

**Information available from Milland Parish Council under the model publication scheme. A hard copy is available on request from the Clerk to the Council, Lorraine Grocott, Tel: 01428 741393. The information is available on the website [www.milland-pc.gov.uk](http://www.milland-pc.gov.uk)**

*Updated June 2020*

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>The parish council is made up of 9 elected councillors whose term finishes in 2023. It meets on a bi-monthly basis at Milland Memorial Hall, Iping Road, Milland. The meetings are held in the Committee Room. Starting time is 7.30pm. Please check the notice for dates of meetings but generally they are on the second Thursday in the months of January, March, May, July, September, November with the Annual Assembly in April.</p>	(hard copy and/or website)	
<p>Who's who on the Council and its Committees:</p> <p>Present Councillors are Jeremy Parker, Matt Cusack, Nigel Cartwright, Sue Hoar, Maureen Truss, Julie Pilkington, Alastair Farley, John Wigram, Colin Stopher</p> <p>Mr Matthew Cusack Hazelbank Farm Iping Road, MILLAND, GU30 7NA</p> <p style="text-align: right;">M: 07875 545965 matt@hazelbankfarm.co.uk 741774 matthew.cusack@nationaltrust.org.uk</p> <p>Mr Nigel Cartwright Crofters Queens Corner IPING Nr Midhurst GU29 0PL</p> <p style="text-align: right;">741909 <a href="mailto:nigel@idlehill.co.uk">nigel@idlehill.co.uk</a></p> <p>Mr Alastair Farley Wardley Farm, Upper Wardley, Milland GU30 7LX</p> <p style="text-align: right;">741318 alastairfarley@hotmail.com</p>		

<p>Mr Jeremy Parker Oaks Cottage, Milland Lane MILLAND, GU30 7JP</p>	<p>741811 jeremy@jvvp.co.uk M: 07879 620030</p>		
<p>Mrs Maureen Truss Ripsley Wood Cottage Portsmouth Road Liphook GU30 7JH</p>	<p>723836 m.truss@btinternet.com</p>		
<p>Sir John Wigram Pinchers, Cooks Pond Road, MILLAND GU30 7JY</p>	<p>741652 john@wigrams.com M: 07443 529699</p>		
<p>Mr Colin Stopher 10 Millvale Meadows MILLAND GU30 7LZ</p>	<p>741231 colinstopher@gmail.com</p>		
<p>Mrs Julia Pilkington Elmcrest Milland Lane MILLAND GU30 7JP</p>	<p>M: 07527 739788 julie1966.pilkington@outlook.com</p>		
<p>Mrs Sue Hoar Thornville Milland Lane MILLAND GU30 7JN</p>	<p>741198 suehoar@ymail.com</p>		
<p><u>Location of main Council office and accessibility details:</u> Mrs Lorraine Grocott, Clerk to the Council Private home address and office of the parish council 23 West Meade, Milland, Liphook, Hampshire GU30 7NB 2pm-5pm – Monday to Friday</p>			
<p>Staffing structure: The Clerk is the parish council's employee.</p>			
<p>Rob Findlay is the contractor for the recreation field.</p>			
		<p>(hard copy and/or website)</p>	

Annual return form and report by auditor – Rachel Hall, internal auditor has signed and returned their certificate and report on the accounts for 2019-20.		
Finalised budget: Finalised in November or January or each year.		
Precept – The precept for 2020-21- £37,760		
Borrowing Approval Ref:08738 Loan No. 498544 Dated 9 May 2011 Borrowing Approval Ref:509 08738 / PWLB Ref 628 08738		
Financial Standing Orders and Regulations – Reviewed and approved at the November meeting		
Grants given and received – Refer to the precept for grants given. Recreation Ground - £8,000 Local groups – £2,200		
List of current contracts awarded and value of contract. Recreation Ground – Maintenance - £4500; Repairs and Renewals - £1500, Admin - £500; Contingencies - £500		
Members' allowances and expenses – Members may receive expenses for petrol and stationery on provision of receipt. Travel to meetings 1000-1199cc – 46.9 per mile, 1200-1450cc – 58.7 per mile. Car parking – at cost.		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) The parish council published its Parish Plan in 2007. The parish council will continue to a) To support local groups and initiatives that will help provide facilities. b) The Milland Development Neighbourhood Plan was 'made' (i.e.: adopted by the South Downs National Park) in June 2016 following a Referendum which was held in Milland on 5 May 2016. c) Parish Council will be reviewing the Neighbourhood Plan in 2020. d) Business Plan agreed May 2020.		

