

SWINFEN AND PACKINGTON PARISH COUNCIL

**Ms Jayne Minor
6 Highfield Close
Burntwood
WS7 9AR**

**Telephone: 01543 673473
E-Mail: jayneminor@talktalk.net
Web Site: www.swinfenandpackington.org.uk**

Our Ref: JM

01 March 2017

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the **Conference Room 1, Conference Centre, HMP Swinfen on Wednesday 08 March 2016 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)
Parish Clerk**

AGENDA

**TAHIR AHMED
ENGAGEMENT MANAGER – AREA NORTH
HS2 LIMITED**

To provide an update on HS2 and provide an overview of any proposed early works in the Parish and field any queries Members may have.

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area (see notes at the end of the Agenda).

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND DISPENSATION**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 11 January 2017 (Minute Nos. 56-67) (**ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. HOPWAS QUARRY

Members are requested to debate the up to date position relating to Hopwas Quarry.

6. THE HIGH SPEED RAIL PLANS

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

7. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members are requested to receive and note the attached report (**ENCLOSURE**).

8. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members are requested to receive and note the attached report (**ENCLOSURE**).

9. LICHFIELD DISTRICT COUNCIL : ELECTIONS 07 MAY 2015

Members are requested to consider payment of an invoice from Lichfield District Council in respect of the 07 May 2015 Elections (**ENCLOSURE**).

**10. PLANNING APPLICATION 17/00085/FUL
10 BROOM COVERT ROAD, SWINFEN
DEMOLITION OF EXISTING PORCH AND ERECTION OF SINGLE STOREY FRONT EXTENSION
TO FORM PORCH AND WC**

Members are requested to consider planning application 17/00085/FUL (**ENCLOSURE**).

11. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

12. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's February and March 2017 salary (**PINK ENCLOSURE**).

13. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

The next Parish Council Meeting will be held on Wednesday 10 May 2017.

PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS

Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:

1. *The Public Forum session will usually be the first item on the Agenda.*
2. *The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*
3. *Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*
4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address.

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD AT THE
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 11 JANUARY 2017 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor R Barnes in the Chair
Councillors Armstrong, J Barnes, Dyott and Mrs Harrison

In attendance:

Ms J Minor, Parish Clerk
District Councillor B Yeates
3 members of the public

PUBLIC FORUM

Broom Covert Road - Street Lights

Miss Taylor of 25 The Drive stated that there is still no street lights in Broom Covert Road. Miss Taylor said that she had spoken to workmen from Amey who said that they would be submitting a report to the Prison within 3 to 5 days. Miss Taylor stated that she believed that no risk assessment had been carried out and that there was serious health and safety issues. Miss Taylor said that she could not understand why the situation had not been rectified.

Councillor R Barnes explained that Mr Liggins, Health and Safety Advisor for HMP Swinfen had attended a Parish Council meeting (04 May 2016) and reminded those presents that Mr Liggins had mentioned the dropped kerbs installed by residents (which are not permitted) may have damaged the wiring underneath and budget restraints. Councillor R Barnes reminded those presents that the primary issue was with the Prison and not with the Parish Council.

Members of the public were advised to send a handwritten letter from each of the residents living in Broom Covert Road to the Governor and that they should write to Christopher Pincher MP seeking an onsite visit.

RESOLVED That an email be sent to Christopher Pincher MP asking him to contact Ms Southby with regard to the street lighting problem in Broom Covert Road.

56. APOLOGIES FOR ABSENCE

Councillor Elliott.

57. DECLARATIONS OF INTEREST

None declared.

58. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 09 November 2016 (Minute Nos. 40-55) as circulated, be approved as a correct record and signed by the Chairman.

59. CHAIRMAN'S ANNOUNCEMENTS

59.1 Packington Hall

Councillor R Barnes read out an email which District Councillor Yeates had received from Mr Higgins, Conservation and Design Officer, Lichfield District Council dated 10 January 2017.

