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MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 8 JUNE 2017

Present: Cllr Saxon – In the Chair  
David Allison – Clerk to the Council  
Ryan Bennett – Administrative Assistant  
Cllrs Edmunds, Gallagher, Hollands & Mitchell (20:02).  
Voting Members: 5

FA1259/17 Apologies for Absence

Apologies had been received from Cllr Cole

FA1260/17 Declaration of Interests

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

FA1261/17 Representations from the Public

There were no representations made.

FA1262/17 Minutes

The Clerk drew Members attention to the fact that the Minutes under review for this meeting were those of Thursday 11 May 2017.

**Resolved:**

- That the Minutes of the meeting held on Thursday 11 May 2017 be approved and be signed by the Chairman.

FA1263/17 Matters Arising

A Cllr asked whether the new CGPC bank account had been completely set-up. The Clerk informed members that the new account had been now created and the council were now in a position to start paying invoices online by bank to bank transfers, BACS, etc.

Another Cllr asked the Clerk for an update regarding the suspension of Financial Regulation 5.5(ii). The Clerk informed the Cllr that although he had begun to transfer funds into the new account this was not complete particularly as funds had to be left in the old account until outstanding commitments from that account had cleared. Accordingly, Financial Regulation 5.5(ii) should remain suspended.

FA1264/17 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 month:

4008/101 Training (£120) – This relates to a payment made to HAPTC for basic Cllr training for three Cllrs.

4027/101 Computer Software & IT (£401) – This refers to the renewal of councillor e-mail addresses and the creation of separate e-mail address for the Chairman.

4036/101 Property Maintenance (£246) – This relates to the purchase of a new sign for the parish office.

4051/103 Vehicle License & Insurance (£1,834) – This payment refers to the purchase of insurance & tax for the vehicles owned by Croxley Green Parish Council.

4046/103 Equipment Purchased (£289) – This relates to the purchase of safety boots for the Rangers (£180) and will be recoded to 4017/103.

4046/199 Equipment Purchased (£198) – This relates to the purchase of two CGPC branded table clothes as per agreed budget. This item was mis-coded and will be re-coded to 4102/199.

4605/211 Christmas Lights (£459) – This relates to the payment made to Lamps & Tubes for the stress testing carried out on the lampposts on which the Christmas Lights will be placed.

4975/299 Defibrillators (Purchase) (£3,826) – This refers to the purchase of three new defibrillators.

**Resolved:**

- That the Management Accounts for Month 2 be approved and signed by the Chairman;
- That the Schedule of Payments for Month 2 be approved and signed by the Chairman.

FA1265/17

Parish Pump Magazine

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk informed members of the ideas that had been generated at the Environment and Amenity Committee and the Planning and Development Committee meetings of 6 and 7 June 6 respectively.

In summarising the discussions to date the Clerk advised that it was felt that a more frequent but shorter newsletter should be produced four times a year and would take the form single A4 double sided sheet principally available on-line and via other social media linked to the Council's web site. However, recognising that there will be a need to reach those who do not have access to a computer, the newsletter would be professionally printed on better quality paper than standard A4 and made available at the library, sheltered homes, Doctors/Dentists surgeries and other locations for people to read/pick up. It was recognised that such a new style newsletter would not accommodate the Council's Annual Report and budget so this may have to be published separately. The Clerk advised that there was an article in the current Parish Pump about this and requested views from the public.

**Resolved:**

The F&A committee recommends to the Council that:

- A newsletter be produced four times a year beginning in September 2017 thereafter in December, March and June for online publication;
- The newsletter is printed on quality paper and made available at 'hub' locations within Croxley Green;
- The Council's Annual Report and budget is set out in a separate document.

FA1266/17

Strategic Business Plan Update

The Chairman introduced this item and asked Cllr Gallagher to elaborate. Cllr Gallagher on behalf of the Chairman of the Working Party, Cllr Cole, who was unable to attend this meeting took members through the latest progress made on the Strategic Business Plan which was circulated with the agenda.

