

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 20 FEBRUARY 2020

**Present:**

**Members:** Councillors Phillip Abbott, Mike Baker, Janet Biggin, James Griffiths, Sharon Herniman, Colin Ogden, Sheila Ottewell, Matt Pitts, Raj Sood and Anita Woodburn.

**Officer:** Angela Hocking.

**181.1 WELCOME** – Councillor Biggin welcomed members.

**181.2 APOLOGIES** - Received from Cllr Ben Burton and Cllr Jon Hunt.

**181.3 DECLARATIONS OF INTEREST**

Received from Cllr Ogden as Chair of Downend Men in Sheds.

Received from Cllr Abbott in connection with item 181.16.

**181.4 ITEMS FROM THE PUBLIC** - None received.

**181.5 ITEMS FROM THE POLICE** – None received.

**181.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16 JANUARY 2020**

**RESOLVED** that the Minutes of the Council meeting held on 16 January 2020 be approved and signed as a true and accurate record.

**181.7 MATTERS ARISING AND ONGOING ISSUES**

- **LITTLE BOOK OF BIG SCAMS** (page 1) – SGC Trading Standards confirm that as this booklet is a publication from the Metropolitan Police, SGC will not hold copies and it is not cost effective to print. In their experience, the publication is too thick and people tend not to read such a quantity of material. SGC are updating their own leaflets in an easy read format which can be requested directly.
- **POSTS AT KING GEORGE V** (page 2) – Prestige Grounds have completed this project. Downend Men in Sheds offered to provide the necessary wood treatment when the weather improves. **NOTED.**
- **CHRISTMAS SING-ALONG** (page 3) – The working group were asked for feedback as to whether or not a decision had been made for an event in 2020. With no further update,

**AGREED** that Councillor Woodburn will follow this up with the working group.

- **CHRISTMAS LIGHTING** (page 3) – Clerk has met with the Thornbury Christmas Lighting group for advice on how they manage their electricity supplies. In view of difficulties that would need to be overcome by sourcing supplies from some residential flats above the shops, Clerk has gone back to SGC in the first instance chasing the cost of dedicated electricity supplies throughout the High Street. A survey of the street confirms that 7 such supplies would be required feeding 9 trees. To offer accurate costings for installation, SGC will require an appropriate design/drawings to be undertaken, which is suggested will cost in the region of £1500. In addition the costs of installing a feeder pillar is likely to range between £750 and several thousand pounds each, depending on the location of each supply. Clerk asked members to confirm whether,

- (i) a quotation should be sought from SGC for the design and then subsequently the installation, although once paid for the design D&BH PC would have shown a commitment to going along that route, or
- (ii) approach the retailers for the supplies required and the contractor then deals with everything directly.

**RESOLVED to request a design and drawings from South Glos Council and to explore options of feeder pillars for the electricity supply throughout the High Street.**

- ACCESS FOR RESIDENT VIA PLAYING FIELDS (page 4) – As instructed, Clerk directed residents to SGC to request access to the rear of their property whilst undertaking building works. SGC has now redirected this request back to the Parish Council for a decision. The residents are asking for their builder to enter their garden from the rear to get a small digger in and remove rubble, which means taking down part of their rear fence and using the car park off Sutherland Avenue as their access in and out.

**AGREED to allow these residents access to the car park only; on no account are they allowed on the grass areas and the site is not to be used for any storage.**

**AGREED to provide a key to this household, taking the usual £150 deposit.**

**AGREED that the residents will sign a licence accepting full liability for any damages, and times of access will be restricted.**

**AGREED that any applications from other residents wishing to access the playing fields for such purposes will be considered on a case by case basis.**

*(Cllr Herniman arrived at 7.20pm)*

- CLEEVE LODGE PARTY WALL – Cleeve Lodge Care Home accepts that they now have to plan and pay for the work themselves and they are currently planning the budget to spend on this significant project. Once they have done this they will look at definitive structural proposals and plan a time frame.
- FLOODING FROM CEMETERY BANK INTO KING GEORGE V PLAYING FIELDS – South Gloucestershire Council has now involved the service of a specialist company, Craddys, to survey and investigate this ongoing issue.
- BROMLEY HEATH POND - Work has been delayed due to the weather, but the project is hoped to commence within the next two weeks.
- CARVED SEATING - The wood carver has completed two of the carved seats at King George V Playing Fields. A member of the Friends group has done some fundraising and managed to get just over £700. The carver will look at the two trunks that were going to be disposed of to see if they are suitable for carving. If so, The Friends ask permission from the Parish Council to keep them in the field once carved. The location, should they be suitable, will need to be confirmed with Prestige Grounds, Parish Council and the Friends, but ultimately this will not be undertaken until the ground hardens up.