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Decisions are made on consensus. They can also be made by vote with the chairman having a casting vote. All decisions are recorded in the minutes.</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee)          Bi monthly parish council meetings in January, March, May, July, September, November.          Planning committee meetings on website/notice board.          Annual Parish Assembly - April.          Annual Statutory Meeting - May          Finance meetings in October.</p>		
<p>Agendas of meetings – Agendas are placed on the notice boards and on website <a href="http://www.milland-wsx-pc.gov.uk">www.milland-wsx-pc.gov.uk</a>. They are emailed to councillors.</p>		
<p>Minutes of meetings – See website, notice board in in village hall car park. They can be emailed or posted on request.</p>		
<p>Reports presented to council meetings – Reports can be verbal, written or emailed and are available on request.</p>		
<p>Responses to consultation papers –The council respond as necessary. Responses are available on request. See Minutes for brief resume.</p>		
<p>Responses to planning applications. Minutes contain brief responses. Detailed responses available on the South Down National Park website - planning. Refer also to the District Council website.</p>		
<p><b>Class 5 – Our policies and procedures</b></p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:          Procedural Standing Orders – reviewed on an annual basis in October.          Committee and sub-committee terms of reference – Refer to the NALC Model Standing Orders 2018.          Delegated authority in respect of officers – The Planning Committee responds to applications on behalf of the council.</p>		

Code of Conduct – The parish council resolved to adopt and maintain a publication scheme under the Freedom of Information Act 2008. Policy statements – As stated in the Parish Plan 2007 and in the Neighbourhood Plan (see website)		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy – The parish council applies equality and diversity. Health and safety policy – The parish council has regard to health and safety. Recruitment policies (including current vacancies) – Would be advertised. Policies and procedures for handling requests for information – The clerk will respond to any requests for information. Complaints procedures (including those covering requests for information and operating the publication scheme) – The chairman will respond to complaints.		
Information security policy – All information is available, unless of a personal nature or if the information is prejudicial to a project.		
Records management policies (records retention, destruction, and archive) – All parish information is stored with the clerk or in the filing cabinet at the village hall. These included minutes, accounts, parish files, County Council District Council and SDNPA documents.		
General Data Protection Regulations ( <u>GDPR</u> ) effective 25 May 2018 The Council adopted the following policies at its meeting on 10 May 2018: - 1) The Information and Data Protection Policy 2) The Social Media and Electronic Communication Policy 3) The Data Retention and Disposal Policy. 4) Privacy Notice on website 5) Data Subject Access and the Data Protection Act – on website 6) How personal information provided will be used.		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) – Not applicable		
Assets Register – On website - Reviewed annually in October/March		
Disclosure log (indicating the information that has been provided in response to requests;		

recommended as good practice, but may not be held by parish councils)		
Register of members' interests – Available on website		
Register of gifts and hospitality – Recorded through the minutes.		
Accounts 2019-20– Available on website.		
<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)          Current information only – Information of the business of the Council is submitted to Milland News for publication.</p>	(hard copy or website; some information may only be available by inspection)	
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Burial grounds and closed churchyards – The church contributes to the maintenance of three local churchyards at Linch, Iping Marsh and Milland.		
<p><u>Village halls x 2</u>          Milland Memorial Hall charity no.305385.          Borden Village Hall charity no.149285          Both halls have separate hall management committees.</p>		
Parks, playing fields and recreational facilities – The Council is the Sole Trustee for the Recreation Ground charity no.1073462. It is a registered Village Green VG56. The Council manages the area.		
Seating, litter bins, clocks, memorials, and lighting – The Council has one seat at the crossroads, one seat beside Milland Memorial Hall. It has three litter bins, one at the Rake Road bus shelter and two on the Recreation Field. The litter bins are emptied by the District Council.		
Bus shelters- One bus shelter at Cartersland.		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) - None		

