

Tel: 01923 710250  
Fax: 01923 896425  
info@croxleygreen-pc.gov.uk  
www.croxleygreen-pc.gov.uk



Community Way  
Croxley Green  
Rickmansworth  
Hertfordshire WD3 3SU

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 11 SEPTEMBER 2014

Present: Cllr Mitchell – In the Chair David Allison – Clerk to the Council

Cllrs Isard-Brown, Jordan, Seeley and Shafe  
Voting Members: 5

FA1013/14 Apologies for Absence

Apologies had been received from Cllr Edmunds,

FA1014/14 Declaration of Interests

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

FA1015/14 Representations from the Public

There were no public present.

FA1016/14 Minutes

**Resolved:**

- That the Minutes of the meeting held on Thursday 10 July 2014 be approved and be signed by the Chairman.

FA1017/14 Matters Arising

There were no matters arising.

FA1018/14 Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts for month 4 (July) and month 5 (August).

The Clerk brought to Members attention in Month 4 accounts:

4201/102 Chairman's Discretion Budget (£455) – the Clerk advised that this budget heading was the previously named "Chairman's Allowance" and was renamed to prevent further confusion in the future between potential official allowances to which the Chairman may be entitled to in law if so agreed by Council and a general budget which is used at the Chairman's discretion. The £455 related to the purchase of INTU vouchers for Council helper volunteers.

4941/299 Commemorative Tree Plaques (£790) – it was noted that this relates to the purchase of the plaque for the Jubilee Oak Tree.

It was noted that some of the accounts codes had 'slipped in relation to the corresponding annual budget. The Clerk advised that he would look into this.

The Clerk brought to Members attention in Month 5 accounts:

4001/101 and 4001/103 Salaries & Wages (£0) – the Clerk advised that these were showing as £0 as the cheques for salaries to Watford Borough Council would be signed at this meeting. The Clerk added that in Month 6, there would therefore be two months of salary payments shown.

4006/103 Protective Clothing (£360) - it was noted that this relates to the purchase of protective clothing for the new Ranger.

4049/203 Dog Hygiene (£1,881) – it was noted that this relates to two months of invoices (June and July) that had been received together from the contractor.

The Clerk advised that as there is no formal meeting of the Finance and Administration Committee in August, none the less the Schedule of Payments for Month 4 had previously been signed in order for payments to be released to suppliers and contractors.

**Resolved:**

- That the Management Accounts for month 4 (July) and month 5 (August) be approved and be signed by the Chairman.
- It was noted that the Schedule of Payments for month 4 (July) had been previously signed in August to release payments to suppliers and contractors;
- That the Schedule of Payments for Month 5 be approved and signed.

FA1018/14(2)

Banking Arrangements

The Clerk advised that following the discussions on this matter at the Finance & Administration Committee meeting in May 2014 (Minute FA922/14 refers) that new procedures were being put into place and that he would report back in September unfortunately no progress had been made due to the Admin Officer being on sick leave.

A general discussion took place and it was agreed that the new arrangements should be implemented as soon as reasonable possible.

FA1019/14

Festive Decorations Contract Renewal

The Chairman introduced this item and referred to the supporting paper circulated with the Agenda.

The Clerk advised that the contractor had put forward proposals for updating the Council's festive lighting that would achieve the necessary impact required. The Clerk added that this is an extension to an existing contract and therefore considered under the Council's Finance Regulation 11.1(iv).

A discussion ensued as to whether the existing display should be retained or updated. Members views were that the display should be updated and Members then proceeded to discuss which individual displays should be used.

**Resolved:**

- That Option 3 as set out in the letter dated 25 July 2014 from the contractor at a cost of £4,625 p/a with the installation, maintenance and removal cost of £3,375 be agreed;
- That an external Christmas Tree be purchased at a cost of £245 and decorated with the lights purchased last year with the addition of a tree top star with delivery, installation, maintenance and removal costs of £395 be agreed.

FA1020/14

Closure

There being no further business, the Chairman closed the meeting at 8.41pm.

