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Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org, 01623-626857

Thursday, 22 April 2021

Summons:

You are summoned to a meeting of Clipstone Parish Council which will be held online on Wednesday, 28 April 2021 at 19.00.

LOGIN – please follow [this link](#):

<https://us02web.zoom.us/j/83792227372?pwd=VEJsZUw5eEUyNC9CeFJkNGhYWjJXQT09>

Meeting ID: 836 8756 8678

Passcode: #2102q

One tap mobile

+441314601196,,83687568678#,,,,*021713# United Kingdom

If you cannot connect to the internet you can join the meeting by phoning one of these numbers for an audio connection. Your phone provider may charge you for this call. Dial by your location

+44 131 460 1196 United Kingdom	+44 203 051 2874 United Kingdom
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Meeting ID: 836 8756 8678

Passcode: 021713

Signed

Belina Boyer

Clerk to the Council

AGENDA

- CPC21-68 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.
- CPC21-69 To receive apologies for absence.
- CPC21-70 To receive questions and petitions from members of the public – for information only.
- CPC21-71 To receive a report from the County and District Councillors.
- CPC21-72 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
- CPC21-73 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
- CPC21-74 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).
- CPC21-75 To receive draft newsletter ready to be finalised (Cllr Swiffin).
- CPC21-76 To consider the purchase of
- DeWALT DCK677L3T-GB 18V 3.0AH LI-ION XR CORDLESS 6 PIECE KIT
 - Replacement ride-on mower and determine a spending limit.
- CPC21-77 FINANCE:
- a. To receive the Payments and Receipts report for March and note that any payments not previously listed were made under delegated powers (CPC20-079).
 - b. To receive bank reconciliations for March 2021 and agree to sign them.
 - c. To consider any additional items to be added to the printed schedule.
 - d. To approve the payment schedule for April/May and resolve to sign it.
 - e. To approve the preliminary Annual Governance and Accounting Statement
 - f. To review and approve the preliminary Summary Receipts and Payments to the financial year end

- CPC21-78 To consider adopting a reserves and investment policy and define earmarked reserves for the financial year 2021-22
- CPC21-79 To consider overtime payments to ground staff.
- CPC21-80 To receive quotes for defibrillators suitable for installation in a phone box.
- CPC21-81 To consider restarting the recruitment process for the admin assistant aborted last spring
- CPC21-82 To consider adoption of a scheme of delegation
- CPC21-83 To consider creating the post of caretaker and starting the recruitment process.
- CPC21-84 PLANNING
- a. To consider commenting on the following planning applications:
 - [21/00782/HOUSE | Proposed two-storey side extension with garage. Remove hedges, erect 5ft fence at front rising to 2m at side and to enclose rear. | 93 Highfield Road Clipstone NG21 9EP](#)
 - b. To note the following planning decision:
 - 21/00352/FUL | Change of use of first floor only from office/storage (Class E) to residential accommodation (Class C3) | 139 Mansfield Road Clipstone NG21 9AA – **Application permitted**
- CPC21-85 To receive and note correspondence previously circulated by email.
- CPC21-86 To receive Items for Notification to be included on next meeting's agenda. (for information only).
- CPC21-87 To confirm date of next scheduled meeting. .



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org, 01623-626857

Minutes of the meeting of Clipstone Parish Council held Wednesday, 24 March 2021 at 19:00

Members Present	Members Present	Members Absent
Cllr K Croshaw	Cllr W Swiffin	
	Cllr C Wigman (chairman)	Cllr D Moore
Cllr R Clarey		Cllr F Ford
Cllr J Fishwick		Cllr JC Wigman
		Cllr P Greenwood

Also present: Cllr John Peck (NCC)

In Attendance: The Clerk

Frequently used abbreviations:

CMWCT	Clipstone Miners Welfare Community Trust
CPC	Clipstone Parish Council
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council

CPC21-45 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

The Clerk would record the meeting to aid the production of the minutes before deleting the files.

CPC21-46 To receive apologies for absence.

The following apologies were received and noted:

- Cllr Ford – medical
- Cllr Greenwood – work
- Cllr Moore – medical
- Cllr JC Wigman - work

CPC21-47 To receive questions and petitions from members of the public – for information only.

There were none.

CPC21-48 To receive a report from the County and District Councillors.

Cllr John Peck stated that this would be the last time he was likely to be attending a Clipstone Parish Council meeting as he was not seeking re-election.

Initial _____

CPC21-49 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.

Cllr Clarey declared an interest as a Trustee of Clipstone Miners Welfare Community Trust.

CPC21-50 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. The Exclusion of public and press is recommended for item CPC21-67 due to the confidential nature of the personnel matters under discussion.

The Council resolved to exclude Public and Press for item CPC21-67.

CPC21-51 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

Proposed by Cllr Clarey seconded by Cllr Swiffin, the Council resolved to sign the minutes of the meeting 24 February 2021 as a true record of that meeting.

CPC21-52 To receive draft newsletter and proposed contributors (Cllr Swiffin).

Cllr Swiffin would work with the Clerk on the finished product to ensure accessibility on the website and other platforms.

CPC21-53 To receive an oral report on the progress on mandate changes and new bank accounts.

The clerk reported that the removal of former members on the mandates had been completed. The clerk pointed out that she would require the personal details of all councillors to complete the process of adding new councillors to existing accounts and the opening of a new account with Unity Trust Bank.

CPC21-54 To consider a grant application from Citizens Advice Sherwood & Newark for £750.

The clerk was asked to write to Citizens Advice Sherwood & Newark and request data of the number of Clipstone residents the service is supporting and if available the nature or the support.

The Council unanimously resolved to award a grant of £750 on condition of the quarterly provision of the above data.

CPC21-55 To determine sites for additional litter bins on Cavendish Estate.

The following sites were identified: Forest Road – entrance to allotments, bus stops on Cavendish Way, Cavendish Way roundabout – village end, Cavendish way near footpath leading to Newlands Park, Clipstone Drive, Church Road near Youth Club, footpath Emmerson Drive, Hilcote Drive Park

CPC21-56 To consider the purchase of replacement dog bins.

Proposed by Cllr Clarey seconded by Cllr C Wigman the Council unanimously approved the purchase of three replacement dog bins.

CPC21-57 To note the THE NOTTINGHAMSHIRE COUNTY COUNCIL (MANSFIELD WOODHOUSE FOOTPATH NOS. 59 & 60 AND CLIPSTONE FOOTPATH NOS. 20, 21, 22 & 23) MODIFICATION ORDER 2016 as made

The Council noted THE NOTTINGHAMSHIRE COUNTY COUNCIL (MANSFIELD WOODHOUSE FOOTPATH NOS. 59 & 60 AND CLIPSTONE FOOTPATH NOS. 20, 21, 22 & 23) MODIFICATION ORDER 2016.

CPC21-58 To consider adopting new cemetery fees.

The Council resolved to adopt the cemetery fees from 01 April 2021 .

CPC21-59 To consider membership of the Institute of Cemetery and Crematorium Management at £95 per year.

The Council resolved to approve applying for membership of the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £95 per annum.

CPC21-60 FINANCE:

- a. To receive the Payments and Receipts report for February and note that any payments not previously listed were made under delegated powers (CPC20-079).

The Council noted and approved The Payments and receipts report for February 2021.

- b. To receive bank reconciliations for February 2021 and agree to sign them.

The Council noted the bank reconciliation for February 2021 and resolved for these to be signed.

- c. To consider any additional items to be added to the printed schedule.

Items to be added were BrightPay - £118.80 and THPE - £113.14. These were approved,

- d. To approve the payment schedule for March/April and resolve to sign it.

