

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG



Tel: 01460 52149
Fax: 01460 55642
e-mail: town.council@ilminster.gov.uk

Town Clerk: Joy Norris

24th April 2013

Dear Councillor

A meeting of the **FINANCE AND POLICY COMMITTEE** which you are summoned to attend will be held on **Tuesday 30th April 2013** in the Council Chamber, Council Offices, North Street, Ilminster at 19:30hrs.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris
Town Clerk

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

FINANCE AND POLICY AGENDA

1. **Apologies for absence**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
 - a) To confirm the minutes of the meeting held on 19th March 2013 as a correct record.
 - b) To consider the action list relating to the Finance & Policy committee (attached).

Ilminster Town Council

4. Youth Club Presentation

A presentation will be made by the chairperson of Ilminster Youth Club.

5. Future Revenue Grant Applications.

To consider how future revenue grant applications will be affected by the Town Council's new grant policy to cap grants at a maximum of £1,000

6. Bank Reconciliation

To consider members involvement with the monthly bank reconciliation.

7. Renewal of Memberships

- a) To consider renewing membership to the Action for Market Towns
- b) To consider renewing membership to the Institute of Cemetery and Crematorium Management
- c) To consider renewing membership to SALC

8. Office Equipment

To consider the purchase of a new photocopier/printer for the office (see attached quotation comparison).

Ilminster Town Council Finance & Policy Committee Minutes

A meeting of the Finance and Policy Committee was held on 19th March 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

Present

Chair: Cllr D Miller
Councillors: P Burton, C Goodall, A Lawson, J Pallister, A Shearman, S Shepherd,
R Swann, E Taylor and L Vijeh

In Attendance

M Clayton (Senior Administrator), J Norris (Town Clerk), M Shelley (Deputy Town Clerk)

Members of the Public

Two members of the public attended this meeting

1. Apologies for Absence

Apologies for absence were received from Councillor Sothern.

2. Declarations of Interest

The declarations of interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest
Cllr Pallister	7	Personal	Member of Cricket Club
Cllr Pallister	8	Personal	Chairperson of Sports Club
Cllr Shepherd	6	Personal	Chairperson of Tourism
Cllr Shepherd	7	Personal	Member of Cricket Club

3. Minutes of previous Finance and Policy Committee meeting.

RESOLVED

- (i) to confirm the minutes of the meeting held on 29th January 2013 as a correct record subject to the addition of a bullet point regarding the publication of the Town Council's newsletter (Item 4.)
- (ii) to update action list relating to the Finance and Policy committee.

4. Insurance Quotations.

The Committee were informed of the following information before deciding on what action to take:

- The Insurance Policy is due for renewal on the 31st March 2013
- The insurance is usually renewed for a 3 year term.
- In January, the brokers, WPS, were obtaining 3 quotations on the Council's behalf.
- Only one quotation has been via the Council's insurance broker.
- A separate quotation has been submitted by Zurich which is £2,000 cheaper. However the Deputy Clerk is still in the process of comparing the quotations 'like for like', which may be the reason for the difference in costs.

Ilminster Town Council Finance & Policy Committee Minutes

After further discussions regarding this item, the Committee agreed on the following:

RESOLVED to RECOMMEND

- i) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers 'Best of Value'.
- ii) that the lowest quotation be accepted for undertaking a rebuild valuation survey of Council property.

5. Financial Monitoring.

The Committee received information regarding the Finance and Policy expenditure and commitments to date, when compared with the 2012/13 budget.

Discussions included the following:

- The Christmas Light storage charges will remain the same for 2013/14.
- Advertising costs were higher this year due to advertising staff vacancies.
- The new website company has been paid £1000 and will be paid the remaining amount once the website has been set up.
- The purchases in the Open Spaces expenditure include the purchases of seats, dog bins and litter bins.
- The Town Clerk will need to investigate what the amount remaining in the Ilminster Sports Initiative account relates to and how this amount can be refunded or transferred to another sports project.