"The current situation is this, a deal has been struck with the farmer Mr Barnes regarding the access road and this is now in legals. Once contracts are agreed, hopefully this week, we shall move to exchange and complete on the purchase of the Hall. All matters are in place regarding the scaffolding and temporary roof, we are just awaiting legals and we shall be good to go. This sounds positive, and hopefully in the next couple of weeks we shall be getting some progress on making the building wind and watertight. I shall put a note in my diary to keep an eye on progress. I will keep you posted of any updates as I receive them."

59.2 Planning Matters

Councillor Armstrong referred to his email which had been forwarded to all Members of the Parish Council and stated that he would be emailing the solicitor at Lichfield District Council.

59.3 HS2

Councillor Armstrong referred to his email which had been forwarded to all Members of the Parish Council. Councillor J Barnes informed Members that there had not been any route changes "on our patch".

59.4 Flooding on the Tamworth Road

Councillor Dyott made reference to a letter that he had sent to Christopher Pincher MP following a letter that Mr Pincher had sent to the NFU.

RESOLVED That an email be sent to Mary Lee of Staffordshire County Council highlighting the flooding problem on the Tamworth Road and asking that a site visit be arranged between Mrs Lee and Councillor R Barnes as Chairman of the Parish Council.

60. HOPWAS QUARRY

Councillor R Barnes updated Members stating that there was still some bikes gaining access however CEMEX had done all that they could and had spent a huge amount of money in doing so.

RESOLVED That an item on Hopwas Quarry continue to be included on the next agenda.

61. THE HIGH SPEED RAIL PLANS

Councillor J Barnes updated Members on the current situation.

RESOLVED That an item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

62. REVIEW OF FINANCIAL REGULATIONS

RESOLVED That in light of the fact that there had been no changes to the Financial Regulations since their adoption (22 September 2010) that the Financial Regulations be received and noted.

63. REVIEW OF STANDING ORDERS

RESOLVED That in light of the fact that there had been no changes to the Standing Orders since their adoption (14 July 2010) that the Standing Orders be received and noted.

64. REVIEW OF LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER DISCRETIONS POLICY

RESOLVED That in light of the fact that there had been no changes to the Local Government Pension Scheme – Employer Discretions Policy since their adoption (02 July 2014) that the Local Government Pension Scheme – Employer Discretions Policy be received and noted.

65. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

66. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's December 2016 (**cheque number 100393**) and January 2017 (**cheque number 100394**) salary, HMRC - February 2017 (**cheque number 100396**), Staffordshire Pension Fund – February 2017 (**cheque number 100395**), HMRC – March 2017 (**cheque number 100398**) and Staffordshire Pension Fund - March 2017 (**cheque number 100397**).

67. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That Wednesday 08 March 2017 and Wednesday 10 May 2017 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meetings.

(The Meeting closed at 7.55 p.m.)

Signed

Dated

SWINFEN AND PACKINGTON PARISH COUNCIL

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2016/17

1. OVERVIEW

- 1.1 The Local Audit and Accountability Act 2014 imposes a duty on local councils to “maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control”.
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council’s activities and operating procedures are effective.
- 1.3 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of effectiveness of internal audit. The council is required to sign the annual governance statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.

2. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

- 2.1 Mary Danby BA (Hons) FILCM was appointed as the Parish Council’s Internal Auditor with effect from 12 May 2010. Mrs Danby is paid a fee of £25 per annum.
- 2.2 The following criteria must be satisfied for internal audit to be considered effective:
 - That the Internal Auditor is independent of the other financial controls and procedures of the Council which are subject to review.
 - That they are competent to carry out the role in a way that will meet the business needs of the Council.
 - That consideration is made of how many times in a year the systems and records should be subject to internal audit.
 - That the scope of the internal audit is sufficient.
 - That any internal audit report is considered in full by a meeting of the Parish Council.
 - That appropriate action is taken on any recommendations contained in the internal audit report.
 - The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council’s internal controls and its management of risk.

2.3 Considering these requirements for internal audit for Swinfen and Packington Parish Council:

2.3.1 Independence

Mrs Danby has no involvement in the Parish Council's financial controls, procedures or decision making. She is not related to, nor associated with, any member of the Parish Council or the Parish Clerk. The Internal Auditor has direct access to the Parish Council should he think this necessary.

