

APPENDIX A

Details of the individuals to whom the concern relates e.g.

- Family details
- Address
- Age(s)
- Are there any other children in the house (give details)
- Details of other occupants (if known)

Time and date of the incident

Time

Date

Describe the incident or reason for the concern. Please give a factual account and specify the location where the incident took place. Include the person's own words where possible. Please add any other useful information

APPENDIX A

Please specify the action taken by you and others so far (as applicable)

Please specify any other agencies informed, including names, dates and times of anyone spoken to.

Declaration and Signature

I confirm that I have completed this form giving factual information and it is a record of what I saw and/or heard

Signature

Print name

Date

Privacy Statement

The information collected on this form is strictly private and confidential and should only be shared on a need to know basis

Burntwood Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100 Corporate											
1176 Precept	223,972	223,972	0	0	306,324	0	306,324	306,324	0	0	0
1180 Co-Op Tax Support Grant	25,382	25,382	0	0	23,582	0	23,582	23,582	0	0	0
1190 Interest Community Direct Plus	0	0	0	0	0	0	0	0	0	0	0
1192 Interest Infant Access A/C	25	15	0	0	15	0	15	0	0	0	0
1195 Interest 12 Month GIA	1,200	0	0	0	0	0	0	0	0	0	0
1196 Interest Active Saver A/C	0	620	0	0	620	0	620	0	0	0	0
1197 Interest Unity Trust Current	0	54	0	0	54	0	54	21	0	0	0
Total Income	250,582	250,073	0	0	330,626	0	330,626	329,927	0	0	0
Movement to/from Gen Reserve	250,532	250,073			330,525		330,626	329,927		0	

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Burnthorpe Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101 Employee Expenses											
1025 Surplus Income	0	0	0	0	0	0	0	346	0	0	0
Total Income	0	0	0	0	0	0	0	346	0	0	0
4001 Salaries	76,676	83,021	0	0	128,974	0	128,974	31,603	0	0	0
4006 NI: Employer's Contributions	6,000	7,228	0	0	15,202	0	15,202	3,498	0	0	0
4007 PAYE: Employees' Contributions	0	16,478	0	0	0	0	0	0	0	0	0
4011 LGPS: Employer's Contributions	15,745	20,385	0	0	26,605	0	26,605	7,807	0	0	0
4012 Telephone/Broadband Allowance	640	686	0	0	0	0	0	0	0	0	0
4013 Eyegight: Tests/Spectacles	100	129	0	0	250	0	250	50	0	0	0
4014 NI: Employees' Contributions	0	5,148	0	0	0	0	0	0	0	0	0
4015 LGPS: Employees' Contributions	0	7,034	0	0	0	0	0	0	0	0	0
Overhead Expenditure	101,303	140,107	0	0	169,031	0	169,031	42,959	0	0	0
Movement to/(from) Gen Reserve	(101,303)	(140,107)			(169,031)		(169,031)	(42,613)		0	

Burnthorpe Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

	2016/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
102 Lambourne House											
1025 Surplus Income	0	0	0	0	0	0	0	516	0	0	0
Total Income	0	0	0	0	0	0	0	516	0	0	0
4020 Office Rent	13,750	13,750	0	0	3,437	0	3,437	3,438	0	0	0
4021 Office Service Charges	1,008	868	0	0	257	0	267	267	0	0	0
4022 NINDR	4,550	4,464	0	0	1,385	0	1,365	1,351	0	0	0
4023 Office Water Rates	300	231	0	0	60	0	60	0	0	0	0
4024 Electricity	2,000	1,740	0	0	450	0	450	421	0	0	0
4025 Clearing Materials	150	146	0	0	30	0	30	2	0	0	0
4026 Trade Refuse	90	45	0	0	45	0	45	15	0	0	0
4027 Office Window Cleaning	120	180	0	0	20	0	20	0	0	0	0
4028 Security Alarm	300	567	0	0	0	0	0	38	0	0	0
4029 Office CCTV	300	285	0	0	0	0	0	0	0	0	0
4030 Fire Extinguishers	50	183	0	0	0	0	0	0	0	0	0
4031 PA Testing	100	70	0	0	0	0	0	0	0	0	0
4032 Office Air Conditioners (R&M)	350	0	0	0	0	0	0	0	0	0	0
4033 General Maintenance	2,000	142	0	0	0	0	0	0	0	0	0
4034 Alarm Monitoring	330	693	0	0	90	0	90	17	0	0	0
4035 Key Holding Service	0	0	0	0	0	0	0	130	0	0	0
4036 Dipalitations	0	0	0	0	0	0	0	2,750	0	0	0
4037 Meeting Room Rental Charges	1,500	1,337	0	0	80	0	80	25	0	0	0
4040 Clearing Contract	0	0	0	0	0	0	0	250	0	0	0
4165 Removal Costs	0	0	0	0	0	0	0	2,580	0	0	0