Cllrs made a number of comments on the report which will be taken into consideration by the working party.

FA1267/17

Closure

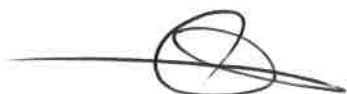
There being no further business the Chairman closed the meeting at 8:55pm

## Summary Income &amp; Expenditure by Budget Heading 31/05/2017

Month No : 2

Committee Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Of<br>Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b><u>Finance &amp; Administration</u></b> |                       |                        |                       |                          |                          |                    |                |
| Expenditure                                | 14,524                | 46,121                 | 245,999               | 199,878                  | 0                        | 199,878            | 18.7 %         |
| Income                                     | 0                     | 143,467                | 291,560               | -148,093                 |                          |                    | 49.2 %         |
| Net Expenditure over Income                | 14,524                | -97,345                | -45,561               | 51,784                   |                          |                    |                |
| <b><u>Environment &amp; Amenity</u></b>    |                       |                        |                       |                          |                          |                    |                |
| Expenditure                                | 6,608                 | 855                    | 44,961                | 44,106                   | 0                        | 44,106             | 1.9 %          |
| Income                                     | 0                     | 0                      | 1,000                 | -1,000                   |                          |                    | 0.0 %          |
| Net Expenditure over Income                | 6,608                 | 855                    | 43,961                | 43,106                   |                          |                    |                |
| <b><u>Planning &amp; Development</u></b>   |                       |                        |                       |                          |                          |                    |                |
| Expenditure                                | 1,040                 | 1,040                  | 16,750                | 15,710                   | 0                        | 15,710             | 6.2 %          |
| Income                                     | 0                     | 0                      | 1,000                 | -1,000                   |                          |                    | 0.0 %          |
| Net Expenditure over Income                | 1,040                 | 1,040                  | 15,750                | 14,710                   |                          |                    |                |
| <b><u>INCOME - EXPENDITURE TOTALS</u></b>  |                       |                        |                       |                          |                          |                    |                |
| Expenditure                                | 22,172                | 48,016                 | 307,710               | 259,694                  | 0                        | 259,694            | 15.6 %         |
| Income                                     | 0                     | 143,467                | 293,560               | -150,093                 |                          |                    | 48.9 %         |
| Net Expenditure over Income                | 22,172                | -95,450                | 14,150                | 109,600                  |                          |                    |                |



