

## **Subject: Update for Locking Parish Councillors - Covid 19**

Dear Councillors

I felt, as Chairman that I should write during these difficult times to provide you all with an update of our 'Community Support Initiative' action as a result of Covid 19 restrictions. I am conscious that with social isolation and or shielding, not all may be fully up to speed with unfolding events.

Firstly, as the Government ordered the closure of communal play areas, we responded by ensuring the appropriate signage was displayed and that tape was put around our play equipment to show that it was closed and that all entrance gates were locked. Notices were also put up at our allotments and photographs of all areas were taken in order to provide evidence that we as a Parish Council had complied with Government instructions.

Furthermore, all 'Full Council' meetings were cancelled and that we were complying with the advice of NALC and Government in respect of Parish Council business. Day to day business continues being conducted by the RFO (clerk) and I and if required with the support of the Executive Committee. Please rest assured that we do communicate with the Vice Chairman and the Chairmen of our Standing Committees on a regular basis. We are currently examining social media applications for holding 'Virtual Full Council' meetings which has been suggested by NALC as a consequence of government restrictions and advice.

I am sure that you will also be aware from circulated emails that as a Parish Council, we have recently introduced a 'Locking Community Support' initiative in partnership with St Augustine Church, further information regarding this initiative is available on our Locking Parish Council website.

Also in the early days of the pandemic we carried out a leaflet drop across the Parish in order to attract volunteers and to provide advice for parishioners should they find themselves in need of assistance. Furthermore we have since provided information and details on our website of those identified local businesses who are able to assist parishioners by delivering food and other essential goods to the door.

Unfortunately, travellers once again recently appeared on the scene and they set up an illegal encampment within Locking Parklands. I am pleased to say that St Modwen responded quickly and ensured that they were all evicted. Their contractors then conducted a thorough clean up of the area in order to make it safe for all. We were in communication with St Modwen through out this incident, offering advice in respect of public safety learnt from our own experiences. We also highlighted our concerns in respect of travellers activities with Unitary Councillors and North Somerset Council (NSC). Action was also immediately conducted by the Chairman of the Estates Committee in conjunction with Mr Nick Bartlett to supplement current security measures thereby minimising the risk of traveller incursion on our own property. I am grateful to all who responded at short notice to protect our property.

I am also grateful for the effort and continued support of Councillor Jo Roberts who as our 'Locking Community Support Co-ordinator' is responsible for ensuring that all requests for assistance are properly dealt with. Her involvement has been and continues to be of great benefit to our community as she has organised and ensured that all referrals and those parishioners who have requested help have been provided with volunteer assistance. It goes without saying that the efforts of our clerk and all councillors who have offered and or responded to the many requests for assistance are recognised - well done, please keep up the good work!

As Chairman I have recently been involved with many 'North Somerset Together' virtual meetings (via the application Zoom). These meeting also include other Parish Councils and support groups. During one recent meeting it became apparent that a neighbouring Parish Council had provided assistance in the form of £600 worth of essential food to its local school to assist vulnerable children and others. I felt that this was something that needed further investigation as it impacted on individuals at risk, therefore I requested that our clerk to look into this matter.

Enquiries with 'Banwell Parish Council' eventually resulted in contact being made with 'Locking Primary School' (LPS) who confirmed that they were also supporting vulnerable children and families and that they could also assist our elderly vulnerable persons if requested to do so. Mr Connel Boyle, Head of Locking Primary School (LPS) stated that the school would really appreciate any support that Locking Parish Council could offer as

they were experiencing difficulties in providing essential supplies to the vulnerable in the community.

Following this communication, an 'Executive Meeting' was called on Thursday 23 April 2020 with the agenda being circulated to all Councillors. The agenda also detailed a number of other important proposals. The Executive Committee consequently agreed for the purchase of essential items to the value of £500 that the school had already identified, this particular agreed agenda item has now been already been fully actioned. I am pleased to announce that we are working in 'partnership with 'Locking Primary School' in supporting efforts to protect the vulnerable in our community.