10:36

## Summary Income &amp; Expenditure by Budget Heading 31/07/2014

Month No : 4

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Finance &amp; Administration</u></b>							
Expenditure	9,856	73,138	229,307	156,169	0	156,169	31.9 %
Income	3	135,290	275,187	-139,897			49.2 %
Net Expenditure over Income	9,853	-62,151	-45,880	16,271			
<b><u>Environment &amp; Amenity</u></b>							
Expenditure	1,850	4,013	44,280	40,267	0	40,267	9.1 %
Income	0	405	400	5			101.3 %
Net Expenditure over Income	1,850	3,608	43,880	40,272			
<b><u>Planning &amp; Development</u></b>							
Expenditure	0	1,989	11,000	9,011	0	9,011	18.1 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	0	1,989	10,000	8,011			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Expenditure	11,706	79,140	284,587	205,447	0	205,447	27.8 %
Income	3	135,695	276,587	-140,892			49.1 %
Net Expenditure over Income	11,703	-56,554	8,000	64,554			

Month No : 4

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b><u>Finance &amp; Administration</u></b>								
<b><u>101 General Administration</u></b>								
4001	Salaries & Wages	5,707	22,829	71,000	48,171	48,171	32.2 %	
4008	Training	0	0	500	500	500	0.0 %	
4009	Travel	0	0	1,300	1,300	1,300	0.0 %	
4010	Misc Staff Costs	0	50	0	-50	-50	0.0 %	
4011	Rates	303	1,214	2,897	1,683	1,683	41.9 %	
4012	Water Rates	0	0	560	560	560	0.0 %	
4013	Rent	0	0	110	110	110	0.0 %	
4014	Light & Heat	563	1,439	2,900	1,461	1,461	49.6 %	
4016	Janitorial	100	350	1,400	1,050	1,050	25.0 %	
4017	Health & Safety	0	0	280	280	280	0.0 %	
4019	Consultancy Fees	220	880	2,700	1,820	1,820	32.6 %	
4020	Misc Establishment Costs	0	64	400	336	336	15.9 %	
4021	Telephone & Fax	262	647	1,600	953	953	40.4 %	
4023	Stationery, Printing & Postage	0	433	3,900	3,467	3,467	11.1 %	
4025	Insurance	0	3,693	4,400	707	707	83.9 %	
4027	Computer Software & IT	57	708	1,500	792	792	47.2 %	
4030	Recruitment Advertising	0	1,259	0	-1,259	-1,259	0.0 %	
4036	Property Maintenance	0	0	400	400	400	0.0 %	
4156	Audit Fees - External	0	0	1,000	1,000	1,000	0.0 %	
4157	Audit Fees - Internal	0	0	900	900	900	0.0 %	
4158	Accountancy Fees	0	0	870	870	870	0.0 %	
	General Administration :- Expenditure	<b>7,213</b>	<b>33,567</b>	<b>98,617</b>	<b>65,050</b>	<b>0</b>	<b>65,050</b>	<b>34.0 %</b>
1076	Precept	0	128,989	257,978	-128,989			50.0 %
1083	Precept Support Grant	0	6,290	12,579	-6,290			50.0 %
1090	Interest Received	3	11	30	-19			36.8 %
	General Administration :- Income	<b>3</b>	<b>135,290</b>	<b>270,587</b>	<b>-135,297</b>			<b>50.0 %</b>
	<b>Net Expenditure over Income</b>	<b>7,210</b>	<b>-101,723</b>	<b>-171,970</b>	<b>-70,247</b>			
<b><u>102 Local Democracy</u></b>								
4024	Subscriptions/Publications	0	7,115	7,400	285	285	96.1 %	
4033	Parish Pump Newsletter	0	1,675	3,400	1,725	1,725	49.3 %	
4201	Chairman's Discretion Budget	455	41	500	459	459	8.3 %	
4251	Election Expenses	0	0	1,250	1,250	1,250	0.0 %	
4300	Events - Revels on the Green	0	0	350	350	350	0.0 %	
	Local Democracy :- Expenditure	<b>455</b>	<b>8,831</b>	<b>12,900</b>	<b>4,069</b>	<b>0</b>	<b>4,069</b>	<b>68.5 %</b>

