

Scaleby Parish Council



Clerk: Sarah Kyle
Hill House
Walton, Brampton
Cumbria, CA8 2DY
Tel: 01228 231124
email: clerk@scaleby.org.uk
www.scaleby.org.uk

Chairman: Cllr. Linda Thompson

8th May 2019

Dear Councillor

You are summoned to attend the Annual Meeting of Scaleby Parish Council on Wednesday 15th May 2019 in the Village Hall, Scaleby. The meeting will begin following the closure of the Annual Parish Meeting, which will begin at **7.30pm**.

Please aim to arrive by 7.15pm at the latest to ensure that all forms following the election can be completed prior to the meeting starting. Please let me know if you are unable to attend.

Yours sincerely

Sarah Kyle, Clerk to the Council

Agenda

1. **Election of Chairman for the Council Year 2019/20**
The successful nominee will sign the Declaration of Acceptance of Office
2. **Election of Vice-Chairman**
3. **Declaration of Acceptance of Office Forms**
To confirm receipt from Councillors of their Acceptance of Office forms
4. **Apologies for Absence**
To receive and accept apologies for absence
5. **Request for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest
6. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
7. **Minutes of the meeting of the Parish Council held on 15 March 2019**
To receive and agree the minutes of the last meeting of the Parish Council – [attached](#)
8. **Public Participation**
 - 8.1 To receive comments and representations from members of the public in relation to any item on the Agenda
 - 8.2 To receive representations from City/County Councillors

9. Planning Matters

19/0240 Snowdale, Scaleby, Carlisle, CA6 4LW - Erection Of Two Storey Rear Extension To Provide Living Room, Sunroom, Hall, Store And Boot Room On Ground Floor With 3no. En-Suite Bedrooms Above (One With A Balcony); Erection Of Single Storey Entrance Porch From New Hall Without Compliance With Condition 2 Imposed On Planning Permission 18/0607 To Rotate The Extension To Align With Site Boundary

To note the Clerk responded under delegated powers with “no representation” and permission has been subsequently granted

19/0255 Summerhill Cottage, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY - Replacement of Existing Stable and Store

To note the Clerk responded under delegated powers with “no representation”

19/0254 Corriehill Farm, Scaleby, Carlisle, CA6 4JY - Erection of Single Storey Side Extension to Provide Annexe for Family Members

To note the Clerk responded under delegated powers with “no representation”

10. Administrative Matters

10.1 Programme of Meetings

To agree the calendar of meeting dates for the council year 2019/20:

- Wednesday 17 July 2019
- Wednesday 18 September 2019
- Wednesday 20 November 2019
- Wednesday 22 January 2020
- Wednesday 18 March 2020
- *Wednesday 20 May 2020 - TBC (New Council Year)*

10.2 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaints procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to adopt updated policies where necessary – **to be distributed, where appropriate, via email or at the meeting**

10.3 General Power of Competence

To consider whether to resolve that from 15th May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence

10.4 Summer Play Days

To resolve whether to hold two summer play days in August

10.5 War Memorial

To note the completed registration to listed status

10.6 Vacancies

To consider the procedure required for the filling of the two remaining vacancies

11. Highways Matters

To give an opportunity for Councillors to bring to the attention of the Clerk any new issues to be reported

12. Financial Matters

12.1 Insurance 2019/20

To consider acceptance of a quotation from Came and Company for the Council insurance for the Council year 2019/20, amount to be confirmed at meeting

12.2 SLCC Membership

To consider a donation of £7 towards the Clerk's membership of the Society of Local Council Clerks

12.3 Internal Audit Report

To consider accepting the end of year internal auditors report for the financial year 2019/20 – **attached**

12.4 Certificate of Exemption

To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019 – **attached**

12.5 Audit Commission Annual Return and Governance Statement for the Year Ended 31st March 2019

To approve the Annual Governance Statement and authorise the Chairman to sign the Annual return – **attached**

12.6 Statement of Accounts to Year Ended 31st March 2019

To approve the Statement of Accounts and authorise the Chairman to sign the annual return – **attached**

12.7 CALC Subscription

To consider authorisation of the 2019/20 subscription payment to CALC of £132.26

12.8 Payments

To consider approving payments in accordance with the payment schedule and authorise two councillors to sign – **attached**