**AGREED that the logs can remain at the playing fields to be carved, if and when appropriate.**

- BUS SHELTER TIMETABLE BOARDS - SGC state that residents are complaining at the lack of a timetable in the bus shelters at Bromley Heath Road and Cleeve Hill. It appears the timetable cases need repair or they will put in blue cases to the shelters. Clerk has already provided the appropriate key to SGC and the repairs necessary were explained to members.

**AGREED that Downend Men in Sheds will implement the necessary repairs.**

**ACTION - Clerk will order a polycarbonate panel for the timetable board in the shelter at the bottom of Cleeve Hill.**

#### **181.8 URGENT ACTIONS**

Clerk reported significant amounts of fly tipping at Bromley Heath Playing Fields. SGC have been asked to remove what they can, although current ground conditions make it too hazardous to remove everything. Members looked at a map of the area and it was confirmed as SGC owned land.

#### **181.9 FINANCE & GENERAL PURPOSES**

- i. **Payment of accounts** – The accounts for payment were circulated to members.

**RESOLVED to authorise all payments, as detailed in Appendix 1.**

- ii. **Account balances** – The total balance of all accounts as at 31 January 2020 = £799,724.51.

- iii. **Recommendations from Committee meeting held on 5 February**

The following matters are recommended by the F&GP Committee:-

- **PADLOCK** – A new padlock with a closed shackle would be the best way forward for the new gate at the playing fields as it will not be able to be cut with bolt cutters. IRM Bristol may be able to make the padlock up to operate off the existing keys, meaning that this will not interfere with access. Cost for padlock from IRM Bristol is £100.52 plus an additional £5 for each additional key (£12 if ordered at a later date). Another alternative is for a metal guard, similar to the other side of the gate, to be welded over the gate lock. Prestige Grounds tried this scenario with bolt cutters and felt that such a guard could work with the existing padlock.

**AGREED to ask Downend Men in Sheds to investigate if they can install a metal guard, as that already on one side of the gates.**

**AGREED to order a padlock from IRM Bristol, as detailed above.**

- **FUNDING APPLICATION TO THE FOOTBALL FOUNDATION** – Members were circulated with a project cost sheet from the consultant. F&GP consider that all members should deliberate the response to be made, which could have a bearing on any funding received. Current earmarked reserves for the sports pitches total £388,865. Figures have been obtained for the installation of a 2-changing room facility -v- a 4-changing room facility for comparison, which brings a cost saving of £87,460. An indicative quotation for groundworks is awaited from D Dry & Sons.

**AGREED to circulate the spreadsheet to all members with figures received to date. Members to provide feedback by 12 noon on Wednesday 26 February, although it is noted that the figure for ground works will be updated when the indicative quotation is received.**

- **REPAIRS AT BADMINTON ROAD / KING GEORGE V PLAYING FIELDS** – Members viewed the Committee Minutes which detailed quotations obtained to implement various works at the playing fields. Subject to Landlords Consent, D&BH Parish Council

**AGREED to accept the quotations from C R Belcher to undertake the following:**

- **fencing works at King George V Playing fields for the sum of £1,886**  
**(to be split 50:50 with SGC), so actual cost to D&BHPC £943**

- preparation of ground at Badminton Road Playing Fields (where trackway was sited) for turf, supply topsoil and remove sand £732
- works at pinch point at King George V to dig out, lay type one base course stone, lay geotextile sheeting, compact surface area to be 4m from triangle path, finish with turf top, landscape soil into bank side £800

**AGREED to accept the quotation from Prestige Grounds to turf the area where the trackway was sited) for the sum of**  
**£1,600**  
**£4,075**

- TRAINING - ALCA are providing Chairmanship training at a cost of £40.

**AGREED that Cllr Baker attends the course.**

The Optimum Speciality Risks (OSR) Policy held entitles D&BH PC to GDPR Gap Analysis and Cyber & Data Awareness Training. The training is modular based e-learning.

