



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Sally Crone
Responsible Financial Officer: Mr Greville Norman

Minutes of the Parish Council Meeting held at The Village Hall at 8pm on Thursday 27th October, 2011

Councillors Present: Cllr Jones (Chair), Hannibal, Philip, Gooch, Sowerby, Hammond, Purkiss, Wood and Howard

Apologies: Councillor Vincent, Councillor Berry

Officers Present: Sally Crone (Parish Clerk), Greville Norman (RFO)

Prior to the commencement of the meeting Mr Roy Newland gave a Presentation/Progress Review on behalf of Theydon Bois Community and Youth Trust. A copy of that Presentation was made available to all Councillors and a copy is also attached to these minutes

64. Apologies for Absence

Councillor Vincent and Councillor Berry.

Councillor Philip had given a prior apology for late arrival.

65. To Discuss and approve the Minutes of the Parish Council Meeting held on 29th September, 2011

The Clerk apologised but the draft Minutes of the last Council Meeting were not yet available.

66. Declarations of interest (existence and nature) with regard to items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (S.I.2007/1159) (The Revised Code)

None.

67. Public participation session with regard to items on the Agenda

Nothing raised.

68. Correspondence – Clerk's Report

A full copy of her Clerk's Report had been circulated to all Councillors and was available from the Parish Office for any resident who may be interested. A copy of the Report is attached to these minutes. The Clerk drew particular attention to

the following items:

- 68.1 Email from Essex County Trading Standards with a copy of their first newsletter
- 68.2 Email from Project Officer City of London Open Spaces Department advising of consultation on draft Statement of Community Involvement (start date of consultation 1.11.2011 copy available to download from www.cityoflondon.gov.uk).
- 68.3 Email from Kim Shenton, Localism & Customer Services Group West Area Office with Public Notice for display concerning the temporary road closure order for the Christmas Market on Thursday 1st December.
- 68.4 TBPC's Planning Application for Cemetery Extension Land submitted to EFDC on 25.10.2011 and email from the Clerk to the Council's Solicitor confirming instructions.
- 68.5 Email from Chris Stoneham, Senior Customer Liaison Officer, Highways and Transportation West Area Office following recent meeting with TBPC (Theydon Park Road).
- 68.6 Email of thanks to Peter Millward, Business Manager, Planning and Economic Development, Epping Forest District Council concerning recent visit of Cllrs Hammond, Wood and Howard and the Clerk to EFDC Planning Offices.
- 68.7 Letter of thanks to Mr & Mrs Turner regarding their care and maintenance of the Village Planters
- 68.8 Email to TBCAYT Parish Council nominee Trustees following informal and closed meeting of the Parish Council held on 5th October and with invitation to the Trustees to attend the Council Meeting on 27th October.

69. Community Centre

- 69.1 Councillor Gooch reported that following his email to all Councillors with a proposal concerning the long term ownership of the land and buildings being placed in the Buxton Trust that there had now been a Meeting of the Buxton Trust Board of Trustees to have a preliminary discussion. The BT Trustees had indicated unanimously that they would be willing to enter into further discussions concerning the freehold should the Council wish to proceed on this basis but that they would not be willing to take on any costs or liabilities. The suggested way forward was for there to be a three way meeting between representatives of the Buxton Trust, the Parish Council and TBCAYT to discuss the issues in greater detail. The Clerk advised that the Council should take legal advice on this proposal before proceeding as there may be important issues for the Council which had not been thought of.

It was agreed that the Clerk will write to the Solicitor explaining the issues and then arrange a meeting with the Council's Solicitor to be attended by the Clerk and Councillors Gooch, Hannibal and Jones.

- 69.2 Councillor Hammond reported that revised estimates had now been obtained for the amended fencing proposal and that further funds would be required as the project would now be more expensive. He advised that it is thought that Theydon Bois and District Rural Preservation Society and the Pre-School are between them willing and able to donate the necessary funds. The Clerk will

write to these organisations seeking written confirmation of same and will also contact CIF and Essex Environment Trust to seek their approval to the amended scheme.

70. Finance and General Purposes Committee

70.1 Agreed:

To approve the payments since the last meeting as previously circulated.

70.2 The RFO reminded all Councillors that the Committee was due to meet to consider the draft budget for 2012/13 at the forthcoming F&GP Committee Meeting to be held on 23rd November. All Committees were therefore reminded to forward any non-recurring/project related budgets for both 2011/12 and 2012/13 and also for any recurring budgets where the provision for 2011/12 is now considered to be either insufficient or excessive. All such information to be with the RFO by 16th November latest.

70.3 The Audit Commission had confirmed the conclusion of the Council's Audit for 2010/11 on an unqualified basis and the Notice of Conclusion of Audit and Right to Inspect the Annual Return would now be displayed on the Parish Council Notice Boards for at least 14 days as required. The Annual Return had been duly certified. A recommendation had been made that the matters referred to in the Internal Auditor's Report should be addressed and the Finance and General Purposes Committee would be reviewing progress on these recommendations at their next meeting. Councillor Philip expressed his grateful thanks to the RFO for his work in achieving an unqualified Audit result for the Council.

70.4 The next Committee Meeting will take place on 23rd November.

71. Highways and Environment Committee

71.1 Councillor Purkiss reported that there are problems with the Village CCTV system and that there is a need to address these as soon as possible.

71.2 Councillor Purkiss reported that works have been undertaken to reconstruct pavements in Hornbeam Road and joint repairs have been undertaken in Green Glade. A response from Essex County Council is awaited concerning a matched funding proposal put forward for Orchard Drive.

71.3 The Highways and Environment Committee had met on 5th October and draft minutes of that meeting had been circulated. The Committee had discussed and approved Risk Assessment document for the Allotments and specifically for the operation of the Bonfire. It had been agreed to proceed with the implementation of the Tenancy Agreements for all Allotment Holders in the form previously agreed (National Association of Allotment Holders and Leisure Gardeners Model Agreement) at the next renewal. A Meeting of all Allotment Holders would be arranged shortly and Councillor Purkiss will prepare an Agenda to be emailed to Allotment Holders. Issues of unauthorised parking on the Allotment Site had also been discussed and it had been agreed that a notice be posted at the entrance to the Allotment Site confirming that all land beyond is in the ownership of the Parish Council and that the gate will be locked for a period of 24 hours on one day during the year.

71.4 The Council is participating in the ECC Salt Bag Scheme for Winter 2011/12 and the allocation of the salt/priority areas will be discussed at the next meeting of

the Committee

72. Planning Committee

- 72.1 Councillor Gooch reported that the Commuter Car Park Informal Hearing was due to take place on 15th/16th November at the Civic Offices and he hoped to attend the pre-hearing discussions with the Planning Officer. He also reported that it had come to his attention that Blunts Farm (excluding the Old Foresters Site) had recently been sold and was in new ownership.
- 72.2 Councillor Gooch reported that he had drafted a response to the draft National Planning Policy Framework for approval by the Planning Committee and that response had subsequently been submitted within the consultation period. Councillor Gooch was thanked for his considerable work on this.

73. Community Liaison Committee

- 73.1 Councillor Sowerby reported that the local group 'Singing 4 Fun' would be providing entertainment at the forthcoming Theydon Seniors Event on 25th November. Councillor Jones is liaising with the Primary School and the Choir will be invited to attend. Students from Davenant Sixth Form have also been invited along to help as they did last year.
- 73.2 Councillor Jones reported that the Committee had discussed a possible 'Village Day' to commemorate the Queens Diamond Jubilee but upon further local enquiry being made it transpires that a group led by former Councillor John Eaton are proposing to arrange an event probably to take place within the grounds of the Primary School.
- 73.3 Councillor Sowerby reported that the following progress had been made in the arrangements for the Christmas Event on Thursday 1st December:
- The Bull have agreed to make space available and to decorate Santa's Grotto
 - Father Christmas has been booked
 - Salvation Army have confirmed attendance
 - Theydon Primary School have confirmed attendance to sing
 - Public Notice for the Temporary Road Closure now received from Essex County Council. This will need to be printed off and copies displayed at either end of the closure from the date as shown at the bottom of the Notice, being 24 November 2011
 - Mr Pollock has been commissioned to put up temporary lighting
 - Letters to be sent to all Shops and businesses confirming the event details and asking them to participate in the 'Best Dressed Window' Competition.
 - Now Road Closure has been confirmed publicity to commence with posters asking for other local businesses/stallholders and advertising the event generally.
 - Macmillan Cancer Support will be the chosen charity for this year's Street

Collection

- The Clerk is attending to submission of Temporary Event Licence and has obtained confirmation regarding existing insurance

74. Cemetery Committee

74.1 Councillor Hammond reported that the land purchase is now in the hands of Solicitors to progress and a Planning Application for Change of Use has been submitted to Epping Forest District Council.

74.2 The last of the Memorial Beds have been refurbished and with the addition of shingle look much better. Planting of bulbs with the help of volunteers is progressing.

75. Reports from Representatives

75.1 Councillor Howard reported that The Limes now has a facility for the request of repeat prescriptions online and that he intended to do an update on Health matters for the next edition of Village News

76. Any other Urgent Business for report (without decision)

76.1 Councillor Hannibal reminded all Councillors that the Remembrance Day Service would be taking place at St Mary's Church on Sunday 13th November at 10.15am and attendance by all Councillors would be appreciated.

76.2 Councillor Sowerby reported that she had recently attended the Church Service celebrating 'Peace in the Community' held at the Baptist Church.

77. Matters excluding Public and Press:

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act it is resolved that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item of business:

Staff Matters:

77.1 Councillor Sowerby reported that two excellent candidates had been interviewed for the post of Minute Secretary and that it had been decided to offer the post to Margaret Lechley subject to satisfactory references.

77.2 There is a need for additional filing space within the Parish Office and it was agreed that the Clerk and the Chair will liaise with regard to the purchase of an additional filing cupboard/cabinet for the Office

Councillor Sue Jones, Chairman

Sally Crone Parish Clerk

TBCAYT

PROGRESS REVIEW AS AT 26th OCTOBER 2011

It is just 8 months since the Theydon Bois Community and Youth Trust came into being.

3rd February 2011

The Trust was registered as a company. This is necessary under current legislation before application is made for registration as a charity, because now, without corporate registration, charities cannot hold property in their own name but only in the name of individual "Holding Trustees"

23rd March 2011

The Trust registered as a charity and now has a full complement of 11 Trustees

In the same month the refurbishment of the building was completed and TBCAYT took a Tenancy-at-Will from the Parish Council, pending long term arrangements for holding the centre being agreed.

1st April 2011

Theydon Youth moved its' operations back into the centre and paid for a fridge, new tables and chairs and other equipment, both for its' own use and to better enable the use of the building by themselves and others.

June 2011

A review of the excellent progress achieved over the previous three months was published in the June edition of the Village News showing that the Centre was already well used and also provided a list of activities throughout the week with contact details for each. An up-dated list of activities throughout the week is attached to this review. In addition to seeing Theydon Youth back in the former Youth Centre again, it has been possible to achieve a number of lettings to other organisations, sufficient to ensure that the Trust has sufficient income to meet its liabilities and is beginning to maintain a healthy balance in its accounts.

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Full details of regular activities are now also available on the Theydon Bois Village Web Site, as shown on the attached copy of the current web page relating to the Youth and Community Centre, one of our Trustees, Karen Collins deals with all bookings.

The aim is to for a junior section of Theydon Youth (under 7 years old) to be formed as soon as possible, subject to an adequate number of helpers becoming available, probably in the New Year.

In the fullness of time we have every reason to be optimistic that the Centre will be put to even greater use in the future.

More recently, the Centre has been fitted with internet access so that occupiers can use computers and opportunities will exist for further alternative uses of the Centre.

We will, of course, pursue every opportunity to see the Centre put to good community uses whatever they may be.

Finally, In recent times, questions have been raised within the Parish Council, apparently arising from a misunderstanding of the effect of the wording of the Objects clause of the Charity's Articles of Association. This refers, in the broadest terms, to the overall scope of the powers of the Trust, so that it has the freedom to meet all anticipated needs of our community in terms of providing the facilities for use by all appropriate groups or organisations serving our village. It is not, and never has been, intended that the Trust should run the activities within the centre but rather to have control of the Centre and keep it in good order and available for the use of the village. Comparisons can be drawn with the Village Hall, the Scout Headquarters and the Church halls.

Further clarification of this can be found in the correspondence passing between the Parish Councils solicitors, the Council and the Trust, all of which can and will be made available as necessary.

THEYDON BOIS COMMUNITY AND YOUTH TRUST

FINANCIAL UPDATE FOR THE PERIOD 1 APRIL TO 14 OCTOBER 2011

IN RESPECT OF THE RUNNING OF THE COMMUNITY TRUST CENTRE

RECEIPT AND PAYMENTS FOR THE ABOVE PERIOD

PAYMENTS		RECEIPTS	
HEAT & LIGHT	458	RENTAL INCOME	4400
CLEANING	420	DONATIONS	1600
TV LICENCE	149	SDS RECEIPT	100
GENERAL RATES	149		
	<u>1176</u>		
BALANCE AT BANK	4924		
	<u>6100</u>		<u>6100</u>

THERE WILL BE SOME ACCRUED EXPENSES TO COME INCLUDING THE INSURANCE PREMIUM TO COME FROM THE PARISH COUNCIL

RENTAL INCOME FOR THE ABOVE PERIOD

APRIL MAY & JUNE	2352
JULY AUGUST & SEPTEMBER	1877
OCTOBER NOVEMBER & DECEMBER	
SO FAR	<u>1130</u>
	<u>5359</u>
RENTAL INCOME AS ABOVE	4400
RENT OUTSTANDING ***	959
	<u>5359</u>

**** INCLUDES 750 FOR A BOOKING FOR THE LAST QTR OF 2011

R.E.T.
14. 11 2011

THEYDON BOYS COMMUNITY AND YOUTH TRUST

SHEET 13
12-Oct

INVOICES	DATE	TOTAL	Qtr to A M J	Qtr to J A S	Qtr to O N D	PAID				
	B/F FROM THEYDON YOUTH	380.00	380.00			380.00 CASH				
0001	10-May ALAN COOPER	165.00	105.00	60.00						
0001 CR	10-May ALAN COOPER	-90.00	-30.00	-60.00		75.00 CHQ 14 JULY				
0002	10-May XANTHE BEARMAN	90.00	90.00			90.00 CHQ 14 MAY				
0003	10-May CHRISTIE BARRON	210.00	210.00			195.00 VIABANK 5 JUN	TO PAY	15		
0004	10-May LISA SWINDELL	120.00	120.00			120.00 CASH 28 MAY				
0005	11-May TERESA WITZ	750.00	725.00	25.00		375.00 CHQ 12 MAY				
	25 JLY TERESA WITZ					375.00 CHQ25/7				
0005A	02-Jun LISA SWINDELL	105.00	45.00	60.00		105.00				
0005B	02-Jun X BEARMAN	120.00	60.00	60.00		120.00 VIA BANK				
0006	13-May HIGH CLASS ENT	360.00	270.00	90.00		360.00	paid to thea			
0007	02-Jun CHRISTIE BARRON	210.00	120.00	90.00)		345.00 via bank 22jun				
0008	02 Jun CHRISTIE BARRON	90.00	45.00	45.00)			O/ PAID	-45		
0009	8 June JANE ELLISON	82.50	82.50			82.50 CHQ 18-JUN				
0010	17-Jun KAREN DREW	40.00	40.00			40.00 CASH 16 JUNE				
0011	21-Jun CHRISTIE BARRON	135.00	90.00	45.00		135.00				
0012	11-Jul NICOLA CROMPTON	80.00		80.00		80.00				
0013	08-Jul ROSE SINGLETON	60.00		60.00		60.00				
0014	08-Jul KAREN DAVIES	45.00		45.00		45.00				
0015	08-Jul C BARRON	180.00		180.00		180.00 bp i/8				
0016	08-Jul X BEARMAN	75.00		75.00			TO PAY	75		
0017	30-Aug B MORTON	40.00		40.00		40.00 CHQ 9/9				
0018	JANE ELLISON	75.00		75.00			TO PAY	75		
0019	07-Sep JANE ELLISON	165.00		165.00		165.00 CHQ21/9				
0020	07-Sep X BEARMSN	90.00		45.00	45.00		TO PAY	90		
0021	07-Sep C BARRON	180.00		90.00	90.00	180.00 CHQ 7/9				
0022	07-Sep CLARE H C ENT	157.50		90.00	67.50	157.50				
0023	07-Sep B BARD	180.00		90.00	90.00	180.00				
0024	07-Sep M DAVIS	60.00		60.00		60.00 CH 24/7				
0025	07-Sep S DENT	90.00		45.00	45.00	90.00				
0026	07-Sep S WESTBYRNE	225.00		112.50	112.50	225.00 CHQ9/9				
0027	07-Sep N CLARKE	60.00		60.00		60.00 CHQ9/9				
0028	21-Sep GLORIA M SMITH	80.00			80.00	80.00 CASH 7/10				
0029	21-Sep TERESA WITZ	750.00		150.00	600.00		TO PAY	750		
		5360.00	2352.50	1877.50	1130.00	4400.00	0.00	0.00	0.00	960.00

Parish Council Meeting 27th October, 2011 Clerks Report

Agenda Item 5 Clerk's Correspondence

I would like to report the following items of correspondence which are available in a folder on the desk to the rear of the hall for anyone who wishes to read them after the meeting:

1. Draft (unapproved) minutes of the Highways and Environment Committee Meeting held on 5th October, 2011 (previously circulated to all Councillors). **To follow.**
2. Essex Association of Local Council's (EALC) Bulletins dated 7th and 13th October.
3. Essex Police Reform – Bulletin regarding proposed changes to PCSOs.
4. Email from Essex County Council - Cllr Ann Naylor Cabinet Member for Adults, Health and Community Wellbeing seeking views on the development of a Local Healthwatch Pathfinder in Essex – deadline 12th October.
5. Email from Bob Whittome (EALC – Epping Forest Branch) with Minutes of the Meeting held on 5th October
6. Agenda for Epping Forest Local Council's Liaison Committee Meeting to be held at Civic Offices on 3rd November
7. Email from ECC Parish Information Co-ordination Officer Angie Balcombe seeking views and interest in Pilot for neighbourhood level Community Budgets – deadline 14th October
8. Email from Cllr Peter Martin, Leader ECC concerning ECC's Corporate Vision Consultation – deadline 20th November
9. Email from ECC Trading Standards with copy of new newsletter.
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12. Email from ECC School Planning and Admissions Manager advising that the Consultation on the Proposal to Change the General Oversubscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Essex for Admission in the 2013-14 Academic Year has been launched. Deadline for comments is 25th November. We have been requested to place the Consultation Paper on our Notice Boards.
15. Invitation from Essex County Council to participate in 2011/12 Winter Salt Bag Scheme. Reply from Council confirming intention to participate to be discussed at forthcoming Highways and Environment Committee Meeting
16. Email from EALC with nomination forms for Direct Membership of the National Association of Local Councils Larger Council's Committee – 2011-2013. Deadline 17th November 2011
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23. Letter of thanks to Mr & Mrs Turner regarding their care and maintenance of the Village Planters
24. Letter from John Gilbert, Director of Environment and Street Scene, EFDC, concerning the Olympic Games Celebrations and assessing interest in the Community 'look and feel' package.
25. Agenda for EALC's Larger Council's Forum held on 11th October and attended by Cllrs Howard and Wood.
26. Email to TBCAYT Parish Council nominee Trustees following informal and closed meeting of the Parish Council held on 5th October and with invitation to the Trustees to attend the Council Meeting on 27th October.

Agenda Item 6.2 - I have already circulated the papers on this item.

Agenda Item 7.1 To follow from Greville

Agenda Item 7.2 Already circulated

Agenda Item 7.3 Ditto

Agenda Item 2 - The draft minutes of the last meeting will follow – I am afraid that I am a little behind following my holiday.

Agenda Item 14.1

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We will, of course, pursue every opportunity to see the Centre put to good community uses whatever they may be.

Finally, In recent times, questions have been raised within the Parish Council, apparently arising from a misunderstanding of the effect of the wording of the Objects clause of the Charity's Articles of Association. This refers, in the broadest terms, to the overall scope of the powers of the Trust, so that it has the freedom to meet all anticipated needs of our community in terms of providing the facilities for use by all appropriate groups or organisations serving our village. It is not, and never has been, intended that the Trust should run the activities within the centre but rather to have control of the Centre and keep it in good order and available for the use of the village. Comparisons can be drawn with the Village Hall, the Scout Headquarters and the Church halls.

Further clarification of this can be found in the correspondence passing between the Parish Councils solicitors, the Council and the Trust, all of which can and will be made available as necessary.

