

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: marketlavpc@gmail.com

Minutes of the **Annual Meeting** of the Parish Council **held on Wednesday 23rd May 2018 at 7.38pm in the Old School, Market Lavington**

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Steele, Cllr Davis and Cllr Padfield.

In attendance: Wiltshire Cllr Gamble (left at 8.01pm), Mrs Carol Part (Chairman of the Neighbourhood Planning Steering Group - left at 7.50pm), 2 members of the public and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-1	<p>Election of Chairman There being no other nominations, it was proposed by Cllr Davis, seconded by Cllr Myhill and resolved to elect Cllr Osborn as Chairman of the Parish Council for the municipal year 2018/2019.</p>
18/19-2	<p>Declaration of acceptance of office The Chairman duly signed his Declaration of Acceptance of Office.</p>
18/19-3	<p>Apologies for Absence Cllr Earley and Cllr White had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.</p>
18/19-4	<p>Election of Vice-Chairman There being no other nominations, it was proposed by Cllr Osborn, seconded by Cllr Steele and resolved to elect Cllr Davis as Vice-Chairman of the Parish Council for the municipal year 2018/2019.</p>
18/19-5	<p>Declaration of acceptance of office The Vice-Chairman duly signed his Declaration of Acceptance of Office.</p>
18/19-6	<p>Declarations of Interest and Dispensations to Participate</p> <ol style="list-style-type: none"> a) Cllr Myhill declared an interest in agenda/minute item 18/19-21b as one of the payments due for approval was for reimbursement of expenses incurred by him on behalf of the Vintage Meet Committee. b) There were none.
18/19-7	<p>Market Lavington Neighbourhood Plan</p> <ol style="list-style-type: none"> a) Report from Chairman of the Steering Group – The Steering Group Chairman reported that the formal Regulation 14 Consultation had been extended by a further 6 weeks (to 24th of June) after it had come to light part-way through the consultation period, that some pages of the AECOM site assessment report had been omitted from the Scoping Report in error. Although the missing pages were available in full, in a separate copy of the assessment report on-line, it had been decided, that in order to maintain complete openness and transparency, a further period would be allowed for comment on pages 93 – 98 of the Scoping Report. In due course, the Clerk would collate all the responses received and then send them to the Planning Consultant for review and analysis. She then referred to the Wiltshire Council draft Housing Site Allocations Plan, which had been discussed at Cabinet on the 15th of May. Following a number of representations made at that meeting, including from Wiltshire Cllr Gamble and herself, the decision was made by Cabinet to defer final consideration of the document to allow members additional time to consider the contents of this very lengthy document. The opportunity was also given for Town and Parish Councils to submit further comments for consideration before 11th of June. A meeting had been scheduled with Steering Group members and Officers from Wiltshire Council on the 13th of June, at which it was hoped a way forward could be discussed with regards to the proposed site allocations for Market Lavington – ACTIONS – Clerk to circulate copy of Cllr Gamble’s representation made at the Cabinet meeting to

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	<p>members. Clerk to liaise with Steering Group and Cllr Gamble and prepare a draft response, for circulation to members and submission before the 11th of June</p> <p>b) There were no further updates or matters highlighted for the attention of the Parish Council.</p> <p>Cllr Davis took the opportunity to thank the Steering Group on behalf of the Parish Council for all their hard work.</p>
18/19-8	<p>Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item)</p> <p>The Clerk reported that one formal application had been received, and she then read the introduction statement received from the applicant. Following a brief discussion, it was proposed by Cllr Davis seconded by Cllr Osborn and resolved to co-opt Mr Bob Gordon as a member of the Parish Council (members of the public returned to the meeting) – ACTIONS – Clerk to prepare the necessary paperwork for signing at the next meeting.</p>
18/19-9	<p>Minutes of Council meetings</p> <p>The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record:</p> <p>a) Parish Council meeting 17th April 2018 (proposed Cllr Osborn, seconded Cllr Myhill).</p>
18/19-10	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 7.52pm.</p>
18/19-11	<p>Police Report</p> <p>Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 1st of May which had been circulated to Councillors.</p>
18/19-12	<p>Wiltshire Councillor Report</p> <p>Wiltshire Cllr Gamble reported that the Steering Group Chairman's representation had been well received at the Cabinet meeting, and he would work with the Steering Group and the Parish Council in co-ordinating a suitable response for submission to Wiltshire Council. He also referred to correspondence he had received from the Agent acting on behalf of the owners of the development site off the Clays, seeking to see if there was a way forward which could more closely accommodate the Parish Council and residents' views, rather than go to appeal (discussed by Councillors under agenda/minute item 18/19-20di.)</p>
18/19-13	<p>Chairman's Report</p> <p>The Chairman apologised for not being able to attend the last Area Board or Wiltshire Council Cabinet meeting. He then briefed members on the work he had carried out during the month, and referred to the work currently being undertaken by two residents of Canada Rise to their rear property boundaries, which backed onto Canada Woods. Work had now commenced, as agreed at previous Parish Council meetings, and the local residents were keeping the Parish Council informed about progress, and liaising with him during his daily visits to the site.</p>
18/19-14	<p>Parish Council Committees / Meetings</p> <p>a) To review Terms of Reference for existing Parish Council committees - The Clerk referred to the draft documents circulated with the agenda papers, noting her proposal that the HRAF, Planning and OSH committees Terms of Reference remain unchanged. She then detailed the proposed amendments to the Terms of Reference for the Management & Finance Committee, which included a number of 'date changes' for when annual responsibilities are carried out, and a change in review arrangements for the Parish Council Standing Orders and Financial Regulations. Following a brief discussion, it was</p>