**AGREED that members will let the Clerk know if they would like to undertake the training.**

- HSBC – Following an appointment at Cabot Circus to ensure the account is operating correctly, Clerk has now received notification that the information provided at that time was incorrect. Further forms now require completion to enable the account to run effectively. In view of the amount of time this has taken and inconvenience, Clerk has made a formal complaint and subsequently received a credit of £300 to the Parish Council’s account. In addition, a food hamper and wine has been delivered personally to the Clerk. **NOTED.**
- LITTER BIN - £448 has been quoted by SGC to supply and install a floor mounted litter bin adjacent to the bus stop at Downend Road with Christchurch Avenue.

**AGREED to proceed, as detailed above.**

- OLD BOOKS – ALCA are asking for donations of books to help their students studying CiLCA or to help smaller councils with low precepts.

**AGREED to donate the tenth edition of Charles Arnold Baker, Local Council Administration.**

#### **181.10 PLANNING COMMITTEE**

Minutes of the meetings held on 21 January, 4 & 18 February were duly noted.

#### **181.11 WORKING GROUP REPORTS**

- i. **Sports Pitches Working Group (SPWG)** – Meeting held with Cllrs Burton, Biggin and Ottewell, funding consultant and Clerk whereby an update on the funding process was outlined. The Football Foundation needs to justify the requirement for a 4-changing room facility. Prior to the application being submitted, Planning Permission will need to be sought. In view of the time elapsed since the last working group meeting,

**AGREED to arrange a meeting of the SPWG, if only to keep members up-to-date with progress and to highlight the next stages of the process.**

Artwork for the park trail at King George V is being implemented by South Gloucestershire Council, as the existing is out of date. The new markers will need to be installed on the posts and Clerk asked Downend Men in Sheds if this would be possible. **AGREED.**

This will ultimately require a new board at the entrance to King George V, especially as the existing board is now sitting on the ground having broken some time ago. SGC has offered to work with D&BH PC on revisions and their design team could create new artwork for consideration. Rather than having the board on a wooden frame, a powder coated A1 size steel lectern frame and legs with graphic panel is suggested; costs estimated to be £300-£400 in total.

**AGREED to proceed with a new steel lectern frame and legs with graphic panel, as detailed above.**

ii **Bromley Heath Pavilion Refurbishment sub group** – The user groups of the facility have been forwarded a potential design (as circulated to members). Five responses have been received, which are all favourable. A suggestion was put forward to increase the recreational space by making alterations to the changing rooms. However, members considered that the current drawing is the best option in terms of the space available. A query has also been raised about secure external storage space. This can be provided in an accompanying secure container.

**RESOLVED to forward the proposed drawings to South Glos Council for their approval and to move this project forward.**

iii **Co-op Car Park Consultation** – Meeting with Parking Services Manager SGC, Associate Director of London & Cambridge Properties (LCP), Chairman, Vice Chairman, Cllr Baker and Clerk. Options for the car park were deliberated and LCP expressed an interest in purchasing the small area of land owned by SGC. Discussions are now ongoing directly with SGC Property Services and LCP, who have agreed to keep the Parish Council updated on developments. **NOTED.**

#### **181.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES**

i. **Councillors to decide if any matters need referring to working groups or objectives need changing**

Request from Cleeve Wood Road Shops – The Cleeve Wood Road Shops committee have been casually tracking down some more information on the land opposite the shops. SGC have confirmed that the land is indeed unregistered but are unable to offer any further advice. Some of the business owners would be interested in proceeding with going further with this project and ask the Parish Council if any members would like to become involved, if only to get some control over the land to help regulate the parking.

**AGREED that Cllr Herniman and Cllr Woodburn will initiate discussions with the Cleeve Wood Road Shops Committee.**

ii. **Council to consider any other matters to be added to working groups or to be monitored by the Clerk – none.**

**181.13 SOUTH GLOUCESTERSHIRE COUNCIL - No updates.**

#### **181.14 TO AGREE PARISH CHAMPIONS 2020**

Nominations for Parish Champions were discussed, in addition to whether a prize should be offered instead of a certificate.

**RESOLVED to make awards to:**

- John Honeywell
- Prestige Grounds Ltd
- Nick Smith, with the support of Downend School
- Tracey Lush

**AGREED to investigate a suitable prize amounting to approximately £30 per award.**

**AGREED that refreshments will be provided by Cllr Sood.**

**181.15 TO CONFIRM THAT DOWNEND & BROMLEY HEATH PARISH COUNCIL MEETS THE CRITERIA TO ACHIEVE RE-ACCREDITATION OF THE LOCAL COUNCIL AWARD SCHEME (FOUNDATION)**

To achieve Foundation Award, a Council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice. The Parish Council must also have policies for training councillors and officers and is building a foundation for improvement and development. Members had been distributed with the criteria for Foundation status.