RESOLVED to note the report

6. Draft Grant Policy 2013/14.

The Town Clerk presented the Committee with a draft Grants Policy. Topics discussed during the consideration of this item included the following:

- Councillors agreed that the maximum amount for grants be capped at £1,000.
- Ilminster Tourism and Ilminster Youth Club would be affected by this capping and therefore this matter would need to be discussed as a separate agenda item at the next Finance and Policy meeting.

RESOLVED to RECOMMEND that the amended Grants Policy be adopted for 2013/14.

7. Grant Application from Ilminster Cricket Club.

The Committee were asked to consider the grant application from Ilminster Cricket Club. The Councillors agreed in principle to support the Cricket Club's application if all the required paperwork is submitted.

RESOLVED that if the Cricket Club presented all the required paperwork, then a grant of £1,000 would be considered.

**Ilminster Town Council
Finance & Policy Committee Minutes**

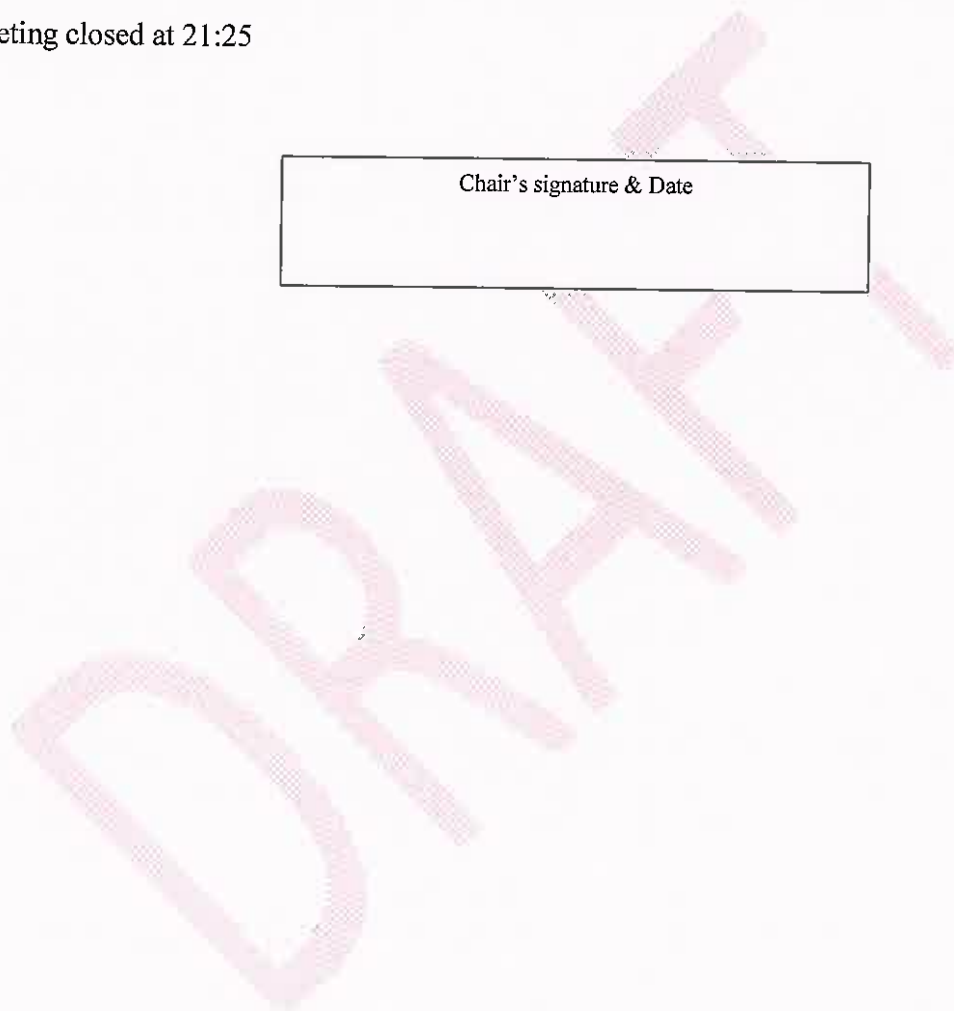
8. Rent Increases 2013/14.