<p><b>Additional Information</b> This will provide Councils with the opportunity to publish other information</p>		
<p style="text-align: center;"><b>MINUTES of the ANNUAL PARISH ASSEMBLY of MILLAND</b> <b>Wednesday 17 April 2019 in Milland Memorial Hall</b> -----</p> <p><b>PRESENT -</b> Mr J Parker (Chairman), Mr N Cartwright, Mrs H Davies, Mr C Stopher, Sir J Wigram, Mr M Cusack Mrs L Grocott BEM (Clerk) &amp; 18 Members of the Public &amp; Cllr Dr Kate O’Kelly (District and County Councillor).</p> <p><b>WELCOME -</b> The Chairman welcomed everyone to the meeting.</p> <p>1. <u>APOLOGIES</u> - Mr A Farley, Mr S Pudge, Mr J Gilliard</p> <p>2. <u>MINUTES</u> of the Annual Parish Assembly 18 April 2018. These have been on the Council website and on display on the public notice board throughout the year. The Minutes were agreed and signed at the Annual Statutory Meeting of the Council on 10 May 2018.</p> <p>3. <u>SPEAKER</u> – Mr John Glenister – Kent, Surrey &amp; Sussex Air Ambulance. The Kent Surrey &amp; Sussex Air Ambulance Trust provides a Helicopter Emergency Medical Service (HEMS), responding to patients who have suffered trauma or serious medical emergencies. They operate 24 hours a day, ensuring they can be there for the most critically ill and injured people in the region. When necessary, the medical crews can provide highly specialist care at the scene; they are able to anaesthetise, perform surgery and give blood transfusions to patients. Following treatment, they can airlift patients directly to the hospital that can best care for them going forward. Around half of the patients they treat are taken to regional major trauma centres ensuring they can get the care they urgently need without delay. They operate two aircraft – one from Marden in daylight hours, and the other from Redhill 24 hours a day. This means that no matter where you are in Kent, Surrey or Sussex, you are never more than 20 minutes away from the life-saving care needed. As a charity they rely almost entirely on donations and fundraising. The Council will be donating £100 in addition to the £30 set aside in the precept.</p>	<p>There was no Annual Parish Assembly for Milland in May 202 because of Covid-19.</p>	

4. CHAIRMAN'S REPORT FOR 2018-19 – Mr Jeremy Parker

Introductions –

Dr Kate O'Kelly, who has been our County and District Councillor. She will cease to be our District Councillor in May, following the changes in Ward representation when Milland will move from Rogate to Fernhurst Ward.

She will remain as our County Councillor.

Mr Mike Delany, chairman of Milland Memorial Hall.

Mr Colin Stopher, who has recently become chairman of the Planning Committee.

Councillors for this 4-year term of office: - Mr Nigel Cartwright, until recently chairman of the Planning Committee, Mr John Gilliard, who has helped bring new life to the tennis club, but is standing down this May, Mrs Helen Davies, who will be standing down in May after a second stint on the Council and Mr Simon Pudge, will also be standing down. Mr Matt Cusack, whose volunteer Rangers have done a wide range of jobs for us in the parish, Mr Alastair Farley, whose legal expertise has been so helpful, Sir John Wigram, our most recent recruit to the Council and Mr Colin Stopher already mentioned.

Local Council Elections on 2nd May. There won't be a need for an election of councillors this year as we have exactly 9 candidates for the 9 positions available.

He welcomed the three new members: - Mrs Auldeen Alsop, from Mill Vale Meadows, who has lived here for 6 years, Mrs Joanna Kierstead, from Cartersland Corner who, though new to the village, was born and brought up in the area, Mrs Maureen Truss, from Ripsley, who has returned to the council for a second stint.

He thanked the Parish Clerk, Mrs Lorraine Grocott, for her energy, local knowledge, deep understanding of local government and the care and attention to the parish and its residents.

