



7 BILSBOROUGH MEADOW

LEA, PRESTON, PR2 1YY

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11th May 2016

NEXT MEETING

Members of the Council are summoned to the **ANNUAL NEIGHBOURHOOD COUNCIL MEETING** to be held on Wednesday the 18th May 2016 @ St Margaret's Church Hall Ingol commencing at 7.00pm

W V Mcennerney-Whittle – Clerk and RFO

AGENDA

1. To elect a Chairman for the following 12 months who will then sign the Acceptance of Office form
2. To elect a Vice chairman for the following 12 months.
3. To receive apologies
4. To approve the Minutes of the Meeting held on the 30th March 2016 (enclosed)
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public discussion

Please note that the Council may not make any decisions during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than neighbourhood council members or officials.

7. To consider planning application number 06/2016/0237 relating to the development of 60 affordable apartments on land off Dovedale Ave Ingol PR2 3WQ
8. To authorise payment of the following accounts:

On Line	Ingol CC	Donation	200.00
On Line	Newgate Nurseries	Replacement Bulbs for Planters	19.12
On Line	Len Slade	Internal Audit	105.00
On Line	Viking Direct	Stationery	136.07
On Line	GGS	Lengthsman	312.00

9. To authorise that this Council should open a deposit account with Unity Trust so as to be able to obtain interest on some of its funds given the recent changes to bank account arrangements which no longer pay interest on current account monies as they did in the past.
10. To consider and approve the Internal Auditors Report for the year ended 31st March 2016 (enclosed)
11. To receive and approve the Financial Statement of Accounts to the 31st March 2016 (enclosed)
12. To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31st March 2016 (papers enclosed)
13. To confirm renewal of the Council's insurance with Zurich Insurance for a further 12 months in accordance with our LTA at £565.10 (last year £544.94).
14. To appoint representatives to attend PAC meetings on behalf of this Council (please note that since this Council is not a LALC member it can only attend the open session and not that relating to LALC matters)
15. To consider the enclosed suggested questionnaire relating to the formation of a Community Plan, the enclosed rationale behind the suggestion and a plan for distribution, completion and collection.
16. To consider the updated budget which is enclosed.
17. To consider and review the need for current working groups as set out below and appoint members as appropriate.

Surgeries W/G – to arrange surgeries and member attendees – Cllrs Anderson, Buchner and Bevan at present – regular surgeries are being held

Tanterton Shops Area / Village Green Seating W/G – to investigate potential improvements/installation – Cllrs Ellison, Roskell and Brookes at present – a seating consultation is taking place

Gateway Liaison W/G – to investigate potential projects to improve area – Cllrs McGrath, Anderson and Bevan at present – signage has been provided funded by this Council

Best Kept Garden Competition W/G – to organise the event – Cllrs McGrath and Soole at present - no event was held last year

Dog Fouling W/G – to investigate potential actions – Cllrs McGrath, Soole and Buchner at present – no further potential actions have been identified.

Christmas Event W/G – to organise the event – Cllrs Thompson, Soole, and Buchner at present – a successful and well attended event was held last year

Community Plan W/G – to investigate potential questionnaire, distribution, completion and collection – Cllrs Anderson, Soole, Bevan with the advice and support of the Clerk at present – a questionnaire and outline plan have been presented earlier to this meeting

CCTV W/G – to investigate the potential for the installation of CCTV equipment within the neighbourhood – Cllrs Anderson, Buchner, and McGrath at present – no feedback has yet been received from the working group

Nog Tow Roundabout W/G – to investigate the potential for planting, street art and lighting to enhance the visuals of the area – Cllrs Roskell and Brookes at present – no feedback has yet been received from the working group

Library W/G – to take forward any discussions relating to the retention of library facilities in Ingol – Cllrs Bevan and Buchner at present – no feedback has yet been received – it is noted that Ingol Library is not on the list of proposed closures

PSCO W/G – to take forward further discussions with Lancashire Constabulary with regard to the procurement of an additional PSCO for the area – Cllrs Anderson, McGrath, the Clerk and Peter Mason at present – a communication has been sent to LC and a response is still awaited.

