

## Collected documents

### Contents

<https://www.scams.gov.uk/projects-supporting-south-cambridgeshire-to-become-zero-carbon-awarded-120-959/>

## BABRAHAM PARISH COUNCIL

## CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING

Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face-to-face contact.

If the council wishes to consider returning to face-to-face meetings then there are a range of issues that will need to be addressed before this can take place. This checklist will help the council ensure this decision is made in accordance with relevant regulations and requirements.

Further guidance related to COVID-19 can be found on the NALC and SLCC websites.

	Item	Confirmed
<b>1</b>	<b>There is no way for the council to conduct business except through a face-to-face meeting.</b>	
	The council staff and councillors are unable to conduct business without a face-to-face meeting. <i>Note: The <a href="#">government rules</a> still state that we should all work from home if we can.</i>	
	The council is unable to make use of telephone or online technology to conduct quorate council meetings. <i>Note: Local councils <a href="#">have the powers</a> to hold public meetings remotely by using video or telephone conferencing technology until May 2021. Parish meetings do not have such powers to meet remotely.</i>	
	The council has a reasonable business need, or legal need to meet in person at this time. <i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 state that a public authority can only hold a gathering of over 30 people if certain conditions are met</i>	
<b>2</b>	<b>Action has been taken to seek a number of options for an appropriate venue for the council meeting.</b>	
	These venues comply with normal council meeting requirements. <i>Note: NALC members can access <a href="#">Legal Topic Note 5</a> – Parish and community council meetings.</i>	
	The venues allow the public to observe council meetings with social distancing without placing restrictions on the number attending.	
	The venues conform with the government guidance for <a href="#">multi-purpose community facilities</a> and for <a href="#">council buildings</a> .	
	If the venue is not owned/managed by the council the owners have been asked for their risk assessment and what actions they are taking to reduce risk.	
<b>3</b>	<b>There is a potential venue the council can use in compliance with the above requirements.</b>	
<b>4</b>	<b>The council understands and is acting in compliance with ‘safer workplaces’ guidance.</b>	
<b>5</b>	<b>The council has checked if there are councillors or staff that will be unable to attend face-to-face meetings due to health, disability or other reasons.</b>	
	The council has considered how it will make reasonable adjustments to allow individuals with disabilities or other needs to take part in the meeting.	
	The council has considered a <a href="#">hybrid approach</a> to meetings.	
<b>6</b>	<b>A risk assessment has been conducted.</b>	
	Consideration has been taken towards what the council can do to reduce risk to councillors, staff and public including:	

	<ul style="list-style-type: none"> <li>• Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself.</li> <li>• Staggering arrival times for staff, councillors and members of the public.</li> <li>• Ensuring seating is placed at least 2-metre apart.</li> <li>• Asking people to wear face masks.</li> <li>• Holding paperless meetings.</li> <li>• If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.</li> <li>• Arranging seating so people are not facing each other directly.</li> <li>• Choosing a venue with good air flow, including opening windows and doors where possible</li> </ul> <p><i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 require that the person responsible for organising the gathering has carried out a risk assessment and the organiser has taken all reasonable measures to limit the risk of transmission taking into account the risk assessment.</i></p>	
7	<b>The council has decided, based on the risk assessment and with risk management actions that it is safe and appropriate to meet.</b>	
8	<b>All risk mitigating actions identified by the risk assessment have taken place.</b>	

This checklist has been conducted to the council’s satisfaction and it has been agreed that the council will hold a face-to-face (or hybrid) meeting.

The council will re-evaluate this decision following the first council meeting held, and where necessary the risk assessment and risk management activities will be updated. Following this, the council will review this checklist [quarterly/after each council meeting/at times to be agreed by the council/delete as appropriate].

Date	
Signature	

This document was produced by NALC and SLCC and all due care has been taken that it is accurate and reflects current government guidance and legislation at the time of writing (July 2020). This document is designed as an aid to council decision-making, it does not constitute legal advice and neither organisation is responsible for the actions of councils who use this document.

The council is responsible for the health and safety of staff, councillors and others attending council meetings. The council must take care to check it is working to the most up-to-date government guidance and legislation.


