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Community Way
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MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 14 SEPTEMBER 2017

Present: Cllr Saxon – In the Chair
David Allison – Clerk to the Council
Ryan Bennett – Administrative Assistant

Cllrs Cole, Edmunds, Gallagher & Hollands.

In Attendance: Cllr Montague

Voting Members: 5

Members of the Public: 4

FA1276/17 Apologies for Absence

Apologies were received from Cllr Mitchell.

FA1277/17 Declaration of Interests

The Chairman recommended that any declarations be made at the time.

FA1278/17 Representations from the Public

Representations were made in regards to item FA 1283/17 from members of the Croxley Green Society, Stephen Crabtree, Garry Turner, Andy Fir and Dave Batts.

Mr Turner thanked members for the subscription their society received from the Parish Council and explained how Croxfest had now become a staple of the local event calendar and a real community event that was enjoyed by so many in Croxley Green. He elaborated that they had received fantastic feedback from the community and that the police were very pleased with how the event took place. He also gave thanks to those councillors who gave up their time to help with the running of the event on the day and with the charity bucket collections.

Mr Batts explained that the subscription money provided by Croxley Green Parish Council made up approximately 15% of their total funds available to stage the event.

Mr Fir commented upon how the event has grown in recent years. They were now receiving over 100 applications from bands to play in one of the 10 available slots on the day. He noted that everyone that plays at the event does so free of charge.

The Chairman asked the representatives if they had received any complaints about the event. They informed the chair that no formal complaints had been brought to their attention and made members aware that no arrests had taken place during the event.

The Chairman commented on the rather large amount of rubbish that had built up over the course of the day. The members from Croxfest informed the chair that this year had been their busiest event yet, with over 7000 people in attendance on the day, and that this was an area in which they would look to work on in the future.

The Clerk made the Croxfest representatives aware that the council would be starting their budgeting process at the end of September and that they would need to formally apply for the subscription as they do every year.

FA1283/17 Croxfest

The Chairman introduced this item and thanked the members from the Croxley Green Society for their verbal report on Croxfest & Revels 2017.

FA1279/17 Minutes

The Clerk drew Members attention to the fact that the Minutes under review for this meeting were those of Thursday 13 July 2017.

Resolved:

- That the Minutes of the meeting held on Thursday 13 July 2017 be approved and be signed by the Chairman.

FA1280/17 Matters Arising

There were no Matters Arising.

FA1281/17 Monthly Accounts

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk brought Member's attention to the following payments for the previous months:

Month 4

4012/101 Water Rates (£-976) – This relates to re-credit received from Castle Water.

4027/101 Computer Software & IT (£-73) – This refers to a partial refund received from Domain Monster.

4036/101 Property Maintenance (£218) – This relates to the maintenance required to the office door shutter.

4155/101 Legal Fees (£30,106) – This payment refers to the fees incurred with the purchase of Weston Wood & legal fees for preparing a letter sent to Cllr Ridley (£550).

4033/102 Parish Pump Newsletter (£575) – This relates to the payment made for door to door delivery of the Parish Pump.

4008/103 Training (£520) – This payment relates to training carried out by the Senior Ranger.

4071/103 Ride on Mower (£104) – This payment relates to the repair of a puncture & a new inner tube.

4044/202 Fly Tipping (£195) – This refers to the hire of a skip to dispose of fly tipping that had been collected by the rangers.

Month 5

4002/101 Training (£40) – This refers to Cllr Wallington undertaking new councillor training with HAPTC.

4027/101 Computer Software & IT (£139) – Relates to a payment made to Google for the use of G-Suite.

4030/101 Recruitment Advertising (£517) – Advertising for the open Ranger position.

4036/101 Property Maintenance (£35) – Refers to the replacement of the handle on the office door.

Resolved:

- That the Management Accounts for Month 4 be approved and signed by the chairman.
- That the Management Accounts for Month 5 be approved and signed by the chairman.
- That the Schedule of Payments for Month 4 be approved and signed by the chairman.
- That the Schedule of Payments for Month 5 be approved and signed by the chairman.

FA1282/17 Council's Bank Account

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk explained that the council's new bank account was now fully operational and that the old account remained open as a precaution.

FA128317 *This item was considered after FA1277/17.*

FA1284/17 CPRE Hertfordshire 2017 Rural Living Award Nomination

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk informed members that the Administrative Assistant had submitted a nomination on behalf of the Council in the Environment Award category of the 2017 CPRE Rural Living Awards in regards to the installation and creation of the council's Bird Box Trail.

The Administrative Assistant explained that they had been chosen as one of the nominees by the judging panel and that representatives from the Council had been invited to attend the awards ceremony on October 17.

It was decided that Ryan Bennett & Cllr Cole will attend the event on behalf of the Council.

