



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Finance & Amenities Committee Meeting held on Tuesday 10th July 2018 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis (Vice-Chair), Stephen Goodwin, Edward Jones, Simon Kidd, Andrew Larcombe (Chair).

Cllr. Kathy Thomas and Cllr. Jonathan Rich were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively providing them with full voting rights.

In attendance:

Tanya West – Parish Clerk.

Public Session

No members of the public were present at the meeting.

Cllr. Kidd advised that he had received a complaint from a resident regarding the maintenance of Ashgrove Cemetery. It was thought to be more appropriate to discuss the matter at the Burial Sub-Committee meeting later in the month. Cllr. Kidd was requested to invite the resident to attend the meeting and the Clerk was requested to include the matter on the agenda.

Minute Ref.	Agenda Item	Action
F&A001 – 10/07/2018	Election of Vice-Chair <i>To receive nominations and to elect a Vice-Chair of the Finance & Amenities Committee.</i> In accordance with Standing Order 10.a.vi it was agreed to defer this item until Cllr. Davis was in attendance at the meeting.	
F&A002 – 10/07/2018	Apologies for Absence Cllr. Jo Davis had advised she would be approximately 10 minutes late to the meeting. All other members were in attendance.	
F&A003 – 10/07/2018	Declarations of Interest No further interests to those already disclosed to the Monitoring Officer were declared.	
F&A004 – 10/07/2018	Minutes i. The minutes of the Finance & Amenities Committee meeting held on 1 st May 2018 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of the meeting and were duly signed by the Chair. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed by the majority of those present. ii. The outstanding Finance & Amenities related actions were reviewed at the meeting. Some duplicate actions were identified; the Clerk to amalgamate. It was agreed for the Clerk and Office Staff to update all the outstanding Finance & Amenities actions by the end of July. Cllr. Larcombe will then review all the actions and updates and liaise with the Clerk for setting realistic timescales for any remaining unresolved.	Clerk AL & Clerk

7.13pm – Cllr. Jo Davis arrived at the meeting during the discussion of the Actions Register.

<p>F&A001 – 10/07/2018</p>	<p>Election of Vice-Chair One written and signed nomination for the position of Vice-Chair had been received; as no further nominations were received it was unanimously agreed to elect Cllr. Jo Davis as the Vice-Chair. Proposed by: Cllr. Andrew Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p>	
<p>F&A005 – 10/07/2018</p>	<p>Items for Urgent Report There were no items for urgent report.</p>	
<p>F&A006 – 10/07/2018</p>	<p>Burial Sub-Committee It was resolved to re-appoint a Burial Sub-Committee in accordance with the Terms of Reference and Delegations document. It was further resolved that all members of the Finance & Amenities Committee, along with the Chair and Vice-Chair of Full Council, be members of the Burial Sub-Committee. Also, that the Chair of the Sub-Committee be elected on an ad-hoc basis at each meeting. Proposed by: Cllr. Andrew Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p>	
<p>F&A007 – 10/07/2018</p>	<p>Advisory Panels</p> <p>i. It was resolved to reappoint a Finance & Amenities Advisory Panel, made up of all members of the Committee, to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference detailed on the Advisory Panel Form. Cllr. Andrew Larcombe to be the Chair Proposed by: Cllr. Andrew Larcombe Seconded by: Cllr. Simon Kidd Agreed unanimously.</p> <p>ii. It was resolved to reaffirm the Braysdown Allotments Advisory Panel in line with the agreed Terms of Reference detailed on the Advisory Panel Form. It was noted that Cllrs. Andrew Larcombe and Claire Parfitt were happy to continue as the councillor representatives. Also, for Cllr. Claire Parfitt to be the Chair. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Kathy Thomas Agreed unanimously.</p> <p>iii. It was resolved to reaffirm the Football Club Liaison Advisory Panel in line with the agreed Terms of Reference detailed on the Advisory Panel Form. It was noted that Cllrs. Jo Davis, Simon Kidd, Andrew Larcombe and Kathy Thomas would continue to serve on this Advisory Panel, along with a representative from each of the Football Clubs playing on the Recreation Ground. Cllr. Jo Davis to continue as Chair. Proposed by: Cllr. Andrew Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p> <p>It was noted that other members of the Committee would be welcome to attend meetings and contribute to this Advisory Panel if they so wished. The Clerk to ensure all Committee members are copied in on future correspondence.</p> <p>iv. A report from the Braysdown Allotments Advisory Panel can be found as appendix F&A007i which was reviewed at the meeting. It was noted that the allotments barbeque is to be held on Friday, Cllrs. Larcombe, Rich and Thomas confirmed they would be attending.</p> <p>v. A report from the Football Club Liaison Advisory Panel from their meeting on 27th June 2018 was provided which included the following points and associated decisions:</p> <p>a. Planning application for a new Club House - Miners' Welfare Football Club had agreed to cover the costs of the ecology survey. This is scheduled to take place on 25th July and the report is expected two weeks later. Once received,</p>	<p>Clerk</p>