Contact was also made with 'Waitrose' in Weston-super-Mare later that same day, they agreed to join in partnership with us and Locking Primary School in this and any future initiatives. They were able to provide all the essential items that were identified by the school. The items were picked in store by Waitrose staff were made available for our collection and delivery to Locking Primary School the next morning. Furthermore Waitrose made a substantial donation to the original order which took the value of goods supplied to well over £600. This generous donation clearly demonstrated Waitrose's commitment in providing assistance to our community during these difficult times.

It is my intention to write on Parish Council's behalf (via our clerk) to thank Waitrose our new partner, in particular Ms Natalie Lucas and her staff for their prompt response and professional customer service which included their very kind donation of many essential items. The goods supplied were photographed following delivery, those photographs will be made available for inclusion in our next 'Looking at Locking' magazine. I am also led to understand that details of our partnership and involvement will be circulated via Locking Primary School website in conjunction with our own Parish website.

There are a number of other initiatives that we are also currently exploring as a consequence of the decisions emanating from the Executive Meeting. One being an application for a grant of £1000 from Western Power. We had been advised that Western Power has put aside a sum of £5 million for Parish Council's and Charities who are involved in support of the vulnerable in their communities in the area that the company operates. We have consequently submitted an application and are awaiting the result of such with crossed fingers.

We also engaged with St Modwen (Locking Parklands Developer) who advised on Friday last that they are prepared to match our contribution in providing further essential supplies to Locking Primary School in support of the vulnerable in our community. This kind offer will be placed with Waitrose in the in the near future.

I am also pleased to advise that Stonebridge Farm, Banwell also responded to our Community Support initiative by donating a large number of trays of fresh eggs to the school. They have indicated that further donations of eggs will be forthcoming. I am really grateful for the farm's support which is appreciated by the school and the community.

We are now working in partnership with Locking Primary School, St Modwen, Stonebridge Farm and Waitrose in order above to deliver essential assistance to those who need help in these difficult times.

Should Councillors be aware of any other local businesses or support groups who might be interested in joining our growing partnership please communicate details of such to our clerk.

Dawn and I will keep you updated with further developments.

Please keep safe.

Kind regards

Paul Jones  
Chairman  
Locking Parish Council

**Locking Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01-03-2020 and 31-03-2020)

Cost Centre				Estates - Expenditure							
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
386	20/03/2020		Unity Trust Bank	Groundcare	UTB 74696396	Countryside Grounds Maintenance	S	308.33	61.67	370.00	
						Subtotal for Code: Estates - Playing Field / Groundcare		£308.33	£61.67	£370.00	
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
380	20/03/2020		Unity Trust Bank	Salary	S/O	M Miles	E	268.56	0.00	268.56	
						Subtotal for Code: Estates - Footpaths / Parish C		£268.56	£0.00	£268.56	
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
381	20/03/2020		Unity Trust Bank	Salary	S/O	M Miles	E	142.59	0.00	142.59	
						Subtotal for Code: Estates - Open Spaces / Dog		£142.59	£0.00	£142.59	
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
362	02/03/2020		Unity Trust Bank	Water/Sewerage Services	DD	Water 2 business	E	8.00	0.00	8.00	
						Subtotal for Code: Estates - Allotments / Utilities		£8.00	£0.00	£8.00	
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
364	02/03/2020		Unity Trust Bank	Water/Sewerage Services	DD	Water 2 business	S	39.67	7.93	47.60	
391	13/03/2020		Unity Trust Bank	Gas Supply	DD	British Gas	L	32.30	1.61	33.91	
392	20/03/2020		Unity Trust Bank	Electricity Supply	DD	British Gas	L	13.64	0.68	14.32	
395	27/03/2020		Unity Trust Bank	Gas Supply	DD	British Gas	L	16.30	0.81	17.11	
						Subtotal for Code: Estates Changing Rooms / UI		£101.91	£11.03	£112.94	
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
385	20/03/2020		Unity Trust Bank	Sign	UTB65489073	A P Signs	S	45.00	9.00	54.00	
						Subtotal for Code: Estates - Playing Field / Misc.		£45.00	£9.00	£54.00	
						Subtotal for Cost Centre: Estates - Expenditure		874.39	81.70	956.09	
Cost Centre				General Account - Expenditure							
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
363	20/03/2020		Unity Trust Bank	Salary	S/O	Dawn Tremlett	E	1,569.22	0.00	1,569.22	
						Subtotal for Code: Office Salaries		£1,569.22	£0.00	£1,569.22	
Code Number	Date	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net	Vat	Total	
368	05/03/2020		Unity Trust Bank	annual subscription	UTB 297850911	ALCA	E	572.85	0.00	572.85	
371	05/03/2020		Unity Trust Bank	annual subscription	UTB 609606174	CPRE	E	40.00	0.00	40.00	
						Subtotal for Code: Subscriptions		£612.85	£0.00	£612.85	