18. To review the regularity of and production of the NC Newsletter – it was agreed in June 2015 following the receipt of the Council's Performance Report that Cllr McGrath should produce 6 newsletters in that financial year – since only 3 have been produced the Council may wish to amend its arrangements.
19. To confirm that this Council remains eligible to use the General Power of Competence since it has the required number of elected members and the Clerk holds the requisite qualification.
20. To note that the date of the next meeting is scheduled for the 13th July 2016



MINUTES of the **NEIGHBOURHOOD COUNCIL MEETING** held on Wednesday the 30th March 2016
@ St Margaret's Church Hall Ingol commencing at 7.00pm

Present: Cllrs McGrath, Bevan, Anderson, Brookes, Ellison, Thompson, Buchner, Soole and Roskell

There were nine members of the public present.

31/16 To receive apologies

None

32/16 To approve the Minutes of the Meeting held on the 2nd March 2016 (enclosed)

It was resolved that the Minutes of the meeting held on the 2nd March 2016 should be approved and signed by the Chairman as a true and accurate record

33/16 To receive Declarations of Interest

None

34/16 To adjourn the meeting for a period of public discussion

The meeting was adjourned

A member of the public mentioned that he was standing for Preston CC and also the Neighbourhood Council vacancy to be at the forthcoming elections. He also introduced one of the individuals who is standing for the office of Police Commissioner who then outlined the role of the Police Commissioner and urged residents to at least vote at the elections whoever they supported for the role.

A resident raised general concerns with regard to litter in the neighbourhood – a local ward councillor who was present agreed to take this on board on his behalf.

It was confirmed that the consultation documents which accompanied the agenda were purely for discussion purposes at this stage and not for completion by residents until such time as the wording had been agreed by this Council.

Concerns were raised with regard to the reduction in local bus services following a commercial decision by Preston Bus to withdraw the Orbital Route and replace it with bespoke new routing which had adversely affected the Ingol area. Residents supported by a local ward councillor had already engaged with Preston Bus to try and find a solution.

The meeting was reconvened

35/16 To authorise payment of the following accounts:

300219	J Buttle	Fee for Note Taking at Public Meeting	50.00
300220	G Gooch	Fee for Chairing Public Meeting	50.00
On Line 20/3	Preston CC	Christmas Trees	2040.00
On Line 15/3	GGs	Lengthsman	296.70

On Line 15/3	Peerless Fencing	Barrier Repair	781.06
300221	W V Mcennerney - Whittle	Salary & Expenses	1153.22
300222	Inland Revenue	Tax Deductions	698.00

It was resolved that the above mentioned payments should be approved

36/16 To consider the enclosed proposed consultation document in respect of the installation of benches around Tanterton Village Green and agree that if approved or an amendment approved that this Council approve the printing of 30 leaflets for distribution to dwellings in the immediate area of TVG.

It was resolved that the proposed consultation document should be approved and distributed but that the consultation should cover 300 properties in the close vicinity to the proposed bench locations.

37/16 To consider the enclosed report concerning the procurement of two new notice boards:

- Agree the locations
- Agree the allocation of the procurement from the quotes obtained
- Authorise the project to be undertaken and that any requisite costs be incurred (planning applications and so forth) at the discretion of the Clerk

It was resolved that only one notice board should be purchased at this stage since there were discussions taking place with regard to improvements to the Tanterton shops area and that the addition of a new notice board might be better done in conjunction with those discussions.

It was then resolved that the one notice board should be located at point 'A' on the map distributed with the agenda papers being on the pavement adjacent and central to the car parking area subject to appropriate planning permission if required.

It was further resolved that Whitehall Direct Ltd should be appointed to undertake the installation as per their quotation and that any further costs should be incurred only at the discretion of the Clerk.