The Council resolved to approve the updated payment schedule for March/April 2021 and to sign it.

CASH POSITION				£
NatWest Current Account		28-Feb		151,605.86
Method	Ref	Supplier	Description	Total
DD	4101023877	NSDC	Non-Dom cemetery per month	
STO	43037	NSDC	Rent portion S&S current per month	331.25

BACS		Salaries and Wages per month	Approximate amount Salaries and Wages	6,080.00
DD		NatWest	Approximate Bank Charges	20.00
DD		BT	Broadband and Phone	71.16
DD		Water Plus	Water VH	76.19
BACS	30066-1	Mitchells Ironmongers	PPE and tools	49.43
BACS	4393	Clipstone Car Sales	Van repair	200.00
BACS	7101470204	NSDC	Waste removal Cemetery 2021-22	975.52
BACS		NSDC	Waste removal VH 2021-22	198.38
DD	stw-inv04601596	Water Plus	Water VH	55.17
BACS	H1992E3FBE	E.on	Christmas lights	389.93
BACS	34937	Edge IT	Hosted Services	269.40
BACS	983483336	British Gas	Village Hall	385.82
BACS	1142948811	TradeUk	Tools and Timber	44.52
BACS	1145180159	TradeUk	Turf	39.80
BACS	IM028252	ViaEM	Grit	66.00
BACS	IM029418	ViaEM	Grit	66.00
DD	17887	UK Fuel	Diesel	70.03
BACS	355555	Bright Pay	Payroll software	118.80
BACS	41720	THPE	Workwear	113.14
			Total	9,620.54

- e. To review and approve the Regular Due payments list in accordance to Financial Regulations 5.6.

The Council reviewed and approved the Regular Due Payments List as presented.

- f. To review and approve the Financial Risk Assessment

The Council reviewed and approved the Financial Risk Assessment as presented.

- g. To review and approve Internal Controls

The Council reviewed and approved the Internal Controls as presented.

CPC21-61 PLANNING

- a. To consider commenting on the following planning applications:
- [21/00546/HOUSE | Proposed single storey wraparound extension with internal alterations | 46 Central Drive Clipstone NG21 9AG](#)

The Council took a neutral stance without comment.

- [21/00423/HOUSE | Single storey rear extension \(retrospective\) | 25 Waterfield Way Clipstone NG21 9FD \(newark-sherwooddc.gov.uk\)](#)

The Council took a neutral stance without comment.

- b. To note the following planning decision:
- 21/00307/FUL | Proposed drop kerb to form new vehicle access to front of property including new vehicular and pedestrian access gates | 3 Mansfield Road Clipstone NG21 9BA – **Application permitted**

The Council noted the planning decision.

CPC21-62 To consider Public Spaces Protection Orders for Clipstone – whether to renew existing ones and add new ones.

The Council resolved to renew the current PSPOs. It recommends a dog exclusion for the play area at Bluebell Wood Lane and a dogs on leads order for the wider park. The Clerk would write to the land owners Persimmon Homes.

CPC21-63 To consider the NSDC Open Spaces Strategy consultation and propose any amendments.

The Council considered the strategy and proposed a number of corrective amendments where the report was considered to be inaccurate.

CPC21-64 To receive and note correspondence previously circulated by email.

The Council noted the correspondence which had previously been circulated.

CPC21-65 To receive Items for Notification to be included on next meeting's agenda. (for information only).

- Overtime for ground staff
- Newsletter
- Defibrillator Quotes

CPC21-66 To confirm date of next scheduled meeting.

The date for the March Meeting was confirmed as 2* March 2021 at 19.00

CPC21-67 To consider an appeal regarding interment in Clipstone Cemetery. Exclusion of Public and press recommended due to the personal nature of the appeal.

Cllr C Wigman briefly left the meeting during the discussion of this item. The Council appointed Cllr Swiffin to chair the meeting during her absence. Once returned to the meeting Cllr C Wigman returned to the chair.

The Council considered two appeals of a similar nature and resolved that the interments should be permitted.

Signature of presiding chairman

Date

DRAFT

Time: 00:40

Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/03/2021	P20-206	76.19		76.19		R <input type="checkbox"/>	Water Plus
01/03/2021	P20-206	-76.19		-76.19		R <input type="checkbox"/>	Water Plus
01/03/2021	AutoCredit		2,096.00	2,096.00		R <input type="checkbox"/>	Receipt(s) Banked
02/03/2021	P20-208	139.81		139.81		R <input type="checkbox"/>	BT
02/03/2021	P20-209	49.43		49.43		R <input type="checkbox"/>	Mitchells Ironmongers
02/03/2021	P20-2010	200.00		200.00		R <input type="checkbox"/>	Clipstone Car Sales
02/03/2021	P20-211	45.10		45.10		R <input type="checkbox"/>	Trade UK
02/03/2021	P20-212	72.16		72.16		R <input type="checkbox"/>	Trade UK
02/03/2021	P20-216	4.26		4.26		R <input type="checkbox"/>	NCC Supplies
02/03/2021	OP20219	23.75		23.75		R <input type="checkbox"/>	Trade UK
02/03/2021	P20-220	640.00		640.00		R <input type="checkbox"/>	M+C Elliott
02/03/2021	P20-221	66.00		66.00		R <input type="checkbox"/>	Via East Midlands
03/03/2021	P20-210	918.00		918.00		R <input type="checkbox"/>	Groundworks Architects
03/03/2021	P20-215	720.00		720.00		R <input type="checkbox"/>	Musson Liggins
03/03/2021	P20-217	60.00		60.00		R <input type="checkbox"/>	JB Littlewoods
03/03/2021	Cem-63		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2021	P20-207	1,809.60		1,809.60		R <input type="checkbox"/>	NSDC
04/03/2021	P20-228	-115.54		-115.54		R <input type="checkbox"/>	Southern Electric
08/03/2021	P20-229	-191.70		-191.70		R <input type="checkbox"/>	HMRC
08/03/2021	Cem-65		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
15/03/2021	P20-213	331.25		331.25		R <input type="checkbox"/>	NSDC
16/03/2021	P20214	389.93		389.93		R <input type="checkbox"/>	E.on
18/03/2021	Cem-66		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
22/03/2021	P20-230	70.03		70.03		R <input type="checkbox"/>	UK Fuels Limited
23/03/2021	P20-218	385.82		385.82		R <input type="checkbox"/>	British Gas
31/03/2021	S+W March	5,350.54		5,350.54		R <input type="checkbox"/>	Salaries and Wages
31/03/2021	P20-222	269.40		269.40		R <input type="checkbox"/>	Edge IT Systems
31/03/2021	P20-223	44.52		44.52		R <input type="checkbox"/>	Trade UK
31/03/2021	P20-224	39.80		39.80		R <input type="checkbox"/>	Trade UK
31/03/2021	P20-225	975.52		975.52		R <input type="checkbox"/>	NSDC
31/03/2021	P20-226	198.38		198.38		R <input type="checkbox"/>	NSDC
31/03/2021	P20-227	10.50		10.50		R <input type="checkbox"/>	Natwest
		<u>12,506.56</u>	<u>2,646.00</u>				

Time: 22:45

Bank Reconciliation up to 31/03/2021 for Cashbook No 2 - Reserve Account 1

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/03/2021	INTEREST		0.44	0.44		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>0.44</u>				

