

BASLOW AND BUBNELL PARISH COUNCIL

Clerk: Sarah Porter

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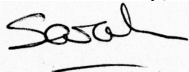
12th June 2018

Dear Councillor,

You are summoned to attend the ordinary meeting of Baslow and Bubnell Parish Council on **19th June 2018 at 7.30pm in the Baslow Methodist Hall.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,



Sarah Porter

AGENDA

- | | <i>Report / Action Required</i> |
|--|--|
| 1. Apologies for absence – Cllr David Dawson | To note |
| 2. Declaration of Members Interests and including for dispensations from members on matters in which they have a Disclosable Pecuniary Interest
Please Note:
a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to
b) make representations and then leave the meeting prior to any consideration or determination of the item)/ Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct. | To note |
| 3. Public speaking
a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.
b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage. | To note and action |
| 4. To approve the Minutes of the Meeting held on 15 th May 2018 | To approve |
| 5. To determine which items if any of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -
Item no x To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item
Item no y. This item title will then be the item to be discussed with press and public excluded" | |
| 6. Matters Arising (actions from previous meetings to note – non decision making): <ul style="list-style-type: none">• Vacancy – No expressions of interest. Clerk will continue to promote• Planning• Suggestions from residents• Playground and Burial Ground• Working Parties | To note
Agenda Item 7
Agenda Item 8
Agenda Item 9
Agenda Item 10 |
| 7. Planning Applications
Potential – Hotel extension – Invited to a meeting at the Wheatsheaf after July's meeting
New - None
Existing: <ul style="list-style-type: none">• NP/DDD/0418/0332 - Ridge House, Eaton Hill, Baslow - Demolition of existing side extension and front porch, construction of new side extension and front porch and internal reconfiguration - pending• NP/DDD/0418/0295 - 2 Corner Cottage, School Lane, Baslow - Listed Building consent - Minor internal alterations to previous listed building consent (NP/DDD/1015/1018) - accepted• NP/DDD/0318/0263 - Bar Lodge, Bar Road, Baslow - Proposed alterations to the existing garage and associated works – granted conditionally• NP/DDD/0318/0259 - 12 Gorse Ridge Drive, Baslow - Single storey side and rear extensions – granted conditionally• NP/DDD/0218/0129 - Charnwood, Eaton Drive, Baslow - Proposed replacement extension to dwelling – granted conditionally• NP/DDD/0118/0053 - Cupola Cottage, Sheffield Road, Baslow - Retrospective application | To note
To discuss
To note |

- for installation of package treatment plant – granted conditionally
 - NP/DDD/0117/0012 - 3 Wheatlands Lane, Baslow - Pedestrian/vehicular access and driveway - pending
8. Suggestions or issues from residents:
- Village sign on village green – waiting a response from Derbyshire County Council – Clerk has chased a number of times To note
 - Rutland Arms To discuss
 - Website To discuss
 - Temporary Signage Update
 - Road Issues:
 - Caravan Club – Clerk has spoken to the Caravan Club and the system has not changed on other years. The club are concerned by the upset caused to the village and ask the registration numbers are passed to them so they can impose sanctions. To note
 - Mini Roundabout – DDDC have pollarded the tree in the Churchyard To note
 - Water on School Lane – reported and has had a number of inspections but not fixed. To note
9. Inspections
- Issues from latest inspections?
 - Burial Ground
 - Burial Ground Regulations review – to be sent separately Cllr Roper
 - State of the burial ground Clerk
 - Tree stumps Cllr Edwards
 - Playground Clerk
10. Working Party and General Updates:
- Crime data update – April 2018 – 18 crimes in the neighbourhood. 8 crimes in Baslow: To note
 - 2 anti-social behaviour crimes
 - 1 vehicle crime
 - 2 burglaries
 - Defib inspection has been carried out To note
 - Annual Parish Meeting feedback: To discuss/note
 - Dressing empty shop windows – 5 Little Ducks are not keen and the old Avant Garde shop owner lives abroad so taking longer to organise
 - Walking guides – in progress
 - Old Ford and Church End improvements and tidying
 - Heritage display in bus shelter – Clerk has asked about the stone shed in the car park but not yet had a response
 - Event area on Village Green including TV
 - Improvements to the Sports Field
 - Heritage Centre
 - Footpaths:
 - Path 23 – Cavendish Hotel – Chatsworth do not want a hard path over the field just grass To note
 - Community Orchard Cllr Edwards
 - Website Clerk
 - New Playground/Recreation Area Update
 - Quote
 - Working Committee meeting on 14th June
11. Finance and Administration including Working Party Update:
- GDPR – Clerk has completed the work around this including registering with the ICO and Councillors need to complete the security compliance form To note
 - Audit has been submitted To note
 - Accounts to 10th June 2018 – Appendix A To note
 - S137 Requests - None To note
 - New expenditure to approve: To approve
 - Cheque 1396 – Clerk Pay and Expenses - £521.95
 - Cheque 1397 – HMRC - £11.40
 - Cheque 1398 – ICO - £40
 - Cheque 1399 – S137 donation to the Big Lunch - £200
 - Cheque 1400 – Website - £200
 - Cheque 1401 – Ground maintenance - £881.92
 - Expenditure to note - None To note
 - New income to note: To note
 - Website businesses - £40
 - Burial Ground - £2,145
12. Correspondence
- RHS Chatsworth – one complaint the Clerk is aware of To discuss
 - Big Lunch thank you To note

