



To members of **ROOKSDOWN PARISH COUNCIL**:

YOU ARE HEREBY SUMMONED to attend an **ORDINARY MEETING OF THE PARISH COUNCIL** to be held at Rooksdown Community Centre **at 7.30pm on Tuesday 29th March 2022** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during public participation only. Questions should be sent in advance to the Clerk by email.

Signed: *T. Hamer*

Tracy Hamer - Clerk & RFO for Rooksdown Parish Council

Issued: 22/03/22

- 22/38 **To receive and accept apologies for absence.**
- 22/39 **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed on this agenda.**
- 22/40 **To sign as a correct record, the minutes of the meeting of the Full Council held on 28th February 2022.**
- 22/41 **To discuss matters arising from the minutes**
All items complete except:
- 20/12 Fencing – update provided by Gordon Wade circulated
 - 20/64.1, 20/116.1 Car parks – part of the handover of the Southern Public Open Space
 - 21/58, 21/68, 21/127 – revised banking arrangements with Unity Trust Bank – to be pursued once a new clerk is in place
 - 21/170 - Skate Park Acoustic Fencing - update
- 22/42 **To invite members of the public to address the meeting – 15 minutes**
- 22/43 **To receive reports from:**
- Chairman of Rooksdown Parish Council
 - Clerk to the Parish Council
 - County Councillor
 - Borough Councillor
 - Rooksdown Community Association (RCA)
 - Police/PCSO/CSPO
- 22/44 **To note the current financial situation, bank reconciliations and end of year arrangements.**
- 22/45 **To authorise requests for March payments.**
- 22/46 **To confirm a date and arrangements for the Annual Parish Meeting 2022.**
- 22/47 **Consultations:**
To discuss a response to the consultation regarding the permanent closure of [Firvale Respite Unit](#)
- 22/48 **To consider planning applications:**
Nil.
-

- 22/49 **Applications not on the agenda**
For applications received between the date of this agenda and the meeting.
- 22/50 **To hear an update regarding the Queens Platinum Jubilee at Rooksdown and to agree any next steps.**
- 22/51 **To receive an update on the Allotments.**
- 22/52 **To consider locations for permanent positioning of silent soldiers.**
- 22/53 **To consider the formation of a Rooksdown Parish Council Planning Committee and agree Terms of Reference.**
- 22/54 **Chairman’s correspondence.**
- 22/55 **Clerk’s correspondence.**
- 22/56 **To confirm the date of the next Parish Council meeting – Monday 25th April 2022 at 7.30pm.**
- 22/57 **Chairman to close meeting.**

Attachments may be found on the council website under [Council Documents/Agendas](#) – scan this code for direct link - or obtained by email using the address below.





**MINUTES OF THE COUNCIL MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
HELD at the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on Monday 28 February 2022 at 19:30**

	In Attendance	Apologies	Absent
Cllr Paul Mahoney (Chairman)	✓		
Cllr Douglas How (Vice-chairman)	✓		
Cllr Jessica Lewis-Dalgarno	✓		
Cllr Scott Mason	✓		
Cllr Gaynor Woods	✓ left at 9pm		
Cllr David Knights	✓		
Cllr Sarah Hoare		✓	

In attendance:

1 member of the public

Action

22/18 To appoint a Clerk and RFO to record the minutes & actions for the duration of the meeting

In view of the absence of a Clerk & RFO, the motion being proposed by Cllr Mahoney, seconded by Cllr How, **IT WAS RESOLVED** unanimously to permit Cllr Knights to take the minutes of the meeting and to act as RFO for the Parish Council for the duration of the meeting.

22/19 To receive and accept apologies for absence

Apologies had been received from Cllr Hoare (due to family bereavement).

The motion being proposed by Cllr Mahoney, seconded by Cllr Knights, **IT WAS RESOLVED** unanimously to accept the apologies.

Members asked the Chair to contact Cllr Hoare, to send their condolences and best wishes.