Month No : 2

Committee Report

|                                     | Actual<br>Current Mth                 | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |               |
|-------------------------------------|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|---------------|
| <b>Finance &amp; Administration</b> |                                       |                        |                       |                          |                          |                    |                |               |
| <u>101 General Administration</u>   |                                       |                        |                       |                          |                          |                    |                |               |
| 4001                                | Salaries & Wages                      | 5,511                  | 10,649                | 75,000                   | 64,351                   | 64,351             | 14.2 %         |               |
| 4008                                | Training                              | 120                    | 120                   | 500                      | 380                      | 380                | 24.0 %         |               |
| 4009                                | Travel                                | 0                      | 1,239                 | 1,300                    | 61                       | 61                 | 95.3 %         |               |
| 4011                                | Rates                                 | 0                      | 0                     | 3,100                    | 3,100                    | 3,100              | 0.0 %          |               |
| 4012                                | Water Rates                           | 0                      | 0                     | 560                      | 560                      | 560                | 0.0 %          |               |
| 4013                                | Rent                                  | 0                      | 0                     | 110                      | 110                      | 110                | 0.0 %          |               |
| 4014                                | Light & Heat                          | 0                      | -91                   | 2,800                    | 2,891                    | 2,891              | -3.2 %         |               |
| 4016                                | Janitorial                            | 84                     | 267                   | 1,400                    | 1,133                    | 1,133              | 19.1 %         |               |
| 4017                                | Health & Safety                       | 0                      | 0                     | 270                      | 270                      | 270                | 0.0 %          |               |
| 4019                                | Consultancy Fees                      | 220                    | 440                   | 2,700                    | 2,260                    | 2,260              | 16.3 %         |               |
| 4020                                | Misc Establishment Costs              | 29                     | 80                    | 400                      | 320                      | 320                | 19.9 %         |               |
| 4021                                | Telephone & Fax                       | 325                    | 444                   | 1,600                    | 1,156                    | 1,156              | 27.7 %         |               |
| 4023                                | Stationery, Printing & Postage        | 364                    | 484                   | 3,500                    | 3,016                    | 3,016              | 13.8 %         |               |
| 4025                                | Insurance                             | 0                      | 4,011                 | 3,900                    | -111                     | -111               | 102.8 %        |               |
| 4027                                | Computer Software & IT                | 401                    | 401                   | 2,500                    | 2,099                    | 2,099              | 16.1 %         |               |
| 4030                                | Recruitment Advertising               | 0                      | 0                     | 2,500                    | 2,500                    | 2,500              | 0.0 %          |               |
| 4036                                | Property Maintenance                  | 246                    | 287                   | 400                      | 113                      | 113                | 71.8 %         |               |
| 4037                                | Grounds Maintenance                   | 0                      | 22                    | 0                        | -22                      | -22                | 0.0 %          |               |
| 4046                                | Equipment Purchased                   | 5                      | 5                     | 0                        | -5                       | -5                 | 0.0 %          |               |
| 4151                                | Bank Charges                          | 5                      | 5                     | 0                        | -5                       | -5                 | 0.0 %          |               |
| 4155                                | Legal Fees                            | 6                      | 6                     | 0                        | -6                       | -6                 | 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 | <b>7,316</b>           | <b>17,768</b>         | <b>105,330</b>           | <b>87,562</b>            | <b>0</b>           | <b>87,562</b>  | <b>16.9 %</b> |
| 1001                                | Rent Recieved                         | 0                      | 0                     | 10                       | -10                      |                    | 0.0 %          |               |
| 1076                                | Precept                               | 0                      | 143,472               | 286,944                  | -143,472                 |                    | 50.0 %         |               |
| 1090                                | Interest Received                     | 0                      | -5                    | 6                        | -11                      |                    | -89.7 %        |               |
|                                     | General Administration :- Income      | <b>0</b>               | <b>143,467</b>        | <b>286,960</b>           | <b>-143,493</b>          |                    | <b>50.0 %</b>  |               |
|                                     | <b>Net Expenditure over Income</b>    | <b>7,316</b>           | <b>-125,698</b>       | <b>-181,630</b>          | <b>-55,932</b>           |                    |                |               |
| <u>102 Local Democracy</u>          |                                       |                        |                       |                          |                          |                    |                |               |
| 4024                                | Subscriptions/Publications            | 0                      | 7,162                 | 7,500                    | 338                      | 338                | 95.5 %         |               |
| 4033                                | Parish Pump Newsletter                | 0                      | 0                     | 2,000                    | 2,000                    | 2,000              | 0.0 %          |               |
| 4201                                | Chairman's Discretion Budget          | 0                      | 0                     | 500                      | 500                      | 500                | 0.0 %          |               |
| 4251                                | Election Expenses                     | 0                      | 0                     | 5,000                    | 5,000                    | 5,000              | 0.0 %          |               |