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Annual Budget - By Centre

Note: Ag at 30 June 2016

	2015/16		2016/17				2017/18				
	Budget:	Actual	Brought Forward	Net Movement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	26,808	24,710	0	0	5,844	0	5,844	11,267	0	0	0
Movement to/(from) Gen Reserve	(26,898)	(24,700)			(5,844)		(5,844)	(10,751)	0	0	0

Burntwood Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2018

	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Net Variance	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
104 OMCC											
1025 Sundry Income	0	14,774	0	0	0	0	0	0	0	0	0
1070 OMCC: Jnil Rents	0	12,814	0	0	21,795	0	21,795	10,024	0	0	0
1071 OMCC: Jnit Service Charges	0	9,494	0	0	15,213	0	15,213	7,732	0	0	0
1072 OMCC: Room Hire	0	10,744	0	0	12,093	0	12,093	1,552	0	0	0
1073 OMCC: Catering	0	75	0	0	60	0	60	0	0	0	0
1074 OMCC: Unit Cleaning	0	93	0	0	39	0	319	80	0	0	0
1075 OMCC: Photocopies	0	359	0	0	500	0	600	-30	0	0	0
1076 OMCC: PA Testing Recharge	0	86	0	0	0	0	0	0	0	0	0
Total Income	0	48,437	0	0	50,080	0	50,080	19,357	0	0	0
4001 Salaries	0	8,673	0	0	7,838	0	7,838	2,39	0	0	0
4022 N.N.D.R	0	5,236	0	0	13,250	0	13,250	3,628	0	0	0
4023 OMCC: Water Rates	0	340	0	0	30,000	0	30,000	551	0	0	0
4024 Electricity	0	1,827	0	0	0	0	0	886	0	0	0
4025 Cleaning Materials	0	24	0	0	0	0	0	107	0	0	0
4026 Trade Refuse	0	833	0	0	0	0	0	15	0	0	0
4028 Security Alarm	0	294	0	0	0	0	0	246	0	0	0
4030 Fire Extinguishers	0	0	0	0	0	0	0	20	0	0	0
4031 PA Testing	0	155	0	0	0	0	0	0	0	0	0
4033 General Maintenance	0	650	0	0	0	0	0	395	0	0	0
4034 Alarm Monitoring	0	481	0	0	0	0	0	117	0	0	0
4040 Cleaning Contract	0	2,629	0	0	5,000	0	6,000	1,177	0	0	0
4041 Unlocking/Locking	0	816	0	0	2,000	0	2,000	510	0	0	0

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Burntwood Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

	2015/16				2016/17				2017/18						
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4042 Hygiene Services	0	174	0	0	500	0	300	65	0	0	0	65	0	0	0
4043 Gas Supply	0	4,033	0	0	6,000	0	6,000	1,775	0	0	0	1,775	0	0	0
4044 Pest Control Services	0	100	0	0	200	0	200	50	0	0	0	50	0	0	0
4045 Boiler Maint/Service	0	822	0	0	1,000	0	1,000	0	0	0	0	0	0	0	0
4046 Sheds/Base	0	0	0	0	0	0	0	558	0	0	0	558	0	0	0
4110 Telephone Rental	0	171	0	0	400	0	400	202	0	0	0	202	0	0	0
4111 Telephone Calls	0	-20	0	0	70	0	70	55	0	0	0	55	0	0	0
4112 Telephone Payment Charges	0	20	0	0	70	0	70	0	0	0	0	0	0	0	0
4113 Broadband Line rental	0	489	0	0	400	0	400	308	0	0	0	308	0	0	0
4131 Computers Hardware	0	8,966	0	0	0	0	0	0	0	0	0	0	0	0	0
4133 Computers Support	0	15	0	0	1,200	0	1,200	40	0	0	0	40	0	0	0
4134 Computers Broadband	0	7,760	0	0	0	0	0	201	0	0	0	201	0	0	0
4135 Computers Email accounts	0	0	0	0	265	0	265	0	0	0	0	0	0	0	0
4136 Network Remote Back-up	0	0	0	0	1,800	0	1,800	0	0	0	0	0	0	0	0
4138 Server Software	0	0	0	0	900	0	900	0	0	0	0	0	0	0	0
4150 OMCC Catering	0	44	0	0	100	0	100	0	0	0	0	0	0	0	0
4160 Stationery	0	219	0	0	50	0	50	0	0	0	0	0	0	0	0
4163 General Office Expenses	0	802	0	0	1,000	0	1,000	387	0	0	0	387	0	0	0
4164 Office Equipment	0	1,043	0	0	0	0	0	0	0	0	0	0	0	0	0
4167 PPE Supplies	0	0	0	0	0	0	0	64	0	0	0	64	0	0	0
4180 Professional Fees	0	0	0	0	0	0	0	2,950	0	0	0	2,950	0	0	0
4208 Alarm Annual Maintenance Fee	0	437	0	0	290	0	290	0	0	0	0	0	0	0	0
4221 Insurance Premiums	0	1,418	0	0	1,194	0	1,194	1,194	0	0	0	1,194	0	0	0
4666 Capital Works	0	0	0	0	0	0	0	11,765	0	0	0	11,765	0	0	0