22/20 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed

None

22/21 To approve the minutes of the Rooksdown Parish Council meeting of 24 January 2022

The Chair confirmed that BDBC had confirmed that the Band D equivalent for 2021/22 equated to £18.09 and not £18.20 that was reported in the Parish Council meeting in January 2021. Offline approval was received from the Parish Council who agreed to reduce the precept request to £38,438 so as to keep the Band D charge the same as for the 2021/22 ie £18.09. The minutes from January meeting were annotated accordingly with a post meeting comment to confirm.

With regard to the grant request from Rooksdown Scout Group, item 22/9 considered in the January Parish Council meeting, the Chair confirmed he had received advice following the meeting to confirm that it would not be lawful to reclaim VAT on purchases made on behalf of another community group. This did not impact on the grant request per se. The Chair had confirmed back to the Scout Group that the Parish Council had approved their grant request for the amount of £782.40 for them to purchase the items requested and that funds would be duly transferred.

The minutes were proposed by Cllr Mahoney and seconded by Cllr Knights and approved by all present. The Chair signed the minutes.

22/22 To discuss matters arising from the minutes

All items complete except:

- 20/12 – LIF fencing – update circulated from Gordon Wade at BDBC
- 20/64.1, 20/116.1 Car Park, Peggs Way – part of the handover of the Southern public open space
- 21/58, 21/68, 21/127 – Revised banking arrangements with Unity Trust Bank – to be pursued once a new Clerk was in place.
- 21/170 – contributing to the cost of acoustic fencing at the skatepark. Cllr Lewis-Dalgarno confirmed she was in process of arranging a meeting with the Headmaster of the School.

22/23 To invite members of the public to address the meeting (up to 15 minutes in total)

None.

22/24 To receive reports from:

1. Chairman of Rooksdown Parish Council

None

2. Clerk to the Parish Council

None

3. County Councillor

Report attached as Appendix 1

4. Borough Councillors

None

5. Clerk to the Parish Council

None

6. Police / PCSO / CSPO

None

22/25 To approve payments:

The payments list & accompanying receipts were reviewed & signed by Cllrs Mason and Cllr Knights.

The motion being proposed by Cllr Mason, seconded by Cllr Knights, **IT WAS RESOLVED** unanimously to approve the following payments:

Date	Description	Pay/Rcpt	Supplier ref.	Supplier / customer	Account	Amount
19.2.22	Phone bill	Payment	-	giffgaff	Phone	6.00
17.2.22	Office rent	Payment	1485	RCA outward	General admin	15.00
17.2.22	Hire of Youth Room	Payment	1475	RCA outward	General admin	30.00
18.2.22	Handyman	Payment	1486	RCA outward	Handyman	340.00
23.3.22	Grant	Payment	-	Rooksdown Scout Group	Grant	782.40

Cllr How agreed to authorise the payments on online banking.

How

22/26 To note current bank reconciliations

The reconciliations were examined by Cllrs Mason and Knights and duly noted by the Council, with the following reconciled balances as of 31 January 2022.

31 January 2022:

- Treasurers Account £30,322.28

- Business Bank Instant Account £103,019.50

22/27 Planning applications

There were no planning applications to review / discuss.

1. [22/00476/HSE](#) | Erection of a single storey rear extension | 44 Vitellius Gardens Basingstoke Hampshire RG24 9SG

After discussion, the Parish Council opted to make no comment on this application.

2. [22/00435/FUL](#) | Installation of external mechanical plant, alterations to existing plant and installation of edge protection handrailing to existing roof areas. Replacement section of curtain wall | North Hampshire Hospital, Pathology Unit Aldermaston Road Basingstoke RG24 9NA

After discussion, the Parish Council opted to make no comment on this application

3. [21/03482/FUL](#) | Conversion and change of use of garage to Beauty therapist room (running a business from home) | 1 Downside Close Basingstoke RG24 9GU

After discussion, the Parish Council opted not to object in principle to this planning application, but note concerns about the lack of a parking space & the impact on parking

4. Applications not on the agenda

No further applications to consider in the meeting.