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	<p>resolved to adopt the documents as detailed above – proposed Cllr Steele, seconded Cllr Myhill.</p> <p>b) To appoint membership of each committee - Councillors present at the meeting agreed which committee/s they would like to attend – ACTIONS – Clerk to contact remaining Councillors to determine whether they wish to remain on the same committees or to change, and then circulate copy of the updated 'Committee membership' document to all Councillors.</p> <p>c) To elect Chairman of 'Management & Finance' Committee for the coming year - It was proposed by Cllr Davis, seconded by Cllr Myhill and resolved to elect Cllr Padfield as Chairman of the 'Management & Finance' Committee for the coming year.</p> <p>d) Management & Finance Committee (M&F) - The draft minutes from the committee meeting held on 24th April 2018 were noted and no questions asked. The following recommendations were then considered:</p> <p>Year-end balances 2017/18 - It was proposed by Cllr Osborn, seconded by Cllr Padfield and resolved to:</p> <ul style="list-style-type: none">• Approve that £10,359.39 of the Revenue Budget 'under-spend' for 17/18 to be carried forward to 2018/19 and allocated to 'Earmarked Reserve' as follows - <p>£4,011.46 OSH contingency (includes £655.09 to cover 17/18 insurance expenditure) £ 442.91 HRAF Insurance contingency (to cover 17/18 expenditure) £1,500.00 Footpath lighting contingency £1,115.88 Elisha Field gates contingency £ 547.03 Admin insurance contingency (to cover 17/18 expenditure) £ 75.00 Clerk contingency (to cover 17/18 expenditure) £2,073.11 PWLB contingency (to cover 17/18 expenditure) £ 480.00 Youth Facilities contingency (to cover 17/18 expenditure) £ 114.00 Neighbourhood Plan contingency</p> <p>(As agreed previously, appropriate expenditure for 2018/19 will be debited from the 'Earmarked Reserve' account in the first instance, before the main budget cost centre)</p> <ul style="list-style-type: none">• Approve re-naming of the existing 'Play Area Fund' Earmarked Reserve to 'Broadwell Play Area Fund'. <p>Terms of Reference for Event Advisory Committee - It was proposed by Cllr Padfield, seconded by Cllr Myhill and resolved to (Cllr Davis abstained from the vote):</p> <ul style="list-style-type: none">• Approve adoption of the Event Advisory Committee Terms of Reference. The following permanent members of the committee were duly appointed – Cllr Ian Myhill, Cllr Sharan White, Cllr Colin Osborn, John Moorehouse, Bob Gordon and Carol Hackett (Parish Clerk) <p>ACTIONS – Clerk to liaise with Cllr Earley to determine if she would like to be formally on the Committee. Clerk to circulate copy of Terms of Reference to all members of committee.</p> <p>Santander Parish Council Bank Account - It was proposed by Cllr Myhill, seconded by Cllr Padfield and resolved to (Cllr Davis abstained</p>
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	<p>from the vote):</p> <ul style="list-style-type: none"> • Approve closure of the Parish Council bank account held with Santander and transfer the closing balance to the Council's Lloyds bank account. <p>Internal Audit - It was proposed by Cllr Davis, seconded by Cllr Myhill and resolved to:</p> <ul style="list-style-type: none"> • Note and accept receipt of the Internal Auditors report • Approve the actions to be taken in response to the Internal Auditors recommendations <p>Governance, Finance and Management Risk Register - It was proposed by Cllr Osborn, seconded by Cllr Davis and resolved to:</p> <ul style="list-style-type: none"> • Approve adoption of the amended 'Governance, Finance and Management Risk Register' <p>Old School Hall Committee (OSH) - The draft minutes from the committee meeting held on 10th May 2018 were noted and no questions asked. The following updates were then provided:</p> <ul style="list-style-type: none"> • Meeting room table and chairs, plus 3 of the filing cabinets sold • Tuesday Club to store the black and chrome chairs for the time being • Conservation Officer was happy to accept alternative insulation product and flooring, but not alternative proposal for guttering or lathe and plaster wall finishes • Meeting with lighting designed from Snape organised for Wednesday 30th May at 11.30am • Meeting with photographer organised for Friday 1st June at 2.00pm
18/19-15	<p>Community Hall Trust Report Cllr Davis reported that the Community Hall had been happy to receive any regular users from the Old School during the Restoration works.</p>
18/19-16	<p>Old School Restoration Project</p> <p>a) To receive and consider any updates:</p> <p>i. VAT – The Clerk confirmed that DCK Accounting Solution Ltd had now started the process of 'Voluntarily' registering the Parish Council for VAT and this would take effect from the 1st of June 2018. It was anticipated that HMRC would request some additional information from the Parish Council, which could take some time to respond to; however this would not affect the start date for the registration.</p> <p>ii. Any other updates – Cllr Davis reported that the 'Sponsor a Tile' Just Giving page was now almost ready to go live (suggested donation £1 upwards for a tile). It was agreed that a record of sponsor's names would be kept and somehow incorporated in the fabric of the building (to be considered further). It was noted that as the Parish Council was not a registered charity it would not be possible to 'gift aid' any of the donations.</p>
18/19-17	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported –</p> <p>i. Lighting on paths leading to the Church and Community Hall – Cllr Davis reported that he had not yet heard back from Wiltshire Council – ACTIONS – Cllr Davis to follow up.</p> <p>b) New matters reported – <i>Parish Steward</i>: Line of granite steps at edge of Market Place car-park coming loose – ACTIONS - Cllr Davis to include on next Parish Steward work sheet.</p>
18/19-18	<p>Market Lavington Vintage Meet – Saturday 14th & Sunday 15th July 2018</p> <p>a) Cllr Myhill briefed members on progress made with planning the event, and provided details of the numbers of exhibitors etc. already signed-up to attend.</p>