13. Feedback from Meetings and Training - None To note
14. For information To note
- Mobile Library Focus Group and Library Drop In Sessions
 - Over flowing dog poo bin on Over Lane has been reported
15. DALC Circulars (all circulated by email): To note
- Circular 07 - 2018 - GDPR - DPO - Guidance - Update on Data Protection Fees - Potential Issue with PWLB balances - National Grid Gas - Planning & Building Control Survey - Publication Guide to effective partnerships
16. Reading (circulated by email): All to be read
- Parishes Planning Bulletin
 - Peak District News and Views
 - Media Releases from Derbyshire Dales District Council
 - Parishes Planning Bulletin
 - District Council Area Community Forums Notes
 - Rural Matters Newsletter
 - Rural Services Network Bulletins
 - Rural Opportunities Newsletter
 - Weekly Rural News Digest
 - Rural Opportunities Bulletins and Press releases - Rural Services Network
 - Police Alerts and newsletters
 - Neighbourhood Watch alerts

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Methodist Hall - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

- 17th July 2018
- 16th October 2018
- 18th September 2018
- 20th November 2018

BASLOW AND BUBNELL PARISH COUNCIL

Clerk: Sarah Porter

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MINUTES

For the meeting held on 15th May 2018 in The Methodist Hall, Baslow

Councillors present:

Cllr Christopher Brown David Dawson
Jane Buckham David Dalrymple-Smith
Richard Clark Tim Tucker

Apologies:

Cllr Alan Edwards
Cllr Jonathan Holsgrove
Cllr Samantha McHattie
Cllr Malcolm Roper
Cllr Jason Atkin (DCC)Cllr
Kath Potter (Peak Park)
PCSO Ian Phipps

Others:

Cllr Susan Hobson
(DDDC)
Sarah Porter

*Report / Action
Required*

- 1. There were apologies for absence received from Cllr Alan Edwards, Cllr Jonathan Holsgrove, Cllr Samantha McHattie, Cllr Malcolm Roper, Cllr Jason Atkin, Cllr Kath Potter and PCSO Ian Phipps.

Cllr McHattie has tendered her resignation with immediate effect. The Parish Council thanked her for all she has done and agreed to advertise the position.

Clerk

- 2. There were no declaration of Members Interests.

- 3. Public speaking

- o Cllr Susan Hobson:

- No complaints regarding the Horse Trials so a well-managed event. Cllr Buckham sent in a suggestion and Chatsworth tried to implement that on the Sunday.
- Rutland Arms – Cllr Hobson has contacted Peak Park regarding checking whether work has started or whether the planning approval will lapse.

