

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on Monday April 16th 2012 19:30

**Present: Councillors:** David Hammond (Chairman) (DH) Clive Mills (CM)  
Tony Cotton (TC) Valerie Ross (VR)  
Nick Launders (NL) Hadley Cooper (HC)

**Clerk:** Linda Collison (LC)

**Members of Public:** Phil Simms (part meeting)  
Julia Whitelaw (part meeting)

=====  
**Open Forum: None**

**1) Apologies:**

Apologies were received prior to meeting from Councillors Terry Ryan, Fiona Berry and LEEANNE FLETT. Carol Viney (Oxfordshire County Councillor) had also sent her apologies.

**2) Member's declaration of Personal and Prejudicial Interests:**

None.

**3) Minutes:**

It was MOVED by DH and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday March 12th 2012 be signed as a true record of the meeting subject to the following amendment being made to section 6, Chairman's report.

The sentence:

"DH advised that there had been no response from Mark Saunders following the previous meeting."

Should be changed to read:

"DH advised that having considered the points made by Mark Saunders at the previous meeting, there was no further response necessary and Council agreed this."

**4) Chairman's Report:**

DH reminded members that the APM was to be held on Saturday 21<sup>st</sup> April 2012 and also that there was still one vacancy for a new Councillor.

**5) Police Report:**

DH advised that PCSO Tim Forrest had been transfer to Oxford and that we would soon be notified regarding his replacement.

**6) Oxfordshire County Council (OCC):**

**County Councillor's Report**

DH advised that Carol Viney had requested details before Thursday 26<sup>th</sup> April 2012 of any projects that RPPC would like considering in the Locality Funding Budget. It was AGREED unanimously that the following projects should be considered for Rotherfield Peppard:

- a) The funding of legal costs for the proposed Play Area feasibility study.
- b) The purchase of two new notice boards for the village (replacing old)
- c) Improvements to the car park on Stoke Row Road opposite Peppard Stores.
- d) Supporting the project for reducing road traffic speed within Peppard.

Action LC to inform CV

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**Church Lane:**

CM advised that he had contacted OCC Highways for advice regarding the possibility of closing the north end of Church Lane to traffic coming from the B481 but after 10 days was still waiting for a response. CM agreed to progress the matter and report back at the next meeting.

NL asked that Carol Viney update the Council at the next meeting regarding the proposed electoral reorganisation of Oxfordshire. Action LC to inform CV.

**7) South Oxfordshire District Council SODC The District Councillor's Report**

None

*TC requested, and it was unanimously agreed, that at this point he gives an update regarding the Commons.*

**8) NDCC (Commons) Report**

- a) NDCC will be contacting Mobile Phone Companies about the possibility of erecting a mobile phone mast on the salt area on Kingwood Common. This would be to improve the reception of mobile phones in the area.
- b) Agreement between the residents, the developers (Taylor Wimpey) and Nettlebed Estate had been reached regarding the improvement of the road surface of Ester Carling Road. Charlotte Spicer (Nettlebed Estate) has agreed that the road from Stoke Row Road to the speed bumps can be "tarmaced". The rest of the road was also being tarmaced funded jointly by residents and Taylor Wimpey.
- c) The Conservators have agreed for the new owners of Slaters Farm to tidy the area in front of their house which is part of Peppard Top Common.
- d) Ann Pearce had raised £1005 at the very enjoyable quiz night on Wednesday 4<sup>th</sup> April 2012 and had also held a very successful Open Day on Easter Saturday. NDCC had also applied to TOE for a grant for additional funding for the tools decision expected in June.

TC proposed, NL seconded and it was AGREED unanimously that if the money raised was used to purchase brush cutting tools, that RPPC would release the money for training as agreed in the previous meeting (Monday 12<sup>th</sup> March 2012).

- e) NDCC had received a request to put a No Through Road notice at the entrance of the road that runs along the edge of the Cricket pitch, off Stoke Row road. As this land belongs to RPPC land, the request was forwarded to RPPC.