	<p>subject to no major issues being raised, the planning application can be submitted. The Clerk was requested to circulate the report to all councillors.</p> <p>b. The annual inspection and maintenance of the changing rooms and facilities had been undertaken. The 'deep clean' has commenced and the floor of the changing rooms is due to be painted in the next few weeks. The Clerk is liaising with the teams regarding the clearance/tidying of the container; each team will be allocated a shelving unit for storage. Any unnecessary equipment will be removed, and weekly checks of the container will be undertaken going forward. A list of fixtures for all the teams will be displayed at the changing rooms.</p> <p>c. The following football teams will be using the facilities for the 2018/19 season: Saturday Afternoons: Miners' Welfare FC – Adult Team Peasedown Albion FC – Adult Team</p> <p>Sunday Mornings: Bath United FC – Adult Team Radstock Albion FC – Adult Team</p> <p>Sunday Afternoons: Peasedown Albion FC – Youth Team</p> <p>d. The Clerk had not had time to make all the suggested changes to the User Agreements, however a verbal update on the changes was provided. It was therefore resolved to accept the Advisory Panel's recommended changes to the User Agreements subject to the Chair and Vice-Chair of the Finance & Amenities Committee reviewing the document for final sign-off prior to it being issued to the football clubs. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed unanimously.</p> <p>e. Pitch improvement works for the 2018/19 season - The contractor had already carried out the supply and application of selective herbicide to the pitch at a cost of £240+VAT.</p> <p>The remaining end of season pitch works (as detailed below) were requested to be undertaken following discussions with the Football Club Liaison Advisory Panel, however, due to costs involved and the short timescales the order had to be placed as emergency spend:</p> <ul style="list-style-type: none"> ➤ <i>Verti-Drain (deep tine aeration) to relieve compaction, assist with surface drainage and encourage deeper rooting and healthier grass. £350.00.</i> ➤ <i>Over-seed with 160kg of Winter Pitch renovation seed (100% rye). £730.00.</i> ➤ <i>Top-dress and brush into surface 20 tons of sports-sand. £1050.00.</i> ➤ <i>Additional levelling and seeding to goal mouths. £210.00</i> <p>The seeding and topdressing was in hand, but as the ground was so hard due to the hot and dry conditions the verti-draining would be undertaken when conditions are suitable.</p> <p>It was resolved to approve the order for end of season pitch works to a total cost of up to £2,340+VAT, which includes ratification of emergency spend for these works, all in accordance with Financial Regulations. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Kathy Thomas Agreed unanimously.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk & AL & JD</p>
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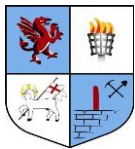
	<p>f. A request for new goal posts had been received due to the old ones being too heavy and not thought to comply with regulations. The pitch contractor had advised that as the pitch is unmanned 'wheeled' goals should not be used as they pose a health and safety risk. A quotation had been provided for the supply and installation of steel socketed senior goal posts, including net hooks and sockets.</p> <p>Cllr. Larcombe had discussed the matter with the Miners' Welfare Football Club who had provided a contact name from the Somerset Football Association who could provide further information and up to date specifications required for goal posts. Cllr. Larcombe to follow up and advise the Clerk accordingly.</p>	AL & Clerk
F&A008 – 10/07/2018	<p>Review of Current Finances 2018/19</p> <p>A report on spend against budget for the 2018/19 financial year had been circulated to all Councillors as pre-reading for the meeting; a copy of which is attached to this document as appendix F&A008i. The following points were raised:</p> <ul style="list-style-type: none"> ➤ The Ear Marked Reserves report requires updating to reflect those projects to which funds have been allocated. ➤ The nominal code for 'Undistributed Reserves' should be renamed as 'Contingency Reserves'. ➤ No expenditure had yet been undertaken against 'Staff Costs' as the first quarter will still be billed quarterly. This will change to monthly in due course. ➤ All old unused nominal codes to be removed from future reports. <p>The accounts presented were agreed and accepted: Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed by the majority of those present.</p> <p>Some residents had contacted councillors regarding publishing of the financial reports as part of the Finance & Amenities Committee meeting minutes. The Clerk clarified that at present only the balance sheet and the front page of the budget monitoring report is published with the minutes. Going forward, the Clerk was requested to publish the full financial reports on the website at the same time as publishing the minutes.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
F&A009 – 10/07/2018	<p>CIL & Community Empowerment Fund</p> <p>It was noted that so far during the 2018-19 financial year there had been no income or expenditure relating to the Community Infrastructure Levy or the Community Empowerment Fund.</p>	
F&A010 – 10/07/2018	<p>Review of Debtors and Creditors</p> <p>A report of the financial debtors and creditors was tabled and reviewed at the meeting.</p> <p>There were several debtors; some due to the hire dates being several months away so only a deposit had been paid, others were due to late payments, all of which were being chased up. The report provided an update against each debtor for councillor's information.</p> <p>There were two aged creditors; one was the annual invoice for business rates which is paid monthly by direct debit and another due to an overpayment to a supplier when a cheque had not reached them so the invoice had also been paid by credit card to avoid any late payment fines.</p>	
F&A011 – 10/07/2018	<p>Review of Section 106 Finances</p> <p>Pre-reading provided a report on financial spend for the Wellow Lane Section 106 monies. It was noted that there had been no further expenditure since the report was issued at the last meeting.</p>	
F&A012 – 10/07/2018	<p>Banking Arrangements</p> <p>Pre-reading provided a report on bank signatories and bank balances relating to the Financial Services Compensation Scheme.</p> <p>It was noted that some members of the Committee were yet to complete the forms from the bank to record them as signatories on the accounts.</p> <p>It was resolved that the bank mandates for both Nat West Bank and Unity Trust Bank are updated to reflect the Financial Regulations with an aim to be completed by the end of July 2018.</p>	Clerk & All Cllrs