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	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4801 Grounds Maint: Other	0	0	0	0	0	0	0	740	0	0	0
Overhead Expenditure	0	48,468	0	0	74,927	0	74,927	31,455	0	0	0
104 Net Income over Expenditure	0	-31	0	0	-24,547	0	-24,547	-12,058	0	0	0
6000 plus transfer from FMR	0	1,280	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	1,229			(24,847)		(24,847)	(12,058)			

Burritwood Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

	2015/16		2016/17				2017/18				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
105 Transport											
4050 Car Mileage Employees	2,000	1,905	0	0	2,000	0	2,000	283	0	0	0
4051 Car Mileage Members	150	16	0	0	150	0	150	0	0	0	0
4062 Car Parking Fees	10	6	0	0	10	0	10	1	0	0	0
Overhead Expenditure	2,160	1,929	0	0	2,160	0	2,160	284	0	0	0
Movement to/(from) Gen Reserve	(2,150)	(1,929)			(2,160)		(2,160)	(284)		0	0

Burntwood Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

107	Subsides & Services	2015/16		2016/17			2017/18					
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4025	Sundry Income	0	560	0	0	0	0	0	0	0	0	0
	Total Income	0	560	0	0	0	0	0	0	0	0	0
4033	General Maintenance	0	0	0	0	0	0	0	0	0	0	0
4100	Photocopier Copy Charges	1,200	1,123	0	0	1,400	0	1,400	347	0	0	0
4110	Telephone: Rental	800	857	0	0	800	0	800	374	0	0	0
4111	Telephone: Calls	150	-36	0	0	100	0	100	155	0	0	0
4112	Telephone: Payment Charges	72	95	0	0	0	0	0	54	0	0	0
4113	Broadband: Line Rental	440	365	0	0	400	0	400	259	0	0	0
4120	Postage	900	1,000	0	0	1,500	0	1,500	500	0	0	0
4121	Franking Machine: Rental/Lease	674	552	0	0	674	0	674	309	0	0	0
4122	Franking Machine: Maintenance	200	398	0	0	200	0	200	240	0	0	0
4123	Franking Machine: Stationery	100	93	0	0	100	0	100	0	0	0	0
4130	Computers: Peripherals	0	0	0	0	150	0	150	58	0	0	0
4132	Computers: Software Licences	550	653	0	0	1,000	0	1,000	596	0	0	0
4133	Computers: Support	1,800	1,900	0	0	2,940	0	2,940	304	0	0	0
4134	Computers: Broadband	0	0	0	0	0	0	0	0	0	0	0
4135	Computers: Email accounts	50	50	0	0	50	0	50	0	0	0	0
4140	Website	400	400	0	0	525	0	525	400	0	0	0
4150	Stationery	1,600	1,515	0	0	2,000	0	2,000	507	0	0	0
4161	Publications	200	0	0	0	200	0	200	77	0	0	0
4162	Newspapers	45	45	0	0	50	0	50	0	0	0	0
4163	General Office Expenses	250	139	0	0	100	0	100	183	0	0	0

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Burthwood Town Council Current Year
Annual Budget - By Centre

