

<p><b>Present:</b> Cllr Frank Mahon (in the Chair.) Vice Cllr John Mitchell, Vice Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr Jason Davies, Cllr Marie Cherry In attendance: Hannah Holmes – Parish Clerk and <b>06</b> members of the public. Livestreaming YouTube channel was on. Dictaphone also as backup. The meeting was opened by Cllr Mahon at <b>19.32</b></p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 05 July 2022, admission from 7.15pm onwards for a 7.30pm start. Members of the public are welcome to come along to see what the council is doing. There is a public participation session at the start of the meeting when the public are able to comment or ask the council questions about their activities. The agenda is published on the website on the Thursday before the meeting.</p> <p><u>COVID GUIDANCE</u> Normal social distancing advice apply to the public and Council.</p> <p><u>REMOTE VIEWING</u> If you do not wish to attend in person you can view the proceedings via our new Steeple Claydon Parish Council YouTube channel, there will be no commenting available on this livestream in line with government guidance</p> <p><u>QUESTIONS FOR PARISH COUNCIL</u> All questions from parishioners will need to be submitted to the Clerk before the meeting - cut off midday of the day of the meeting, details below. If you need any help or information from your PC, please contact the parish clerk. Hannah Holmes clerk@steepleclaydonparishcouncil.gov.uk <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. School hours – Monday-Friday</p>	
<p><b>1. Apologies</b></p> <p>To receive Councillor’s apologies and Council to approve reasons for absence None</p>	
<p><b>2. Declarations of Interest</b></p> <p>To receive declarations of interest and dispensations in respect of matters contained in this agenda Cllr Le Tissier has x2 reimbursement on July finance run</p>	
<p><b>3. Minutes</b></p> <p>To approve and sign the minutes of the meeting held on 07 June 2022</p> <p>Matters arising from the minutes</p>	

<p>Proposed as an accurate and true representation of the meeting by Cllr Mitchell, seconded by Cllr Davies, signed off by the Chair</p>	
<p><b>4. Chairman's Comments</b></p> <p>Cllr Mahon - public space protection conservation – Chris Oliver – due to complete Monday 11 July – BC sending reminders on social media – please complete via Facebook page, Cllr Mahon encourages all to respond          Welcomes two new Ukranian families to the village, both families have settled in well and receiving support from sponsor at BC. Get help getting bank accounts, doctors, dentist, getting children into school.          Hopefully they will enjoy all of the local facilities we are proud to offer.</p>	
<p><b>5. Public Participation – Standing Orders are set aside to allow for public participation</b></p> <p><b>Public participation</b> - The meeting was closed and public participation was opened at <b>19.37</b></p> <p><b>P1 – EWR sign on Buckingham Road has been removed – why?</b>  <b>Cllr Mahon responded that he had raised this at his last mtg with EWR with no answer.</b>  <b>Cllr Le Tissier could do a freedom of information request for this information on if any action taken</b>  <b>Cllr Haest – mobile sign that the PC own – currently on West Street – Cllr Haest will move it to Buckingham Road this week-end</b>  <b>Andy Guest – Community Speedwatch item 9 or 15</b>  <b>P1 – wildflowers – sow around village</b></p> <p>Public participation was closed at <b>20.12 and the Parish Council meeting was re-opened.</b></p>	
<p><b>6. Co-Option of Councillor/s</b></p> <p>Cllr Stephen Proffitt appointed and paperwork signed</p>	
<p><b>6. Action Point List –</b></p> <p>Clerk to resend invite</p>	<p>Cllr Le Tissier / Clerk</p>
<p><b>7. Working Groups Update on activities and recommendations:</b></p> <p><b>A. Finance</b></p> <p>a. To approve the payments listed in the cheque run for the month – <b>Appendix 1.</b></p> <p>This was proposed by Cllr Davies and seconded by Cllr Mahon</p> <p>b. S106 monies for Kitchen received £21,450.00          c. VAT claim applied for 21/22 audited accounts</p>	

## **B. Recreation Ground**

- a. Report from Recreation Ground team
- b. Other recreation ground issues – Cllr Le Tissier

Mr R Pattinson – to come back and repair fence and remove more hardcore

CCTV – is live – an incident occurs contact CCTV Company – they then deal with process – annual subscription – we can bulk buy for dog mess incidents -

Costs involved?

Fee's involved – tbc by Cllr Le Tissier via company -

How long stored?

