Whalley Parish Clerk
27 Waddow Grove
Waddington, Clitheroe
BB7 3JL
M:07966 388843
E:clerk@whalleyparishcouncil.org.uk

Local Government Act 1972
Whalley Parish Council
Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 9th October 2024 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm
Signed: *EKHaworth*
Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Agenda
Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	**Attendance & Apologies**	
	To record attendance and to receive apologies for absence.	
2.	**Declaration of Interests**	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
3.	**To Approve the Minutes of the Previous WWBJBC Meeting**	
	To approve and confirm the accuracy of the Minutes of the meeting held 10th July 2024.	
4.	**Financial Reports July, August and September 2024.**	
	To Approve Accounts, Payments, Receipts & Balances.	
5.	**To receive an update on the Cemetery Ground Works**	
	5.1 To remove the spoil from the bottom of the graveyard. 5.2 To replace the existing path edgings of the lower pathside plots.	
6.	**Cemetery Clean Up Day**	
	6.1 To receive an update on the cemetery inspection and maintenance day 25th September 2024. 6.2 To approve the next inspection and maintenance day to be held 19th February 2025.	
7.	**Memorial Safety**	
	To receive an update on Memorials with Safety Issues requiring repair.	
8.	**Storage Shed**	
	The Cemetery has received a Parish Champion Grant for £644.99 to purchase a shed to keep maintenance equipment and items tidy and secure. To approve the site of the shed and cost of the base of circa £750.	

9.	**Gates**	
	To discuss and consider the quotes received to replace the 2 large entrance gates.	
10.	**Benches**	
	To discuss the condition of some of the benches in the Cemetery and decide on a course of action.	
11.	**Tree Report**	
	To review the tree inspection report and determine the necessary course of action.	
12.	**Website**	
	To consider the Cemetery having its own website rather than a page on each of the Whalley, Wiswell & Barrow Parish Council website to be able to display cemetery specific information to plot holders and users at a cost of £22 per month.	
13.	**Reports by Cllrs & Clerk as INFORMATION only – Not for decision**	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.	
13.	**Next Meeting Dates**	
	To approve the next meeting date of Wednesday 8th January 2025 at 7.00pm at Whalley Old Grammar School.	

WHALLEY
PARISH COUNCIL

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Signed: *EKHaworth*
Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	**To Elect a Chairman**	
	Members proposed that Cllr Martin Highton be elected as Chairman of the WWBJBC. The vote was unanimous.	68/24
2.	**To Elect a Vice Chairman**	
	Members proposed that Cllr Richard Vickers be elected as Vice-Chairman of the WWBJBC. The vote was unanimous.	69/24
3.	**Attendance & Apologies**	
	Present: Cllr Allen, Cllr Chiappi, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. Apologies: Cllr Carlton, Cllr Heyworth. In Attendance: Liz Haworth, Clerk, Cllr Scholfield.	70/24
4.	**Declaration of Interests**	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	71/24
5.	**To Approve the Minutes of the Previous WWBJBC Meeting**	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 10th April 2024.	72/24
6.	**Cemetery Clean Up Day**	
	6.1 To receive an update on the cemetery inspection and maintenance day 26th June 2024. Ahead of the clean up day many plot holders were written to requesting that their plots be restored in line with Cemetery Policy. Most plots had been attended to removing non-permitted items such as glass items, solar lighting, hanging items on spikes, and items placed outside of the memorial plinth. The plots that had not been attended to were managed by the committee in removing items, respectfully fastening them in marked bags for personal collection. Dead flowers and broken planters were removed, tidying the plots and areas around. There are further plots that require attention and plot holders will be written to requesting that they restore their plots in line with cemetery policy.	73/24

	6.2 It was resolved to approve the next inspection and maintenance day to be held 25th September 2024 to continue to maintain the burial ground to a high standard.	74/24
7.	**Cemetery Information & Rules Policy**	
	It was resolved to approve and adopt the reformatted Cemetery Information & Rules Policy with a few minor amendments. This is available on the website https://tinyurl.com/WWBJBCCemeteryPolicy	75/24
8.	**Memorial Safety**	
	Work on unsafe memorials is underway and repairs will continue throughout the summer. Owners must keep headstones in good repair and safe condition. The Cemetery will seek to recoup reasonable repair costs from grave holders. The Cemetery has the right to remove headstones that are not maintained. See Section 5 of the Cemetery Policy.	76/24
9.	**Cemetery Works**	
	8.1 The quotation of £2550 to remove the spoil from the bottom of the graveyard was accepted and approved.	77/24
	8.2 The quotation of £4200 to replace the existing path edgings of the lower pathside plots was accepted and approved.	78/24
	The path edgings along the pathside from plots 50 – 102 and PS004-009 will be replaced with new edging stones along with new chippings to replace the damaged edging stones to the existing pathside.	79/24
	The plot holders of this area will be contacted advising them of the works to be completed to return the area to a high standard.	80/24
10.	**Memorial Stones and Information Board**	
	Members were informed by representatives of Barrow Parish Council that the intention with regard to the Memorial Stones and Information board is to home them in the recently acquired building in Barrow which will serve as a Village Hall.	81/24
11.	**Reports by Cllrs & Clerk as INFORMATION only – Not for decision**	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.	
	A complaint has been received from a new grave plot holder. The clerk will respond as instructed on behalf of the committee.	82/24
	The Committee discussed the role of Funeral Directors acting on behalf of bereaved families engaging on behalf of the cemetery must ensure that all new Grave Holders are in receipt of and understand and accept the terms and conditions of Cemetery Policy at time of procurement. The Burial Grant only permits the Exclusive Rights of Burial and, if purchased, the Right to Erect a Memorial. The plot holders must manage the plots in line with Cemetery Policy as laid out by the Cemetery owners, being Whalley, Wiswell & Barrow Parish Councils. Any area outside of the memorial is owned by the Parish Councils as the Cemetery landowners and as such have powers to act under the Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970; sections 214 and 215 of, and Schedule 26	83/24

	to the Local Government Act 1972; the Local Authorities Cemeteries Order 1977 (SI 1977 No 204) and the Disused Burial Grounds (Amendment) Act 1981.		
	Grave Holders are routinely sent the Cemetery Policy along with Exclusive Rights of Burial Grant and/or Memorial Grants by the Cemetery once payment is received.		84/24
	The Committee will continue to manage the Cemetery in accordance with Cemetery Policy.		85/24
12.	**Financial Reports April, May & June 2024.**		
	It was resolved to Approve Accounts, Payments, Receipts & Balances.		86/24

WWB Joint Burial Committee   **Cash Book**   APRIL   2024
Minutes Approved Ref No:

Chq/Cr Nc	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
D/D	01/04/2024		Easy Websites	Website Services	(21.96)		(21.96)
BAC	03/04/2024	156	Champs Funeral Service	Holden CE974	925.00		925.00
BAC	03/04/2024	157	Brian Price	Keighley CE297	925.00		925.00
BAC	03/04/2024	158	Havencare/Fred Hamer	Grace W11	335.00		335.00
BAC	18/04/2024	159	Houldsworths Solicitors	Wareing P32	350.00		350.00
Bankline			E Haworth	Salary	(483.12)		(483.12)
Bankline			HMRC	IT£134 NI£53.67 ENI£92.57	(280.24)		(280.24)
Bankline			E Haworth Re-Imbursement	Grant of Probate Searches x 2	(3.00)		(3.00)
Bankline			M Highton	Emplyment Tribunal Expenses	(43.20)		(43.20)
Bankline		439	Abbey Gardening Limited	Grounds Maintenance March 2024	(540.00)		(540.00)
Bankline		11153	HR Partners	May Ad Hoc HR Support	(192.24)		(192.24)
Bankline		22296	RVBC	Waste Removal 01/04/24-28/03/25	(305.60)		(305.60)
Bankline		39956	Impressions Engraving Ltd	Green engraved sign with stake	(201.60)		(201.60)
Bankline		4409	ICCM	Membership 4409	(100.00)		(100.00)
Bankline		17540	ICCM	CM&C Training Course	(174.00)		(174.00)
BGC	30/04/2024		Reserve Account	Credit Interest		80.38	80.38
			Movement in Month		**190.04**	**80.38**	**270.42**
			Cash Book Balance at START of Month		3,492.91	61,310.38	64,803.29
			Cash Book Balance at END of Month		**3,682.95**	**61,390.76**	**65,073.71**

WWB Joint Burial Committee   **Cash Book**   MAY   2024
Minutes Approved Ref No:

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
D/D	02/05/2024		Easyweb	Website Services	(21.96)		(21.96)
Bankline	20/05/2024		E Haworth	Salary (& Back Pay £8.78)	(497.78)		(497.78)
Bankline	20/05/2024		HMRC	IT£138.20 NI£55.30 ENI£95.40	(288.90)		(288.90)
Bankline	20/05/2024		E Haworth	Probate Search re-imbursements	(4.50)		(4.50)
Bankline	20/05/2024		E Haworth	Re-imbursement Watering Cans	(19.95)		(19.95)
Bankline	20/05/2024		E Haworth	Re-imbursement Stationery	(3.55)		(3.55)
Bankline	20/05/2024	457	Abbey Gardening Services	Grounds Maintenance (April)	(540.00)		(540.00)
BAC	23/05/2024	160	Brian Price	Young P101	665.00		665.00
BAC	23/05/2024	161	Brian Price	Thompson P102	175.00		175.00
BAC	31/05/2024	162	Havencare/Clitheroe FS	Hardman CE020	1,545.00		1,545.00
BGC	31/05/2024		Reserve Account	Credit Interest		75.60	75.60
			Movement in Month		**1,008.36**	**75.60**	**1,083.96**
			Cash Book Balance at START of Month		3,682.95	61,390.76	65,073.71
			Cash Book Balance at END of Month		**4,691.31**	**61,466.36**	**66,157.67**

WWB Joint Burial Committee					JUNE	2024	
Minutes Approved Ref No:							

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
D/D	03/06/2024		Easy Websites	Website Services	(21.96)		(21.96)
BAC	14/06/2024		C Holgate Romanov	Barton W68	820.00		820.00
BAC	19/06/2024		K Fraser	Cockshutt Memorial	30.00		30.00
BAC	24/06/2024		Wm Alty & Son	Moran 798RC	2,070.00		2,070.00
Bankline			E Haworth	Salary	(491.29)		(491.29)
Bankline			HMRC	IT£136.60 NI54.60£ ENI£94.19	0.00		0.00
Bankline			E Haworth	Re-imbursement Stamps	(24.40)		(24.40)
Bankline			E Haworth	Re-Imbursement Ink Cartridges	(71.98)		(71.98)
Bankline		491	Abbey Gardening Services	Abbey Gardening Services Ltd	(12.00)		(12.00)
Bankline		488	Abbey Gardening Services	Abbey Gardening Services Ltd (Ma	(552.00)		(552.00)
Bankline		JM2589	WEF	Room Hire	(20.00)		(20.00)
Bankline		1121	AER Accountants Limited	Internal Audit	(250.00)		(250.00)
Bankline		517	David Uttley	Grave Digging Services	(2,460.00)		(2,460.00)
BAC	27/06/2024		Dignity Langshaws Whalle	Fraser 685RC	2,070.00		2,070.00
BGC	28/06/2024		Reserve Account	Credit Interest	68.37		68.37

