



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE POLICY AND FINANCE VIRTUAL COMMITTEE MEETING

Monday 19th October 2020 at 7pm

All committee members are summoned to attend

Any members of the public wishing to attend the virtual meeting will need to contact Susanna on susanna.walker@fleet-tc.gov.uk by midday on Friday 16th October 2020.

To Councillors: G. Carpenter, P. Einchcomb, L. Holt, R. Robinson, B. Schofield,
S. Tilley, S. Wheale, P. Wildsmith, G. Woods.

Signed:

Janet Stanton
Town Clerk

Date: 12th October 2020

AGENDA

1. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

2. DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

Any members of the public wishing to attend the virtual meeting will need to contact Susanna on susanna.walker@fleet-tc.gov.uk by midday on Friday 16th October 2020.

4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 20th July 2020 (*copy attached*).

Part 1 – ITEMS FOR DECISION

5. QUARTERLY FINANCIAL MONITORING REPORT

To consider the quarterly report of the Town Clerk and The Harlington General Manager (*copy attached*) and to receive:

- | | |
|--|------------------------|
| a. Quarterly Report | in agenda pack |
| aa. Harlington Monthly Performance totals 2020/2021 | in agenda pack |
| b. 2020-21 projections & draft 21-22 budget at 30.09.2020 | in agenda pack |
| c. Balance sheet as at 30th September 2020 | in agenda pack |
| d. Budget detail as at 30th September 2020 | in agenda pack |
| e. Income and expenditure detail as at 30th September 2020 | in agenda pack |
| f. Reserves as at 30th September 2020 | in agenda pack |
| g. Bank Reconciliation - 31st July 2020 | on portal and web site |
| gg. Bank Reconciliation – 31st August 2020 | on portal and web site |
| ggg. Bank Reconciliation - 30th September 2020 | on portal and web site |
| h. Cash Book - 31st July 2020 | on portal and web site |
| hh. Cash Book - 31st August 2020 | on portal and web site |
| hhh. Cash Book - 30th September 2020 | on portal and web site |
| i. List of Payments + BACS - 31st July 2020 | on portal and web site |
| ii. List of Payments + BACS - 31st August 2020 | on portal and web site |
| iii. List of Payments + BACS - 30th September 2020 | on portal and web site |
| j. Q2 VAT return | on portal and web site |
| k. Debtors List | on portal and web site |

All of the above documents are available on the FTC portal and FTC web site.

RECOMMENDATION

1. To receive and accept into the minutes

- a. Quarterly Report
- aa. Harlington Monthly Performance totals 2020/2021
- b. 2020-21 projections & draft 21-22 budget at 30th September 2020
- c. Balance sheet as at 30th September 2020
- d. Budget detail as at 30th September 2020
- e. Income and expenditure detail as at 30th September 2020
- f. Reserves as at 30th September 2020
- g. Bank Reconciliation - 31st July 2020
- gg. Bank Reconciliation – 31st August 2020
- ggg. Bank Reconciliation - 30th September 2020
- h. Cash Book - 31st July 2020
- hh. Cash Book - 31st August 2020
- hhh. Cash Book - 30th September 2020
- i. List of Payments + BACS - 31st July 2020
- ii. List of Payments + BACS - 31st August 2020
- iii. List of Payments + BACS - 30th September 2020
- j. Q2 VAT return
- k. Debtors List

2. Further to the last Policy and Finance Meeting in July 2020, Councillor Robinson to confirm that the bank statements match the reconciliation and has signed the bank statements and payment schedules.

6. INVESTMENT REPORT

To consider the quarterly investment report (*copy attached*).

RECOMMENDATION

To note the balances held in the Fleet Town Council Accounts

7. THE BUDGET

To receive and consider the proposed budget based on the Policy and Finance Working Group recommendation and the Council resolution of 7 October 2020 of no increase in Council tax. (*Copy attached – Item 5b*).