Minutes of the Annual Parish Assembly, Wednesday, 17 April 2019

The Council has focused on a wide range of issues this year including roads, pot holes, ditches, footpaths, trees, hedges, drains, pavements, signs, fences, verges, litter picking, children's play equipment, benches, bus shelters.

To expand on a few of the areas mentioned: -

1. Precept 2018-19 £33,695 – or £68.76 per elector which mean an increase of just 87p per elector.

For specific projects the Clerk will apply for grant funding.



2. Traffic and conditions of the roads – It is hoped the new HGV signage on the B2070 has reduced, if only slightly, the number of large lorries using the village as a short-cut. There has been a continuing deterioration of the roads and it is hoped there will be some proper maintenance this summer. The biggest problem is water/frost damage – and riparian owners can do their bit by cleaning out ditches and grips (fall-a-ways) to keep the water off the roads. Air Cdr and Mrs Bore have set an excellent example up Milland Lane in cleaning out their ditches. The Council spent £700 on ditching last year and will be spending a similar sum this coming year. Do please report any problems to the Clerk or the Parish Councillor representative or direct to WSCC Highways – Report a Problem.

Linch junction improvements – The Council in conjunction with Linch Parish Meeting has been working to resolve the problem of flooding at the junction. This has been made possibly by an Operation Watershed grant of £24,000. Although there is still one area that needs to be resolved it has stopped the overwhelming problem of flooding at the junction.

3. The good news for this year is that the Rural Fair will be taking place on the 2<sup>nd</sup> June, after a gap of 3 years. A new team has stepped up to the plate, with fresh ideas and lots of energy. The Fair will continue to support the MVN, but if successful will also support other projects. The Council has allocated a grant of £1,000 to the Fair this year, to help get it off the ground again.

4. Grants to local organisations – Cartersland Wildflower Group – Gardening Club – Milland Cares – Borden Village Hall – Armistice Day events. The Council also makes small donations to local good causes, including the Samaritans, the Air Ambulance, CAB and the three churchyards.

5. Spring Clean – Another 16 bags of rubbish collected with the main areas where waste is collected, Rake Road by the Rogate boundary, the top of Milland Lane, from Cinder Lane to the Linch junction. He encouraged anyone out walking to pick up the litter as they find it. There is an article in the latest Initiatives magazine from CDC on how to report fly tipping.

6. Armistice celebrations – The Parish joined in national beacon lighting and supported the funding of a commemorative bench on Cartersland.

7. Recreation Ground – As Trustees, the Council allocated over £6,000 per year to the maintenance of the Recreation Ground; the play equipment needs constant maintenance and we are looking to invest a significant sum in new equipment in the next year or so. He thanked Rob Findlay for his efforts in keeping the Recreation Ground a safe and fun place of children. Rob continues to do great work around the village - / hedging / ditching / mowing and generally keeping on top of problems.

8. Tennis Club – New chair – Penny Small and Treasurer, John Gilliard. There seems to be renewed interest from the village and thanks to Penny and per predecessor, Alex Symonds, for their time and effort in revitalising the Club... £900 was spend last year on repairs to the nets and the to the fencing and re-lining of the play area on the courts.

This gives a good feel for the work the Council and, our Clerk, does on behalf of the community. The Chief Executive of the Surrey and Sussex Association of Local Councils (a support organisation for parish councils) told the Chairman that he considered Milland to be one of the best-run Councils in the County.

Finally –

- If you would like to help in any way, please offer you services to the Clerk.
- Do help us to tackle littering – try a bit of plogging! A Swedish approach – Plogging – picking up litter while jogging – or just walking the dog - or just going for a walk.
- If you have ideas for improving the parish, do please let us know, the role of the Council is to try and make living here as good as it can be for everyone
- Thank you for coming.

Minutes of the Annual Parish Assembly, Wednesday, 17 April 2019

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**5. PLANNING – Mr Colin Stopher**

The Council had been consulted on 30 applications in the past twelve months. There were 40 in 2017-18. Of those 30 applications, 22 were Approved, 3 Refused, 1 Withdrawn, 1 for Advice. Two remain in progress, one application which was refused was permitted on Appeal. The application by The Black Fox for Change of Use is still going through the Appeal process. An application for engineering works at Gt Trippetts has been submitted to the Planners for 'Advice'.