	<p>Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p> <p>The Financial Services Compensation Scheme was discussed and it was noted that the Parish Council funds should be redistributed across the bank accounts. It was therefore resolved that £6,000 is transferred from the Unity Trust current account to the Nat West current account to maximise coverage of the Financial Services Compensation Scheme. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Kathy Thomas Agreed unanimously.</p> <p>It was acknowledged that Unity Trust Bank would be increasing their bank charges for the paying in of cash and cheques from 4th September 2018; this may affect the council depending on the numbers deposited. It was considered to be more cost-effective to remain with Unity Trust bank due to the services they provide and the time it takes to change banks it was, however, agreed to monitor the situation.</p> <p>It was resolved to transfer £70,000 from the Unity Trust current account to the Unity Trust deposit account so as to maximise the interest generated on these funds. Proposed by: Cllr. Simon Kidd Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p>	<p>Clerk</p> <p>Clerk</p>
F&A013 – 10/07/2018	<p>Internal & External Audits The report for the internal audit undertaken in April 2018 for the 2017/18 financial year had been received and issued as pre-reading. The Clerk advised that the audit observations and recommendations would be added to the Actions Register so progress on their resolution can be monitored by the Committee. The Annual Return for the 2017/18 financial year had been submitted to the external auditor and the Notice of Public Rights and Publication of the Annual Return had been displayed on all notice boards and on the website. A copy had also been circulated to councillors as pre-reading.</p>	Clerk
F&A014 – 10/07/2018	<p>Finance & Amenities Related Policies The policies allocated to the Finance & Amenities Committee for review included the Financial Regulations and the Weed Control Policy. The Financial Regulations had just recently been reviewed so were not required to be done again for a time. The Clerk had asked the Caretakers to review the Weed Control Policy and would report any suggested amendments to the next meeting. The Interment & Memorial Policy and the Memorial Tree, Shrub and Bench Donation Policy would be included on the Burial Sub-Committee meeting agenda for review.</p> <p>The Clerk also advised that the following documents had been uploaded to the 'Controlled Documents' page on SharePoint for councillors' information:</p> <ul style="list-style-type: none"> ➤ <i>Governance and Accountability for Smaller Authorities in England</i> ➤ <i>Statutory Guidance on Local Government Investments.</i> 	<p>Clerk</p> <p>Clerk</p>
F&A015 – 10/07/2018	<p>Community Grants A report on the Community Grant and Village Event awards for 2018/19 and any feedback received to date was reviewed at the meeting. It was noted that most of the grant awards had now been allocated a councillor/s to assist with the feedback process; Cllrs. Larcombe and Rich agreed to cover the two remaining slots. The Clerk to continue to update the log for review at future meetings.</p>	Clerk & Cllrs
F&A016 – 10/07/2018	<p>Winter Planting Scheme A report was received on proposals for winter planting for the 2018/19 season which included suggestions for changes to the verge and roundabout at the Dunkerton end of the village which had suffered from repeated damage from cars driving over them from anti-social behaviour or by road traffic accidents. It was suggested to remove the existing beds from the roundabout and replace it with a more central bed, also to relocate the bed on the verge so they are taken out of the</p>	