Locking Parish Council

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-03-2020 and 31-03-2020)

Code Number 79 Office									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
370	05/03/2020		Unity Trust Bank	UTB 490715722	Website	Vision ICT LTD	S	175.00	35.00
387	20/03/2020		Unity Trust Bank	UTB 868716264	Photocopier copies	Konica Minolta	S	121.32	24.26
394	16/03/2020		Unity Trust Bank	DD	Phone/Broadband	Talk Talk	S	49.18	9.84
Subtotal for Code: Office								£345.50	£69.10
Code Number 83 Capital Expenditure									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
372	05/03/2020		Unity Trust Bank	UTB 372088231	Capital Expenditure	Somersel Wood Recycling	S	1,468.64	293.72
373	05/03/2020		Unity Trust Bank	UTB 372088231	Capital Expenditure	Somersel Wood Recycling	S	272.50	54.50
374	05/03/2020		Unity Trust Bank	UTB 223301106	Capital Expenditure	South Bank Nurseries	S	302.04	60.41
375	05/03/2020		Unity Trust Bank	UTB 223301106	Capital Expenditure	South Bank Nurseries	S	11.68	2.34
390	20/03/2020		Unity Trust Bank	UTB 878952662	Equipment - Replacement/Renew/New	Paul Jones	E	43.99	0.00
Subtotal for Code: Capital Expenditure								£2,098.85	£410.97
Code Number 147 Bank Charges									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
393	16/03/2020		Unity Trust Bank	DD	Charges	Lloyds Bank	E	3.00	0.00
399	31/03/2020		Unity Trust Bank		unity Bank	Unity Trust Bank	E	0.90	0.00
400	31/03/2020		Unity Trust Bank		unity Bank	Unity Trust Bank	E	33.90	0.00
Subtotal for Code: Bank Charges								£37.80	£0.00
Code Number 160 General Acc - Employer Pension									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
379	20/03/2020		Unity Trust Bank	DD	Pension Employer Cont	NEST Pension	E	59.82	0.00
Subtotal for Code: General Acc - Employer Pens								£59.82	£0.00
Code Number 161 General Account - Pension Employee									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
378	20/03/2020		Unity Trust Bank	DD	Pension Employee Cont	NEST Pension	E	79.76	0.00
Subtotal for Code: General Account - Pension Em								£79.76	£0.00
Cost Centre Parish Hall/Park - Expenditure									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
389	20/03/2020		Unity Trust Bank	UTB 243173688	Window Cleaning	A C Window Cleaners	E	12.50	0.00
397	30/03/2020		Unity Trust Bank	SO	Cleaning & Maintenance	Elysium Fields	E	434.00	0.00
Subtotal for Code: PH/Park - Caretaking/Cleanin								£446.50	£0.00
Code Number 22 PH/Park - Utilities/Gas									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
363	02/03/2020		Unity Trust Bank	DD	Gas Supply	EDF	L	364.51	18.23
395	26/03/2020		Unity Trust Bank	DD	Gas Supply	EDF	L	183.33	9.17
Subtotal for Code: PH/Park - Utilities/Gas								£547.84	£27.40
Subtotal for Cost Centre: General Account - Expenditure								£5,303.87	£480.07