The Committee were asked to consider increasing the rental charges for Ilminster 'clubs' at a rate of 3.1%, from April 2013. The Committee were unanimous that this would be a fair increase and proposed the following:

RESOLVED to RECOMMEND that the rents for the Football Club, The Youth Football Club, the Cricket Club and the Sports Club be increased by 3.1% for the year 2013/14

The meeting closed at 21:25

Chair's signature & Date



Action List for Finance and Policy Meeting on 30th April 2013

28.08.12	Item 5	QJD – Final Accounts	Cllr Taylor	Competition prize – never claimed Talent Prizes – rec'd jubilee mugs	All other invoices have been paid Complete 23.04.13
29.01.13	Item 4 Budgets and Precept	The Town Clerk will investigate whether legal costs are covered by our insurances.	Joy/Marilyn	Met Loss Adjusters – waiting for their report(as at 10.03.13).	No As explained at the O.S meeting on 23.04.13
29.01.13	Item 4 Budgets and Precept	The Town Clerk will look at contracts to see whether staff pay can be frozen. (This relates to the 1% increase for public sector workers)	Joy	As staff are employed on contract which refers to the National pay scale, it would be difficult not to pay a national agreed pay award	Complete 23.04.13
19.03.13	Item 3a Minutes	Additional bullet point to be added to the minutes of 29.01.12 item 4 - regarding Town Council's newsletter	Michelle	Amendment made 21.03.13	Complete 20.03.13
19.03.13	Item 4 Insurance Quotations	RESOLVED to RECOMMEND i) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers 'Best of Value'. ii) that the lowest quotation be accepted for undertaking a rebuild valuation survey of Council property.	Joy/Marilyn	Take to Full Council on 26 th March 2013	Taken to FC 26.03.13

Action List for Finance and Policy Meeting on 30th April 2013

19.03.13	Item 5 Financial Monitoring	Investigate the income on the Iliminster Sport initiative Account and how this amount can be refunded or use towards another sports project	Joy/Marilyn	To be taken to a future F & P meeting 02.07.13?	Added to agenda planner 23.04.13
19.03.13	Item 6 Grants Policy	RESOLVED to RECOMMEND that the amended Grants Policy be adopted for 2013/14.	Joy	Take to Full Council on 26 th March 2013	Taken to FC 26.03.13
19.03.13	Item 6 Grants Policy	To discuss grant application from Iliminster Tourism and Iliminster Youth Club	Michelle	Add to F & P agenda planner to discuss at next meeting	Complete 21.03.13
19.03.13	Item 8 Rent Increases	RESOLVED to RECOMMEND that the rents for the Football Club, The Youth Football Club, the Cricket Club and the Sports Club be increased by 3.1% for the year 2013/14	Joy	Take to Full Council on 26 th March 2013	Taken to FC on 26.03.13

FRP FOR 30/4/13 (7a)

Tel: 0845 644 6202
Fax: 01284 761816
Email: info@towns.org.uk
Website: www.towns.org.uk

Baxter Court
Higher Baxter Street
Bury St Edmunds
Suffolk IP33 1ES



Invoice

To:
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset
TA19 ODG
VAT Reg No:

VAT No. GB 699 9960 27
Invoice No. 12030
Invoice / Tax Date 22/02/2013
Customer Order No.
Account No. ILL01

Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 Ilminster TC - Town M'ship >5k to 31/3/14	140.00	140.00	20.00	28.00

Total Net Amount 140.00
Total VAT Amount 28.00
Invoice Total 168.00

**Lloyds TSB A/c no 02357793, Action for Market Towns
Sort code 30-91-49, Reference: Account no.**

Promoting Vibrant and Viable Small Towns

Tel: 0845 644 6202
Fax: 01284 761816
Email: info@towns.org.uk
Website: www.towns.org.uk

Baxter Court
Higher Baxter Street
Bury St Edmunds
Suffolk IP33 1ES



Julia Thorne
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset TA19 0DG



February 2013

Dear Julia

Improved member benefits and AMT membership renewal 2013/ 2014

Thank you for your membership of Action for Market Towns. Your Town Member annual membership is due for **renewal on the 1st April 2013**. We will continue to help your small towns to thrive – and we are bringing you even more member benefits and services for 2013.