It was unanimously agreed that the sign is permitted providing the style and size is in keeping with other signs in the area.

*Julia Whitelaw (a member of the Sonning Common Neighbourhood Plan Committee) joined the meeting.*

*At this point it was unanimously agreed that agenda item 10 "Sonning Common Neighbourhood Plan" should be considered next and that the Council meeting should be temporarily closed to allow Julia Whitelaw (JW) to participate in the discussion.*

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### 9) Sonning Common Neighbourhood Plan

JW updated the Council of the activities to date by the Sonning Common Neighbourhood Plan Committee and request RPPC to become involved in the process as many of the Peppard residents use the Sonning Common facilities.

JW also requested that a member of RPPC attend the Sonning Common Neighbourhood Plan meeting to be held on Saturday 28<sup>th</sup> April 2012 and that RPPC permits notices for the event being put on notice boards in the Parish. No financial contribution was to be requested from RPPC

*RPPC Meeting was re-opened.*

DH advised that although RPPC endorsed Sonning Common asking for participation from surrounding Parishes, it is important not to raise expectations and advised that at this time RPPC were not investing in a Neighbourhood Plan of their own. However as the facilities of Sonning Common are important to Rotherfield Peppard residents, RPPC would like to be kept informed and will support as appropriate.

CM agreed to attend the meeting on Saturday 28<sup>th</sup> April 2012, after the RPPC planning meeting.

### 10) New Code of Conduct

DH advised that that Parish Council will be required to adopt a new/different Code of Conduct from Sunday 1<sup>st</sup> July 2012, and that we may need to arrange an extraordinary meeting towards the end of June to adopt the new Code of Conduct.

It was agreed that, if required, the extraordinary meeting would be arranged for Saturday 23<sup>rd</sup> June 2012 directly after the Planning meeting.

### 11) National Planning Policy Framework

DH reminded all councillors of the need to be familiar with the National Planning Policy

[http://www.planningportal.gov.uk/general/news/stories/2012/mar12/280312/280312\\_1](http://www.planningportal.gov.uk/general/news/stories/2012/mar12/280312/280312_1).

### 12) Approval of Spend and Cheques to be signed

It was MOVED by TC, SECONDED by NL and RESOLVED unanimously that the following Standing Orders and Direct debits are approved for payment during the financial year 2012-13:

Payee	Description	Amount
Oxfordshire Rural Community Council	Annual Subscription	£30.00
Chiltern Society	Annual Subscription	£25.00
Campaign for Rural England	Annual Subscription	£29.00
Oxfordshire Playing Fields Association	Annual Subscription	£32.00
Southern Electricity / British Gas	Electricity Supplier	£700.00 est.

**Note:** S137 does not apply to any of the above

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It was MOVED by DH, SECONDED by VR and RESOLVED unanimously that the following items were approved for payment and that TC and NL were instructed to sign the cheques.

<b>APPROVALS: Detail</b>	<b>RPPC or Charity cost</b>	<b>Previously approved by Charity</b>	<b>Amount</b>
A Parisi: Wages	Council	Na	Confidential
M Bowles: Wages	Charity	Yes	Confidential
OCC Pension: August correction	Council	Na	£47.84
R Freeman: Pavilion repairs	Charity	Yes	£197.00
Henley Heating and Plumbing: Pavilion repairs	Charity	Yes	£4,352.40
JNP Associates: Internal Audit	Council	Na	£60.00

**Note:** S137 does not apply to any of the above

### 13) Administration, Finance and Staffing

- **Finance and Staffing Committee: Chairman's Report**

- a. **Final Un-Audited Accounts**

TC presented the final 2011/12 final un-audited RPPC Accounts– See attached 1  
It was MOVED by CM, SECONDED by TC and RESOLVED unanimously to accept these accounts as the final un-audited accounts for 2011-12 for RPPC.

