

South Willlesborough and Newtown Community Council

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Minutes of the Ordinary Council Meeting held on Monday 24th September 2024

24th September 2024 Minutes

The Chair opened the meeting at 6:45pm

In attendance Cllr Sue Mullan Chair (SM) Cllr David Mullan (DM) Cllr Malcolm Webb (MW) Cllr Eric Parkinson (EP)

Also, in attendance Sarah Evans Community Council Manager (SE CCM) Stefan Heathfield Public Spaces Enhancement Officer (SH)

242/24 Record attendance and list apologies for absence

Apologies from Cllr Steve Campkin, Cllr Paul Bohill, Cllr Lauren Corbett were received and approved.

243/24 Declarations of pecuniary, other significant or voluntary interest

No declarations were made.

245/24 To review bank reconciliation and recommended bank transfers and agree.

Resolved:- Proposed MW and Seconded DM and agreed unanimously 1) To accept the bank reconciliation, 2) Transfer £15000 from the Reserve account to the Current account, to transfer 1500 from the Current account to the Expense account 3) To note the change in interest rate from 2.75% / 2.77% to 2.60% 2.62% on the Reserve account.

246/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved :- Proposed DM and Seconded MW Agreed Unanimously to endorse the payment agreed by email for the Waterplus bill £65.83 and the emergency purchase of a lock from the Council Debit card for the gate at Gas House Fields Allotments. To purchase of 50 first class and 100 second class stamps by the Council debit card.

Voucher	Description	Supplier	VAT Type	Net	VAT	Total
118	Bank Charges	Unity Trust Bank	X	3	0	3
115	Allotment Projects Site Maintenance	S Heathfield Gardening Services	X	320	0	320
119	Replacement Lock	Fixings Warehouse	S	27.5	5.5	33
122	Salaries	SWANCC	X	2,611.12	0	2,611.12
126	Postage refund of charge	Clerk Exp	X	53.05	0	53.05
123	HMRC Cumbernauld	SWANCC	X	496.27	0	496.27
124	NEST Pension	SWANCC	X	210.91	0	210.91
127	Envelopes for Office	Clerk Exp	X	6.25	0	6.25
125	Office Print Costs	ASL	S	35.83	7.17	43

128	Agilico Telecoms and Broadband	Agilico	S	30.27	6.05	36.32
129	A Boards for Car Parks	Medash Signs	S	310	62	372
			Total	4,104.20	80.72	4,184.92

247/24 To review the costs for the SWAN Salute to the 1940s to date, accept quotations and agree to pay deposits.

Resolved:- Proposed EP and Seconded MW and agreed unanimously to the following recommendations 1) To revise the date to 5th July 2025 due to securing bookings and volunteers, 2) To accept the costs to date for the event, 3) To accept the quotations from Dallas Event, Four Jays Toilets, BM Ambulance, Speedy Services 3) To agree to investigate options for grants and commercial sponsorship to determine the impact on the budget for 2025 2026, 4) To agree to bookings of entertainment acts, Silhouettes, Five Star Swing, Punch and Judy, Kinetic Circus, Cinque Lindy Hoppers J Newson, 5) To pay deposits to secure bookings from the general fund, for Five Star Swing payable to new beneficiary Alive Network £375.00, Anderson shelters, War and Peace Displays 25% deposit new beneficiary, Kinetic Circus £100.00 6) To create a reserve from the General Fund to cover the costs of the Anderson Shelters and Land train. 7) To accept the quotation of £165 from Parkers Design for the Poster to advertise the event.

248/24 To receive the recommendations from the Planting and Biodiversity Working Group for Spring Bulb Planting 2024 and Costings and agree

Resolved:-Agreed unanimously to the purchase of 7000 bulbs from Farmer Gracey's at a cost of £2542.00 including VAT. Farmer Gracey is a new beneficiary and agreed.

There being no further business to discuss the Chair closed the meeting at 7pm

Signed Chair _____

Date _____

Appendix

Planting Report

SWAN Salute 1940s report arrangements and costings

SWAN Salute to the 1940s Arrangements and CostingsRecommendations

1. To revise the date to Saturday 5th July 2025
2. To accept the costs to date for the SWAN Salute
3. To agree a budget of the event for 2025 2026, once the budget is agreed, viable commercial sponsorship can be investigated to determine the impact of the event on the budget 25/26
4. To agree the booking of entertainment acts
5. To pay deposits to secure the bookings from the General Fund.
6. To create a reserve from the General Fund for the Anderson Shelters and Landtrain.
7. To agree designs costs for a vibrant Poster to advertise the event from the Comms Budget (cost awaited)

Costings in £ to agree and payment of new beneficiaries**SWAN Salute To 1940s**

Net Cost	VAT		
2500		500 Stage	Warehouse Light and Sound
266.46	53.29	Generator for power	Speedy Services
750	0	Silhouettes	Etheros Events
750	VAT awaited	Five Star Swing	*booking agent details awaited
450	0	Circus	Kinetic Circus
400	0	Punch and Judy	As previous years
470	0	Cinque Port Lindy Hop	As previous years
225	0	Churchill	*booking agent details awaited
905	181	Anderson Shelters	War and Peace Displays
1000	200	Landtrain	Beeline Bouncers
£1,743.00	£0.00	Dallas	Gazebos, chairs and tables
435	87	Toilets	Four Jays
652	130.5	First Aid	BM Ambulance
100	0	Compere	Andy Light
150	0	Event Organiser Support	Carly EO
120.83	24.17	500 union jack flags	
Total	10917.29	1175.96	

Costs awaited

	1000 TBA	Security	Costs awaited to be split with Bar Providers
	250 TBA	Speedy Hire	Crowd barrier/ Road Closure signs
	750 TBA	Speedy Hire	Community Image
Total	2000		
	2500		Contingency

DepositsWar and Peace Displays

Anderson Shelters 25% deposit £226.50 expected

Beeline Bouncers Landtrain deposit £240 inc VAT £40.00

Kinetic Circus

Circus workshop £100 deposit

War and Peace Displays Anderson Shelters Giving TO support Education on the Homefront experience goals of the event

Two genuine WW2 Anderson shelters that arrive on a large trailer where visitors can enter one and view the other. They come complete with bunk bed inside and rugs on the floor.

Hop up inside and feel what it was like during the Blitz. A re-enactor/educator can provide talks on subjects such as Home Front, the Blitz, general WW2 or tie it all in with the Battle of Britain.



Sarah Evans

Community Council Manager

19th September 2024

SWAN Salute to the 1940s

Dallas

Gazebos, Control – Lost Children, Side Stage, Community Council and Facilities

4 x 3m x 3m Gazebos @ £ 105.00 = £ 420.00

Chairs

500 Chairs @ £ 1.70 each	= £ 850.00
Trestle tables 82 tables @ £ 4.80 each	= £ 393.60
4 x trestle Tables @ £ 4.80	= £ 19.20
Festoon poles x 5 @ £ 12.00 each	= £ 60.00
Total for the Above £ 1,742.80	20% £348.56
Plus Vat	£ 2,091.36

Toilets Four Jays

4 Event Toilet with Solar Light (1-5 day weekend hire) £52.50 £210.00

1 Enhanced Access Portable Toilet with Baby Change Facilities
inc. Lined Waste Bin, Hand Sanitiser & Toilet Rolls (1-5 day
weekend hire)

£135.00 £135.00

2 Weekday Delivery/Collection £45.00 £90.00

Payment of a 25% deposit is required on booking please to
secure the stock, the full balance of payment is then required a
minimum of 28 days prior to the event date please.

Sub Total £435.00

Total

VAT

£522.00

£87.00

First Aid BM Ambulance Services

<u>Item</u>	<u>Description</u>	<u>Qty hours</u>	<u>Price Rate</u>	<u>VAT</u>	<u>Net</u>
Front Line Ambulance	Front Line Ambulance per Hour	7.50	33.00	<u>20%</u>	247.50
FREC 5 / IHCD TECH / AAP /	Technician per Hour (IHCD / FREC 5 / AAP / 3rd Year Student Paramedic	7.50	31.00	<u>20%</u>	232.50
ECA / FREC4	Emergency Care Assistant / FREC 4 / EMT per Hour	7.50	23.00	<u>20%</u>	172.50
				<u>Total</u>	<u>652.50</u>
				<u>VAT</u>	130.50
				<u>Total</u>	<u>783</u>

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