38/16 To consider the enclosed suggested questionnaire relating to the formation of a Community Plan and subject to its agreement decide whether it should be issued as part of a 'booklet' as outlined in the attached notes and if so extend the terms of reference of the existing working group to produce a 'mock up' for the approval of this Council at a future meeting and a specific timescale plan as to how responses will be obtained from all groups in the community in such numbers that the response/findings have validity.

It was resolved that this item should be deferred until such time that the Clerk has had an opportunity to discuss with the existing working group a revision to the consultation document in order to make the questions more specific to what residents actually want as suggested in the recent 'performance report' rather than broad brush priorities. The Clerk has available a copy of the questionnaire used by Hutton Parish Council and will also seek to obtain another used by a local Parish Council in order to aid those discussions.

39/16 To consider the appointment of a working group to take forward any further discussions with Lancashire Constabulary with regard to the procurement of an additional PSCO for this area who will then forward for consideration such proposals that might have been negotiated for the consideration and agreement or otherwise of this Council

It was resolved that Cllrs Anderson, McGrath, the Clerk and Peter Mason (a local resident who has worked with the local constabulary) should form the above mentioned working group and engage with Lancashire Constabulary once the Clerk has received a response to the request from Lancashire Constabulary asking for a formal meeting to discuss possibilities.

40/16 To consider the appointment of a working group to take forward any discussions on behalf of this Council relating to the retention of library facilities in Ingol who will then bring forward for the consideration and agreement or otherwise of this Council any proposals that might be put forward.

It was resolved that Cllrs Bevan and Buchner should form the above mentioned working group.

41/16 To consider a request for funding of £200.00 from Ingol Cricket Club as a contribution to the projects outlined in the enclosed development plan submitted by them (A copy of their bank statement is enclosed – the Clerk is able to confirm that a copy of their constitution has been received in line with this Council’s grant awarding policy)

It was resolved that the above mentioned request should be approved

42/16 To note that the date of the next meeting is scheduled for the 18th May 2016

It was noted that the date of the next meeting is scheduled for the 18th May 2016

Ingol and Tanterton Neighbourhood Council Internal Audit 2015/2016

Control Objectives Agreed? Evidence

A	<p>PROPER BOOKKEEPING</p>	<p>Yes.</p>	<p>The Clerk maintains computerised cash book, which is updated monthly and reported to Committee on a quarterly basis along with a comparison of progress against budget. The cash-book is arithmetically correct and regularly balanced.</p> <p>The Council has formally adopted standing orders (approved 2/3/16) See minute 20/16.</p> <p>Financial Regulations were formally adopted (approved 2/3/16) See minute 20/16. Items and services have been competitively purchased.</p> <p>For each payment, the accounts record the payee, date approved, cheque number, minute number, expenditure type and gross amount paid. For receipts, the precept, VAT., and other income are itemised in the accounts.</p> <p>The Councils financial regulations have been met, payments supported by invoices, expenditure approved and VAT., appropriately accounted for.</p> <p>The regulations require each payment to be authorized by the Council and minuted. Cheques require two signatures. (2 Councillors). The cheque counterfoil should be initialed by the Councillors. Where possible, invoices should be approved for payment at the next available parish meeting.</p>
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Ingol and Tanterton Neighbourhood Council Internal Audit 2015/2016

Control Objectives Agreed? Evidence

A selective assessment of five payments has been checked for compliance with the Councils financial regulations.					
DATE	PAYEE	INVOICE AMOUNT	RECORDED in A/cs	VAT	MINUTED CHQ. STUB INITIALLED
23/6/15	Newgate.	£387.36	Yes	£64.56.	67/15 Yes
19/8/15	Signs Exp.	£101.76	Yes	£16.96	84/15 Yes
21/10/15	City Dis.	£134.40	Yes	£22.40	98/15 Yes
16/12/15	G.G.S.	£348.30	Yes	Nil	5/16 On Line
4/2/16	Pool H.S.	£400.00	Yes	Nil	16/16 On Line
S137 expenditure is separately recorded and within statutory limits.					

