

Easington Parish Council
Receipt Schedule

Date	Description	Amount	Notes	Allocation
07/07/2025	Grant - VE / VJ Day	500.00		Grants
18/07/2025	Interment Fee	120.00		Cemetery

Total	620.00
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Minute Ref: 25/09/

**Easington Parish Council
Payment Schedule**

Date	Description	Ref:	Amount	Notes	Budget Item	Power to Spend
To NOTE the following Contractual Payments:						
15/09/2025	August Salaries - All Employees		823.25	Paid 15th of the Month unless a Weekend/Bank Holiday	Salaries/HMRC	LGA1972 s112
	Back Pay - Clerk Apr/May/Jun/Jul		63.80	Paid 15th of the Month unless a Weekend/Bank Holiday	Salaries/HMRC	lga 1972, s112
30/09/2025	Unity Bank Monthly Charge		6.00	30 September 2025	Expenses	LGA 1972 S111
04/09/2025	Yorkshire & Humber Ground Maintenance		945.00	August Cuts	Grasscutting	Open Spaces Act 1906, s9 and 10
To RESOLVE the following Payments:						
03/07/2025	Information Commissioners Office		47.00	Annual Instalments (Collected via DD)	Expenses	GDPR 2018
04/09/2025	Easington Community Hall		15.00	Storage Charges - 2025/2026	Expenses	LGA 1972, s111
04/09/2025	Easington Community Hall		55.00	Hall Hire	Hall Hire	LGA 1972, s111
04/09/2025	Total Monthly Payments		1955.05			
To NOTE Internal Transfers of Funds						
04/07/2025	Internal Transfer -		2000.00	General Reserve to Current Account	N/A	Financial Regulations
03/08/2025	Internal Transfer		2000.00	General Reserve to Current Account	N/A	Financial Regulations
	Signed:	Chair of Meeting				
	Date: 04 September 2025					
	Signed:	Kim Dalton - Clerk/RFO				
	Date: 04 September 2025					
				Signed as Authorisation to pay the above amounts		
				via Bank Transfer from the Community Account		
	Notes:					
	1. *Clerks Expenses are amounts paid by the Clerk personally				0.00	
	on behalf of the Parish Council and being reclaimed					
	2. Salaries are Gross - inclusive of the HMRC Payment (as HMRC payment fluctuates from month to month) and represent All Employees					
	3. Once Authorised for payment the RFO raises payment and Dual Authorisation is made via Councillor(s) J Clubley, R Clubley					
	4.VAT Section 126 Payments can be reclaimed					
	Minute Ref: 25/09/					

Easington Parish Council
Bank Reconciliation

01/04/2025

Notes

Opening Balances

Unity - Current Account - 20450685	69.24	Cash Account
Unity Savings Account - 20450698	2069.32	Flood Reserve
Unity Savings Account 20450708	9306.43	General Reserve
Income	11799.64	
Total	23244.63	

Less:

Expenditure	10941.08
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Reconciliation as at : 31 August 2025 12303.55

Closing Balances as at 31 August 2025

Unity Savings Account - 20450698	2081.42	Flood Reserve
Unity Savings Account 20450708	9377.93	General Reserve
Unity - Current Account - 20450685	844.20	Cash Account

Plus Uncleared Cheques/payments 0.00

Balance 12303.55

Signed By Chair:

Date:

Signed By Clerk:

Date:

**Signed by Councillor with Responsibility for Finance
(Quarterly Basis July/October/January/April)**

Date:

REPORT ON ARTIFICIAL CHRISTMAS TREE

Subject: Christmas Tree

Location: Centre of Easington

Date: August 2025

May – Meeting Ref: 25/05/060 e), I advised that the Gas Companies had approached the Parish Council offering to ‘part-fund’ to the sum of £1500, an Artificial Christmas Tree, and asked the PC to fund the remainder of the cost of £1614.00. The PC decision at the time was to advise the Gas Companies it is not in our budget nor do the PC have reserves set aside to fund this amount. The clerk advised the Gas Companies and asked if they could fully fund.

July Meeting – Clerk advised Gas Companies were to put £1,000 each and Events Committee would fund the remainder.

August – it now transpires this is not the case – funding promised is Gassco £1,000, and Perenco and Centrica £500.00 each, the Events Committee initially confirmed £500 but have said they could be willing to fund up to £1,000 from the funds they have raised which is for village events anyway (this latter higher amount is still to be confirmed).

Taking all of the above into account there is still a shortfall,

Therefore, PC needs to resolve:

1. Do the PC want an Artificial Christmas Tree?

If so,

2. Can the PC put anything toward the overall cost of the Christmas Tree?
3. If an Artificial Christmas Tree, is to be purchased the best way it for amounts promised to be sent to the Parish Council and the PC purchase the Tree, this way it belongs to the Village via the Parish Council, and is insured appropriately.

