

**Tender and Specification for production and
colour printing of the quarterly newsletter,
Pucklechurch News.**

**Two year contract for the period
01/04/2025 - 31/03/2026
&
01/04/2026 - 31/03/2027
(subject to annual review in 2026)**

4 editions per year

Possible extension for a further year

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DRAFT

Invitation to tender for Pucklechurch News newsletter

1. Invitation to tender

Pucklechurch Parish Council ("the Council") hereby invites tenders for Printing Services for the Pucklechurch News newsletter in accordance with the conditions stated below:

- Based on Parish Council requirements and guidance, help develop a new fresh house style, layout and format for Pucklechurch News that meets best practice guidance on accessibility in printed documents.
- The minimum size of each quarterly publication will be 4pp but may rise to a maximum 6pp depending on the number of articles submitted. This will be agreed on an edition by edition basis.
- On a quarterly basis compile articles supplied by the Editor/clerk into the agreed newsletter layout to an agreed timeframe.
- Provide timely draft(s) of each edition of the Newsletter for agreement and approval and Editor/clerk's sign-off.
- Once approved, print 1300 full colour copies of the Newsletter each quarter to agreed timeframes.
- Deliver and/or ensure collection of the print run in a timely manner as agreed with the Parish Council.

Tenders must be received by 12 noon on 14th March 2025. The successful Supplier will be contacted by end of March 2025. Subject to satisfactory references, the contract will commence from April 2025 with the first edition being the May Summer edition. Subsequent editions will be for August for Autumn, November for Winter and February for Spring (dates are approximate).

Prices submitted must indicate the total costs for carrying out the requirements of the Contract for each full year. Payment for services each quarter will be as agreed in the tender contract for either a 4pp or 6pp edition. Each quarterly invoice will be submitted in arrears following the successful printing and handover of each relevant edition.

Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk no later than two weeks before the closing date.

The tender will only be accepted if submitted on the attached Form of Tender.

The Parish Council is not obliged to accept the lowest or any tender. Prospective Suppliers are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

Quotation Requirements:

- Completed tender form with breakdown of indicative costs for both 4pp and 6pp editions including any subsequent year's inflationary increases. If the contract is extended to year 3 prices will be negotiated near the time.
- Examples of similar publications to evidence suitability to undertake this contract.
- Declaration & Company Details Form.
- Details of 2 referees on supplied form.

Please note the Council has an expectation that contractors will comply with Pucklechurch Parish Council's environmental policy.

The Council's decision is final and will be based on the published evaluation process. Beyond general feedback, no correspondence will be entered into on the reasons why a tender has been rejected.

The successful tender together with the Council's written acceptance will form a binding agreement in the terms of the Contract documents.

Tender Return

If having examined the tender documents, you wish to submit a tender you should send a sealed envelope to be clearly labelled 'Pucklechurch News Printing Tender' and marked for the attention of:

Daphne Dunning
Pucklechurch Parish Council
25 Parkfield Rank
Pucklechurch
Bristol
BS16 9NR

Tel: 07525 842095.

Tenders received after the closing deadline will not be considered.

DRAFT

2. Standard contract conditions

Financial officer

- The financial officer will be the Parish Clerk.

Extent of Work

- The work will comprise the compilation of articles for each quarterly edition of Pucklechurch News in accordance with the agreed house style and following approval the printing of 1300 copies of the newsletter. The Supplier will ensure timely delivery/collection of the printed newsletter as agreed with the Parish Clerk.

Duration of Contract

- The Contract will run for the period commencing 1st April 2025 to 31st March 2027 with a review at the end of year one. Tenders are to be priced on a per edition basis dependant on the number of pages in that edition. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Supplier

- The Supplier will submit an invoice by email to the financial officer, clerk@pucklechurchparishcouncil.gov.uk by the 8th of the month following each edition for payment which will be made vis BACS.

Termination of Contract

- Either party may, without reason, terminate the Contract, in writing, giving no less than three months' notice.

Notes to Tenderers

Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, and Schedule of Works. Suppliers are advised to carefully read all documentation.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and

all general risks, liabilities and obligations, but excluding VAT (if applicable).

No alteration to the text of the Form of Tender is to be made by the Supplier tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.

A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.

Invoices presented for payment must include a schedule of the works completed including the dates of the work.

Suppliers are asked to contact the Officer if any clarification is required.

3. Specification of works

- Four editions per year, 1 per quarter.
- 1300 copies of each edition.
- A4 Portrait Self Cover, 115gsm uncoated printed in colour throughout, collated and folded using agreed cream coloured background paper.
- The number of pages will vary in each edition from 4pp to 6pp.

4. Schedule of works

- Articles for the newsletter will be supplied to the Supplier approximately 10 days before the start of each quarter by the Editor/clerk.
- A proof will be issued by the Supplier to the Editor via email in an agreed timeframe for checking and approval.
- Once approved and in line with an agreement, the printed Newsletter will either be delivered to the Parish Council or collection arranged ideally 3 days before the start of each quarter.

5. Tender submission documents

Organisation Details	
Full name of organisation tendering	
Registered office address	
Named contact for this contract:	
Email	
Phone	
Company or charity registration number.	
VAT Registration number (if applicable)	
Type of organisation eg limited company/sole trader	

Breakdown of costs year one	
Edition Size/Spec	Price for 1300 Copies (Exc. VAT) of print and compilation/design
4pp A3 printed folded to A4 Portrait, 115gsm cream background uncoated paper, printed in full colour.	
6pp A3/A4 printed folded to A4 Portrait, 115gsm cream background uncoated paper printed in full colour and collated	

Breakdown of costs year two	
Edition Size/Spec	Price for 1300 Copies (Exc. VAT) of print and compilation/design
4pp A3 printed folded to A4 Portrait, 115gsm cream background uncoated paper, printed in full colour.	
6pp A3/A4 printed folded to A4 Portrait, 115gsm cream background uncoated paper printed in full colour and collated	

All tenderers must supply a small number of examples of similar work with the tender.



PUCKLECHURCH
PARISH COUNCIL

Please provide details of two references who can be contacted to provide support for your application:

Reference 1	
Name	
Position	
Company Name	
Contact Number	
Contact Email	

Reference 2	
Name	
Position	
Company Name	
Contact Number	
Contact Email	

6. Evaluation criteria

Bids will be evaluated in accordance with the Pucklechurch Parish Council's Financial Regulations using the following criteria and weighting:

Tender evaluation criteria and scoring matrix			
	Max score	Score	
Price	60		
Quality The Supplier's ability to perform the contract to the highest standards. Evidence of the Supplier's relevant knowledge and experience.	30		
Proximity to Pucklechurch	10		
Total	100		

7. Declaration & company details

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works and Schedule of Works.

I/We understand that Pucklechurch Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name:

Business correspondence address:

Postcode:

VAT Reg No. (if applicable)

Landline:

Mobile:

Email:

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed:

Print Name:

Position:



Pucklechurch News Editorial Policy

Pucklechurch News is published quarterly and aims to promote local activities, events and groups providing residents with information on the issues that affect our community. There is no charge to the public for the newsletter and no commercial advertising will be undertaken.

1. Articles

The Editor is supported by the Editorial Group, who make the decision on whether an article should be included in Pucklechurch News.

Priority will be given to articles about Pucklechurch parish, its immediate environment or issues affecting the parish. Other articles may be accepted, at the editor's discretion, if space permits. No article is deemed to represent the views of the Editor or the parish council unless specifically stated.

Articles should:

- have a maximum of 400 words, although larger articles may be considered in appropriate circumstance at the discretion of the Editor.
- be factual in content on matters affecting the parish
- provide information on local clubs, societies, charities or events affecting the parish
- be original and comply with copyright and plagiarism rules. It is the author's responsibility to obtain permission to use any materials sourced from third parties
- not promote commercial interests or lend support to particular social, political or religious causes. The Editor reserves the right to amend or omit such submissions.

Articles containing accusatory, potentially defamatory or critical statements of other individuals will not be allowed.

If submitting photographs, permission must be given to use them and any photographs of children must have the permission of an appropriate adult.

2. Editing

The code of recommended practice on local authority publicity 2011 places certain restrictions including the need to be:

- cost effective
- objective
- even-handed
- appropriate

The Editor, supported by the Editorial Group will strive to check fairness, accuracy and lack of bias but reserves the right to edit articles to ensure it meets the above criteria or reject articles deemed unsuitable. The decision of the Editor supported by the Editorial Group is final.

DRAFT

Pucklechurch parish council
 Daphne Dunning
 25 Parkfield Rank
 Pucklechurch
 Bristol
 South Gloucestershire
 BS16 9NR

04 February 2025

Project Name: Installation of St Aldams Pucklechurch Active Play Provision

We are pleased to inform you that your application to us for funding for the above project has been successful. This Contract, in conjunction with our standard Terms and Conditions which are detailed below, sets out the basis on which we are prepared to make this funding available. You should be aware that use of these funds is restricted to the project as agreed. Payments made to you under this agreement should be accounted for as restricted funds, and failure to do so will be a default event as defined in the Terms and Conditions.

In consideration of the Contract, we make the representations and agree to be bound by this Contract and the Terms and Conditions.

We/ Us	GrantScape
You	Pucklechurch parish council
Project	To provide an active play provision to encourage physical activities in older children to help tackle growing childhood obesity and contribute to improvements in health and wellbeing. The old dilapidated trim trail will be removed and replaced with a range of dynamic play equipment to challenge users of all abilities and develop physical fitness in a fun and engaging way. The amenity will be welcoming, inclusive, walkable and free. Funds will contribute towards the purchase and installation of play equipment and associated safety and groundworks.
Grant Amount	£40,000.00
Co-funding	Pucklechurch Parish Council - £20,000
Period of Time	10 years

Date: 13th February 2025
Your Ref:
Our Ref: Via email
Enquiries to: Electoral Services
Tel: 01454 863030
Email:
electoral.services@southglos.gov.uk

Dear Daphne, Clerk to Pucklechurch Parish Council

RE: CASUAL VACANCY – PUCKLECHURCH PARISH COUNCIL

I am writing to inform you that as NO requests for an election have been received by the Returning Officer to fill the above casual vacancy, the council are now at liberty to fill the vacancy by co-option.

The closing date for such a request was 4th February 2025.

If you have any further queries, please contact this office on the above number.

Thank you

Yours sincerely

Marie Hacker
Electoral Services Officer
Legal, Governance and Democratic Services

5j GRANT APPLICATIONS 2025		
Name of Applicant	Purpose of grant	Grant applied for
Citizens Advice	Support for outreach service in Cadbury Heath	£1,000.00
Green Transport	Upgrade computers	£525.00
Pucklechurch cricket club	Training nets	£900.00
Tower playgroup	Pre school insurance	£500.00
1st Pucklechurch Guide	Support for guides to attend Kent International Jamboree	£500.00
Revel	Banners, event shelter and childrens entertainment	£546.75
Pucklechurch playgroup	Increasing play resources especially to benefit SEND children	£477.46
St Peters Hospice	Support for 24hr Hospice Advice Line	£1,000.00
PCA Social Club	75 inch TV to support Sky TV and attract more members	£600.00
Pucklechurch Primary School	Support to take 16 children to visit Parliament	£250.00
Pucklechurch Sports AFC	Improve the changing room facilities by installing newer plumbing, increase hygiene and make it a cleaner environment.	£2,000.00
Total		£8,299.21



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/00177/HH
(Please quote at all times)
Your ref:
Date: 28th January 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 16 Becket Court Pucklechurch South Gloucestershire BS16 9QG
DESCRIPTION: Erection of single storey front and rear extensions to form additional living accommodation.
REFERENCE NO: P25/00177/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Helen Turner

Yours faithfully

Technical Support Team Leader





Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/00141/RVC
(Please quote at all times)
Your ref:
Date: 24th January 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Land At Westerleigh Road Pucklechurch South Gloucestershire
BS16 9PY

DESCRIPTION: Variation of condition 2 (list of plans) to planning permission
P22/06238/F - To amend the plans to accommodate the needs of
the new owners - Conversion of existing stables to form 1 no
dwelling and associated works.

REFERENCE NO: P25/00141/RVC

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at
<https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Chloe Summerill

Yours faithfully

Technical Support Team Leader





Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/02446/RVC
(Please quote at all times)
Your ref:
Date: 30th January 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Pucklechurch House 35 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD
DESCRIPTION: Variation of condition 6 attached to P22/06458/HH to substitute plan numbers 260-P-101 Rev B, 260-P-102 Rev A and 260-P-107 for 260-P-101 Rev C, 260-P-102 Rev B and 260-P-107 Rev A. Demolition of garage and erection of a single storey side extension. Erection of 1 no. detached garage.
REFERENCE NO: P24/02446/RVC

With reference to your correspondence this is to inform you that this application has now been considered and the Council's decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/02783/F
(Please quote at all times)
Your ref:
Date: 28th January 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: 188 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PG
DESCRIPTION: Change of use from bed and breakfast (Class C1) to existing dwelling house (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
REFERENCE NO: P24/02783/F

With reference to your correspondence this is to inform you that this application has now been considered and the Councils decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader

7biii P24/02049/0 Land adjacent to 150 Westerleigh Road

www.southglos.gov.uk



CIRCULATED SCHEDULE 07 February 2025

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ITEM NO.	APPLICATION NO	RECOMMENDATION	LOCATION	WARD	PARISH
2	P24/02049/O	Approve with Conditions	Land Adjacent To 150 Westerleigh Road Pucklechurch South Gloucestershire RS16 9PY	Boyd Valley	Pucklechurch Parish Council

Senders Details:

Strategic Planning South Gloucestershire Council,
Department for Environment and Community Services,
PO Box 1954, Bristol, BS37 0DD

Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Date: 25th January 2025

**TOWN AND COUNTRY PLANNING ACT
1990 (AS AMENDED BY THE PLANNING
AND COMPENSATION ACT 1991)**

An appeal has been made to the Secretary of State in respect of the site below:

Site:

Land At Lyde Green Emersons Green Bristol South
Gloucestershire BS16 7NT

Description: Removal of condition 2 (commencement of development) and 11 (common land registration) attached to planning permission P19/16524/F - Construction of a 7m access road into the Lyde Green development site with associated changes in the priority of Lyde Green Road. The widening of Lyde Green Road north to Road 5 to 7m and installation a 3m multi-user path, with provision of street lighting and planting. Re-surfacing of existing public right of way.

Reference: P24/00131/RVC

DOE Appeal Ref: APP/P0119/W/24/3351774

Appellant's Name: Norft Ltd

Dear Sir/Madam

Further to my previous letter, I am writing to inform you that the appeal on the 29th January 2025 to be dealt with by an Inquiry has been postponed until further notice.

The Case Officer for this appeal is Patrick Jackson.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004. Email: planningapps@southglos.gov.uk

Yours faithfully

Technical Support Team Leader

Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Contact: Customer Service Centre
Tel: 01454 868004
Our ref: P24/00131/RVC
(Please quote at all times)
Date: 29th January 2025

**TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED BY THE PLANNING AND
COMPENSATION ACT 1991)**

Dear Sir/Madam

LOCATION: Land At Lyde Green Emersons Green Bristol South Gloucestershire BS16 7NT

DESCRIPTION OF DEVELOPMENT: Removal of condition 2 (commencement of development) and 11 (common land registration) attached to planning permission P19/16524/F - Construction of a 7m access road into the Lyde Green development site with associated changes in the priority of Lyde Green Road. The widening of Lyde Green Road north to Road 5 to 7m and installation a 3m multi-user path, with provision of street lighting and planting. Re-surfacing of existing public right of way.

APPLICATION NUMBER: P24/00131/RVC

DOE APPEAL REFERENCE: APP/P0119/W/24/3351774

APPELLANT'S NAME: Norft Ltd

Further to my previous letter, I am writing to inform you of the arrangements for the Hearing into the above appeal.

An Inspector R Hall has been appointed by the Secretary of State for the Environment, Transport and the Regions under paragraph 1(i) of Schedule 6 of the Town and Country Planning Act 1990 to determine this appeal and will conduct the Hearing on 12th March 2025 at 10:00 at Council Offices, Badminton Road, Yate, BS37 5AF, . You may attend the Hearing and may give your views at the Inspector's discretion. If you would like to participate in the Hearing virtually, please contact the Local Planning Authority by emailing planningsupport@southglos.gov.uk

Details of the appeal are available on the Council's website at <http://developments.southglos.gov.uk/online-applications/> search for applications using reference P24/00131/RVC or alternatively telephone our Customer Service Centre on 01454 868004 to arrange an appointment before visiting the Council offices.

The Planning Inspectorate will send a copy of the decision letter to those who ask for one in writing and a copy of the decision will also be published at <https://acp.planninginspectorate.gov.uk/>



Please contact the Council if you would like information on the facilities available at the Hearing for people with disabilities. The Case Officer for this appeal is Patrick Jackson. The Planning Inspectorate Case Officer for this appeal is Linda Hutton who can be contacted by emailing West1@planninginspectorate.gov.uk

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004. Email: planningapps@southglos.gov.uk

Yours sincerely

Technical Support Team Leader

Balance per bank statements as at 01/01/25	£
NatWest reserve account	£31,021.36
Unity Bank	£90,861.07
NatWest current account	£62,257.78
Current A/C activity for January 2025 Account now closed	
NatWest current account	
Less: payments for January 2025	£62,257.78
Plus: income for January 2025	£0.00
Balance per NatWest current A/C bank statements as at 31/01/25	£0.00
Unity Bank	
Less: payments for January 2025	£6,605.88
Plus: Unity income for January 2025	£93,522.50
Balance as at 31/01/25	£177,777.69
NatWest Reserve account account now closed	
Less: payments for January 2025	£31,039.72
Plus interest	£18.36
Balance per NatWest reserve A/C bank statements as at 31/03/24	£0.00
Total bank accounts as at 31/01/25	£177,777.69
Less: any un-presented cheques as at 31/01/25	£0.00
Add: any un-banked cash as at 31/01/25	£0.00
Net NatWest Current A/C balance as at 31/01/25	£0.00
Net Unity balance as at 31/01/25	£177,777.69
Net NatWest reserve A/C balance as at 31/01/25	£0.00
Total balances all bank accounts as at 31/01/25	£177,777.69

Printscreen of January 2025 accounts

Balance c/fwd	0.00	0.00	177,777.69			
	A	B	C			
Combined balance	D	177,777.69		Bank rec at 31/01/25		
				NW Current A/c	0.00	
				NW Bus Reserve A/c	0.00	
				Unity Bank	177,777.69	
Balance as at 1st April 2024		134,805.36			177,777.69	
Plus: receipts in year to date		157,761.21				
Less Payments in year to date		114,788.88		Less: uncleared chqs		
Balance as at 31st January 2025	E	177,777.69		F should equal D & E	177,777.69	Diff 0.00

Print screen January 2025 balance Natwest current bank account

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
04 JAN 2025	BROUGHT FORWARD			62,257.78
16 JAN	Transfer TRANSFER TO CLOSE		62,257.78	0.00

Print screen January 2025 balance Natwest Business reserve bank account

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.
Interest paid for this account during TAX year 2023/24 was Gross interest £406.87

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 MAR 2024	BROUGHT FORWARD			30,687.25
30 APR	Interest 30APR GRS 25234021	40.23		30,727.48
31 MAY	Interest 31MAY GRS 25234021	37.84		30,765.32
28 JUN	Interest 28JUN GRS 25234021	34.22		30,799.54
31 JUL	Interest 31JUL GRS 25234021	40.38		30,839.92
30 AUG	Interest 30AUG GRS 25234021	36.75		30,876.67
30 SEP	Interest 30SEP GRS 25234021	38.02		30,914.69
31 OCT	Interest 31OCT GRS 25234021	36.80		30,951.49
29 NOV	Interest 29NOV GRS 25234021	33.20		30,984.69
31 DEC	Interest 31DEC GRS 25234021	36.67		31,021.36
16 JAN 2025	Interest 25234021/GRS/CLOSE	18.36		31,039.72
	Transfer TRANSFER TO CLOSE		31,039.72	0.00

Print screen January 2025 balance Unity bank account

Date	Description	Direct Debit	Direct Debit (NEST)	£	£	£
21/01/2025	Direct Debit	Direct Debit (NEST)		£183.30	£0.00	£177,679.89
22/01/2025	Credit	WW MEMORIALS LTD		£0.00	£50.00	£177,729.89
24/01/2025	Credit	JEFFERIES HJ LTD		£0.00	£50.00	£177,779.89
24/01/2025	Credit	Credit 000017		£0.00	£75.00	£177,854.89
27/01/2025	Faster Payment Debit	B/P to: PCA		£68.50	£0.00	£177,786.39
31/01/2025	Fee	Service Charge		£8.70	£0.00	£177,777.69

Q3 2024-25

Adjusted for income and expenditure

INCOME	BUDGET	INCOME AT Q3	%
Precept	£121,896.00	£121,896.00	100.00%
Burial ground	£1,000.00	£1,700.00	170.00%
Allotments £20.00 per site x 30	£600.00	£600.00	100.00%
Grants - Neighbourhood Plan	£0.00	£7,566.00	
Football club	£470.00	£470.00	100.00%
Cricket club	£375.00	£375.00	100.00%
PCA ground rent & Scout hut	£6.00		0.00%
Wayleave (Western power distribution)	£92.95	£17.95	19.31%
Bank Interest	£0.00	£0.00	0.00%
Sub total	£124,439.95	£132,624.95	106.58%
S106 draw down	£110,000.00	£17,254.46	15.69%
CIL Payments	£0.00	£1,337.65	
Donation		£500.00	
Hire of Rec	£0.00	£250.00	
Total other Income	£234,439.95	£151,967.06	64.82%
last year's VAT			
Expenditure			
Salaries (net)	£22,500.00	£17,800.80	79.11%
Mileage & home office allowance	£400.00	£292.05	73.01%
NI & tax (employee and employer)	£7,200.00	£6,407.79	89.00%
Pension (employee and employer)	£1,450.00	£1,263.82	87.16%
Payroll PATA Costs	£160.00	£148.35	92.72%
Rent Shortwood	£360.00	£180.00	50.00%
Insurance	£950.00	£784.59	82.59%
Electricity Defib	£600.00	£378.00	63.00%
Room rental	£200.00	£50.00	25.00%
Pucklechurch news	£1,200.00	£1,094.00	91.17%
Internet	£380.00	£264.88	69.71%
Phone	£160.00	£106.68	66.68%
Audit	£1,200.00	£920.00	76.67%
professional fees consultancy	£1,000.00	£1,040.31	104.03%
Membership/subscriptions	£1,250.00	£1,333.56	106.68%
Litter picking/ Rec Village waste /dog bins	£11,200.00	£7,756.31	69.25%
Grass cutting/gardening	£8,400.00	£6,195.47	73.76%
Tree survey	£1,500.00	£750.00	50.00%
Maintenance contract	£20,000.00	£13,875.03	69.38%
Bank charges	£160.00	£82.40	51.50%
Admin general stat post print	£300.00	£234.31	78.10%
Play area maintenance/ repairs & renewals	£4,500.00	£6,449.13	143.31%
Ground maintenance	£4,000.00	£5,254.41	131.36%
Training/conferences	£500.00	£225.00	45.00%
Heartstart Defib maintenance	£2,000.00	£0.00	0.00%

Office equipment & software included email hosting. .gov domain and website and remote hosting	£1,100.00	£479.84	43.62%
Grants (s137) £8.32 x 2276 = £21212 max	£4,000.00	£0.00	0.00%
Recruitment costs	£0.00	£0.00	0.00%
Election costs	£1,000.00	£0.00	0.00%
Planned works	£0.00	£0.00	0.00%
legal		£2,000.00	
Play area s106	£0.00	£17,471.50	0.00%
CIL noticeboards	£0.00	£5,213.39	
Open spaces s106	£23,000.00	£0.00	0.00%
Sports s106	£87,000.00	£0.00	0.00%
Rebekka's memorial garden	£0.00	£0.00	0.00%
Woodland and tree work	£3,000.00	£850.00	28.33%
Parkfield turning space	£2,500.00	£0.00	0.00%
Reserves to refurbish play areas	£5,000.00	£0.00	0.00%
Refund unspent NP grant	£0.00	£0.00	0.00%
New changing rooms project	£1,270.00	£0.00	0.00%
St Aldams garages driveway	£5,000.00	£0.00	0.00%
Woodland	£5,000.00	£0.00	0.00%
Local climate and nature action plan	£5,000.00	£0.00	0.00%
Total	£234,440.00	£98,901.62	42.19%
VAT		£8,419.35	
		£107,320.97	

Earmarked reserves subject to adjustment at year end:

CIL	£1,167.00
Play equipment Reserve	£48,000.00
Neighbourhood Plan	£9,249.69
Village hall project reserve	£5,000.00
Woodland/ tree/ash die back	£4,672.50
Professional /legal fees	£4,000.00
Financial contingency	£45,000.00
Parkfield turning circle	£12,500.00
	£129,589.19

General reserves	£0.00
	£129,589.19

Bank statements as at 31/12/24	£183,806.10
Less payments due but not paid	£1,151.47
Actual bank position	£182,654.63

Reconciliation	
Income	£151,967.06
Expenditure	-£98,901.62 net of vat
Reserves	£129,589.19
	£182,654.63



Local Authority or other body's details

Type of body

- Local Authority or similar body
- Academy school
- Charity
- Non-departmental bodies or similar bodies

Do you know your customer reference number?

- Yes
- No

Customer reference number

XYV126000101827

Name

Pucklechurch parish council

UK address

Line 1

25 Parkfield Rank

Line 2

Pucklechurch

Line 3 (optional)

Bristol

Postcode

BS16 9NR

Telephone number

07525842095

Period of claim

From

To

Is this your first claim?

- Yes
 No

Have you changed your bank details?

- Yes
 No

Invoice details

You must list the invoices on which you are claiming a refund in the Invoice details section.

Do you have more than 20 invoices?

- Yes
 No

For each invoice please provide details of the following on a separate sheet of paper, preferably an Excel spreadsheet.

- date of invoice
- supplier's VAT Registration Number
- brief description of supply
- to whom addressed
- VAT paid

Declaration

Amount of refund

£

For local authorities or similar bodies: The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under section 7 of Notice 749. (Tick if appropriate)

I am a non-departmental body or similar body and I am claiming a refund of the amount shown above which is the VAT incurred on the purchase of services listed in the existing Treasury Direction bought for my non-business activities. (Tick if appropriate)

I am claiming a refund of the amount shown above which is the VAT charged on goods and services bought for non-business activities

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim

When you have printed the form, please sign and date it in the appropriate boxes. You are signing this form to say you have completed it accurately to the best of your knowledge.

Signature

Daphne Dmij

Date

DD MM YYYY

05 02 2025

What to do now

Please send the completed form along with any attachments to:

HMRC Payments VAT 126
HM Revenue and Customs
BX9 1JZ

Date	vat number	Name	Activity	To whom addressed	VAT
04/04/2024	778603785	O2	mobile phone	Pucklechurch parish council	£2.20
05/04/2024	706117358	707 Click Waste	Waste disposal	Pucklechurch parish council	£9.63
07/04/2024	245719348	BT	Broadband	Pucklechurch parish council	£5.99
08/05/2024	778603785	O2	mobile phone	Pucklechurch parish council	£2.39
14/05/2024	706117358	707 Click Waste	Waste disposal	Pucklechurch parish council	£9.63
08/05/2024	245719348	BT	Broadband	Pucklechurch parish council	£6.62
17/05/2024	373142903	Zoom	Subscription	Pucklechurch parish council	£25.98
20/05/2024	388768809	Andrea Pellegram	Neighbourhood plan support	Pucklechurch parish council	£208.06
20/05/2024	664321152	South Glos Council	Waste bin	Pucklechurch parish council	£128.94
20/05/2024	484635025	Greenfields	Play equipment repairs	Pucklechurch parish council	£359.90
20/05/2024	847079201	Auditing solutions	internal audit	Pucklechurch parish council	£100.00
05/06/2024	778603785	O2	mobile phone	Pucklechurch parish council	£2.39
09/06/2024	623757528	Greenbarnes	Noticeboards	Pucklechurch parish council	£892.67
07/06/2024	245719348	BT	Broadband	Pucklechurch parish council	£6.62
14/06/2024	706117358	707 Click Waste	Waste disposal	Pucklechurch parish council	£9.63
24/06/2024	536153357	Viking	Stationary	Pucklechurch parish council	£13.67
24/06/2024	232555575	Screfix	combination lock	Pucklechurch parish council	£14.78
24/06/2024	523041202	EDF	electricity Eagle Crescent defibrillator	Pucklechurch parish council	£2.03
24/06/2024	523041202	EDF	electricity Parkfield defibrillator	Pucklechurch parish council	£2.86
05/07/2024	778603785	O2 phone	mobile phone	Pucklechurch parish council	£2.39
08/07/2024	245719348	BT	Broadband	Pucklechurch parish council	£6.62
15/07/2024	706117358	707 Click Waste	Waste disposal	Pucklechurch parish council	£9.63
18/07/2024	567347018	David James	survey	Pucklechurch parish council	£40.00
18/07/2024	664321152	South Gloucestershire council	Localism charges Apr-Jun	Pucklechurch parish council	£419.44
31/07/2024	523041202	EDF	electricity Eagle Crescent defibrillator	Pucklechurch parish council	£0.59
31/07/2024	523041202	EDF	electricity Parkfield defibrillator	Pucklechurch parish council	£0.57
01/08/2024	205712985	Wellers Headley	Legal fees	Pucklechurch parish council	£200.00
01/08/2024	205712985	Wellers Headley	Legal fees	Pucklechurch parish council	£200.00
01/08/2024	484635025	Greenfields	Accessible roundabout	Pucklechurch parish council	£3,494.30
06/08/2024	778603785	O2 phone	mobile phone	Pucklechurch parish council	£2.39
07/08/2024	245719348	BT	Broadband	Pucklechurch parish council	£6.62
14/08/2027	706117358	707 Click Waste	Waste disposal	Pucklechurch parish council	£9.63
23/08/2024	138241817	Gordon Playgrounds	playground inspections	Pucklechurch parish council	£65.00
23/08/2024	664321152	South Gloucestershire Council	Localism charges July-Sept	Pucklechurch parish council	£419.44
23/08/2024	785375777	Vision ICT	SSL Certificates	Pucklechurch parish council	£10.00
31/08/2024	523041202	EDF	electricity Eagle Crescent defibrillator	Pucklechurch parish council	£0.93
31/08/2024	523041202	EDF	electricity Parkfield defibrillator	Pucklechurch parish council	£0.93
05/09/2024	778603785	O2	mobile phone	Pucklechurch parish council	£2.39
05/09/2024	245719348	BT	Broadband	Pucklechurch parish council	£6.62
14/09/2024	706117358	707 Click Waste	Waste disposal	Pucklechurch parish council	£10.96
20/09/2024	536153357	Viking	Stationary	Pucklechurch parish council	£13.91
20/09/2024	830847032	BOO	external audit	Pucklechurch parish council	£84.00
25/09/2024	821288331	Midland Forestry	tree works	Pucklechurch parish council	£384.00
25/09/2024	789718944	Boston Seweds	Bulbs	Pucklechurch parish council	£30.50
30/09/2024	523041202	EDF	electricity Eagle Crescent defibrillator	Pucklechurch parish council	£0.90
30/09/2024	523041202	EDF	electricity Parkfield defibrillator	Pucklechurch parish council	£0.90
07/10/2024	386414672	O2	mobile phone	Pucklechurch parish council	£2.39
07/10/2024	484635025	Greenfields	Zip wire inspection	Pucklechurch parish council	£39.80
07/10/2024	284195182	Silverback Arboricultural Consultancy	Tree surveys	Pucklechurch parish council	£170.00
08/10/2024	245719348	BT	broadband	Pucklechurch parish council	£6.62
14/10/2024	790948479	Click waste 707	waste disposal	Pucklechurch parish council	£9.63
24/10/2024	891752783	SLCC	civility seminar	Pucklechurch parish council	£6.50
24/10/2024	891752783	SLCC	Website accessibility training	Pucklechurch parish council	£4.50
31/10/2024	523041202	EDF	electricity Eagle Crescent defibrillator	Pucklechurch parish council	£0.94
31/10/2024	523041202	EDF	electricity Parkfield defibrillator	Pucklechurch parish council	£0.93
06/11/2024	386414672	O2	mobile phone	Pucklechurch parish council	£2.39
07/11/2024	245719348	BT	broadband	Pucklechurch parish council	£6.62
15/11/2024	790948479	Click waste 707	waste disposal	Pucklechurch parish council	£10.32
20/11/2024	664321152	South Gloucestershire council	Localism charges Oct-Dec	Pucklechurch parish council	£419.44
20/11/2024	817894678	Sutcliffe Play SW	swing chains and seats	Pucklechurch parish council	£90.69
30/11/2024	523041202	EDF	electricity Eagle Crescent defibrillator	Pucklechurch parish council	£0.35
30/11/2024	523041202	EDF	electricity Parkfield defibrillator	Pucklechurch parish council	£0.36
06/12/2024	386414672	O2	mobile phone	Pucklechurch parish council	£2.39
05/12/2024	245719348	BT	broadband	Pucklechurch parish council	£6.62
16/12/2024	790948479	Click waste 707	waste disposal	Pucklechurch parish council	£9.63
24/12/2024	831288331	Midland Forestry	tree works	Pucklechurch parish council	£316.00
24/12/2024	639591007	Microshade	hosting charges	Pucklechurch parish council	£85.97
31/12/2024	523041202	EDF	electricity Parkfield defibrillator	Pucklechurch parish council	£1.51
					£8,419.35