**6. COUNTY & DISTRICT COUNCILLOR – Dr Kate O'Kelly**

County Council report -

There are 60 town councils in the County which has a budget of £533million. 36% is spent on Adult & Social Services, 17.4% on Children Care and 5.7% on Highways. The government grant is £6.5million. Some of the resurfacing of the highways has been pushed forward. She encouraged those present to use WSCC Highways Report a Problem or use the App Love West Sussex for potholes. Dr O'Kelly serves on the Health and Adult Services, Rights of Way, Members Development and the local Bus Strategy Group. On the Health and Adult Care Committee she serves on the Scrutiny Committee. At present she is working to get a radiotherapy unit at Chichester for the next financial year. She is also working with encouraging the use of electric cars and car sharing schemes. At present 30% of households have no on-site parking. There is also a requirement to do something in rural parishes. Currently the County is looking at Soft Sand solutions in the year. Four of the nine in the County are in the

Midhurst area. There is of course concern about the increase of lorry traffic and pollution through Midhurst. She has been working with a local Bus Strategy group to try and resolve transport issues for local people in rural areas. Milland has been fortunate to retain its Wednesday and Saturday service, (No.93), however it has lost the Friday service. She is trying to encourage local people to use the local bus service or to consider setting up their own bus transport system. She is also working with the Midhurst Area Cycling group to improve cycle paths in the area. Local landowners where the train service used to run have been approached along the Rother Valley Way from Petersfield to Pulborough.

District Council report –

Planning – There is confusion about who is responsible for planning and housing, the SDNPA or District Council?

She serves on Overview Scrutiny Committee which looks at functions of the Novium, Festival Hall, Police, Licensing. Going forward, the District Council has set up Let's talk Panel for surveys/ consultations. The retail world is challenging at present with 7.3% shop vacancies in Chichester and 5.5% in Midhurst. The Midhurst Vision project is gradually getting residents involved. Green Waste collection is available to residents for £53pa.

**7. MILLAND VALLEY MEMORIAL HALL – Mr Mike Delany, Chairman**

The hall continues to be in good shape. The hall hiring income covers the day-to-day running costs. Fundraising is used for large maintenance projects. The Reserve is good and will certainly cover an unforeseen expenditure. Unfortunately, the last local group to use the hall i.e. Friday Lunch Club has decided to call it a day. This follows the closure of the Wednesday Mother and Toddler group, Little Fishes, the Friday Night Carpet Bowls group and the Monday badminton. It is something the hall management committee will be looking at the May meeting. Other than that, the hall is well used and perhaps it could be increased use could be promoted during the holidays. He thanked his fellow trustees and Lorraine Grocott who keeps the accounts and acts as administrator.

**8. RECREATION GROUND REPORT–**

The area is a Registered Charity and Registered Village Green. The Council are the Sole Trustee. In addition to the work agreed for the regular maintenance of the recreation field the Council has had a limited amount of tree surgery undertaken to remove weak branches following the annual survey. The two oak trees in the car park were surveyed by 1) an Arbor culturalist (external survey) and 2) Grifford Tree carried out a Picus Tomograph survey (internal survey) to assess their health. The oaks, which are c.300 years old, were found to be in good health. Some tree surgery was carried out according to the recommendations of the Arbor culturalist. The conifer trees on the west side of the tennis courts were removed as they were too old to shape.

Minutes of the Annual Parish Assembly meeting Wednesday 17<sup>th</sup> April 2019

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The field has two litter bins which are cleared on a weekly basis by the District Council. The Recreation Ground and the equipment are kept in good condition, meeting all necessary safety standards. The field is well equipped for spontaneous play with tennis courts, junior play area, adventure play area, climbing frame and soccer goal posts. It is checked monthly to ensure that if there are any problems they are dealt with as quickly as possible. The field is reviewed by the Council in the spring and autumn. The matting under the swings will be replaced in May. New soccer nets will be ordered, and a bale of play bark will be spread onto the play area. The Council has been working with the new tennis club committee to improve this facility. Thanks, were expressed to Rob Findlay for his continued management of the area. Receipts for 2018-19 were £9446 and Payments £9165.

