

FROM PAPER TO DIGITAL

Rosemary Naish

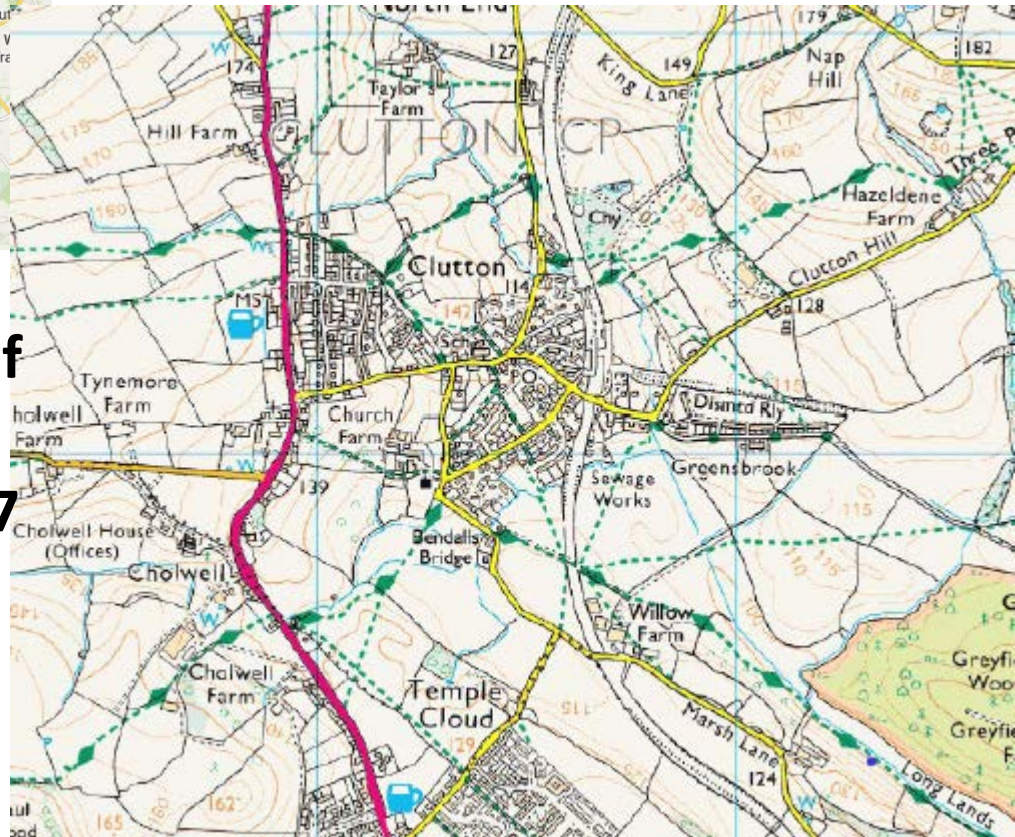
Chair – Clutton Parish Council

Where is Clutton?