Time: 20:42

Bank Reconciliation up to 31/03/2021 for Cashbook No 4 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/03/2021	45	20.40		20.40		R <input checked="" type="checkbox"/>	Asda
03/03/2021	PC55	10.00		10.00		R <input checked="" type="checkbox"/>	GiffGaff
04/03/2021	PC56	6.00		6.00		R <input checked="" type="checkbox"/>	GiffGaff
08/03/2021	PC57	10.00		10.00		R <input checked="" type="checkbox"/>	GiffGaff
17/03/2021	PC58	6.00		6.00		R <input checked="" type="checkbox"/>	GiffGaff
18/03/2021	PC59	3.00		3.00		R <input checked="" type="checkbox"/>	Land Registry
22/03/2021	PC60	118.80		118.80		R <input checked="" type="checkbox"/>	BrightPay
23/03/2021	DD	1.99		1.99		R <input checked="" type="checkbox"/>	Pocket
30/03/2021	PC61	143.88		143.88		R <input checked="" type="checkbox"/>	Zoom
31/03/2021	PC62	10.00		10.00		R <input checked="" type="checkbox"/>	GiffGaff
		<u>330.07</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Community Fund	31/12/2020		3,638.73
NatWest 96626240	31/03/2021		141,745.30
			<u>145,384.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			145,384.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			145,384.03
		Balance per Cash Book is :-	145,384.03
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Reserve Account 1**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 71869905	31/03/2021		49,054.50
Mansfield BS Deposit 13-138910	31/12/2020		173,915.00
			<u>222,969.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			222,969.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			222,969.50
		Balance per Cash Book is :-	222,969.50
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash held	31/03/2021		23.01
Pockit card	31/03/2021		58.18
			<hr/> 81.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			81.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			81.19
		Balance per Cash Book is :-	81.19
		Difference is :-	0.00

BUSINESS CURRENT ACCOUNT

CLIPSTONE PARISH COUNCIL V

Branch Details	Your current details	Period	27 Feb 2021 to 31 Mar 2021
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF	Previous Balance	£151,605.86
		Paid out	£12,813.80
		Paid in	£2,953.24
		New Balance	£141,745.30

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					151,605.86
1 Mar 2021	AUTOMATED CREDIT	NSDC-PAYMENTS ACCO, FEB GRANT , FP 01/03/21 1311 , 300000000726137577	2,096.00		153,701.86
2 Mar 2021	ONLINE TRANSACTION	MUSSONLIGGINS , 16428 , VIA ONLINE - PYMT		720.00	152,981.86
	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 02/03/21 10 , 30172405077709000N		23.75	152,958.11
	ONLINE TRANSACTION	COUNTYSUPPLIES-NEW, NC891430 , VIA ONLINE - PYMT , FP 02/03/21 10 , 58173623023873000N		4.26	152,953.85
	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 02/03/21 10 , 63173020056398000N		72.16	152,881.69
	ONLINE TRANSACTION	GROUNDWORKSARCHI , INV 2021-01 , VIA ONLINE - PYMT , FP 02/03/21 10 , 54181827327203000N		918.00	151,963.69
	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 02/03/21 10 , 01172334638575000N		45.10	151,918.59
	ONLINE TRANSACTION	MITCHELLS IRON , CLI01001-30066-1 , VIA ONLINE - PYMT , FP 02/03/21 10 , 13174540606949000N		49.43	151,869.16
	DIRECT DEBIT	BRITISH TELECOM , VP49554770M04701		139.81	151,729.35
3 Mar 2021	AUTOMATED CREDIT	INGHAM WS+SON LT , CEM-63 , FP 03/03/21 1158 , RP4659981409387900	200.00		151,929.35
	ONLINE TRANSACTION	CLIPSTONECARSALLES , 4393 , VIA ONLINE - PYMT , FP 03/03/21 10 , 26124445796258000N		200.00	151,729.35

Branch Details	Your current details
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
4 Mar 2021	AUTOMATED CREDIT	SOUTHERN ELECTRIC , 666496841	115.54		151,844.89
	ONLINE TRANSACTION	NSDC WASTE , IO139552 , VIA ONLINE - PYMT , FP 04/03/21 40 , 42023242627575000N		1,809.60	150,035.29
8 Mar 2021	AUTOMATED CREDIT	MANSFIELD MEMORIAL, CEM-65 , FP 08/03/21 1332 , YBBPI1332098341680	150.00		150,185.29
	AUTOMATED CREDIT	HMRC - SSP GRANT , 507PP00169390	191.70		150,376.99
11 Mar 2021	DIRECT DEBIT	[REDACTED]			
15 Mar 2021	STANDING ORDER	NSDC - 43037 , CUSTOMER 43037 , FP 15/03/21 30 , 52013259554443000N		331.25	149,799.61
16 Mar 2021	ONLINE TRANSACTION	EON UMS50031949 , 014624826190 , VIA ONLINE - PYMT		389.93	149,409.68
18 Mar 2021	AUTOMATED CREDIT	INGHAM WS+SON LT , CEM-66 , FP 18/03/21 1000 , RP4659982909608100	200.00		149,609.68
22 Mar 2021	DIRECT DEBIT	UK FUELS LTD , FLO00006792		70.03	149,539.65
23 Mar 2021	DIRECT DEBIT	BG BUSINESS , 603451082151020000		385.82	149,153.83
30 Mar 2021	ONLINE TRANSACTION	M AND C ELLIOTT , CLIPSTONE 18 , VIA ONLINE - PYMT		640.00	148,513.83
	ONLINE TRANSACTION	JB LITTLEWOOD , 13605 , VIA ONLINE - PYMT , FP 30/03/21 10 , 33142456228394000N		60.00	148,453.83
31 Mar 2021	CHARGES	26FEB-A/C 96626240		10.50	148,443.33
	ONLINE TRANSACTION	[REDACTED]			

Branch Details	Your current details
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
31 Mar 2021	ONLINE TRANSACTION	VIA EAST MIDLANDS , IM029418 , VIA ONLINE - PYMT , FP 31/03/21 40 , 28023256802319000N		66.00	147,848.04
	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 31/03/21 40 , 29023256803817000N		44.52	147,803.52
	ONLINE TRANSACTION	NSDC WASTE , 7101469421 , VIA ONLINE - PYMT , FP 31/03/21 40 , 35023256815025000N		198.38	147,605.14
	ONLINE TRANSACTION				
	ONLINE TRANSACTION				
	ONLINE TRANSACTION				
	ONLINE TRANSACTION	EDGE IT SYSTEMS , INV 34937 , VIA ONLINE - PYMT , FP 31/03/21 40 , 33023256811780000N		269.40	145,138.55
	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 31/03/21 40 , 34023256813367000N		39.80	145,098.75
	ONLINE TRANSACTION				
	ONLINE TRANSACTION	NSDC WASTE , 7101470204 , VIA ONLINE - PYMT , FP 31/03/21 40 , 31023256808462000N		975.52	143,055.48

Branch Details	Your current details
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
31 Mar 2021	ONLINE TRANSACTION				141,745.30

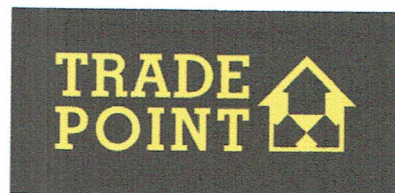
Deposit Guarantee Scheme Information

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your online statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

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National Westminster Bank Plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Account Number: 6331640017016346
 Card/Site Number: 63316400****1242
 Invoice Number: 1153848333
 Purchase Order Number: 0
 Purchase Order Date: 14/04/21
 Tax Point Date: 14/04/21