2.3.2 Competence

Mrs Danby is a Fellow of the Institute of Local Council Managers and is familiar with the criteria on financial matters applied to local councils and the Audit Commission's current 'Light Touch' audit process and has access to "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England)". There is no evidence/reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

2.3.3 Frequency of Internal Audit

One internal audit undertaken after the annual accounts have been prepared is considered to be adequate for the Parish Council's needs given the current level of activity.

2.3.4 Scope of Work

The scope of the internal audit work carried out by Mrs Danby follows the suggested approach to internal audit provided by the "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England)".

2.3.5 Audit Report

Mrs Danby will prepare a report in her own name and addressed to the Council following her completion of the internal audit. It will be presented to the Parish Council at the next meeting after it has been issued. Act actions to be taken on the recommendations made will be minuted.

3. RECOMMENDATION

3.1 That the Town Council considers for itself whether the system of internal audit is sufficiently effective, using this report as prepared by the Parish Clerk as a starting point for those considerations.

**SWINFEN AND PACKINGTON PARISH COUNCIL
2016/17 INTERNAL AUDIT REVIEW CHECKLIST
PART 1 – MEETING STANDARDS**

*(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England),
Part 2: The Annual Return and corporate governance.)*

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
1. Scope of Internal Audit	<ul style="list-style-type: none"> ▪ Terms of reference for internal audit were approved by the Parish Council on 22 September 2010. ▪ Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements. ▪ Internal audit work covers the Council's anti-fraud and corruption arrangements. 	<p align="center">Y Y Y</p>	
2. Independence	<ul style="list-style-type: none"> ▪ The Internal Auditor has direct access to those charged with governance. ▪ Reports are made in own name to management. ▪ The Internal Auditor does not have any other role within the Council. 	<p align="center">Y Y Y</p>	
3. Competence	<ul style="list-style-type: none"> ▪ There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. 	<p align="center">Y</p>	

4. Relationships	<ul style="list-style-type: none"> ▪ All responsible officers (Clerk/RFO and Finance Officer) are consulted on the internal audit plan. ▪ Respective responsibilities for officers and the Internal Auditor are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). ▪ The responsibilities of Council members are understood; training of members is carried out as necessary. 	<p style="text-align: center;">Y</p>	
5. Audit Planning and Reporting	<ul style="list-style-type: none"> ▪ The annual internal audit plan properly takes account of all the risks facing the Council. ▪ Internal audit reported in accordance with the 2009/10 plan 	<p style="text-align: center;">Y</p>	

Review conducted on behalf of the Council by:

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

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Report considered and adopted by Members at a meeting of the Parish Council held on 08 March 2017:

Chairman of the Council

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Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

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**SWINFEN AND PACKINGTON PARISH COUNCIL
2016/17 INTERNAL AUDIT REVIEW CHECKLIST
PART 2 – CHARACTERISTICS OF EFFECTIVENESS**

*(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2010 (England),
Part 2: The Annual Return and corporate governance.)*

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
1. Internal audit work is planned	<ul style="list-style-type: none"> ▪ Planned internal audit work is based on risk assessment and designed to meet the Council's needs. 	Y	
2. Understanding the whole Council, its needs and objectives	<ul style="list-style-type: none"> ▪ The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement. 	Y	
3. Be seen as a catalyst for change	<ul style="list-style-type: none"> ▪ The Internal Auditor supports the Council's work in delivering improved services to the community. 	Y	
4. Add value and assist the Council in achieving its objectives	<ul style="list-style-type: none"> ▪ The Council makes positive responses to the Internal Auditor's recommendations and follows up with action where this is called for. 	Y	
5. Be forward looking	<ul style="list-style-type: none"> ▪ National agenda changes are considered in formulating the annual audit plan. 	Y	