22/28 To consider the 2022 Event Projects Options including Queen's Platinum Jubilee celebrations and to agree next steps.

Cllr Knights referred to the paper he had circulated ahead of the meeting.

The motion proposed by Cllr Knights, seconded by Cllr Lewis Dalgarno, **IT WAS RESOLVED** unanimously to allocate £3,000 towards the Queen's Platinum Jubilee celebrations.

Cllr Knights would continue to work with the Community Association and report back to the next meeting with detailed plans to celebrate the Queen's Platinum Jubilee celebration.

Knights

22/29 To receive an update on the Allotments

Cllr Knights provided the following update:

Plot Allocation

4 plots remain unallocated – 1 Half & 3 Quarters.

These will be allocated by end of March 2022 with waiting list being actively pursued.

Waiting List

23 people on the waiting list. This will reduce by 4 once the free plots have been allocated.

Allotment Inspection

An inspection was carried out by Cllr Knights on 27th February 2022. Generally, the site is in a good state for the time of year with evidence of many plots starting to be cultivated as we approach Spring. Several large white bags which contain mulch/bark etc were in evidence, again, expected at this time of year. A reminder has been included in the newsletter of the tenant responsibility regarding any items left outside of their plot.

Issues

Issue 1 - There has been a white bag in situ at the top of the site near the burning area (has been noted on last 3 inspections) and is now growing its own foliage! A note has been placed in the

newsletter reminding of responsibilities of all tenants and that if the PC has to remove the bag and contents, the cost will be passed onto all tenants.

The motion being proposed by Cllr Knights, seconded by Cllr Mahoney **IT WAS RESOLVED** unanimously that if the Parish Council has to remove any bags & contents then the cost will be passed on to all tenants.

Issue 2 - Storm Eunice & Franklin caused quite a few structures to be moved or in some cases, completely wrecked. This has caused some damage to the fencing around some plots which makes the maintaining of the areas between plots quite difficult for the contractors. A reminder of the tenant's responsibility in not "leaning" items against the fencing has been included in the newsletter. It would be difficult to determine if it was a tenant or the wind that was responsible for the damage. Therefore, as most of the new damage was caused by the recent storms, it is recommended that Goslings are asked to mend/repair where possible to return the site to a safe and easily maintained area under the direction of the Allotment Committee.

The motion being proposed by Cllr Knights, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to get quotes to mend / repair any storm damage to the picket fencing where it is obviously damaged.

Chippings Bin Request

The Parish Council requested a fully costed plan of the chippings bin project in October.

No further correspondence has been received and this matter is now considered closed.

New Site (Gilles Meadow)

Cllr Knights has attempted to contact Barratt homes regarding the "handover" of the new allotment area off Blackwater Way. The area is still being used as a site store although materials are dwindling quickly. Continued attempts to find a relevant contact will continue.

22/30 To in accordance with the Public Bodies (Admission to Meetings) Act 1960, exclude the public and press for a discussion re staff matters, where publicity might be prejudicial to the special nature of the business.

The motion, being proposed by Cllr Mahoney, seconded by Cllr Lewis-Dalgarno **IT WAS RESOLVED** unanimously to, in accordance with the Public Bodies (Admission to Meetings) Act 1960, exclude the public and press for a discussion re staff matters, where publicity might be prejudicial to the special nature of the business.

22/31 To consider the purchase of a replacement Parish Council laptop for the Clerk

The motion being proposed by Cllr Mahoney, seconded by Cllr Mason, **IT WAS RESOLVED** unanimously to purchase a replacement Parish Council laptop for the new Clerk & RFO. A budget of £400 was approved.