RECOMMENDATION

To use the reserves to balance the budget in 2020/2021 and 2021/2022

8. REVIEW OF POLICIES

Further to the review timetable agreed at the meeting of the committee on 22 May 2017, Members to review the following policies:

- a. **Standing orders** – Copy attached showing proposed amendment
- b. **Grant Policy** – copy attached
- c. **Memorials Policy** – Members are asked to consider whether this Memorial Policy is still required as the new Garden of Remembrance has now been built with memorials to suit all ages and tastes. *Copy attached*
- d. **Open Air Civic Events Policy** – copy attached showing proposed amendments
- e. **Co-Option Policy** – copy attached showing proposed amendments
- f. **Park Development Policy** – copy attached showing proposed amendments
- g. **Freedom of Information** – copy attached showing proposed amendments

RECOMMENDATION

- a. Standing orders – copy attached showing proposed amendments. To be reviewed at the next Annual Meeting of the Council on 12 May 2021

To approve the following policies with a review due date of October 2023

- b. Grant Policy
- c. Memorials Policy
- d. Open Air Civic Events Policy
- e. E. Co-Option Policy
- f. Park Development Policy
- g. Freedom of Information

PART 2 - ITEMS TO NOTE

9. CLERKS REPORT

To receive and note any update report from the Town Clerk

10. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Policy and Finance Committee will be held on Monday 15th February 2021 at 7pm.

Cost Centre	Item Description	Actual 2016-17	Actual 2017-18	Adjusted Actual 17 18incs transfers to EMR	Actual - 2018-2019	Actual 2019-2020	Agreed Budget 2020-2021 increase in Council tax of 3% (ie £102.80 x tax base increased to 10,548.23 total precept of £1,084,358.04	Actual 2020-2021 as at 30.06.2020	2020-2021 Year End Projection as at 22.09.2020	Budget 2021/2022 (Council tax as 20/21 (£102.80) but taxbase increased by 100 to 10,648. 21/22 Precept equals 10,648 x £102.80 = 1,094,614	Comments
115	Precept Operations	-£599,277.00	-£599,277.00	£ 599,277.00	-£619,567.26	-£631,819.00	-£672,341.04	-£672,341.04	-£672,342.00	-£682,597.00	
101	Central Admin	£109,541.00	£134,460.00	£ 149,960.00	£167,868.00	£172,785.00	£194,555.04	£86,943.00	£188,879.00	£197,589.00	
105	Civic & Democratic	£2,465.00	£3,947.00	£ 3,947.00	£15,007.00	£2,609.00	£6,863.00	£80.00	£6,863.00	£7,002.00	
110	Grants and contributions	£43,809.00	£49,055.00	£49,055		£39,373.00	£44,100.00	£29,133.00	£43,909.00	£44,787.00	
110	Committed Grants				£223,698.00						
110	Civic Grants										
110	Harlington Contibution					£160,000.00	£164,800.00	£164,800.00	£164,800.00	£168,096.00	
150	Public Events	£38,661.00	£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£44,404.00	£3,768.00	£37,100.00	£45,164.00	
301	Open Spaces	£25,794.00	£33,638.00	£ 34,303.00	£29,157.00	£31,649.00	£32,906.00	£13,934.00	£33,437.00	£37,522.00	
208	Ancells Farm Park	£15,782.00	£30,191.00	£ 30,191.00	£31,298.00	£31,986.00	£37,543.00	£12,122.00	£34,867.00	£37,631.00	
310	Calthorpe Park	£22,230.00	£21,492.00	£ 28,492.00	£33,575.00	£37,109.00	£46,336.00	£6,772.00	£45,242.00	£49,793.00	
315	Oakley Park	£20,103.00	£16,200.00	£ 16,200.00	£21,099.00	£22,216.00	£27,097.00	£9,897.00	£25,591.00	£26,760.00	
320	Basingbourne Park	£20,445.00	£19,257.00	£ 19,257.00	£25,536.00	£28,807.00	£26,699.00	£12,811.00	£24,646.00	£23,501.00	
325	The Views	-£46,280.00	£12,160.00	£ 12,160.00	£5,909.00	£9,281.00	£10,702.00	£3,013.00	£10,689.00	£11,475.00	
330	Edenbrook	£2,735.00	£9,794.00	£ 9,794.00	£3,112.00	£3,300.00	£5,271.00	£1,287.00	£5,158.00	£5,375.00	
350	Cemetery	-£28,380.00	-£41,789.00	-£ 38,989.00	-£9,764.00	-£28,987.00	-£12,642.00	-£30,213.00	-£28,399.00	-£24,484.00	
475	Lengthsman		-£100.00	-£ 100.00	-£3,300.00	£530.00	£0.00	-£3,300.00	-£3,300.00	£0.00	
	Harlington Operations Contibution				-£180,000.00	-£160,000.00	-£164,800.00	-£164,800.00	-£164,800.00	-£168,096.00	
204	Building Operational costs	£129,102.00	£130,943.00	£ 131,203.00	£222,058.00	£224,131.00	£222,527.00	£109,972.00	£240,316.00	£222,000.00	
201	Events	£38,883.00	£4,215.00	£ 18,135.00	-£52,535.00	-£25,188.00	-£22,980.00	£112,268.00	£145,163.00	£64,000.00	
202	Café	-£5,172.00	-£7,557.00	-£ 7,557.00	-£14,721.00	-£9,187.00	-£9,400.00	£7,749.00	£15,225.00	£0.00	
205	Ancells Community	-£3,436.00	£5,716.00	£ 5,716.00	£15,120.00	£18,780.00	£18,360.00	£11,750.00	£30,564.00	£30,500.00	
	FTC + Harlington + Ancells Community	-£342,097.00	-£266,455.00	-£ 226,570.00	-£47,210.26	-£36,623.00	£0.00	-£284,355.04	£183,608.00	£96,018.00	