Invoice Name & Address Clipstone Parish Council Clipstone Parish Council Village Hall Church Road Clipstone NG21 9DF	Delivery Name & Address	Store Address Page 1 B&Q-Sutton In Ashfield Ashfield Gateway Sutton In Ashfield Nottinghamshire NG17 4HW 01623 445511
---	------------------------------------	---

SKU Number	Product Description	Quantity	Net	VAT
3165140379526	Bosch 70pc Mixed Seta 5lkh Pk3lm No Size	1.00	19.00	20.00

TAX INVOICE

CLIPSTONE PARISH COUNCIL	
PAYMENT AUTHORIZATION	
SCHEDULE	12ml
CILR 1	
CILR 2	
DATE AUTH.	
COST CENTRE	
ACCOUNT CODE	
DATE PROC.	
DATE PAID	
REFERENCE	

Please remit to:- Trade UK, Selectapost 28,
 Sheffield, S97 3GE

Sub Total	£19.00
VAT	£3.80
Total	£22.80

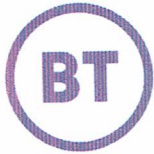
Customer Contact Number 0345 6038389

VAT Reg. No. 232555575

This invoice is due for payment on: 31/05/21

Invoice Number: 1153848333

Account Number: 6331640017016346



Account number VP 4955 4770
 Bill issue date 16 Apr 2021
 Bill reference M049 HQ

BELINA BOYER
 CLIPSTONE PARISH COUNCIL
 VILLAGE HALL
 CHURCH ROAD
 MANSFIELD
 NG21 9DF

Services covered by this bill

Cloud voice
 Broadband
 Mobile

Your monthly business bill

The total owed on this account is
£ 35.36 including VAT

Thank you for paying by Direct Debit - this payment will be taken from your bank account on or just after 30 April.

This bill

Regular charges	£ 66.54
Discounts	- £ 18.00
Total VAT	£ 9.70
Total for this bill	£ 58.24
Total outstanding from your previous bills	- £ 22.88
Total for this account	£ 35.36

To see more detail about your phone service log into your account on business.bt.com

Here you'll see your phone number(s) and all call usage data, along with options to personalise your service.

Prevent late payment charges

Why not pay by Direct Debit? You can still check your bill before any money is taken.

Sign up now at bt.com/business/billoptions

CLIPSTONE PARISH COUNCIL
 VILLAGE HALL
 CHURCH ROAD
 MANSFIELD NG21 9DF

SCHEDULE	April / Regular
CLASS	
FILE	
ISSUE DATE	
ISSUE TYPE	
ISSUE STATUS	
ISSUE TYPE	
DATE PAID	DD 30/04/2021
REMARKS	



Newark and Sherwood District Council
 Castle House
 Great North Road
 Newark
 NG24 1BY
 Telephone: (01636) 655864/655868
 Email: sundry.income@newark-sherwooddc.gov.uk
 VAT Reg: 118 1156 95

To
 CLIPSTONE PARISH COUNCIL
 BELINA BOYER (CLERK)
 CHURCH ROAD
 CLIPSTONE
 NG21 9DF

RECEIVED 10 APR 2021

Invoice Number **I0140652**
 Date 30-MAR-21
 Customer Number 43037
 Your Reference
 Payment Due By: 15-APR-21

INVOICE

Details	Net £	VAT £	VAT%																						
FOR THE PERIOD 01-APR-2021 - 30-APR-2021 MONTHLY RENTAL 50% SHARE OF RENT IN RESPECT OF FORMER SQUASH & SAUNA, CLIPSTONE IN THE EVENT OF A QUERY PLEASE CONTACT: SUNDRY INCOME 01636 655864 / 655868 sundry.income@newark-sherwooddc.gov.uk	331.25	0.00	0.00																						
<table border="1"> <thead> <tr> <th colspan="2">CLIPSTONE PARISH COUNCIL</th> </tr> <tr> <th colspan="2">PAYMENT AUTHORITY</th> </tr> </thead> <tbody> <tr><td>SCHEDULE</td><td></td></tr> <tr><td>CLR 1</td><td></td></tr> <tr><td>CLR 2</td><td></td></tr> <tr><td>DATE AUTH.</td><td></td></tr> <tr><td>COST CENTRE</td><td></td></tr> <tr><td>ACCOUNT CODE</td><td></td></tr> <tr><td>DATE PROC.</td><td></td></tr> <tr><td>DATE PAID</td><td></td></tr> <tr><td>REFERENCE</td><td></td></tr> </tbody> </table>				CLIPSTONE PARISH COUNCIL		PAYMENT AUTHORITY		SCHEDULE		CLR 1		CLR 2		DATE AUTH.		COST CENTRE		ACCOUNT CODE		DATE PROC.		DATE PAID		REFERENCE	
CLIPSTONE PARISH COUNCIL																									
PAYMENT AUTHORITY																									
SCHEDULE																									
CLR 1																									
CLR 2																									
DATE AUTH.																									
COST CENTRE																									
ACCOUNT CODE																									
DATE PROC.																									
DATE PAID																									
REFERENCE																									
Total Net:		331.25																							
Total VAT:		0.00																							
Total Amount Due:		331.25																							



633555102500000101406524

FOR PAYMENT DETAILS SEE REVERSE

Bill date: 8 April 2021
Bill number: 999370163

This is a VAT invoice
VAT registration number 684 9667 62

Side 1 of 2



Account number

603451082

Contact us



Questions about your bill?
Just scan this code with
your smartphone to
chat with us directly

0330 100 0222*

Mon to Fri 8am to 6pm

Mrs BELINA Boyer
CLIPSTONE PARISH COUNCIL
Church Road
Clipstone, Church Road
MANSFIELD
Nottinghamshire, NG21 9DF

44004 002475 0020 E 339900



Your business gas bill

Site address: Village Hall, Clipstone Village Church Road, MANSFIELD,
Nottinghamshire NG21 9DF

Billing period: 1 March 2021 to 31 March 2021

Your account

Since your previous bill

Outstanding balance - 1 March 2021	£385.82
Payment received - 18 March 2021, thank you	£385.82 CR
Balance from last bill	£0.00

New charges this bill

Gas charges	£170.06
Standing charges	£14.88
Climate Change Levy (CCL)	£26.87
Total charges exc VAT	£211.81
VAT	£42.36
Total new charges this bill inc VAT	£254.17

Total amount due **£254.17**

We'll claim this amount from your bank by Direct Debit on or immediately after
27 April 2021 - your payment reference is 000603451082151020

Your Fixed Price Energy Plan

You'll remain on your fixed prices until
11 Sep 2021. To switch at the end of
your plan, call us on **0330 100 0537**,
or write using the contact details in
'Useful Information' by 12 Aug 2021.