Cllr Le Tissier to go to their office

## **C. Village Hall, Library & Cottage**

- a. Report from Village Hall team

Snagging is almost complete – tiles to be sorted and lintel still waiting on Bucks Heritage report

- b. Review Hall pricing structure due to refurbishment - Local resident discount -

Cllr Mahon not keen to extend pricing – lock on kitchen and bar area (fire exit)

Bar - £5

Kitchen - £10

Corporate – HS2/EWR/BC - £15.00

One off – up to £12

Regular bookings - £6 - Cllr Davies seconded

Cllr Cherry proposes £7.50 -

Cllr Le Tissier abstained as has an interest – decision to be made via email

- c. Library matters – Cllr Mitchell, crest / bench / book display stand / any other business

Crest artist coming out mid-July

Bench Florence Nightingale – notice board to be moved – gravel / grassed over – Cllr Mitchell to follow up with Librarian and BC community board application

**D. Vicarage Orchard**

a. Any updates - none but it's looking beautiful – some hedgehog dens been broken, both sets of parents have been in touch and have rectified to damage

Cllr Davies / Cllr Cherry to take forward

New email group set up

**E. Communications**

a. Any updates

Cllr Mitchell has drafted the July/Aug Claydons magazine issue and sent around yesterday

All PCllr's now have SCPC.gov.uk email addresses

Email addresses on website

Cllr Cherry to set up Cllr S Proffitt

**F. Street Furniture**

a. Any updates

Scout audit of benches and get a to do list and a budget – scale of work to be done – applications of sources of funding too

Tilia building site of Steeple View – discussed and agreed that SCPC to write to and ask regarding providing benches and more bins as they were full

**9. Neighbourhood Watch** – Steeple Claydon review – Andy Guest

Cllr Mahon invited Andy Guest to speak – graffiti at recreation ground – tagging on skate park

Cllr Davies – if not obscene has no problem – but AG said once it starts in an area it builds.

Steeple Slammers – instagram skatepark users

Community Speedwatch Scheme – device NW could get a collate speeding information and

Police can send on letters	
92% reduction in people who receive a letter	
Cllr Haest will look into it further	
<b>10. Name request for new street off North End Road – deadline 11 July 22</b>	Clerk - done
SC Historical Society asked for input Hubbards Corner	
<b>11. 22/00521/APP - Land To The West Of Addison Road Steeple Claydon –</b>	
Building x 8 flats – if developer and planning officer decide it is so	
Cllr Mahon has made a case	
potential £14,300.00 - only if Planning consider the development to form part of the surrounding land adjacent Addison Road (17/01010/AOP) To use for what appropriate sport/leisure project/s, in accordance with our sport/leisure Supplementary Planning Guidance – what would SCPC like to put this contribution towards should it be required?	
Path from Meadoway to childrens corner	
<b>Planning app – late amend – no objections agreed by all Cllrs</b>	
<b>13. Planning Policy consultation – self-build and custom housebuilding register – Cllr Haest</b>	
Register – change some of the conditions to be eligible to self build	
<b>9. HS2 / E-W Rail Any Updates – Cllr Mahon</b>	
Cllr Mahon felt he had run though this in public participation – he really recommends parishioners do try and go along and ask questions	
Addison Road bridge to re-open 28 August	
EWR to do QCRd works / HS2 to open Addison road July so QCR works can be done	
All up in the air – next Thursday week	
Calvert bridge – Cllr Mahon has asked for reprieve on Calvert bridge until Jan 23	
White bridge – timed traffic lights – Cllr Mahon has asked LAT to come and stand both sides and time red/greens both sides	
Kit to attend with EWR / HS2 marshall for BC	
QCR bridge – single carriageway ?	

<p>Sandhill road – single track bridge – dimensions are exactly the same but perception is smaller due to it’s shape/size</p>	
<p><b>10. Road Safety Strategy</b> – Any update – Cllr Haest</p>	
<p><b>16. Youth Council</b> – Cllr Le Tissier / Cllr Haest</p> <p>Cllr Le Tissier and Cllr Haest will put together some ideas updates for community as they move forward</p>	
<p><b>13. Future agenda Items</b></p> <p>Councillors are invited to propose items for September agenda.</p> <ul style="list-style-type: none"><li>• Next year's events – Cllr Le Tissier</li><li>• Cricket – possibly bought a roller</li><li>• Wildlife cameras for VO</li><li>• Fireworks update</li></ul>	
<p><b>14. Any Other Business</b></p> <p><b>CCC – Cllr Le Tissier will take the lead on it and will liaise with the CCC and Paul Firth</b></p> <p><b>Working groups – Leads – update via email</b></p> <p><b>Large TV screen for QPJ – section 75 process with credit card company – LED have refused to supply requested paperwork</b></p> <p><b>So started small claims process – we should be reimbursed</b></p> <p><b>14 days to respond</b></p> <p><b>Cllr Le Tissier leading on this</b></p>	
<p><b>15. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing the next Agenda.</b></p> <ul style="list-style-type: none"><li>• NER car park update - PF/JM to update Council &amp; neighbouring residents</li><li>• Cllr Le Tissier - recreation ground cricket team and junior FC</li></ul>	

