERTAINMENT - MATERIALS FOR ENTERTAINMENT, GIFT VOUCHER FOR JANE AND COLIN COOPER'S RUBY WEDDING, DONATION - GUIDE DOGS FOR THE BLIND.
JANUARY 22	£ -	£ -	£ -	£ -	£ -	£ 582.80	£ -	£ -	OUTING - STONLEIGH DEER PARK.
FEBRUARY 22	£ -	£ -	£ -	£ -	£ -	£ -	£ 25.00	£ 25.00	ENTERTAINMENT - VOUCHER FOR SPEAKER - THE KING AND THE CAR PARK.
MARCH 22	£ -	£ -	£ -	£ -	£ -	£ -	£ 20.00	£ 20.00	ENTERTAINMENT - VOUCHER FOR CRAFT EVENING.
APRIL 22	£ -	£ -	£ -	£ -	£ 15.00	£ -	£ 95.49	£ 110.49	MISCELLANEOUS - FLOWERS FOR JO HILL, ENTERTAINMENT - £30.00 - MATERIAL FOR CRAFT EVENING AND £65.49 - FOR PRIZES AND VOUCHERS FOR GAMES EVENING.
YEARLY TOTALS OF INDIVIDUAL EXPENSES	£ -	£ 10.00	£ 100.00	£ -	£ 15.00	£ 582.80	£ 175.49	£ 883.29	
<b>TOTAL YEARS EXPENDITURE</b>								£ 883.29	

6.9 To reapprove standing orders

6.10 To reapprove financial regulations

## **Internal Audit – Ryton-on-Dunsmore Parish Council**

Whilst Covid was still affecting life during the year, the Parish Council meetings resumed in person in June having been conducted by Zoom until then.

I have inspected the accounts and verified the expenditure against the invoices received. I have read the online minutes.

There have been some different expenditures in this year including the gym equipment. This money was reclaimed using s106 money. Other expenditure was for legal advice regarding the village hall, the water meadow maintenance and general expenses.

Grants and donations were made following applications and approval at Council meetings.

Timesheets were provided by the handyman detailing the work undertaken.

Councillors should check that the value on invoices are correctly matched with the related cheque to ensure that mistakes do not happen with the issuing of cheques.

### **Financial Regulations, Budgeting and other Information**

#### **VAT**

VAT is appropriately recorded.

#### **Income**

All income is properly documented.

#### **Asset Register**

The register is adequate.

#### **Banking, Accounts and Year End Procedures**

All banking, preparations of accounts and Year End Procedures are carried out well.

The return was completed and duly signed.

Marion Borman

6/5/22

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Ryton on Dunsmore Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		*Yes means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://www.ryton-on-dunsmore.org.uk/>



## Section 2 – Accounting Statements 2021/22 for

## Ryton on Dunsmore Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	130,483	146,575	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	64,684	65,394	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,214	11,751	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	16,795	18,204	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	35,011	63,786	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	146,575	141,730	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	146,575	141,730	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	244,630	255,629	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Correspondence

- 7.1 To discuss use of recreation ground for commercial ventures and approve appropriate fees
- 7.2 To discuss mowing schedule of recreation ground to share with Ryton Star
- 7.3 To discuss adding extra space to pavilion to store larger goal posts.
- 7.4 To discuss planting of memorial trees within the village

8 Items for this meeting

- 8.1 Play equipment renovation and Report – Cllr Tetlow
- 8.2 Ryton Water Meadow update – Cllr Smyth/Cllr Henry
- 8.3 CCTV update- Cllr Miller
- 8.4 Noticeboards replacement schedule
- 8.5 To discuss allotment issues (if any)
  - 8.5.1 Fencing improvements
- 8.6 Pavilion refurbishment- Cllr Witter
- 8.7 The orchard
- 8.8 Land at Provost William School
- 8.9 Ryton Burial ground- Cllr Witter
- 8.10 To discuss and approve secondary Vice Chair

9 To receive the reports for information from representatives on other bodies

- 9.1 Millboard / Smith's Concrete / Stonemarket / DHL – Cllr Witter

10 To receive the report of the Chairman (Note: for information only, no decisions can be made)  
To receive reports from members (Note: for information only,