- 4. The Minutes of the Meeting held on 17th April 2018 were approved.

- 5. There were no items from Part 1 of the Agenda which should be taken with the public excluded.

- 6. Matters Arising (actions from previous meetings to note – non decision making):

- Planning was discussed under Item 7
- Suggestions from residents was discussed under Item 8
- Playground and Burial Ground was discussed under Item 9
- Working Parties was discussed under Item 10

- 7. Planning Applications

Potential – Hotel extension – One of the pubs is looking to extend their bedroom capacity. They are looking to build a 21 room extension. They have a number of ideas about how they can fit it in sensitively. They have had some initial discussions with Peak Park and have offered to host a meeting of the Parish Council to have a look at the proposal. They are also willing to look at investing in the local community. It was agreed to request a meeting on site to understand the proposal more.

Clerk

New:

Clerk

- NP/DDD/0418/0332 - Ridge House, Eaton Hill, Baslow - Demolition of existing side extension and front porch, construction of new side extension and front porch and internal reconfiguration – No comments on this.
- NP/DDD/0418/0295 - 2 Corner Cottage, School Lane, Baslow - Listed Building consent - Minor internal alterations to previous listed building consent (NP/DDD/1015/1018) – No comment on this.

Existing:

- NP/DDD/0318/0263 - Bar Lodge, Bar Road, Baslow - Proposed alterations to the existing garage and associated works - pending
- NP/DDD/0318/0259 - 12 Gorse Ridge Drive, Baslow - Single storey side and rear extensions - pending
- NP/DDD/0218/0154 - Greystones Cottage, Gorse Bank Lane, Baslow - Listed Building consent - Replace 7 decaying windows with glazed windows – Granted conditionally
- NP/DDD/0218/0148 - Howard Cottage, Eaton Hill, Baslow - Alteration and extensions to existing dwelling house – Granted conditionally
- NP/DDD/0218/0129 - Charnwood, Eaton Drive, Baslow - Proposed replacement extension to dwelling - pending
- NP/DDD/0118/0053 - Cupola Cottage, Sheffield Road, Baslow - Retrospective application for installation of package treatment plant - pending