	<ul style="list-style-type: none"> ▪ The Internal Auditor maintains awareness of new developments in the services, risk management and corporate governance. 	Y	
6. Be challenging	<ul style="list-style-type: none"> ▪ The Internal Auditor focuses on the risks facing the Council. ▪ The Internal Auditor encourages officers and Members to develop their own responses to risks, rather than relying solely on audit recommendations. 	Y	
7. Ensure the right resources are available	<ul style="list-style-type: none"> ▪ Adequate resource is made available for the Internal Auditor to complete his work. ▪ The Internal Auditor understands the Council and the legal and corporate framework in which it operates. 	Y Y	

Review conducted on behalf of the Council by:

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

Report considered and adopted by Members at a meeting of the Parish Council held on 08 March 2017:

Chairman of the Council

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

SWINFEN AND PACKINGTON PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

1. OVERVIEW

- 1.1 The Local Audit and Accountability Act 2014 imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control”.
- 1.2 Local councils are required to conduct, at least once a year, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Parish Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of internal Controls has been prepared and is appended to this report.

2. RECOMMENDATION

- 2.1 That the Parish Council consider the attached Statement of Internal Controls and consider whether the controls currently in place are effective.

SWINFEN AND PACKINGTON PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

Cash Book/Bank Reconciliations	<ul style="list-style-type: none">▪ The Cash Book is kept up-to-date from original documents (paying-in books, invoices, cheque stubs).▪ The Cash Book is reconciled to the bank statement on a monthly basis.
Financial Regulations	<ul style="list-style-type: none">▪ A document listing the Parish Council's financial regulations, based on the model version prepared by NALC/SLCC, is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Parish Council.▪ The Financial Regulations are complemented by the approved "Duties of the Responsible Financial Officer".
Order/Tender Controls	<ul style="list-style-type: none">▪ The Financial Regulations list the number of estimates, quotations or full tenders that must be invited depending on the value and nature of the work.▪ Official letters/Purchase Orders are sent to suppliers for services which are not regular in nature.
Legal Powers	<ul style="list-style-type: none">▪ A proper legal power is identified in advance of any expenditure.
Payment Controls	<ul style="list-style-type: none">▪ Depending on the nature of the supply, the RFO initials the purchase invoice to indicate that the supply has been received, that the supply has not been previously paid and that the invoice calculations are correct.▪ Purchase Orders/letters ordering the work are matched to purchase invoices where applicable.▪ A Schedule of Payments is presented to every ordinary meeting of the Parish Council for approval (such approval is recorded in the Minutes).▪ All cheques and financial documents are signed by three Councillors.

	<ul style="list-style-type: none"> ▪ Original invoices are provided to the Councillors signing the cheques. ▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.
The Free Resource, i.e. LGA 1972, s.137	<ul style="list-style-type: none"> ▪ A separate s.137 account is maintained. ▪ The Finance Officer/RFO calculates the maximum amount of s.137 expenditure able to be made each year and ensures that it is not exceeded. ▪ The proper minute authorising expenditure from s.137 is prepared on each occasion.
VAT Repayment Claims	<ul style="list-style-type: none"> ▪ The RFO ensures that all invoices are addressed to the Parish Council. ▪ The RFO ensures that proper VAT invoices are received where VAT is payable. ▪ The Finance Officer/RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Controls	<ul style="list-style-type: none"> ▪ The RFO ensures that the amount of Precept received is correct in accordance with the Precept request submitted to the District Council. ▪ The RFO ensures that the Precept instalments are received when due. ▪ The Finance Officer/RFO ensures that all other receipts are received when due and correctly calculated. ▪ Income is banked promptly.
Financial Reporting	<ul style="list-style-type: none"> ▪ The performance to date and latest year end forecast against the agreed annual Budget are presented to each meeting of the Parish Council.
Budgetary Controls	<ul style="list-style-type: none"> ▪ The budget is prepared in consultation with the Parish Council. ▪ The Precept is set on the basis of the budget by the deadline

	set by the District Council.
Payroll Controls	<ul style="list-style-type: none"> ▪ All staff are paid under PAYE. ▪ All staff salaries are set by the Parish Council and a minute is prepared to show the agreed salaries. ▪ Salaries are currently paid by cheque; all cheques are signed by three Councillors. ▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Asset Control	<ul style="list-style-type: none"> ▪ The Finance Officer/RFO maintains a full Asset Register. ▪ The existence and condition of assets is checked on an annual basis. ▪ The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.