Month No : 2

## Committee Report

|                                      | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|--------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4300 Events - Revels on the Green    | 0                     | 0                      | 350                   | 350                      |                          | 350                | 0.0 %          |
| Local Democracy :- Expenditure       | <b>0</b>              | <b>7,162</b>           | <b>15,350</b>         | <b>8,188</b>             | <b>0</b>                 | <b>8,188</b>       | <b>46.7 %</b>  |
| 1051 Advertising Income              | 0                     | 0                      | 1,600                 | -1,600                   |                          |                    | 0.0 %          |
| Local Democracy :- Income            | <b>0</b>              | <b>0</b>               | <b>1,600</b>          | <b>-1,600</b>            |                          |                    | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b>   | <b>0</b>              | <b>7,162</b>           | <b>13,750</b>         | <b>6,588</b>             |                          |                    |                |
| <u>103</u> <u>Groundworks</u>        |                       |                        |                       |                          |                          |                    |                |
| 4001 Salaries & Wages                | 4,675                 | 9,032                  | 60,300                | 51,268                   |                          | 51,268             | 15.0 %         |
| 4006 Protective Clothing             | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 4008 Training                        | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 4010 Misc Staff Costs                | 54                    | 54                     | 730                   | 676                      |                          | 676                | 7.4 %          |
| 4012 Water Rates                     | 0                     | 0                      | 700                   | 700                      |                          | 700                | 0.0 %          |
| 4017 Health & Safety                 | 0                     | 22                     | 500                   | 478                      |                          | 478                | 4.4 %          |
| 4036 Property Maintenance            | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 4037 Grounds Maintenance             | 0                     | 53                     | 1,500                 | 1,447                    |                          | 1,447              | 3.5 %          |
| 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             | 289                   | 300                    | 500                   | 200                      |                          | 200                | 60.0 %         |
| 4051 Vehicle License & Insurance     | 1,834                 | 1,834                  | 2,500                 | 666                      |                          | 666                | 73.4 %         |
| 4055 Fuel & Oil - LS08 WCP           | 157                   | 179                    | 1,000                 | 821                      |                          | 821                | 17.9 %         |
| 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     | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| Groundworks :- Expenditure           | <b>7,010</b>          | <b>12,294</b>          | <b>75,230</b>         | <b>62,936</b>            | <b>0</b>                 | <b>62,936</b>      | <b>16.3 %</b>  |
| <b>Net Expenditure over Income</b>   | <b>7,010</b>          | <b>12,294</b>          | <b>75,230</b>         | <b>62,936</b>            |                          |                    |                |
| <u>107</u> <u>Grants (incl S137)</u> |                       |                        |                       |                          |                          |                    |                |
| 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    | <b>0</b>              | <b>8,699</b>           | <b>14,199</b>         | <b>5,500</b>             | <b>0</b>                 | <b>5,500</b>       | <b>61.3 %</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>8,699</b>           | <b>11,199</b>         | <b>2,500</b>             |                          |                    |                |



Month No : 2

Committee Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>199 F &amp; A Capital &amp; Projects</b>            |                       |                        |                       |                          |                          |                    |                |
| 4046 Equipment Purchased                               | 198                   | 198                    | 0                     | -198                     |                          | -198               | 0.0 %          |
| 4102 Purchase Logo Printed T/Cloth                     | 0                     | 0                      | 190                   | 190                      |                          | 190                | 0.0 %          |
| 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 %          |
| <b>F &amp; A Capital &amp; Projects :- Expenditure</b> | <b>198</b>            | <b>198</b>             | <b>35,890</b>         | <b>35,692</b>            | <b>0</b>                 | <b>35,692</b>      | <b>0.6 %</b>   |
| <b>Net Expenditure over Income</b>                     | <b>198</b>            | <b>198</b>             | <b>35,890</b>         | <b>35,692</b>            |                          |                    |                |
| <b>Finance &amp; Administration :- Expenditure</b>     | <b>14,524</b>         | <b>46,121</b>          | <b>245,999</b>        | <b>199,878</b>           | <b>0</b>                 | <b>199,878</b>     | <b>18.7 %</b>  |
| <b>Income</b>  | <b>0</b>              | <b>143,467</b>         | <b>291,560</b>        | <b>-148,093</b>          |                          |                    | <b>49.2 %</b>  |
| <b>Net Expenditure over Income</b>                     | <b>14,524</b>         | <b>-97,345</b>         | <b>-45,561</b>        | <b>51,784</b>            |                          |                    |                |
| <b>Environment &amp; Amenity</b>                       |                       |                        |                       |                          |                          |                    |                |
| <b>202 The Green</b>                                   |                       |                        |                       |                          |                          |                    |                |
| 4044 Fly Tipping                                       | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| <b>The Green :- Expenditure</b>                        | <b>0</b>              | <b>0</b>               | <b>500</b>            | <b>500</b>               | <b>0</b>                 | <b>500</b>         | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b>                     | <b>0</b>              | <b>0</b>               | <b>500</b>            | <b>500</b>               |                          |                    |                |
| <b>203 Open Spaces &amp; Trees</b>                     |                       |                        |                       |                          |                          |                    |                |
| 4048 Plants. Shrubs & Trees                            | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 4049 Dog Hygiene                                       | 2,323                 | 1,751                  | 14,000                | 12,249                   |                          | 12,249             | 12.5 %         |
| 4052 Purchase Dog Waste Bin Dispos                     | 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 %          |
| <b>Open Spaces &amp; Trees :- Expenditure</b>          | <b>2,323</b>          | <b>1,751</b>           | <b>15,091</b>         | <b>13,340</b>            | <b>0</b>                 | <b>13,340</b>      | <b>11.6 %</b>  |
| 1084 Dog Bag Donations                                 | 0                     | 0                      | 200                   | -200                     |                          |                    | 0.0 %          |
| <b>Open Spaces &amp; Trees :- Income</b>               | <b>0</b>              | <b>0</b>               | <b>200</b>            | <b>-200</b>              |                          |                    | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b>                     | <b>2,323</b>          | <b>1,751</b>           | <b>14,891</b>         | <b>13,140</b>            |                          |                    |                |
| <b>211 Events</b>                                      |                       |                        |                       |                          |                          |                    |                |
| 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                         | 459                   | 459                    | 8,500                 | 8,041                    |                          | 8,041              | 5.4 %          |