**9. FINANCE – Mrs Lorraine Grocott**, Clerk/RFO, reported that the Council's finances were healthy and well-managed. Accounts undergo a internal audit and are subject to Annual Statutory Audits and Governance Statements. Bankers are Barclays PLC. The Council operates via Online banking. Updated financial statements are circulated at bi-monthly meetings. After allowance for ring-fenced items the Council has £9,836K in available funds. Parish precept for 2018/19 was £33,695 – Balance b/f £13,920, actual receipts £60,932, actual spend was £56,716, c/f balance £18,136. Grants and donations were awarded to: Cartersland Wildflower, Borden VH, Milland Cares, Gardening Club, Recreation Field, the churchyards, the CAB the Samaritans, and the Air Ambulance. Public Work Loans (PWL) paid for Milland Stores £4874. The main reason for the large increase in the receipts and payments was because the Council received and paid out grants totalling £19888 from Operation Watershed for the Linch Junction project. The balance on the PWL is £29,345. The Parish Precept for 2019/20 is £34,118 (an increase of 1.26%). There are 378 chargeable dwellings in the Parish. Cost to electors is £69.63 for Band D household (tbc).

**10. SUMMARY AND CLOSURE – Looking Ahead (Chairman)**

- The Council is looking to replace some of the Adventure area play equipment with a Tower Unit.
- He encouraged landowners with trees that overhang the highway to engage a tree surgeon to assess them as they could pose a significant accident risk to vehicles and the public.

- He welcomed the news that Milland Rural Fair will be taking place on 2<sup>nd</sup> June 2019 and hope the community would get behind it and help and in way they could, to make it a success.

The Chairman thanked the Councillors for their contribution to the running of the Council and to the Clerk for her work.

Conclusion of meeting 9.30pm

Chairman .....

Date .....

*These Minutes are unconfirmed until signed by the Chairman*

Year End Balance Sheet				
<b>MILLAND PARISH COUNCIL</b>		<b>Barclays Current a/c 50010332</b>		
<b>Receipts &amp; Payments from 1.4.19</b>		<b>Sort Code 20-31-06</b>		
<b>Balance brought forward 1.4.19</b>			<b>£18,136.21</b>	
<b>Receipts</b>	<b>1.4.19-31.3.20</b>			
VAT		572.26		
Precept		34118.00		
Miscellaneous		1212.00		
Tennis Club		1000.00	<u>£36,902.26</u>	
			<u>£55,038.47</u>	
<b>Payments</b>	<b>1.4.19-31.3.20</b>			
VAT		475.91		
Sec137		250.00		
Insurance		534.58		
Subscriptions		544.51		
Miscellaneous		5075.99		
Public Works Loan		4765.36		
Clerks Salary		9460.00		
Clerks Expenses		177.84		
PAYE		2210.00		
Grants		2300.00		
Administration		2378.54		
Grant to Recreation Ground		7000.00	<u>-£35,172.73</u>	
	Balance at bank		£19,865.74	
	Less Ringfenced funds		<u>-£11,420.00</u>	
<b>Half year</b>	<b>Available funds</b>		<b><u>£8,445.74</u></b>	
Lorraine Grocott, RFO				
<u>Ringfenced funds</u>				
MTC Resurfacing fund		£3,070		
Clerks Gratuity		<u>£8,350</u>	£1200 added 12/19	
Total Ringfenced		<u>£11,420</u>		

**Contact details: Mrs Lorraine Grocott, Clerk to the Council, 23 West Meade, Milland, Liphook, Hampshire, GU30 7NB – Tel: 01428 741393 – email: [postmaster@milland-wsx-pc.gov.uk](mailto:postmaster@milland-wsx-pc.gov.uk)  
Parish website – [www.milland-wsx-pc.gov.uk](http://www.milland-wsx-pc.gov.uk)**

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		