Part of Bath & North East Somerset Authority

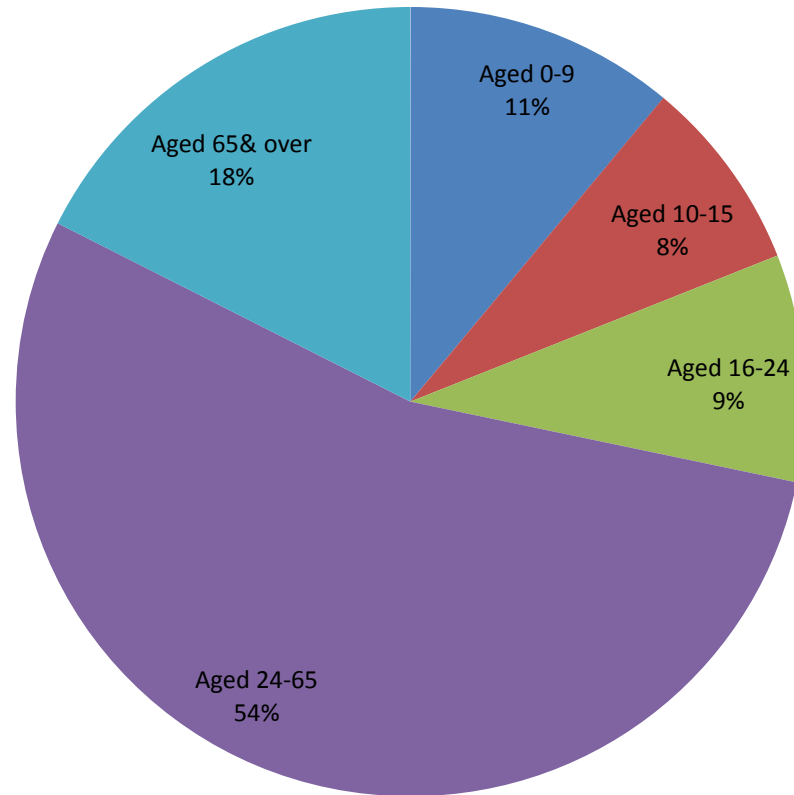


**Parish council consists of
13 elected councillors,
Precept this year £28687**



Facts & figures from 2011 census

- Population of 1602
- Living in 637 dwelling houses
- Stable population, more than 50% have lived in the village for over 20 years



Why go digital

To be

- Work more effectively
- To be more transparent
- To increase public engagement with the parish council
- To save costs

Our starting point

In Jan 2013 the official business of Parish Council was completed paper based.

Agendas and minutes were printed by the clerk and delivered to councillors with a single copy placed on the single village notice board

All accounts and finance documents were on paper.

Any supplementary documents would be distributed at the start of the meeting to councillors

Website –frequently unavailable as it was often hacked, so usually out of date, very little visited (apart from the hackers)

Phase 1

- A
 - Paperless for councillors – using emails & Dropbox (shared file storage) , from April 2014

Dropbox

Dropbox is a file hosting service – in the “cloud”.

Cost to us – free

Benefits all the invitees can see all documents, and depending on the permissions can add, or change documents

Councillors mailboxes don't get clogged up with massive attachments

Security – the “owner” of the folder can control access levels. There is revision history, so if anything is deleted it can be retrieved. All changes are notified to users.

Phase 1

- A
 - Paperless for councillors – using emails & Dropbox (shared file storage) , from April 2014
- B
 - New website – went live in May 2014
 - E-newsletter, sent twice monthly to all subscribers from May 2014

Website

- Previous website built using WordPress - open source, very user friendly, probably the most used website management content system in existence.
- **For:** we could update it ourselves, open source so it was free
- **Against:** constantly hacked
- New website – built by a local IT company, hard coded
- **For:** hasn't been hacked, better designed, have been able to put more content on
- **Against:** monthly cost (very low) ,updates have to be done by the company.

Phase 1

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 - E-newsletter, sent twice monthly to all subscribers from May 2014
- C
 - Facebook – went live Dec 2014

Phase 1 Problems encountered

- Technical –none
 - Back up regularly
- People –
 - End users problems – suspicious of signing up to cloud computing,
 - Not able to master login to dropbox
 - Not having up to date software

Phase 2

- Paperless council meetings
 - Started in March 2015
 - Cost - £450 –projector, screen, digital pointer, extension lead
 - Received a grant from The Big Lottery Fund

Pre paperless council meetings

- Agendas – paper copies were available for the public
- Planning applications – placed on a table behind the councillors
- Council tables arranged as U shape, so dialogue was across the table or towards the chair

Clutton Parish Council

Clerk: Stephen Barran, Tel: 01761 452411 Mob: 0789 408 4403 Email: cluttonclerk@yahoo.co.uk

The next meeting of the PARISH COUNCIL will be held on MONDAY 19th NOVEMBER 2012 at 7.30pm at the Village Hall, Clutton.