THEYDON BOIS COMMUNITY AND YOUTH TRUST

FINANCIAL UPDATE FOR THE PERIOD 1 APRIL TO 14 OCTOBER 2011

IN RESPECT OF THE RUNNING OF THE COMMUNITY TRUST CENTRE

RECEIPT AND PAYMENTS FOR THE ABOVE PERIOD

PAYMENTS		RECEIPTS	
HEAT & LIGHT	458	RENTAL INCOME	4400
CLEANING	420	DONATIONS	1600
TV LICENCE	149	SDS RECEIPT	100
GENERAL RATES	149		
	<u>1176</u>		
BALANCE AT BANK	4924		
	<u>6100</u>		<u>6100</u>

THERE WILL BE SOME ACCRUED EXPENSES TO COME INCLUDING THE INSURANCE PREMIUM TO COME FROM THE PARISH COUNCIL

RENTAL INCOME FOR THE ABOVE PERIOD

APRIL MAY & JUNE	2352
JULY AUGUST & SEPTEMBER	1877
OCTOBER NOVEMBER & DECEMBER	
SO FAR	<u>1130</u>
	<u>5359</u>
RENTAL INCOME AS ABOVE	4400
RENT OUTSTANDING ***	959
	<u>5359</u>

**** INCLUDES 750 FOR A BOOKING FOR THE LAST QTR OF 2011

R.E.T.
14. 11 2011

THEYDON BOYS COMMUNITY AND YOUTH TRUST

SHEET 13
12-Oct

INVOICES	DATE	TOTAL	Qtr to A M J	Qtr to J A S	Qtr to O N D	PAID				
	B/F FROM THEYDON YOUTH	380.00	380.00			380.00 CASH				
0001	10-May ALAN COOPER	165.00	105.00	60.00						
0001 CR	10-May ALAN COOPER	-90.00	-30.00	-60.00		75.00 CHQ 14 JULY				
0002	10-May XANTHE BEARMAN	90.00	90.00			90.00 CHQ 14 MAY				
0003	10-May CHRISTIE BARRON	210.00	210.00			195.00 VIABANK 5 JUN	TO PAY	15		
0004	10-May LISA SWINDELL	120.00	120.00			120.00 CASH 28 MAY				
0005	11-May TERESA WITZ	750.00	725.00	25.00		375.00 CHQ 12 MAY				
	25 JLY TERESA WITZ					375.00 CHQ25/7				
0005A	02-Jun LISA SWINDELL	105.00	45.00	60.00		105.00				
0005B	02-Jun X BEARMAN	120.00	60.00	60.00		120.00 VIA BANK				
0006	13-May HIGH CLASS ENT	360.00	270.00	90.00		360.00	paid to thea			
0007	02-Jun CHRISTIE BARRON	210.00	120.00	90.00)		345.00 via bank 22jun				
0008	02 Jun CHRISTIE BARRON	90.00	45.00	45.00)			O/ PAID	-45		
0009	8 June JANE ELLISON	82.50	82.50			82.50 CHQ 18-JUN				
0010	17-Jun KAREN DREW	40.00	40.00			40.00 CASH 16 JUNE				
0011	21-Jun CHRISTIE BARRON	135.00	90.00	45.00		135.00				
0012	11-Jul NICOLA CROMPTON	80.00		80.00		80.00				
0013	08-Jul ROSE SINGLETON	60.00		60.00		60.00				
0014	08-Jul KAREN DAVIES	45.00		45.00		45.00				
0015	08-Jul C BARRON	180.00		180.00		180.00 bp i/8				
0016	08-Jul X BEARMAN	75.00		75.00			TO PAY	75		
0017	30-Aug B MORTON	40.00		40.00		40.00 CHQ 9/9				
0018	JANE ELLISON	75.00		75.00			TO PAY	75		
0019	07-Sep JANE ELLISON	165.00		165.00		165.00 CHQ21/9				
0020	07-Sep X BEARMSN	90.00		45.00	45.00		TO PAY	90		
0021	07-Sep C BARRON	180.00		90.00	90.00	180.00 CHQ 7/9				
0022	07-Sep CLARE H C ENT	157.50		90.00	67.50	157.50				
0023	07-Sep B BARD	180.00		90.00	90.00	180.00				
0024	07-Sep M DAVIS	60.00		60.00		60.00 CH 24/7				
0025	07-Sep S DENT	90.00		45.00	45.00	90.00				
0026	07-Sep S WESTBYRNE	225.00		112.50	112.50	225.00 CHQ9/9				
0027	07-Sep N CLARKE	60.00		60.00		60.00 CHQ9/9				
0028	21-Sep GLORIA M SMITH	80.00			80.00	80.00 CASH 7/10				
0029	21-Sep TERESA WITZ	750.00		150.00	600.00		TO PAY	750		
		5360.00	2352.50	1877.50	1130.00	4400.00	0.00	0.00	0.00	960.00