We're moving to paperless billing

Register and switch now by
visiting
britishgas.co.uk/business/paperless

CLIPSTONE PARISH COUNCIL	
PAYMENT AUTHORIZATION	
SCHEDULE	April / Regular
CLR 1	
CLR 2	
DATE AUTH.	
COST CENTRE	
ACCOUNT CODE	
DATE PROC.	
DATE PAID	DD 21/04/2021
REFERENCE	



NON DOMESTIC RATE BILL 2021/2022

Newark and Sherwood District Council
Business Rates Section
Castle House
Great North Road
Newark on Trent
Nottinghamshire, NG24 1BY
Telephone 01636 650000
24 Payment Line 0300 4560478
Email: business.rates@nsdc.info

RECEIVED 19 MAR 2021

Date Issued: 16/03/2021

Account Reference: 4101023877

CLIPSTONE PARISH COUNCIL
Belina Boyer
Clerk To Clipstone Parish Council
Church Road
Clipstone
NG21 9DF

RECEIVED 19 MAR 2021

Address of property giving rise to charge
CLIPSTONE PARISH COUNCIL
FIRST AVENUE
CLIPSTONE
MANSFIELD NG21 9DA
Property Description:
CEMETERY AND PREMISES

Details for period 01/04/21 to 31/03/22 :-

Rateable Value (RV) £1,400

Multiplier 49.9p

Gross Charge (RVx Multiplier) = (£1,400 x 49.9p)

£698.60

Transitional Relief Calculation (full year figures)

Notional Charge (1,400 x 49.9 / 100)

£698.60

Base Liability (previous year's charge)

£528.25

Multiplied by appropriate fraction

1.15

(Property Percentage Change 115% x Inflation Element 0%)

Transitional Limited Amount

£607.49

Transitional Adjustment

£91.11

Transitional Adjustment

£91.11 CR

Net Charge

£607.49

CLIPSTONE PARISH COUNCIL

PAYMENT AUTHORISATION

SCHEDULE	Regular Payments
CLLR 1	
CLLR 2	
DATE AUTH.	24/03/2021
COST CENTRE	44059
ACCOUNT CODE	501
DATE PROC.	Direct Debit
DATE PAID	1st of each month
REFERENCE	CPC 21-60 e)

Amount payable by you for this period

£607.49

Your payment instructions are as follows:

01/04/2021	£67.49	01/08/2021	£60.00	01/12/2021	£60.00
01/05/2021	£60.00	01/09/2021	£60.00	01/01/2022	£60.00
01/06/2021	£60.00	01/10/2021	£60.00		
01/07/2021	£60.00	01/11/2021	£60.00		

Your method of payment is: Direct Debit

Reason for Bill: New Year Billing

Property Reference: 71600400400



253 Mansfield Road, Sutton-in-Ashfield, Notts. NG17 4HG
Tel: 01623 556660

www.thpe-ltd.co.uk

www.mansfieldworkwear.co.uk

sales@thpe-ltd.co.uk

workwear_mansfield@outlook.com

I
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V
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E

Vat No 706 0374 61

CLIPSTONE PARISH COUNCIL
THE VILLAGE HALL
CHURCH ROAD
CLIPSTONE
NOTTINGHAMSHIRE
NG21 9DF

Invoice No 41977
Invoice Date 07/04/2021
Customer O/N
Delivery Ref 33543

Qty	Stock Code	Description	Per	Net	VAT %	Gross
0.000	M	GARY		0.0000	0.00	0.00
2.000	T54773BLAC40R	SCRUFFS PRO FLEX HOLSTER TROUSER- BLACK 40W/31L		42.2100	20.00	84.42
0.000	M	ADDED FOR STUART		0.0000	0.00	0.00
0.000	M	BELOW ADDED VERBALLY BY MICHAEL		0.0000	0.00	0.00
		24.11.20				
0.000	M	GARY		0.0000	0.00	0.00
0.000	M	PETE		0.0000	0.00	0.00

CLIPSTONE PARISH COUNCIL	
Payment Authorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

ORDER COMPLETE
THANK YOU

Total Net Amount	84.42
Carriage Net	0.00
Vat @ 20%	16.88
Invoice Total	101.30

**This document has been issued automatically terms and conditions apply,
Santander Bank - T H P E Ltd
Sort Code 09 01 50 Account Number 03715507**

Payment due to Amazon within 30 days

Sold by Chabrias Limited
 VAT # GB236431227

CLIPSTONE PARISH COUNCIL
 CLIPSTONE PARISH COUNCIL, THE VILLAGE HALL,
 CHURCH ROAD, CLIPSTONE VILLAGE
 MANSFIELD, NOTTINGHAMSHIRE, NG21 9DF
 GB

Invoice date / Delivery date 21 April 2021
 Invoice # INV-GB-169943141-2021-91596
 Payment terms Net 30
 Account # A3A0YOHEDG8WH
 Total payable £24.99

For customer support visit www.amazon.co.uk/contact-us

Billing address

Clipstone Parish Council
 Clipstone Parish Council, The Village Hall,
 Church Road, Clipstone Village
 Mansfield, Nottinghamshire, NG21 9DF
 GB

Delivery address

Clipstone Parish Council
 The Village Hall, Church Road,, Clipstone Village
 Mansfield, Notts, NG21 9DF
 GB

Sold by

Chabrias Limited
 The Old Castle
 Castle Lane
 Studley, Warwickshire, B80 7AB
 GB
 VAT # GB236431227

Order information

Order date 20 April 2021 PO # 2021-04-20
 Order # 202-3751734-9450706
 Order placed by Clipstone Parish Council

Remit to

Bank name HSBC Bank Plc
 Bank address 8 Canada Square, London E14 5HQ, United Kingdom
 Account name Amazon Payments UK Limited

For domestic UK transfers (GBP only)

Account # 34156536
 Sort code 400195

For international transfers

IBAN GB42MIDL40019534156536
 BIC/SWIFT MIDLGB22

Mail cheque payments to

Amazon Payments UK Limited
 Lockbox 0462
 PO Box 148
 Sheffield, S98 1HR
 United Kingdom

Reference # INV-GB-169943141-2021-91596

Include ALL the Amazon-provided invoice numbers / reference numbers and your account number with your EFT or cheque payment
 - or -

Email the Amazon-provided invoice numbers / reference numbers, payment amount and your account number to
ar-uk-businessinvoicing@amazon.co.uk

CLIPSTONE PARISH COUNCIL	
Payment Autorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
50 Litre Recycling Waste Bin With Lid & Logo Sticker Included (Lime Green Lid) ASIN: B00UAR830W	1	£20.82	20%	£24.99	£24.99
Shipping Charges		£0.00		£0.00	£0.00

Amount due £24.99

Payment due to Amazon within 30 days

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£20.82	£4.17
Total	£20.82	£4.17

See the first page for payment information

Payment due to Amazon within 30 days

Sold by Amazon EU S.à r.l., UK Branch
 VAT # GB727255821

CLIPSTONE PARISH COUNCIL
 CLIPSTONE PARISH COUNCIL, THE VILLAGE HALL,
 CHURCH ROAD, CLIPSTONE VILLAGE
 MANSFIELD, NOTTINGHAMSHIRE, NG21 9DF
 GB

Invoice date / Delivery date 21 April 2021
 Invoice # AEU-INV-GB-2021-189970080
 Payment terms Net 30
 Account # A3A0YOHEDG8WH
 Total payable £11.78

For customer support visit www.amazon.co.uk/contact-us

Billing address

Clipstone Parish Council
 Clipstone Parish Council, The Village Hall,
 Church Road, Clipstone Village
 Mansfield, Nottinghamshire, NG21 9DF
 GB

Delivery address

Clipstone Parish Council
 The Village Hall, Church Road,, Clipstone Village
 Mansfield, Notts, NG21 9DF
 GB

Sold by

Amazon EU S.à r.l., UK Branch
 1 Principal Place, Worship Street
 London, EC2A 2FA
 United Kingdom
 VAT # GB727255821

Order information

Order date 20 April 2021 PO # 2021-04-20
 Order # 202-0874841-0841144
 Order placed by Clipstone Parish Council

Remit to

Bank name HSBC Bank Plc
 Bank address 8 Canada Square, London E14 5HQ, United Kingdom
 Account name Amazon Payments UK Limited

For domestic UK transfers (GBP only)

Account # 34156536
 Sort code 400195

For international transfers

IBAN GB42MIDL40019534156536
 BIC/SWIFT MIDLGB22

Mail cheque payments to

Amazon Payments UK Limited
 Lockbox 0462
 PO Box 148
 Sheffield, S98 1HR
 United Kingdom