12.9 Receipts

To note the receipt of £5,400 from Carlisle City Council (Precept)

12.10 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue

12.11 Donation Requests

To consider a donation request towards the grass cutting at the churchyard

13. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents. *Note: no decisions can be made on these matters, but they may be placed on a future agenda of the Council.*

14. Correspondence

To receive a schedule of correspondence, notices and publications received since the last meeting:

- CALC April Newsletter

- Community Infrastructure Levy Briefing Note
- North East Cumbria Forestry Investment Zone Pilot scheme Six Monthly Update
- CPCA Grant Application Awards 2019/20 Notification

15. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place on 17 July 2019 in Scaleby Village Hall at 7.30pm

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.

SCALEBY PARISH COUNCIL

Minutes of a Meeting held on Wednesday 20 March 2019 in Scaleby Village Hall at 7.30pm

Present: Councillors L Thompson (Chair), M Grant, G Little, R Marston and T Moore

In Attendance: City Cllrs M Bowman and J Bainbridge. County Cllr J Mallinson.

270/19 Apologies for Absence

Apologies were received and accepted from Cllr G McGarr.

271/19 Requests for Dispensations

No requests for dispensations were received.

272/19 Declarations of Interest

Cllr Little declared an interest under an item regarding water supply (279/19).

273/19 Minutes of Meeting Held Wednesday 23 January 2019

Resolved that the minutes of the last meeting of the Parish Council be agreed and signed by the Chairman as a true and accurate record.

274/19 Public Participation

City Cllrs Bowman and Bainbridge informed members that this would be their last meeting as the ward boundary changes meant they would be serving in different areas. They both stated they had thoroughly enjoyed attending, having served for 20 and 12 years respectively. Cllr Thompson thanked them sincerely on behalf of the Council for their assistance over the years and wished them both luck in the future.

County Cllr Mallinson confirmed he would continue to be in attendance.

It was noted that the Sands redevelopment/pool issue continues to be ongoing, with reports being presented later in the year.

275/19 Planning Matters

19/0128 Scaleby Castle, Scaleby, Carlisle, CA6 4LN - Internal Alterations to Dining Room and Kitchen to Reconfigure the Layouts (LBC)

Resolved that no representations be made on the application.

276/19 Administrative Matters

276.1 Standing Orders and Financial Regulations

Resolved to adopt updated standing orders with immediate effect. Also noted that the Clerk had undertaken a review of the Financial Regulations with no changes required to them at present.

276.2 Internal Audit Documents

Resolved to adopt updated documents as follows and to accept the review of the effectiveness of the internal audit:

- internal audit checklist
- internal audit plan
- internal auditor terms of reference
- asset register
- risk assessment

276.3 Internal Auditor

Resolved to continue the appointment of Mrs P Cronin as internal auditor for the financial year 2018/19 and until further notice.

276.4 Fidelity Insurance Guarantee

Resolved that the above has been reviewed and is adequate.

276.5 Elections 2019

It was **noted** that nomination papers for the forthcoming elections have been circulated to all Cllrs and that they need to be completed and submitted to the Civic Centre before 4pm on 3rd April 2019 if not given to the Clerk following the meeting.

276.6 War Memorial

The Clerk reported that Historic England had notified the Council of their research into listing the monument. The information had been circulated to the Village Hall Management Committee and it was **noted** that there were no objections.

277/19 Highways Matters

Cllr Little reported ongoing concerns over the protruding kerbstone at Longpark. The Clerk is to re-report the problem.

Cllr Thompson reported standing water on the main road to Horsegills. County Cllr Mallinson offered to meet with her the following day to investigate potential ways for Highways to intervene.

Cllr Moore noted that the pothole outside the caravan had been repaired well and promptly.

Cllr Marston reported that Chapel Lane required resurfacing works; the Clerk to report.

County Cllr Mallinson noted that emergency road repair funds released by the Government had all been spent but acknowledged some roads remained in need of works.

278/19 Financial Matters

278.1 Statement of Accounts to 28th February 2019

Resolved: To receive and note the statement of accounts to date which had been circulated alongside the agenda.