	<p>'impact zone'. Furthermore, to plant them with low-maintenance plants that would be more resilient to damage.</p> <p>It was resolved for the Caretaker to undertake these changes at his discretion but to include the relocation of the existing bulb plants into the beds and to incorporate some annual planting at the edges. All subject to approval from Highways and to enquire about locating boulders within these beds/the areas to act as a deterrent.</p> <p>Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich Agreed by the majority of those present.</p> <p>It was also resolved to proceed with the order for the winter planting scheme, for all the other beds and planters, for the 2018/19 season, broadly based on the same scheme as the previous year, at a total cost of up to £700+VAT.</p> <p>Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p>	<p>Clerk & JM</p> <p>Clerk</p>
F&A017 – 10/07/2018	<p>Beacon Hall & Field</p> <p>i. <i>To receive a report and make associated decisions on any non-standard booking queries and enquiries.</i></p> <p>ii. <i>To consider feedback provided on Beacon Hall bookings and to consider recommendations on the Beacon Hall booking policy and rates of hire.</i></p> <p>iii. <i>To consider a request from a resident regarding the impact on their property of the trees located on the open space areas around the hall.</i></p> <p>iv. <i>To receive a report on the play equipment on Beacon Field, including recent repairs and inspections, and make any associated decisions for additional works required.</i></p> <p>Due to a shortage of time it was not possible to discuss this agenda item so it was agreed it should be deferred to a future meeting.</p>	Clerk
F&A018 – 10/07/2018	<p>Ashgrove Cemetery</p> <p>A resident from a property neighbouring the cemetery had contacted the Parish Office requesting permission to attach some trellis to the cemetery boundary wall to provide more privacy in their garden.</p> <p>Pre-reading provided further details including photographs and measurements provided by the resident.</p> <p>The request was considered and it was resolved to respond that unfortunately the Council is unable to grant permission to attach some trellis to the cemetery boundary wall. However, the Council has no objection to the resident erecting a free-standing trellis which causes no damage to the boundary wall.</p> <p>Proposed by: Cllr. Simon Kidd Seconded by: Cllr. Andy Larcombe Agreed unanimously.</p>	Clerk
F&A019 – 10/07/2018	<p>Review of New Actions</p> <p>The Clerk summarised any new actions generated from this meeting ensuring they had been correctly captured on the Actions Register.</p>	
F&A020 – 10/07/2018	<p>Date and Time of Next Meeting & Future Agenda Items</p> <p>The date of the next Finance & Amenities Committee meeting is scheduled to be held on Tuesday 25th September 2018 at 7pm at Beacon Hall.</p>	

The meeting closed at 9.31pm

Signed..... Date.....



ADVISORY PANEL FOR BRAYSDOWN ALLOTMENTS MEETING NOTES

Date of Meeting: Thursday 21st June 2018 5.30pm – Braysdown Allotments

In attendance (please indicate note taker)

Ken Coles, Andy Larcombe (Councillor), Claire Parfitt (Councillor), Dave Jones, Debbie Parish (NT), Jill Souter, Jane Whatley.

Apologies

Bill Jones, Gil Jones.

Papers prepared for the meeting:

- Up-dated plan of the allotments site.

Purpose of the meeting:

To inspect the allotment plots (to ensure that they are being managed in accordance with the allotment rules), and to discuss any other more general issues in need of attention.

Summary of main points raised:

- Inspection of (approx.) 80 allotment plots to identify any that require a letter to be sent to the plot-holder.
- Forthcoming events – allotments barbecue – Friday 13th July 2018.
- Gate key to be replaced in key safe.

Agreed Action (if any)	Responsibility
9 plot-holders to receive letters requesting that they carry out some maintenance on their plot – see attached.	DP
3 plot holders to receive letters requesting that they remove items from their plots.	DP
Poster to be put up to advertise forthcoming barbecue (also to be sent by e-mail).	DP

Follow-up meeting required: Y – Next scheduled inspection September 2018

Recommendations:

Parish Office to issue letters as discussed, in line with the Allotment Rules.