22/32 To consider the purchase of Rialtus Suite Alpha Management Software – Accounts software

The motion being proposed by Cllr Mahoney, seconded by Cllr Lewis Dalgarno, **IT WAS RESOLVED** unanimously to purchase the bespoke Accounts Software for Parish Councils, Rialtus Suite Alpha Management Software at a cost of £371.50 + VAT which includes the purchase of the software (including a 50% discount given the size of the precept), online set up, first year annual support and maintenance single user licence (with an ongoing cost of £124 + VAT per annum for annual support and maintenance single user licence).

22/33 To consider the change of Internal Auditor and agree terms of engagement for Year Ending March 2022

The motion being proposed by Cllr Mahoney, seconded by Cllr Knights, **IT WAS RESOLVED** unanimously to change the Internal Auditor to Mulberry & Co.

22/34 To confirm the date of the next Parish Council meeting in March

Next meeting is scheduled for Tuesday 29 March 2022.

The Chair agreed to update

22/35 Chairman's correspondence

None

22/36 Clerk's correspondence

None

22/37 Chairman to close meeting

Meeting closed at 21.35

Hampshire County Councillor report February 2022

1. HWRCs update

The system of booking to visit Hampshire's household waste recycling centres (HWRCs) is to be made permanent following feedback from users who overwhelmingly supported the approach. It was introduced in June 2020 in response to the pandemic but also helped smooth visits and reduce queuing. The ability to book multiple trips will remain.

2. Support for Community Transport

With the COVID-19 pandemic still having an impact on levels of all public and community transport use across the county, Hampshire County Council has agreed to maintain contract payments for community transport operators at 100% from 1 April 2022 to 31 March 2023.

Community transport operators have reported that around 35% fewer passengers are travelling than before the pandemic. The move will assist those operators in the recovery and operation of their services, supporting them to maintain service levels whilst they experience lower than usual passenger numbers, and user confidence rebuilds during the coming financial year.

3. County councillor grants

A reminder that applications for county councillor grants for this financial year need to be submitted by 28 February. The 2022/23 county councillor grant window will open on 1 June. The link for applications is <https://www.hants.gov.uk/community/grants/grants-list/county-councillor>

4. Roads, Transport and Environmental investment

Hampshire County Council is to be asked to approve on 17 February an increased 2021-22 capital programme of investment in countywide highways maintenance, road safety, transport improvements, flood alleviation, waste management, and bridge strengthening, as well as economic development and town centre improvements, amounting to £112.885 million. This includes £7 million additional financial support for highways maintenance.

Planning continues for the next generation of waste infrastructure to support the county's ability to recycle a wider range of materials. As part of the capital programme of work is the continued development of a plan for [a new materials recovery facility in Eastleigh](#).

The proposed [programme and appendices](#) highlight an Integrated Transport Programme of over £100 million in value. Local schemes to enable people to walk and cycle more for local journeys represent a £11.3 million investment.

Separately, Hampshire County Council is the first council in England to trial plastic bollards made from sugar cane on its pavements; these are being installed as a lower carbon alternative to the traditional concrete ones. The plant-based bollards are also lighter, easier

to install and cheaper - costing £150 compared with £190 for concrete. They are also just as resilient in the event of a crash and do not splinter if they are hit by a vehicle. The proposal is part of the county's plans to meet its climate change targets to be Carbon Neutral by 2050 and resilient to a two-degrees rise in temperature.

In recognition of the importance of building resilience, the council has declared 2022 the "Year of Climate Resilience". This presents an opportunity for it to increase awareness of the importance of resilience and to develop some showcase projects in partnership with key stakeholders. More information can be found on the Council's Climate Change website: <https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange>

5. Platinum Jubilee Celebrations

Hampshire County Council is putting plans in place to celebrate the Queen's Platinum Jubilee this year. These will provide opportunities for residents across the county to participate, including through schools, libraries, care homes, and outdoor sites. The primary focus is during the extended bank holiday weekend of Thursday 2 to Sunday 5 June 2022.