Month No : 2

Committee Report

|            |   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4610       | Events - Fireworks on Green             | 0                     | -4,500                 | 5,000                 | 9,500                    |                          | 9,500              | -90.0 %        |
| 4611       | Events - Senior Citizens Trip           | 0                     | 0                      | 1,200                 | 1,200                    |                          | 1,200              | 0.0 %          |
| 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                   | <b>459</b>            | <b>-4,721</b>          | <b>17,050</b>         | <b>21,771</b>            | <b>0</b>                 | <b>21,771</b>      | <b>-27.7 %</b> |
|            | <b>Net Expenditure over Income</b>      | <b>459</b>            | <b>-4,721</b>          | <b>17,050</b>         | <b>21,771</b>            |                          |                    |                |
| <u>221</u> | <u>M S C</u>                            |                       |                        |                       |                          |                          |                    |                |
| 4042       | Equipment Maintenance                   | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
|            | M S C :- Expenditure                    | <b>0</b>              | <b>0</b>               | <b>1,000</b>          | <b>1,000</b>             | <b>0</b>                 | <b>1,000</b>       | <b>0.0 %</b>   |
|            | <b>Net Expenditure over Income</b>      | <b>0</b>              | <b>0</b>               | <b>1,000</b>          | <b>1,000</b>             |                          |                    |                |
| <u>299</u> | <u>E &amp; A Capital &amp; Projects</u> |                       |                        |                       |                          |                          |                    |                |
| 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)               | 3,826                 | 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 | <b>3,826</b>          | <b>3,826</b>           | <b>11,320</b>         | <b>7,495</b>             | <b>0</b>                 | <b>7,495</b>       | <b>33.8 %</b>  |
| 1082       | Brown Bin Caddy Liners                  | 0                     | 0                      | 800                   | -800                     |                          |                    | 0.0 %          |
|            | E & A Capital & Projects :- Income      | <b>0</b>              | <b>0</b>               | <b>800</b>            | <b>-800</b>              |                          |                    | <b>0.0 %</b>   |
|            | <b>Net Expenditure over Income</b>      | <b>3,826</b>          | <b>3,826</b>           | <b>10,520</b>         | <b>6,695</b>             |                          |                    |                |
|            | Environment & Amenity :- Expenditure    | <b>6,608</b>          | <b>855</b>             | <b>44,961</b>         | <b>44,106</b>            | <b>0</b>                 | <b>44,106</b>      | <b>1.9 %</b>   |
|            | Income                                  | <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>6,608</b>          | <b>855</b>             | <b>43,961</b>         | <b>43,106</b>            |                          |                    |                |