Reference # AEU-INV-GB-2021-189970080
 Include ALL the Amazon-provided invoice numbers / reference numbers and your account number with your EFT or cheque payment
 - or -
 Email the Amazon-provided invoice numbers / reference numbers, payment amount and your account number to
ar-uk-businessinvoicing@amazon.co.uk

CLIPSTONE PARISH COUNCIL	
Payment Authorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
 R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch – Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Air Wick Air Wick Air Freshener Freshmatic Auto Spray Refill PINK SWEET PEA, Pack of 4 ASIN: B0725CDJFJ	1	£8.33	20%	£10.00	£10.00
Shipping Charges		£1.48		£1.78	£1.78

Amount due £11.78

Payment due to Amazon within 30 days

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£9.81	£1.97
Total	£9.81	£1.97

See the first page for payment information

Payment due to Amazon within 30 days

Sold by Amazon EU S.à r.l., UK Branch
 VAT # GB727255821

CLIPSTONE PARISH COUNCIL
 CLIPSTONE PARISH COUNCIL, THE VILLAGE HALL,
 CHURCH ROAD, CLIPSTONE VILLAGE
 MANSFIELD, NOTTINGHAMSHIRE, NG21 9DF
 GB

Invoice date / Delivery date 21 April 2021
 Invoice # AEU-INV-GB-2021-189935497
 Payment terms Net 30
 Account # A3A0YOHEDG8WH
 Total payable £8.94

For customer support visit www.amazon.co.uk/contact-us

Billing address

Clipstone Parish Council
 Clipstone Parish Council, The Village Hall,
 Church Road, Clipstone Village
 Mansfield, Nottinghamshire, NG21 9DF
 GB

Delivery address

Clipstone Parish Council
 The Village Hall, Church Road., Clipstone Village
 Mansfield, Notts, NG21 9DF
 GB

Sold by

Amazon EU S.à r.l., UK Branch
 1 Principal Place, Worship Street
 London, EC2A 2FA
 United Kingdom
 VAT # GB727255821

Order information

Order date 20 April 2021 PO # 2021-04-20
 Order # 202-0874841-0841144
 Order placed by Clipstone Parish Council

Remit to

Bank name HSBC Bank Plc
 Bank address 8 Canada Square, London E14 5HQ, United Kingdom
 Account name Amazon Payments UK Limited

For domestic UK transfers (GBP only)

Account # 34156536
 Sort code 400195

For international transfers

IBAN GB42MIDL40019534156536
 BIC/SWIFT MIDLGB22

Mail cheque payments to

Amazon Payments UK Limited
 Lockbox 0462
 PO Box 148
 Sheffield, S98 1HR
 United Kingdom

Reference # AEU-INV-GB-2021-189935497
 Include ALL the Amazon-provided invoice numbers / reference numbers and your account number with your EFT or cheque payment
 - or -
 Email the Amazon-provided invoice numbers / reference numbers, payment amount and your account number to
ar-uk-businessinvoicing@amazon.co.uk

CLIPSTONE PARISH COUNCIL	
Payment Autorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
 R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch – Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Emergency Lighting Test Log Book: Emergency Lighting Inspection Book Record of Routine Tests and Inspections of Emergency lighting System Escape Lights Checklist ASIN: B08YDS18VF	1	£4.12	20%	£4.95	£4.95
Q-Connect KF01524 Index A4 January to December Multi Punched Reinforced Tabbed - Multicolour ASIN: B000NMBT1Y	1	£0.65	20%	£0.78	£0.78
Shipping Charges		£2.67		£3.21	£3.21

Amount due **£8.94**

Payment due to Amazon within 30 days

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£7.44	£1.50
Total	£7.44	£1.50

See the first page for payment information

Payment due to Amazon within 30 days

Sold by JB INTL LTD
 VAT # GB233478110

Invoice date / Delivery date 23 April 2021
 Invoice # INV-GB-144586081-2021-87111
 Payment terms Net 30
 Account # A3A0YOHEDG8WH
 Total payable £17.89

CLIPSTONE PARISH COUNCIL
 CLIPSTONE PARISH COUNCIL, THE VILLAGE HALL,
 CHURCH ROAD, CLIPSTONE VILLAGE
 MANSFIELD, NOTTINGHAMSHIRE, NG21 9DF
 GB

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Clipstone Parish Council Clipstone Parish Council, The Village Hall, Church Road, Clipstone Village Mansfield, Nottinghamshire, NG21 9DF GB	Clipstone Parish Council 3, JACKSON COURT FARNDON NEWARK, Nottinghamshire, NG24 3TS GB	JB INTL LTD 399, Uxbridge road, Big yellow self storage, B07 London, Middlesex, UB1 3EW GB VAT # GB233478110

Order information

Order date	22 April 2021	PO #	2021-04-22
Order #	202-7165465-6634720		
Order placed by	Clipstone Parish Council		

Remit to

Bank name	HSBC Bank Plc	
Bank address	8 Canada Square, London E14 5HQ, United Kingdom	
Account name	Amazon Payments UK Limited	
For domestic UK transfers (GBP only)		Mail cheque payments to
Account #	34156536	Amazon Payments UK Limited
Sort code	400195	Lockbox 0462
For international transfers		PO Box 148
IBAN	GB42MIDL40019534156536	Sheffield, S98 1HR
BIC/SWIFT	MIDLGB22	United Kingdom

Reference # INV-GB-144586081-2021-87111
 Include ALL the Amazon-provided invoice numbers / reference numbers and your account number with your EFT or cheque payment
 - or -
 Email the Amazon-provided invoice numbers / reference numbers, payment amount and your account number to ar-uk-businessinvoicing@amazon.co.uk

CLIPSTONE PARISH COUNCIL	
Payment Autorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
[New Version] JB London Transparent Safety Face Shield Full Protection Cap Wide Visor Easy to Clean Protective Film Must Be Peeled Off (20) ASIN: B08L9JVNZ3	1	£14.91	20%	£17.89	£17.89
Shipping Charges		£0.00		£0.00	£0.00

Amount due £17.89

Payment due to Amazon within 30 days

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£14.91	£2.98
Total	£14.91	£2.98

See the first page for payment information

Invoice



THE COAL MINING CHARITY

CISWO

The Old Rectory
Rectory Drive
Whiston
Rotherham
South Yorkshire

VAT Number GB 684 2515 23

Clipstone Amenity Land off Highfield Road
Clipstone Parish Council
Village Hall
Church Road
Clipstone
Mansfield

Terms 30 days from document date

Invoice No 000002318

Invoice Date 30/03/2021

Purchase Order No

Account No CLIP09

Line	Details	VAT Code	Net
1	Annual Rent - 25th March 2021 to 24th March 2022	4	89.07

-----VAT Analysis-----

Cod	%	Net	VAT		
4	0.00 Exempt	89.07	0.00	NET AMOUNT	89.07
				VAT AMOUNT	0.00
				INVOICE TOTAL	89.07

Please make cheques payable to - COAL INDUSTRY SOCIAL WELFARE ORGANISATION quoting the invoice number on the reverse

Online banking or Bacs - Account number 00473906 Sort Code 30 97 51 using the invoice number as the reference

Email remittances to accounts@ciswo.org.uk



**Kestral Park
Kestral Road
Mansfield
Nottinghamshire
NG18 5FT**

Invoice 30449-1

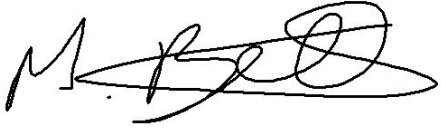
**Tax Point/Date 31/3/2021
Our Order Ref 75965
Due Date 30/4/2021
Your Reference**