Meeting was closed by Cllr Mahon at <b>20.59</b>	
<p><b>16. Confidential Items</b></p> <p>That under the Public Bodies (Admission to Meetings) Act 1980, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p> <p><b>The meeting was closed by Cllr Mahon at 20.59</b></p> <p><b>The next Parish Council meeting will be held on Tuesday 06 September 2022 at 7.30pm.</b> The meeting will open from 7:15 and will start at 7:30 prompt. If you need any help or further information regarding accessing the meeting please contact the clerk, Hannah Holmes, Clerk phone – 01296 534698. Website <a href="https://www.steepleclaydonparishcouncil.gov.uk/">https://www.steepleclaydonparishcouncil.gov.uk/</a> Email – Clerk@steepleclaydonparishcouncil.gov.uk</p>	

Signed.....

Date.....

**Appendix 1. June 2022 Finance Run**

Payee	Details	Payment method	Chq Cleared	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	expenses - petrol for mower/trimmer/carnival, bedding plants for hall / key cut x1 / mileage	BACS		Misc	£168.09		£168.09
Pat Searle	wages	BACS		Gen Admin & Wages	£		£
Pat Searle	expenses - Fiction X7	BACS		Library	£29.32		£29.32
BHIB Insurance	SCPC Annual	BACS		Insurance	£3,60		

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	Insurance - 3yr contract				9.44		£3,609.44
Cllr Marie Cherry	From May - owed £27.00 for Carnival not the £28.80 in May	BACS	Carnival S137		£27.00		£27.00
HMRC	PAYE	via HMRC online		Gen Admin & Wages	£674.40		£674.40
Quest	cleaning cupboard/boiler room - sealant / batteries / hooks / dust sheets	BACS		Hall	£107.43	£21.50	£128.93
Sasse	hand towels / toilet roll / fairy liquid / bin liners	BACS		Hall	£147.74	£29.55	£177.29
Matt Dunn's Windows & Gutters	Hall - rafters cleaned gutters emptied / window clean inc frames / inside windows (kitchen) cleaned	BACS		Hall	£180.00		£180.00
ROSPA	annual inspection of village play area / childrens corner	BACS		Clock Tower & Children's Corner	£87.50	£17.50	£105.00
Melanie Rose	Internal Audit service	BACS		Misc	£55.00		£55.00
Paragon	Gas canister for beacon	BACS		QPJ S137	£24.00	£1.20	£25.20
Bucks Event Medics	First Aid cover during day - Saturday	BACS		QPJ S137	£300.00	£60.00	£360.00
George Browns	inv part sales - rec mower	BACS		Rec Ground & Pavilion	£34.65	£6.93	£41.58
David Martin	VO - March / April / May	BACS		Vicarage Orchard	£240.00		£240.00
Dave Griffiths	Rec Ground maint - 05 May - 01 June 22 & petrol £60	BACS		Rec Ground & Pavilion	£595.00		£595.00
Bucks Event Medics	First Aid Cover - evening - Saturday 18.30-22.30	BACS	QPJ S137		£250.00		£250.00
PPL PRS	annual music license	BACS		Hall	£135.72	£27.14	£162.86