Please can councillors consider their thoughts on this matter ready to discuss at the meeting next week.

**Kim Dalton – Clerk
Easington Parish Council
August 2025**

Link to the Christmas Tree suggested: [4m/13.1ft Commercial Giant Woodland Frame Tree - Choose Colour](#)

County Hall Beverley East Riding of Yorkshire HU17 9BA Telephone (01482) 393939

www.eastriding.gov.uk

Angela Dearing Director of Housing, Transportation and Public Protection

Kim Dalton
Clerk to Easington Parish Council

Via email to:
clerk@easington-pc.gov.uk

Your Ref:
Our Ref: CM Easington
Enquiries to: Chris Mottershaw
E-Mail: chris.mottershaw@eastriding.gov.uk
Tel. Direct: (01482) 395527
Date: 14th August 2025

Dear Kim,

Town/Parish Council Owned Bus Shelter Replacement Programme

Firstly, thank you for submitting your expression of interest and apologies for the delay in contacting you after the closing date of 31st March. Work has been taking place “behind the scenes” to obtain the necessary approvals within the Council to spend the Government’s Capital funding allocation. That’s all now complete and we can move forward with the process of providing you with funding for a new or replacement bus shelter(s).

In our original offer to you we asked you to identify any potential financial contribution you would be willing to make. We are pleased to advise that our funding settlement from Government means that this is no longer required and we will fund 100% of the costs, providing they are reasonable and supported by a written quotation from you chosen supplier.

Government has provided the money for spending in the current financial year and it’s not known if they will allow unspent funds to be carried forward or what funding will be available next year. Therefore we need to ensure that we spend the money in the 2025-26 financial year and we would ask that you complete your Flexigrant application as soon as possible and no later than the end of December 2025.

It remains a key requirement of this offer that you must be willing to take responsibility for the ownership, maintenance and cleaning of any new or replacement bus shelters.

Your expression of interest was for: **Easington**

Location	New/Replace	Shelter Type
Dimlington Road, Easington, HU12 0TG	Replace	2/3 Bay Metal Partially Enclosed

The next steps, are as follows:

Paul Bellotti
Executive Director of Communities and Environment

Replacement Bus Shelter

You should obtain quotes and select your preferred supplier. We would advise you to ask potential suppliers to also include in their quotation the removal of the existing bus shelter, any groundworks they may need to undertake to make the site suitable for the installation of the new bus shelter and any traffic management they may need to put in place while they undertake the works.

Complete your Flexigrant application (instructions attached), once approved, submit your invoice to the Council for payment.

New Bus Shelter

You must arrange a meeting with the relevant highways engineer to ascertain that the site is safe and appropriate for a new bus shelter. Once a site has been agreed a public consultation will need to take place to ascertain the views of residents, especially if the location is near, next to or adjacent to their property. It is your responsibility to conduct this consultation and the results should be presented to your next meeting and the outcome of the consultation and your decision recorded in the meeting minutes.

You should obtain quotes and select your preferred supplier. We would advise you to ask potential suppliers to also include in their quotation any groundworks they may need to undertake to make the site suitable for the installation of the new bus shelter and any traffic management they may need to put in place while they undertake the works.

Complete your Flexigrant application (instructions attached), once approved, submit your invoice to the Council for payment.

We have enclosed some potential bus shelter suppliers for you to contact. This list is by no means exhaustive and the Council does not recommend or endorse any supplier included on it. You are free to contact other suppliers not included on this list.

For both replacement and new bus shelters you must confirm to us when the works are completed and your new shelters are installed, an emailed photo of the new bus shelter would be helpful.

If you decide not to proceed, we hope you won't, but please let us know so we can re-allocate the money to other projects.

We look forward to receiving your completed Flexigrant applications and working with you to improve the bus stop facilities in your local area for the benefit of your residents.

Yours Sincerely



Chris Mottershaw
Transport Commissioning Manager

How Flexigrant Works

Step One

To initiate your Flexigrant application, please send us the full name and contact details for the lead applicant in your Council (e.g. your Parish Clerk or Chair etc.) and the full contact details for the organisation (X Town/Parish Council and full address).

Send this to public.transport@eastriding.org.uk and title the email *Flexigrant Contact Details*.

Step Two

We will then forward your details to the Flexigrant team who will generate the application form and send this out to your lead applicant for completion.

If you have any queries about completing the application form, get in touch and we will advise and assist you as appropriate.