The plan also have is a significant focus on complementing The Queen's Green Canopy theme, with £0.5 million is to be made available to help organisations and communities plant trees across the county.

The celebrations will be launched on Thursday 10 February at a high-profile event in Winchester attended by HRH The Prince of Wales, who will unveil 'Licoricia of Winchester', a new life-size bronze statue of a prominent medieval Jewish woman, designed by award-winning sculptor Ian Rank-Broadley.

6. Consultations

As part of the 10 week consultation about the future of one of our respite units – Firvale in Basingstoke, we've organised a series drop-in events. These events are being held both in person (subject to public health guidance), and online. The next one is on 25 February at Basingstoke Discovery Centre (See the link below for further dates.)

Booking is not required to attend the in-person events. Each session will run for three hours, during which time you can drop-in to the event and will be able to:

- Find out more about the alternative overnight respite services which could be used instead of Firvale, if it remains closed;
- talk to Hampshire County Council staff; and
- pick up a paper copy of the consultation Information Pack and Response Form.

We're keen to know what people think about the proposal for the unit to remain closed, with respite care offered in different ways. The views of families who are supported with respite care are important to us and will help to inform the decision to be made.

Make your views known through our online response form
<https://www.hants.gov.uk/.../haveyo.../consultations/firvale>

Along with the questionnaire, there is an information pack on the webpage that provides more information about the proposal, background and the alternative support that could be offered, if the decision is taken to close the unit.

7. Grants

Hampshire County Council has launched a new round of grants ranging from £1,000 to £30,000 to help upgrade community buildings.

Our county council has released significant community grants to help local groups and parishes tackle climate change and improve resilience. These funds may be used to help reduce energy bills, LED light conversion, replace windows or install solar panels.

For further information visit

<http://www.hants.gov.uk/.../parish-town-council...>

8. Reporting Highway Problems

Due to recent weather conditions there are several issues with roads, trees etc. Here are the useful links to report issues:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Treasurers Account 02896349**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account 02896349	28/02/2021		30,316.28
			<hr/> 30,316.28
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			30,316.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			30,316.28
		Balance per Cash Book is :-	30,316.28
		Difference is :-	0.00

Time: 17:24

Bank Reconciliation up to 28/02/2022 for Cashbook No 1 - Treasurers Account 02896349

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
21/02/2022	DD	6.00		6.00		R ■	giffgaff
		<u>6.00</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 2 - Business Account 06020499**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account 06020499	28/02/2021		103,020.35
			<hr/> 103,020.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			103,020.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			103,020.35
		Balance per Cash Book is :-	103,020.35
		Difference is :-	0.00

Time: 17:25

Bank Reconciliation up to 28/02/2022 for Cashbook No 2 - Business Account 06020499

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/02/2022			0.85	0.85		R ■	Receipt(s) Banked
		<u>0.00</u>	<u>0.85</u>				