Ingol and Tanterton Neighbourhood Council Internal Audit 2015/2016

Control Objectives Agreed? Evidence

B	RISK MANAGEMENT	Yes.	<p>The Council maintains a comprehensive risk management policy statement which is reviewed annually. A review of the minutes does not reveal any unusual financial activity.</p> <p>Insurance cover is appropriate and adequate</p> <p>Internal financial controls are appropriate,adequate,documented and regularly reviewed.</p>
C	BUDGETARY CONTROLS	Yes	<p>The annual precept for 2015/2016 was based on a comprehensive estimate of costs..</p> <p>The Clerk has reported progress against budget to the Council on a regular basis.</p> <p>Reserves at the year-end were £35597.00 as opposed to a £33388.00, B/F and are appropriate..</p> <p>There are no significant variations from the budget.</p>

Ingol and Tanterton Neighbourhood Council Internal Audit 2015/2016

Control Objectives Agreed? Evidence

	Agreed?	Evidence
D	Yes.	<p>The Council's financial regulations require receipts to be banked within five working days and to be entered in the cash book.</p> <p>It is noted that the precept will be paid by BACS., for 2016/17.</p> <p>The Council submits a VAT., return annually and the 2015/16 claim was submitted, in April 2016. Again this is paid in by BACS.</p> <p>Expected income was fully received based on correct prices ,properly recorded and promptly banked and VAT., was accounted for.</p> <p>The precept recorded agreed with the Council Tax authority's notification.</p>
E.	Yes	<p>The Council does not have petty cash as such. The Clerk keeps a record of all expenses incurred on Parish Council business and reclaims the amount periodically.</p> <p>Petty Cash payments were supported by receipts, expenditure was approved and VAT., accounted for.</p>

Ingol and Tanterton Neighbourhood Council Internal Audit 2015/2016

Control Objectives Agreed? Evidence

	Control Objectives	Agreed?	Evidence
F	PAYROLL CONTROLS.	Yes.	<p>The Clerks salary is paid in accordance with NALC., pay scales, and he has a contract of employment.</p> <p>Nl., and PAYE., is calculated using HMRC., software. PAYE., and Employees Nl., are deducted at source and paid to HMRC., quarterly along with Employers Nl..</p> <p>Salaries to employees and allowances to members are paid in accordance with the Council approvals and PAYE., and Nl., were properly applied.</p>
G	ASSET CONTROLS.	Yes	<p>Asset register was complete and accurate and properly maintained.</p> <p>Asset insurance variations agree with those in the asset register</p>
H	BANK RECONCILIATION	Yes.	<p>Year-end accounts have been prepared on a receipts and payments basis and agree to the cash book. The Clerk has maintained a well organised file, which along with the Councils minutes provide a full audit trail.</p> <p>Balances at 31/3/2016 reconcile to the accounts.</p>