- b. **Fixed Assets**

TC presented the final 2011/12 final fixed asset valuations – See attached 2  
LC explained that the insurance valuations for the Dog Bins should be changed to £250 each.  
It was MOVED by NL, SECONDED by CM and RESOLVED unanimously to accept these revised Fixed Asset values as the final values for 2011-12 for RPPC.

- c. **Cash Balance**

TC advised that RPPC had a cash balance £13,290 which was acceptable for the RPPC Precept amount of £22,000 ie about 7 months.

- d. **Internal Audit**

TC advised that the second Internal audit in 2011-12 completed during 10<sup>th</sup>-14<sup>th</sup> April 2012 had been successful and that the Internal Auditor had found no areas of concern. The Internal Audit section on the Annual Return for 2011-12 had been completed.

- e. **Insurance Renewal**

It was MOVED by TC, SECONDED by DH and RESOLVED unanimously to employ CAME as the Insurance Company for 2012-13 for one year. Premium £740.12.

- f. **2011-12 Salaries and benefits**

TC advised that the pensions payments for the previous Clerk had not been made in August 2011. This was an error and needed to be corrected, the amounts are:

- Employers Pension Contribution £27.62
- Employees Pension Contribution £11.89

It was PROPOSED by TC and SECONDED by DH and RESOLVED unanimously that this is paid as soon as possible and that the £11.89 employees contribution should not be reclaimed from previous Clerk as the mistake (made after she had left the Council) had only just been discovered – six months after the Clerk had left the Council.

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### g. **Financial Regulations**

It was agreed that the Financial Regulation should be updated for approval at the May Annual meeting of the Parish Council. DH recommended that where ever possible the standard NALC financial regulations should be maintained.

### h. **HMRC and PAYE**

TC advised that income tax and NI (where applicable) on wages and allowances has been deducted and processed accordingly on the PAYE system. It was agreed that starting April 2012 pay-slips should be issued with all wages payments.

### i. **Clerk Training**

LC advised that she has not had time to start the SLCC working with your Council and requested approval to attend the two day on site training to be held in May and June. This was proposed by TC, SECONDED by NL and unanimously agreed.

### j. **Inspection Logs**

Councillors submitted their completed inspection logs.

### k. **Time Sheets**

TC advised that all employees were now completing monthly time sheets.

- LC issued P60's to all Councillors present who had received Allowances during 2011-12. LC advised that the P60's for TR, FB and LF would be delivered at the next meeting or before. LC confirmed that P60's would be issued to all paid employees.

## 14) **Unauthorised signs**

DH advised that that In the recent community survey, Question 26 asked:

"Should the Parish Council take action against advertising notices illegally posted at the side of the road?" The response was:

Yes	24%	(216)
Yes, but take a supportive view of local charities	43%	(377)
No – local businesses should be allowed to advertise to get custom.	23%	(207)
Note Sure	9%	(83)

le 67% would like the Parish Council to take action

It was PROPOSED by DH and SECONDED by NL and RESOLVED unanimously that when requested by a Parishioner, the council will contact the person responsible for an illegally posted sign, provide information on why it is illegal, and request its removal. If, after a suitable period, this has not been done, the Clerk should take further action either by arranging for the removal of the sign or by requesting support from SODC/OCC. At all time following guidelines set by SODC/OCC.

## 15) **Diamond Jubilee :**

NL and LC agreed to produce a final proposal for Diamond Jubilee Notice boards at the next meeting.

## 16) **Speed Watch Signs:**

LC advised that a request had been received from Mr G Phillips for the Council to investigate the implementation of Speedwatch signs in Stoke Row Road to control the speed of vehicles on the road. It was agreed that this request should be discussed at the Community Survey Action Group meeting for Roads and Speeding to be held on June 12<sup>th</sup> 2012. LC to invite G Phillips to attend.