Before conducting its business, the Council will hear any submissions made by members of the public. The business to be conducted will be as follows:

AGENDA

1. To consider any apologies, and note any absences and any declarations of interest
2. To approve the minutes of the last meeting
3. To receive a report from the Clerk
4. To receive reports on any further matters arising from the decisions of the last meeting
5. To approve the finance report, and to receive the bank reconciliation and budget monitoring report
6. To receive recommendations from the Planning Working Party on the following applications:
12/04541/FUL 10 Maypole Close Erection of a first floor front extension (Revised resubmission);
12/04679/FUL Old Coal Yard Marsh Lane Installation of a portacabin unit for office and employee rest room;
12/04865/FUL Tynewood Stoney Road Provision of new roof to existing garage (Retrospective); and
to consider reports on any other town planning matters.
7. To consider nominations for co-option to the vacant seats on the Council
8. To appoint a trustee to the Clutton United Charities Trust
9. To consider any other correspondence received since the last meeting
10. To receive an oral report on any highways matters
11. To receive any other oral reports



Clerk and RFO

Pre paperless council meetings from the public point of view

- Because of the seating arrangement the public couldn't hear a lot of the dialogue
- The public couldn't see what was being referred to
- Public engagement was very low – the average attendance was 2 members of the public

What do the public now see ?

- Planning applications
- Finance
 - Bank reconciliation
 - List of receipts & cheques for the month
 - Cashflow, actual & forecast
 - Tenders & quotes
- Correspondence
- Any other reports and supporting documents

Clutton Parish Council				Bank Reconcilliation	
Balance per Bank at 30/4/15					36,710.96
less outstanding cheques	Ch no	Amount			
	36	£	50.00		
	121	£	164.16		
	126	£	1,752.00		
	131	£	68.80		
	128	£	70.00		
	129	£	1,161.00		
	130	£	7.44		
	135	£	362.05		
	136	£	264.54		
	137	£	208.00		
	138	£	762.58		
	139	£	164.16		
	140	£	57.60		
	141	£	15.00		
	141	£	15.00		
	142	£	1,000.00		
		£	6,122.33		
plus outstanding receipt		£	0.30		
Reconciled balance at 31/4/15		£	30,588.93		
Balance per cashbook at 31/4/15		£	30,588.93		

Clutton Parish Council												
Cashflow forecast												
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Bank balance per cashbook at start of month	18046	30589	27602	24367	20616	18846	17390	30844	29044	26960	24620	22820
Plus receipts	15855	500	2252	311	311	911	16166	311	311	311	311	311
Less payments	3312	3487	5487	4062	2082	2367	2712	2111	2396	2651	2111	2546
Balance at bank at month end	30589	27602	24367	20616	18846	17390	30844	29044	26960	24620	22820	20586
Ring fenced funds	0	0	0	0	0	0	0	0	0	0	0	0
Reserves	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000
Actual cash available for general PC spend	23589	20602	17367	13616	11846	10390	23844	22044	19960	17620	15820	13586
Receipts												
Precept & council tax grant	15855	0	0	0	0	-	15855	0	0	0	0	0
Street sweeping agency fees	0	311	311	311	311	911	311	311	311	311	311	311
Other receipts	0	189	1941	0	0	0	0	0	0	0	0	0
Total receipts	15855	500	2252	311	311	911	16166	311	311	311	311	311
Payments												
Salaries	1135	1135	1420	1135	1135	1420	1135	1135	1420	1135	1135	1420
Street Lighting	201	0	0	350	0	0	400	0	0	450	0	0
Rec. Field & Play Area repairs	302	526	526	526	526	526	526	526	526	526	526	526
Allotments, inc Water & Maint	0	88	88	88	88	88	88	88	88	88	88	88
Legal & Professional costs	48	200	2000	0	0	0	0	0	0	0	0	0
Insurances	0	0	0	500	0	0	0	0	0	0	0	0
Office & Admin	210	60	60	60	60	60	60	84	84	84	84	84
Training & Publications	30	565	360	0	0	0	0	0	0	0	0	0
Website		0	0	0	0	0	150	0	0	0	0	150
Section 137 grants	1000	204	204	204	204	204	204	204	204	204	204	204
Subscriptions & other grants	265	40	40	40	40	40	40	40	40	40	40	40
Other budget provisions	0	500	300	800	0	0	0	0	0	0	0	0
Non budgeted expenditure	0	0	0	0	0	0	0	0	0	0	0	0
VAT paid	122	170	490	360	30	30	110	34	34	124	34	34
Total Payments	3312	3487	5487	4062	2082	2367	2712	2111	2396	2651	2111	2546