INGOL & TANTERTON NC 31/03/2016				
FORECAST				REVISED BUDGET
BUDGET				2016 2017
38129	Opening Balance	35596.66		50220
48730	Precept	48730.00		30730
100	Interest	191.86		100
270	Vat Refund	1495.13		1386
200	PROW Scheme	200.00		250
87429	Total Income	86213.65		82686.00
4500	Donations	8989.00		4500
6762	Clerk Salary	6761.84		6800
400	Clerk Expenses - Petrol	277.30		400
305	Audit	405.00		405
573	Insurance	544.94		570
28000	Projects Unspecified			10000
	Projects - A Boards	200.00		
	Projects - Barrier	650.88		
	Projects - Groundworks	1372.50		
	Projects - Rec Ground Fence	350.00		
	Projects - Waterer	524.00		
	Projects - Signs	84.80		
850	Subscriptions	1115.56		300
600	Office Expenses/Misc	465.13		600
250	Room Hire / Ground Rent	525.00		400
	Community Plan			5000
	PSCO			25000
	Library			10000
	Notice Board			2000
1400	Newsletter	1526.00		3000
300	Training	410.00		600
1000	Materials/Repairs/Plants	567.82		1000
5000	Parish Plan			
	Xmas Event	470.82		500
1300	Xmas Trees	1700.00		1700
5400	Lengthsman	4369.90		5500
	Vat Reclaim	1385.80		
1500	Election Costs	3297.04		3000
58140	Expenditure	35993.33		81275.00
29289	Reserves	50220.32		1411.00
	Bank	21973.46		
	PSD FUND	30198.08		
	TOTAL	52171.54		
	Chqs O/S	1951.22		
	Balance	50220.32		

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

INCOL AND TARRANTON NC

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

_____ dated _____

Signed by:

Chair _____

dated _____

Signed by:

Clerk _____

dated _____

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

IN604 (Am) TANKERTON NC

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	33388	35597	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	48730	48730	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2131	1987	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	6685	6762	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	41967	29231	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	35597	35993	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	35597	35993	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	11792	12516	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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 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.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

CONSULTATION PROCESS INGOL AND TANTERTON NC

Working Group looked at both Hutton and Woodplumpton consultation documents both of which had specific type questions to gauge needs of local area.

It was felt that Hutton with 44 questions was rather too long.

Woodplumpton adopted a two-part consultation:

1. A short one page (A4) document asking residents to highlight 5 main areas of concern – forms were then analysed to establish main 8 concerns.
2. A second consultation document was sent out asking for specific responses to 8 main areas of concern with suggested resolutions detailed so that residents could indicate which they felt were best solutions to be taken forward.

Working Group believe it may be possible to do the Woodplumpton Scheme in one consultation but this will depend on responses so we could not totally say that a further consultation would not be needed.

Suggestion is:

One consultation asking for priorities combined with opportunity for residents to provide potential solutions to their 5 areas of concern.

These will be analysed to identify main priorities for NC and hopefully solutions will be sufficiently detailed so that NC can also establish specifically what they might need to consider doing which is the most important part of the consultation.

It will be necessary for significant response rate to be achieved (see distribution and collection document). On basis of number of residents, we will want 600 responses to validate in statistical terms the value of the exercise.

Should the specific detail of 'potential solutions' still remain undefined the a second consultation should be undertaken (as with Woodplumpton) but this time focussing on the main specifics and resolutions this cannot be decided until stage one is fully completed)

IMPORTANT

Please complete and place in a 'drop box' at the buildings listed below or post to:

W V Mcenerney – Whittle
7 Bitsborough Meadow
Lea

Preston PR2 1YY

Remember 4 lucky winners will receive £25.00 each.

YOUR NAME

ADDRESS

.....

POST CODE

FORMS TO BE RETURNED BY 4TH JULY 2016

Grantham Walk

- Late Shop
- Hair Dressers
- Bookmakers
- Newsagent
- Chip Shop
- Library

Tag Lane

- Post Office
- Garage
- Premier Store

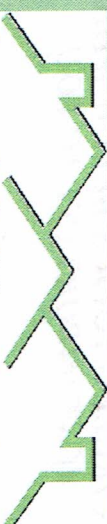
Whitby Avenue

- Intact
- Ingol Social Club

Tanterton

- Nisa Shop
- Chemist
- Health Centre

**FORMS TO BE
RETURNED BY 4TH
JULY 2016**



Ingol & Tanterton
NEIGHBOURHOOD COUNCIL

IMPORTANT

NEIGHBOURHOOD SURVEY

Please spend 5 minutes of your time to complete the enclosed survey

Your views are important to us.

Please return your completed form to the drop boxes at the locations on the back page.