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**17) Future Events**

Councillors were reminded of the following Parish Events:

- i) ANNUAL PARISH MEETING on Saturday 21<sup>st</sup> April 2012.  
LC to provide refreshments up to £30.  
LC to print copies of Survey results.
- ii) BEATING THE BOUNDS Sunday 13<sup>th</sup> May 2012.  
People participating in the walk should be asked to park their cars at the pavilion car park

**18) Community Survey**

TC advised that the attendance had been disappointing at the Peppard Community Survey Public Forum on Wednesday 28<sup>th</sup> March 2012 and next steps for the Survey would be agreed at the Community Survey meeting on Tuesday 17<sup>th</sup> April 2012.

**19) Correspondence**

**LC advised that correspondence had been received from :**

1. Oxfordshire County Council regarding the New Dial-a-Ride service
2. Oxfordshire County Council regarding the Buy with Confidence Scheme
3. Mark Saunders primarily regarding comments in the Minutes from the Council meeting on 12th March 2012, the conveyance made with Nettlebed estate by RPPC and RPPC's complaints procedure.

It was **MOVED** by DH, **SECONDED** by TC and **RESOLVED** unanimously to send the following response to a letter received from Mark Saunders on 11th April 2012. (Attached 3)

*I assume your comment regarding February minutes comes after reading the draft minutes of our March meeting. I must emphasise that these minutes are only draft and at the Full Council meeting on Monday 16<sup>th</sup> April 2012 these were corrected to reflect what was actually said, ie that the Chairman recommended that no further action was required in response to your statement made before the February Council Meeting and this was agreed by the Council.*

*RPPC are not in a position to respond to your request that we "accept or deny" that the conveyance "could be false" without legal advice. At this stage, the Council has not resolved to carry out further investigations on something that happened many years ago. The advice we have received is that our title is sound.*

*You make a serious allegation against Currey and Co solicitors in your note. We would suggest that you should make your concerns known to them, provide them with your evidence and let them respond. It is not the role of the Parish Council to engage in such allegations.*

*You make reference to the Council's Complaints Procedure. This is specifically to consider complaints against Councillors concerning breaches in the Code of Conduct and was referred to in our letter of 7<sup>n</sup> February.*

**20) Peppard Revels**

CM advised that he has stepped down as RPPC contact for the Revels. LC (also a member of Peppard Revels Committee) agreed to take over as RPPC contact.

**21) Matters arising for next meeting**

DH reminded Councillors that the May meeting was the Annual meeting of the Parish.

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**22) Cheque Signing**

TC and NL signed prepared cheques as instructed.

Meeting ended at 9:30pm  
and was followed by a Sports and Pavilion Charity Trustee meeting. (Minuted separately)

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### Attachment 1: 2011/12 final un-audited RPPC Accounts

RECEIPTS		2011/12		
		Forecasted Receipt	Actuals	Over or under Forecast
<b>Precept</b>		<b>£ 21,891.00</b>	<b>£ 21,891.00</b>	<b>0.00</b>
RPPC Receipts	Nat West interest (deposit)	£ 5.00	£ 34.10	-29.10
	Investments / Treasury Stock / Interest	£ 30.00	£ 354.70	-324.70
	Other	£ -	£ -	0.00
	Sundry / OALC refund	£ -	£ 31.15	-18.00
	Insurance Claim	£ -	£ -	0.00
	<b>TOTAL</b>	<b>£ 35.00</b>	<b>£ 419.95</b>	<b>-371.80</b>
Charity Receipts	Fees / Hire charge	£ 1,175.00	£ 765.62	409.38
	Utility refunds from sports clubs	£ 450.00	£ -	450.00
	Other	£ 25.00	£ -	25.00
	Qtrly Charity Recon (1) Lgl & VAT advise + roof	0	£ 1,190.00	-1,190.00
	<b>TOTAL</b>	<b>£ 1,650.00</b>	<b>£ 1,955.62</b>	<b>-305.62</b>
Tree & Plaque Sponsor	<b>TOTAL</b>	<b>£ -</b>	<b>£ 609.00</b>	<b>-609.00</b>
<b>Total Receipts :</b>		<b>£ 23,576.00</b>	<b>£ 24,875.57</b>	<b>-1,286.42</b>
VAT Reimbursement			£ 1,252.10	
<b>RECEIPTS TOTAL including VAT</b>		<b>£ 23,576.00</b>	<b>£ 26,127.67</b>	<b>-£ 1,286.42</b>

