



WALMER PARISH COUNCIL
8 The Strand, Walmer, Deal, Kent CT14 7DY

Tel/Fax: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated the 1st of July 2021.

To All Councillors

You are hereby summoned to attend the **JULY MEETING** of **WALMER PARISH COUNCIL** to be held on **Wednesday 7th July 2021 at Deal Parochial C of E Primary School, Gladstone Road, Walmer. At 7pm.**

Richard Styles
Clerk to the Parish Council

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members in respect of business to be transacted on the agenda.
3. **OPENNESS AND TRANSPARENCY**
To remind those present of the following: -
The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.
While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
4. **CHAIRMAN'S REPORT**

5. MINUTES

To approve the minutes of the Council meeting held on Wednesday 9 June and Extraordinary Meeting on Tuesday, 29 June 2021.

Attach 1 & 2

6. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

7. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i) To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting.
- ii) To receive a report from the DCC/KCC Members for Walmer

8. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

- (i) PCSO Report
- (ii) Councillor Surgeries: To discuss arrangements for forthcoming surgeries

9. EVENTS WORKING GROUP

To receive the report of the Admin Assistant, June 2021. And to ask for volunteers to help during the day at the Brocante, Bank Holiday Monday 30 August. **Attach 3**

10. COMMITTEE REPORTS + MINUTES

To receive any reports and any agreed minutes as follows:

- a. Amenities + Environment.
- b. Finance + General Purposes.
- c. Walmer in Bloom.
- d. Events Working Group – Proposal to rename as Events Cttee.

11. CLIMATE EMERGENCY WORKING GROUP

To receive a verbal report from the chairman of the meeting held on Wednesday, 30 June 2021 and report on delegated decision on energy/carbon footprint consultant for 62, the Strand.

12. REPORT OF THE CLERK

- i) To receive the verbal report of the Clerk on matters received.

13. FINANCIAL REPORT

- a) Bank balances June 2021. **Attach 4**
- b) Payments & Orders June 2021. **Confidential Enclosure**
- c) Bank accounts – approve recommendation from the F+GP Cttee. **Attach 5**
- d) Accounting system – report from the Clerk. **Attach 6**

14. ADAPTION/REFURBISHMENT/REPAIR OF COUNCIL OFFICES

- a) Approve estimates of work from building contractors. **To follow**
- b) Telecoms estimates -VOIP phones and Wi-Fi installations. **To follow**
- c) Energy/carbon footprint survey contractor approval if not already decided elsewhere.

15. PROPOSAL FOR BORROW PIT CAR PARK

Report from Cllr Eddy.

To follow

16. INVITATIONS & EVENTS

17. DATE OF NEXT MEETING

Wednesday 8th September 2021 at 7pm TBC



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WALMER PARISH COUNCIL

DRAFT Minutes of the Extraordinary Meeting of Walmer Parish Council held on Tuesday, 29th June 2021 at Deal Parochial C of E School, Walmer.

Present Councillors:

Cllr J Murray (Chair), Cllr M Eddy (Vice-Chair), Cllr T Byfield, Cllr P Heath, Cllr Mrs M Beard-Gould, Cllr P Jull, Cllr B Gardner, Cllr D Thompson, Cllr Mrs S Le Chevalier, Cllr C Weale, Cllr Mrs S Fisher

Officers Present:

Richard Styles, Clerk

6187. APOLOGIES FOR ABSENCE

Cllr J Lonsdale.
Cllr P St Ange.
Cllr G Bearman.
Cllr Herring.

6188. DECLARATIONS OF INTEREST

None.

6189. OPENNESS AND TRANSPARENCY

Chairman read out the Council statement and policy on openness and transparency.

6190. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

- i) Members received the draft internal auditor report.

RESOLVED:

Proposed by Cllr Eddy.
Seconded by Cllr Weale.

- ii) Members received the AGAR Report from Clerk.

RESOLVED:

Proposed by Cllr Eddy.