Your fully completed form will go into a draw

4 lucky winners will each receive a prize of £25.00

**YOUR COUNCIL CAMPAIGNING FOR
BETTER
SERVICES AND FACILITIES**

PLEASE CIRCLE 5 TOPICS BELOW WHICH ARE MOST IMPORTANT TO YOU

ROADS/PAVEMENTS
CANALS AND WATERWAYS
OPEN SPACE
CRIME
LITTER
DOG FOULING
INCONSIDERATE PARKING
INCONSIDERATE BEHAVIOUR
SPORT & LEISURE FACILITIES
FLY TIPPING
BUSSES
TRAFFIC ISSUES
ANTI SOCIAL BEHAVIOUR
ALLOTMENTS
SPEEDING
GRASS VERGES
PLAY AREAS
COMMUNITY EVENTS
AFFORDABLE HOUSING
YOUTH FACILITIES
NEIGHBOURHOOD WATCH

FROM YOUR 5 TOPICS PLEASE INDICATE BELOW WHAT YOU FEEL SHOULD BE DONE, WHERE IT SHOULD BE DONE AND WHEN IT SHOULD BE DONE

1.	
2.	
3.	
4.	
5.	

HAVE YOUR SAY - FORMS TO BE RETURNED BY 4TH JULY 2016

QUESTIONNAIRE DISTRIBUTION AND COLLECTION

Target 600 plus responses

1. Questionnaire to every household using Express Delivery Company and to be done before date of Summer Fete
2. Provide 'drop boxes' as per questionnaire at each location shown
3. Include final day for receipt of questionnaires on form
4. Place downloadable questionnaire on web site
5. Have available at 'surgeries' and invite people attending library to complete there and then
6. Hand out at any Council meeting for completion there and then
7. Arrange for schools to have supplies to give to parents
8. Ask schools to send out flyer to parents via children or text using their data base
9. Members to attend any local functions and distribute requesting completion there and then (church services, meeting groups etc)
10. Contact Intact/ Tanterton Village Centre and provide forms asking them to distribute and get completion there and then
11. Have stall at fete and approach residents to complete there and then
12. Visit old folk's homes etc and get forms completed there and then
13. Members to undertake door to door canvassing in their area to get forms completed and collect at time.

INGOL & TANTERTON NC 31/03/2016			
FORECAST			REVISED BUDGET
BUDGET			2016 2017
38129	Opening Balance	35596.66	50220
48730	Precept	48730.00	30730
100	Interest	191.86	100
270	Vat Refund	1495.13	1386
200	PROW Scheme	200.00	250
87429	Total Income	86213.65	82686.00
4500	Donations	8989.00	4500
6762	Clerk Salary	6761.84	6800
400	Clerk Expenses - Petrol	277.30	400
305	Audit	405.00	405
573	Insurance	544.94	570
28000	Projects Unspecified		10000
	Projects - A Boards	200.00	
	Projects - Barrier	650.88	
	Projects - Groundworks	1372.50	
	Projects - Rec Ground Fence	350.00	
	Projects - Waterer	524.00	
	Projects - Signs	84.80	
850	Subscriptions	1115.56	300
600	Office Expenses/Misc	465.13	600
250	Room Hire / Ground Rent	525.00	400
	PSCO		25000
	Library		10000
	Notice Board		2000
1400	Newsletter	1526.00	3000
300	Training	410.00	1000
1000	Materials/Repairs/Plants	567.82	1000
5000	Community Plan		5000
	Xmas Event	470.82	500
1300	Xmas Trees	1700.00	1700
5400	Lengthsman	4369.90	5500
	Vat Reclaim	1385.80	
1500	Election Costs	3297.04	3000
58140	Expenditure	35993.33	81675.00
29289	Reserves	50220.32	1011.00
	Bank	21973.46	
	PSD FUND	30198.08	
	TOTAL	52171.54	
	Chqs O/S	1951.22	
	Balance	50220.32	