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Calibri 11 A A B I U Font

Wrap Text Merge & Center Alignment

General Number

Conditional Formatting Format as Table Cell Styles Styles

Insert Delete Format Cells

Σ AutoSum Fill Clear Sort & Filter Find & Select Editing

M22 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Cashbook balance reported at April meeting			£ 18,046.29													
2																	
3	plus Receipts since last meeting																
4		B&NES Precept 1st instalment (2/4/15)	£ 15,854.50														
5																	
6				£ 15,854.50													
7	less Payments since last meeting																
8		Cheques per April meeting	£ 2,311.86														
9		Clutton with Cameley PCC	£ 1,000.00														
10				£ 3,311.86													
11																	
12																	
13	Balance per Cashbook at 30/4/15			£ 30,588.93													
14																	
15	Receipts due																
16		Street Sweeper scheme for Apr	£ 311.12														
17		Allotment Rents	£ 188.50														
18				£ 499.62													
19	Available before May cheques			£ 31,088.55													
20																	
21	Cheques to be signed on 18/5/15																
22		Avon Local Councils association	£ 6.00														
23		Primrose Garden Maintenance Ltd	£ 362.05														
24		Salary Cheques	£ 1,186.16														
25																	
26				£ 1,554.21													
27																	
28	Balance at bank after May cheques			£ 29,534.34													

Sheet1 Sheet2 Sheet3

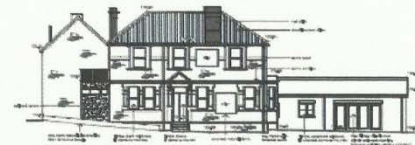
Ready 90%

b & c) 15/01120/FUL & 15/01121/LBA: The Railway Inn: Erection of single storey extension and smoking shelter following demolition of existing single storey extension. Internal and external alterations to skittle alley/function room.