**Planning & Development**



Month No : 2

Committee Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>301 Roads &amp; Street Furniture</b>     |                       |                        |                       |                          |                          |                    |                |
| 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     | <b>0</b>              | <b>0</b>               | <b>3,600</b>          | <b>3,600</b>             | <b>0</b>                 | <b>3,600</b>       | <b>0.0 %</b>   |
| 1077 Grants and Donations Received          | 0                     | 0                      | 1,000                 | -1,000                   |                          |                    | 0.0 %          |
| Roads & Street Furniture :- Income          | <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>0</b>               | <b>2,600</b>          | <b>2,600</b>             |                          |                    |                |
| <b>302 Community Bus</b>                    |                       |                        |                       |                          |                          |                    |                |
| 4702 Community Bus                          | 1,040                 | 1,040                  | 6,900                 | 5,860                    |                          | 5,860              | 15.1 %         |
| Community Bus :- Expenditure                | <b>1,040</b>          | <b>1,040</b>           | <b>6,900</b>          | <b>5,860</b>             | <b>0</b>                 | <b>5,860</b>       | <b>15.1 %</b>  |
| <b>Net Expenditure over Income</b>          | <b>1,040</b>          | <b>1,040</b>           | <b>6,900</b>          | <b>5,860</b>             |                          |                    |                |
| <b>399 P &amp; D Capital &amp; Projects</b> |                       |                        |                       |                          |                          |                    |                |
| 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     | <b>0</b>              | <b>0</b>               | <b>6,250</b>          | <b>6,250</b>             | <b>0</b>                 | <b>6,250</b>       | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b>          | <b>0</b>              | <b>0</b>               | <b>6,250</b>          | <b>6,250</b>             |                          |                    |                |
| Planning & Development :- Expenditure       | <b>1,040</b>          | <b>1,040</b>           | <b>16,750</b>         | <b>15,710</b>            | <b>0</b>                 | <b>15,710</b>      | <b>6.2 %</b>   |
| Income                                      | <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>1,040</b>          | <b>1,040</b>           | <b>15,750</b>         | <b>14,710</b>            |                          |                    |                |

At : 14:24

Santander Business Account

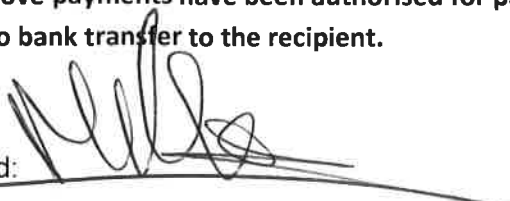
List of Payments made between 01/05/2017 and 31/05/2017