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	2020-2021 Actual as at 30.09.2020	Cumulative 2020-2021 Year end Projection				Comments
	Brought forward	£0.00	-£285,435.00	-£511,052.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00				
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00					
160	Interest				-£5,957.00						
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£20,652.00	£50,000.00				
	TOTAL FUNDS AVAILABLE	-£285,435.00	-£511,075.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00	-£1,558,082.00				

Available S106 Funding as at 10.05.2020	Available funds as at 11.05.19	Funds received a at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 31.01.2020	S106 Funds requested but not approved	Unallocated Funds as at 14.05.2020				Comments - No update received from HDC since 11.05.19
	Recreation & Leisure projects	£392,214.00	£24,789.00	£244,211.00	£123,214.00	£0.00	£123,214.00			S106 available funding total requested from HDC £269k requested from HDC for CP Play ground
	TOTAL	£392,214.00	£24,789.00	£244,211.00	£123,214.00		£123,214.00			

FTC RESERVES AS AT 30.09.2020	
Total equity as at 23.09.2020	£2,351,381.00
Current year fund	£173,620.00
General fund	£159,724.00
FTC Reserve	£150,000.00
General EMR	£259,955.00
Harlington EMR	£1,608,082.00
Reserves to be allocated	£0.00
	£2,351,381.00