Invoice To : CLI01001

Clipstone Parish Council
Village Hall
Church Road
Clipstone
Nottinghamshire NG21 9DF

Supplied to: CLI01001

Clipstone Parish Council
Village Hall
Church Road
Clipstone
Nottinghamshire NG21 9DF

Product	Description	Qty	Price Net	Value	Vat %
Open Order Collection: 57870 Dated: 4/3/2021 Your Ref: stock, Assistant: Paul					
CB1050	CUP SQUARE BOLT 10 X 50	16	0.450	7.20	20.00
004479	Hex Nut - 8mm	16	0.0600	0.96	20.00
009824	Bosch inox discs	10	0.8999	9.00	20.00

VAT Analysis	
20.0%	17.16

Total Net	17.16
Total VAT	3.43
Total Gross	20.59

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Clipstone Parish Council Current Year

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	297,173	303,815	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	130,620	144,850	Total amount of Precept income received in the year
3 Total other receipts	61,450	54,139	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	66,834	62,615	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	118,594	71,754	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	303,815	368,435	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	303,815	368,435	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	661,938	665,583	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Clipstone Parish Council NT0038

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://clipstoneparishcouncil.org/> PUBLISHED PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Clipstone Parish Council NT0038

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	297,173	303,815	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	130,450	144,850	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	61,450	54,139	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	66,834	62,615	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	118,594	71,754	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	303,815	368,435	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	303,815	368,435	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	661,938	665,583	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Clipstone Parish Council Current Year

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended 31st March 2020		Current Year Ended 31st March 2021
------------------------------------	--	---------------------------------------

Operating Income

132,856.81	General Overheads	153,938.32
20,972.35	Village Hall	22,454.25
20,052.00	Cemetery	8,330.00
4,116.84	Land	3,679.31
7,287.50	Former Squash and Sauna Center	0.00
6,784.56	VAT Data	10,586.76
192,070.06	Total Receipts	198,988.64

Running Costs

68,188.46	Staffing	63,698.81
4,082.28	Parish Office	2,203.43
62,527.14	General Overheads	44,993.03
7,309.20	Village Hall	3,993.01
23,688.37	Cemetery	5,287.01
4,986.32	Land	2,701.79
4,060.00	Former Squash and Sauna Center	3,975.00
0.00	New Community Hub	2,271.50
10,586.76	VAT Data	5,244.88
185,428.53	Total Payments	134,368.46

Receipts and Payments Summary

297,173.01	Opening Balance	303,814.54
192,070.06	Add Total Receipts(As Above)	198,988.64
489,243.07		502,803.18
185,428.53	Less Total Payments(As Above)	134,368.46
303,814.54	Closing Balance	368,434.72

These cumulative funds are represented by:

82,191.14	Current Account	145,384.03
221,420.66	Reserve Account 1	222,969.50
0.00	Reserve Account 2	0.00
202.74	Petty Cash	81.19
0.00	Salaries and Wages	0.00
303,814.54		368,434.72

Reserve Balances are represented by:

6,641.53	Current Year Fund	64,620.18
159,600.01	General Reserves	163,036.37
3,000.00	EMR - Elections	2,739.12
134,573.00	EMR - Capital	130,505.00

Clipstone Parish Council Current Year

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended
31st March 2020

0.00

303,814.54

CIL 2019-20

Current Year Ended
31st March 2021

7,534.05

368,434.72

Signed : _____ (Chairman) _____ (RFO)

Reserves and Investments Policy

INTRODUCTION

Purpose

The Parish Council is required to maintain adequate financial reserves to meet foreseeable needs and commitments and also to have money available in an emergency.

General Reserves

The use of this is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.

It is intended to maintain the General Reserve at a level equivalent to approximately ten to twelve months precept income, but at all times sufficient to cover staff salaries allowing for long term sickness or the resignation of key workers, whereby the services of a locum clerk or agency staff may be required.

If the balance is drawn down, replenishment will be provided for in the next annual budget.

If the General Reserve is exhausted due to extreme circumstances, the Council may make emergency borrowings from Earmarked Reserves, which will be replaced in the following financial year(s) by relevant allocations in the budget.

Earmarked Reserves

These are set up to meet known or anticipated future liabilities. Capital received from the disposal of land must be applied towards the discharge of any debt or capital expenditure and will be earmarked for this purpose.

Examples of Earmarked Reserves include:

- Capital Expenditure
- Elections
- Future projects such as major refurbishment of council owned premises
- Maintenance of land owned or leased by the Council
- Urgent non-anticipated maintenance such as fallen/dangerous trees, fencing / gate repairs.
- Elections
- Events – any profit generated by events will be earmarked for use by the events group in future financial years

Procedure

Any decision to set up an earmarked reserve must be made by the Council.

The Council will consider the following when making recommendations for each reserve:

- The reason for / purpose of the reserve
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy

Expenditure from reserves can only be made by the Council and the Council will review the earmarked reserves as part of the annual budgeting process.

Earmarked reserves as approved CPC 21-XXX:

Earmarked reserves			
as of 01/04/2020			
	Amount	Purpose	comment
EMR - Elections	3,000	Election cost	
EMR - Capital	134,573	Capital Expenditure – Buildings	From sale of former doctor's
EMR - Third Party Grants	0		
CIL	0		
Earmarked reserves YE 2020-21			
31/03/2021			
EMR - Elections	2,739.12	Election Costs	Election cost 2019 - uncontested
EMR - Capital	130,505		
EMR - Third Party Grants	0		
CIL	7,534.05		
Proposed reserves 2021-22			
EMR - Elections	4,500		Elections in 2023
EMR - Capital	135,575	Welfare Project	
EMR - Third Party Grants	0		
EMR - CIL	7,534		
EMR - Communication	3250	Newsletter	
EMR - Repairs and Maintenance	8,000	Cemetery fencing, Repairs S+S Centre	
EMR - Legal and Professional fees	35,000	Welfare Project	
EMR - Annual testing and servicing	1,500	Welfare Project	
EMR - Health and Safety Inspections	5,000	Welfare Project	
EMR - Vehicle Fleet	10,000	New Ride-on or Van	

Investment Objectives

1. The Council's investment priorities are the security of reserves and adequate liquidity of its investments.
2. The Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.
3. The Council will seek to ensure that investment income is consistent one year to the next.

4. Where external investment managers are used, they will be contractually required to comply with this strategy.
5. In balancing risk against return, this Council is more concerned to avoid risks than to maximise returns.
6. All investments will be in sterling.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Clipstone Parish Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.
- The choice of institution and length of deposit will be at the discretion of the Responsible Financial Officer, in consultation with the Chair of the Council.

Non-Specified Investments

These investments have greater potential risk such as investments in the money market, stocks and shares. The Council will use the services of an appointed FSA accredited independent financial advisor on the investment of these funds. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives.

Long term investments, defined as greater than 36 months, will be used to support a 3-5 year Capital Programme which will be reviewed and agreed annually. Capital growth of the fund should be maximised but at least equal to RPI whilst being consistent with the required level of security and all other public investment criteria.

The Council will expect the Investment Manager to invest in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. The Investment Manager will be encouraged to consider social, ethical and/or environmental factors or criteria when selecting, retaining or disposing of assets.

End of Year Investment Report

At the end of each financial year the Investment Manager will present a report on the Investment activity to Full Council.