Prepared by:

Ms J Minor, Town Clerk and RFO
08 March 2017

Report considered and adopted by Members at a meeting of the Parish Council held on 08 March 2017:

Chairman of the Council

Ms Jayne Minor, Parish Clerk and Responsible Financial Officer

INVOICE

THIS INVOICE IS DUE FOR PAYMENT
ON RECEIPT



SWINFEN & PACKINGTON PARISH COUNCIL
MISS JAYNE MINOR - CLERK
6 HIGHFIELD CLOSE
BURNTWOOD
STAFFORDSHIRE
WS7 9AR

Vat Registration No. 112 0060 52

INVOICE NUMBER M0007446917

INVOICE / TAX DATE 06/02/17

SERVICE PROVIDED ON 07/05/15 TO 07/05/15 DEBT TYPE ELECTIONS

ENQUIRIES TO SARAH PEARCE TEL: 01543 308008

DESCRIPTION	VAT%	NET AMOUNT
ELECTION EXPENSES PARISH COUNCIL ELECTIONS 7TH MAY 2015	0.00	102.46

DESCRIPTION	NET AMOUNT £	RATE %	VAT AMOUNT £	NET TOTAL £
NON-BUSINESS	102.46	0.00	0.00	102.46
	0.00	0.00	0.00	TOTAL VAT £ 0.00
	0.00	0.00	0.00	TOTAL DUE £ 102.46
	0.00	0.00	0.00	

REMITTANCE ADVICE

Lichfield District Council, Sundry Income Section, District Council House, Frog Lane, Lichfield, Staffordshire, WS13 6YX.

INVOICE NUMBER M0007446917

TOTAL DUE 102.46

This slip must be returned with your payment. Please see overleaf for payment methods.

Invoice numbers must be printed on the back of cheques.

In the event this invoice remains unpaid beyond 14 days, the Council reserves all rights under law to charge interest on the outstanding balance.

Jayne Minor

Subject: FW: Election recharges from 2015

-----Original Message-----

From: Sarah.Pearce@lichfielddc.gov.uk

Date: 02/02/2017 12:42

To: "jayneminor@talktalk.net" <jayneminor@talktalk.net>

Subj: Election recharges from 2015

Dear Jayne,

The parish council will shortly be receiving a sundry debtor invoice from the District Council for the combined Parish elections held on 7th May 2015.

Firstly I'd like to apologise for the time it has taken for me to finalise these election recharges, as usually you would expect to receive details of your costs within 12 months of the elections. However the late announcement of the EU Referendum held within 6 weeks of the Police and Crime Commissioner elections in May 2016 affected my workload considerably and contributed in this delay.

Please find below the breakdown of costs:-

Parish/Parish Ward	Polling districts	Box(es)	Electorate as at NOE	Printing, stationery & postage	Other Costs	Clerical Asst & RO services	Total
Parish of Swinfen & Packington	VA, VB	TW97, TW98	310	£58.11	£31.40	£12.95	<u>£102.46</u>

If you or your Parish Councillors have any queries or require any further information in respect of these recharges, please do not hesitate to contact me. However, **please note that I am out of the office week commencing Monday 6th February** and there is no other member of the team able to deal with these recharges so I will endeavor to deal with any enquiries on my return.

Regards



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Location Plan scale 1:1250@A4

Rev	Date	Note
Status:		
Client:		
Project:		
Drawing title:		
Drawing number:		
Date of first issue:		
Revision:		

Status:

Client:

Mr & Mrs Stowe

Project:

**Proposed Porch
Extension**

Drawing title:

**Location
Plan**

Drawing number:

287-201

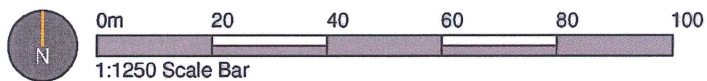
Date of first issue:

20-01-17

Scale / Paper size:

1:1250 / A4

Revision:



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