Month No : 4

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1051	Advertising Income	0	0	1,600	-1,600			0.0 %
	Local Democracy :- Income	0	0	1,600	-1,600			0.0 %
	<b>Net Expenditure over Income</b>	<b>455</b>	<b>8,831</b>	<b>11,300</b>	<b>2,469</b>			
103	Groundworks							
4001	Salaries & Wages	2,046	12,873	51,500	38,627		38,627	25.0 %
4006	Protective Clothing	0	96	340	244		244	28.4 %
4008	Training	0	0	500	500		500	0.0 %
4010	Misc Staff Costs	64	221	720	499		499	30.7 %
4012	Water Rates	0	0	400	400		400	0.0 %
4017	Health & Safety	0	26	750	724		724	3.4 %
4036	Property Maintenance	0	260	500	240		240	52.0 %
4037	Grounds Maintenance	0	266	2,100	1,834		1,834	12.7 %
4038	Maintenance Contracts	0	0	2,000	2,000		2,000	0.0 %
4042	Equipment Maintenance	0	354	600	246		246	59.1 %
4046	Equipment Purchased	0	880	500	-380		-380	175.9 %
4051	Vehicle License & Insurance	0	2,124	2,500	376		376	85.0 %
4055	Fuel & Oil - LS08 WCP	69	185	1,300	1,115		1,115	14.2 %
4060	Fuel & Oil - Groundworks	0	375	830	455		455	45.2 %
4070	Maintenance - LS08 WCP	8	352	550	198		198	63.9 %
4071	Maintenance - Tractor	0	1,203	1,100	-103		-103	109.3 %
4072	Maintenance - Ride on Mower	0	75	500	425		425	14.9 %
	Groundworks :- Expenditure	<b>2,187</b>	<b>19,289</b>	<b>66,690</b>	<b>47,401</b>	<b>0</b>	<b>47,401</b>	<b>28.9 %</b>
	<b>Net Expenditure over Income</b>	<b>2,187</b>	<b>19,289</b>	<b>66,690</b>	<b>47,401</b>			
137	Grants (incl S137)							
4200	Chairmans Charity Expenditure	0	-1,395	3,000	4,395		4,395	-46.5 %
4260	Community Hall Membership	0	8,542	7,100	-1,442		-1,442	120.3 %
4711	Grants, Permitted & Section 137	0	-2,821	3,000	5,821		5,821	-94.0 %
	Grants (incl S137) :- Expenditure	<b>0</b>	<b>4,326</b>	<b>13,100</b>	<b>8,774</b>	<b>0</b>	<b>8,774</b>	<b>33.0 %</b>
1200	Chairmans Charity Income	0	0	3,000	-3,000			0.0 %
	Grants (incl S137) :- Income	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>-3,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>4,326</b>	<b>10,100</b>	<b>5,774</b>			
199	F & A Capital & Projects							
4823	Tfr to Vehicle Repl Fund	0	0	4,000	4,000		4,000	0.0 %

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4824 Tfr to Equipm Repl Fund	0	0	3,000	3,000		3,000	0.0 %
4872 Tfr from Depot Extension Fund	0	0	-3,000	-3,000		-3,000	0.0 %
4902 CAP F & A Depot Extension	0	0	3,000	3,000		3,000	0.0 %
4903 CAP F & A New Village Centre	0	0	2,500	2,500		2,500	0.0 %
4963 F&A Project - PCSO	0	7,125	28,500	21,375		21,375	25.0 %
<b>F &amp; A Capital &amp; Projects :- Expenditure</b>	<b>0</b>	<b>7,125</b>	<b>38,000</b>	<b>30,875</b>	<b>0</b>	<b>30,875</b>	<b>18.8 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>7,125</b>	<b>38,000</b>	<b>30,875</b>			
<b>Finance &amp; Administration :- Expenditure</b>	<b>9,856</b>	<b>73,138</b>	<b>229,307</b>	<b>156,169</b>	<b>0</b>	<b>156,169</b>	<b>31.9 %</b>
<b>Income</b>	<b>3</b>	<b>135,290</b>	<b>275,187</b>	<b>-139,897</b>			<b>49.2 %</b>
<b>Net Expenditure over Income</b>	<b>9,853</b>	<b>-62,151</b>	<b>-45,880</b>	<b>16,271</b>			
<b><u>Environment &amp; Amenity</u></b>							
<b>203 Open Spaces &amp; Trees</b>							
4048 Plants, Shrubs & Trees	0	0	1,000	1,000		1,000	0.0 %
4049 Dog Hygiene	0	2,063	10,000	7,937		7,937	20.6 %
4699 Stones Orchard Fund	0	230	3,000	2,770		2,770	7.7 %
4700 Projects	0	0	1,000	1,000		1,000	0.0 %
4870 Tfr From Earmarked Reserves	0	0	-3,000	-3,000		-3,000	0.0 %
<b>Open Spaces &amp; Trees :- Expenditure</b>	<b>0</b>	<b>2,293</b>	<b>12,000</b>	<b>9,707</b>	<b>0</b>	<b>9,707</b>	<b>19.1 %</b>
1077 Grants and Donations Received	0	405	0	405			0.0 %
<b>Open Spaces &amp; Trees :- Income</b>	<b>0</b>	<b>405</b>	<b>0</b>	<b>405</b>			
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,888</b>	<b>12,000</b>	<b>10,112</b>			
<b>213 Events</b>							
4602 Events - Quiz Night	0	0	50	50		50	0.0 %
4605 Events - Christmas Lights	0	0	8,500	8,500		8,500	0.0 %
4610 Events - Fireworks on Green	0	-80	4,500	4,580		4,580	-1.8 %
4611 Events - Senior Citizens Trip	1,060	1,060	1,200	140		140	88.3 %
4615 External Xmas Tree - Library	0	0	500	500		500	0.0 %
4617 Wassail	0	50	250	200		200	20.0 %
4618 Dog Show	0	0	250	250		250	0.0 %
4619 Local Travel Map	0	0	1,000	1,000		1,000	0.0 %
4620 Bird Boxes	0	0	150	150		150	0.0 %
4621 Ponds	0	0	1,000	1,000		1,000	0.0 %
<b>Events :- Expenditure</b>	<b>1,060</b>	<b>1,030</b>	<b>17,400</b>	<b>16,370</b>	<b>0</b>	<b>16,370</b>	<b>5.9 %</b>
<b>Net Expenditure over Income</b>	<b>1,060</b>	<b>1,030</b>	<b>17,400</b>	<b>16,370</b>			