- NP/DDD/0117/0012 - 3 Wheatlands Lane, Baslow - Pedestrian/vehicular access and driveway - pending
8. Suggestions or issues from residents:
- Village sign on village green – waiting a response from Derbyshire County Council – Clerk has chased a number of times. Following a discussion, it was agreed to approach some artists to look at drawing up a design. Cllr Dawson & Clerk
 - Rutland Arms – Cllr Hobson provided an update under public speaking. It was agreed to ring the developer and ask for an update. Clerk
 - Roadside advertisement boards in Baslow – article placed in Parish Magazine for June
 - Road Issues:
 - Caravan Club – DCC suggests talking to the Caravan Club. Clerk has rung and left a message Clerk
 - Speeding – No update
 - Mini Roundabout – DDDC have placed the pollarding of the tree on to their work programme
9. Inspections
- Issues from latest inspections?
 - Burial Ground – Cllr Roper will continue the inspections Cllr Roper
 - Burial Ground Regulations review – The draft regulations were discussed. Point 6 was discussed in detail and it was agreed to clarify this point with Cllr Holsgrove and bring back to the next meeting. A query over needing to add a width limit to the earthen plots similar to the cremation plots. Clerk & Cllr Holsgrove Cllr Dalrymple-Smith
 - Playground – Cllr Dalrymple-Smith has flagged the 2 lower steps of the climbing frame beginning to crumble. Cllr Dalrymple-Smith will continue
10. Working Party and General Updates:
- Crime data update – March 2018 – 8 crimes in the neighbourhood. 3 crimes in Baslow. PCSO Phipps had contacted the Clerk to warn about smash and grab crimes.
 - Annual Parish Meeting feedback:
 - Dressing empty shop windows – Cllr Tucker will speak to Samantha McHattie about borrowing some pictures. Cllr Tucker Cllr Buckham & Cllr Dalrymple-Smith
 - Walking guides – Cllr Buckham and Cllr Dalrymple-Smith are working on this.
 - Old Ford and Church End improvements and tidying
 - Heritage display in bus shelter – Query over the shed in the car park with a DDDC sign on it. Clerk to find out. Clerk
 - Event area on Village Green including TV
 - Improvements to the Sports Field
 - Heritage Centre
 - Litter Pick – 27th April 2018 – 3 undertook this.
 - Grit – Need to fill bins but need a trailer!
 - Footpaths:
 - Path 23 – Cavendish Hotel – Chatsworth are looking into what they would allow. Following a discussion, it was agreed to look at stone or tarmac surfacing. Drainage needs improving. Clerk
 - Stile repaired at the Robin Hood path 17
 - New Playground/Recreation Area
 - Quote has been received from Peak Playgrounds but more detail is required
 - Clerk to meet someone about the ground work Clerk
11. Finance and Administration including Working Party Update:
- GDPR – The Clerk updated the Council on her training. Clerk
 - The mailing list do not need to give permission again, but she will email to update them on GDPR
 - Councillors are advised not to hold Council work and emails on their personal equipment or as hard copies. The Clerk should hold all relevant information should anyone require it.
 - The Clerk is ensuring the computer system is as compliant as it can be.
 - Accounts to 8th May 2018 were noted Clerk
 - Clerk Pay Award – Nationally Clerks have received a pay increase. In the Clerk’s other Parishes she has moved to spinal point 24 and pay £11.643 per hour. It was agreed to follow the NALC pay scales for ease in future. Clerk
 - S137 Requests Clerk
 - Big Lunch at Methodist Chapel - £200
 - New expenditure to approve:
 - Cheque 1391 – Clerk Pay and Expenses - £546.92
 - Ground maintenance – invoice not received so deferred
 - Cheque 1392 – Defib pads - £107.92 (VAT £17.97)

- Cheque 1393 – Dalc Training - £45
- Cheque 1394 – Insurance - £429.65
- Cheque 1395 – Audit - £76.20
- Expenditure to note - None
- New income to note:
 - Precept - £14,719
 - Burial Ground - £600
 - VAT - £476.40
 - Interest - £3.09

12. Correspondence

- The Off-Street Parking Places (Amendment No. 4) Order 2018 (“Amendment No. 4 Order”
- Derbyshire Lamp Post Poppy Campaign 2018 – It was agreed to buy one for every resident of the parish who fell during WW1. Clerk

13. Feedback from Meetings and Training

- GDPR Training – Discussed under finance

14. For information

- Temporary Road Closure - Baslow Big Lunch Street Party
- Bubnell Farm – asked to put an update in the Parish Magazine

15. DALC Circulars (all circulated by email):

- Circular 6 - 2018 - External Audit News - Neighbourhood Planning Grant - Section 137 allowance - GDPR update & training - Updated Standing Orders & LTN - Free Webinar - Project Man. Training - Councillor Essentials Training

16. Reading (circulated by email):

- Parishes Planning Bulletin
- Peak District News and Views
- Media Releases from Derbyshire Dales District Council
- Parishes Planning Bulletin
- District Council Area Community Forums Notes
- Rural Matters Newsletter
- Rural Services Network Bulletins
- Rural Opportunities Newsletter
- Weekly Rural News Digest
- Rural Opportunities Bulletins and Press releases - Rural Services Network
- Police Alerts and newsletters
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- | | | |
|------------------------------|-----------------------------------|----------------------------------|
| • 19 th June 2018 | • 17 th July 2018 | • 16 th October 2018 |
| | • 18 th September 2018 | • 20 th November 2018 |