Review and Amendment of Regulations

This strategy will be reviewed annually by Full Council. Clipstone Parish Council reserve the right to make variations to this strategy at any time

Clipstone Parish Council

Job Description

Job Title: Administrative Officer - temporary

Grade: £11.14/hour rising

This is a temporary post for 12 months when the post will be reviewed.

This is a part time post of 30 hours per week. (Monday to Friday with occasional weekend duties)

Location: Clipstone Village Hall, Church Road, Clipstone Village, NG21 9DF

Responsible to: The Parish Clerk/RFO

Clipstone Parish Council is looking to recruit an enthusiastic community minded individual to the post of Temporary Administrative Office. The Council is experiencing a period of rapid change and the right person will be flexible and adaptable.

You will be educated to at least GCSE standard with 5 passes at grade C or above (or equivalent) including English and Maths.

You are efficient in using Microsoft Office products including Outlook, Word and Excel. You will be keen to learn new skills.

You will need to be friendly and approachable, a team player with the ability to work on your own, have excellent communication skills and manage your time and workload effectively.

Key Responsibilities:

- To provide such general clerical and admin support to the Parish Clerk to ensure the smooth and efficient running of all of the Council's services and activities at a time of rapid change. Duties including but not limited to typing, photocopying, making phone calls invoicing, data input, placing orders and other office-based tasks as may be required.
- To provide a reception and information service for all visitors and those making enquiries at the Village Hall
- Under the supervision of the Parish Clerk to carry out a varied range of duties in relation to the Council's financial transactions and activities and to assist in complying with the Council's statutory requirements to maintain proper accounting records and systems.
- To work with the Parish Workers to ensure the efficient management and maintenance of the Village Hall and its accommodation.
- To manage the letting of accommodation within the Village Hall and other council properties and collection of income and take responsibility for the opening and closing of the venue Monday to Friday and on Sundays and arrange appropriate cover at other times.

- To assist with the organisation of civic events.
- To assist with the organisation of staff training events and to attend such training courses as may be required.
- To record all incoming and outgoing mail.
- Under the supervision of the Parish Clerk to assist with the compilation of meeting papers, posting of meeting notices, review of policies, procedures and risk assessments.
- To assist in the administration and maintenance of all burial records, systems and accounting records to ensure that the Council complies with its statutory duties as a Burial Authority.
- To undertake such duties of an equivalent nature as the Council may require from time to time.
- Other duties and Responsibilities:
- To take reasonable care of your own health and safety and that of others who may be affected by your acts and omissions and to ensure that the Council complies with its statutory obligations under the Health and Safety at Work Act and other ancillary legislation.
- To undertake appropriate training as required by the Parish Council

In order to be considered for this position you **must** complete the Clipstone Parish Council application form for this post and submit it by the deadline of

Application forms can be downloaded from the council website:
<http://www.clipstoneparishcouncil.org/> or are available by e-mail from:
clerk@clipstoneparishcouncil.org

Are you our new Caretaker?



About the Role

We are seeking a reliable and trustworthy individual to join our team as Caretaker, helping us manage our key assets - the Village Hall on Church Road including the Council Offices and meeting room, the Cemetery Buildings and any other buildings managed by Clipstone Parish Council.

As Caretaker you will be responsible for ensuring these buildings are kept clean, tidy and in a good state of repair.

You will undertake basic handyman duties (such as changing bulbs, unblocking sinks, decoration and routine repairs). During the winter months you will be assisted in these tasks by the parish workers.

You will also undertake regular safety checks such as testing fire alarms, water temperature, emergency alarms and lights.

You will prepare rooms for hire, which will involve moving furniture, and pack them down afterwards.

We will provide all the necessary training and support to enable you to excel in the role.

Job Description

Hours of Work

This a part time role averaging at 10 hours per week. It will be an annualised hours contract (522 hours per year) and you will be paid an equal salary each month.

Your working week will be Saturday to Thursday.

We will agree the detailed core working hours with the successful candidate which will include cleaning the Village Hall (outside its occupancy hours, either in the morning before opening or the prior evening) and regular cleaning of the Council Offices and Cemetery Building. You will also be opening and closing the building for our hirers and council business if required. In addition there will be flexible hours for undertaking additional caretaker duties across any of our sites.

Salary

The role is graded as on the Parish Worker Scale. The annual pay of £4,735 represents an hourly pay of £9.08.

Pension

You will have opportunity to join the Clipstone Parish Council pension scheme.

Holidays

You will receive 28 days annual leave, inclusive of all bank and public holidays (pro-rata).

Title:	Caretaker
Reports to:	Senior Parish Worker
Location:	Clipstone - based at the Village Hall and any other Clipstone Parish Council managed buildings.
Salary:	£4,735 p.a.

Duties:

1. Maintain the Village Hall on Church Road including the Council Offices and meeting room, the Cemetery Buildings and any other buildings managed by Clipstone Parish Council including effecting repairs and improvements to create an excellent environment for visitors and staff.
2. Monitor, operate and maintain appropriate site security and fire systems, including opening and closing the buildings when necessary, checking fire escapes, building facilities and relevant routine testing as required.
3. Monitor the engineering systems to assist in the most economical use of gas, electricity and water.

4. Maintain and monitor Health and Safety standards, reporting any failures to comply with the Council's statutory obligations in this area and help ensure that contractors' work meets Health and Safety regulations.
5. Maintain any stock of resources relevant to the role. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
6. Carry out portering (including the moving of furniture, setting up and clearing meeting rooms) and cleaning duties (including specialist cleaning when required) within buildings managed by Clipstone Parish Council To undertake any training and professional development relevant to the role
7. To attend and assist at council events
8. To support in the maintenance of the grounds at the buildings managed by Clipstone Parish Council as required
9. To undertake any other duties commensurate with the level of the post as may be required

Person Specification

The specification below is how we work out if you are the right person for the job and is used to determine if you will get an interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training detailed in the Education and Training section if you do not have it. These criteria are assessed through the application form and at interview.

Criterion	Essential Requirements	Desirable Requirements
Education & Training	<ul style="list-style-type: none"> • Willing to undertake training as required 	
Skills	<ul style="list-style-type: none"> • Good verbal communication skills • Basic DIY skills • Ability to set up and pack down rooms, including moving furniture. 	
Knowledge	<ul style="list-style-type: none"> • Awareness of safe working practices 	<ul style="list-style-type: none"> • Knowledge of Clipstone COSHH Awareness • Health and Safety Awareness

Experience

- Performing cleaning tasks using a variety of materials and methods
- Undertaking routine building maintenance/repairs

Personal/Other

- Own transport between sites
 - Reliable and trustworthy
 - Self-motivated and able to act at own initiative
 - Flexible approach to work with ability to regularly work evenings and weekends
- Resident to Clipstone or within a 3 mile radius

Ready to apply?

Excellent, we're glad you want to apply and we want to make it as simple as possible. All you need to do is download the application form from the website below, fill it in and e-mail it to:

clerk@clipstoneparishcouncil.org

Alternatively, you can submit a paper copy by posting it to:

Clipstone Parish Clerk

The Village Hall

Church Road

Clipstone Village

Mansfield

Notts

NG21 9DF

Please do note that the Council will only consider CVs if accompanied by a completed application form.

The deadline for applications is XXXX 2021.

To download the application form please visit:

<https://clipstoneparishcouncil.org/>

DRAFT

Correspondence to CPC meeting 28/04/2021

- 😊 NALC CORONAVIRUS UPDATE
- 📺 NALC ONLINE EVENTS (several)
- Bluebell Wood Lane Play Park - Cavendish Estate
- Welcome Back Fund
- COVID-19 Vaccination toolkit- Edition 5
- Parish council reveals £250K financial scandal over 11 years
-