Month No : 4

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
221	M S C							
4042	Equipment Maintenance	0	-100	1,000	1,100		1,100	-10.0 %
	M S C :- Expenditure	0	-100	1,000	1,100	0	1,100	-10.0 %
	<b>Net Expenditure over Income</b>	0	-100	1,000	1,100			
299	E & A Capital & Projects							
4932	CAP E & A - War Memorial Refur	0	0	200	200		200	0.0 %
4937	Development of Play Areas	0	0	7,000	7,000		7,000	0.0 %
4938	Brown Bin Caddy Liners	0	0	180	180		180	0.0 %
4940	E & A Local Producers Market	0	0	250	250		250	0.0 %
4941	Commemorative Tree Plaques	790	790	0	-790		-790	0.0 %
4968	Canal Adoption Scheme	0	0	1,500	1,500		1,500	0.0 %
4969	Stop Parking on Green Initiative	0	0	2,500	2,500		2,500	0.0 %
4970	Comm. Plaques on Oak Trees	0	0	2,250	2,250		2,250	0.0 %
	E & A Capital & Projects :- Expenditure	790	790	13,880	13,090	0	13,090	5.7 %
1082	Brown Bin Caddy Liners	0	0	400	-400			0.0 %
	E & A Capital & Projects :- Income	0	0	400	-400			0.0 %
	<b>Net Expenditure over Income</b>	790	790	13,480	12,690			
	Environment & Amenity :- Expenditure	1,850	4,013	44,280	40,267	0	40,267	9.1 %
	Income	0	405	400	5			101.2 %
	<b>Net Expenditure over Income</b>	1,850	3,608	43,880	40,272			
<b>Planning &amp; Development</b>								
301	Roads & Street Furniture							
4043	Salt Bins/Salt	0	0	500	500		500	0.0 %
4047	Footpath Maintenance	0	0	1,000	1,000		1,000	0.0 %
4050	Bus Shelters	0	0	100	100		100	0.0 %
	Roads & Street Furniture :- Expenditure	0	0	1,600	1,600	0	1,600	0.0 %
1077	Grants and Donations Received	0	0	1,000	-1,000			0.0 %
	Roads & Street Furniture :- Income	0	0	1,000	-1,000			0.0 %
	<b>Net Expenditure over Income</b>	0	0	600	600			
302	Community Bus							
4702	Community Bus	0	1,690	6,900	5,210		5,210	24.5 %
	Community Bus :- Expenditure	0	1,690	6,900	5,210	0	5,210	24.5 %
	<b>Net Expenditure over Income</b>	0	1,690	6,900	5,210			

Month No : 4

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>399 P &amp; D Capital &amp; Projects</u>							
4965 Community Plan Developmt P & D	0	299	2,000	1,701		1,701	14.9 %
4971 Cycle Hire Project	0	0	500	500		500	0.0 %
<b>P &amp; D Capital &amp; Projects :- Expenditure</b>	<b>0</b>	<b>299</b>	<b>2,500</b>	<b>2,201</b>	<b>0</b>	<b>2,201</b>	<b>12.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>299</b>	<b>2,500</b>	<b>2,201</b>			
<b>Planning &amp; Development :- Expenditure</b>	<b>0</b>	<b>1,989</b>	<b>11,000</b>	<b>9,011</b>	<b>0</b>	<b>9,011</b>	<b>18.1 %</b>
<b>Income</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>-1,000</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,989</b>	<b>10,000</b>	<b>8,011</b>			



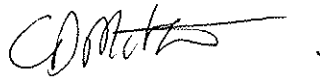
At: 10:53

## Santander Business Account

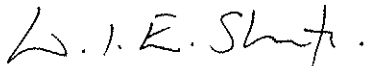
## List of Payments made between 01/07/2014 and 31/07/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/07/2014	Redacted	103406	26.20		Expenses June 14
10/07/2014	BWT UK Ltd	103424	46.68		Replacement cheque for 103354
15/07/2014	Shell U.K Oil Products Ltd	DDR503	90.07		0543416/3076/Shell U.K Oil Pro
16/07/2014	British Telecom PLC	DDR503	313.89		LW58152319Q0570V/3077/British
17/07/2014	TRDC	DDR502	303.00		Rates
21/07/2014	British Telecom PLC	DDR504	68.94		LW56546376Q086NJ/3074/British
21/07/2014	E-ON	DDR505	676.06		HDE812D45/3075/E-ON
22/07/2014	Watford Borough Council	103423	7,753.43		Salaries July 2014
28/07/2014	Peninsula Business Services Lt	DDR506	264.00		Z0328513/3072/Peninsula Busine
30/07/2014	Shell U.K Oil Products Ltd	DDR507	2.40		0561469/3073/Shell U.K Oil Pro
31/07/2014	Mullanys Coaches Limited	103425	1,060.00		25514/3069/Mullanys Coaches Li
31/07/2014	Flex-E-Vouchers	CP6	455.49		INTU Vouchers for volunteers
31/07/2014	P Brant & Sons Ltd	103426	948.00		1003121/3071/PO1295/P Brant &
31/07/2014	Redacted	103427	11.76		Expenses August 14
31/07/2014	Redacted	103428	26.20		Expenses August 14
31/07/2014	SuperClean Commercial Limited	103429	120.00		14/10994/3070/SuperClean Comme
<b>Total Payments</b>			<u>12,166.12</u>		

Signed:



Signed:



Date:

20/8/14

15:06

## Summary Income &amp; Expenditure by Budget Heading 31/08/2014

Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Finance &amp; Administration</u></b>							
Expenditure	8,792	81,930	229,307	147,377	0	147,377	35.7 %
Income	3	135,292	275,187	-139,895			49.2 %
Net Expenditure over Income	8,790	-53,362	-45,880	7,482			
<b><u>Environment &amp; Amenity</u></b>							
Expenditure	1,881	5,894	44,280	38,386	0	38,386	13.3 %
Income	0	405	400	5			101.3 %
Net Expenditure over Income	1,881	5,489	43,880	38,391			
<b><u>Planning &amp; Development</u></b>							
Expenditure	0	1,989	11,000	9,011	0	9,011	18.1 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	0	1,989	10,000	8,011			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Expenditure	10,674	89,814	284,587	194,773	0	194,773	31.6 %
Income	3	135,697	276,587	-140,890			49.1 %
Net Expenditure over Income	10,671	-45,884	8,000	53,884			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Finance &amp; Administration</b>							
101	<u>General Administration</u>						
4001	0	22,829	71,000	48,171		48,171	32.2 %
4008	0	0	500	500		500	0.0 %
4009	0	0	1,300	1,300		1,300	0.0 %
4010	0	50	0	-50		-50	0.0 %
4011	303	1,517	2,897	1,380		1,380	52.4 %
4012	0	0	560	560		560	0.0 %
4013	0	0	110	110		110	0.0 %
4014	0	1,439	2,900	1,461		1,461	49.6 %
4016	84	434	1,400	966		966	31.0 %
4017	0	0	280	280		280	0.0 %
4019	220	1,100	2,700	1,600		1,600	40.7 %
4020	16	80	400	320		320	19.9 %
4021	0	647	1,600	953		953	40.4 %
4023	431	865	3,900	3,035		3,035	22.2 %
4025	0	3,693	4,400	707		707	83.9 %
4027	93	801	1,500	699		699	53.4 %
4030	0	1,259	0	-1,259		-1,259	0.0 %
4036	0	0	400	400		400	0.0 %
4156	0	0	1,000	1,000		1,000	0.0 %
4157	0	0	900	900		900	0.0 %
4158	0	0	870	870		870	0.0 %
	<b>1,147</b>	<b>34,714</b>	<b>98,617</b>	<b>63,903</b>	<b>0</b>	<b>63,903</b>	<b>35.2 %</b>
	General Administration :- Expenditure						
1076	0	128,989	257,978	-128,989			50.0 %
1083	0	6,290	12,579	-6,290			50.0 %
1090	3	14	30	-16			45.8 %
	<b>3</b>	<b>135,292</b>	<b>270,587</b>	<b>-135,295</b>			<b>50.0</b>
	General Administration :- Income						
	<b>1,145</b>	<b>-100,578</b>	<b>-171,970</b>	<b>-71,392</b>			
	Net Expenditure over Income						
102	<u>Local Democracy</u>						
4024	0	7,115	7,400	285		285	96.1 %
4033	0	1,675	3,400	1,725		1,725	49.3 %
4201	0	41	500	459		459	8.3 %
4251	0	0	1,250	1,250		1,250	0.0 %
4300	0	0	350	350		350	0.0 %
	<b>0</b>	<b>8,831</b>	<b>12,900</b>	<b>4,069</b>	<b>0</b>	<b>4,069</b>	<b>68.5 %</b>
	Local Democracy :- Expenditure						

Month No : 5

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1051	Advertising Income	0	0	1,600	-1,600			0.0 %
	Local Democracy :- Income	0	0	1,600	-1,600			0.0 %
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>8,831</b>	<b>11,300</b>	<b>2,469</b>			
103	Groundworks							
4001	Salaries & Wages	0	12,873	51,500	38,627		38,627	25.0 %
4006	Protective Clothing	360	457	340	-117		-117	134.4 %
4008	Training	0	0	500	500		500	0.0 %
4010	Misc Staff Costs	52	274	720	446		446	38.0 %
4012	Water Rates	0	0	400	400		400	0.0 %
4017	Health & Safety	0	26	750	724		724	3.4 %
4036	Property Maintenance	0	260	500	240		240	52.0 %
37	Grounds Maintenance	35	301	2,100	1,799		1,799	14.3 %
4038	Maintenance Contracts	0	0	2,000	2,000		2,000	0.0 %
4042	Equipment Maintenance	0	354	600	246		246	59.1 %
4046	Equipment Purchased	0	880	500	-380		-380	175.9 %
4051	Vehicle License & Insurance	0	2,124	2,500	376		376	85.0 %
4055	Fuel & Oil - LS08 WCP	72	257	1,300	1,043		1,043	19.8 %
4060	Fuel & Oil - Groundworks	0	375	830	455		455	45.2 %
4070	Maintenance - LS08 WCP	0	352	550	198		198	63.9 %
4071	Maintenance - Tractor	0	1,203	1,100	-103		-103	109.3 %
4072	Maintenance - Ride on Mower	0	75	500	425		425	14.9 %
	Groundworks :- Expenditure	520	19,810	66,690	46,880	0	46,880	29.7 %
	<b>Net Expenditure over Income</b>	<b>520</b>	<b>19,810</b>	<b>66,690</b>	<b>46,880</b>			
107	Grants (incl S137)							
4200	Chairmans Charity Expenditure	0	-1,395	3,000	4,395		4,395	-46.5 %
.60	Community Hall Membership	0	8,542	7,100	-1,442		-1,442	120.3 %
4711	Grants, Permitted & Section 137	0	-2,821	3,000	5,821		5,821	-94.0 %
	Grants (incl S137) :- Expenditure	0	4,326	13,100	8,774	0	8,774	33.0 %
1200	Chairmans Charity Income	0	0	3,000	-3,000			0.0 %
	Grants (incl S137) :- Income	0	0	3,000	-3,000			0.0 %
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>4,326</b>	<b>10,100</b>	<b>5,774</b>			
199	F & A Capital & Projects							
4823	Tfr to Vehicle Repl Fund	0	0	4,000	4,000		4,000	0.0 %