	Current	Reserve	Total
Movement in Month	1,154.74	0.00	1,154.74
Cash Book Balance at START of Month	4,691.31	61,466.36	66,157.67
Cash Book Balance at END of Month	5,846.05	61,466.36	67,312.41

13.	**Next Meeting Dates**	
	It was resolved to approve the next meeting date of Wednesday 9th October 2024 at 7.00pm at Whalley Old Grammar School.	87/24

Meeting Closed at 8.30pm

Signed by Chairman: Date:
Councillor Martin Highton

WWB Joint Burial Committee   **Cash Book**   JULY   2024

Minutes Approved Ref No:

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
DD	01/07/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
BACS	03/07/2024	168	Dignity Langshaws	Verrill 801RC	1,545.00		1,545.00		1,545.00
BACS	05/07/2024		L Dawson	Credit	10.00		10.00		10.00
BACS	10/07/2024	166	Hopkinson	Hopkinson 246CE	750.00		750.00		750.00
Bankline	22/07/2024		E Haworth	Salary	(491.29)		(491.29)		(491.29)
Bankline	22/07/2024		HMRC	IT£136.60 NI54.60£ ENI£94.19	(285.39)		(285.39)		(285.39)
Bankline	22/07/2024		E Haworth	Re-imbursement Clear Bags	(36.99)		(36.99)	(6.17)	(30.82)
Bankline			E Haworth	Re-imbursement Probate Req Mid	(1.50)		(1.50)		(1.50)
Bankline	22/07/2024	513	Abbey Gardening Services	Grounds Maintenance (June)	(552.00)		(552.00)	(92.00)	(460.00)
Bankline	22/07/2024	11376	HR Partner	HR Services	(32.40)		(32.40)	(5.40)	(27.00)
Bankline	22/07/2024	520	David Uttley	Grave Digging Services	(1,080.00)		(1,080.00)		(1,080.00)
BGC	31/07/2024		Reserve Account	Credit Interest		80.67	80.67		80.67
			Movement in Month		**(196.53)**	**80.67**	**(115.86)**	**(107.23)**	**(8.63)**
			Cash Book Balance at START of Month		5,777.68	61,534.73	67,312.41		
			Cash Book Balance at END of Month		**5,581.15**	**61,615.40**	**67,196.55**		

Bank Reconciliation	Current £	Reserve £	Overall £
Bank Statement Balance at START of month	5,777.68	61,534.73	67,312.41
			0.00
			0.00
Cash Book Balance at START of month	5,777.68	61,534.73	67,312.41

WWB Joint Burial Committee　　　　　　　　　**Cash Book**　　　　　　**AUGUST**　　**2024**
Minutes Approved Ref No:

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
DD	01/08/2024		Easy Websites	Website Services	(21.96)		(21.96)		(21.96)
BACS	02/08/2024	154	Hounslow	Hounslow P103	610.00		610.00		610.00
BACS	02/08/2024		L Dawson	Credit	10.00		10.00		10.00
BACS	16/08/2024	169	Brian Price Ltd	England	1,895.00		1,895.00		1,895.00
Bankline	19/08/2024		E Haworth	Salary	(491.29)		(491.29)		(491.29)
Bankline	19/08/2024		E Haworth	HMRC IT£136.60 NI£54.60 ENI£94.19	(285.39)		(285.39)		(285.39)
Bankline	19/08/2024		E Haworth	Re-imbursement Stationary	(43.20)		(43.20)		(43.20)
Bankline	19/08/2024		E Haworth	Re-imbursement Cemetery Markers	(168.72)		(168.72)		(168.72)
Bankline	19/08/2024		HR Partner	HR Services	(23.76)		(23.76)	(3.96)	(19.80)
Bankline	19/08/2024	542	Abbey Gardening Services Lt	Grounds Maintenance (July)	(552.00)		(552.00)	(92.00)	(460.00)
Bankline	19/08/2024	JM2689	WEF	Room Hire	(19.00)		(19.00)		(19.00)
Bankline	19/08/2024	Z3897	Tree Check Ltd	Tree Inspection Report	(324.00)		(324.00)	(54.00)	(270.00)
BACS	27/08/2024		LCC GCF	Parish Champion Grant - Shed	644.99		644.99		644.99
BACS	30/08/2024		L Dawson	Credit	10.00		10.00		10.00
INT	30/08/2024		Reserve Account	Credit Interest		73.43	73.43		73.43
			Movement in Month		**1,240.67**	**73.43**	**1,314.10**	**(149.96)**	**1,464.06**
			Cash Book Balance at START of Month		5,581.15	61,615.40	67,196.55		
			Cash Book Balance at END of Month		**6,821.82**	**61,688.83**	**68,510.65**		

Bank Reconciliation		Current £	Reserve £	Overall £
Bank Statement Balance at START of month		5,581.15	61,615.40	67,196.55
				0.00
				0.00
Cash Book Balance at START of month		5,581.15	61,615.40	67,196.55

WWB Joint Burial Committee   **Cash Book**   **SEPTEMBER   2024**

Minutes Approved Ref No:

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	02/09/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
BGC	02/09/2024		HMRC	VAT Return	1,103.42		1,103.42	1,103.42	
Bankline	04/09/2024	19356	Zurich Insurance	Insurance	(670.31)		(670.31)		(670.31)
Bankline	23/09/2024		E Haworth	Salary	(499.85)		(499.85)		(499.85)
Bankline	23/09/2024		HMRC	IT£138.80 NI£55.54 ENI£95.80	(290.14)		(290.14)		(290.14)
Bankline	23/09/2024	597	Abbey Gardening Services	Grounds Maintenance (August)	(552.00)		(552.00)	(92.00)	(460.00)
BGC	27/09/2024		L Dawson	Credit	10.00		10.00		10.00
BGC	27/09/2024		Dignity/Talbot Funeral Ser	Whittle P104	510.00		510.00		510.00
INT	30/09/2024		Reserve Account	Credit Interest	75.97		75.97		75.97
							0.00		0.00
			Movement in Month		**(334.87)**	**0.00**	**(334.87)**	**1,007.76**	**(1,342.63)**
			Cash Book Balance at START of Month		6,821.82	61,688.83	68,510.65		
			Cash Book Balance at END of Month		**6,486.95**	**61,688.83**	**68,175.78**		

Bank Reconciliation		Current £	Reserve £	Overall £
Bank Statement Balance at START of month		6,821.82	61,688.83	68,510.65
				0.00
				0.00
Cash Book Balance at START of month		6,821.82	61,688.83	68,510.65

AGENDA ITEM 8 (3 pages)

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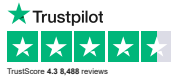
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AWAITING FURTHER INFORMATION AT TIME OF AGENDA

AWAITING DETAILED QUOTE FOR BASE MATERIAL & LABOUR COSTS

Cemetery Gates September 2024

S. D. COX

CARPENTER AND JOINER

154 Pimlico Road, Clitheroe, BB7 4PT

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AWAITING FURTHER INFORMATION AT TIME OF AGENDA

AWAITING FURTHER QUOTES

Benches to consider for repair/action

Annabel Grace Turner

John Gorner

Robert & Ethel Turner

Roger Osliffe

TREE CONDITION RE-INSPECTION: TREES WITHIN WHALLEY BARROW AND WISWELL JOINT BURIAL GROUND, CLITHEROE RD WHALLEY

DATE: 9.8.24 (data based on and updated from the original inspection of 10th December 2004 and subsequent inspections since then)

CLIENT: Whalley Barrow and Wiswell Joint Burial Committee (A member of the Council visited during the inspection)

LOCATION: Whalley Barrow and Wiswell Joint Burial Ground. Trees are all within the Whalley Conservation area administered by Ribble Valley Borough Council

OBJECTIVE: To determine the extent of any hazard present and to schedule any works required and generally to enable the Client to discharge their duty of care to the local public and persons using the burial ground. This survey will update the original inspection and subsequent inspections and report on all trees over 250mm diameter and within the curtillage of the Property which is fenced on three sides and boundered on one side by a small stream running from the road to the farm to the west. The report will also respond to any issues raised by the Committee.

SITE CONDITION: The trees were surveyed in warm conditions in Early August 2024. The trees were in a full canopy state and were not climbed but visual tree Assessment methods and fine drill tests used to determine the extent of decay or indicators of potential hazard where appropriate. All trees referred to are located on the attached plan.

The following points were noted:

1. The work proposals of the report of August 2023 have been carried out. A cherry has been noted in pat years as being in need of attention. The tree was small but twin stemmed. We could not identify the tree this time and conclude that it may have deteriorated and failed in the winter of 23/24.

2. One further trees has now become significantly affected by Ash Die Back and has been spot marked yellow and should be removed this autumn. A further three ash on the side boundary with the farmers field have the initial symptoms and have been blue spotted on the attached plan (ADB).   Their removal will be considered in 2025

3. The committee should anticipate that most of the ash trees will die over the next 5 years. Replacement should not be on a haphazard basis but a thought out plan using trees less prone to disease failure and avoiding a single species planting. At the present time a mixed planting of Pin oak, red maple and fastigiate hornbeam planted at 7m centres may allow for a future landscape of autumn colour into mid-21st century. Tree disease *pandemics* are occurring on a regular basis so this selected list may need adjustment in the future.

4. Mature trees with ivy attached should have the ivy severed at ground level and at waist height. Ivy makes trees difficult to inspect and adds to the wind catch of the trees during the winter.

5. Retaining a water retaining area around the two horse chestnuts at the entrance to the burial ground will sustain the trees in times of draught during the summer. The spreading 4m3 of woodchip over the 75m2 area around the two trees in autumn 2024 help will avoid tree stress in a dry year. Your tree contractor will be able to organise this as has been done in past years.

6. The smaller of the twp Chestnuts has a Chlorotic canopy and some upper deadwood and this may be caused by the bark loss from the lower butt in the last 8 years. If the leaf colour worsens and the deadwood increases stem tests will indicate if the problem is serious and pruning or felling is required.

7. A red spot marked sycamore on the edge of the ash burial walk has considerable deadwood and reduction to a 5m nature stump might force regrowth

CONCLUSIONS:

The trees should be inspected again in August 2025 or after high winds or branch failures. It would be wise to alert the owner of the trees on the other side of the stream that he may have tree issues to consider.

No tree can be regarded as totally safe. However the inspection has brought to light a small number of trees which require monitoring and some attention.

We have also sent a copy to the Tree Officer for Ribble Valley BC keeping him in the picture.

If you require more information please let us know.