Seconded by Cllr Beard-Gould.

- iii) Members agreed all sections of the Annual Governance statement for 2021.

RESOLVED:

Proposed by Cllr Eddy.

Seconded by Cllr Le-Chevalier.

- iv) Members approved the annual accounting statement for 2020/21.

RESOLVED:

Proposed by Cllr Eddy.

Seconded by Cllr Le-Chevalier.

- v) Members received the report on compiling the AGAR.

RESOLVED:

Proposed by Cllr Eddy.

Seconded by Cllr Le-Chevalier.

6191. DATE OF NEXT MEETING

Wednesday, 7 July 2021.

The meeting closed at 6.50 pm.

Signed: Date:



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WALMER PARISH COUNCIL

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Cllr J Murray (Chair), Cllr M Eddy (Vice-Chair), Cllr T Byfield, Cllr P Heath, Cllr J Lonsdale, Cllr G Bearman, Cllr Mrs M Beard-Gould, Cllr P Jull, Cllr P St Ange, Cllr B Gardner, Cllr D Thompson

Officers Present:

Richard Styles, Clerk

6170. APOLOGIES FOR ABSENCE

Cllr Mrs S Le Chevalier.
Cllr C Weale.

6171. DECLARATIONS OF INTEREST

None.

6172. OPENNESS AND TRANSPARENCY

The Chairman read out the Council statement and policy on openness and transparency.

6173. CHAIRMAN'S REPORT

Cllr James Murray reported the following: -

- Reminded Cllrs and staff that when they are sent on training courses or attend outside bodies on behalf of the council, they should report back about what they learnt and where appropriate, the effectiveness of the course.

6174. MINUTES

Members received the report of the Chairman and the draft minutes of the meeting held on Wednesday 5 May 2021.

RESOLVED: That the minutes be approved.

Proposed by: Cllr Eddy.

Seconded by: Cllr Bearman.

6175. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

RESOLVED:

- WPC had called for volunteers to become Cllrs for some time (August 2020), but there had been no response even from invited individual's vacancy needed to be filled. The council website will carry information and local press will be asked to publish information calling for volunteers to go on a list, so that vacancies can be filled quickly in future.
- KCC advised WPC on the efficacy of the improvement to Hawkshill carpark and was doing other work in the area, and the work will be done under s136, of the LGA 1972 due to the specialist nature of the work.

6176. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i) Mrs Fisher asked if there were any changes to do with the York + Albany Field. The Chairman replied that there were no changes, and the proposal to build starter homes for local young people was ongoing.
- ii) Cllr Bond gave a report on KCC, in which he said that KCC, was allocating cabinet and cttee places and that he had retained his former positions. In reference to DDC, he said that DDC cabinet was being reduced in number by the removal of one post.
- iii) The DDC bin collection service which had caused concern, because of its failings, was an internal reorganisation and that matters are being put right.

6177. COUNCIL VACANCY: CO-OPTION OF COUNCILLOR

Mrs Sarah Fisher as the sole candidate gave a presentation of her history and the skills which she could bring to the Council.

Having heard Mrs Fisher's presentation, the Council

RESOLVED:

'Walmer Council hereby co-opts Mrs Sarah Fisher on to the Council, as a member of the Council, with all rights and requirements pertaining to a Councillor. In accepting the position of Councillor, Mrs Fisher, agrees to abide by the Code of Conduct operated by Walmer parish Council and agrees to declare all relevant interests.'

Proposed by: Cllr Bearman.

Seconded by: Cllr Thompson.

6178. COMMITTEE PLACES

Members approved allocations to fill committee vacancies.

RESOLVED:

Cllr Jull – Walmer in Bloom, Events and Planning.

Cllr Fisher – Amenities + Environment, Events and Planning.

Proposed by: Cllr Eddy.

Seconded by: Cllr Beard-Gould.

6179. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

- i) PCSO Herod gave a report on items of interest since the last report.
 - **There is now a renewed police presence in Deal located at the Fire and rescue station**
 - A team of special constables and speed watch volunteers will be carrying out speed checks in the area.
 - Parking issues in Walmer could not be dealt with by the police except in cases of obstruction.
 - PCSO Herod had met with Cllr Weale and discussed various initiatives on reducing ASB by young persons in the area and some proposals may be suggested soon.
- ii) Councillor Surgeries: the matter would be reviewed at the July Council meeting after the Govt reopening decision, due on the 21st of June 2021.

RESOLVED: Members agreed to note

6180. PLANNING COMMITTEE

Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 18 May 2021.

RESOLVED: Members agreed to note.

6181. WALMER IN BLOOM

Members received the report of the chairman and the draft minutes of the meeting held on Tuesday 6 Apr25 May 2021.

RESOLVED: Members agreed to note

6182. AMENITIES AND ENVIRONMENT COMMITTEE

Members received the report of the chairman and the draft minutes of the meeting held on Tuesday 26 May 2021.

RESOLVED: Members agreed to note.

6183. REPORT OF THE CLERK

The Clerk reported that the DDC monitoring office had written regarding the paperwork on declarations of interests etc. WPC had submitted all its paperwork, but the Clerk said that if any Cllr needed to update their declarations of interests, they should contact him, when convenient.

6184. FINANCIAL REPORT

i) Members received the report of the Responsible Financial Officer and considered and approved payments and orders as detailed.

Payments from 1 April 2021 to 27 May 2021

Direct Debit (BUSINESS STREAM RA) (Water)	-£272.61
R.K.Graphics (New Signs)	-£729.60
Dave Halpin (Window cleaner)	-£10.00
SWCAA	-£195.00
NFU Mutual (Insurance for 62 The Strand)	-£404.30
Four Jays Group (Brocante)	-£168.00
Direct Debit (LLOYDS BANK PLC)	-£50.19
Chaps Payment Fee	-£28.00
Chaps Payment - Hardman and Co (Payment for 62 The Str	-£250,000.00
Jan Gale (Brocante Refund)	-£40.00
P Wave Medical Ltd (Brocante)	-£28.40
HARDMANS & CO (Deposit 62 The Strand)	-£8,119.00
HARDMANS & CO (Part Payment 62 The Strand)	-£51,500.00
Dave Halpin (Window cleaner)	-£10.00
Staff Wages	-£574.65
Staff Wages	-£1,021.95
Viking (Office Stationary)	-£39.61
Town of Ramsgate (Clerks Book)	-£119.99
R G Williams (Allotment tap)	-£61.86
HMRC Cumbernauld (Tax & NI)	-£106.08
Direct Debit (LLOYDS BANK PLC)	-£50.19
Came & Co. (Office Insurance)	-£1,169.75
Kent Air Ambulance (Grant)	-£400.00
HARDMANS & CO (Deposit 62 The Strand)	-£23,500.00
HMRC Cumbernauld (Tax & NI)	-£106.08
Staff Wages	-£575.45
Staff Wages	-£1,024.55
SLCC Enterprises (Clerk Job Advert)	-£360.00
M Beard-Gould (Expenses)	-£245.20
DDC (Muga)	-£1,118.88
Office Rent (8 The Strand)	-£1,500.00
KCC (Station Road)	-£2,525.35
SLCC Clerk Membership	-£366.00
Hawkshill Clearance	-£50.00
62 The Strand (Hardmans & Co)	-£10,000.00
Batchelor Coop (Staff Admin)	-£235.20
Edge IT Systems	-£36.00
Website Vision ITC	-£852.00
KALC Membership	-£1,944.00
	-£359,535.99

Receipts from 1 April 2021 to 27 May 2021

HOUGHTON CJ Allotment Payment x2	£90.00
Inward Payment - UNITED KINGDOM DEBT MANAGEMENT	£249,912.50
DONNACHIE M (Brocante)	£50.00
A Barker (Brocante)	£50.00
T Hamilton (Brocante)	£40.00
M Gill (Brocante)	£40.00
ABSOLON SJ (Brocante)	£40.00
E Newman (Brocante)	£40.00
Kathryn Reilly (Brocante)	£50.00
VAN DE PEER LA (Brocante)	£50.00
RYAN MT (Brocante)	£40.00
GOODWIN SANDS CONS (Brocante)	£10.00
PARKES LB (Brocante)	£50.00
WALLACE P A (Brocante)	£40.00
Webb Clive (Brocante)	£50.00
DDC (Precept)	£196,641.00
	£447,193.50

- iii) That the financial position of the Council as at 31 May 2021 be noted as detailed on the summary of receipts and payments and statement of monies available in the Council's bank accounts as shown below:

Nat West Current	£34,309.04
Nat West Bank SIBA	£10,895.82
HSBC Bond	£75,319.41
Unity Bank	<u>£113,882.81</u>
	£234,407.99

RESOLVED: members agreed to note the report, adopt the resolution on governance and approve the payments.

The Clerk has read the following documents:

- *Council Standing orders.*
- *Council financial regulations.*
- *The Clerk has found that the Council has given the necessary overview in the past and will wish to see all governance documents reviewed in the current financial year. The Clerk will compare all the WPC documents with the model documents issued and updated by NALC/KALC. Any documents which require an update will receive a report and explanation of what is required, with a request to approve any update in the present financial year.*
- *The Clerk undertakes to compile a risk register in the present financial year.*

Proposed by: Cllr Murray.

Seconded by: Cllr Eddy.

6185: ADAPTION/REFURBISHMENT/REPAIR OF NEW COUNCIL OFFICES

- The Clerk gave a report on progress regarding the repair/refurbishment of 62, The Strand, Walmer and issued a summary of the work required and its relative priority. 3 builders have been contacted for quotations using a detailed schedule of works.
- Cllr Lonsdale outlined and explained the quotations for improving the building's carbon footprint and resilience, that had been received. He commented and advised on their relative merits. Cllr Lonsdale suggested that the quotations from Conker and PPL be examined by the Climate Change working group in detail and the best offer between the two contractors would then be selected under a delegated power from the Council.

RESOLVED: Members agreed to delegate the selection of energy survey consultant to the Climate change working group at its next meeting.

Proposed by: Cllr Gardner.

Seconded by: Cllr Eddy.

6185. INVITATIONS & EVENTS

RBLI Armed Forces Day event – Deal- 26th June 2021 – Chairman attending

6186. DATE OF NEXT MEETING

Wednesday, 7 July 2021.

The meeting closed at 8-40 pm.

Signed: Date:

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Dated this 1st June 2021

To Councillors: Mrs M Beard Gould, G Bearman, P Heath, D Thompson, C Weale
CC: Richard Styles, Clerk

REPORT by Joanne Watson, Admin Assistant

Events Meeting – Monday, 7 June 2021 – cancelled.

1. BROCANTE – Bank Holiday Monday, 30 August 2021

a) Event Management Plan

This document required by Dover District Council to be completed and returned has been printed and passed to the Clerk for completion and will be forwarded to Dover District Council once completed.

b) Risk Assessment Document

This document required by Dover District Council to be completed and returned has been printed and passed to the Clerk for completion and will be forwarded to Dover District Council once completed.

c) Stewarding guidelines

This document required by Dover District Council to be completed and returned has been printed and passed to the Clerk for completion and will be forwarded to Dover District Council once completed.

d) Site Plan

This document required by Dover District Council to be completed and returned has been printed and passed to the Clerk for completion and will be forwarded to Dover District Council once completed.

e) Caterers

The following caterers have been booked for the Brocante and payments have been requested from some as detailed below:

	Emailed for Payment
Bessie the Caravan (tea/cake)	Yes 25/05/21
Dine Alfresco (Chips/burgers etc)	Yes 25/05/21
Sumac Levantine (Vegan)	Yes 25/05/21
The Candy People	
Nobbs Ice Cream	

We still need an additional caterer to provide hot food like Pizza. (Dough Dough Pizza is not available). Please let me know if you have any suggestions for people for me to contact.

f) Pitch Bookings

We currently have **24 large pitches** (70 in total) available and **15 regular pitches** (77 in total) available to still sell. I will advertise these.

g) External Marshalls

I will discuss with Richard to get an external organiser to provide Marshalls for the day to assist Council staff. I will contact Mark 1 Security (who Richard used at Ramsgate) in the first instance.

h) P Wave Medical Ltd

A 10% deposit has been paid. Total invoice £264.00. Cover from 6.30 am to 4 pm.

i) Four Jays Group

A 25% deposit has been paid. Total invoice £673.20. Delivered on Monday, 30 August 8 am and collected same day.

j) Advertising the Event

We need to start advertising the event. I can print some posters/leaflets off for the Councillors to distribute at the next Council meeting. I will also re-add to Facebook and enquire for costs for adverts in the East Kent Mercury. Posters can also be put up in local shops/cafe's.

2. HERITAGE OPEN DAYS

Postponed until 2022.

3. CHILDREN'S FESTIVAL

Postponed until 2022.

4. CAROLS BY TORCHLIGHT

Saturday, 18 December 2021 – Rev Seth Cooper is happy with this date. We are not able to use the bandstand as they have a tree on it. Cllr Mrs M Beard-Gould has contacted Peter Cook, Deal Music and Arts and they are interested in working with us and local children.

5. DATE OF NEXT MEETING

Monday 5 July 2021, 7 pm

WPC bank balances

July 1st 2021

Bank	Balance £
Unity trust	100,891.64
NatWest current	34,309.04
Nat west SIBA	10,896.27
Coop	75,468.63
HSBC	75319.51
Lloyds	77,795.79
Total	374,680.88



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ITEM: *Management of bank accounts.*

MEETING: *Finance & General Purposes Cttee (Referred to Council)*

DATE: *Wednesday 16th June 2021. Updated 1st July 2021.*

ITEM NO: 13

INFORMATION:

WPC has/had 5 bank accounts (**now 6**). One with Unity Trust, two with Nat West, One with the COOP bank and one with HSBC. We have discussed payments into and out of these accounts. **The Lloyds account was referred to as a fixed asset but is in fact a bank account.**

The idea of having so many bank accounts was to disperse the risk by holding cash in various accounts below the £85, 000 limit under the deposit protection scheme. In theory the deposit protection scheme offers security and peace of mind however the following should points be considered:

- There is no such thing as 'total safety' or 'no risk', all investments have some risk. The council's fiduciary duty is to be minded about risk, but also to be minded about getting a return on the capital. Currently, interest received is either minimal, or non-existent, but inflation is still above 1%. In April it jumped from 0.7% to 1.5% and the bank of England has a 2% target. What this means is that the value of the deposits is eroding and anything the Council can do to offset this erosion, will help.
- Only the Unity Trust bank has weathered the 'credit crunch crises' of 2007/8. This is because it lends out only a small percentage of its deposit money and capital and therefore keeps large amounts of cash on deposit. It is more of a payment + receipts service than a lender on the open market. If a call was made on the bank, it has recourse to ready money to pay depositors, none of the other banks do.

- The other banks rely on the interbank lending system to finance lending, and all were bailed out by the Govt, or in the case of the COOP bank by a hedge fund for rescue. The Govt became the lender of last resort because they deemed too big to fail. With Govt borrowing far higher than 13 years ago, can we expect even the depositor protection scheme to work as effectively as we once thought?
- WPC closed the HSBC account in March, it is still waiting for a payment from the HSBC (as I write this report). How quickly would the Council get its money back via the deposit protection scheme, in a major bank failure?
- NALC has complained to the Govt about the poor service that the joint stock banks have delivered to Councils and HSBC is providing yet more evidence of that poor service.

What are the alternative options?

- Shut down all the bank accounts except Unity Trust, which WPC uses to pay its bills, and start by putting the capital from these accounts into overnight/ short term deposit schemes where the Council can move money around quickly, so that if there is a doubt about an investment, it can be transferred back into safety without relying on a slow moving govt deposit scheme.
- Look for AAA rated schemes such as the CCLA for those deposit schemes.
- Rely on financial instrument oversight such as the FCA, rather than the Bank of England.
- Look at insuring deposits, as many of these bank accounts are generating next to nothing in interest.
- Structure the WPC Investments by keeping the majority on short term deposit and only a smaller fixed percentage on longer deposit, thereby keeping the level of risk at a low level.

Update since F+GP Cttee meeting

- The F+GP Cttee agreed that the NatWest Current, NatWest SIBA and Lloyds bank account will be closed, and the proceeds reinvested.
- All payments will be done via Unity trust in future.
- The Council and F+GP Cttee will receive information on possible options for reinvestment of the funds held in these accounts during August.
- A decision on where to reinvest those funds should be done in September, but as the closure of the HSBC account has taken 4 months, WPC will be ready with alternative deposit facilities in good time.

Council to receive and decide.



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ITEM: *Accounts system selection.*

MEETING: *Council.*

DATE: *1st July 2021.*

ITEM NO: 13

INFORMATION:

WPC uses 'Scribe' accounts software. This is one of the two systems used by Parish/Town Councils, the other being 'AdvantEdge', produced by Edge IT who provide WPC's IT support. Some Councils use SAGE or other business software, especially if they are large enough to have a finance dept.

The software is meant to assist Clerks who may not be trained in accountancy to deliver adequate financial reports.

The two systems can be compared thus:

Scribe: For:

- Nice graphics which are meant to be easy to use.
- User friendly with large brightly coloured icons.
- Does not look intimidating to non-accountants.
- Scribe do some training online, which is OK but not done in a way that be retained in the memory.

Against:

- Once an entry is made it must remain and be edited by description, zeroing the amount' or a complicated contra payment/credit system.
- Paid or encashed entries can be altered.
- Bank reconciliation is not intuitive. You cannot see where an error might be found.

- Can be gamed into a false reconciliation by altering the bank balances or making items unpaid that fit the reconciliation, which leads to trouble further on.
- The financial reports are not very useful.

AdvantEdge: For:

- WPC already does business with Edge IT the producer of this software.
- Using AdvantEdge and the allotments and booking systems will mean that WPC are a more important customer for Edge IT.
- 'Cashed' entries must be 'uncashed' first, before editing.
- Entries made in error can be removed.
- Reconciliation can be seen easily on the screen on one window, no need to cash/uncash entries by flipping between windows.
- Reports are more useful.

Against:

- Older software and therefore less pleasing to the eye.
- Training must be paid for (£780).
- Edge software level of support similar to Scribe.
- Access to Scribe online may be superior in comparison with AdvantEdge, though Edge say they are upgrading the look and performance of the software.

Recommendation:

- Both systems have their adherents, but from a practical viewpoint, AdvantEdge is what I know, and I have not seen anything in Scribe that makes me believe that it is superior to AdvantEdge.
- The charges for both systems are similar.
- Edge is offering AdvantEdge free of charge for a year and would just charge for training and the allotment + booking systems fees.
- As WPC is 3 months behind in its accounts, I would suggest changing software now, would not be sensible, **but** I recommend negotiating with Edge so that a similar package can be agreed for 2022/23, with training done in January + February 2022, so that a smooth changeover can happen in April 2022.
- In the meantime, all the Scribe past accounts should be downloaded and backed up and that WPC pays Scribe to archive the accounts if they agree.
- **Council to receive and decide.**