**RESOLVED that Downend & Bromley Heath Parish Council publishes online the criteria to achieve the Foundation Award of the Local Council Award Scheme.**

**RESOLVED that the conditions, as detailed in sections 16-22, are in place.**

**AGREED that the Clerk will now notify the accreditation panel co-ordinator that the resolution has been agreed and provides the necessary documentation to progress this application.**

*(Cllr Herniman left the meeting at 8.08pm)*

**181.16 TO ACCEPT THE PROPOSAL FROM THE FINANCE & GENERAL PURPOSES COMMITTEE IN RESPECT OF WEBSITE ACCESSIBILITY REGULATIONS**

23 September 2020 is the deadline to conform to the Website Accessibility Regulations. F&GP recommends to the Council that the current website provider makes the appropriate amendments to the Parish Council's website, with a view to enhancing and upgrading the site at some time in the future.

However having now received feedback on the proposals by an independent source, concerns were raised that upgrading the existing site may in fact be wasted funds. Having a brand new website can be achieved easily within the timeframe still available before compliance. After discussion,

**RESOLVED to accept the quotation from WA Designs. Total cost for the site is £1,000 with a 25% discount as it is a community site, ie, £750. Hosting is £118.99 per year and includes unlimited web space and unlimited email addresses with 2GB of email space. Licences for Easy Blog & DP Calendar are £79 and £29.99 respectively.**

**RESOLVED that Cllr Phil Abbott will liaise with WA Designs and the Clerk to take this project forward.**

**181.17 CORRESPONDENCE**

- Telephone box in Downend – this may be removed by BT and is not eligible for BT's scheme for communities to 'adopt' as this is not the traditional red phone box. However, a resident has asked if it can be used for other purposes, ie, a defibrillator, flowers/planting in line with D&BH in Bloom (remove glass and insert shelves for blooms to overspill outside) or a library to share books.
- Public consultation on proposed changes to Adult Social Care fees and charges
- Local Cycling Walking Infrastructure Plan Public Consultation

- Information on the Great British Spring Clean 2020 circulated.
- Clerk has received a copy of South Gloucestershire Council's protocol for marking the death of a senior national figure. **Noted.**
- Letter from SGC Fairtrade asking if D&BH would become a Fairtrade Town/Village.
- Downend waiting restrictions, phase 3 (circulated).
- The Fostering Service at South Gloucestershire Council are recruiting foster carers and ask that D&BH PC raises awareness throughout the parish.

**AGREED to put an article in Downend Voice.**

**181.18 REPORTS FROM:**

**TOWN & PARISH COUNCIL FORUM** – Attended by Chair and Clerk. Discussions focussed mainly on climate emergency and SGC's commitment to become carbon neutral by 2030.

**COMMUNITY ENGAGEMENT FORUM** included a presentation by Great Western Air Ambulance and updates from Police and Fire services.

**181.19 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS**

Cllr Biggin highlighted the visit from the Fairtrade coffee grower and provided updates on CHAP.

Cllr Pitts explained a charity curry/film night raising money for schools in India.

Cllr Abbott sought clarification on how to deal with enquiries from the press.

Cllr Baker raised concerns about safety at the Bromley Heath Road / Quakers Road junction. The hatched area is too small and is fading, which is causing regular traffic incidents.

**AGREED to email these concerns to Mark King, SGC.**

Cllr Griffiths explained that SGC is making grants available to organisations planning commemorative events to celebrate the 75th anniversary of VE Day. Closing date for applications is noon on 5 March.

Clerk confirmed that March's Council meeting will include a joint meeting at the start with the local Neighbourhood Watch groups.