**Locking Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01-03-2020 and 31-03-2020)

<b>Code Number</b>		<b>25 PH/Park - Park/Groundsman/</b>		<b>Subtotal for Code: PH/Park - Utilities/Gas</b>		<b>£547.84</b>		<b>£27.40</b>		<b>£575.24</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
365	02/03/2020		Unity Trust Bank	S/O	Groundcare	Simmons Tree Care	S	585.83	117.17	703.00	
398	30/03/2020		Unity Trust Bank	SO	Groundcare	Simmons Tree Care	S	585.83	117.17	703.00	
<b>Code Number</b>		<b>104 PH/Park - Caretaking/Waste Disposal</b>		<b>Subtotal for Code: PH/Park - Park/Groundsman/</b>		<b>£1,171.66</b>		<b>£234.34</b>		<b>£1,406.00</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
369	05/03/2020		Unity Trust Bank	795467475	Sanitary Disposal	PHS Group	S	212.00	42.40	254.40	
401	31/03/2020		Unity Trust Bank	DD	Waste Disposal	SUEZ	S	85.07	17.01	102.08	
402	31/03/2020		Unity Trust Bank	DD	Waste Disposal	SUEZ	S	21.10	4.22	25.32	
<b>Code Number</b>		<b>110 PH/Park/Utilities/Electric</b>		<b>Subtotal for Code: PH/Park - Caretaking/Waste Disposal</b>		<b>£318.17</b>		<b>£63.63</b>		<b>£381.80</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
366	02/03/2020		Unity Trust Bank	DD	Electricity Supply	EDF	E	126.00	0.00	126.00	
<b>Code Number</b>		<b>112 PH/Park/Park/Parish Orderly Salary</b>		<b>Subtotal for Code: PH/Park/Utilities/Electric</b>		<b>£126.00</b>		<b>£0.00</b>		<b>£126.00</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
382	20/03/2020		Unity Trust Bank	S/O	Salary	M Miles	E	288.55	0.00	288.55	
<b>Code Number</b>		<b>115 PH/Park/Park/Repairs &amp; Maint.</b>		<b>Subtotal for Code: PH/Park/Park/Parish Orderly</b>		<b>£288.55</b>		<b>£0.00</b>		<b>£288.55</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
377	12/03/2020		Unity Trust Bank	UTB 517333729	Groundcare	B & Q	S	6.33	1.27	7.60	
388	20/03/2020		Unity Trust Bank	UTB 786905774	Repairs	G B Sport & Leisure	S	741.00	148.20	889.20	
<b>Code Number</b>		<b>116 PH/Park/Park/Misc</b>		<b>Subtotal for Code: PH/Park/Park/Repairs &amp; Main</b>		<b>£747.33</b>		<b>£149.47</b>		<b>£896.80</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
376	12/03/2020		Unity Trust Bank	UTB 517333729	Equipment - Replacement/Renew/New	Aspli	S	13.00	2.60	15.60	
<b>Code Number</b>		<b>152 PH/Park - VH/R&amp;M/Furniture/Decoration</b>		<b>Subtotal for Code: PH/Park/Park/Misc</b>		<b>£13.00</b>		<b>£2.60</b>		<b>£15.60</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
367	05/03/2020		Unity Trust Bank	UTB 920325348	Cleaning & Maintenance	Locking Gardening Services	E	756.00	0.00	756.00	
<b>Code Number</b>		<b>153 PH/Park - VH/R&amp;M/Misc</b>		<b>Subtotal for Code: PH/Park - VH/R&amp;M/Furniture/</b>		<b>£756.00</b>		<b>£0.00</b>		<b>£756.00</b>	
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>	
384	20/03/2020		Unity Trust Bank	UTB865489073	Sign	A P Signs	S	22.50	4.50	27.00	
<b>Code Number</b>		<b>Subtotal for Cost Centre: Parish Hall/Park - Expenditure</b>		<b>Subtotal for Code: PH/Park - VH/R&amp;M/Misc</b>		<b>£22.50</b>		<b>£4.50</b>		<b>£27.00</b>	
				<b>Subtotal for Cost Centre: Parish Hall/Park - Expenditure</b>		<b>4,417.55</b>		<b>481.94</b>		<b>4,899.49</b>	

Locking Parish Council  
Listing of Payments in each Code for All Cost Centres  
(Between 01-03-2020 and 31-03-2020)

TOTALS .....	£10,115.74	£1,043.71	£11,159.45
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**Locking Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01-04-2020 and 30-04-2020)