This January we asked you about **your satisfaction** with AMT membership – and **which services you valued most**. Many members completed our survey – thank you for spending the time doing so. We are delighted that, overwhelmingly, **you rated AMT membership as even more valuable over the last 12 months than ever before**.

We asked members about a range of key performance indicators, including:

- ***“AMT Case studies help to find replicable best practice”***
98.6% of members agree or strongly agree – up from 93.7% in 2012
- AMT’s policy guidance ***“provides analysis that I could not find elsewhere” / has helped to increase my understanding and utilisation of relevant policy”***
90.0% of members agree or strongly agree – up from 84.4% in 2012
- ***“AMT is an effective advocate at national level regarding policy that affects towns”***
88.7% of members agree – up from 83% in 2012
- ***“AMT staff have unrivalled knowledge of policy and practice affecting market towns”***
88.9% of members agree – up from 87% in 2012
- ***“AMT has significantly improved its member newsletter in 2012”***
84.5% of members agree or strongly agree (new question for 2013)
- ***“AMT membership provides excellent value for money”***
94.0% of members agree or strongly agree – up from 90.3% in 2012

Promoting Vibrant and Viable Small Towns

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Promoting Vibrant and Viable Small Towns

We've worked harder than ever on members' behalf in the last 12 months – and we're thrilled that you have noticed the difference!

And – you told us that the **most valuable benefits** are:

- Access to case studies of good practice that can be replicated
- Events (national and regional) to share ideas and network
- Advocacy and input to national policymaking

Once more, **we're strengthening these benefits** - with more case studies being continually added to our member-only library (there are now **369 – more than one for every day of the year**); an extensive programme of events and workshops; over 200 news articles added to the website in 2012 – as well as #Towntalk films and Strategy and Guest blogs; and active policy and advocacy work. Through our **Towns Alive Exchange**, we can even facilitate a visit for you to another town to learn about a successful project – offering bundles of case studies on such projects or topics for focused research.

Members can contact the AMT office for advice (as well as use our popular online forum / LinkedIn Group / #TownMOT network on twitter); and there's an exciting programme of forthcoming events – subsidised for AMT members - over the coming four months. Use your members' discount to attend – visit <http://towns.org.uk/events-2/> for details.

Please find enclosed your invoice for 2013/14 membership.

If you pay by direct debit you do not need to take any further action.

If you pay by cheque or BACS, please consider moving to direct debit to get the lowest membership fee! And you will SAVE up to £30!!

All your purchases from AMT can be paid for directly in this way. **Direct Debit** enables Action for Market Towns to concentrate on the more important aspects of the membership greatly improving the service we offer to you whilst saving you money on membership rates. Just contact us for a direct debit form.

If you want to continue paying by cheque or BACS please forward the invoice to your accounts department or paying body at your earliest convenience. Prompt payment also assists us with keeping the costs of membership down. If your invoice needs a different billing address or a purchase order number then please contact me as soon as possible for reissue.

However you pay – Please complete and return the enclosed Member Contact Information Form if different from those shown on this letter, indicating selected method of payment if changing to Direct Debit; and do please supply me with additional contacts within your organisation ie, other members of your team/department who will also find AMT benefits and services useful!

Publicising your news

We can help you to get media coverage of your successful projects and can feature them on the AMT website. **Drop us a line with your news! Once again, we have substantially increased AMT's Media Presence** in national and regional newspapers, radio and TV in 2012 – you can see links to

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coverage via our AMT in the press page (<http://towns.org.uk/news-events/press-information/amt-in-the-press/>)

Case Study of the Week

Every week we feature a different case study on our website.

Go to <http://towns.org.uk/news-events/case-study-of-the-week/> - see what inspires you!

Recognition for your innovative projects

Don't forget, The Towns Alive National Awards 2013 are now open for applications! This is your chance to gain national recognition for the great work you're doing in your town and to inspire other towns. **The deadline for applications is 26th April 2013.**

Find out more at <http://towns.org.uk/market-town-awards/towns-alive-awards-2013/>

ACT Now! Please act quickly to renew your membership

We are able to keep our membership fees low because members are so prompt at renewing their membership.