**Chairman**

**Date**

# Payable Invoice Detail

## Downend & Bromley Heath Parish Council For the period 20 January 2020 to 29 February 2020

| DESCRIPTION   | QUANTITY | UNIT PRICE (EX) | VAT          | GROSS           |
|---|----------|-----------------|--------------|-----------------|
| <b>Angela Hocking</b>   |          |                 |              |                 |
| Monthly Clerk's expenses  | 1        | 25.4600         | -            | 25.46           |
| <b>Total Angela Hocking</b>   | <b>1</b> |                 | <b>-</b>     | <b>25.46</b>    |
| <b>Avon Local Councils' Association</b>   |          |                 |              |                 |
| Training - Skills for Chairmen course held on 12 February 2020, 7pm at Coalpit Heath; Cllr Mike Baker | 1        | 40              | -            | 40.00           |
| <b>Total Avon Local Councils' Association</b>   | <b>1</b> |                 | <b>-</b>     | <b>40.00</b>    |
| <b>Avon Pension Fund</b>  |          |                 |              |                 |
| Employer/employee pension contribution; month 11  | 1        | 801.6100        | -            | 801.61          |
| <b>Total Avon Pension Fund</b>  | <b>1</b> |                 | <b>-</b>     | <b>801.61</b>   |
| <b>Badminton Road Methodist Church</b>  |          |                 |              |                 |
| Donation towards the purchase and installation of an electric cooker                                  | 1        | 189             | -            | 189.00          |
| <b>Total Badminton Road Methodist Church</b>  | <b>1</b> |                 | <b>-</b>     | <b>189.00</b>   |
| <b>Banner</b>   |          |                 |              |                 |
| Stationery items  | 1        | 5.6500          | 1.13         | 6.78            |
| Refreshments  | 1        | 6.3500          | -            | 6.35            |
| Stationery items  | 1        | 9               | 1.80         | 10.80           |
| Refreshments  | 1        | 6.8300          | -            | 6.83            |
| <b>Total Banner</b>   | <b>4</b> |                 | <b>2.93</b>  | <b>30.76</b>    |
| <b>BT</b>   |          |                 |              |                 |
| Broadband and landline quarterly invoice  | 1        | 312.9600        | 62.59        | 375.55          |
| <b>Total BT</b>   | <b>1</b> |                 | <b>62.59</b> | <b>375.55</b>   |
| <b>Downend &amp; Bromley Heath Parish Council</b>   |          |                 |              |                 |
| Salaries; month 11  | 1        | 2,419.7800      | -            | 2,419.78        |
| <b>Total Downend &amp; Bromley Heath Parish Council</b>   | <b>1</b> |                 | <b>-</b>     | <b>2,419.78</b> |
| <b>Express Shoe Repairs</b>   |          |                 |              |                 |
| Key cutting for Badminton Road Pavilion   | 1        | 8.9800          | -            | 8.98            |
| <b>Total Express Shoe Repairs</b>   | <b>1</b> |                 | <b>-</b>     | <b>8.98</b>     |
| <b>Gloucestershire Playing Fields Association</b>   |          |                 |              |                 |
| Membership renewal 2020   | 1        | 100             | -            | 100.00          |
| <b>Total Gloucestershire Playing Fields Association</b>   | <b>1</b> |                 | <b>-</b>     | <b>100.00</b>   |
| <b>Google</b>   |          |                 |              |                 |
| Subscription for Google Cloud - G Suite; 1-31 January 2020  | 1        | 57.9600         | -            | 57.96           |
| <b>Total Google</b>   | <b>1</b> |                 | <b>-</b>     | <b>57.96</b>    |
| <b>Google Play</b>  |          |                 |              |                 |
| Monthly subscription 1TB Google Drive   | 1        | 6.6600          | 1.33         | 7.99            |
| <b>Total Google Play</b>  | <b>1</b> |                 | <b>1.33</b>  | <b>7.99</b>     |