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	<p>b) To consider quotes obtained for security cover at event (amount exceeds £500 therefore requires approval from full Council as per committee Terms of Reference) – The Clerk reported that three companies had been approached to provide quotes, one of which was not available for the dates needed. She then provided details of the other two quotes received. Following a brief discussion it was proposed by Cllr Myhill, seconded by Cllr Davis and resolved to accept the quote from PJM Security for £1,391.60 – ACTONS – Clerk to advise PJM Security accordingly.</p> <p>c) Area Board Grant application – The Clerk confirmed that the grant of £1,128.90 had been approved.</p>
18/19-19	<p>Correspondence Received None received at time of issue <i>Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted at the meeting</i></p> <ul style="list-style-type: none"> i. From Wiltshire Council – Reminder for members to keep their register of interests up to date – Noted at meeting. ii. From Wiltshire Council – Briefing note on Wiltshire Housing Site Allocations Plan (Comments to be submitted by 11/6/18) – Discussed under minute 18/19-12.
18/19-20	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. 18/03974/FUL The Hollies, Kings Road, Market Lavington. SN10 4PZ. Conversion and extension to outbuilding forming swimming pool and games room – No objections. b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted: There were none. c) There were no applications received and considered by the Planning Committee after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>). d) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> i. 18/01196/FUL Land to the rear of 11 White Street, Market Lavington. Demolition of existing garages and erection of two houses with garages plus the provision of a passing space adjoining the Clays (amendment to 17/07414/FUL) – Refuse. Members discussed the offer from the applicants Agent as detailed in minute number 18/19-12 and agreed to invite the Agent to attend a Parish Council meeting to give a formal presentation – ACTIONS – Chairman to respond to Agent accordingly. ii. 18/00758/FUL 3 South Cliffe Road, Market Lavington. Demolish existing conservatory and build single storey rear extension – Approve with conditions. iii. 18/02041/TPO 15 Canada Rise, Market Lavington. Beech tree – thin & reduce tree by 25% back to old pruning points – Approve with conditions. iv. 18/02046/TPO 14 Canada Rise, Market Lavington. Beech tree – Reduce canopy & overall size by 25% - Approve with conditions. v. 18/01717/LBC 10 Church Street, Market Lavington. Replacement of canopy over front door on front of the house – Approve with conditions.
17/18-23	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for April 2018, bank reconciliation and budget position for financial year-to-date (see appendix at end of minutes)