Letters to be issued, as follows:

Plot 2A	TLC letter
Plot 5C/D	Areas of weeds letter/smaller plot?
Plot 9D	Areas of weeds letter/smaller plot?
Plot 10D	TLC letter
Plot 33A/B	Areas of weeds letter.
Plot 31A	No work carried out (new plot-holder)
Plot 31C	TLC letter
Plot 24C	Areas of weeds letter
Plot 18A	Areas of weeds letter/smaller plot?
Plot 32B	Please remove more timber etc.
Plot 24A	Please remove broken glass
Plot 28C	Please remove timber pallets

Date: 10/07/2018
Time: 18:29:45

Peasedown St John Parish Council
Balance Sheet

Page: 1

From: Month 1, April 2018
To: Month 12, March 2019

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Trade Debtors	(850.00)	1,715.00	
Unity Trust Current Account	77,741.64	172,884.69	
Unity Trust Deposit Account	0.00	67,808.87	
Nat West Current Account	0.00	79,360.65	
Petty Cash	(54.00)	196.00	
Refundable Allotment Key Deposits	0.00	255.00	
Credit Card (Debtors)	608.93	3.00	
VAT Liability	1,280.04	13,501.33	
			78,726.61
			335,724.54
Current Liabilities			
Trade Creditors	3,574.74	3,556.40	
Other Creditors	5.00	7,518.23	
			3,579.74
			11,074.63
Current Assets less Current Liabilities:			75,146.87
Total Assets less Current Liabilities:			324,649.91
Long Term Liabilities			
			0.00
			0.00
Total Assets less Total Liabilities:			75,146.87
			324,649.91
Capital & Reserves			
Reserves	0.00	249,503.04	
P & L Account	75,146.87	75,146.87	
			75,146.87
			324,649.91

Date: 10/07/2018
 Time: 11:32:41

Peasedown St John Parish Council
Budget Monitoring Report (Actual, Budget &

Page: 1

From: Month 1, April 2018
 To: Month 12, March 2019

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>
Income								
Finance	88,812.50	178,340.00	(89,527.50)	(50.20)	88,812.50	178,340.00	(89,527.50)	(50.20)
Amenities	0.00	660.00	(660.00)	(100.00)	0.00	660.00	(660.00)	(100.00)
Environment	550.56	540.00	10.56	1.96	550.56	540.00	10.56	1.96
Cemetery	0.00	2,700.00	(2,700.00)	(100.00)	0.00	2,700.00	(2,700.00)	(100.00)
Beacon Hall	3,660.00	13,000.00	(9,340.00)	(71.85)	3,660.00	13,000.00	(9,340.00)	(71.85)
	<u>93,023.06</u>	<u>195,240.00</u>	<u>(102,216.94)</u>	<u>(52.35)</u>	<u>93,023.06</u>	<u>195,240.00</u>	<u>(102,216.94)</u>	<u>(52.35)</u>
Expenditure - Staff Costs & Gen. Admi								
Staff Costs	0.00	100,981.52	100,981.52	100.00	0.00	100,981.52	100,981.52	100.00
General administration	2,029.16	20,180.00	18,150.84	89.94	2,029.16	20,180.00	18,150.84	89.94
Media	190.00	3,100.00	2,910.00	93.87	190.00	3,100.00	2,910.00	93.87
	<u>2,219.16</u>	<u>124,261.52</u>	<u>122,042.36</u>	<u>98.21</u>	<u>2,219.16</u>	<u>124,261.52</u>	<u>122,042.36</u>	<u>98.21</u>
Control Accounts								
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit/(Loss):	90,803.90	70,978.48	19,825.42	27.93	90,803.90	70,978.48	19,825.42	27.93
Expenditure - Amenities & Grants								
Grants	3,566.94	9,000.00	5,433.06	60.37	3,566.94	9,000.00	5,433.06	60.37
Amenities	1,787.76	11,350.00	9,562.24	84.25	1,787.76	11,350.00	9,562.24	84.25
Street Lighting	1,509.86	9,200.00	7,690.14	83.59	1,509.86	9,200.00	7,690.14	83.59
Environment	31.72	6,500.00	6,468.28	99.51	31.72	6,500.00	6,468.28	99.51
Cemetery	2,211.08	5,450.00	3,238.92	59.43	2,211.08	5,450.00	3,238.92	59.43
Recreation Field	673.44	7,100.00	6,426.56	90.51	673.44	7,100.00	6,426.56	90.51
Beacon Hall	5,098.50	15,640.00	10,541.50	67.40	5,098.50	15,640.00	10,541.50	67.40
Beacon Field	100.00	4,300.00	4,200.00	97.67	100.00	4,300.00	4,200.00	97.67
	<u>14,979.30</u>	<u>68,540.00</u>	<u>53,560.70</u>	<u>78.15</u>	<u>14,979.30</u>	<u>68,540.00</u>	<u>53,560.70</u>	<u>78.15</u>
Net Profit/(Loss):	75,824.60	2,438.48	73,386.12	3,009.50	75,824.60	2,438.48	73,386.12	3,009.50