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BMKALC	2x cloudy security IT awareness course 07/04/22	BACS		Misc	£76.00		£76.00
Oakpark Alarms	01/06/22-31/05/23 maintenace contracts fire alarm system in cottage - lighting hall & Pav / fire extinguishers / VH & Pav access control system	BACS		Hall	£692.00	£138.40	£830.40
Burgess Builders	Kitchen	BACS	<b>KITCHEN S106 PAID 16/05/22</b>	Hall	£7,899.60		£7,899.60
NPower	Streetlights 01 April - 30 April 22	DD		Street Lights	£1,666.59	£333.32	£1,999.91
British Gas	Gas to hall 02 April - 01 May 22	DD		Hall	£311.56	£15.57	£327.13
Buckinghamshire Council	Large waste bins empty & rental for May 22	DD		Bins	£96.96		£96.96
Barclays	account fee 13 April - 12 May 22	DD		Misc	£10.00		£10.00
E-on Next	Elect to Pavilion 01 April - 30 April 22	DD		Rec Ground & Pavilion	£30.25	£1.51	£31.76
E-on Next	Elec to Mem clock - 01 May - 31 May 22	DD		Clock Tower & Children's Corner	£23.85	£1.19	£25.04
E-on Next	Elect to Library / Hall 01 April - 7 May 22	DD		Library	£138.62	£6.93	£145.55
Wave	15 Feb - 14 May Pavilion	DD		Rec Ground & Pavilion	£12.35		£12.35
Wave	12 Feb - 11 May 22 Hall / Library	DD		Hall	£125.07		£125.07
Checked Safe	5 weeks charges - caretaker phone app	DD		Misc	£15.00	£3.00	£18.00
CashCard	Payments for QPJ spend £500.00	BACS	<b>PAID 06/05/22</b>		£500.00		£500.00
CashCard	Payments for QPJ spend £500.00	BACS	<b>PAID 19/05/22</b>		£500.00		£500.00
CashCard	Payments for QPJ spend £500.00	BACS	<b>PAID 22/05/22</b>		£500.00		£500.00

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CashCard	Payments for QPJ spend £500.00	BACS	PAID 25/05/22		£500.00		£500.00
A1 Inflatables	Giant Jungle Slide / Jungle Obstacle Course / balloon slide combo	BACS	PAID 16/05/22	QPJ S137	£525.00		£525.00
Robert Turner	50 x hay bales	BACS	PAID 16/05/22	QPJ S137	£175.00		£175.00
TechnoVisual	- programmes x 1000	BACS	PAID 27/05/22	QPJ S137	£120.00		£120.00
					£23,644.01		£24,307.75
Asda	pizza tray / dustpan / play sand for cig bin / oven trays / dish drainer / washing up bowl	cashcard		Hall	£40.40		£40.40
Lucky Feather Crafts	Ostrich feathers x 500 (amount missed off May Finance Run)	cashcard		Carnival S137	£71.80		£71.80
	paint for photobooth / brushes etc	cashcard		Carnival S137	£36.20		£36.20
Hobbycraft	4 x white board / feathers	cashcard		Carnival S137	£28.00		£28.00
via Frank Spencer	2 x banners	cashcard		QPJ S137	£70.00		£70.00
	paper /	cashcard		QPJ S137	£83.34		£83.34
Amazon	Printer toners x 6 (hp 369.96 & HP 213.98 & amazon 60.99) - 1,100 double sided and 600 x senior invites	cashcard		QPJ S137	£644.93		£644.93
Amazon	a4 paper x 2	cashcard		QPJ S137	£9.98		£9.98
10M Tricolour Decorative Nylon Ribbon Red White Blue		cashcard		QPJ S137	£9.99		£9.99
300 Pieces White Nylon Cable Ties		cashcard		QPJ S137	£6.99		£6.99

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Mixed Pack Heavy Duty						
10 x UNION JACK Pull Bows		cashcard		QPJ S137	£8.99	£8.99
3 Curling Ribbon RWB		cashcard		QPJ S137	£10.9 9	£10.99
12 KIDS OLYMPIC GOLD WINNERS MEDALS		cashcard		QPJ S137	£3.99	£3.99
4 x feather bowers		cashcard		Carnival MC list	£39.0 0	£39.00
Black & White 2" (50mm) Upholstery Seat Jute Cotton Webbing		cashcard		Carnival MC list	£15.9 0	£15.90
6 Set 25mm/1inch Buckles Clips Rucksack Clips Tri-Glide		cashcard		Carnival MC list	£11.9 7	£11.97
OLYCRAFT 182M Flat Sequin Strip, 4mm		cashcard		Carnival MC list	£13.1 9	£13.19
Silver AB Flat Round Acrylic Loose Sequins 16mm Pack of 150+		cashcard		Carnival MC list	£24.9 0	£24.90
25mm Wedding black 10m		cashcard		Carnival MC list	£10.9 9	£10.99
200g Festival Glitter, Cridoz 20 Colors Eye Face Hair Glitter		cashcard		Carnival MC list	£12.9 9	£12.99
Delux Feather Bowers 3*White	Delux Feather Bowers 3*White	cashcard		Carnival MC list	£26.9 7	£26.97
UHU All Purpose Glue 35ml x 10		cashcard		Carnival MC list	£14.7 9	£14.79
Asda	Tea & Coffee / sugar / hot chocolate / napkins for CHURCH BEACON	cashcard		QPJ S137	£17.9 0	£17.90

Asda	waters x 50	cashcard		QPJ S137	£6.98		£6.98
Asda	markers for facehole booth	cashcard		Carnival S137	£2.65		£2.65
					£1,223.83		

## Appendix 2.

The Parish Clerk reported as follows:

Good evening. I have now been in role for 3.5 years; I really do enjoy the role. The Council have as ever, been very supportive through these past difficult two years, we also hope to soon have some new Cllrs on board as there is always so very much to be done.