Ken Linford
Consulting Arborist

UNSCALED LOCATION PLAN FOR TREES AT WHALLEY BARROW AND WISWELL JOINT BURIAL GROUND
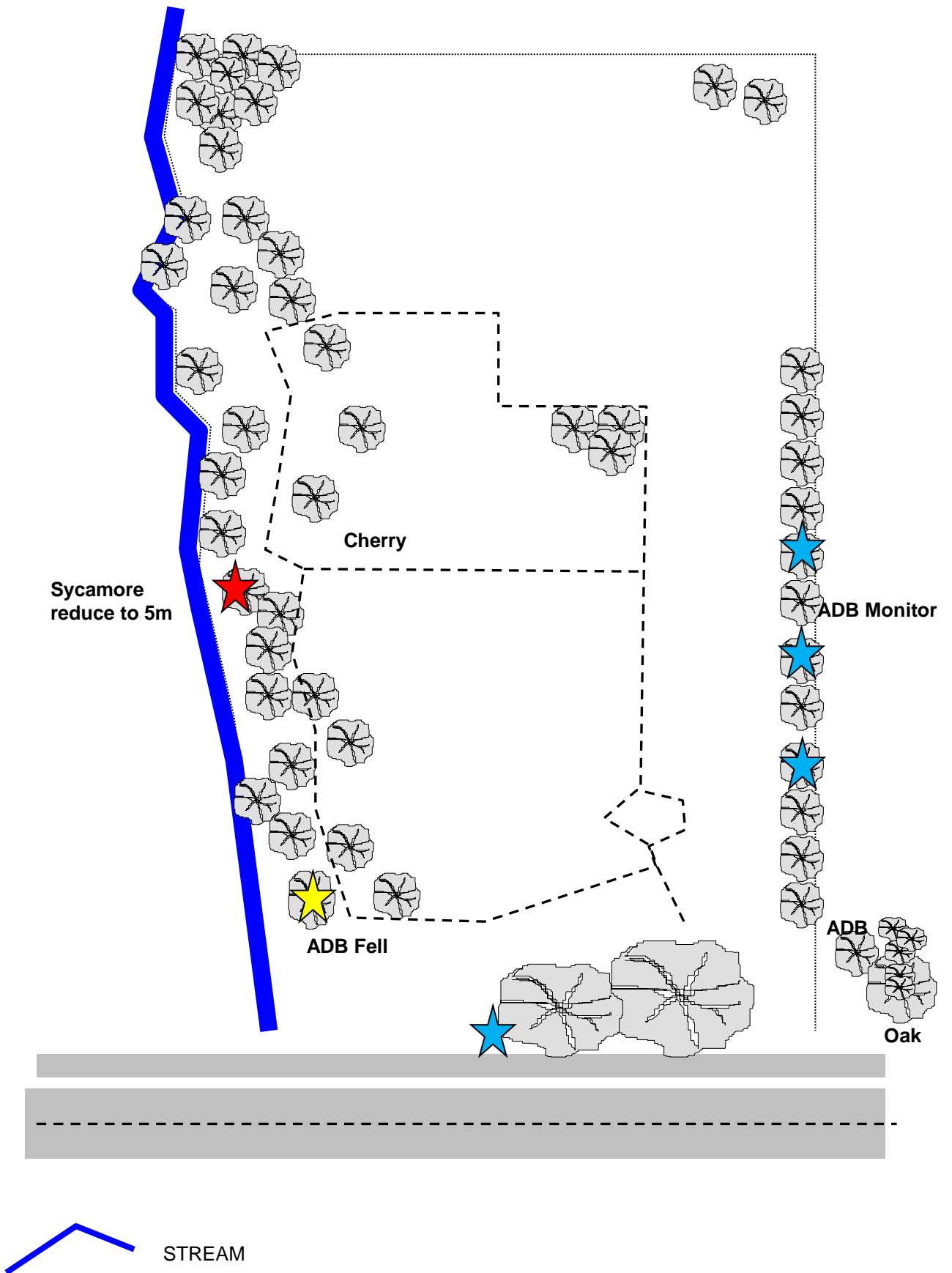
Cherry

Sycamore
reduce to 5m

ADB Monitor

ADB Fell

ADB

Oak

STREAM

Local Government Act 1972
Whalley Parish Council
Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 9th October 2024 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Addendum to Agenda

Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

14.	**Addendum to Agenda**	
	To approve the addendum of the agenda which was added within the 3 clear days with the permission of the Chairman.	
15.	**Cemetery Software information**	
	To update, discuss and compare two computer software programs to be considered in computerising the current paper-based system.	
16.	**Wheelbarrow**	
	To approve the purchase of a wheelbarrow at a cost of £70.	

Scribe Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Income

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	Net Position +/- Under/over spend
1	Precept	750,000.00	750,000.00					(0%)
2	Sundry Income		289.45	289				289 (N/A)
13	Donations	456.88	15.00	-442				-442 (-96%)
201	Rental	100.00	36.00	-64				-64 (-64%)
203	Bank Interest		4.23	4				4 (N/A)
	SUB TOTAL	**750,556.88**	**750,344.68**	**-212**				**-212 (-0%)**

Grounds Maintenance

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	Net Position +/- Under/over spend
4	Grasscutting				800.00	2,374.00	-1,574	-1,574 (-196%)
7	General grounds maintenance					496.00	-496	-496 (N/A)
	SUB TOTAL				**800.00**	**2,870.00**	**-2,070**	**-2,070 (-258%)**

Allotments

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	Net Position +/- Under/over spend
3	Allotment fees	250.00	623.00	373	120.00		120	493 (133%)
10	Allotment maintenance				512.00	524.00	-12	-12 (-2%)
14	Water				670.00	123.00	547	547 (81%)
	SUB TOTAL	**250.00**	**623.00**	**373**	**1,302.00**	**647.00**	**655**	**1,028 (66%)**

Office Costs

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	Net Position +/- Under/over spend
5	Stationery				50.00	680.00	-630	-630 (-1260%)
9	Phone & Broadband				100.00		100	100 (100%)
	SUB TOTAL				**150.00**	**680.00**	**-530**	**-530 (-353%)**

Administration

Code	Title	Receipts Budgeted	Actual	Variance	Payments Budgeted	Actual	Variance	Net Position +/- Under/over spend
6	Printer				85.00	173.00	-88	-88 (-103%)
8	Staff Costs				10,000.00	16,896.00	-6,896	-6,896 (-68%)
11	Hall hire				280.00	150.33	130	130 (46%)
12	Electricity				1,000.00	1,513.00	-513	-513 (-51%)
15	Water				199.98		200	200 (100%)
202	Website Costs		120.00	120		280.00	-280	-160 (N/A)

Scribe Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL		**120.00**	**120**	**11,564.98**	**19,012.33**	**-7,447**	**-7,327 (-63%)**

Earmarked Reserves

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Play park				5,000.00	1,500.00	3,500	3,500 (70%)
200	Resurfacing car park				5,000.00		5,000	5,000 (100%)
	SUB TOTAL				**10,000.00**	**1,500.00**	**8,500**	**8,500 (85%)**

Summary

NET TOTAL	**750,806.88**	**751,087.68**	**281**	**23,816.98**	**24,709.33**	**-892**	**-612 (-0%)**
V.A.T.		5,031.36			1,099.43		
GROSS TOTAL		**756,119.04**			**25,808.76**		

Scribe Parish Council

Prepared by: _____   Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____   Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/02/2021		
	Cash in Hand 01/04/2020		71,671.86
	ADD Receipts 01/04/2020 - 28/02/2021		24,619.04
			96,290.90
	SUBTRACT Payments 01/04/2020 - 28/02/2021		25,808.76
A	**Cash in Hand 28/02/2021** (per Cash Book)		**70,482.14**
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2021	257.00	
	Deposit Account	28/02/2021	42,250.23	
	Current Account	28/02/2021	37,043.30	
			79,550.53
	Less unpresented payments		9,223.62
			70,326.91
	Plus unpresented receipts		155.23
B	**Adjusted Bank Balance**		**70,482.14**
	A = B Checks out OK		

Scribe Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Accounts for Year from 01/04/2020 to 31/03/2021

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	103158.22	76567.22
2	Annual precept	17000.00	18500.00
3	Total other receipts	28817.00	1410.68
4	Staff Costs	48658.00	16896.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	23870.00	10327.33
7	Balances carried forward	76567.22	70394.57
8	Total Cash and Short Term Investments	71671.86	71850.14
9	Total Fixed Assets and Long Term Investments	101000.00	251000.00
10	Total Borrowings	5000.00	3000.00

Scribe Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Printer	03/04/2020		Current Account		Cartridges	Stationery 4U	S	30.00	6.00	36.00
4	General grounds maintenanc	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	58.00	11.61	69.61
5	Grasscutting	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	20.00	4.00	24.00
2	Grasscutting	10/04/2020		Current Account		Grasscutting	Lawncare	S	68.00	13.60	81.60
3	Water	17/04/2020		Current Account		Water bill	Anglian Water	S	123.00	24.60	147.60
6	Staff Costs	30/04/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
7	Stationery	18/06/2020		Current Account		Materials	Stationery 4U	X	650.00	0.00	650.00
8	General grounds maintenanc	01/07/2020		Current Account	454353	Hedge cutting	S Scott Maintenance	S	88.00	17.60	105.60
9	Grasscutting	31/07/2020		Current Account	123444	Grasscutting	Lawncare	S	100.00	20.00	120.00
10	Grasscutting	06/08/2020		Current Account	545454	Grasscutting	S Scott Maintenance	S	88.00	17.60	105.60
11	Grasscutting	28/08/2020		Current Account		Grasscutting	Lawncare	X	56.00	0.00	56.00
12	Staff Costs	28/08/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
13	Printer	01/09/2020		Current Account		Paper	Stationery 4U	S	23.00	4.60	27.60
14	Hall hire	02/09/2020		Current Account		Hall hire	District Council	X	150.33	0.00	150.33
16	Electricity	09/09/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
15	Grasscutting	09/09/2020		Current Account	6767	Grasscutting	Lawncare	S	50.00	10.00	60.00
17	Grasscutting	11/09/2020		Current Account	676566	Grasscutting	Lawncare	S	65.00	13.00	78.00
18	Grasscutting	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
19	Allotment maintenance	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
20	Grasscutting	14/10/2020		Current Account	DD	Grasscutting	Lawncare	S	87.00	17.40	104.40
21	Grasscutting	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	25.00	5.00	30.00
22	General grounds maintenanc	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	40.00	8.00	48.00
29	Play park	15/10/2020		Current Account		Play park equipment	Playsafety Ltd	S	1,500.00	300.00	1,800.00
23	Staff Costs	15/10/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
25	Electricity	16/10/2020		Current Account		Electricity	ABC Electricity	L	131.00	6.55	137.55
24	General grounds maintenanc	16/10/2020		Current Account	65644	Fence repair	S Scott Maintenance	S	87.00	17.40	104.40
26	Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
27	Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	500.00	0.00	500.00
28	Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
30	Grasscutting	29/10/2020		Current Account	434565	Grasscutting	Lawncare	X	65.00	0.00	65.00
31	Staff Costs	01/11/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
32	Printer	10/11/2020		Current Account		Electricity	ABC Electricity	L	100.00	5.00	105.00
33	Grasscutting	20/11/2020		Current Account	222424	Grasscutting	Lawncare	S	50.00	10.00	60.00
34	Grasscutting	26/11/2020		Current Account	BACS	Grasscutting	Lawncare	S	65.00	13.00	78.00
35	Staff Costs	26/11/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
36	General grounds maintenanc	01/12/2020		Current Account	544545	Hedge cutting	S Scott Maintenance	S	56.00	11.20	67.20

Scribe Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	Staff Costs	01/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
39	Electricity	04/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
38	Allotment maintenance	04/12/2020		Current Account	56464	Fence painting	S Scott Maintenance	S	90.00	18.00	108.00
41	Electricity	10/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
42	Allotment maintenance	10/12/2020		Current Account	56474	Hedge cutting	Mr Thomson	X	89.00	0.00	89.00
43	Staff Costs	11/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
44	Allotment maintenance	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
48	Grasscutting	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
45	Electricity	18/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
40	Website Costs	01/01/2021		Current Account		Services	Company	S	100.00	20.00	120.00
46	Allotment maintenance	08/01/2021		Current Account	1243341	Fence painting	S Scott Maintenance	S	80.00	16.00	96.00
47	Staff Costs	08/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
52	Allotment maintenance	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
53	Grasscutting	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
51	Electricity	29/01/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
49	General grounds maintenanc	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	37.00	7.40	44.40
50	Allotment maintenance	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	30.00	6.01	36.01
54	Staff Costs	29/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
70	Electricity	01/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
56	Staff Costs	01/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
64	Electricity	02/02/2021		Current Account		Electricity	ABC Electricity	L	132.00	6.60	138.60
61	Website Costs	02/02/2021		Current Account	Direct Debit	Banner Printing	Somerset County Council	S	180.00	36.00	216.00
62	Grasscutting	02/02/2021		Current Account	Direct Debit	Grass Cutting	John Smith	S	150.00	30.00	180.00
63	Grasscutting	02/02/2021		Current Account	Direct Debit	Expenses	John Smith	S	50.00	10.00	60.00
55	Allotment maintenance	03/02/2021		Current Account	64737	Fence repair	S Scott Maintenance	S	90.00	18.01	108.01
69	Staff Costs	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	S	20.00	4.00	24.00
71	Staff Costs	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	X	896.00	0.00	896.00
59	Electricity	09/02/2021		Current Account		Electricity	ABC Electricity	L	120.00	6.00	126.00
57	Grasscutting	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
58	General grounds maintenanc	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
60	Stationery	09/02/2021		Current Account	9878765	Ink cartridges	Stationery 4U	S	30.00	6.00	36.00
74	Staff Costs	10/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
65	Printer	11/02/2021		Current Account		Taxi Expense	J Parker	L	20.00	0.75	20.75
68	Electricity	12/02/2021		Current Account		Electricity	ABC Electricity	L	130.00	6.50	136.50
66	Grasscutting	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
67	General grounds maintenanc	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
73	Electricity	17/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
72	Staff Costs	18/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
76	Electricity	19/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25

Scribe Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75	Staff Costs	19/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
77	Grasscutting	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	1,200.00	240.00	1,440.00
78	General grounds maintenanc	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	40.00	8.00	48.00
79	Staff Costs	28/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
								Total	24,709.33	1,099.43	25,808.76

Scribe Parish Council

Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Income								
Precept	17,000.00	18,500.00	0.00	0.00	17,000.00	17,000.00	0.00	0.00
Sundry Income	0.00	289.45	0.00	0.00	0.00	12,035.00	0.00	0.00
Allotment fees	0.00	0.00	0.00	0.00	250.00	1,782.00	0.00	0.00
Donations	456.88	15.00	0.00	0.00	456.88	15,000.00	0.00	0.00
Rental	100.00	36.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Interest	0.00	4.23	0.00	0.00	0.00	0.00	0.00	0.00
SUB TOTAL	**17,556.88**	**18,844.68**	**0.00**	**0.00**	**17,706.88**	**45,817.00**	**0.00**	**0.00**
Grounds Maintenance								
Grasscutting	0.00	0.00	800.00	2,374.00	0.00	0.00	800.00	2,406.00
General grounds maintenance	0.00	0.00	0.00	496.00	0.00	0.00	0.00	12,377.00
SUB TOTAL	**0.00**	**0.00**	**800.00**	**2,870.00**	**0.00**	**0.00**	**800.00**	**14,783.00**
Allotments								
Allotment fees	250.00	623.00	120.00	0.00	0.00	0.00	0.00	0.00
Allotment maintenance	0.00	0.00	512.00	524.00	0.00	0.00	500.00	2,990.00
Water	0.00	0.00	670.00	123.00	0.00	0.00	670.00	134.00
SUB TOTAL	**250.00**	**623.00**	**1,302.00**	**647.00**	**0.00**	**0.00**	**1,170.00**	**3,124.00**
Office Costs								
Stationery	0.00	0.00	50.00	680.00	0.00	0.00	0.00	-80.00
Phone & Broadband	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
SUB TOTAL	**0.00**	**0.00**	**150.00**	**680.00**	**0.00**	**0.00**	**100.00**	**-80.00**
Administration								
Printer	0.00	0.00	85.00	173.00	0.00	0.00	85.00	54.00
Staff Costs	0.00	0.00	10,000.00	16,896.00	0.00	0.00	10,000.00	48,658.00
Hall hire	0.00	0.00	280.00	150.33	0.00	0.00	280.00	123.00
Electricity	0.00	0.00	1,000.00	1,513.00	0.00	0.00	1,000.00	3,340.00
Water	0.00	0.00	199.98	0.00	0.00	0.00	199.98	0.00
Website Costs	0.00	120.00	0.00	280.00	0.00	0.00	0.00	0.00
SUB TOTAL	**0.00**	**120.00**	**11,564.98**	**19,012.33**	**0.00**	**0.00**	**11,564.98**	**52,175.00**
Earmarked Reserves								
Resurfacing car park	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Play park	0.00	0.00	5,000.00	1,500.00	0.00	0.00	5,000.00	2,390.00
Resurfacing car park	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00

Scribe Parish Council

Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
SUB TOTAL	**0.00**	**0.00**	**10,000.00**	**1,500.00**	**0.00**	**0.00**	**10,000.00**	**2,390.00**
NET TOTAL	**17,806.88**	**19,587.68**	**23,816.98**	**24,709.33**	**17,706.88**	**45,817.00**	**23,634.98**	**72,392.00**
V.A.T.		5,031.36		1,099.43		82.00		4,086.02
GROSS TOTAL		**24,619.04**		**25,808.76**		**45,899.00**		**76,478.02**

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

Cost Centre   Grounds Maintenance

Code Number   **4 Grasscutting**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	10/04/2020		Current Account		Grasscutting	Lawncare	S	68.00	13.60	81.60
5	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	20.00	4.00	24.00
9	31/07/2020		Current Account	123444	Grasscutting	Lawncare	S	100.00	20.00	120.00
10	06/08/2020		Current Account	545454	Grasscutting	S Scott Maintenance	S	88.00	17.60	105.60
11	28/08/2020		Current Account		Grasscutting	Lawncare	X	56.00	0.00	56.00
15	09/09/2020		Current Account	6767	Grasscutting	Lawncare	S	50.00	10.00	60.00
17	11/09/2020		Current Account	676566	Grasscutting	Lawncare	S	65.00	13.00	78.00
18	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
20	14/10/2020		Current Account	DD	Grasscutting	Lawncare	S	87.00	17.40	104.40
21	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	25.00	5.00	30.00
30	29/10/2020		Current Account	434565	Grasscutting	Lawncare	X	65.00	0.00	65.00
33	20/11/2020		Current Account	222424	Grasscutting	Lawncare	S	50.00	10.00	60.00
34	26/11/2020		Current Account	BACS	Grasscutting	Lawncare	S	65.00	13.00	78.00
48	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
53	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
57	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
62	02/02/2021		Current Account	Direct Debit	Grass Cutting	John Smith	S	150.00	30.00	180.00
63	02/02/2021		Current Account	Direct Debit	Expenses	John Smith	S	50.00	10.00	60.00
66	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
77	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	1,200.00	240.00	1,440.00
						Subtotal for Code: Grasscutting		£2,374.00	£440.60	£2,814.60

Code Number   **7 General grounds maintenance**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	58.00	11.61	69.61
8	01/07/2020		Current Account	454353	Hedge cutting	S Scott Maintenance	S	88.00	17.60	105.60
22	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	40.00	8.00	48.00
24	16/10/2020		Current Account	65644	Fence repair	S Scott Maintenance	S	87.00	17.40	104.40
36	01/12/2020		Current Account	544545	Hedge cutting	S Scott Maintenance	S	56.00	11.20	67.20
49	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	37.00	7.40	44.40
58	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
67	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
78	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	40.00	8.00	48.00
						Subtotal for Code: General grounds maintenance		£496.00	£99.21	£595.21
						Subtotal for Cost Centre: Grounds Maintenance		2,870.00	539.81	3,409.81

Cost Centre   Allotments

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

Code Number   **10 Allotment maintenance**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
38	04/12/2020		Current Account	56464	Fence painting	S Scott Maintenance	S	90.00	18.00	108.00
42	10/12/2020		Current Account	56474	Hedge cutting	Mr Thomson	X	89.00	0.00	89.00
44	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
46	08/01/2021		Current Account	1243341	Fence painting	S Scott Maintenance	S	80.00	16.00	96.00
50	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	30.00	6.01	36.01
52	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
55	03/02/2021		Current Account	64737	Fence repair	S Scott Maintenance	S	90.00	18.01	108.01
						Subtotal for Code: Allotment maintenance		£524.00	£77.02	£601.02

Code Number   **14 Water**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	17/04/2020		Current Account		Water bill	Anglian Water	S	123.00	24.60	147.60
						Subtotal for Code: Water		£123.00	£24.60	£147.60
						Subtotal for Cost Centre: Allotments		647.00	101.62	748.62

Cost Centre   **Office Costs**

Code Number   **5 Stationery**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	18/06/2020		Current Account		Materials	Stationery 4U	X	650.00	0.00	650.00
60	09/02/2021		Current Account	9878765	Ink cartridges	Stationery 4U	S	30.00	6.00	36.00
						Subtotal for Code: Stationery		£680.00	£6.00	£686.00
						Subtotal for Cost Centre: Office Costs		680.00	6.00	686.00

Cost Centre   **Administration**

Code Number   **6 Printer**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	03/04/2020		Current Account		Cartridges	Stationery 4U	S	30.00	6.00	36.00
13	01/09/2020		Current Account		Paper	Stationery 4U	S	23.00	4.60	27.60
32	10/11/2020		Current Account		Electricity	ABC Electricity	L	100.00	5.00	105.00
65	11/02/2021		Current Account		Taxi Expense	J Parker	L	20.00	0.75	20.75
						Subtotal for Code: Printer		£173.00	£16.35	£189.35

Code Number   **8 Staff Costs**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	30/04/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
12	28/08/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
23	15/10/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
26	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
27	16/10/2020		Current Account		Salary	All salaries	X	500.00	0.00	500.00
28	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	01/11/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
35	26/11/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
37	01/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
43	11/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
47	08/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
54	29/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
56	01/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
69	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	S	20.00	4.00	24.00
71	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	X	896.00	0.00	896.00
72	18/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
74	10/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
75	19/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
79	28/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
						Subtotal for Code: Staff Costs		£16,896.00	£4.00	£16,900.00

Code Number 11 Hall hire

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	02/09/2020		Current Account		Hall hire	District Council	X	150.33	0.00	150.33
						Subtotal for Code: Hall hire		£150.33	£0.00	£150.33

Code Number 12 Electricity

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	09/09/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
25	16/10/2020		Current Account		Electricity	ABC Electricity	L	131.00	6.55	137.55
39	04/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
41	10/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
45	18/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
51	29/01/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
59	09/02/2021		Current Account		Electricity	ABC Electricity	L	120.00	6.00	126.00
64	02/02/2021		Current Account		Electricity	ABC Electricity	L	132.00	6.60	138.60
68	12/02/2021		Current Account		Electricity	ABC Electricity	L	130.00	6.50	136.50
70	01/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
73	17/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
76	19/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
						Subtotal for Code: Electricity		£1,513.00	£75.65	£1,588.65

Code Number 202 Website Costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
40	01/01/2021		Current Account		Services	Company	S	100.00	20.00	120.00
61	02/02/2021		Current Account	Direct Debit	Banner Printing	Somerset County Council	S	180.00	36.00	216.00
						Subtotal for Code: Website Costs		£280.00	£56.00	£336.00
						Subtotal for Cost Centre: Administration		19,012.33	152.00	19,164.33

Scribe Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 09-03-2021)

Cost Centre   **Earmarked Reserves**

Code Number   **17 Play park**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	15/10/2020		Current Account		Play park equipment	Playsafety Ltd	S	1,500.00	300.00	1,800.00
						Subtotal for Code: Play park		£1,500.00	£300.00	£1,800.00
						Subtotal for Cost Centre: Earmarked Reserves		1,500.00	300.00	1,800.00
						TOTALS		£24,709.33	£1,099.43	£25,808.76

SCRIBE ACCOUNTS

SEAMLESSLY MANAGE TRANSACTIONS, YEAR-END, BUDGETING, VAT, AND MORE WITH OUR USER-FRIENDLY CLOUD APP FOR LOCAL COUNCILS.
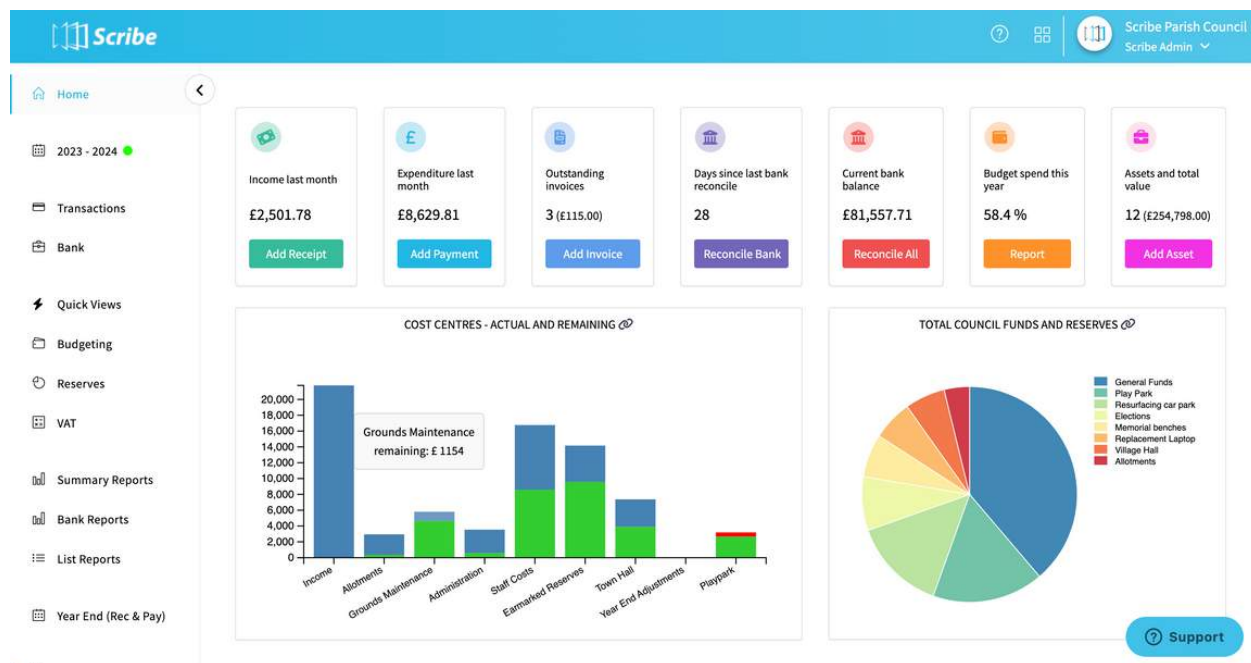
Accounting can be complex and error-prone. Scribe Accounts revolutionises this with streamlined operations and compliance measures, designed to provide a unified solution for councils.

- **Easy Transaction Management**: Simplify with user-friendly tools.
- **Bank Reconciliations**: Save time with comprehensive bank reconciliation
- **Efficient Reserves Management**: Strategic financial control.
- **Unmatched Compliance**: Maintain compliance with Section 137 reporting, VAT returns through Making Tax Digital (MTD), GDPR and more.
- **Invoicing**: Effortlessly generate invoices and purchase orders.
- **Customisable Reports**: Gain actionable insights with custom reports.
- **Strategic Budgeting & Forecasting**: Navigate financial planning easily using our budgeting and forecasting tools.
- **One-click Annual Return/Year-End (AGAR)**: Simplify year-end reporting.
- **Integrated Asset Management**: Maintain your asset register seamlessly.
- **Complete Integration**: Scribe integrates with other Scribe products and platforms like Stripe and HMRC's MTD for a unified solution.

www.scribeaccounts.com | hello@scribeaccounts.com | ★Trustpilot ★★★★★
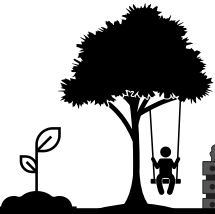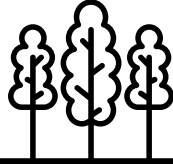
ACCOUNTS | CEMETERY | VENUE BOOKINGS | ALLOTMENTS

ADDITIONAL FEATURES

All Scribe products are fully integrated and come with additional features:

- **Unlimited Users with Role-Based Access Controls**: Increase access and collaboration whilst not compromising data integrity.
- **Attaching Files to Any Record**: Easily attach and retrieve documents related to records for full audit trail.
- **Advanced Searching & Filtering**: Easily find and view pertinent records using quick search and advanced filtering capabilities.
- **Emailing & Email Templates**: Ensure streamlined and consistent communication to suppliers and customers.
- **Centralised Contact & Data Collection Audit Trail**: Maintain a consolidated CRM database of suppliers and customers.
- **Compliance & Security**: Guard sensitive information with GDPR compliance, data encryption, backups, and two-factor authentication.

COUNT ON US, EVERY SINGLE DAY WITH UNLIMITED SUPPORT

Jane Dafforn	Hannah Driver (MAAT),	Jess Shackley (AATQB)	Tracy Russell (AATQB)	Jo Peters (CiLCA)
Chief Customer Officer	**Senior Accountant**	**Customer Support**	**Customer Support**	**Customer Success**

Training Webinars   Knowledgebase   Phone support   Email Support   Community Support   Customer Success

www.scribeaccounts.com | hello@scribeaccounts.com | ★ Trustpilot ★★★★★

Proposal for

Whalley Parish Council

Created by

Nathan Foster

Prepared for

Liz Haworth

About Scribe

Scribe is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations. Our software - Scribe Accounts, Scribe Cemetery, Scribe Bookings, and Scribe Allotments - enables precise control over your financial accounts, cemetery records, venue bookings, and allotments.

Crafted with a user-friendly design, Scribe reduces technological complexity, freeing up your time to focus on your community. We ensure secure management of public funds, facilities, and cemeteries, enhancing transparency and reducing risks of mismanagement.

Compliant with UK and EU data protection regulations, we provide comprehensive data protection with AWS London hosting. Our software prioritises clear, accurate reporting, bolstered by advanced record searching, filtering, and centralised CRM.

As the fastest-growing software and training provider in the local government sector, Scribe offers robust customer support, including free, unlimited training from the Scribe Academy. Our impressive 4.9-star rating on Trustpilot, coupled with our 'No Lock-in' contracts, underscores our commitment to customer satisfaction.

Join Scribe, the trusted community of over 1300+ customers, and work smarter to enhance your council's effectiveness, transparency, and public trust.

About Whalley Parish Council

Summary

Nathan and Liz discussed the challenges Liz's organisation was facing with their current paper-based system and the potential benefits of using Scribe, a cloud-based software. Nathan provided an overview of Scribe, highlighting its features and training offerings, and demonstrated how to access Scribe and its support resources. He also clarified the challenges of transitioning from a paper-based system to an electronic one, particularly in the context of managing cemetery records. Liz acknowledged his points.

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Nathan explained the customization features of the exclusive right assignment and notice documents. He mentioned that an update is due to be released in the next two months to streamline the process and make it more customizable. He also demonstrated how to log and categorise inspections, and how to generate reports using the filter function. Lastly, he announced an upcoming update that will allow the generation of invoices within the cemetery package, eliminating the need for the accounts package. Liz was present and seemed to understand the functionalities.

New Software Tool and Mapping Services

Nathan explained the mapping and reporting features of their new software tool to Liz. He highlighted the ability to customise plot sizes and orientations, assign colours to specific plots, and filter reports by various criteria. Nathan also shared that an online portal version of the public burial register, due for release in 2025, would be available soon for Liz's website. Liz asked about the assistance available for inputting current plots and mapping out the area. Nathan offered an import service for a fee and also mentioned that his support team could provide a quotation for mapping services based on the client's resources and plot count.

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Plan details & pricing

Navigating a council's administrative responsibilities often feels overwhelming with outdated systems and paperwork. Now, overcome these challenges effortlessly. Join over 1,000 councils using Scribe's products, which are specifically designed to streamline council management and improve operational efficiency.

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month	£56	Billed Monthly	£56
Cemetery subscription fee per month	£26	Billed Monthly	£26
Initial Payment			
Initial Payment - Accounts	£449	1	£449
Initial Payment - Cemetery	~~£219~~	1	£0
Add-ons (Optional)*			
Mapping	£850	1	£850
Transactions Import (per 100)	£99	1	£99
Accounts Full Set-up (Code Structure, Bank Acc, etc)	£149	1	£149
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0

TOTAL (initial payment, excl VAT)*   **£449**

Monthly Total Thereafter (excl VAT)   £82

*Add-Ons not included in initial payment

This proposal is valid for 30 days from 03/09/2024

Joining Scribe

Onboarding

- Day 1 - Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.
- Day 30 - You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 - After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

Count on us, every single day with unlimited support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.

Jane Dafforn
Chief Customer Officer

Hannah Driver (MAAT),
Senior Accountant

Jess Shackley (AATQB)
Customer Support

Tracy Russell (AATQB)
Customer Support

Jo Peters (CiLCA)
Customer Success

Training Webinars

Knowledgebase

Phone support

Email Support

Community Support

Customer Success

Free Training - Webinars and Toolkits

Free webinars and conferences

Scribe Academy™ - Free Training for Council Clerks and Councillors

Scribefest - Free Conference for Parish, Town and Community Councils.

Free Community Support

The Clerks` Corner - 1,700 members

The Councillor's Corner - 600 members

Free Toolkits and Guides

Free Code Of Conduct Guide For Councillors

The Ultimate Marketing Checklist For Village & Town Halls

A-Z Of Grant Funding For Town And Parish Councils

Free Parish & Town Council Budgeting Spreadsheet

Free Parish & Town Council Year-End Checklist

Council Accounting Whitepaper

What our customers say

"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council

"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour"   -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council

"Scribe listened and upgraded the bookings system based on my suggestions" -> [watch here](#)

Wendy Alcock - Eye Town Council

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Name	Price	Quantity	Subtotal
Monthly Subscription			
Cemetery subscription fee per month	£26	Billed Monthly	£26
Initial Payment			
Initial Payment - Cemetery	£219	1	£219
Add-ons (Optional)*			
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Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (initial payment, excl VAT)*			**£219**
Monthly Total Thereafter (excl VAT)			£26

*Add-Ons not included in initial payment

This proposal is valid for 30 days from 03/09/2024

Joining Scribe

Onboarding

- Day 1 - Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.
- Day 30 - You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 - After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

Count on us, every single day with unlimited support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.

| Jane Dafforn | Hannah Driver (MAAT), | Jess Shackley (AATQB) | Tracy Russell (AATQB) | Jo Peters (CiLCA) |
| **Chief Customer Officer** | **Senior Accountant** | **Customer Support** | **Customer Support** | **Customer Success** |

Training Webinars   Knowledgebase   Phone support   Email Support   Community Support   Customer Success

Free Training - Webinars and Toolkits

Free webinars and conferences

Scribe Academy™ - Free Training for Council Clerks and Councillors

Scribefest - Free Conference for Parish, Town and Community Councils.

Free Community Support

The Clerks` Corner - 1,700 members

The Councillor's Corner - 600 members

Free Toolkits and Guides

Free Code Of Conduct Guide For Councillors

The Ultimate Marketing Checklist For Village & Town Halls

A-Z Of Grant Funding For Town And Parish Councils

Free Parish & Town Council Budgeting Spreadsheet

Free Parish & Town Council Year-End Checklist

Council Accounting Whitepaper

What our customers say

"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council

"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour" -> watch here

Nicola Gray - Corfe Mullen Town Council

"Scribe listened and upgraded the bookings system based on my suggestions" -> watch here

Wendy Alcock - Eye Town Council

TO L. Haworth, Registrar
Whalley Wiswell & Barrow Cemetery
27 Waddow Grove
Waddington
Clitheroe
BB7 3JL

Quote Date:　05/09/24

Quote No:　Q18740A

QUOTE

Epitaph - 5 Year Contract

• Epitaph Classic band 2
• 1 concurrent user
• 5 year quoted, 3 year, 1 year & monthly contracts are also available
• Initial setup includes user setup, email and configuration of module
• Remote online training via Microsoft Teams split into 1 hour sessions
• HeritEDGE requires digital map created and quoted seperately by Pear Technology ltd

Details	Qty	Unit Price	Net Amount
INITIAL SETUP			
Epitaph - Setup per concurrent user	1	£62.00	£62.00
Epitaph Client Configuration	1	£82.00	£82.00
TRAINING			
Epitaph Band 2 to 4, online training (3 hours)	1	£246.00	£246.00
ANNUAL FEES			
Epitaph Classic, Band 2, upto 50 interments pa, 5 year contract, annual fee	1	£307.00	£307.00
	Net Total		£697.00
	VAT Total		£139.40
	Quote Total		**£836.40**

Alternative Options	Qty	Unit Price	Net Amount
MAPPING			
HeritEDGE setup	1	£41.00	£41.00

HeritEDGE digital mapping & genealogical search - Annual Fee (15% of annual fee, £90 min & £309 max per site)	1	£90.00	£90.00

I the undersigned accept this quotation:

Name: _____

Signed: _____

Date: _____

Pricing and
Terms & Conditions

Version 8.12

EDGE IT Systems Limited
Enterprise House, Courtaulds Way, Coventry, West Midlands, CV6 5NX
Tel: 02476 667 337
info@edgeITsystems.com

www.AdvantEDGE-solutions.com

AdvantEDGE
Pricing, Terms and Conditions

C O N T E N T S

AdvantEDGE

Pricing, Terms and Conditions

INTRODUCTION

AdvantEDGE is probably the most functional and comprehensive range of software for Local Council Management. It is the culmination of over 30 years of development, which started in 1984.

In keeping with our record of innovation, EDGE IT Systems offers AdvantEDGE as a software as service (SaaS) which is accessible via the internet. This removes much of the load of IT management from the user, i.e. no software installations and upgrades and no data backups required. This allows the user to focus on the running of their Council.

The traditional option of on-premise (onsite) was retired in 2021, because since 2013 all clients have selected the cloud based SaaS option.

SaaS is available on a rental basis, either as a monthly rolling contract or a 1, 3 or 5-year contract. This removes the initial capital cost for new software and all options include full support. Most Councils select either the 3 or 5 year, SaaS option, and some start with a monthly contract to trial AdvantEDGE.

The following information represents the standard elements of an AdvantEDGE contract, which may be amended according to user requirements.

All details are copyright and commercially confidential and should not be released to or reproduced for any other party without written approval from EDGE IT Systems Limited.

AdvantEDGE

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PRODUCT FEATURES	AdvantEDGE SaaS
SaaS – accessed via Internet	✓
Anywhere access – office, home, cyber café	✓
Any device access – computer, tablet, smart phone	✓
Window applications – no functionality compromise	✓
Hourly backups	✓
Disaster recovery – 1 hour failover	✓
Automatic upgrades	✓
Full Help Desk Support	✓
Client Portal – for allotment holders, stall (2023 phased release) holders and councillors	✓
Web Bookings – for facility hire and funerals accessed via council website	✓
Genealogical Search– with digital cemetery map accessed via council website	✓

v8.12 2nd January 2024
info@edgeITsystems.com

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EPITAPH PRODUCT COMPARISON	Epitaph Lite	Epitaph Classic	Epitaph Enterprise
Cemetery records	✓	✓	✓
Memorial records	✓	✓	✓
Bookings		✓	✓
Full Invoicing and costing		✓	✓
Funeral Director web bookings		✓ *	Unlimited
Display funeral service times via the web			✓
Crematoria records			✓
Group Management Facilities for multiple offices			✓
Service Level Agreement (SLA)			✓
Link to mapping system *	✓	✓	✓
Link to finance systems *			✓
Data transfer from legacy systems *	✓	✓	✓
Genealogical searches via HeritEDGE website *		✓	✓
Memorial inspections via InspectEDGE app *		✓	✓
Pricing	Epitaph Lite	Epitaph Classic	Epitaph Enterprise
SaaS (hosted and accessed via Internet)	✓	✓	✓
Annual pricing per concurrent user	✓	✓	✓
Includes upgrades and technical support	✓	✓	✓
Priced on interments and bookings per annum	Band 0	Bands 1 to 3	Bands 4 to 6
Unlimited interments and bookings per annum			Bands 7 to 11

* Extra cost

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PRICING	AdvantEDGE SaaS
Modules charged according to usage in bands	✓
Price includes most upgrades and technical support	✓
Each module price includes 1 concurrent SaaS user	✓
Extra concurrent SaaS users available	✓
Choice of monthly, pay as you go, rolling contract, or	✓
Contracts for 1, 3 and 5 years	✓
AdvantEDGE Setup per concurrent SaaS user	£62
AdvantEDGE Client Configuration per module	£82
Data conversion (per hour) – agreeable on receipt of data	£82
Training - remote via Microsoft Teams (per hour)	£82
Training - onsite, excluding travel time & costs (6 hours)	£672
Extra concurrent SaaS user, per annum - access all licensed modules and organisations - per Councillor for reports only access & approve payments - per Internal Auditor with option for access to multiple councils - per User for clients with multiple modules	£67 £67 £134
Portal Plus – linked to AdvantEDGE, per module	10% of annual fee
Epitaph+ for funeral directors to make online bookings	15% of annual fee
Digital Mapping – utilising maps created, hosted and maintained by Pear Technology, e.g. HeritEDGE for Epitaph	15% of annual fee £90 minimum £335 maximum
InspectEDGE app - Linked to AdvantEDGE, per module - Fee per device	15% of annual fee
DocuSign for agreements including funeral applications, allotment holders, market stall traders, exhibitors and event bookings	£40 £1.60 per document
Band Upgrade - Charged as difference between bands - Temporary band upgrade - Permanent band upgrade	£17 admin fee £0 admin fee

AdvantEDGE

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Discount on Contract Term	Discount
5 year contract, discount on monthly price	50%
3 year contract, discount on monthly price	44%
1 year contract, discount on monthly price	16%

Discounts on Number of Modules Most expensive module is full price, and discount below applied in descending order of module cost.	Discount
2 – 3 modules	10%
4 – 6 modules	15%
7 – 9 modules	20%
10+ modules	20% Free apps Free portals £67 per extra user

Discounts on Additional Organisations	Discount
1st licence for the Council is full price and extra licenses for additional councils, charities or trusts is discounted by 50%.	50%

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PRICE LIST

BAND	Band Limit	SaaS	SaaS	SaaS	SaaS
Admin+ (Agendas & Minutes)	**Meetings per annum**	**5 Year**	**3 Year**	**1 Year**	**Monthly**
1	25	177	197	295	29.50
2	50	202	224	336	33.60
3	75	269	298	448	44.80
4	100	341	379	569	56.90
5	Unlimited	392	435	652	65.20

Allotments	**Allotments per annum**	**5 Year**	**3 Year**	**1 Year**	**Monthly**
1	25	153	170	254	25.40
2	50	195	217	326	32.60
3	100	249	276	415	41.50
4	250	319	355	533	53.30
5	500	410	456	685	68.50
6	1,000	527	585	878	87.80
7	2,000	676	752	1,128	112.80
8	4,000	869	965	1,448	144.80
9	Unlimited	1,117	1,241	1,862	186.20

Asset Manager	**Assets**	**5 Year**	**3 Year**	**1 Year**	**Monthly**
1	200	177	197	295	29.50
2	500	202	224	336	33.60
3	1,000	269	298	448	44.80
4	2,000	341	379	569	56.90
5	Unlimited	392	435	652	65.20

Epitaph Lite (Cemeteries)	**Interments per annum**	**5 Year**	**3 Year**	**1 Year**	**Monthly**
0	15	93	104	156	15.60
0+	15	177	197	295	29.50

Epitaph **Lite** Band0+ includes HertiEDGE digital mapping hosting fee

Epitaph Classic (Cemeteries)	**Interments per annum**	**5 Year**	**3 Year**	**1 Year**	**Monthly**
1	25	247	274	411	41.10
2	50	307	340	511	51.10
3	100	435	484	726	72.60
4	200	528	586	879	87.90

AdvantEDGE
Pricing, Terms and Conditions

BAND	Band Limit	SaaS	SaaS	SaaS	SaaS

Facilities (Bookings)	Bookings per annum	5 Year	3 Year	1 Year	Monthly
00	250	153	170	254	25.40
0	500	195	217	326	32.60
1	1,000	249	276	415	41.50
2	2,000	319	355	533	53.30
3	5,000	410	456	685	68.50
4	10,000	527	585	878	87.80
5	15,000	676	752	1,128	112.80
6	25,000	869	965	1,448	144.80
7	Unlimited	1,117	1,241	1,862	186.20

Finance	Income per annum	5 Year	3 Year	1 Year	Monthly
00	10,000	153	170	254	25.40
0	25,000	195	217	326	32.60
1	50,000	249	276	415	41.50
2	100,000	319	355	533	53.30
3	150,000	410	456	685	68.50
4	250,000	527	585	878	87.80
5	500,000	676	752	1,128	112.80
6	1,000,000	869	965	1,448	144.80
7	Unlimited	1,117	1,241	1,862	186.20

Markets & Events	Bookings per annum *	5 Year	3 Year	1 Year	Monthly
00	250	152	170	254	25.40
0	500	195	217	326	32.60
1	1,000	249	276	416	41.60
2	2,000	320	355	533	53.30
3	5,000	410	456	685	68.50
4	10,000	527	585	878	87.80