- If you pay by direct debit you don't need to take any action – we'll take your payment shortly after 1st April.
- If you pay by cheque or BACS, please do reply as soon as possible.
Remember, we can accept your payment in March or April – whichever is more convenient for you.

Action for Market Towns will continue to work hard on Members' behalf in 2013 - giving you practical tools to help improve your towns and analysis to help you understand how the new policy context will affect you. Once again, I would like to say a 'big thank you' for your continued support and we look forward to working with you throughout the forthcoming year.

Yours sincerely



Anna McGowan
Membership Co-ordinator

Encls

Member Contact Information Form

Organisation Name:	Ilminster Town Council	
Contact Name:	Julia Thorne	
Mr / Mrs / Ms / Dr / Cllr	Mrs	
Job Title:		
Address:	Council Offices North Street Ilminster Somerset TA19 0DG	
Telephone Number:	01460 52149	
Email:	town.council@ilminster.gov.uk	
Additional Contact Name (1):		
Additional Contact Email:		
Additional Contact Name (2):		
Additional Contact Email:		
Username:	971047A	
Password:	amtweb	
Membership Type	Please select method of payment	√
Direct Debit *		
BACS/Cheque/Card		

Above are the contact details that we currently hold on our database regarding your membership. This is the information that we will use over the coming year to provide your membership services and benefits.

Please may I ask that you confirm that the above information is correct or amend as appropriate and return to:

Anna McGowan, Membership Co-ordinator
Action for Market Towns
5 Baxter Court
Higher Baxter Street
Bury St Edmunds
Suffolk IP33 1ES

Fax: 01284 761816

Signed: _____

Date: _____

NEW YEAR

09 APR 2013
TOWN COUNCIL

7b

Institute of Cemetery and Crematorium Management

Registered Office, City of London Cemetery, Aldersbrook Road, Manor Park, LONDON, E12 5DQ. Telephone 020 8989 4661

VAT REGISTRATION NO. 610415590

Corporate Membership Invoice



Membership Number 4473	Invoice Date 01/04/2013	Invoice Ref 4473/2013/14
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Charge to: ICCM Corp Subs 2013/14 Julie Thorpe

Address			
Ilminster Town Council		Membership Category:	VAT
Council Offices		Parish and Town Council	Net Price
North Street			0.00 £90.00
Ilminster		If you are a Full Corporate member this bill incorporates the following professional members as part of your Corporate subscription:	
Somerset		Prof mem no 1:	
TA19 0DG		0	
		Prof mem no 2:	
		0	

NET TOTAL	VAT TOTAL	INVOICE TOTAL
£90.00	0.00	£90.00

Payable to: ICCM
Send To: Finance and IT Manager ICCM
2 Oakham Avenue
Whickham
Newcastle upon Tyne
NE16 5YU
Tel: (0191) 488 2699
Fax: (0191) 488 6216
email - trevor.robson@iccm-uk.com

PAYMENTS/BACS REMITTANCES SHOULD BE SENT TO THE FINANCE AND IT MANAGER AT THE ADDRESS OPPOSITE. CHEQUES TO BE MADE PAYABLE TO ICCM

TERMS STRICTLY 30 DAYS NET

Notes:

Payments may be made by BCS please remit to -
a/c 90970241 s/c 60 09 09

01 April 2013

ICCM Membership Benefits - 2013/14



Dear Colleague,

I have included your subscription for the 2013/14 membership year – until 31st March 2014, the Board have decided that there will be no fee increases. I would also like to remind you that, by being a professional or corporate member of ICCM you have access to the following benefits:

- 2 free professional members for every Full corporate membership – saving £180 per year
- Free technical and legal advice via telephone or email from a team of fully qualified and experienced Officers
- Email newsletters and technical updates announcing any new developments or changes that will affect the industry as soon as they happen
- 4 issues of the ICCM's high quality publication - The Journal - per year
- Free access to best practice guidance and information on a range of subjects relating to bereavement services
- Free attendance at branch meetings & forums for learning and for discussing common problems
- Representation at Government level on policy decisions
- Reduced rates for the Annual Learning Convention and Exhibition - £55 discount for members
- Discounts on all ICCM training courses of £25 - £35 per delegate
- Access to the only accredited qualifications specifically designed for cemetery and crematorium staff – the HNC Accredited Diploma; the BTEC Accredited Crematorium Technicians Training Scheme, City and Guilds Accredited Cemetery Operatives Training Scheme & CPD Scheme to keep members up-to-speed.
- Annual Education Seminar
- Recruitment Service
- Management placement service available

Many Thanks for your continued support of ICCM,

Trevor Robson, AICCM, BSc(Hons), MAAT – Finance and IT Manager, ICCM

training & education – by professionals for professionals

The ICCM provides a wide range of training and educational courses designed to meet the requirements of burial and cremation authorities or companies – all delivered by a team of qualified staff with a proven track record in the management of cemeteries and crematoria.

City & Guilds
NPTC

Manual Handling - City & Guilds Accredited

Service specific manual handling courses for crematorium or cemetery operatives and office staff delivered by licensed ICCM Instructors. Risk Assessment and Safe Systems Training sessions with cemetery operatives, supervisors and managers covering hazard identification, risk assessment and formulation of safe systems of work for your site and equipment used. This course helps achieve compliance with the Management of Health & Safety at Work Regulations and provides the documentation and training required as evidence.

Customer Care

One day course with the back up of a comprehensive DVD that enables you to compile your own training sessions for your staff therefore reducing costs.

The Transfer Granting and Exercising of Burial Rights

This course identifies the legal documents that are required to effect a transfer of ownership to the person entitled to the rights and what to do should no legal documents be available.

Memorial Management Seminars

Covering both management and operational facets of the discipline and enabling the manager to formulate a strategy, seek funding, create awareness and finally implement a programme for the systematic inspection of memorials and making safe those identified as being hazardous this course follows the principles set out in the ICCM Management of Memorials Guidance.

Cemetery Sexton Training

A course covering the legal aspects relating to the Local Authorities (Cemeteries Order 1977 and current health and safety legislation as well as the customer care considerations in respect of both the chapel and committal services.

All the above courses can be arranged directly for individual authorities or companies or on a host basis.

edexcel
advancing learning, changing lives

Crematorium Technicians Training Scheme

The Crematorium Technicians Training Scheme (CTTS) can be completed on its own to conform with the requirements of the Process Guidance Notes for Crematoria or as a prelude to the Provision Layout and Management of Crematoria module which is part of the ICCM diploma course. Edexcel has accredited the course to BTEC standard and validates its contents on an annual basis. The course, normally supplied via email, consists of two levels which are worked through at the candidate's own pace. Those with an old CTTS qualification can carry out a conversion to Advanced level.

City & Guilds
NPTC

Cemetery Operatives Training Scheme

Institute officers train, assess and certificate operatives in safe working practice and to encourage a process of thought that will assist with accident prevention, all COTS training takes place either within the mock cemetery that has been established at the Berkshire College of Agriculture or on your site.

Further details, help or advise from Julie Callender at the ICCM National Office on 020 8989 4661 or email julie.callender@iccm-uk.com

edexcel
advancing learning, changing lives

BTEC HNC in Cemetery & Crematorium Management

This is the only specialised qualification currently available to those employed within the Burial and Cremation Service. Holding an ICCM Diploma demonstrates not only the possession of a recognised academic qualification, but also recognises an individual's character and commitment to developing his or her own management competencies in a specialised and sensitive field of work. Study is flexible and caters for those that wish to progress to the full Diploma together with those that only want to go as far as the certificate stage or those that only wish to take one module relevant to their particular role which includes the new **Administrative Services unit** recently added specifically for administration staff that gives access to a stand alone, accredited qualification.