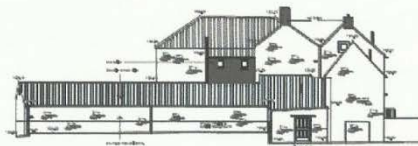




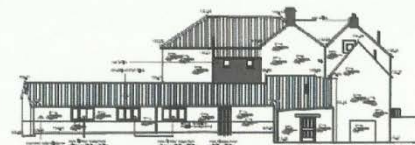
Existing South East Elevation



Proposed South East Elevation



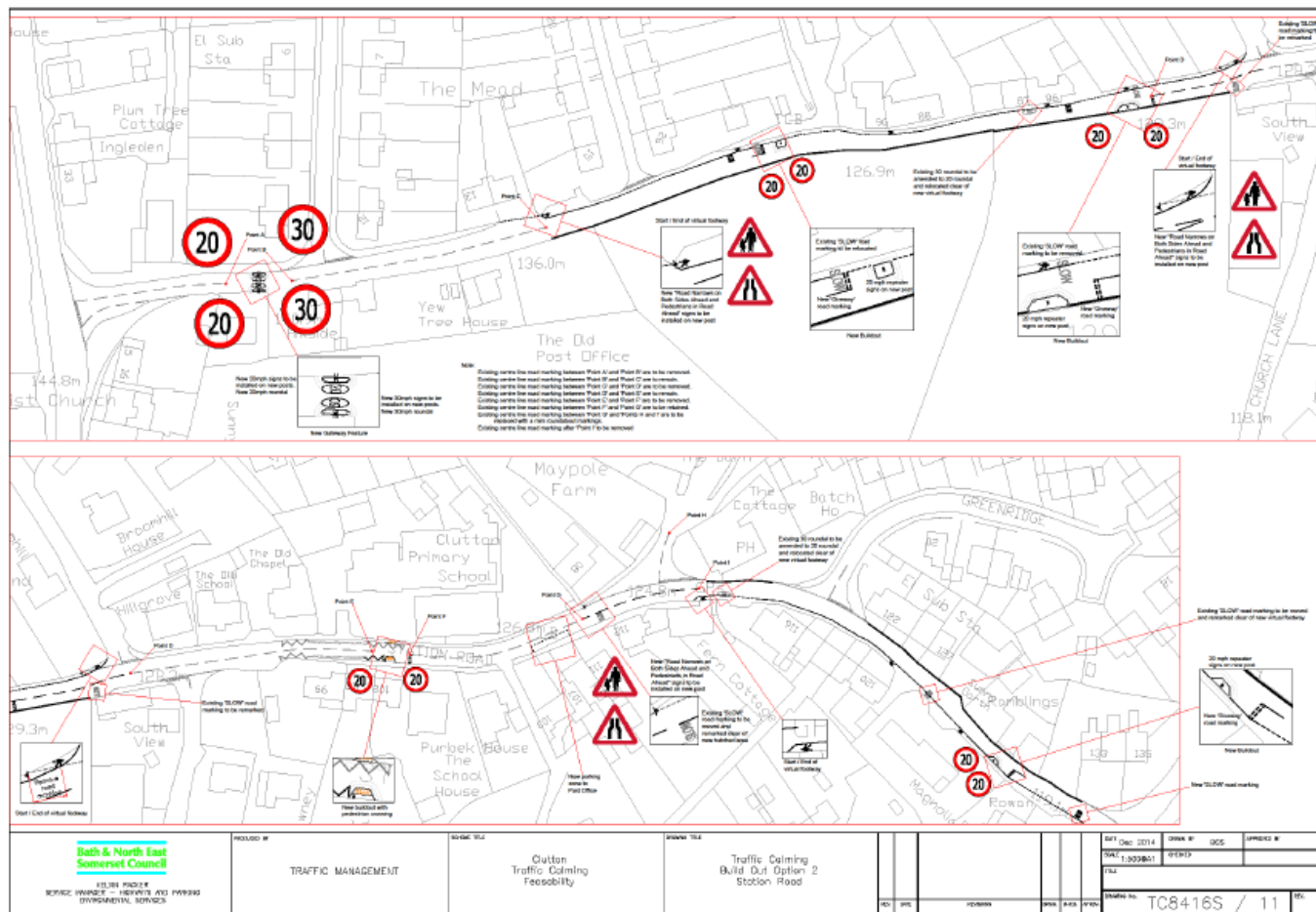
Existing North West Elevation



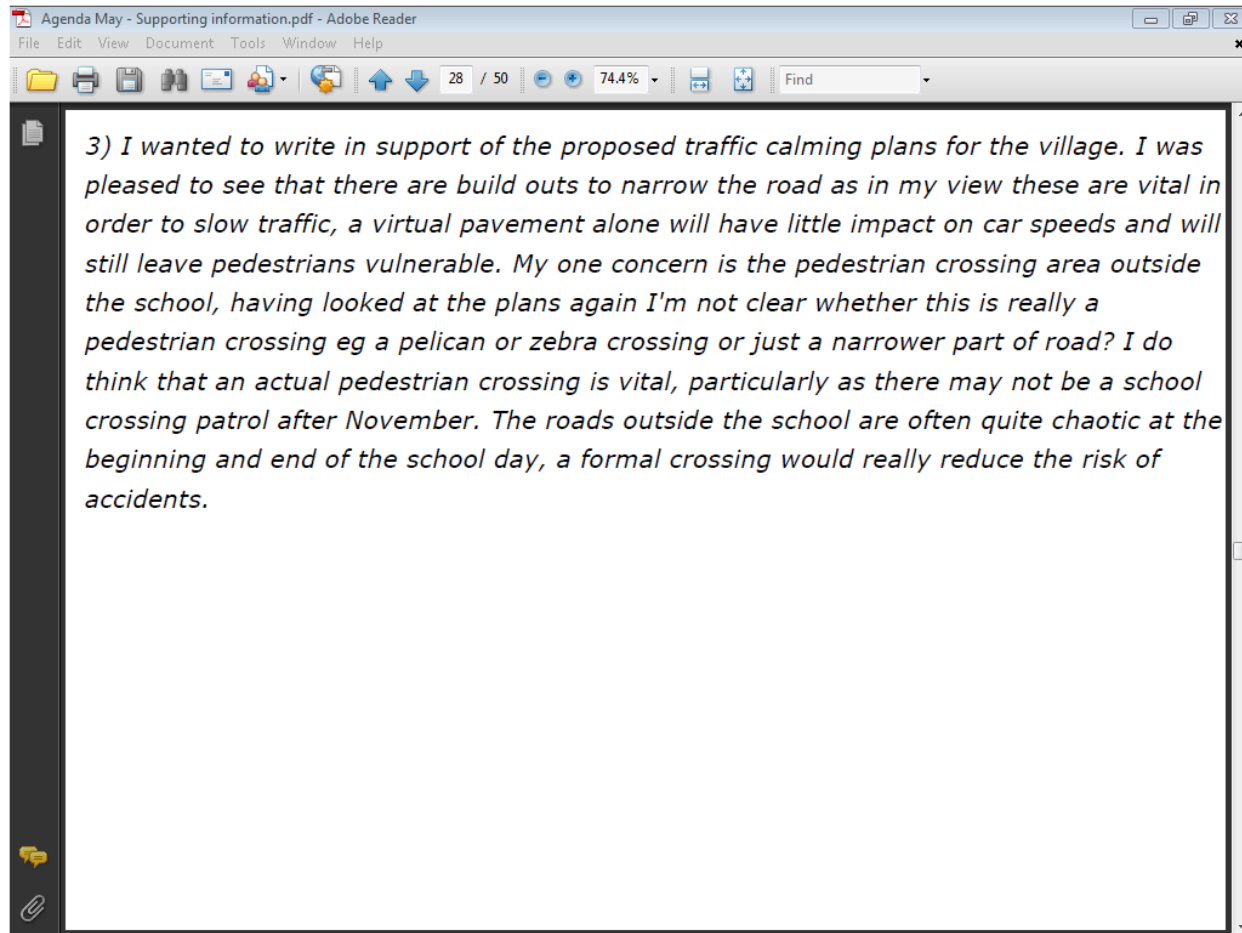
Proposed North West Elevation

Current Elevation front & rear

Proposed Elevation front & rear



Correspondence



Confidential information

- Correspondence – names & addresses not shown without permission
- Complaints – we will follow the best practice as recommended by NALC

Confidential information -Financial

- Salaries: “Salary cheques £1186.16”
- Tenders and quotes:
- Description of work
 - Leaking Cold Main
 - Dig out surrounding area, expose leak, repair & test, refill hole dug

	Tender A	Tender B	Tender C
Labour & Materials	250.00	200.00	350.00
VAT	50.00	40.00	70.00
Total	300.00	240.00	420.00

Problems encountered

- Technical – IT wise none
- People –
 - Councillors have to submit supporting papers in advance
- Facilities
 - Parish Hall doesn't have WIFI
 - Sockets in the wrong places

Are we completely paperless?

- No
- A paper set of the minutes is produced every month for signature at the meeting
- We made a promise that going “paperless” would not exclude anyone
- We don’t use on-line banking

What else do we do

- Because the new website has more content and we made a promise that no-one would be dis-enfranchised if they didn't have internet access, we have put up two additional & larger noticeboards in different locations in the village.