Cost Centre Estates - Expenditure							
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
16	20/04/2020	Unity Trust Bank	SO 257848840	Salary	M Miles	E	310.41
Subtotal for Code: Estates - Footpaths / Parish C							£310.41
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
15	20/04/2020	Unity Trust Bank	SO 257848840	Salary	M Miles	E	155.00
Subtotal for Code: Estates - Open Spaces / Dog							£155.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
1	01/04/2020	Unity Trust Bank	DD	Water/Sewerage Services	Water 2 business	E	8.00
Subtotal for Code: Estates - Allotments / Utilities							£8.00
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
18	22/04/2020	Unity Trust Bank	DD	Electricity Supply	British Gas	L	1.46
Subtotal for Code: Estates Changing Rooms / UI							£1.46
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
7	14/04/2020	Unity Trust Bank	UTB 856480349	Equipment supplies	Bournville Petrol Station	S	5.88
8	14/04/2020	Unity Trust Bank	UTB 856480349	Equipment supplies	Power Garden Products	E	8.20
Subtotal for Code: Estates - Open Spaces/Misc							£13.88
Subtotal for Cost Centre: Estates - Expenditure							516.52
Cost Centre General Account - Expenditure							
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
13	20/04/2020	Unity Trust Bank	SO 80288631	Salary	Dawn Tremlett	E	1,606.32
Subtotal for Code: Office Salaries							£1,606.32
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
4	09/04/2020	Unity Trust Bank	UTB 231315342	PAYE - Tax/NI	HMRC - PAYE	E	385.22
Subtotal for Code: General Account - Employees							£385.22
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
3	09/04/2020	Unity Trust Bank	UTB 231315342	PAYE - Tax/NI	HMRC - PAYE	E	192.63
Subtotal for Code: General Account - Employees							£192.63
Code Number	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
11	16/04/2020	Unity Trust Bank	DD	Phone/Broadband	Talk Talk	S	9.79
Subtotal for Code: General Account - Employees							48.95

# Locking Parish Council Listing of Payments in each Code for All Cost Centres (Between 01-04-2020 and 30-04-2020)

Code Number Vchr. 17	Date 22/04/2020	80 Public Lighting Minute Bank Unity Trust Bank	Cheq. No. DD	Description Electricity Supply	Subtotal for Code: Office	£48.95	£8.79	£58.74
Code Number Vchr. 5	Date 14/04/2020	83 Capital Expenditure Minute Bank Unity Trust Bank	Cheq. No. UTB 516417524	Description Contribution	Supplier EDF	Net 271.12	Vat 13.56	Total 284.68
Code Number Vchr. 12	Date 16/04/2020	147 Bank Charges Minute Bank Unity Trust Bank	Cheq. No. DD	Description Charges	Subtotal for Code: Public Lighting	£271.12	£13.56	£284.68
Code Number Vchr. 10	Date 16/04/2020	160 General Acc - Employer Pension Minute Bank Unity Trust Bank	Cheq. No. DD	Description Pension Employer Cont	Supplier Lloyds Bank	Net 402.30	Vat 0.00	Total 402.30
Code Number Vchr. 9	Date 16/04/2020	161 General Account - Pension Employee Minute Bank Unity Trust Bank	Cheq. No. DD	Description Pension Employee Cont	Subtotal for Code: Capital Expenditure	£402.30	£0.00	£402.30
Code Number Vchr. 19	Date 28/04/2020	1 PH/Park - Caretaking/Cleaning Minute Bank Unity Trust Bank	Cheq. No. S/O	Description Cleaning & Maintenance	Supplier Nest Pension	Net 60.20	Vat 0.00	Total 60.20
Code Number Vchr. 22	Date 30/04/2020	25 PH/Park - Park/Groundsman/ Minute Bank Unity Trust Bank	Cheq. No. S/O	Description Groundcare	Subtotal for Code: Bank Charges	£3.00	£0.00	£3.00
Code Number Vchr. 20	Date 30/04/2020	104 PH/Park - Caretaking/Waste Disposal Minute Bank Unity Trust Bank	Cheq. No. DD	Description Waste Disposal	Supplier Simmons Tree Care	Net 585.83	Vat 117.17	Total 703.00
Code Number Vchr. 21	Date 30/04/2020	110 PH/Park/Utilities/Electric Minute Bank Unity Trust Bank	Cheq. No. DD	Description Electricity Supply	Subtotal for Code: PH/Park - Caretaking/Cleanin	£434.00	£0.00	£434.00
Code Number Vchr. 2	Date 03/04/2020				Subtotal for Cost Centre: General Account - Expenditure	3,050.01	23.35	3,073.36
Code Number Vchr. 2	Date 03/04/2020				Supplier EDF	Net 126.00	Vat 0.00	Total 126.00

*[Signature]* 12/5/20

5 May 2020 (2020-2021)

**Locking Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
 (Between 01-04-2020 and 30-04-2020)

<b>Code Number</b>		<b>112 PH/Park/Park/Parish Orderly Salary</b>		<b>Subtotal for Code: PH/Park/Utilities/Electric</b>		<b>£126.00</b>	<b>£0.00</b>	<b>£126.00</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>
14	20/04/2020		Unity Trust Bank	SO 257848840	Salary	M Miles	E	310.41
								<b>Vat</b>
								0.00
								<b>Total</b>
								310.41
<b>Code Number</b>		<b>115 PH/Park/Park/Repairs &amp; Maint.</b>		<b>Subtotal for Code: PH/Park/Park/Parish Orderly</b>		<b>£310.41</b>	<b>£0.00</b>	<b>£310.41</b>
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>
6	14/04/2020		Unity Trust Bank	UTB 61042260	Repairs	G B Sport & Leisure	S	1,648.00
								<b>Vat</b>
								329.60
								<b>Total</b>
								1,977.60
<b>Subtotal for Code:</b>		<b>PH/Park/Park/Repairs &amp; Main</b>		<b>Subtotal for Cost Centre:</b>		<b>Parish Hall/Park - Expenditure</b>		<b>£1,977.60</b>
								3,670.85
<b>TOTALS</b>		<b>.....</b>		<b>£6,770.63</b>		<b>£492.70</b>		<b>£7,263.33</b>

## Locking Parish Council

Prepared by: D. Tennant

Name and Role (Clerk/RFO etc)

Date: 3/3/20

Approved by: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

**Bank Reconciliation at 29/02/2020**

Cash in Hand 01/04/2019	102,743.58
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**ADD**

Receipts 01/04/2019 - 29/02/2020	131,944.69
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234,688.27

**SUBTRACT**

Payments 01/04/2019 - 29/02/2020	117,050.18
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**A**      **Cash in Hand 29/02/2020**  
(per Cash Book)

117,638.09

**Cash in hand per Bank Statements**

Cash	31/05/2018	0.00
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Nationwide Building Society	03/03/2020	0.00
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Unity Trust Bank	29/02/2020	117,638.09
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Community Direct Plus - 61003910	31/05/2018	0.00
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Current Account - 61043996	31/05/2018	0.00
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117,638.09

Less unrepresented payments	0.00
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117,638.09

Plus unrepresented receipts	0.00
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**B      Adjusted Bank Balance**

117,638.09

**A = B Checks out OK**

 12/5/20

## Locking Parish Council


Prepared by: D. Hemmett  
 Name and Role (Clerk/RFO etc)

Date: 7/4/20

Approved by: \_\_\_\_\_  
 Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

<b>Bank Reconciliation at 31/03/2020</b>		
Cash in Hand 01/04/2019		102,743.58
<b>ADD</b>		
Receipts 01/04/2019 - 31/03/2020		132,654.71
		235,398.29
<b>SUBTRACT</b>		
Payments 01/04/2019 - 31/03/2020		128,209.63
<b>A</b>	<b>Cash in Hand 31/03/2020</b> (per Cash Book)	<b>107,188.66</b>
<b>Cash in hand per Bank Statements</b>		
Cash	31/05/2018	0.00
Nationwide Building Society	31/03/2020	55,019.89
Unity Trust Bank	31/03/2020	52,168.77
Community Direct Plus - 61003910	31/05/2018	0.00
Current Account - 61043996	31/05/2018	0.00
		<b>107,188.66</b>
Less unrepresented payments		0.00
		<b>107,188.66</b>
Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>107,188.66</b>
<b>A = B Checks out OK</b>		

 12/5/20