| DESCRIPTION   | QUANTITY | UNIT PRICE (EX) | VAT           | GROSS            |
|---|----------|-----------------|---------------|------------------|
| <b>Janet Biggin</b>   |          |                 |               |                  |
| Travel expenses to the Town & Parish Forum in Yate, 22.01.2020  | 1        | 5.5900          | -             | 5.59             |
| <b>Total Janet Biggin</b>   | <b>1</b> |                 | <b>-</b>      | <b>5.59</b>      |
| <b>JIGSAW</b>   |          |                 |               |                  |
| Donation towards delivering a mental health and resilience programme in Christ Church and St Augustine's Schools  | 1        | 500             | -             | 500.00           |
| <b>Total JIGSAW</b>   | <b>1</b> |                 | <b>-</b>      | <b>500.00</b>    |
| <b>Konica Minolta</b>   |          |                 |               |                  |
| Photocopier charges 20.11.2019 - 19.02.2020   | 1        | 49.0700         | 9.81          | 58.88            |
| <b>Total Konica Minolta</b>   | <b>1</b> |                 | <b>9.81</b>   | <b>58.88</b>     |
| <b>Lock Stuck and Barrels</b>   |          |                 |               |                  |
| Removal of snapped key from mortise lock, refix strike on frame and lubricate lock and hinges   | 1        | 55              | 11.00         | 66.00            |
| Supply of 8 no brass mortise keys cut and 4 no Ruko cylinder padlock keys   | 1        | 58              | 11.60         | 69.60            |
| <b>Total Lock Stuck and Barrels</b>   | <b>2</b> |                 | <b>22.60</b>  | <b>135.60</b>    |
| <b>NALC</b>   |          |                 |               |                  |
| Local Council Award Scheme - Registration Fee. Foundation level   | 1        | 50              | 10.00         | 60.00            |
| <b>Total NALC</b>   | <b>1</b> |                 | <b>10.00</b>  | <b>60.00</b>     |
| <b>Prestige Grounds Ltd</b>   |          |                 |               |                  |
| Grounds maintenance duties  | 1        | 1,884.5100      | 376.90        | 2,261.41         |
| <b>Total Prestige Grounds Ltd</b>   | <b>1</b> |                 | <b>376.90</b> | <b>2,261.41</b>  |
| <b>South Gloucestershire Council</b>  |          |                 |               |                  |
| Contested parish election fee for 2 May 2019, Downend Ward, and uncontested fee for Staple Hill Ward.   | 1        | 13,470.9800     | -             | 13,470.98        |
| Christmas lighting - installation, removal and storage of motifs at Cleeve Wood. Setting timers and switching on Christmas tree lights. Ad-hoc maintenance. | 1        | 695             | 139.00        | 834.00           |
| King George V / Badminton Road Playing Fields and Pavilion; Rates. Charges for year 2018  | 1        | 1,830.5100      | -             | 1,830.51         |
| King George V / Badminton Road Playing Fields and Pavilion; Rates. Charges for year 2019  | 1        | 2,381.3500      | -             | 2,381.35         |
| Localism service charges for dog waste bin collections Jan - March 2020   | 1        | 738.3600        | 147.67        | 886.03           |
| Localism service charges for grass cutting January - March 2020   | 1        | 1,711.3500      | 342.27        | 2,053.62         |
| <b>Total South Gloucestershire Council</b>  | <b>6</b> |                 | <b>628.94</b> | <b>21,456.49</b> |
| <b>T Webb Window Cleaning</b>   |          |                 |               |                  |
| Monthly cleaning of bus shelters and notice boards  | 1        | 317             | -             | 317.00           |
| <b>Total T Webb Window Cleaning</b>   | <b>1</b> |                 | <b>-</b>      | <b>317.00</b>    |
| <b>Voice News &amp; Media Limited</b>   |          |                 |               |                  |
| Full page advertisement in Downend Voice, February edition  | 1        | 160             | 32.00         | 192.00           |
| <b>Total Voice News &amp; Media Limited</b>   | <b>1</b> |                 | <b>32.00</b>  | <b>192.00</b>    |
| <b>West Mercia Energy</b>   |          |                 |               |                  |
| Electricity supply between 01/12/19-31/12/19 at Badminton Road pavilion   | 1        | 42.1900         | 2.11          | 44.30            |
| Charges for electricity supply 01/12/19-31/12/19 - Bromley Heath Pavilion   | 1        | 7.1300          | 0.36          | 7.49             |
| Charges for electricity supply January 2020; Bromley Heath sports pavilion  | 1        | 30.4300         | 1.52          | 31.95            |
| Electricity charges January 2020; Badminton Road sports pavilion  | 1        | 47.3500         | 2.37          | 49.72            |
| <b>Total West Mercia Energy</b>   | <b>4</b> |                 | <b>6.36</b>   | <b>133.46</b>    |

| DESCRIPTION   | QUANTITY  | UNIT PRICE (EX) | VAT             | GROSS            |
|---|-----------|-----------------|-----------------|------------------|
| <b>Wild Wood Carving Limited</b>  |           |                 |                 |                  |
| 2 days carving benches at King George V Playing Fields                      | 2         | 350             | -               | 700.00           |
| <b>Total Wild Wood Carving Limited</b>                                      | <b>2</b>  |                 | <b>-</b>        | <b>700.00</b>    |
| <b>Xero</b>   |           |                 |                 |                  |
| Monthly subscription for accounting software; 23 January - 22 February 2020 | 1         | 24              | 4.80            | 28.80            |
| <b>Total Xero</b>   | <b>1</b>  |                 | <b>4.80</b>     | <b>28.80</b>     |
| <b>Total</b>  | <b>36</b> |                 | <b>1,158.26</b> | <b>29,906.32</b> |