Note: As at 30 June 2016

	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Nil Variant	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4164 Office Equipment	300	56	0	0	0	0	0	0	0	0	0
4155 Advertising	1,000	1,340	0	0	1,000	0	1,000	1,475	0	0	0
4166 Newsletter	1,440	1,440	0	0	1,440	0	1,440	720	0	0	0
4170 Subscriptions to other bodies	600	1,882	0	0	2,000	0	2,000	439	0	0	0
4180 Professional Fees	3,500	7,324	0	0	3,500	0	3,500	953	0	0	0
4190 Data Protection Fee	35	35	0	0	35	0	35	0	0	0	0
4200 Courses/Training Fees	1,300	372	0	0	2,000	0	2,000	324	0	0	0
4201 Courses/Training Expenses	200	113	0	0	300	0	300	0	0	0	0
4202 Conferences/Seminars: Fees	800	0	0	0	700	0	700	310	0	0	0
4203 Conferences/Seminars: Expenses	500	8	0	0	500	0	500	182	0	0	0
4206 Alarm Annual Maintenance Fee	350	0	0	0	0	0	0	0	0	0	0
4220 Bank Charges	150	163	0	0	200	0	200	3	0	0	0
4221 Insurance: Premiums	1,800	1,523	0	0	0	0	0	1,564	0	0	0
4222 Insurance: Landlord	600	478	0	0	0	0	0	0	0	0	0
4230 External Audit	500	800	0	0	800	0	800	0	0	0	0
4231 Internal Audit	400	500	0	0	500	0	500	500	0	0	0
4232 Audit Preparation	550	483	0	0	550	0	550	53	0	0	0
4235 Memorial Bench	35	0	0	0	35	0	35	0	0	0	0
4411 Handy-person Service	100	0	0	0	0	0	0	0	0	0	0
4999 Contingency Expenses	1,000	331	0	0	1,000	0	1,000	0	0	0	0
Overhead Expenditure	25,031	27,239	0	0	26,749	0	26,749	10,949	0	0	0
Movement to/(from) Gen Reserve	(25,001)	(26,579)			(26,749)		(26,749)	(10,721)		0	

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	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
201 Street Lighting											
4240 Electricity	450	477	0	0	500	0	500	0	0	0	0
4241 Maintenance	368	368	0	0	375	0	375	0	0	0	0
Overhead Expenditure	818	845	0	0	875	0	875	0	0	0	0
Movement to/(from) Gen Reserve	(818)	(845)			(875)		(875)	0		0	

	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Nil Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
202 Bus Shelters											
4250 Maintenance	400	0	0	0	4,000	0	4,000	0	0	0	0
4251 Inspectors	325	459	0	0	325	0	325	0	0	0	0
4255 Provis or new bus shelter(s)	4,000	4,050	0	0	0	0	0	0	0	0	0
Overhead Expenditure	4,725	4,549	0	0	4,325	0	4,325	0	0	0	0
Movement to/(from) Gen Reserve	(4,725)	(4,549)			(4,325)		(4,325)	0	0	0	0

Burntwood Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

	2015/16			2016/17			2017/18				
	Budget	Actual	Brought Forward	Net Variation	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
203 Christmas Lights											
1025 Sundry Income	0	1,305	0	0	0	0	0	0	0	0	0
1080 Pitch Fees	0	17	0	0	0	0	0	0	0	0	0
Total Income	0	1,322	0	0	0	0	0	0	0	0	0
4250 General Expenses	4,000	2,524	0	0	4,500	0	4,500	0	0	0	0
4261 Churches	1,200	540	0	0	500	0	500	0	0	0	0
4262 Christmas Event	0	2,685	0	0	1,500	0	1,500	0	0	0	0
Overhead Expenditure	5,200	5,749	0	0	6,500	0	6,500	0	0	0	0
Movement to/(from) Gen Reserve	(5,200)	(4,427)			(6,700)		(6,700)	0	0	0	0

Burntwood Town Council Current Year

Annual Budget - By Centre

Note: As at 30 June 2016

	2015/16			2016/17			2017/18			
	Budget	Actual	Brought Forward	Net: Agreement	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
205 Traffic Islands										
1030 Traffic Islands: Sponsorship	3,500	1,579	0	0	3,500	0	3,500	1,500	0	0
Total Income	3,500	1,579	0	0	3,500	0	3,500	1,500	0	0
4300 Street Beds: Maintenance	3,675	3,532	0	0	3,789	0	3,789	0	0	0
4301 Grass Cutting	73	1,724	0	0	735	0	735	0	0	0
4302 Letter Picking	134	128	0	0	138	0	138	0	0	0
4303 Weed Killer: Spraying	179	171	0	0	185	0	185	0	0	0
4304 Signage	360	491	0	0	365	0	365	93	0	0
4305 Signage Installation	100	0	0	0	100	0	100	0	0	0
4306 MNR: Traffic Islands	1,750	1,728	0	0	1,785	0	1,785	698	0	0
4307 Bridge Cross Rd: Bedding	1,030	0	0	0	0	0	0	0	0	0
Overhead Expenditure	7,937	7,775	0	0	7,097	0	7,097	791	0	0
Movement to/(from) Gen Reserve	(4,437)	(6,197)			(3,597)		(3,597)	709		0

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