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	8,161
120	Vat Control	43,344
150	Stock - Bar	8,443
151	Stock - Food	1,272
200	Bank Current/Deposit Account	716,632
210	Petty Cash - FTC	100
211	CCLA Pub Sector Deposit Fund	1,050,000
216	Nationwide deposit account	400,000
218	Cambridge B.S Savings account	100,000
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	Total Current Assets	2,330,072
	<u>Current Liabilities</u>	
503	Christmas Festivities Town Cen	4,620
504	Christmas Day Lunch	1,282
515	Paye/NI Due	6,986
516	Pension Due	0
531	COVID19	30,994
532	Calthorpe Park Playground	(95,101)
549	Acoustic Sundays	(1,060)
557	DOM JOLLY Aug 20	2,490
558	GENESIS CONNECTED July 2020	2,752
559	NAVI FEB 2020	3,656
560	90s rewind March 2021	2,513
562	Billy Walton Band Mar 2020	0
563	Elo Encounter Sept 2020	1,456
564	The Stumble May 2021	250
565	Bootleg Blondie Feb 2021	793
566	CLARE TEAL October 20	1,357
567	PURPLE ZEPPELIN Nov 20	645
569	COMEDY MAR 20	435
574	FLEET JAZZ MAR 20	(497)
575	FLEET JAZZ APR 20	(560)
577	FLEET JAZZ JUN 20	(47)
580	TOTALLY TINA March 2021	1,305
581	RABBIT RABBIT March 2021	131
582	GUNS 2 ROSES March 2021	1,228
584	NINE BELOW ZERO October20	424
586	POP DIVAS LIVE SEPT 20	392
587	JERSEY GUYS SEPT 20	319
589	SPACE APRIL 20	(1,750)
590	80s rewind nov 20	6,509
591	Martin Kemp August20	1,778
592	bernie marsden oct 20	753
593	funtime dance june 20	0
594	T-Rextasy Jan2021	128
595	movie medley july 20 cancelled	(152)
596	Jenny Eclair February 2020	895
597	Buble meets Sinatra October 20	84
598	Floyd Effect - October 20	189
878	mainly madness xmas dec 19	2,816
882	new amen corner feb 20	678

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	Total Current Liabilities		(21,309)
	Net Current Assets		2,351,381
	Total Assets less Current Liabilities		<u>2,351,381</u>
	<i>Represented by :-</i>		
300	Current Year Fund	173,620	
310	General Fund	159,724	
315	FTC Reserve	150,000	
320	Earmarked Reserves	(1,221)	
321	EMR - Pension Obligation	30,000	
322	EMR - Website Development	10,000	
323	EMR - Cemetery Ext/Rem Gdn	3,935	
324	EMR - Park Improvements	12,000	
325	EMR - Community Pk Building 25	100,853	
326	EMR - Office Refurbishment	238	
327	EMR - Ancells Farm Rep/Dec	3,630	
328	EMR - Paths	992	
329	EMR - Cemetery Mem Test 2021	3,300	
330	EMR - CP Tennis Sinking 2026	30,563	
331	EMR - Community Buis Service	13,000	
332	EMR - S106 Sensory Garden	51,579	
333	EMR - Sustainable Ops Projects	2,882	
334	EMR-Calthorpe Park Playground	(2,396)	
335	EMR - Climate Change LEDs	600	
360	Harlington Development Fund	1,608,082	
	Total Equity		<u>2,351,381</u>

Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	Central Administration									
1053	Grant money and funding	0	0	0	0	31,000	0	0	0	0
1500	Miscellaneous Income	0	0	0	0	0	0	0	0	0
1870	Interest Income	4,500	2,542	3,500	2,049	3,230	0	3,230	0	0
	Total Income	4,500	2,542	3,500	2,049	34,230	0	3,230	0	0
4000	Salaries	111,611	108,243	124,000	61,328	124,000	0	124,000	0	0
4001	Employers National Insurance	10,500	9,817	10,500	5,094	10,200	0	10,200	0	0
4002	Employers Pension	5,600	6,178	7,700	3,440	6,500	0	6,500	0	0
4005	Contracted Staffing	7,200	1,457	0	0	0	0	0	0	0
4011	Staff Recruitment	500	0	250	0	0	0	0	0	0
4015	Recharge staff hours	-16,000	-18,000	-16,480	-10,500	-18,480	0	-18,480	0	0
4020	COVID19	0	1,305	0	3,427	40,000	0	1,000	0	0
4030	Training	3,000	1,870	3,100	130	600	0	3,000	0	0
4041	Mileage/Travel/Sustinance	100	56	102	0	50	0	102	0	0
4130	Insurance	9,500	8,918	9,000	8,132	8,500	0	9,500	0	0
4156	Recycling	0	144	500	0	0	0	500	0	0
4175	Equipment Maintenance	1,030	0	589	0	589	0	600	0	0
4185	Equipment	1,545	7,366	3,000	368	3,000	0	3,000	0	0
4187	Health & Safety	10,000	9,289	10,200	2,145	7,900	0	8,000	0	0
4400	Stationery & Consumables	3,816	3,844	3,892	763	1,000	0	3,500	0	0
4401	Document Management	5,000	0	2,000	0	0	0	5,000	0	0
4420	Bank Charges	2,500	3,087	3,000	928	2,000	0	3,060	0	0
4422	Bank & Card Transactions	120	32	0	0	0	0	0	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4430	Promotion/Publicity/Vision	6,800	6,935	7,000	3,647	7,000	0	7,140	0	0
4435	Website	515	862	800	240	900	0	918	0	0
4440	Telephone & Broadband	2,000	1,160	1,700	633	1,900	0	2,400	0	0
4445	Mobile Phones	0	9	0	217	650	0	663	0	0
4455	Postage	450	635	350	0	100	0	102	0	0
4460	Subscriptions	3,100	2,618	3,162	2,429	3,000	0	3,060	0	0
4480	Computer Maintenance	1,200	905	1,000	0	1,000	0	1,020	0	0
4481	Software/Licenses	2,200	1,747	1,700	247	2,000	0	2,500	0	0
4484	Computer Support	5,000	4,500	5,500	2,520	6,000	0	6,120	0	0
4485	Computer Storage	825	1,509	1,500	660	1,700	0	1,734	0	0
4486	E-mail Exchange	2,700	3,170	3,250	1,363	3,500	0	3,570	0	0
4550	Payroll Services	618	547	600	106	600	0	612	0	0
4551	HR Services	2,000	917	2,000	546	1,000	0	2,040	0	0
4555	Legal Fees and Costs	2,000	3,172	2,000	18	2,000	0	2,040	0	0
4560	Accountancy fees	1,700	1,505	700	560	700	0	714	0	0
4561	VAT Consultancy fees	400	159	440	200	200	0	204	0	0
4564	Procurement fees	3,000	22	1,000	0	1,000	0	3,000	0	0
4580	Audit Fees	5,000	1,350	4,000	350	4,000	0	3,500	0	0
	Overhead Expenditure	195,530	175,327	198,055	88,992	223,109	0	200,819	0	0
	Movement to/(from) Gen Reserve	(191,030)	(172,785)	(194,555)	(86,943)	(188,879)		(197,589)		
105	<u>Civic and Democratic</u>									
4041	Mileage/Travel/Sustinance	150	118	153	0	153	0	156	0	0
4430	Promotion/Publicity/Vision	2,500	1,191	2,500	0	2,500	0	2,550	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4530	Councillor Development	1,030	448	1,050	0	1,050	0	1,071	0	0
4535	Chairman's Allowance	1,135	437	1,160	50	1,160	0	1,185	0	0
4537	Members Allowances	4,284	415	2,000	30	2,000	0	2,040	0	0
Overhead Expenditure		9,099	2,609	6,863	80	6,863	0	7,002	0	0
Movement to/(from) Gen Reserve		(9,099)	(2,609)	(6,863)	(80)	(6,863)		(7,002)		
110	Grants									
4112	Lions Lease	0	1,375	0	0	0	0	0	0	0
4113	The Harlington	160,000	0	0	0	0	0	0	0	0
4538	Community Support	1,500	1,108	1,500	0	1,500	0	1,530	0	0
4800	Fleet Link	13,082	16,071	13,500	10,824	13,500	0	13,770	0	0
4810	Basingstoke Canal	18,900	18,309	18,500	18,309	18,309	0	18,675	0	0
4855	Community grants	10,300	2,510	10,600	200	10,600	0	10,812	0	0
Overhead Expenditure		203,782	39,373	44,100	29,333	43,909	0	44,787	0	0
Movement to/(from) Gen Reserve		(203,782)	(39,373)	(44,100)	(29,333)	(43,909)		(44,787)		
115	Precept									
1900	Precept - operational	631,819	631,819	672,341	672,341	672,341	0	682,341	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	412,017	0	0
Total Income		1,043,836	1,043,836	1,084,358	1,084,358	1,084,358	0	1,094,358	0	0
Movement to/(from) Gen Reserve		1,043,836	1,043,836	1,084,358	1,084,358	1,084,358		1,094,358		
150	Events									
1051	Ghurkha Square Market	0	0	0	1,716	5,966	0	8,500	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