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**VAT data for HMRC returns Oct 19 - Mar 20**

	<b>Date of Invoice</b>	<b>Supplier's VAT Reg. No</b>	<b>Brief description of supply</b>	<b>To whom addressed</b>	<b>VAT paid</b>	<b>Gross Amount</b>	<b>Nett Amount</b>	<b>Inv No.</b>	
1	15/10/2019	985186274	Waste and grass cutting	Babraham Parish Council	£61.50	£369.00	£307.50	12347	Brookfield
2	04/11/2019	985186274	Waste and grass cutting	Babraham Parish Council	£22.50	£135.00	£112.50	12364	Brookfield Auditing
3	03/11/2019	847079201	Interim audit	Babraham Parish Council Gareth Walker/Babraham	£20.00	£120.00	£100.00	A6225	Solutions Ltd
4	28/11/2019	320651342	Web and email services	Parish Council	£9.58	£57.46	47.88	1593543949	GoDaddy
5	08/01/2020	985186274	Waste and grass cutting	Babraham Parish Council	£37.50	£225.00	187.5	12453	Brookfield
6	16/01/2020	752539027	Managed Web service	Babraham Parish Council	£0.20	£1.20	£1.00	203020174755	Ionos
7	17/01/2020	752539027	MailPro 5 Licences	Babraham Parish Council	£3.00	£18.00	£15.00	203020176635	Ionos
8	17/01/2020	752539027	MailPro 1 Licence	Babraham Parish Council	£0.80	£4.80	£4.00	203020176634	Ionos GA
9	10/02/2020	205217646	Bus shelter refurbishment	Babraham Parish Council	£994.20	£5,965.22	£4,971.02	No 000329	Contruccion GA
10	10/02/2020	205217646	Paving for defibrillator	Babraham Parish Council	£26.00	£156.00	£130.00	No 000330	Contruccion
11	16/02/2020	752539027	Managed Web service	Babraham Parish Council	£0.20	£1.20	£1.00	203020515657	Ionos
12	17/02/2020	752539027	MailPro 5 Licences	Babraham Parish Council	£3.00	£18.00	£15.00	203020517314	Ionos
13	17/02/2020	752539027	MailPro 1 Licence	Babraham Parish Council	£0.80	£4.80	£4.00	203020517313	Ionos
14	06/03/2020	985186274	Waste and grass cutting	Babraham Parish Council	£37.50	£225.00	£187.50	12506	Brookfield
<b>Totals</b>					<b>£1,216.78</b>	<b>£7,300.68</b>	<b>£6,083.90</b>		

## VAT Reclaim Oct 19-Mar 20 for Approval

 **HM Revenue & Customs** VAT claim for refund by certain bodies

**Local Authority or other body's details**

Type of body

Local Authority or similar body

Academy school

Charity

Non-departmental bodies or similar bodies

Do you know your customer reference number?

Yes

No

Customer reference number

Name

**UK address**

Line 1

Line 2

Line 3 (optional)

Postcode

Telephone number

**Period of claim**

From

To

Is this your first claim?

Yes

No

Have you changed your bank details?

Yes

No

**Invoice details**

You must list the invoices on which you are claiming a refund in the Invoice details section.

Do you have more than 20 Invoices?

Yes

No

Date of Invoice	Supplier's VAT Registration Number	Brief description of supply	To whom addressed	VAT paid
15-10-2019	965186274	Waste and grass cutting	Babraham Parish Council	£ 61.50
04-11-2019	965186274	Waste and grass cutting	Babraham Parish Council	£ 22.50
03-11-2019	847079201	Interim audit	Babraham Parish Council	£ 20.00
28-11-2019	320651342	Web and email services	Gareth Walker/Babraham Parish Council	£ 9.58
08-01-2020	965186274	Waste and grass cutting	Babraham Parish Council	£ 37.50
16-01-2020	752539027	Managed Web service	Babraham Parish Council	£ 0.20
17-01-2020	752539027	MallPro 5 Licences	Babraham Parish Council	£ 3.00
17-01-2020	752539027	MallPro 1 Licence	Babraham Parish Council	£ 0.80
10-02-2020	205217646	Bus shelter refurbishment	Babraham Parish Council	£ 994.20
10-02-2020	205217646	Paving for defibrillator	Babraham Parish Council	£ 26.00
16-02-2020	752539027	Managed Web service	Babraham Parish Council	£ 0.20
17-02-2020	752539027	MallPro 5 Licences	Babraham Parish Council	£ 3.00
17-02-2020	752539027	MallPro 1 Licence	Babraham Parish Council	£ 0.80
06-03-2020	965186274	Waste and grass cutting	Babraham Parish Council	£ 37.50