Step Three

Send your completed application back to the Flexigrant team. Once received and checked, the Flexigrant team will send your application to us to review, complete some administrative sections and confirm our approval.

Grants can be paid in advance, in instalments or in arrears. Please inform us of your preference when sending us your contact details at Step One above.

Possible Bus Shelter Suppliers

This list is by no means exhaustive and the Council does not recommend or endorse any supplier included on it. You are free to contact other suppliers not included on this list.

Company Name	Contact Details
Broxap Street Furniture	Web: https://www.broxap.com/canopies-shelters Email: info@broxap.com Phone: 01782 564 411
Bus Shelters Limited	Web: https://www.shelters.co.uk/ Email: sales@shelters.co.uk Phone: 01446 795 444
Euroshel	Web: https://euroshel.com/bus-shelters/ Email: enquiry@euroshel.com Phone: 0333 344 4671
Externiture	Web: https://externiture.com/ Email: shallwetalk@externiture.com Phone: 01635 862 100
GW Shelter Solutions	Web: https://gwsheltersolutions.co.uk/ Email: sales@gwsheltersolutions.co.uk Phone: 0239 221 0052
Littlethorpe of Leicester	Web: https://www.bus-shelters.co.uk/ Email: sales@littlethorpe.com Phone: 0116 260 3777
Shelters 4 Less	Web: https://www.shelters4less.co.uk/Shelters-Walkways-Canopies/Bus-Shelters Email: sales@shelters4less.co.uk Phone: 0800 160 1002
Shelter Store	Web: https://www.shelterstore.co.uk/bus-shelters Email: info@shelterstore.co.uk Phone: 0800 612 7503
Start Safety UK	Web: https://startsafety.uk/collections/bus-shelters Email: sales@startsafety.uk Phone: 01905 794875

This list was compiled from a “Google” search for “Bus Shelter Suppliers UK”, page one non sponsored only are shown above (search date - 12/08/2025).

REPORT ON VILLAGE GARDEN

Location: The Square Easington

Date: August 2025

Background

During the 2023/2024 Parish Plan consultation, feedback from residents highlighted several points:

- A desire to see the Citizen Link building demolished.
- Lack of awareness among some residents about the Village Garden.
- Appreciation for the area, though many felt it needed improvement.

As a result, the Parish Council included the Village Garden in its 3–5 year Community Plan, aiming to improve accessibility and visibility. An estimated budget of £2,500 was set, excluding seating costs.

Financial Information

In the 2025/2026 budget, £1,069 was allocated in reserves for upgrading the Village Garden. However, it was acknowledged that this amount would not cover the full scope of work.

December 2024, volunteers demolished the Citizen Link Kiosk, the only cost incurred was £223.15 (ex VAT), for Waste Removal, paid in the financial year 2024/2025 financial year.

March 2025 – Tree removal to open up the area was contracted at £850 (ex. VAT), also paid in the 2024/2025 financial year.

- A landscaping quotation was received around this time for approximately £3,500 (excluding seating).

A grant application for £5,000 was submitted to East Riding of Yorkshire Council. At the time of writing, confirmation of success is pending.

Contractor Quotations

Following the initial quotation, further quotes were sought. The evaluation criteria and results are as follows:

Evaluation Criteria

Tenders evaluated based on:

- Price (30%)
- Experience and qualifications (25%)
- Proposed timeline (20%)
- Quality of materials and methods (15%)
- References and past performance (10%)

Contractor	Quote £	Price	Exp/Q	Timeline	Materials	References	Overall
A	3500.00	30	25	20	10	0	85
B	4690.00	20	25	20	15	10	90
C	7600.00	10	25	20	15	10	80

Note

Contractor A provided the initial quote in March. A specification of works was sent in July, and confirmation is awaited regarding their ability to undertake the work as specified.

Other quotations were sought but no responses were received.

Decision

Councillors are now required to decide which contractor to appoint. Please note that under Financial Regulation 5.18, the Council is not obliged to accept the lowest tender, quote, or estimate.

Next Steps and Community Involvement

Post-landscaping, additional costs will be incurred for signage, planting, topsoil, hedge cutting, etc. The grant application includes a commitment to community involvement. It is hoped that residents will contribute plants and assist with maintenance tasks, helping to reduce costs.

The cost of seating for the area for 2 x Disabled Hexagonal Picnic Benches is around £1510 ex VAT, plus secure fixings.

This project presents an excellent opportunity for the Council to engage with the community and demonstrate responsiveness to their needs and ideas.

Ongoing maintenance costs and volunteer involvement will continue to be needed in the long term to ensure the garden remains accessible to residents.

Kim Dalton – Clerk
Easington Parish Council
August 2025