Detailed Receipts & Payments by Budget Heading 28/02/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	36,184	33,943	(2,241)			106.6%	
1080 Bank Interest	9	30	21			31.6%	
1090 Grants & Donations	2,925	2,925	0			100.0%	
1100 Allotment Receipts	1,068	880	(188)			121.4%	
1120 Other Receipts	1,135	0	(1,135)			0.0%	
Income :- Receipts	41,321	37,778	(3,543)			109.4%	0
Net Receipts	41,321	37,778	(3,543)				
<u>150 Staff Costs</u>							
4000 Salaries & Allowance	2,886	16,500	13,614		13,614	17.5%	
Staff Costs :- Indirect Payments	2,886	16,500	13,614	0	13,614	17.5%	0
Net Payments	(2,886)	(16,500)	(13,614)				
<u>200 Payments</u>							
4060 Allotment Payments	2,229	1,000	(1,229)		(1,229)	222.9%	
4080 Audit Fees	540	500	(40)		(40)	108.0%	
4090 Books	0	70	70		70	0.0%	
4110 Clerks Expenses	0	100	100		100	0.0%	
4120 Councillors Expenses	0	20	20		20	0.0%	
4130 Events	0	150	150		150	0.0%	
4140 General Admin	502	300	(202)		(202)	167.2%	
4150 Grants & Donations Paid	100	2,000	1,900		1,900	5.0%	
4160 Hall Hire	0	600	600		600	0.0%	
4170 Handyman	6,240	8,000	1,760		1,760	78.0%	
4180 Insurance	704	650	(54)		(54)	108.3%	
4190 IT & Support	478	1,000	522		522	47.8%	
4210 Miscellaneous Payments	154	20	(134)		(134)	769.0%	
4220 Payroll Services	120	120	0		0	100.0%	
4230 Phone	56	60	4		4	93.3%	
4240 Printing & Publications	0	2,000	2,000		2,000	0.0%	
4250 Professional Fees	0	1,500	1,500		1,500	0.0%	
4260 Project Costs	1,045	2,000	955		955	52.3%	
4270 Repairs & Maintenance	0	500	500		500	0.0%	
4280 Section 137 Publications	0	100	100		100	0.0%	
4290 Subscriptions	1,091	1,200	109		109	90.9%	
4300 Training	800	500	(300)		(300)	160.0%	
Payments :- Indirect Payments	14,058	22,390	8,332	0	8,332	62.8%	0
Net Payments	(14,058)	(22,390)	(8,332)				

Detailed Receipts & Payments by Budget Heading 28/02/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
999 VAT Data							
115 VAT on Receipts	2,113	0	(2,113)			0.0%	
VAT Data :- Receipts	<u>2,113</u>	<u>0</u>	<u>(2,113)</u>				<u>0</u>
515 VAT on Payments	842	0	(842)		(842)	0.0%	
VAT Data :- Indirect Payments	<u>842</u>	<u>0</u>	<u>(842)</u>	<u>0</u>	<u>(842)</u>		<u>0</u>
Net Receipts over Payments	<u>1,271</u>	<u>0</u>	<u>(1,271)</u>				
Grand Totals:- Receipts	43,435	37,778	(5,657)			115.0%	
Payments	17,786	38,890	21,104	0	21,104	45.7%	
Net Receipts over Payments	<u>25,648</u>	<u>(1,112)</u>	<u>(26,760)</u>				
Movement to/(from) Gen Reserve	<u>25,648</u>						

Voucher	Date	Reference	Description	Pay/Rcpt	Supplier ref.	Supplier / customer	Account	Amount	Payment
811	09/03/2022		Interest	Receipt		Lloyds Bank - receipt	Bank Interest	0.79	
812	19/03/2022	DD	Mobile Phone	Payment		giffgaff	Phone	6.00	6.00
813	30/03/2022	EP	March Salary	Payment		Clerk	Salaries and allowance	572.00	572.00
814	30/03/2022	EP	March Salary	Payment		HMRC	Salaries and allowance	143.00	143.00
815	30/03/2022	EP	Advent Calendar/RCA	Payment	Inv 1471	RCA	General Admin	300.00	300.00
816	30/03/2022	EP	Office Rent	Payment	Inv 1502	RCA	General Admin	15.00	15.00
817	30/03/2022	EP	Handyman	Payment	Inv 1503	RCA	Allotments	660.00	
818	30/03/2022	EP	Room hire for meeting	Payment	Inv 1491	RCA	General Admin	30.00	
819	30/03/2022	EP	Locum Clerk	Payment	Inv R01/21	Locum Clerk	Salaries and allowance	168.60	168.60
820	30/03/2022	EP	Clerks Expenses	Payment	Inv 529841	Web Hosting	IT	47.88	47.88
								0.00	
								0.00	
								0.00	0.00
									1252.48

Please check payments, delete any not approved, initial each invoice and sign below when complete:

Signed

Name

Signed

Name