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	<ul style="list-style-type: none"> b) It was resolved to approve the payment of 'cheques / Faster Payments' for May 2018 as per schedule (see appendix at end of minutes) – proposed Cllr Osborn, seconded Cllr Davis. The Clerk noted that as the Parish Council meeting scheduled for the 15th of May was due to be inquorate and had not taken place, it had been necessary to use the authority detailed in para. 6.6 of the Financial Regulations to make the monthly payments due at that time i.e. the first block of payments in the schedule were therefore being approved retrospectively – these payments had been checked and authorised by Cllr Davis and Cllr Osborn. c) To consider additional information received regarding request from West Lavington Youth Club to support some Friday night sessions in West Lavington during closure of Old School for Restoration Works – The Clerk confirmed that the Friday night sessions proposed by the Youth Club would be an additional session in West Lavington to replace the one held in the Old School. Following a brief discussion, it was proposed by Cllr Steele seconded by Cllr Davis and resolved to financially support these alternative sessions up to £60 per week – ACTIONS – Clerk to advise Youth Club accordingly. d) Clerk Salary – To consider recommendation of The National Joint Council for Local Government Services (NJC) for new pay scales for 2018-2019 to be implemented from 1 April 2018 - Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr Osborn and resolved to approve the recommendation of the NJC (SCP21 to increase from £10.467 ph. to £10.676 ph. to be backdated to 1/4/18) – ACTIONS – Clerk to action accordingly. e) It was resolved to approve the use of variable direct debits to pay Water, and Electric utilities for the Old School and Elisha Field Pavilion (as per fin. Regs. Para. 6.7 – approve bi-annually) - proposed by Cllr Davis seconded by Cllr Osborn. f) It was resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor for the year ending 31/3/19 - proposed by Cllr Myhill seconded by Cllr Osborn. g) To consider renewal contract offer quote received from SSE Business Energy Electricity - contract for period of 24 months (current contract due to expire 30/6/18) – The Clerk referred to the renewal offer received for both the Old School and Elisha Field Pavilion, noting that enquiries made on a comparison website had demonstrated that this quote offered the best rates. Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr Davis and resolved to accept the quote from SSE – ACTIONS – Clerk to make the necessary arrangements. h) To review the Council's subscriptions to other bodies – The Clerk noted the current subscriptions paid by the Parish Council (WALC/NALC, SLCC and CPRE). It was proposed by Cllr Davis seconded by Cllr Myhill and resolved to continue payment of these subscriptions for the coming year.
18/19-22	<p>Parish Council Accounts year ending 31st March 2018</p> <ul style="list-style-type: none"> a) Members considered the findings of the review carried out by the Management & Finance Committee. It was then resolved to approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2017/18) – proposed Cllr Osborn seconded Cllr Davis. b) It was resolved to approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements 2017/18) – proposed Cllr Davis seconded Cllr Myhill. c) It was resolved to approve the asset register – proposed Cllr Davis seconded Cllr Osborn. d) It was resolved to approve the schedule of Earmarked / Restricted Reserves – proposed Cllr Davis seconded Cllr Osborn.
18/19-23	<p>General Parish Matters</p> <p>The Clerk referred to an offer received of £40 for the two wooden guide cupboards in the main room – Members resolved to accept this offer – proposed Cllr Myhill seconded Cllr Osborn. Cllr Davis noted that the Community Hall Trust had agreed to use the same arrangements as the Parish Council to purchase a new defibrillator when their current contract expired.</p>

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18/19-24	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 9.25pm and resumed at 9.28pm
18/19-25	Dates of next Meeting (to be held in the Community Hall) Parish Council meeting – Tuesday 19th June 2018 (Dates of Parish Council meetings for whole year - 17.7.18 / 14.8.18 / 18.9.18 / 16.10.18 / 20.11.18 / 18.12.18 / 15.1.19 / 19.2.19 / 19.3.19 / 16.4.19 / 21.5.19)
18/19-26	Closure of meeting There being no further business the meeting was closed at 9.32pm

Appendix

Balance at Lloyds Bank 30.4.18	203,579.76	Current, and instant access Accounts
Less outstanding cheques – total	1,676.92	
	201,902.84	

Balance b/fwd	24,722.06
Add receipts	189,491.37
Less cheques & D/D's draw	12,310.59
Balance c/fwd	201,902.84

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.18 = £3,280.01

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	0.72
Cara Head – Trade stand Vintage Meet	135	20.00
K Thorn Fitness – Hire OSH	140	75.00
K Pugh – Trade stand Vintage Meet	135	20.00
PWLB loan for Restoration Project	140 & 102	160,943.65
L Venables – Trade stand Vintage Meet	135	20.00
HMRC – VAT refund (2 nd claim 2017/18)	105	2,957.50
Wiltshire Council – first half of precept	120	25,454.50

Cheques / Bill Payments & D/D's drawn since last meeting				
Details	Cost Centre	Amount	Ref	VAT
Water2Business - Water OSH	350	18.00	DD	
Water2Business - Water E/F Pavilion	370	7.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
PWLB – Loan repayment	390	2,073.41	DD	
PWLB – Loan repayment	390	4,454.74	DD	
WALC ^	300	904.74	BP	150.79
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
C Hackett – Clerk wages	310	628.69	BP	
R Hale - Handyman contractor	320	220.00	BP	
AlphaPrint.Me – Vintage Meet printing	375	119.00	BP	
Market Lavington Community Hall – deposit for meeting room hire	300	10.00	BP	
Mark Goddard – 1 of 7 payments footpaths/amenity land	360	536.92	BP	89.49
West Lavington YC – 1 st qtr S137 grant donation	380	750.00	BP	
Wilts Wildlife Trust – Refund payment rec'd twice	400	30.00	BP	
Virgin Care – Refund payment rec'd in error	400	505.00	BP	
Fast Hygiene – Paper towels OSH	350	39.00	BP	6.50
Cardiac Science – New battery defibrillator	250	210.00	BP	35.00
Community First – Annual Insurance Premium	Various	1676.92	3001	

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SSE – Electricity for Christmas lights	360	9.27	3002	0.44
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^ 2 X delegates to GDPR Briefing £84.00 + Annual Subscription £820.74 = TOTAL £904.74

May payments paid by Cheque / on-line Bill Payment 17/5/18				
Details	Cost Centre	Amount	Ref	VAT
H Sainsbury – Cleaner OSH wages	330	104.38	BP	
C Hackett – Clerk wages & reimburse expenses *	310/300	740.67	BP	5.17
R Hale - Handyman contractor	320	220.00	BP	
Mark Goddard – 2 of 7 payments footpaths/amenity land	360	536.92	BP	89.49
West Lavington YC – Friday night staffing	395	360.00	BP	
Ian Myhill – Reimburse expenses **	300/375	30.39	BP	
Auditing Solutions – Internal audit fee	300	186.00	BP	31.00
St Mary's PCC – S137 grant donation	380	475.00	3003	
Additional Payments approved at Annual Meeting of the Parish Council 23/5/18				
Garbutts – Storage container deposit	350	130.00	BP	21.67
Carol Part – Reimburse cost of notice in Gazette & Herald	400	278.40	BP	46.40
MKV Property Maint – repairs to Pavilion stop cock	370	65.34	BP	
John Moorehouse – Reimburse expenses ***	370 / 375	30.97	BP	4.00
Ian Myhill – Reimburse expenses ****	375 / 400	84.33	BP	8.01

* Clerk wages £709.67 (includes £75.71 back-dated pay) + reimburse cost of colour printer ink cartridges £31.00 = TOTAL £740.67

** Reimburse mileage expenses for attending GDPR briefing in Swindon £23.40 + reimburse cost of bunting for Vintage Meet £6.99 = TOTAL £30.39

*** Reimburse cost of 2 new door locks for Pavilion £23.98 + Reimburse cost of line marking spray paint £6.99 = TOTAL £30.97

*** Reimburse cost of printer ink £25.79 + Reimburse cost of barrier tape £29.25 + Reimburse cost of line marking spray £5.75 + Reimburse cost of ream of paper £3.25 + Reimburse cost of cable ties for banner erection £6.00 + Reimburse cost of Postage of sponsor letters £1.34 + Reimburse cost of Postage of sponsor letters £2.68 + Reimburse cost of postage and DL window envelopes £3.02 + Reimburse cost of longer cable ties for banners £7.25 = TOTAL £84.33