'constructed by the institute for the industry'

SOMERSET
ASSOCIATION OF
LOCAL COUNCILS

Serving Local Councils in Somerset
Affiliated to the National Association of Local Councils

7c
Victoria House
Victoria Street
Taunton Somerset
TA1 3JZ

Telephone 01823 252515
e-mail: peter.lacey@somerset.gov.uk

Ms. Joy Norris
Ilminster TC
Council Offices
North Street
Ilminster
TA19 0DG

**AFFILIATION FEE
INVOICE / REMITTANCE ADVICE YEAR 2013 / 14**

The Affiliation Fee payable for the year to 31st March, 2014 has been set at 29.60 pence per elector for the first 2,500 electors, 11.12 pence per elector for the next 2,000 electors and 6.36 pence per elector for all electors in excess of 4,500. These rates reflect an increase for the SALC component, linked to Consumer Price Index for September, and for NALC part a standstill. A higher electorate rate band has been set for any Council that has an electorate over 30,000 where the NALC contribution alone will be charged.

These figures include the National Association of Local Councils Fee which is unchanged at 5.42 pence per elector for this year. Your NALC component included in the sum below is £ 254.58 .

The number of electors used has been obtained from your District / Borough Council and is 4697 .

Total sum due:

£ 974 --93 .

If your Council or Parish Meeting (where there is no Council) is currently not in membership please do not be offended by this invoice as we look forward to you joining in the next twelve months.

The major local activities for 2013-14 will be the final implementation of Localism Act 2011, particularly including a parish share of the Community Infrastructure Levy, neighbourhood planning and the increasing risk of the Excessive Increases in Council Tax Rate legislation for parishes. Events for members and clerks will be arranged, as before a premium will be charged to those who are not in membership. **A high proportion of membership is seen to be a vital part of any lobbying activity at central Government from which all Parishes and Towns will benefit.**

Please use the attached copy of this invoice as a remittance advice, and make cheques payable to "Somerset Association of Local Councils". SALC will not normally issue a receipt for a payment made by cheque.

Approved for payment:
Initials:
Payment number:
Cheque Number:
Date:
Initials:

**SOMERSET
ASSOCIATION OF
LOCAL COUNCILS**

Serving Local Councils in Somerset
Affiliated to the National Association of Local Councils

7c
Victoria House
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**AFFILIATION FEE
INVOICE / REMITTANCE ADVICE YEAR 2013 / 14**

The Affiliation Fee payable for the year to 31st March, 2014 has been set at 29.60 pence per elector for the first 2,500 electors, 11.12 pence per elector for the next 2,000 electors and 6.36 pence per elector for all electors in excess of 4,500. These rates reflect an increase for the SALC component, linked to Consumer Price Index for September, and for NALC part a standstill. A higher electorate rate band has been set for any Council that has an electorate over 30,000 where the NALC contribution alone will be charged.

These figures include the National Association of Local Councils Fee which is unchanged at 5.42 pence per elector for this year. Your NALC component included in the sum below is £ 254.58.

The number of electors used has been obtained from your District / Borough Council and is 4697.

Total sum due:

£ 974.93

If your Council or Parish Meeting (where there is no Council) is currently not in membership please do not be offended by this invoice as we look forward to you joining in the next twelve months.

The major local activities for 2013-14 will be the final implementation of Localism Act 2011, particularly including a parish share of the Community Infrastructure Levy, neighbourhood planning and the increasing risk of the Excessive Increases in Council Tax Rate legislation for parishes. Events for members and clerks will be arranged, as before a premium will be charged to those who are not in membership. **A high proportion of membership is seen to be a vital part of any lobbying activity at central Government from which all Parishes and Towns will benefit.**

Please use the attached copy of this invoice as a remittance advice, and make cheques payable to "Somerset Association of Local Councils". SALC will not normally issue a receipt for a payment made by cheque.

