

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: nortonlindseyipc@outlook.com)

To All Members of the Council

20 May 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held on Tuesday 26 May 2020 at 7.45pm on Zoom. Join via the Internet by going to <https://us04web.zoom.us/j/79260002175?pwd=OHZrZU53a1VZV2FwS0wwR1NsMzRMQT09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 792 6000 2175 and Password: 435364. The following business will be transacted.

Press and Public are invited to attend.

Signed: *J Bendall*

Mrs Jennifer Bendall
Clerk and Responsible Financial Officer

Agenda

1. **Chairman's notice regarding the recording and filming of the meeting**
2. **Record of members present**
3. **Apologies and acceptance of reasons for absence**
4. **Declaration of Interest (existence and nature) on Items on the Agenda**
Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.
5. **To consider and approve the Protocol for Holding Remote Meetings**
6. **Public Comments**
Period of up to 15 minutes where public comments are invited.
7. **To approve the minutes of the Ordinary Meeting held on 10 March 2020 and the Extraordinary Meeting held on 23 March 2020.**
8. **Chairman's / Clerk's report**
9. **Matters arising**
10. **To discuss issues within the Parish relating to highways (eg. the state of the roads, parking, overgrown hedges, etc)**
 - 10.1 **Update on issues previously reported**
 - 10.2 **New issues**
11. **Correspondence and Communications Report**
(circulated to Councillors prior to meeting)

- 12. Parish Council Regulations and Procedures** *(in addition to Agenda Item 5)*
(to include any updates to legislation such as GDPR, etc)
 - 12.1 To note NALC legal briefing L02-20 Employment Law Changes 2020**
 - 12.2 To note NALC legal topic note LTN 31 Local Council General Powers**
- 13. To appoint a Working Party to investigate grants for the Church Room, Churchyard Maintenance and the Church Clock Chimes**
- 14. To review the Council's insurance provision**
- 15. To note requirements for the Annual Governance and Accountability Return (AGAR) for year ended 31 March 2020**
- 16. Finance Matters**
 - 16.1 To receive the Statement of Finances at 31 March 2020**
 - 16.2 To note year end internal audit of accounts**
 - 16.3 To note payments received since last meeting:**
 - NatWest Bank Plc – interest (February to April 2020)
 - WDC – first half of Precept
 - 16.4 To note payments made since last meeting:**
 - Clerk's Salary – March and April 2020
 - Clerk's Overtime – January to April 2020
 - SLCC Enterprises Ltd – webinars x 2
 - WALC – annual subscription
 - WALC – eLearning course
 - Post Office Ltd (on behalf of Warwick District Council) – 2019 election costs
 - 16.5 To note income and expenditure year to date**
- 17. Planning Matters**
 - 17.1 To note planning application decisions received:**
 - Land off Gannaway Farm off Curlieu Lane and rear of Brick Kiln Close, Norton Lindsey, Stratford on Avon, Warwick, CV35 8JR (W/19/1939) – outline planning permission granted
- 18. Parish Report**
- 19. Date of Next Meeting**
To be agreed - Ordinary Meeting
- 20. Close**

Norton Lindsey Parish Council

Protocol for Holding Remote Meetings

During periods of emergency where it is not possible to meet in person, NLPC will hold meetings remotely via the Zoom application.

- Following the joining instructions on the meeting summons and agenda, you will enter a meeting via the Zoom waiting room, where you will wait until the Chair admits you to the “Council Chamber”.
- Upon joining the meeting, you should check your microphone and video are enabled.
- The Chair will carry out a roll call of all Councillors and the Clerk. Each Councillor and the Clerk should confirm verbally that they are present.
- The Chair will welcome, and note the number of, any members of the public attending the meeting. The Chair will explain the process of public participation and will ask the members of the public if they want to speak during the public participation session.
- The Chair will advise those present that, with the exception of any Councillor phoning into the meeting, their microphones should be on mute by default to avoid too much noise, and should only be unmuted when speaking. Anyone wishing to speak should raise their hand using the Zoom “raise hand” function or should physically wave their hand in front of the camera, and the Chair will invite them to speak. Anyone phoning into the meeting should say they wish to speak. Once they have spoken, their microphone should be muted once again.
- The Chair will advise that if there are problems with the internet connection or power during the meeting, in the first instance we will try to reconnect the meeting. Attendees are advised to re-click the link and try to re-join. If we are not able to recover the meeting, we will consider that the meeting is adjourned and we will try to reconnect at the earliest opportunity.
- The Chair will advise that NLPC will be recording the meeting, and as the meeting is being held online it is safe to assume that any Councillor or member of the public might also be recording. All present should bear that in mind throughout the meeting.
- The Chair will then work through the Agenda, supported by the Clerk as required. The Agenda will be as concise as possible and should focus on what is important, where practicable avoiding items that may require lengthy debate. These items will be postponed until NLPC is able to meet in person. Papers for the meeting will be posted on the Parish Council website and will be emailed out to all Councillors prior to the meeting.
- If a Councillor has declared an interest in an item to be discussed, the Chair will move them into the Zoom Waiting Room while the item is being discussed, and will then move them back into the meeting when discussion has finished.
- In order for a Councillor to make a point regarding an item under discussion they should raise their hand and wait for the Chair to invite them to speak, at which time they should un-mute the

microphone and mute it again after they have made their point. If any member has joined by telephone only the Chair will invite them to speak before moving to a proposal.

- When a proposal is required the Chair will ask the meeting and look for a Councillor who has raised their arm, the Chair will invite that Councillor to state their name and the proposal.
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. The Chair will state the name of the Councillor who has seconded the proposal.
- The Chair will then ask all Councillors in favour to raise their hand and to keep it raised until he asks them to place it back down. The Chair will ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour.
- The Chair will then repeat for any Councillor not in favour or who wants to abstain.
- NLPC's "Standing Orders" will continue to be used to assist with the good management of the meeting.

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Correspondence Report

Correspondence received from 6 March to 18 May 2020

Correspondence of particular note is marked with *.

NO	DATE REC'D	SENT FROM	DETAILS
1	06.03.20	WCC	Notes and Actions from WRW Community Forum meeting
2	06.03.20	NALC	Chief Executive's Bulletin
3	10.03.20	Keep Britain Tidy	Fed up of dog fouling in Warwick
* 4	10.03.20	WRCC	Important nationwide village hall survey
* 5	13.03.20	WDC	Dog waste bins – Norton Lindsey
6	13.03.20	NALC	Chief Executive's Bulletin
7	17.03.20	WDC	Warwick District Council Meetings – statement
8	20.03.20	NALC	Chief Executive's Bulletin
9	20.03.20	WDC	Press release: business rate relief applied in Warwick District
10	20.03.20	WDC	Press Release: Council to prioritise response to Coronavirus
11	20.03.20	WCC	Pre-9am travel for concessionary bus pass holders
12	23.03.20	WALC	NALC case studies – council actions re coronavirus
13	23.03.20	Power for People	Request for your help with the local electricity bill
14	25.03.20	WCC	Covid-19 – waste and recycling
15	25.03.20	CSW Broadband	Update – March 2020
16	26.03.20	ICO	Data protection and Covid-19
17	26.03.20	WALC	Covid-19 letter from the Chief Constable
18	26.03.20	WCC	WCC Localities Team update
19	26.03.20	WDC	Elections 2019 recharges
20	27.03.20	WDC	Press Release: Council offers free parking
21	27.03.20	Countryside Alliance	A little bit of good news goes a long way
22	27.03.20	NALC	Chief Executive's Bulletin
23	27.03.20	WDC	Update from Leader and Chief Executive
24	29.03.20	WDC	Community newsletter – March 2020
25	29.03.20	WCC	Useful links to Warwickshire sources of support
26	31.03.20	WCC	Covid-19 update and other news from Healthwatch
27	01.04.20	WDC	Press Release: Council staff redeployed to run district's 'Shielding Hub'
28	02.04.20	WCC	Directory of COVID-19 Community-Led Support Groups
29	03.04.20	NALC	Chief Executive's Bulletin
30	03.04.20	WCC	Warwickshire update
31	03.04.20	WDC	Warwick DC response to Coronavirus
32	06.04.20	WALC	Emergency support for families
33	06.04.20	NALC	Coronavirus – information for parish and town councils
34	06.04.20	WCC	Funding opportunities
* 35	08.04.20	WALC	Coronavirus updates from WALC
36	08.04.20	WCAVA	Covid-19 – WCAVA update
37	08.04.20	NALC	Coronavirus – information for parish and town councils
38	09.04.20	NALC	Help NALC in its ground breaking research on dementia
39	09.04.20	NALC	Coronavirus – information for parish and town councils
40	09.04.20	NALC	Chief Executive's Bulletin
41	09.04.20 10.04.20	WDC	Statement from the Leader and Chief Executive (2 emails)
42	10.04.20	WDC	Community newsletter 9 April
43	14.04.20	WDC	Press release – Lower Heathcote Local Centre
44	14.04.20	CW Mind	Warwickshire Safe Haven
45	14.04.20	NALC	Coronavirus – information for parish and town councils
* 46	15.04.20	WALC	Latest updates and information from WALC April 15 th
47	16.04.20	WDC	Press release – accommodation secured for all rough sleepers

48	16.04.20	WDC	Press release – Green bin collections to recommence
* 49	16.04.20	Resident	Church Furlong
50	17.04.20	WDC	Press release – Local businesses encouraged to apply for government support
51	17.04.20	NALC	Coronavirus – information for parish and town councils
52	17.04.20	WDC	Weekly update from the leader and chief executive WDC
53	17.04.20	NALC	Chief Executive’s Bulletin
54	17.04.20	Power for People	Request for your help with the Local Electricity Bill
55	20.04.20	Cambridge & Counties	An update from our CEO
56	20.04.20	WDC	Open letter of thanks from WDC Group Leaders
57	20.04.20	WCC	WCC Covid-19 & Community Support Fund
58	21.04.20	AML	Reply re WCC Covid-19 Community Support Fund
59	22.04.20	WDC	Press Release: Business Grant Support
60	22.04.20	WDC	Press Release: Business Grant Support AMENDED
* 61	22.04.20	WALC	Weekly update and information from WALC
62	22.04.20	WDC	Press Release: District sees reduction in air pollution
63	23.04.20	NALC	Coronavirus – information for parish and town councils
64	24.04.20	WDC	Residents Newsletter
65	27.04.20	NALC	Chief Executive’s Bulletin
66	27.04.20	WDC	Weekly update from WDC
67	28.04.20	WDC	CommUnity newsletter 24 April
68	29.04.20	WALC	Weekly update and information from WALC
69	29.04.20	WCC	Support for voluntary and community groups from Warwickshire Trading Standards
70	29.04.20	WDC	Challenging times for Bereavement Services
71	30.04.20	WALC	Expansion of Coronavirus testing
72	30.04.20	NALC	Coronavirus – information from Parish and Town Councils
73	30.04.20	WALC	Coronavirus and GDPR
74	30.04.20	WALC	Current position regarding Annual Assemblies
* 75	01.05.20	WDC	Dog bins
76	01.05.20	NALC	Chief Executive’s bulletin
77	01.05.20	WDC	Weekly update from Leader and Chief Executive, WDC
* 78	04.05.20	Lower Norton Resident	Norton Curlieu Lane
79	04.05.20	NALC	Coronavirus – information for parish and town councils
80	05.05.20	WALC	Join in our first ever Early Help webinar
81	06.05.20	WDC	VE Day message from the Chairman of WDC
82	06.05.20	WALC	Weekly update and information from WALC
83	07.05.20	NALC	NALC publishes the first ever report on local council elections
84	07.05.20	WALC	Open letter from Robert Jenrick MP
85	07.05.20	NALC	Chief Executive’s bulletin
86	07.05.20	ICO	Latest news from the ICO
87	07.05.20	WDC	Weekly update
88	12.05.20	NALC	Coronavirus – information for Parish and Town Councils
89	12.05.20	WDC	Warwick District Council meeting 20 May
90	12.05.20	WDC	Annual Meeting of Warwick District Council 20 May
91	13.05.20	WALC	Weekly update and information from WALC
92	13.05.20	NALC	Help NALC in its ground-breaking research on dementia
93	13.05.20	WDC	Statement – Open Spaces and Outdoor Sports Facilities
94	14.05.20	WDC	Annual Council 20 May
95	14.05.20	WDC	Funding available to support Community and Voluntary Groups
96	14.05.20	WDC	Outdoor sports facilities update
97	14.05.20	NALC	Coronavirus – information for Parish and Town Councils
98	15.05.20	NALC	Chief Executive’s bulletin
99	15.05.20	WDC	Weekly update
* 100	15.05.20	Resident	Drone flying over my house
* 101	15.05.20	Resident	Fly tipping – Norton Curlieu Lane
102	18.05.20	WDC	Warwick District Council Annual meeting 20 May

Accounts Year End 31 March 2020

Reconciled to Current Account bank statement dated 30 March 2020 and Reserve Account statements dated 3 April 2020

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 10,352.80
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,591.57
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.94
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 115.64
TOTAL	£ 65,204.32	£ 33,186.01

	Actual 2018/19	Budget 2019/20	Actual YTD 2019/20
INCOME			
Precept	£ 8,000.00	£ 9,000.00	£ 9,000.00
Council Tax Grant	£ 21.00	£ -	£ -
Bank Interest (Reserve Account 1)	£ 11.35	£ 18.48	£ 20.98
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.13
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ 835.90
TOTAL	£ 9,055.22	£ 9,198.60	£ 10,474.01
EXPENDITURE			
Running Costs			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 3,952.76
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ 69.45
Admin Expenses	£ 58.27	£ 100.00	£ 82.25
WALC Subscription	£ 126.00	£ 130.00	£ 126.00
Insurance	£ 267.55	£ 350.00	£ 270.42
Seminars	£ -	£ 100.00	£ -
Audit	£ -	£ 200.00	£ -
Miscellaneous	£ 55.58	£ 100.00	£ 1,067.60
Hire of Rooms	£ 60.00	£ 250.00	£ 115.64
Society of Council Clerks Membership	£ 84.00	£ 85.00	£ 89.00
Information Commissions Office	£ 40.00	£ 40.00	£ 40.00
Clerk's Training	£ -	£ 100.00	£ 72.00
Website	£ 48.00	£ 48.00	£ 19.20
Total	£ 3,867.80	£ 4,765.00	£ 5,904.32
Donations / Grants - General			
Mothers & Toddlers	£ 60.00	£ 60.00	£ -
Table Tennis Club	£ -	£ 60.00	£ -
Village Hall Grant	£ 500.00	£ 500.00	£ 500.00
Cricket Club	£ 60.00	£ 60.00	£ 60.00
Play Area	£ 350.00	£ 350.00	£ 350.00
Discretionary Section 137 donations	£ -	£ 800.00	£ -
Church Room	£ 100.00	£ 100.00	£ 100.00
Total	£ 1,070.00	£ 1,930.00	£ 1,010.00
Donations / Grants - Village Maintenance			
Churchyard Maintenance	£ 300.00	£ 300.00	£ 300.00
Millennium Green Maintenance	£ 50.00	£ 50.00	£ 50.00
Defibrillator Maintenance	£ 30.00	£ 30.00	£ 30.00
Church Clock Maintenance	£ 198.00	£ 175.00	£ 198.00
Total	£ 578.00	£ 555.00	£ 578.00
Donations from Depot Fund			
Village Hall	£ -	£ 35,000.00	£ 35,000.00
Total	£ -	£ 35,000.00	£ 35,000.00
Special Items			
Election Costs	£ -	£ 3,500.00	£ -
Asset Register Renewal Fund	£ 1,200.00	£ 1,200.00	£ 1,200.00
Contribution to Rural Street Lighting Replacement	£ 176.22	£ -	£ -
Other *	£ 903.98	£ -	£ -
Total	£ 2,280.20	£ 4,700.00	£ 1,200.00
TOTAL	£ 17,754.52	£ 46,950.00	£ 43,692.32

Other Expenditure	At 31.03.2020
Broxap Ltd - bench for Millennium Green (to be reclaimed through insurance)	£ 687.60
AUS - contractor for repairs to Millennium Green (to be reclaimed through insurance)	£ 380.00
Total	£ 1,067.60

Asset Register Renewal	At 31.03.2020
Opening Balance at 01.04.19	£ 3,364.01
Annual increase	£ 1,200.00
Less insurance excess (Millennium Green repairs) - transferred to General Savings	£ 250.00
Balance remaining	£ 4,314.01

General Reserves Breakdown (held in Reserve A/C 1)	At 31.03.2020
Asset Register Renewal	£ 4,314.01
Election Expenses	£ 3,500.00
General Savings	£ 2,777.56
Total	£ 10,591.57

General Savings	At 31.03.2020
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 20.98
Transfer from Asset Register Renewal (insurance excess - Millennium Green repairs)	£ 250.00
Balance remaining	£ 2,777.56

YEAR END FORECAST	Forecast Balances at 31.03.2020
Current Account	£ 7,102.70
General Reserves (Reserve Account 1)	£ 7,089.12
Depot Fund (Reserve Account 2)	£ 85.93
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,271.34
<i>Balance of Accounts:</i>	£ 26,549.09
Ring-Fenced Funds	
Depot Fund	£ 12,357.27
Sum retained for electoral expenses #	£ 3,500.00
Sum retained for asset register renewal	£ 4,314.01
	£ 20,171.28
Disposable Funds at 31.03.2020	£ 6,377.81

Sum retained for electoral expenses will need to be amended when invoice for 2019 election received from WDC

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 26 May 2020

Reconciled to Current Account bank statement dated 30 April 2020 and Reserve Account statements dated 5 May 2020

	Brought Forward 31.03.20	Actual YTD 2020/21
Current Account	£ 10,352.80	£ 13,888.64
General Reserves (Reserve Account 1) *	£ 10,591.57	£ 8,959.77
Depot Fund (Reserve Account 2)	£ 85.94	£ 85.95
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,271.34	£ 12,271.34
Santander Reserve Account	£ 1.08	£ 1.08
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 115.64	£ 1,260.86
TOTAL	£ 33,186.01	£ 33,945.92