The balance at bank at 31st December was £7,136.78

It was **resolved** to ring fence the unclaimed donation for the Church and carry forward to the financial year 2019/20 for consideration at the May meeting.

278.2 Clerk's Salary

Resolved: To agree implementation of the new National NJC pay scales, effective 1 April 2019 with a £49.92 increase annually.

278.3 Donation Request

Resolved to donate £100 towards the Great North Air Ambulance (LGA 1972 s137).

278.4 Payments

Resolved to authorise payments as follows:

- Sarah Kyle, March salary plus reimbursements, £150.36
- HMRC, March PAYE, £31.00
- YPO, stationery, £8.32
- Scaleby Village Hall, rental, £50.00
- Equiphase, website hosting, £60.00

Payments for the Clerk's salary and PAYE for the first month of 2019/20 were also approved.

278.5 Receipts

Resolved to note the receipt of £336 from GLL for the summer play days. It was noted that provision for two summer play days had been accounted for in the precept report therefore the Clerk is to open discussions with the providers for ratification in May.

279/19 Council Matters and Agenda Items for Future Meetings

Cllr Little reported ongoing problems with the water supply. A discussion was held regarding the various pressure measurements and the difficulties with the supply from United Utilities.

A discussion was held regarding the future expected problems with water supply and the impact large scale housing developments may have on natural resources as well as infrastructure in Carlisle.

280/19 Schedule of Correspondence, Notices and Publications

A schedule of notices and publications received since the last meeting and not otherwise on the agenda were received and noted.

281/19 Date of Next Meeting

Resolved that the Annual Meeting of the Parish Council will take place on 15th May 2019 in Scaleby Village Hall. The Annual Meeting will directly follow the closure of the Annual Parish Meeting which will begin at 7.30pm.

There being no further business the Chairman closed the meeting at 8.13pm.

Certificate of Exemption – AGAR 2018/19 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

EN Scaleby Parish Council

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19: **£7,194** PER AMOUNT £00,000

Annual gross expenditure for the authority 2018/19: **£6,362** PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

15/05/2019

Signed by Chairman

Date

SIGNATURE REQUIRED

15/05/2019

Email

Telephone number

clerk@scaleby.org.uk MAIL ADDRESS REQUIRED

01228 231124 NUMBER

*Published web address

www.scaleby.org.uk PUBLISHED WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2018/19

EN Scaleby Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>not</i>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable <input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/10/2018 30/04/19 DD/MM/YY

Name of person who carried out the internal audit

Pamela Cronin

Signature of person who carried out the internal audit

Pamela Cronin

Date

30/04/19

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

EN Scaley Parish Council

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 2019, that:

	Agreed		
	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>'Yes' means that this authority: 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
			✓

*For any statement to which the response is 'no', an explanation should be published

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

15/05/2019

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

Section 2 – Accounting Statements 2018/19 for

EN Scaleby Parish Council TY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	4,858	5,966	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	4,943	5,366	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,281	1,828	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	1,989	2,079	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 employment expenses.
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	3,854	4,283	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	5,966	6,797	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	5,966	6,797	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	4,390	4,390	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 2019 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

15/04/2019

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

15/05/2019

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

SCALEBY PARISH COUNCIL SCHEDULE OF PAYMENTS 15 MAY 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	n/a	April Salary	£145.56	BACS
HMRC	n/a	April PAYE	£31.80	BACS
Sarah Kyle	n/a	May Salary plus reimbursements	£TBC plus stamps £92.50	BACS
HMRC	n/a	May PAYE	£TBC	BACS
Sarah Kyle	n/a	June Salary	£TBC	BACS
HMRC	n/a	June PAYE	£TBC	BACS
Came & Company	TBC	Insurance 2019/20	TBC	BACS
CALC	n/a	Subscription	£132.26	BACS
Stanwix Rural Parish Council	n/a	Donation towards SLCC	£7.00	BACS
Bluezon	INV-3233	Newsletters	£89.00	BACS Paid prior to meeting
YPO	601833746	Stationery	£3.98	BACS
Scaleby Village Hall	INV-0148	Rental	£50.00	BACS

Authorised by:

Signatory 1:.....

Signatory 2:.....