SPEND		2011/12		
		Forecasted Spend (budget)	Actuals detailed	Over or under Forecast
Wages, Pension and NI	RPPC	£ 9,439.00	Confidential	Confidential
	Charity (Grant)		Confidential	
Wages, Pension and NI	<b>TOTAL</b>	<b>£ 9,439.00</b>	<b>£ 5,950.45</b>	<b>£ 3,488.55</b>
Office Rental		£ 300.00	£ 164.05	135.95
Phone		£ 220.00	£ 285.41	-65.41
Postage		£ 115.00	£ 48.27	66.73
Office Supplies	Stationery		£ 302.45	
	Web & IT Costs	£ 350.00	£ 103.71	-56.16
	Software	£ -	£ -	0.00
Pavillion Hire for meetings			£ 300.00	-300.00
Office/Admin	<b>TOTAL</b>	<b>£ 985.00</b>	<b>£ 1,203.89</b>	<b>-£ 218.89</b>



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### Attachment 1 : 2011/12 final un-audited RPPC Accounts continued 1

SPEND continued 1		2011/12		
		Forecasted Spend (budget)	Actuals detailed	Over or under Forecast
Assets	Phone : HL Mobile phone		£ 12.48	
	Phone : LC Landline phone set		£ 16.46	
	Monitor	£	£ 87.48	-721.42
	Salt Bins		£ 600.00	
	Filing Cabinet		£ 5.00	
Assets	TOTAL	£	£ 721.42	-£ 721.42
Audit and accountancy		£ 585.00	£ 755.00	-170.00
General maintenance	Cleaning Materials (Village)	£ -	£ 67.22	-67.22
General RPPC	TOTAL	£ -	£ 67.22	-£ 67.22
Clerk/Councillor exps	Chairman's Allowance	£ 100.00	£ 160.01	-60.01
	Members Allowances	£ 1,478.00	£ 800.00	678.00
	Training	£ -	£ 831.00	-831.00
	Books and documentation		£ 59.05	-59.05
	Travel	£ 80.00	£ 452.40	-372.40
Clerk/Councillor exps	TOTAL	£ 1,658.00	£ 2,302.46	-£ 644.46
Election Costs		£ 800.00	£ 115.00	£ 685.00
Carlings Orchard Maintenance	General	£ 2,000.00	£ 1,770.41	229.59
	Tree Sponsoring	£ -	£ 523.01	-523.01
Carlings Orchard Maintenance		£ 2,000.00	£ 2,293.42	-£ 293.42
Insurance	RPPC	£ 1,474.00	£ 600.38	485.62
	Charity (Grant)		£ 388.00	
Insurance	TOTAL	£ 1,474.00	£ 988.38	£ 485.62
Footpaths & Open Spaces		£ -	£ -	£ -
Dog Bin Emptying	RPPC	£ 300.00	£ 76.14	147.73
	Charity		£ 76.14	
Dog Bins	TOTAL	£ 300.00	£ 152.27	£ 147.73
Costs of Parish Plan		£ 500.00	£ 1,657.90	-1,157.90
Costs for activities resulting from Parish Plan		£ -	£ -	0.00
Parish Plan		£ 500.00	£ 1,657.90	-£ 1,157.90

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### Attachment 1 : 2011/12 final un-audited RPPC Accounts continued 2