I have received a huge amount of help and support as ever from the Chair Cllr Frank Mahon the Vice Chair Cllr Le Tissier for which I am very grateful and a special mention must be made of Cllr Marie Cherry who works so hard and has a contagious love of village life and its history.

As part of my role as Proper Officer I am the Responsible Financial Officer and as such I once again offer my sincere thanks to the retired Parish Clerk, Nick Osgerby for his support with the financial audit.

I am pleased to confirm that the internal audit was completed and passed with no advisories on our 2021-22 figures on 23/05/2021, undertaken once again by Melanie Rose, who is the Proper Officer and Clerk to the Council for Waddesdon.

This audit is all in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide".

2021-22 was once again an active financial year for the Parish Council with a retained focus on asset maintenance and repair, health and safety requirements and insurance priorities. The hall kitchen has been refreshed, via S106 payments from Bucks Council from the local building site companies. The buddy bench was installed and the Memorial tree is in place in the Recreation Ground.

The Annual Governance and Accountability return was prepared for the Audit and is presented to the Parish Council for signing of in this the June PC meeting

### A few headline figures

- Closing balance 31 March 2021 - £219,515
- Opening balances for April 2022 - £216,724
- Total Spend 20/21: £269,244 (inc. VAT) against total income of £266,453
- Total Spend 21/22: £125,511 (inc. VAT) against total income of: £150,529

### Expenditure – some headlines

#### Staff costs

2020/21 - £39,570

2021/22 - £41,384

#### All other spend

2020/21 - £229,674 (skatepark)

2021/22 - £84,127 (kitchen)

#### Precept

2020/21 - £102,610

2021/22 - £103,750

**Total other income**

2020/21 - £213,843 (\$106 skatepark)

2021/22 - £46,779

The 2020/21 VAT claim for £33,449.60 was submitted and has been received.

The 2021/22 VAT Claim will as usual be submitted after the internal audit is fully completed.

Hall Hire income is down due to Covid restrictions and the kitchen refurbishment

A thorough review of figures by the whole Parish Council enabled the precept for 2020/21 to be set at: £103,750

There is of course an ongoing requirement for maintenance of Parish Council assets to meet health and safety insurance requirements. County Council funding remains under great pressure.

All wage payments have been made after deduction of tax and NI where appropriate and in line with current legislation.

Additionally, the Parish Council is observing employee pension regulations and these are being arranged by the Councils accountants who run the payroll.

We adjusted Caretaker pay in accordance with national guidelines. The Parish Council continue to make retrospective adjustment to wage levels to accommodate all staff in post for over 12 months.

Online banking has been in use for nearly three years now, with relevant checks put in place with the Clerk only setting up the transaction and two Councillors who are now able to complete and confirm the process. The monthly payments will be scheduled to go through the Friday after the meeting as standard, unless a Bank Holiday week-end – giving three days for the relevant Councillors to process payment after they have been agreed at the meeting. A cashcard has been introduced – as a way of avoiding petty cash, and of having to reimburse Cllrs and staff, it allows the cash for hall hire etc to be paid in at the post office so this can be done regularly. Nick Osgerby has been retained to support the audits one day a month, going forwards, as the external audits are in place to inspect the accounts when larger amounts go through the system.

Thank you.

Appendix 3.

Smaller authority name: Steeple Claydon Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>07/06/2022</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p>

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:

(b) Ms H Holmes, Parish Clerk, The Village Hall, 48 Queen Catherine Road, Steeple claydon MK18 2PY [Clerk@steepleclaydonparishcouncil.gov.uk](mailto:Clerk@steepleclaydonparishcouncil.gov.uk)

commencing on (c) Monday 13 June 2022

and ending on (d) Friday 22 July 2022

**3. Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

**4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:**

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
([sba@pkf-l.com](mailto:sba@pkf-l.com))

**5. This announcement is made by (e) Ms H Holmes RFO and Clerk**

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts

(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority