

## **BUSINESS CONTINUITY PLAN**

### **Telephone Directory**

Handy man Carl Brown	07939-961772
Groundsman Mick Botham	07889-614982
Emergency Electrician John Whitmore	07968-118340
Emergency Plumber EMG	07738-005492
Senior Football – Andy Horsfield	07816-875148
Junior Football – Steve Fletcher	07990-805694
Cricket - Tony Clegg - John Whitmore	07967-222820 07968-118340
Huskar Community Rooms Paul Denton Linda Jackson Chris Hale (Bungalow next door)	07867-788223 07956-110161 01226-792674
CARE – Bill Barkworth	01226-790112

<b><u>Councillors</u></b>	
Meryl & Derek Liddell	01226-790509
Richard Bell	07801-135769
Andrew Browell	01226-492294
Richard Leech	07966-466507
Debra Smith	07443-221784
Ron Stier	01226-790074
Alan Thompson	07870-191873
Chrissie Yates	07788-290821

Contacts for local groups such as Good Companions, Ladies Choir etc are on back of Newsletter – see [www.silkstoneparishcouncil.gov.uk](http://www.silkstoneparishcouncil.gov.uk)

## **MEMBERSHIPS**

### **Yorkshire Local Councils Association (YLCA)**

Advice on anything to do with Parish Councils.

e-mail [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)

Joy Morgan is the lady that deals with all training bookings

Sheena Spence is the Chief Officer

Telephone : 01904-436622

Address :

YLCA  
York House  
Outgang Lane  
Osbalwick  
York  
YO19 5UP

### **Rural Action Yorkshire (RAY)**

Telephone : 01904-704177

Address :

Unit A  
Tower House  
Askham field lane  
Askham Bryan  
York  
YO23 3FS

## **INSURANCE**

Direct: 01243 832018

Email: [Gerri.Sutherland@zurichtogether.co.uk](mailto:Gerri.Sutherland@zurichtogether.co.uk)

Insurance Renewal 1 October

## **PAYROLL & PENSION**

Any problems with Payroll issues contact HMRC Employer helpline 0845 7 143 143

### **Employees**

The Parish Council run the HMRC Payroll software in Real Time which is accessed from the desktop on the laptop (the icon is BPT-RTI)

The employer PAYE reference is 673/G3108

Parish Council employs the Clerk, and 2 newsletter deliverers ~~Lee Heywood~~ and Alexander Plant-Hately their employment details are on the HMRC software. Paper copies of pay slips are kept in the purple box file PAYROLL from 12/13 to...

The Clerk is paid on a NALC payscale, latest copy is in box file and can be obtained from YLCA.

The computer file for employees is found under Silkstone PC – Employees – Clerk or Newsletter deliverer, Tax & NI and Pension are also under Employees.

Print 3 copies of payslips – 1 for employee, 1 for file and 1 for invoices file for Councillors to check for payment.

### **Tax & NI**

Tax & NI returns are sent to Section 1 Bradford BD98 1YY (pre-addressed envelopes are in the payroll box file) Also fill in the HMRC payment slip to send with cheque

Print 2 copies of Tax & NI return – 1 for file and 1 for invoice file

Year end Tax & NI is done through the payroll software

End of year PAYE must be submitted online via software link

User ID is : 952 683 687 753 (no spaces)

Password : canadine1969

## **Pension**

A pension contributions return form is completed each month and sent to

Suzanne Parmenter  
SYPA  
18 Regent Street  
Barnsley  
South Yorkshire  
S70 2HG  
[sparmenter@sypa.org.uk](mailto:sparmenter@sypa.org.uk)

Print 3 copies of monthly Pension return – 1 for file, 1 to send with cheque to SYPA and 1 for invoice file.

Annual returns are supposed to be done online using secure e-mail. In reality I usually speak to David Hall at SYPA [DHall@sypa.org.uk](mailto:DHall@sypa.org.uk) and send the return by standard e-mail as there is only the Clerk that pays pension so it is not a big return.

*NOTE : From April 2018 a new online submission will be required. Once this has been set up – information on process will be issued to Chair/Vice Chair.*

## **VAT Return**

Vat can be reclaimed. The VAT file is in a suspension file. Returns are compiled quarterly by the Clerk/RFO and then checked by Richard Leech before sending by post to HMRC – address in file.

Details of how to download a claim form (VAT126) are included in the VAT file.

Claims are compiled quarterly at the same time as compiling the Bank Reconciliation and Budget Monitor.

## **Silkstone Recreation Ground & Pavilion contacts**

Carl Brown is the Parish handyman and works on a contract basis. He can be contacted on 07939-961772. He maintains the non playing surfaces of the recreation ground, car park and MUGA and is responsible for the cleaning and maintenance of the Pavilion.

Mick Botham is the Groundsman 07889-614982

John Whitmore – Cricket Club secretary – [silkstonecc.sec@googlemail.com](mailto:silkstonecc.sec@googlemail.com)

Andy Horsfield – contact for SUFC Adults – [andyhorsfield@btinternet.com](mailto:andyhorsfield@btinternet.com)

Steve Fletcher – contact for SUJFC under 14's – [stevefletcher.1971@gmail.com](mailto:stevefletcher.1971@gmail.com)

Note – Sport England Annual Audit of the Recreation Ground required in September.

**OLIVER GREAVES**

Active Places Data Validation Team

**HELP DESK** +44 (0)1273 202212

**EMAIL** [ActivePlaces.Data@sportengland.org](mailto:ActivePlaces.Data@sportengland.org)

**ACTIVE PLACES DATA** <https://dataplatfrom.activeplacespower.com>

AUDIT

Internal auditor David Hughes

External auditor commencing for the 17/18 financial year are :

PKF Littlejohn LLP
SBA Team,
1 Westferry Circus,
Canary Wharf,
London E14 4HD
<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>
020 7516 2200