FA1285/17 TRDC Local Plan - Issues & Options, Call for Sites Consultation

The Chairman introduced this item and asked the clerk to elaborate. The Clerk informed members that over the summer recess TRDC had undertaken consultation on documents to which they will use to form a new Local Plan for TRDC.

The Chairman invited comments from members. One councillor suggested that as the vast majority of the work in the consultation document was produced before the UK's decision to leave the European Union it must be updated to take into consideration new pressures which may be placed upon TRDC. They also commented that TRDC do not appear to have considered adjoining districts, counties and London Boroughs when putting together the document.

A Councillor commented on the lack of information on new infrastructure that will be required in a forward looking plan and that it was not enough just to build new homes without sufficient infrastructure in place.

Another Councillor commented that Three Rivers need to look again at trying to produce more numbers of affordable homes in the district as it had recently been published that Three Rivers was one of the most unaffordable places for property in the country.

The Clerk commented that the "Call For Sites" section of the document was not wholly relevant to the discussion as the Parish Council had undertaken a similar exercise when conducting research for the Neighbourhood Plan and that he would pass on this information to TRDC.

Resolved:

- That the Clerk writes a letter to Three Rivers District Council outlining the Council's view on the consultation documents.

FA1286/17 Closure

There being no further business the Chairman closed the meeting at 9:31pm

Summary Income & Expenditure by Budget Heading 31/07/2017

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>Finance & Administration</u>							
Expenditure	44,074	104,180	245,999	141,819	0	141,819	42.3 %
Income	16	143,483	291,560	-148,077			49.2 %
Net Expenditure over Income	44,058	-39,304	-45,561	-6,257			
<u>Environment & Amenity</u>							
Expenditure	2,552	5,581	44,961	39,380	0	39,380	12.4 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	2,552	5,581	43,961	38,380			
<u>Planning & Development</u>							
Expenditure	0	1,040	16,750	15,710	0	15,710	6.2 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	0	1,040	15,750	14,710			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	46,626	110,800	307,710	196,910	0	196,910	36.0 %
Income	16	143,483	293,560	-150,077			48.9 %
Net Expenditure over Income	46,610	-32,683	14,150	46,833			

