

# Aylesbeare Parish Council

## Agenda item 11 – Parish Paths Partnership (P3)

Email from Ros Davies at DCC (P3 Co-ordinator)

### Circulation of the annual P3 finance forms

Sent: Sat, 11 Dec, 2021 at 09:17

#### Annual Parish Paths Partnership Finance Forms

Please find attached the annual Parish Paths Partnership Finance forms for completion over the coming months.

- Expenditure Form, P3 Bid Form, P3 Bid form example, P3 Works Summary [*These documents are attached to an email circulated to Cllrs on 11<sup>th</sup> Dec 2021*]
- Guidance notes for P3 annual grant form – [*see below*]

We would be very grateful if the information could be completed and returned by 14th February 2022. This will allow us time to assess all the applications and arrange for the distribution of grants at the beginning of the new financial year.

Some P3 co-ordinators not only return the completed surveys but also the financial information that relates to the P3 grants held by their parish councils. As parish/town clerk you might like to liaise with your P3 Co-ordinator to decide who will be submitting the finance forms. Please note the P3 surveys have been sent to the P3 Co-ordinators by email. One or two co-ordinators will be receiving their survey forms in the coming week by post.

We regret that we are unable to award grants to those parishes that have not been able to return both their P3 annual finance forms and their surveys.

Please drop me an email if you have any questions or queries.

Thank you as always for all your help with the Parish Paths Partnership Scheme.

Best wishes, Ros

## Guidance notes for the P3 Survey and Annual Finance Forms

The P3 finance forms i.e. Summary of Expenditure, P3 Annual Grant Form and Summary of Works Completed together with the annual survey need to be returned by **Monday, 14<sup>th</sup> February 2022** in order for your parish to receive a grant.

*Please note that the P3 Expenditure, Summary of works, Annual Grant form and P3 Comment sheet have been emailed to both the parish/town clerk and the co-ordinator this year. Please liaise within your community as to who will submit the requested information by 14<sup>th</sup> February 2022. The annual survey form has only been sent to the P3 co-ordinator.*

The Bid funding form (P3 Annual Grant Form) comprises of two elements. Firstly, a routine maintenance grant based on the mileage of rights of way in your parish, this is designed to cover work such as basic repairs to stiles, gates and signposts, strimmer maintenance, small areas of vegetation clearance, and volunteer's expenses.

The second element needs to be completed if you have planned works that will not be covered by the basic grant. The type of work we would envisage in this section would include replacing small bridges, replacing stiles with gates, or organising your own vegetation cutting.

We will make every effort to fund as many of your works as possible, obviously our funds are limited so please ensure you list your bids in order of priority. In the meantime if you have any questions or need help please do not hesitate to contact us.

Tel. Contact: Ros Davies 01392 383000 (say Roz Davies when prompted)

Email: [ros.davies@devon.gov.uk](mailto:ros.davies@devon.gov.uk)



**Agenda item 13.2.2,3 & 4**

**Clerk Expenses, Pay, Pension and Tax - December 2021** (for January 2022's meeting)

**Pay** Gross Pay Hourly rate (NJC SCP Band 5) £10.01 x 6 x 52 ÷ 12 = £ 260.26

<b>Aylesbeare Parish Council</b>			
<b>Mr James Philip Roberts</b>		8 Little Silver EXETER	
8 Little Silver EXETER EX4 4HU		EX4 4HU	
Payments		Deductions	
Taxable Pay	£260.26	Income Tax	£49.20
		Employee NIC	£0.00
		Pension - 'Net Pay'	£14.31
<b>Total Payments</b>	<b>£260.26</b>	<b>Total Deductions</b>	<b>£63.51</b>
		<b>Net Pay £196.75</b>	
Payment Date	31/12/2021	National Insurance Category	A
Payment Period	Month 9	National Insurance Number	WM9715 [REDACTED]
Employer PAYE Reference	475/WE16901	Tax Code	BR
Payroll ID	01		

Month 8 take home pay from HMRC payslip (above) £ 196.75  
 Use of home as office allowance £ 25.00

**Expenses** To VH for Extraordinary meeting (17 miles @ 45p/mile) £ 7.65  
 To VH for December's meeting (17 miles @ 45p/mile) £ 7.65

**Receipts** None

Payable to J P Roberts Cheque no \_\_\_\_\_ **Total £ 237.05**

**Peninsula Pensions (Devon County Council Pension Fund)**

Employee's contribution 5.5% of £ 260.26 £ 14.31  
 Employer's contribution 21.1% of £ 260.26 £ 54.91  
 Cheque no \_\_\_\_\_ **Total £ 69.22**

**Income Tax** (from payslip) Cheque no \_\_\_\_\_ **£ 49.20**

January Parish Council mtg - paras 13.2.2, 3 & 4 Cheque nos. _____			
Noted by Cheque Signatories			
Signature			
	Cllr N R Warren		Cllr M J Branson
Date		Date	