* Market bookings is calculated as number of times that a market stall is used each year.
  i.e. for each market = number of stalls x number of times the market is open in the year
  e.g. one market open 5 days a week with 90 stalls
     = 52 weeks x 5 days x 90 stalls = 23,400 bookings

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BAND	Band Limit	SaaS	SaaS	SaaS	SaaS

Markets & Events Enterprise **	Bookings per annum *	5 Year	3 Year	1 Year	Monthly
5	20,000	676	752	1,127	112.70
6	35,000	869	965	1,449	144.90
7	50,000	1,117	1,241	1,862	186.20
8	Unlimited	1,434	1,594	2,390	239.00
9	Unlimited	POA	POA	POA	POA

** Charged per concurrent user.

Planning	Plans per annum	5 Year	3 Year	1 Year	Monthly
1	120	177	197	295	29.50
2	300	201	224	336	33.60
3	480	269	298	448	44.80
4	700	341	379	569	56.90
5	Unlimited	392	435	652	65.20

Playgrounds	Play & Rec Areas	5 Year	3 Year	1 Year	Monthly
1	1	149	164	247	24.70
2	3	177	197	295	29.50
3	6	201	224	336	33.60
4	9	269	298	448	44.80
5	12	341	379	569	56.90
6	Unlimited	392	435	652	65.20

Service Manager	Employees	5 Year	3 Year	1 Year	Monthly
1	5	177	197	295	29.50
2	10	201	224	336	33.60
3	25	269	298	448	44.80
4	50	341	379	569	56.90
5	Unlimited	392	435	652	65.20

AdvantEDGE
Pricing, Terms and Conditions

PRICING - NOTES

1. All prices exclude VAT.

2. Prices listed are only available for Town, Parish and Community Councils plus Charities in England and Wales.

3. Price is per concurrent user.

4. Price is increased on 1_{st} January each year by the greater of 3% or CPIH for October of previous year. CPIH is UK Consumer Price index including owner occupiers' housing costs. See Office for National Statistics: http://www.ons.gov.uk

5. Annual price per concurrent user includes unlimited AdvantEDGE logons for as many users as required.

6. Each Local Council requires a minimum of one concurrent user.

7. If user(s) operate more than one Local Council or charity, there is a discount for each additional Local Council or charity, see **Discounts and Premiums**, page 5.

8. Each concurrent user can be setup to access multiple Local Councils if required.

SaaS Example

A single, concurrent SaaS account can be shared by several staff who share the same computer or who work very closely and do not need simultaneous access. However, each user will have an individual username to access for each AdvantEDGE module so that usage can be monitored and controlled as appropriate. If a user logs onto a concurrent SaaS account that is already logged on by another user, they will take over the current session and the other user will be automatically disconnected.

9. SaaS price includes 0.5GB of storage per concurrent user for the AdvantEDGE and Epitaph databases and all associated files and documents. Additional storage is £15 per GB per annum.

Pricing, Terms and Conditions

TERMS and CONDITIONS

AdvantEDGE is supplied in accordance with the terms and conditions in this document and in accordance with EDGE IT Systems standard sales terms and conditions, which are available on request. EDGE IT Systems reserves the right to change these Terms and Conditions at any time.

1. Contract Term & Payment

Either a monthly rolling contract or a 1, 3 or 5 year contract. All contracts are payable in advance.

2. Additional Concurrent Users

2.1. Additional concurrent user(s) access is available for any period up to the contract anniversary.

2.2. For annual contracts, a minimum one-year period will be charged for additional concurrent users plus a £62 setup fee.

2.3. An additional SaaS concurrent user will be charged at a fixed price of £128 per annum, regardless of which modules or bands are required.

3. Cancellation

3.1. There is no penalty for cancelling a monthly rolling contract.

3.2. Otherwise the penalty for early cancellation of the contract is a percentage of total contract value, irrespective of the year in which the contract is cancelled:
   3 years = 25%, 5 years = 20%

   Example
   Cancellation of a 5 year, 2 user SaaS contract, Finance Band 5:
   Cancellation fee = 20% of ((£646 + £128) x 5 years) = £774

3.3. The penalty for early cancellation of a user is a percentage of the total contract value per user cancelled, irrespective of the year in which the contract is cancelled:
   3 years = 25%, 5 years = 20%

   Example
   Cancellation of 2nd user of 5 year SaaS contract:
   Cancellation fee = 20% of (£128 x 5 years) = £128

3.4. Provision of service will be withdrawn within 3 months of cancellation of user contract or of whole contract.

4   Service Level Agreement

4.1   What is a software support contract?

The support contract provides software updates, bug fixes and remote support to trained users in the use of the software. Support also includes the provision of published answers to frequently asked questions (FAQs), quick guides and user manuals.

4.2   Support Procedure

All users should have received training to EDGE IT Systems approved standards. During training, they will be introduced to the relevant quick guides and user manuals and other sources of support.

The recommended sequence of actions for accessing support are:

5.2.1   Logon: click Support, Manuals, required module and refer to a quick guide or manual.
5.2.2   Create a job on the online Service Desk either by:
          o   Logon, click Support & Service Desk, or
          o   Open www.edgeITsystems.com, click Help and Service Desk, or
          o   Open https://service-desk.edgehostedservices.com
5.2.3   Email support@edgeITsystems.com
5.2.4   Call 024 7666 7337

4.3   AdvantEDGE SaaS

AdvantEDGE is available as SaaS (online).

SaaS users all access AdvantEDGE software and data held on a remote terminal server, over the internet via their broadband connection. With SaaS use, all users are always on the latest version of the software, and updates and bug fixes are automatically applied. The SaaS contract covers hosting of software and data, plus data backup. It does not cover support for the client's own broadband connection.

There are additional terms and conditions for the provision of AdvantEDGE SaaS, see section 7.

4.4   Bug fixes

All software produced by EDGE IT Systems undergoes comprehensive test programmes, including trials by certain selected Councils before it is released for general use.

However, should any faults with the software be discovered, that we confirm are faults, (these are called bugs), you will be entitled to a free fix to the problem request. In addition to receiving the fix to the bug that you have reported, you will also receive any further fixes to bugs that have been reported by other users, and enhancements that have been included in the product. See 5.8 *New Versions* below.

4.5   Minor Enhancements

From time to time, it is likely that small enhancements will be made to the software. Again, these will be supplied to you free of charge on request - see section 5.8 New versions, below.

4.6   Information

Periodically you will automatically receive details of product developments and events such as training courses that are being run.

The latest manuals and user guides are available online via Support/ Manuals. This also contains a *releases* document for each module, which contains a history of all enhancements and bug fixes.

4.7   New versions

You are entitled to receive new versions including bug fixes and minor enhancements free of charge. SaaS users will automatically be updated to the latest version.

4.8   System Setup

System setup for a client will normally be carried out at the beginning of a contract. The cost of this is charged separately.

4.9   New PCs

For SaaS users, a new desktop shortcut will be created free of charge.

4.10   New Users

Detailed instructions will be supplied to enable the client's IT services provider to set up the software on new PC or network. For SaaS use, new users will be set up as required, subject to licensing. Services time required to assist with or perform a new installation will be chargeable at EDGE IT Systems prevailing rates.

4.11   How much will it cost?

The cost of the software support contract will depend upon which modules have been purchased by the Council and will be valid for one month, or the term of the contract.

EDGE IT Systems reserves the right to charge for services not covered by the support contract e.g. ad hoc training, support to untrained users, installation on new PCs and accounting support.

4.12   What won't your software support contract cover?

Your contract does not cover the following:

(a) Technical support on any other computer software or hardware.
(b) Recovery of corrupt data or corrupt backup media.
(c) Visits to your premises to carry out on-site support.
(d) Training. EDGE IT Systems provides training on all AdvantEDGE products. The charge for this would normally be part of the proposal regarding the provision of AdvantEDGE. A comprehensive user manual is supplied for use by trained users. Support is provided to trained users i.e. Support is not intended to be used as ad hoc training by default.
(e) AdvantEDGE Finance software support does not cover accounting or book keeping support. If assistance with accounting or book keeping practice is required, EDGE IT Systems will refer you to one of our accredited accountancy services partners.

EDGE IT Systems will provide additional technical support upon request, at competitive rates. Accounting services are available through our specialist accounts services partners. Such services are quoted individually, please contact EDGE IT Systems for details. For questions regarding council procedures, including internal audit, please refer to the SLCC or your county association of Local Councils.

4.13   Assumptions

(a) All users have taken and passed the training course pertaining to the software being used.
(b) Users have checked the FAQs, quick guide and user manual before contacting EDGE IT Systems.
(c) Users of AdvantEDGE Finance are competent in book keeping and accounting procedures.
(d) The stated technical requirements for AdvantEDGE software and services are met.
(e) The clients are responsible for the security and backing up of their own data. If the client has an AdvantEDGE SaaS contract with EDGE IT Systems, the AdvantEDGE data backup is carried out by EDGE IT Systems as part of the SaaS contract.

5   Availability, Response, Disaster Recovery and Maintenance

5.1   Availability

5.1.1   Epitaph SaaS service is 99% available Monday to Friday, 8.00 a.m. to 6.00 p.m. and 95% available at all other times to allow for maintenance. These are target system availability figures, measured per calendar quarter (pro rata for the first quarter of the contract). These figures exclude circumstances wholly beyond the control of EDGE or agreed planned maintenance.

5.1.2   Service Status

The Status of the service is available via https:///www.edgeITsystems.com/status . This webpage is maintained 24x7 with the latest status and details of outages during the last 30 days.

5.2 Response

5.2.1 Technical Support is available Monday to Friday, 9.00 a.m. to 5.00 p.m. excluding public holidays and period between Christmas and New Year.

5.2.2 Technical support is only available to certified Epitaph users, i.e. all users must be trained.

5.2.3 Online user access changes and passwords supplied within 1 working days.

5.2.4 Requests to reset the password for an Online user must be submitted by email from one of the Client's senior managers. EDGE will then contact the signatory by phone and the request will be processed with the response time of a Major problem (see section 5.2.7).

5.2.5 Target response times during the technical support hours stated in item 5.2.1 are:

Product	Problem Category	Response	Workaround	Resolution
All Products	Service Down	30 minutes	1 hour	2 hours
Markets Band 5 to 9	Major	30 minutes	4 hours	12 hours
Markets Band 5 to 9	Minor	30 minutes		1 week
AdvantEDGE	Major	2 hours	1 day	24 hours
AdvantEDGE	Minor	2 hours		2 weeks

Major problems are defined as:
- SaaS service being unavailable.
- SaaS functional problem that is essential to the daily operation of the client's service.

Minor problems are defined as:
- SaaS service operational and useable but performance not optimal.
- SaaS functional problem that can be worked around whilst it is being resolved.
- SaaS functional problem that is not essential to the daily operation of the client's service.