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Finance & Administration								
<u>101 General Administration</u>								
4001	Salaries & Wages	5,883	22,043	75,000	52,957	52,957	29.4 %	
4008	Training	0	240	500	260	260	48.0 %	
4009	Travel	0	1,239	1,300	61	61	95.3 %	
4010	Misc Staff Costs	0	109	0	-109	-109	0.0 %	
4011	Rates	0	0	3,100	3,100	3,100	0.0 %	
4012	Water Rates	-976	-67	560	627	627	-12.0 %	
4013	Rent	0	0	110	110	110	0.0 %	
4014	Light & Heat	377	286	2,800	2,514	2,514	10.2 %	
4016	Janitorial	196	463	1,400	937	937	33.1 %	
4017	Health & Safety	0	0	270	270	270	0.0 %	
4019	Consultancy Fees	220	880	2,700	1,820	1,820	32.6 %	
4020	Misc Establishment Costs	85	188	400	212	212	47.1 %	
4021	Telephone & Fax	120	682	1,600	918	918	42.6 %	
4023	Stationery, Printing & Postage	113	597	3,500	2,903	2,903	17.0 %	
4025	Insurance	0	4,011	3,900	-111	-111	102.8 %	
4027	Computer Software & IT	-73	492	2,500	2,008	2,008	19.7 %	
4030	Recruitment Advertising	1,259	1,259	2,500	1,241	1,241	50.3 %	
4036	Property Maintenance	218	825	400	-425	-425	206.2 %	
4037	Grounds Maintenance	0	22	0	-22	-22	0.0 %	
4046	Equipment Purchased	0	5	0	-5	-5	0.0 %	
4151	Bank Charges	19	30	0	-30	-30	0.0 %	
4155	Legal Fees	30,106	30,112	0	-30,112	-30,112	0.0 %	
4156	Audit Fees - External	0	-600	1,000	1,600	1,600	-60.0 %	
4157	Audit Fees - Internal	0	0	910	910	910	0.0 %	
4158	Accountancy Fees	0	0	880	880	880	0.0 %	
	General Administration :- Expenditure	37,546	62,813	105,330	42,517	0	42,517	59.6 %
1001	Rent Recieved	0	0	10	-10		0.0 %	
1076	Precept	0	143,472	286,944	-143,472		50.0 %	
1090	Interest Received	16	11	6	5		187.3 %	
	General Administration :- Income	16	143,483	286,960	-143,477		50.0 %	
	Net Expenditure over Income	37,531	-80,670	-181,630	-100,960			
<u>102 Local Democracy</u>								
4024	Subscriptions/Publications	45	7,207	7,500	293	293	96.1 %	
4033	Parish Pump Newsletter	575	1,800	2,000	200	200	90.0 %	
4201	Chairman's Discretion Budget	0	0	500	500	500	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
4251 Election Expenses	0	0	5,000	5,000		5,000	0.0 %
4300 Events - Revels on the Green	0	33	350	317		317	9.4 %
Local Democracy :- Expenditure	620	9,040	15,350	6,310	0	6,310	58.9 %
1051 Advertising Income	0	0	1,600	-1,600			0.0 %
Local Democracy :- Income	0	0	1,600	-1,600			0.0 %
Net Expenditure over Income	620	9,040	13,750	4,710			
103 Groundworks							
4001 Salaries & Wages	4,537	18,245	60,300	42,055		42,055	30.3 %
4006 Protective Clothing	0	15	500	485		485	3.0 %
4008 Training	520	520	500	-20		-20	104.0 %
4010 Misc Staff Costs	81	189	730	541		541	25.9 %
4012 Water Rates	0	0	700	700		700	0.0 %
4017 Health & Safety	246	268	500	232		232	53.7 %
4018 Refuse/Green Waste Disposal	20	20	0	-20		-20	0.0 %
4020 Misc Establishment Costs	0	12	0	-12		-12	0.0 %
4036 Property Maintenance	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	191	594	1,500	906		906	39.6 %
4038 Maintenance Contracts	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
4046 Equipment Purchased	52	402	500	98		98	80.4 %
4051 Vehicle License & Insurance	0	1,834	2,500	666		666	73.4 %
4055 Fuel & Oil - LS08 WCP	156	407	1,000	593		593	40.7 %
4060 Fuel & Oil - Groundworks	0	250	840	590		590	29.8 %
4070 Maintenance - LS08 WCP	0	472	560	88		88	84.3 %
4071 Maintenance - Tractor	0	98	1,100	1,002		1,002	8.9 %
4072 Maintenance - Ride on Mower	104	104	500	396		396	20.7 %
Groundworks :- Expenditure	5,908	23,429	75,230	51,801	0	51,801	31.1 %
Net Expenditure over Income	5,908	23,429	75,230	51,801			
107 Grants (incl S137)							
4200 Councils Charity Expenditure	0	0	3,000	3,000		3,000	0.0 %
4260 Community Hall Membership	0	9,699	9,699	0		0	100.0 %
4711 Grants, Permitted & Section 137	0	-1,000	6,500	7,500		7,500	-15.4 %
4871 Tfr from Capital Fund	0	0	-5,000	-5,000		-5,000	0.0 %
Grants (incl S137) :- Expenditure	0	8,699	14,199	5,500	0	5,500	61.3 %
1200 Chairmans Charity Income	0	0	3,000	-3,000			0.0 %
Grants (incl S137) :- Income	0	0	3,000	-3,000			0.0 %
Net Expenditure over Income	0	8,699	11,199	2,500			