	Actual 2019/20	Budget 2020/21	Actual YTD 2020/21
INCOME			
Precept	£ 9,000.00	£ 10,000.00	£ 5,000.00
Bank Interest (Reserve Account 1)	£ 20.98	£ 15.00	£ 1.74
Bank Interest (Reserve Account 2)	£ 0.13	£ 0.12	£ 0.01
Bank Interest (Cambridge & Counties)	£ 617.00	£ 180.00	£ -
VAT	£ -	£ -	£ -
Other	£ 835.90	£ -	£ -
TOTAL	£ 10,474.01	£ 10,195.12	£ 5,001.75
EXPENDITURE			
Running Costs			
Clerk's Salary	£ 3,952.76	£ 3,300.00	£ 1,135.38
Clerk's Expenses (travelling and home working expenses)	£ 69.45	£ 92.00	£ -
Admin Expenses	£ 82.25	£ 100.00	£ -
WALC Subscription	£ 126.00	£ 130.00	£ 148.00
Insurance	£ 270.42	£ 350.00	£ -
Seminars	£ -	£ 100.00	£ -
Audit	£ -	£ 200.00	£ -
Miscellaneous	£ 1,067.60	£ 100.00	£ -
Hire of Rooms	£ -	£ 250.00	£ -
Society of Council Clerks Membership	£ 89.00	£ 85.00	£ -
Information Commissions Office	£ 40.00	£ 40.00	£ -
Clerk's Training	£ 72.00	£ 100.00	£ 126.00
Website	£ 19.20	£ 48.00	£ -
Total	£ 5,788.68	£ 4,895.00	£ 1,409.38
Section 137 Grants			
£1,860.00 budgeted. However, total sum available by law for Section 137 grants is £8.32 per elector (344 as per register of electors 1 April 2020 [awaiting confirmation from WDC]) = £2,862.08			
Grants *	£ 660.00	£ 1,860.00	£ -
Total	£ 660.00	£ 1,860.00	£ -
Grants awarded under Discretionary Powers			
Play Area Maintenance	£ 350.00	£ 350.00	£ -
Millennium Green Maintenance	£ 50.00	£ 50.00	£ -
Defibrillator Maintenance	£ 30.00	£ 30.00	£ -
Other *	£ -	£ -	£ -
Churchyard Maintenance <i>UNDER REVIEW</i>	£ 300.00	£ 300.00	£ -
Church Clock Maintenance <i>UNDER REVIEW</i>	£ 198.00	£ 175.00	£ -
Total	£ 928.00	£ 905.00	£ -
Donations from Depot Fund			
Village Hall	£ 35,000.00	£ -	£ -
Total	£ 35,000.00	£ -	£ -
Special Items			
Election Costs	£ -	£ 3,500.00	£ 2,833.54
Asset Register Renewal Fund	£ 1,200.00	£ 1,200.00	£ 1,200.00
Other *	£ -	£ -	£ -
Total	£ 1,200.00	£ 4,700.00	£ 4,033.54
TOTAL	£ 12,142.69	£ 12,360.00	£ 5,442.92

Other (Special Items) Expenditure	At 26.05.2020
<i>Total</i>	£ -

Asset Register Renewal	At 26.05.2020
Opening Balance at 01.04.20	£ 4,314.01
Annual increase	£ 1,200.00
<i>Balance remaining</i>	£ 5,514.01

General Reserves Breakdown (held in Reserve A/C 1)	At 26.05.2020
Asset Register Renewal	£ 5,514.01
Election Expenses (£3,500 - £2,833.54) #	£ 666.46
General Savings	£ 2,779.30
<i>Total</i>	£ 8,959.77

General Savings	At 26.05.2020
Opening Balance at 01.04.20	£ 2,777.56
Interest to date	£ 1.74
<i>Balance remaining</i>	£ 2,779.30

YEAR END FORECAST	Forecast Balances at 31.03.2021
Current Account	£ 9,754.46
General Reserves (NatWest Reserve Account 1)	£ 6,764.01
Santander Reserve Account	£ 1.08
Depot Fund (NatWest Reserve Account 2)	£ 86.05
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,451.34
<i>Balance of Accounts:</i>	£ 29,056.94
Ring-Fenced Funds	
Depot Fund	£ 12,537.39
Sum retained for electoral expenses #	£ 666.46
Sum retained for asset register renewal	£ 5,514.01
	£ 18,717.86
Disposable Funds at 31.03.2020	£ 10,339.08

Section 137 Grants	At 26.05.2020
<i>Total</i>	£ -

Other Grants Awarded under Discretionary Powers	At 26.05.2020
<i>Total</i>	£ -

Sum retained for electoral expenses was reduced From £3,500 when invoice for 2019 election was received from WDC. £950 will have to be set aside each year for the next three years to bring the sum retained for electoral expenses back up to £3,500 ahead of the 2023 elections