Approved for payment:
Initials:
Payment number:
Cheque Number:
Date:
Initials:

Machine	Pages per minute BW	Pages per minute Colour	Purchase Price	3 Year Rental per qtr	4 Year Rental per qtr	5 Year Rental per qtr	Service Cost per Print BW	Service Cost per Print Colour
Canon								
iRAdvance C2230i with inner finisher	30	20	£3,579.11	£310.34			£0.00490	£0.04031
iRAdvance C2230i with booklet finisher	30	20	£4,594.35	£398.38			£0.00490	£0.04031
iRAdvance C5235i with inner finisher	35	30	£4,188.49	£363.18			£0.00429	£0.03980
iRAdvance C5235i with booklet finisher	35	30	£5,286.33	£458.38		£128.70	£0.00429	£0.03980
Konica Minolta								
Bizhub C284 (including 50 sheet external staple finisher)		28	£2,361.54	£193.00			£0.00350	£0.03200
Bizhub C364 (including 50 sheet external staple finisher)		36	£2,923.47	£239.32		£159.33	£0.00350	£0.03200
(SDS) Konica Minolta								
Bizhub C224	22	22	£3,505.00	£336.37	£265.15	£221.27	£0.04000	£0.40000
Staple finisher with booklet maker			£1,135.00	£108.93	£85.86	£71.65		
Fax option			£475.00	£45.59	£35.93	£29.99		
Ricoh								
MPC5502SPDF with external Finisher	55	55	£3,038.00			£160.40	£0.00360	£0.02860
MPC2551 with internal finisher	25	25	£2,473.00			£134.83	£0.00500	£0.03980

circulated at meeting

FEBRUARY
08-Feb-13 BAC AL&Skills inv 046

chq 001321	£ 269.04	
chq 001323	£ 358.46	
chq 001326	£ 111.95	
chq 001327	£ 168.17	
chq 001324	£ 2,501.50	
chq 001325	£ 1,250.00	
chq 001328	£ 100.00	
chq 001330	£ 104.00	
chq 001331	£ 12.60	
direct debit	£ 19.34	
direct debit	£ 56.71	
TOTAL	£ 4,951.77	£ 222.50

Balance at end of February

£ 2,199.79

MARCH

01-Mar-13 Aviva Insurance initial payment	direct debit	£ 413.36	
04-Mar-13 cleaner	chq 001329	£ 226.56	£ 458.00
15-Mar-13 Administrator	chq 001326	£ 104.00	£ 800.00
18-Mar-13 Consortium cleaning materials	chq 001333	£ 140.61	£ 252.50
18-Mar-13 Virridor waste collection	chq 001334	£ 23.22	
18-Mar-13 J P Lee service Gas boilers	chq 001337	£ 95.00	
25-Mar-13 Swains telephone	direct debit	£ 19.22	
26-Mar-13 Nigel Gillard	chq 001338	£ 179.40	
TOTAL		£ 1,201.37	£ 1,510.50

Balance at end of March

£ 2,508.92

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DECEMBER		DECEMBER	
03-Dec-12	British Gas electricity	direct debit	£ 62.02
07-Dec-12	cleaner	chq 001305	£ 254.88
12-Dec-12	AL&Skills costs towards printing	chq 001308	£ 50.00
24-Dec-12	Swains telephone	direct debit	£ 17.71
24-Dec-12	Virridor waste	chq 001309	£ 16.02
27-Dec-12	Ile Hardware cleaning materials	chq 001310	£ 36.91
27-Dec-12	administrator	chq 001312	£ 104.00
TOTAL			£ 541.54
Balance at end of December			£ 4,399.37

JANUARY		JANUARY	
02-Jan-13	Xmas Gratuity	chq 001314	£ 30.00
03-Jan-13	cleaner	chq 001311	£ 226.56
03-Jan-13	Xmas Gratuity	chq 001313	£ 50.00
03-Jan-13	Ilminster Hardware Shop	chq 001315	£ 11.00
10-Jan-13	Bradford's paint	chq 001316	£ 531.31
16-Jan-13	Virridor waste collection	chq 001317	£ 30.78
16-Jan-13	Luke Spencer tree cutting	chq 001318	£ 500.00
16-Jan-13	Phs sanitary bins	chq 001319	£ 395.21
23-Jan-13	Ilminster Hardware Shop	chq 001320	£ 11.40
25-Jan-13	administrator	chq 001322	£ 104.00
25-Jan-13	Swains telephone	direct debit	£ 17.11
28-Jan-13	British Gas electricity	direct debit	£ 162.42
TOTAL			£ 2,069.79
Balance at end of January			£ 6,929.06
		TOTAL	4,599.48