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
199 F & A Capital & Projects							
4046 Equipment Purchased	-198	0	0	0		0	0.0 %
4102 Purchase Logo Printed T/Cloth	198	198	190	-8		-8	104.2 %
4823 Tfr to Vehicle Repl Fund	0	0	4,000	4,000		4,000	0.0 %
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 %
4963 F&A Project - PCSO	0	0	28,500	28,500		28,500	0.0 %
4973 Annual Civic Award	0	0	200	200		200	0.0 %
F & A Capital & Projects :- Expenditure	0	198	35,890	35,692	0	35,692	0.6 %
Net Expenditure over Income	0	198	35,890	35,692			
Finance & Administration :- Expenditure	44,074	104,180	245,999	141,819	0	141,819	42.3 %
Income	16	143,483	291,560	-148,077			49.2 %
Net Expenditure over Income	44,058	-39,304	-45,561	-6,257			
Environment & Amenity							
202 The Green							
4044 Fly Tipping	195	195	500	305		305	39.0 %
The Green :- Expenditure	195	195	500	305	0	305	39.0 %
Net Expenditure over Income	195	195	500	305			
203 Open Spaces & Trees							
4048 Plants. Shrubs & Trees	0	0	500	500		500	0.0 %
4049 Dog Hygiene	1,117	5,041	14,000	8,959		8,959	36.0 %
4052 Purchase Dog Waste Bin Dispens	0	0	591	591		591	0.0 %
4699 Stones Orchard Fund	0	0	2,500	2,500		2,500	0.0 %
4883 Tfr from Stones Orchard Fund	0	0	-2,500	-2,500		-2,500	0.0 %
Open Spaces & Trees :- Expenditure	1,117	5,041	15,091	10,050	0	10,050	33.4 %
1084 Dog Bag Donations	0	0	200	-200			0.0 %
Open Spaces & Trees :- Income	0	0	200	-200			0.0 %
Net Expenditure over Income	1,117	5,041	14,891	9,850			
211 Events							
4601 Events - Garden Competition	0	0	250	250		250	0.0 %
4602 Events - Quiz Night	0	0	250	250		250	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
4605 Events - Christmas Lights	0	459	8,500	8,041		8,041	5.4 %
4610 Events - Fireworks on Green	0	-4,500	5,000	9,500		9,500	-90.0 %
4611 Events - Senior Citizens Trip	1,240	1,240	1,200	-40		-40	103.3 %
4615 External Xmas Tree - Library	0	0	550	550		550	0.0 %
4617 Wassail	0	0	50	50		50	0.0 %
4618 Dog Show	0	0	50	50		50	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	-680	0	680		680	0.0 %
4622 Poppies on the Green	0	0	250	250		250	0.0 %
4623 Remerberance Day Brass Band	0	0	300	300		300	0.0 %
4624 The Great Pram Race	0	0	500	500		500	0.0 %
4884 Tfr from Local Travel Map Res	0	0	-1,000	-1,000		-1,000	0.0 %
Events :- Expenditure	1,240	-3,481	17,050	20,531	0	20,531	-20.4 %
Net Expenditure over Income	1,240	-3,481	17,050	20,531			
221 M S C							
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
M S C :- Expenditure	0	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	0	0	1,000	1,000			
299 E & A Capital & Projects							
4883 Tfr from Stones Orchard Fund	0	0	-1,000	-1,000		-1,000	0.0 %
4885 Tfr from Comm.Tree Plaques Res	0	0	-1,460	-1,460		-1,460	0.0 %
4932 CAP E & A - War Memorial Refur	0	0	200	200		200	0.0 %
4933 CAP E & A - Stones Orchard Inf	0	0	1,000	1,000		1,000	0.0 %
4938 Brown Bin Caddy Liners	0	0	650	650		650	0.0 %
4940 E & A Local Producers Market	0	0	300	300		300	0.0 %
4941 Commemorative Tree Plaques	0	0	1,460	1,460		1,460	0.0 %
4969 Canal Adoption Scheme	0	0	400	400		400	0.0 %
4975 Defibrillators (Purchase)	0	3,826	4,270	445		445	89.6 %
4976 Defibrillators (Maint.)	0	0	500	500		500	0.0 %
4978 Youth Project	0	0	5,000	5,000		5,000	0.0 %
E & A Capital & Projects :- Expenditure	0	3,826	11,320	7,495	0	7,495	33.8 %
1082 Brown Bin Caddy Liners	0	0	800	-800			0.0 %
E & A Capital & Projects :- Income	0	0	800	-800			0.0 %
Net Expenditure over Income	0	3,826	10,520	6,695			
Environment & Amenity :- Expenditure	2,552	5,581	44,961	39,380	0	39,380	12.4 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	2,552	5,581	43,961	38,380			

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>Planning & Development</u>								
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 %	
4056	Street Trees	0	0	2,000	2,000	2,000	0.0 %	
	Roads & Street Furniture :- Expenditure	0	0	3,600	3,600	0	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 %	
	Net Expenditure over Income	0	0	2,600	2,600			
302 Community Bus								
4702	Community Bus	0	1,040	6,900	5,860	5,860	15.1 %	
	Community Bus :- Expenditure	0	1,040	6,900	5,860	0	15.1 %	
	Net Expenditure over Income	0	1,040	6,900	5,860			
399 P & D Capital & Projects								
4881	Tfr from Village Plan Reserve	0	0	-5,000	-5,000	-5,000	0.0 %	
4965	Community Plan Developmt P & D	0	0	10,000	10,000	10,000	0.0 %	
4968	Carbon Footprint Reduction	0	0	250	250	250	0.0 %	
4974	Tow Path Cyclist Speed Signs	0	0	1,000	1,000	1,000	0.0 %	
	P & D Capital & Projects :- Expenditure	0	0	6,250	6,250	0	0.0 %	
	Net Expenditure over Income	0	0	6,250	6,250			
	Planning & Development :- Expenditure	0	1,040	16,750	15,710	0	15,710	6.2 %
	Income	0	0	1,000	-1,000		0.0 %	
	Net Expenditure over Income	0	1,040	15,750	14,710			

At 13:02

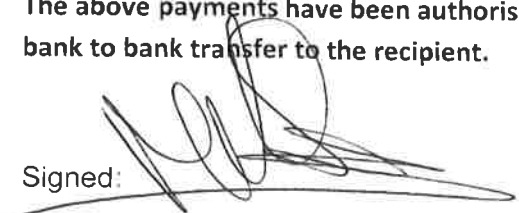
Santander Business Account

List of Payments made between 01/07/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/07/2017	Croxley Green Parish Council	TFR29	10,015.99		SalariesJuly17
31/07/2017	PB Donoghue	CP96	234.00		1641231/4113/PB Donoghue
31/07/2017	Carrick Cooperage & Garden Sup	CP101	85.00		2592/4086/Carrick Cooperage &
31/07/2017	Furniture @ WORK	CP97	52.80		INV0209017/4087/Furniture @ WO
31/07/2017	Peninsula Business Services Lt	DD379	264.00		U000031213/4107/Peninsula Busi
31/07/2017	Shell U.K Oil Products Ltd	DD381	2.40		2000851/4106/Shell U.K Oil Pro
31/07/2017	HM Land Registry	CP100	3.00		AUG17/4118/HM Land Registry
31/07/2017	Writtle College	CP102	310.00		9574/4115/Writtle College
31/07/2017	Writtle College	CP98	210.00		AUG17PA1/4117/Writtle College
31/07/2017	Mow Direct	CP99	279.00		800212340/4116/Mow Direct
31/07/2017	E-ON	DD373	452.16		AUG17/4121/E-ON
31/07/2017	Shell U.K Oil Products Ltd	DD375	85.50		AUG17/4122/Shell U.K Oil Produ
31/07/2017	British Telecom PLC	DD377	43.38		AUG17/4119/British Telecom PLC
31/07/2017	British Telecom PLC	DD378	100.44		AUG17A/4120/British Telecom PL
31/07/2017	SANTANDER	TFR28	18.75		AUG17/4123/SANTANDER
31/07/2017	Thames Water Utilities Ltd	DD372	100.96		AUG17/4124/Thames Water Utilit
31/07/2017	Surrey Hills Solicitors	TFR30	660.00		279/4088/Surrey Hills Solicito
31/07/2017	Geo Browns Implements Limited	TFR31	124.44		419549/4090/Geo Browns Impleme
31/07/2017	Arco Ltd	TFR32	78.20		930649668/4091/Arco Ltd
31/07/2017	Archer Rusby Solicitors	TFR33	29,762.16		RHJ/2175/4111/Archer Rusby Sol
31/07/2017	The Little Book of Business	TFR34	575.00		45/4114/The Little Book of Bus
31/07/2017	Trade UK (6331640008774572)	TFR36	14.99		0810947927/4092/Trade UK (6331
31/07/2017	SuperClean Commercial Limited	TFR37	134.40		17/14591/4093/SuperClean Comme
31/07/2017	Clive Hunt	TFR38	94.00		JUL72017STEP/4094/Clive Hunt
31/07/2017	Mr James Townley	TFR39	27.05		AUGUST17/4095/Mr James Townley
31/07/2017	Lyreco UK Ltd	TFR40	135.58		6670114980/4098/Lyreco UK Ltd
31/07/2017	SARA/Loading Bay Specialists L	TFR41	261.00		86793/4099/SARA/Loading Bay Sp
31/07/2017	JRB Enterprise Ltd	TFR42	326.88		17153/4100/JRB Enterprise Ltd
31/07/2017	TBS Hygiene Limited	TFR44	1,013.76		150843/4102/TBS Hygiene Limite
31/07/2017	Open Spaces Society	TFR45	45.00		53724/4103/Open Spaces Society
31/07/2017	West London Composting Ltd	TFR46	24.00		6151/4104/West London Composti
31/07/2017	BWT UK Limited	TFR47	45.77		1000328888/4108/BWT UK Limited
31/07/2017	SuperClean Commercial Limited	TFR48	100.80		17/14693/4109/SuperClean Comme
31/07/2017	Newsquest London	TFR49	1,510.32		RSW0235774/4089/Newsquest Lond
31/07/2017	Barnetts Coaches	TFR35	1,240.00		5711/4085/Barnetts Coaches
31/07/2017	HMRC	TFR50	2,882.56		PAYE/NI July 17
31/07/2017	Redacted	TFR51	27.05		Expenses July 2017
31/07/2017	Redacted	TFR53	27.05		Expenses July 17
Total Payments			51,367.39		

The above payments have been authorised for payment by Direct Debit, Cheque, BACS or direct bank to bank transfer to the recipient.

Signed:



14/9/17

Signed:



Summary Income & Expenditure by Budget Heading 31/08/2017

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>Finance & Administration</u>							
Expenditure	2,707	106,886	245,999	139,113	0	139,113	43.4 %
Income	13	143,497	291,560	-148,063			49.2 %
Net Expenditure over Income	2,693	-36,610	-45,561	-8,951			
<u>Environment & Amenity</u>							
Expenditure	845	6,425	44,961	38,536	0	38,536	14.3 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	845	6,425	43,961	37,536			
<u>Planning & Development</u>							
Expenditure	520	1,560	16,750	15,190	0	15,190	9.3 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	520	1,560	15,750	14,190			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	4,071	114,872	307,710	192,838	0	192,838	37.3 %
Income	13	143,497	293,560	-150,063			48.9 %
Net Expenditure over Income	4,058	-28,625	14,150	42,775			

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Finance & Administration								
<u>101</u>	<u>General Administration</u>							
4001	Salaries & Wages	3,383	25,426	75,000	49,574	49,574	33.9 %	
4008	Training	40	280	500	220	220	56.0 %	
4009	Travel	0	1,239	1,300	61	61	95.3 %	
4010	Misc Staff Costs	75	184	0	-184	-184	0.0 %	
4011	Rates	0	0	3,100	3,100	3,100	0.0 %	
4012	Water Rates	103	35	560	525	525	6.3 %	
4013	Rent	0	0	110	110	110	0.0 %	
4014	Light & Heat	0	286	2,800	2,514	2,514	10.2 %	
4016	Janitorial	123	586	1,400	814	814	41.8 %	
4017	Health & Safety	0	0	270	270	270	0.0 %	
4019	Consultancy Fees	220	1,100	2,700	1,600	1,600	40.7 %	
4020	Misc Establishment Costs	106	294	400	106	106	73.5 %	
4021	Telephone & Fax	361	1,042	1,600	558	558	65.2 %	
4023	Stationery, Printing & Postage	161	758	3,500	2,742	2,742	21.6 %	
4025	Insurance	0	4,011	3,900	-111	-111	102.8 %	
4027	Computer Software & IT	139	630	2,500	1,870	1,870	25.2 %	
4030	Recruitment Advertising	217	1,476	2,500	1,024	1,024	59.0 %	
4036	Property Maintenance	35	859	400	-459	-459	214.9 %	
4037	Grounds Maintenance	0	22	0	-22	-22	0.0 %	
4046	Equipment Purchased	0	5	0	-5	-5	0.0 %	
4151	Bank Charges	0	30	0	-30	-30	0.0 %	
4155	Legal Fees	-4,760	25,352	0	-25,352	-25,352	0.0 %	
4156	Audit Fees - External	600	0	1,000	1,000	1,000	0.0 %	
4157	Audit Fees - Internal	0	0	910	910	910	0.0 %	
4158	Accountancy Fees	0	0	880	880	880	0.0 %	
	General Administration :- Expenditure	802	63,615	105,330	41,715	0	41,715	60.4 %
1001	Rent Recieved	0	0	10	-10			0.0 %
1076	Precept	0	143,472	286,944	-143,472			50.0 %
1090	Interest Received	13	25	6	19			409.0 %
	General Administration :- Income	13	143,497	286,960	-143,463			50.0 %
	Net Expenditure over Income	788	-79,882	-181,630	-101,748			
<u>102</u>	<u>Local Democracy</u>							
4024	Subscriptions/Publications	0	7,207	7,500	293	293	96.1 %	
4033	Parish Pump Newsletter	0	1,800	2,000	200	200	90.0 %	
4201	Chairman's Discretion Budget	0	0	500	500	500	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
4251 Election Expenses	0	0	5,000	5,000		5,000	0.0 %
4300 Events - Revels on the Green	0	33	350	317		317	9.4 %
Local Democracy :- Expenditure	0	9,040	15,350	6,310	0	6,310	58.9 %
1051 Advertising Income	0	0	1,600	-1,600			0.0 %
Local Democracy :- Income	0	0	1,600	-1,600			0.0 %
Net Expenditure over Income	0	9,040	13,750	4,710			
103 Groundworks							
4001 Salaries & Wages	1,461	19,706	60,300	40,594		40,594	32.7 %
4006 Protective Clothing	0	15	500	485		485	3.0 %
4008 Training	0	520	500	-20		-20	104.0 %
4010 Misc Staff Costs	0	189	730	541		541	25.9 %
4012 Water Rates	0	0	700	700		700	0.0 %
4017 Health & Safety	0	268	500	232		232	53.7 %
4018 Refuse/Green Waste Disposal	0	20	0	-20		-20	0.0 %
4020 Misc Establishment Costs	0	12	0	-12		-12	0.0 %
4036 Property Maintenance	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	0	594	1,500	906		906	39.6 %
4038 Maintenance Contracts	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
4046 Equipment Purchased	5	407	500	93		93	81.4 %
4051 Vehicle License & Insurance	0	1,834	2,500	666		666	73.4 %
4055 Fuel & Oil - LS08 WCP	2	409	1,000	591		591	40.9 %
4060 Fuel & Oil - Groundworks	0	250	840	590		590	29.8 %
4070 Maintenance - LS08 WCP	70	542	560	18		18	96.7 %
4071 Maintenance - Tractor	367	465	1,100	635		635	42.3 %
4072 Maintenance - Ride on Mower	0	104	500	396		396	20.7 %
Groundworks :- Expenditure	1,905	25,334	75,230	49,896	0	49,896	33.7 %
Net Expenditure over Income	1,905	25,334	75,230	49,896			
107 Grants (incl S137)							
4200 Councils Charity Expenditure	0	0	3,000	3,000		3,000	0.0 %
4260 Community Hall Membership	0	9,699	9,699	0		0	100.0 %
4711 Grants, Permitted & Section 137	0	-1,000	6,500	7,500		7,500	-15.4 %
4871 Tfr from Capital Fund	0	0	-5,000	-5,000		-5,000	0.0 %
Grants (incl S137) :- Expenditure	0	8,699	14,199	5,500	0	5,500	61.3 %
1200 Chairmans Charity Income	0	0	3,000	-3,000			0.0 %
Grants (incl S137) :- Income	0	0	3,000	-3,000			0.0 %
Net Expenditure over Income	0	8,699	11,199	2,500			

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
199 F & A Capital & Projects							
4046 Equipment Purchased	0	0	0	0		0	0.0 %
4102 Purchase Logo Printed T/Cloth	0	198	190	-8		-8	104.2 %
4823 Tfr to Vehicle Repl Fund	0	0	4,000	4,000		4,000	0.0 %
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 %
4963 F&A Project - PCSO	0	0	28,500	28,500		28,500	0.0 %
4973 Annual Civic Award	0	0	200	200		200	0.0 %
F & A Capital & Projects :- Expenditure	0	198	35,890	35,692	0	35,692	0.6 %
Net Expenditure over Income	0	198	35,890	35,692			
Finance & Administration :- Expenditure	2,707	106,886	245,999	139,113	0	139,113	43.4 %
Income	13	143,497	291,560	-148,063			49.2 %
Net Expenditure over Income	2,693	-36,610	-45,561	-8,951			
Environment & Amenity							
202 The Green							
4044 Fly Tipping	0	195	500	305		305	39.0 %
The Green :- Expenditure	0	195	500	305	0	305	39.0 %
Net Expenditure over Income	0	195	500	305			
203 Open Spaces & Trees							
4048 Plants. Shrubs & Trees	0	0	500	500		500	0.0 %
4049 Dog Hygiene	845	5,886	14,000	8,114		8,114	42.0 %
4052 Purchase Dog Waste Bin Dispens	0	0	591	591		591	0.0 %
4699 Stones Orchard Fund	0	0	2,500	2,500		2,500	0.0 %
4883 Tfr from Stones Orchard Fund	0	0	-2,500	-2,500		-2,500	0.0 %
Open Spaces & Trees :- Expenditure	845	5,886	15,091	9,205	0	9,205	39.0 %
1084 Dog Bag Donations	0	0	200	-200			0.0 %
Open Spaces & Trees :- Income	0	0	200	-200			0.0 %
Net Expenditure over Income	845	5,886	14,891	9,005			
211 Events							
4601 Events - Garden Competition	0	0	250	250		250	0.0 %
4602 Events - Quiz Night	0	0	250	250		250	0.0 %
4605 Events - Christmas Lights	0	459	8,500	8,041		8,041	5.4 %

Month No : 5

Committee Report

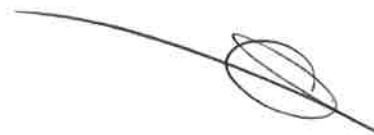
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4610 Events - Fireworks on Green	0	-4,500	5,000	9,500		9,500	-90.0 %
4611 Events - Senior Citizens Trip	0	1,240	1,200	-40		-40	103.3 %
4615 External Xmas Tree - Library	0	0	550	550		550	0.0 %
4617 Wassail	0	0	50	50		50	0.0 %
4618 Dog Show	0	0	50	50		50	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	-680	0	680		680	0.0 %
4622 Poppies on the Green	0	0	250	250		250	0.0 %
4623 Remembrance Day Brass Band	0	0	300	300		300	0.0 %
4624 The Great Pram Race	0	0	500	500		500	0.0 %
4884 Tfr from Local Travel Map Res	0	0	-1,000	-1,000		-1,000	0.0 %
Events :- Expenditure	0	-3,481	17,050	20,531	0	20,531	-20.4 %
Net Expenditure over Income	0	-3,481	17,050	20,531			
221 M S C							
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
M S C :- Expenditure	0	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	0	0	1,000	1,000			
299 E & A Capital & Projects							
4883 Tfr from Stones Orchard Fund	0	0	-1,000	-1,000		-1,000	0.0 %
4885 Tfr from Comm.Tree Plaques Res	0	0	-1,460	-1,460		-1,460	0.0 %
4932 CAP E & A - War Memorial Refur	0	0	200	200		200	0.0 %
4933 CAP E & A - Stones Orchard Inf	0	0	1,000	1,000		1,000	0.0 %
4938 Brown Bin Caddy Liners	0	0	650	650		650	0.0 %
4940 E & A Local Producers Market	0	0	300	300		300	0.0 %
4941 Commemorative Tree Plaques	0	0	1,460	1,460		1,460	0.0 %
4969 Canal Adoption Scheme	0	0	400	400		400	0.0 %
4975 Defibrillators (Purchase)	0	3,826	4,270	445		445	89.6 %
4976 Defibrillators (Maint.)	0	0	500	500		500	0.0 %
4978 Youth Project	0	0	5,000	5,000		5,000	0.0 %
E & A Capital & Projects :- Expenditure	0	3,826	11,320	7,495	0	7,495	33.8 %
1082 Brown Bin Caddy Liners	0	0	800	-800			0.0 %
E & A Capital & Projects :- Income	0	0	800	-800			0.0 %
Net Expenditure over Income	0	3,826	10,520	6,695			
Environment & Amenity :- Expenditure	845	6,425	44,961	38,536	0	38,536	14.3 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	845	6,425	43,961	37,536			

Planning & Development

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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 %
4056 Street Trees	0	0	2,000	2,000		2,000	0.0 %
Roads & Street Furniture :- Expenditure	0	0	3,600	3,600	0	3,600	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 %
Net Expenditure over Income	0	0	2,600	2,600			
302 Community Bus							
4702 Community Bus	520	1,560	6,900	5,340		5,340	22.6 %
Community Bus :- Expenditure	520	1,560	6,900	5,340	0	5,340	22.6 %
Net Expenditure over Income	520	1,560	6,900	5,340			
399 P & D Capital & Projects							
4881 Tfr from Village Plan Reserve	0	0	-5,000	-5,000		-5,000	0.0 %
4965 Community Plan Developmt P & D	0	0	10,000	10,000		10,000	0.0 %
4968 Carbon Footprint Reduction	0	0	250	250		250	0.0 %
4974 Tow Path Cyclist Speed Signs	0	0	1,000	1,000		1,000	0.0 %
P & D Capital & Projects :- Expenditure	0	0	6,250	6,250	0	6,250	0.0 %
Net Expenditure over Income	0	0	6,250	6,250			
Planning & Development :- Expenditure	520	1,560	16,750	15,190	0	15,190	9.3 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	520	1,560	15,750	14,190			



At : 13:07

Santander Business Account

List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2017	Croxley Green Parish Council	DDR383	6,444.48		Salaries August 17
31/08/2017	BDO LLP	22012	720.00		1650869/4144/BDO LLP
31/08/2017	Trade UK (6331640008774572)	22013	6.00		0817592709/4135/Trade UK (6331
31/08/2017	Geo Browns Implements Limited	22014	524.29		418491/418509/4140/Geo Browns
31/08/2017	Canon (UK) Ltd	22015	174.54		401914803/4138/Canon (UK) Ltd
31/08/2017	BWT UK Limited	22016	126.95		I000310473/4129/BWT UK Limited
31/08/2017	Desi Coaches Ltd	22017	520.00		233115/4137/Desi Coaches Ltd
31/08/2017	HAPTC	22018	40.00		1718/217/4133/HAPTC
31/08/2017	Lyreco UK Ltd	22019	18.60		6670115835/4142/Lyreco UK Ltd
31/08/2017	Newsquest London	22020	260.50		21578379/4145/Newsquest London
31/08/2017	SuperClean Commercial Limited	22021	147.66		17/14803/4143/SuperClean Comme
31/08/2017	TBS Hygiene Limited	22022	2,027.52		150710/4069/TBS Hygiene Limite
31/08/2017	Google	CP103	67.06		4383405449072644-1/4101/Google
31/08/2017	Spares 4 Repairs	CP105	41.61		100108151/4134/Spares 4 Repair
31/08/2017	Shell U.K Oil Products Ltd	DDR384	99.83		2020843/4110/Shell U.K Oil Pro
31/08/2017	Shell U.K Oil Products Ltd	DDR389	2.40		2040801/4136/Shell U.K Oil Pro
31/08/2017	British Telecom PLC	DDR386	334.88		WM36216290-000005/4147/British
31/08/2017	Peninsula Business Services Lt	DDR387	264.00		U000071870/4148/Peninsula Busi
31/08/2017	British Telecom PLC	DDR388	98.11		LW58152319M092/4146/British Te
31/08/2017	SANTANDER	-	18.60		CHARGES JUN - JUL 17/4150/SANT
31/08/2017	Amazon	CP104	75.00		204-6207526-5321964/4151/Amazo
31/08/2017	Thames Water Utilities Ltd	DDR382	100.96		TW4271185494/4149/Thames Water

Total Payments	12,112.99
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The above payments have been authorised for payment by Direct Debit, Cheque, BACS or direct bank to bank transfer to the recipient.

Signed: 

Date: 14/9/17

Signed: 