- Publish minutes and notices of interest in the parochial monthly newsletter.

Have we achieved our objectives?

- Work more effectively – yes

- Councillors get more information before the meeting, debate is better informed
- Internal auditor loves it – the audit was quicker and easier
- The clerk reports that between issuing the agenda and the briefing pack and the meeting she has more time to spare

Have we achieved our objectives?

- Work more effectively – yes
- More transparent - yes

- All meeting documents can be seen by everyone in the room

Have we achieved our objectives?

- Work more effectively – yes
- More transparent - yes
- Increased public engagement – yes

The statistics

- Website – last month had 547 users, 679 sessions, 1375 pages viewed
- E-newsletter - 106 subscribers
- Face book – 77 likes
- Members of the public attending the May meeting – 21
- 76.8% of eligible voters voted in the parish council election – only 1 spoilt ballot paper.
- Separate Neighbourhood plan website – users 195 users, 369 sessions, 2139 pages viewed

Have we achieved our objectives?

- Work more effectively – yes
- More transparent - yes
- Increased public engagement – yes
- Save costs – not yet

- In the long term we expect to save on paper and toner
- In the short term we have purchased two new notice boards
- Possible installation of WIFI in the village hall

What would we do differently if we did it again?

- Explain the “jargon” better
- Try to give better end user support