**Declaration**

Amount of refund

£ 1,216.78

The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002). (Tick if appropriate)

I am a non-departmental body or similar body and I am claiming a refund of the amount shown above which is the VAT incurred on the purchase of services listed in the existing Treasury Direction bought for my non-business activities. (Tick if appropriate)

I am claiming a refund of the amount shown above which is the VAT charged on goods and services bought for non-business activities.

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

When you have printed the form, please sign and date it in the appropriate boxes.

Signature

Date

DD MM YYYY

**What to do now**

Please send the completed form along with any attachments to:

HM Revenue and Customs  
 Corporate Treasury  
 DMB 613  
 West Yorkshire  
 BX5 5AB

## Budgetary Statement at 30 June 2020

Expenditure	Expenditure to date	Budget for 2020/21	Budget remaining	% spent	Notes
	£	£	£		
<b>Administration</b>					
Clerk's Salary	845.44	3800.00	2954.56		22
HMRC	211.20	1000.00	788.80		21
Expenses (APM, hospitality, etc)	0.00				
Postage, stationary	0.00				
Sum Expenses Postage (A6+A7)	0.00	1000.00	1000.00		0
Training/Books	0.00	800.00	800.00		0
Mileage	8.55	250.00	241.45		3
Insurance	907.70	900.00	-7.70		101 Q1 spend
Audit	235.00	350.00	115.00		67 Q1 main spend
Election Costs	0.00	0.00	0.00		0
Subscriptions	92.00	400.00	308.00		23
Hall Hire (Meetings etc)	0.00	190.00	190.00		0
Professional Fees (Legal etc)	145.00	1000.00	855.00		15
Bank Charges	18.00	80.00	62.00		23
Community events	0.00	500.00	500.00		0
<b>Village Maintenance</b>					
IT Services/equipment	179.90	400.00	220.10		45 Incl. Zoom £119.90
Misc (Garden and trees)	0.00	1000.00	1000.00		0
Grasscutting	817.50	3800.00	2982.50		22
Petrol/Mower Parts	0.00	50.00	50.00		0
Street Lighting	410.82	900.00	489.18		46 Was Q1 spend
Equipment Replacement	0.00	200.00	200.00		0
Structures (playground, notice b)	0.00	150.00	150.00		0
Section 137 Expenditure		100.00	100.00		0
Defibrillator costs	108.90	200.00	91.10		54 Spare pads
Donations, Gifts	0.00	0.00	0.00		
<b>Sub-total</b>	<b>3980.01</b>	<b>17070.00</b>	<b>13089.99</b>		<b>23</b>
<b>Reserves</b>					
Projects: Playground					
General reserves		10000.00			
S106 monies		26465.85	21755.52		Public Open Space
PFHI/LHI		23000.00	4710.33		Community Fac 15/11/2023
Defibrillator: installation		3000.00			
Community gathering					
Neighbourhood Plan		500.00			
Allotments		4000.00			
Bus shelter works		5000.00			Need to address in budget update
<b>Reserves total</b>		<b>71965.85</b>			
The above is a budgetary control statement and does not attempt to reflect the true financial position of Babraham Parish Council					
Excluding VAT: VAT to be reclaimed	301.06				
Expenditure with VAT	4281.07				