SPEND continued 2		2011/12		
		Forecasted Spend (budget)	Actuals detailed	Over or under Forecast
General Reserve A/c ("Misc")	Various		£ 50.98	-607.87
	APM : Hire Peppard WMH April 2011		£ 80.00	
	APM : Printing		£ 110.25	
	APM : Hire Peppard WMH April 2012	£	£ 160.00	
	Gifts (90th Party, HL leaving)		£ 70.84	
	Mollies Tree		£ 135.80	
	Diamond Jubilee recognition	£ 500.00	£ -	
Misc	<b>TOTAL</b>	<b>£ 500.00</b>	<b>£ 607.87</b>	<b>-£ 107.87</b>
Charity	Qtrly Charity Recon (2) Cricket Fees + adj	£ -	£ 738.42	-738.42
	Maintenance (Grant)	£ 1,000.00	£ 726.14	252.66
	Cleaning Materials (Grant)		£ 21.20	
	Electricity (Grant)	£ 1,100.00	£ 756.74	190.39
	Water (Grant)		£ 152.87	
	Consultancy (Charged to Charity Cost)	£ -	£ 927.20	-927.20
Charity	<b>TOTAL</b>	<b>£ 2,100.00</b>	<b>£ 3,322.57</b>	<b>-£ 1,222.57</b>
Subscriptions	Other		£ -	-222.08
	Society of Local Clerks		£ 103.00	
	OALC		£ 503.08	
	ORCC	£ 500.00	£ 30.00	
	Chilterns Society		£ 25.00	
	CPRE		£ 29.00	
	OPFA		£ 32.00	
Subscriptions	<b>TOTAL</b>	<b>£ 500.00</b>	<b>£ 722.08</b>	<b>-£ 222.08</b>
Donations, Gifts and Contributions	Peppard News	£ 235.00	£ 235.00	0.00
	Peppard Church Maintenance		£ 1,000.00	400.00
	Peppard War Memorial Hall		£ 900.00	
	NDCC	£ 2,500.00	£ -	
	CAB		£ 200.00	
	Other		£ -	
Donations Contributions	<b>TOTAL</b>	<b>£ 2,735.00</b>	<b>£ 2,335.00</b>	
<b>SPEND TOTAL</b>		<b>£ 23,576.00</b>	<b>£ 23,194.93</b>	<b>£ 381.07</b>
VAT			£ 1,238.32	
<b>SPEND TOTAL including VAT</b>			<b>£ 24,433.25</b>	

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### Fixed Asset Summary

	2010/11	2011/12 annual accounts	2012/13 insurance value
<b>RPPC</b>			
Benches	7,779	7,779	7,000
New Bench - Donation		500	500
Notice Boards	1,647	1,647	2,400
Bus shelter	4,951	4,951	7,250.00
Bus shelter	7,123	7,123	7,250.00
Street furniture	21,500	21,999	24,400
2 x Dog Bins	470	470	500
4 Salt Bins		680	1,000
<b>Total Street Furniture</b>	<b>21,970</b>	<b>23,149</b>	<b>25,900</b>
6 x Kissing gates	2,284	2284	2,737
7 x metal Kissing gates	2,974	2,974	2,346
2 x metal Kissing gates	804	804	782
1 x wooden Kissing gate	509	509	345
Carlings Orchard wooden gates/posts	1,543	1,543	1,500
Carlings Orchard Galvanised Railings	2,220	2,220	6,000
<b>Total Fences and Gates</b>	<b>10,334</b>	<b>10,334</b>	<b>13,710</b>
Photocopier	853	0	0
Computer	389	389	600
Printer	211	0	0
Office contents at Clerks Home (phone, monitor, cabinet)	342	127	130
Office contents at Pavilion (2 x cabinet)		10	100
<b>Total Office Contents</b>	<b>1,795</b>	<b>526</b>	<b>830</b>
<b>RPPC TOTAL</b>	<b>34,099</b>	<b>34,009</b>	<b>40,440</b>
<b>CHARITY</b>			
Pavilion	184,500	175,000	190,000
Pavilion contents	2,766	3,000	3,000
2 Dog Bins	470	470	500
<b>CHARITY TOTAL</b>	<b>187,736</b>	<b>178,470</b>	<b>193,500</b>
<b>CHARITY + COUNCIL</b>	<b>221,835</b>	<b>212,479</b>	<b>233,940</b>