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4824 Tfr to Equipt Repl Fund	0	0	3,000	3,000		3,000	0.0 %
4872 Tfr from Depot Extension Fund	0	0	-3,000	-3,000		-3,000	0.0 %
4902 CAP F & A Depot Extension	0	0	3,000	3,000		3,000	0.0 %
4903 CAP F & A New Village Centre	0	0	2,500	2,500		2,500	0.0 %
4963 F&A Project - PCSO	7,125	14,250	28,500	14,250		14,250	50.0 %
<b>F &amp; A Capital &amp; Projects :- Expenditure</b>	<b>7,125</b>	<b>14,250</b>	<b>38,000</b>	<b>23,750</b>	<b>0</b>	<b>23,750</b>	<b>37.5 %</b>
<b>Net Expenditure over Income</b>	<b>7,125</b>	<b>14,250</b>	<b>38,000</b>	<b>23,750</b>			
<b>Finance &amp; Administration :- Expenditure</b>	<b>8,792</b>	<b>81,930</b>	<b>229,307</b>	<b>147,377</b>	<b>0</b>	<b>147,377</b>	<b>35.7 %</b>
<b>Income</b>	<b>3</b>	<b>135,292</b>	<b>275,187</b>	<b>-139,895</b>			<b>49.2 %</b>
<b>Net Expenditure over Income</b>	<b>8,790</b>	<b>-53,362</b>	<b>-45,880</b>	<b>7,482</b>			
<b><u>Environment &amp; Amenity</u></b>							
<b>203</b>	<b><u>Open Spaces &amp; Trees</u></b>						
4048 Plants, Shrubs & Trees	0	0	1,000	1,000		1,000	0.0 %
4049 Dog Hygiene	1,881	3,944	10,000	6,056		6,056	39.4 %
4699 Stones Orchard Fund	0	230	3,000	2,770		2,770	7.7 %
4700 Projects	0	0	1,000	1,000		1,000	0.0 %
4870 Tfr From Earmarked Reserves	0	0	-3,000	-3,000		-3,000	0.0 %
<b>Open Spaces &amp; Trees :- Expenditure</b>	<b>1,881</b>	<b>4,174</b>	<b>12,000</b>	<b>7,826</b>	<b>0</b>	<b>7,826</b>	<b>34.8 %</b>
1077 Grants and Donations Received	0	405	0	405			0.0 %
<b>Open Spaces &amp; Trees :- Income</b>	<b>0</b>	<b>405</b>	<b>0</b>	<b>405</b>			
<b>Net Expenditure over Income</b>	<b>1,881</b>	<b>3,769</b>	<b>12,000</b>	<b>8,231</b>			
<b>211</b>	<b><u>Events</u></b>						
4602 Events - Quiz Night	0	0	50	50		50	0.0 %
4605 Events - Christmas Lights	0	0	8,500	8,500		8,500	0.0 %
4610 Events - Fireworks on Green	0	-80	4,500	4,580		4,580	-1.8 %
4611 Events - Senior Citizens Trip	0	1,060	1,200	140		140	88.3 %
4615 External Xmas Tree - Library	0	0	500	500		500	0.0 %
4617 Wassail	0	50	250	200		200	20.0 %
4618 Dog Show	0	0	250	250		250	0.0 %
4619 Local Travel Map	0	0	1,000	1,000		1,000	0.0 %
4620 Bird Boxes	0	0	150	150		150	0.0 %
4621 Ponds	0	0	1,000	1,000		1,000	0.0 %
<b>Events :- Expenditure</b>	<b>0</b>	<b>1,030</b>	<b>17,400</b>	<b>16,370</b>	<b>0</b>	<b>16,370</b>	<b>5.9 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,030</b>	<b>17,400</b>	<b>16,370</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
227 M S C							
4042 Equipment Maintenance	0	-100	1,000	1,100		1,100	-10.0 %
M S C :- Expenditure	0	-100	1,000	1,100	0	1,100	-10.0 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-100</b>	<b>1,000</b>	<b>1,100</b>			
289 E & A Capital & Projects							
4932 CAP E & A - War Memorial Refur	0	0	200	200		200	0.0 %
4937 Development of Play Areas	0	0	7,000	7,000		7,000	0.0 %
4938 Brown Bin Caddy Liners	0	0	180	180		180	0.0 %
4940 E & A Local Producers Market	0	0	250	250		250	0.0 %
4941 Commemorative Tree Plaques	0	790	0	-790		-790	0.0 %
68 Carbon Footprint Reduction	0	0	1,500	1,500		1,500	0.0 %
4969 Canal Adoption Scheme	0	0	2,500	2,500		2,500	0.0 %
4970 Stop Parking on Green Initiative	0	0	2,250	2,250		2,250	0.0 %
E & A Capital & Projects :- Expenditure	0	790	13,880	13,090	0	13,090	5.7 %
1082 Brown Bin Caddy Liners	0	0	400	-400			0.0 %
E & A Capital & Projects :- Income	0	0	400	-400			0.0 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>790</b>	<b>13,480</b>	<b>12,690</b>			
Environment & Amenity :- Expenditure	1,881	5,894	44,280	38,386	0	38,386	13.3 %
Income	0	405	400	5			101.2 %
<b>Net Expenditure over Income</b>	<b>1,881</b>	<b>5,489</b>	<b>43,880</b>	<b>38,391</b>			
<b>Planning &amp; Development</b>							
301 Roads & Street Furniture							
4043 Salt Bins/Salt	0	0	500	500		500	0.0 %
4047 Footpath Maintenance	0	0	1,000	1,000		1,000	0.0 %
4050 Bus Shelters	0	0	100	100		100	0.0 %
Roads & Street Furniture :- Expenditure	0	0	1,600	1,600	0	1,600	0.0 %
1077 Grants and Donations Received	0	0	1,000	-1,000			0.0 %
Roads & Street Furniture :- Income	0	0	1,000	-1,000			0.0 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>600</b>			
302 Community Bus							
4702 Community Bus	0	1,690	6,900	5,210		5,210	24.5 %
Community Bus :- Expenditure	0	1,690	6,900	5,210	0	5,210	24.5 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,690</b>	<b>6,900</b>	<b>5,210</b>			

Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>399</u> P & D Capital & Projects							
4965 Community Plan Developmt P & D	0	299	2,000	1,701		1,701	14.9 %
4971 Cycle Hire Project	0	0	500	500		500	0.0 %
P & D Capital & Projects :- Expenditure	<u>0</u>	<u>299</u>	<u>2,500</u>	<u>2,201</u>	<u>0</u>	<u>2,201</u>	<u>12.0 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>299</u>	<u>2,500</u>	<u>2,201</u>			
Planning & Development :- Expenditure	0	1,989	11,000	9,011	0	9,011	18.1 %
Income	0	0	1,000	-1,000			0.0 %
<b>Net Expenditure over income</b>	<u>0</u>	<u>1,989</u>	<u>10,000</u>	<u>8,011</u>			

At : 15:27

Santander Business Account

## List of Payments made between 01/08/2014 and 31/08/2014

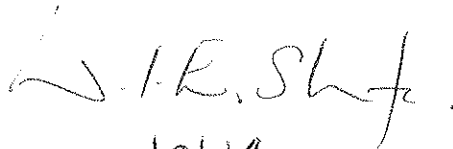
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2014	Shell U.K Oil Products Ltd	DDR509	84.47		0582089/3092/Shell U.K Oil Pro
15/08/2014	Shell U.K Oil Products Ltd	DDR512	2.40		0598876/3093/Shell U.K Oil Pro
15/08/2014	TRDC	DDR508	303.00		Rates
28/08/2014	Peninsula Business Services Lt	DDR511	264.00		Z0359902/3084/Peninsula Busine
31/08/2014	British Telecom PLC	DDR510	111.56		WM36216290Q03503/3091/British
31/08/2014	Arco Ltd	103431	432.50		922662528/3087/PO1305/Arco Ltd
31/08/2014	Canon (UK) Ltd	103432	517.72		770478052/3094/Canon (UK) Ltd
31/08/2014	BWT UK Limited	103433	19.02		1000006610/3081/BWT UK Limited
31/08/2014	Garden Scene	103434	41.94		0190/3080/PO1302/Garden Scene
31/08/2014	Hertfordshire Constabulary	103435	7,125.00		OP/1023867/3085/Hertfordshire
31/08/2014	JRB Enterprise Ltd	103436	321.96		13182/3088/PO1304/JRB Enterpri
31/08/2014	Redacted	103437	26.20		100914/3095/Expenses
31/08/2014	Redacted	103438	26.20		100914/3096/Expenses
31/08/2014	SuperClean Commercial Limited	103439	100.80		14/11097/3082/SuperClean Comme
31/08/2014	TBS Hygiene Limited	103440	1,935.36		149022/3089/TBS Hygiene Limite

<b>Total Payments</b>	<u>11,312.13</u>
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Signed:



Signed:



Date:

11/9/14