Baslow and Bubnell Parish Council
Bank Rec. As at 1st June 2018

	RBS Current £	RBS Reserve £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2018	500.00	70,366.48	70,866.48	
plus : receipts	18,580.40	3.09	18,583.49	
less : payments	-1,807.19		-1,807.19	
unpresented items			0.00	
transferred to reserve a/c	-16,773.21	16,773.21	0.00	
	<u>500.00</u>	<u>87,142.78</u>	<u>87,642.78</u>	0.00
Unpresented chqs		1,229.59	1,229.59	
Unpresented receipts		2,785.00	2,785.00	
Balance	<u>500.00</u>	<u>85,587.37</u>	<u>86,087.37</u>	
Bank : Current A/C - 08/05/18	500.00		500.00	
Deposit A/C - 27/02/18	0.00	85,587.37	85,587.37	
			0.00	
Balance at bank	<u>500.00</u>	<u>85,587.37</u>	<u>86,087.37</u>	
difference	0.00	0.00	0.00	

Signed by Responsible Finance Officer _____

Signed by Chairman _____

RESERVES		RBS Current £	RBS Reserve £	Total £	
Current Bank Balance as per cashbook and bank statements Start of Year		500.00	70,366.48	70,866.48	-15,220.89
*	New Playarea reserve				
*	Transfer to HSBC				
*	New Playarea reserve additions -flexible		10,000.00		
	Repair existing palyground equipment		1,000.00		
	Benches reserve (Accrued annually / spend every 2 yrs)		450.00		
	Orchard reserve		0.00		
	Grit bin reserve from 13/14		750.00		
	Maintenance in burial ground (tree removal)		0.00		
	Election year		1,500.00		
	Website improvement		1,000.00		
	General reserve	500.00	8,000.00		
		<u>500.00</u>	<u>22,700.00</u>	<u>23,200.00</u>	0.00
				-47,666.48	
*	total amount for play area				
	#REF!				