DOC HERE



Cashbook 1/2

Babraham PC		Cashbook 2020-21																					
			RECEIPTS						PAYMENTS														
Date	ITEM	CHQ REF NO.	Current A/c	Business Premium A/c	Precept	Bank interest	Misc	VAT	Current A/c	Business Premium A/c	GENERAL ADMINISTRATION AND EXPENSES												
											Salary	HMRC	General expenses	Training / Books	Mileage	Insurance	Audit	Electio n costs	Subscri p-tions	hair hire meetin gs	Prof fees legal, etc	Postag e station ery	
01-Jul	Opening balances		12,526.15	61,242.84	*****	61.01	0.00	0.00	4281.07	0.00	845.44	211.20	0.00	0.00	8.55	907.70	235.00	0.00	92.00	0.00	145.00	0.00	
02-Jul	lonos website hosting	DD							1.20														
03-Jul	lonos Mailpro1 licence	DD							4.80														
03-Jul	lonos Mailpro5 licences	DD							18.00														
09-Jul	Brookfield: bins, grass	300139							324.00														
09-Jul	HMRC: tax	300140							65.00		65.00												
09-Jul	Clerk: Salary, travel	300141							336.95		260.12				6.84								
15-Jul	Haven Power: continuous AC100	DD							2.66														
15-Jul	Haven Power: dawn-dusk AC101	DD							2.85														
15-Jul	Haven Power: dusk-dawn AC102	DD							33.94														
31-Jul	Total receipts & B/f Balance		12526.15	61242.84	0.00	0.00	0.00	0.00	789.40	0.00	260.12	65.00	0.00	0.00	6.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Jul	July payments		789.40	0.00																			
31-Jul	Cash Book Bals	c/f	11736.75	61242.84	*****	61.01	0.00	0.00	5070.47	0.00	1105.56	276.20	0.00	0.00	15.39	907.70	235.00	0.00	92.00	0.00	145.00	0.00	
			Total receipts		6188.51				Total payments		5070.47		<i>Should = SUM(J25 &amp; K25)</i>										
			Total receipts		6188.51				Total payments		5070.47		<i>*****</i>										
	Combined opening balance 1/4/20		71861.55		<b>Current a/c balance 29.7.20</b>				12395.19														
	Plus: Receipts in year to 31.7.20		6188.51		<b>Instant a/c balance 29.7.20</b>				61242.84														
			78050.06						73638.03														
	Less: Payments in year to 31.7.20		5070.47		Plus: Outstanding deposits																		
	Combined cashbook balance 31.7.20		72979.59		Less uncleared items				-658.44														
					<b>Should agree cashbook balance 3</b>				72979.59		<i>Diff</i>	<i>0.00 If not ze If not zero, need to check why and correct accorsingly</i>											

Cashbook 2/2

TRAVEL AND EXPENSES												GENERAL MAINTENANCE								VAT	Invoice date	Invoice No.	VAT No				
General expenses	Training / Books	Mileage	Insurance	Audit	Election costs	Subscriptions	Travel / hire meetings	Prof fees legal, etc	Postage stationery	Bank charges / fees	City events	Kit Svc / Equip	Grass cutting / bins	Petrol / mower parts	Street lighting	Equip replacement	Trees & Grounds Mtce	Play-ground	Structur es					Defibrill-ator			
0.00	0.00	8.55	907.70	235.00	0.00	92.00	0.00	145.00	0.00	18.00	0.00	179.90	817.50	0.00	410.82	0.00	0.00	0.00	0.00	0.00	108.90	301.06					
												1.00										0.20			16/06/2020	203022000898	752539027
												4.00										0.80					
												15.00										3.00					
													270.00									54.00					
												69.99															
		6.84																									
0.00	0.00	6.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.99	270.00	0.00	37.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.86				
0.00	0.00	15.39	907.70	235.00	0.00	92.00	0.00	145.00	0.00	18.00	0.00	269.89	*****	0.00	448.41	0.00	0.00	0.00	0.00	0.00	108.90	360.92					

=SUM(J25 & K25) VAT on expenditure needs to be shown in Colum AG, with the net amount in the relevant analysis columns

nd Date .....

ate .....

*If not zero, need to check why and correct accorsingly*

334.44  
4.00