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 15/05/2017       | STAFF SALARIES MAY             | TFR8              | 6,107.70           |                       | STAFF SALARIES MAY             |
| 16/05/2017       | SANTANDER                      | TFR9              | 5.00               |                       | INTEREST                       |
| 31/05/2017       | KVA Digital Ltd                | TFR5              | 3,510.00           |                       | Replacement payment ref TFR5   |
| 31/05/2017       | KVA Digital Ltd                | TFR6              | 300.00             |                       | Replacent payment ref TFR6     |
| 31/05/2017       | TFH Gazebos                    | TFR7              | 238.00             |                       | 12603/4020/TFH Gazebos         |
| 31/05/2017       | Shell U.K Oil Products Ltd     | DDR358            | 74.50              |                       | 1870016/4053/Shell U.K Oil Pro |
| 31/05/2017       | HM Land Registry               | CP81              | 6.00               |                       | MAY17/4029/HM Land Registry    |
| 31/05/2017       | DVLA                           | CP82              | 240.00             |                       | 9163-4740-5897-1616/4046/DVLA  |
| 31/05/2017       | Mesh Digital Ltd               | CP83              | 12.24              |                       | DM1910073/4031/Mesh Digital Lt |
| 31/05/2017       | Safety Tec                     | CP84              | 4,704.75           |                       | 893/4033/Safety Tec            |
| 31/05/2017       | Shell U.K Oil Products Ltd     | DDR359            | 4.80               |                       | 1889336/4054/Shell U.K Oil Pro |
| 31/05/2017       | British Telecom PLC            | DDR360            | 291.20             |                       | Q046X3/4028/British Telecom PL |
| 31/05/2017       | Peninsula Business Services Lt | DDR361            | 264.00             |                       | Z1524059/4050/Peninsula Busine |
| 31/05/2017       | British Telecom PLC            | DDR362            | 98.91              |                       | M089WI/4034/British Telecom PL |
| 31/05/2017       | Shell U.K Oil Products Ltd     | DDR363            | 109.52             |                       | 1909449/4042/Shell U.K Oil Pro |
| 31/05/2017       | Amazon                         | CP85              | 13.98              |                       | 203-9362804-9483532/4055/Amazo |
| 31/05/2017       | Amazon                         | CP86              | 5.98               |                       | 203-8105134-1909157/4035/Amazo |
| 31/05/2017       | NFU Mutual                     | CP87              | 1,593.80           |                       | 1074382605/2/4039/NFU Mutual   |
| 31/05/2017       | Cromwell Group Ltd             | CP88              | 21.59              |                       | CD-631702-891123/4038/Cromwell |
| 31/05/2017       | Spares Giant                   | CP89              | 61.24              |                       | 100030706/4040/Spares Giant    |
| 31/05/2017       | SurveyMonkey Europe            | CP90              | 299.00             |                       | INV-91065/4041/SurveyMonkey Eu |
| 31/05/2017       | Mesh Digital Ltd               | CP91              | 167.99             |                       | DM1912119/4056/Mesh Digital Lt |
| 31/05/2017       | Redacted                       | TFR6              | 27.05              |                       | MAY17/4052/Expenses            |
| 31/05/2017       | Redacted                       | TFR7              | 27.05              |                       | MAY17/4051/Expenses            |
| 31/05/2017       | Arco Ltd                       | 22000             | 216.70             |                       | 929998148/4049/Arco Ltd        |
| 31/05/2017       | Trade UK (6331640008774572)    | 22001             | 17.12              |                       | 0796339694/4036/Trade UK (6331 |
| 31/05/2017       | Canon (UK) Ltd                 | 22002             | 331.70             |                       | 401888747/4037/Canon (UK) Ltd  |
| 31/05/2017       | Desi Coaches Ltd               | 22003             | 1,040.00           |                       | 23911/4048/Desi Coaches Ltd    |
| 31/05/2017       | Graffit Ltd                    | 22004             | 280.80             |                       | INV1241/4032/Graffit Ltd       |
| 31/05/2017       | HAPTC                          | 22005             | 120.00             |                       | 1718/151/4047/HAPTC            |
| 31/05/2017       | HUMPHREYS PLUS                 | 22006             | 34.99              |                       | 208573/4043/HUMPHREYS PLUS     |
| 31/05/2017       | Jewson Limited                 | 22007             | 30.52              |                       | 0716/0177999/4027/Jewson Limit |
| 31/05/2017       | Lamps & Tubes Illuminations Li | 22008             | 550.62             |                       | 68161/4026/Lamps & Tubes Illum |
| 31/05/2017       | Lyreco UK Ltd                  | 22009             | 92.29              |                       | 6670113246/4044/Lyreco UK Ltd  |
| 31/05/2017       | SuperClean Commercial Limited  | 22010             | 100.80             |                       | 17/14490/4045/SuperClean Comme |
| 31/05/2017       | TBS Hygiene Limited            | 22011             | 2,787.84           |                       | 150643/4030/TBS Hygiene Limite |

Total Payments 23,787.68

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

Signed:



Signed:



Date:

8/6/17