5.2.6 Service Down

Users to report service down using the methods below listed in the order to used:
- o Check https:///www.edgeITsystems.com/status
- o Call 024 7666 7337
- o Call 024 7658 3880 (on call engineer)

5.2.7 Major Problems

Users to report major problems using the methods below listed in the order to used:
- o https:///www.edgeITsystems.com/status
- o Call 024 7666 7337
- o Online Service Desk via https://service-desk.edgehostedservices.com
- o Email support@edgeITsystems.com
- o Call 024 7658 3880 (on call engineer)

5.2.8 Minor Problems

Users to report minor problems using the methods below listed in the order to used:
- o Online Service Desk via https://service-desk.edgehostedservices.com
- o Email support@edgeITsystems.com

5.3   Disaster Recovery

5.3.1   Microsoft SQL database backups are taken every hour and Altaro backups of the virtual machine every day. Daily backups are stored in a fireproof safe, and weekly backups are stored offsite for 4 weeks in a fireproof safe.

5.3.2   In the event that the EDGE data centre is unavailable for any reason, disaster recovery is provided by technology from www.datto.com which backs up Epitaph SaaS, every hour to a separate UK data centre operated by Datto.

5.3.3   Data Centre Down

If a **service down** event occurs that cannot be resolved with 1 hour (see section 5.2.5) during working hours of 09:00 to 17:00 (see section 5.2.1), then EDGE will failover Epitaph SaaS to Datto which takes 1 hour.

5.3.4   SaaS Escrow

If EDGE has ceased to trade or a **service down** event occurs and the staff at EDGE are not available to failover to Datto for any reason, then clients of Epitaph that have a SaaS Escrow contract can invoke the Escrow via a Statutory Declaration to Finance Chain Limited who trade as Software Escrow Solutions (SES).

The following happens if the SaaS Escrow is activated:
- Service is failed over to Datto
- If EDGE is not operational within 7 days, then SES will publish the "Escrow" icon on the Epitaph SaaS portal which will enable clients to download their software and data
- After 60 days the Datto service will be shutdown

5.4   Maintenance

Software upgrades supplied outside the hours specified in item 5.1 with changes and version number notified via log on procedure.

Pricing, Terms and Conditions

6.0   END USER LICENCE AGREEMENT

6.1   EDGE IT Holdings (UK) Limited retains the copyright in the AdvantEDGE software.

6.2   EDGE IT Systems Limited is authorised by EDGE IT Holdings (UK) Limited to grant a license for the AdvantEDGE software to a specified organisation as follows:

(a) For the duration of the contract
(b) For the specified number of concurrent users

The licence is only transferable to another organisation at the sole discretion of EDGE IT Systems Limited.

6.3   The data is owned by the specified organisation, not EDGE IT Systems Limited or EDGE IT Holdings (UK) Limited.

6.4   At the end of the contract, there are 2 options.

(1) Subscribe to a reports only account costing £134 per account, per annum plus VAT.

(2) Request the data, which will be supplied to the specified organisation via an online service for a limited period of time, or, by a USB storage device which will be charged for on a time and materials basis.

    6.4.1   The data will be supplied in the original database file format.

    6.4.2   When the organisation has received the data, the copy on the servers managed by EDGE IT Systems Limited will be destroyed after 90 days.

    6.4.3   Please note that the organisation is only licensed to use the database supplied for the sole purpose of extracting the data. The database design remains the property of EDGE IT Holdings (UK) Limited and the organisation is:
-    prohibited from distributing the database to another organisation
-    prohibited from updating or modifying the database design
-    prohibited from updating the data in the database

7 SaaS – EXTRA TERMS

7.1 See the "AdvantEDGE and Epitaph Technical Details" document for details about data backups and disaster recovery.

7.2 Software upgrades will be supplied outside the hours specified in 5.1 with changes and version number notified via the relevant releases document available via Support/ Manuals.

7.3 SaaS user access changes and passwords supplied within 2 working days.

7.4 Requests to reset the password for an SaaS user must be submitted by email by one of the Client's senior managers. EDGE IT Systems Limited will then verify the request by contacting the manager by phone and then the request will be processed with the response time of a Major problem (see section 5.2.5).

7.5 Client Responsibilities

7.5.1 Client is responsible for all IT support relating to their own computer systems or Internet connections.

7.5.2 Client is responsible for providing a reliable computer system that meets the technical requirements for AdvantEDGE SaaS. The minimum user requirements are Windows Remote Desktop Connection 10.0 and 512k broadband connection with 20:1 or lower contention ratio.

7.5.3 Client should provide a backup Internet connection, e.g. ADSL or 3G/4G/5G dongle, or an alternative connection device with an independent internet connection, e.g. 3G/4G/5G tablet.

7.5.4 Client is responsible for the cost of their Internet connection.

7.5.5 Clients to use the Microsoft Authenticator Multi-Factor Authentication (MFA) to access the SaaS products and services provided by EDGE.
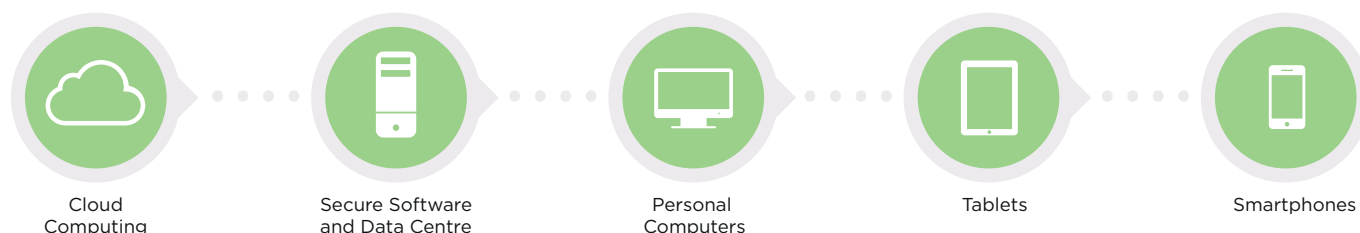
EPITAPH

EPITAPH Classic is the ultimate software package for the management of cemeteries.

Featuring comprehensive control over bookings, sales, grave and memorial management, documents, reports, and finance. Epitaph replaces all your registers and holds all your statutory records.

Main Features

- Three versions:
  - **Lite** - burial and deed registers with HeritEDGE
  - **Classic** - full administration for local councils
  - **Enterprise** - crematoria and principal authorities
- Paperless administration includes headed stationery, outbound email, and attachments
- Comprehensive registers
- Invoicing and credit control
- Extensive reports and statistics
- Mail merge and document production facility
- All reports are easily previewed, printed, and exported to PDF or Word, and emailed directly to recipient
- Support provided by time served ICCM qualified professionals
- **HeritEDGE** digital mapping
  - Digital mapping service utilising maps created and maintained by Pear Technology

- Provides genealogical search facility that can be incorporated into the website for the burial authority
- Display memorial image for each grave on HeritEDGE map
- Locate your physical position using devices GPS whilst in cemetery
- Integrates with **AdvantEDGE Finance**
  - Transfer receipts to Finance module
- Integrates with **InspectEDGE** for memorial inspections
  - Ruggedised InspectEDGE tablet and app available separately
  - Inspections details and photographs recorded by InspectEDGE are saved in Epitaph
- Option for funeral directors to book 24x7 via Epitaph booking portal
- Data migration service available to transfer records from existing system
- Document scanning and back data entry service via specialist partners

Online Hosting

Cloud Computing	Secure Software and Data Centre	Personal Computers	Tablets	Smartphones

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IT Systems Ltd

024 7666 7337

info@edgeITsystems.com

www.epitaph-solutions.com

Carbon Neutral Britain

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v1.2024

Epitaph Classic Pricing

Band	Interments (per annum)	5 Year Contract (annual price)
0	12	£93
0+ Includes HeritEDGE digital mapping	12	£177
1	25	£247
2	50	£307
3	100	£435
4	200	£528

POA for HeritEDGE digital mapping & genealogical search, InspectEDGE memorial inspections app and integration with corporate finance. 3 year, 1 year and monthly contracts also available.

All prices correct as of 1st January 2024, and exclude VAT.
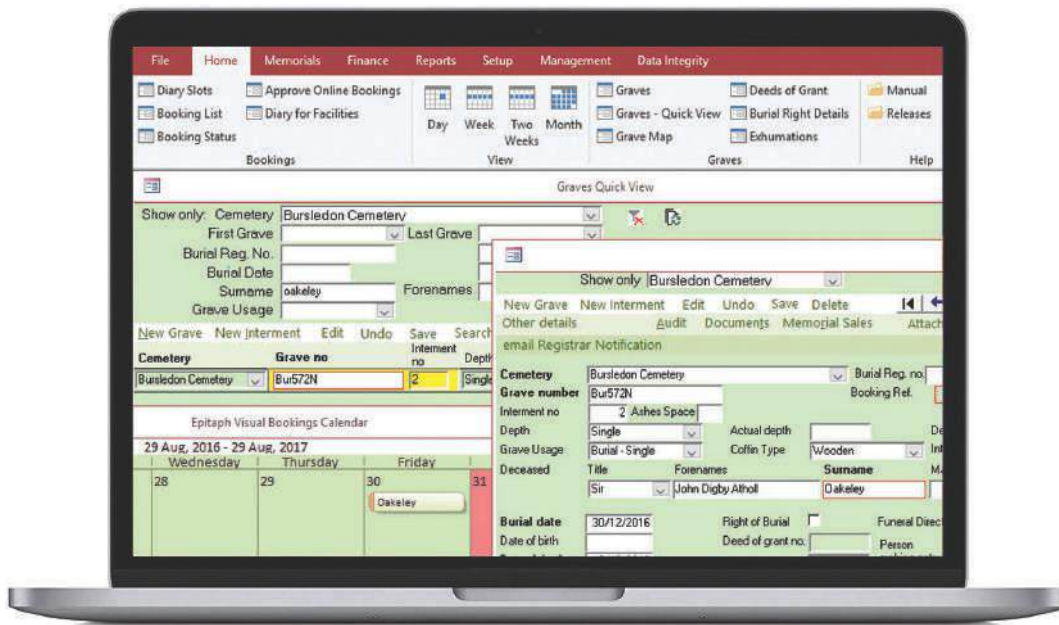
Epitaph is **Software as a Service (SaaS)**. The software and data are held in the cloud on UK servers. Access is available from Windows, Apple or Android devices with an internet connection. You are always running on the latest version of the software and EDGE automatically backs up your data **every hour** at no extra cost to www.datto.com. **Support** is included in the price, and is available by phone, email and online helpdesk through which software enhancements can also be requested.

No Capital Expenditure. Payment for the use of **Epitaph** is via a leased term contract; monthly, 1, 3 or 5 years. Pricing per concurrent user includes unlimited Epitaph user logons. Each concurrent user account enables one Epitaph user to connect at a time, and multi factor authentication (MFA) is included. Additional, concurrent users are £134 per annum and can use all AdvantEDGE modules subscribed to. **Escrow** is included to provide service for a 60 day period and the ability to download data with a 12 month software licence. Other escrow options available.

We offer online training by the hour, which is particularly useful for getting you started, for new members of staff and refresher training.

Wheelbarrow Quotes

Whalley Cornmills

90 litres £62.99

100 litres £64.99

Screw Fix

https://www.screwfix.com/search?search=wheel+barrow

vary but from £50- £65 would suit the cemetery needs for maintenance of graves

Homebase

https://www.homebase.co.uk/elysium.search?search=wheelbarrow

£70-£85

Argos

https://www.argos.co.uk/product/7525203?clickSR=slp:term:wheel%20barrow:4:510:1

85 litres £65

B & Q

https://www.diy.com/search?term=wheelbarrows

£35 - £70