Monthly Budget Monitoring

BASLOW AND BUBNELL PARISH COUNCIL		Year to Date at 01.06.18			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2018 - 2019		2					
Date	1st June 2018	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	2	To Date	To Date	£	Projected	For Year	£
PAYMENTS							
Administration							
Clerk's salary		847.00	968.00	121.00	5,808.00	B 5,808.00	0.00
Clerk's expenses		40.00	56.67	16.67	340.00	B 340.00	0.00
Parish Mobile phone		12.00	12.00	0.00	36.00	B 72.00	36.00
Councillor's expenses (travel & sub - £10 / person)		56.85	8.33	(48.52)	100.00	B 50.00	(50.00)
Training		45.00	41.67	(3.33)	250.00	B 250.00	0.00
Audit fees		76.20	33.33	(42.87)	300.00	B 200.00	(100.00)
Room hire		0.00	50.00	50.00	350.00	B 300.00	(50.00)
Subscription DALC + PPP Forum		24.00	20.83	(3.17)	125.00	B 125.00	0.00
Website maintenance		0.00	83.33	83.33	500.00	B 500.00	0.00
Insurance		429.65	83.33	(346.32)	500.00	B 500.00	0.00
Stationery, Printing and Adverts		0.00	16.67	16.67	100.00	B 100.00	0.00
		1,530.70	1,374.17	(156.53)	8,409.00	B 8,245.00	(164.00)
Burial Ground							
Maintenance		0.00	50.00	50.00	300.00	B 300.00	0.00
Rates inc. water		0.00	25.00	25.00	150.00	B 150.00	0.00
Refuse removal		0.00	0.00	0.00	100.00	B 0.00	(100.00)
Grass cut		75.00	187.50	112.50	1,125.00	B 1,125.00	0.00
		75.00	262.50	187.50	1,675.00	B 1,575.00	(100.00)
Amenity Area							
Grass cutting		42.75	220.83	178.08	1,325.00	B 1,325.00	0.00
Other Maintenance		0.00	0.00	0.00	0.00	B 0.00	0.00
		42.75	220.83	178.08	1,325.00	B 1,325.00	0.00
Old Ford							
Grass cutting		0.00	23.33	23.33	140.00	B 140.00	0.00
		0.00	23.33	23.33	140.00	B 140.00	0.00
Playground and Woodland							
Grass Cutting		25.00	58.25	33.25	349.50	B 349.50	0.00
Safety Inspection		89.85	20.00	(69.85)	150.00	B 120.00	(30.00)
Playground Maintenance		0.00	83.33	83.33	500.00	B 500.00	0.00
Woodland Maintenance		0.00	83.33	83.33	500.00	B 500.00	0.00
Woodland Rent		0.00	16.67	16.67	0.00	B 100.00	100.00
Woodland Spraying		0.00	29.17	29.17	175.00	B 175.00	0.00
		114.85	290.75	175.90	1,674.50	B 1,744.50	70.00
Misc							
Village clock maintenance		0.00	33.33	33.33	200.00	B 200.00	0.00
Bench - maintenance		0.00	166.67	166.67	1,000.00	B 1,000.00	0.00
Grit Bins x 5 / 2 x fills		0.00	62.50	62.50	375.00	B 375.00	0.00
Grit - store for paths/roads		0.00	0.00	0.00	0.00	B 0.00	0.00
Election Costs		0.00	0.00	0.00	0.00	B 0.00	0.00
Parish Paths		0.00	320.00	320.00	320.00	B 320.00	0.00
Dog Bins		0.00	0.00	0.00	0.00	B 0.00	0.00
Contingency		0.00	0.00	0.00	0.00	B 0.00	0.00
		0.00	582.50	582.50	1,895.00	B 1,895.00	0.00
S137 Grants							
S137 grants (incl Village Hall donations)		0.00	250.00	250.00	1,500.00	B 1,500.00	0.00
		0.00	250.00	250.00	1,500.00	B 1,500.00	0.00
WORKING PARTIES							
						All WP Expend from Reserves	
WP - New Playgound		25.92	6,666.67	6,640.75	40,000.00	B 40,000.00	0.00
WP - Emergency Planning		0.00	0.00	0.00	0.00	B 0.00	0.00
WP - Orchard		0.00	0.00	0.00	0.00	B 0.00	0.00
WP - Communication		0.00	0.00	0.00	0.00	B 0.00	0.00
		25.92	6,666.67	6,640.75	40,000.00	B 40,000.00	0.00
Total Payments							
		1,789.22	9,670.75	7,881.53	56,618.50	B 56,424.50	(194.00)
VAT		17.97	0.00	(17.97)	0.00	B 0.00	0.00
Total Payments after VAT		1,807.19	9,670.75	7,863.56	56,618.50	B 56,424.50	(194.00)
RECEIPTS							
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
Bank Interest		3.09	2.50	0.59	15.00	B 15.00	0.00
Council Tax Grant		0.00	0.00	0.00	0.00	A 0.00	0.00
DDDC Reimbursements		0.00	166.50	(166.50)	999.00	B 999.00	0.00
DCC Footpath Grant (Right of way Grant)		0.00	64.17	(64.17)	385.00	B 385.00	0.00
Burial Ground		3,345.00	0.00	3,345.00	0.00	B 0.00	0.00
Website		40.00	26.67	13.33	160.00	B 160.00	0.00
Donations		0.00	0.00	0.00	0.00	B 0.00	0.00
Vat		476.40	166.67	309.73	0.00	B 1,000.00	-1,000.00
Total Receipts before precept		3,864.49	426.50	3,437.99	1,559.00	2,559.00	(1,000.00)
Precept		14,719.00	2,453.17	12,265.83	14,719.00	A 14,719.00	0.00
TOTAL RECEIPTS Including PRECEPT		18,583.49	2,879.67	15,703.82	16,278.00	17,278.00	(1,000.00)
PROFIT / (LOSS) for year to 31st March 2018		16,776.30	-6,791.08	23,567.38	-40,340.50	-39,146.50	-1,194.00
Cumulative Bank Balances as at 1st April 2017							
					70,866.48		
Forecast surplus in year							
					-40,340.50		
Forecast Cumulative Bank Balances as at 31st March 2018							
					30,525.98		