	<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	0	0	1,716	5,966	0	8,500	0	0
4176 Action Day	600	842	900	0	400	0	918	0	0
4210 Floral Displays	17,200	15,539	17,544	5,311	16,500	0	17,895	0	0
4222 Friends Group Get Together	200	76	150	0	0	0	150	0	0
4655 Town Centre Xmas Decorations	20,000	14,919	20,400	144	18,000	0	22,000	0	0
4656 Christmas Gurkha Square	4,010	2,040	4,090	30	1,000	0	4,175	0	0
4657 Christmas Day Lunch	1,000	2,136	1,020	0	1,000	0	1,020	0	0
4660 Remembrance Day	210	451	300	0	200	0	306	0	0
4661 Gurkha Sq Market	0	0	0	0	5,966	0	7,200	0	0
Overhead Expenditure	43,220	36,002	44,404	5,484	43,066	0	53,664	0	0
Movement to/(from) Gen Reserve	(43,220)	(36,002)	(44,404)	(3,768)	(37,100)		(45,164)		
160 Harlington Development									
1870 Interest Income	0	5,957	0	0	0	0	0	0	0
Total Income	0	5,957	0	0	0	0	0	0	0
4015 Recharge staff hours	30,000	25,000	30,000	15,000	30,000	0	30,000	0	0
4041 Mileage/Travel/Sustinance	400	16	400	0	0	0	400	0	0
4171 Essential Maint, Ops , H&S	0	1,460	0	0	0	0	0	0	0
4400 Stationery & Consumables	1,100	0	1,100	0	0	0	1,100	0	0
4430 Promotion/Publicity/Vision	20,000	0	20,000	0	0	0	20,000	0	0
4455 Postage	2,000	0	2,000	0	0	0	2,000	0	0
4555 Legal Fees and Costs	20,000	0	20,000	775	0	0	20,000	0	0
4560 Accountancy fees	1,500	0	1,500	0	0	0	1,500	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4562	Design Consultancy fees	120,000	0	77,000	0	0	0	77,000	0	0
4563	Planning and Building fees	45,000	0	45,000	0	0	0	45,000	0	0
4564	Procurement fees	15,000	0	15,000	0	0	0	15,000	0	0
4565	Survey	0	45,546	43,000	4,878	0	0	43,000	0	0
4570	Project Management	100,000	0	100,000	0	0	0	100,000	0	0
4999	Contingency	57,017	0	57,017	0	382,017	0	57,017	0	0
	Overhead Expenditure	412,017	72,022	412,017	20,653	412,017	0	412,017	0	0
	160 Net Income over Expenditure	-412,017	-66,064	-412,017	-20,653	-412,017	0	-412,017	0	0
6001	plus Transfer from EMR	0	0	0	15,258	0	0	0	0	0
	Movement to/(from) Gen Reserve	(412,017)	(66,064)	(412,017)	(5,395)	(412,017)		(412,017)		
201	<u>Harlington - Events</u>									
1000	Hall Hire	108,000	104,195	104,000	4,258	15,000	0	67,000	0	0
1001	WRVS Hall Hire	2,000	1,938	2,000	0	0	0	0	0	0
1002	POINT Hall Hire	250	0	0	0	0	0	0	0	0
1029	WRVS Office 2 - Dance	2,400	1,600	0	0	0	0	0	0	0
1030	WRVS Office 1	2,000	1,000	1,000	0	0	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	0	1,000	0	1,000	0	0
1036	Fleet Baptist Preschool	4,500	4,070	4,500	0	3,000	0	3,500	0	0
1415	Coffee Shop Sales/Catering	0	269	0	0	0	0	0	0	0
1420	Bar Sales	96,500	118,401	105,000	2,694	15,000	0	74,000	0	0
1430	Merchandise	500	291	600	0	0	0	0	0	0
1431	Confectionery	2,100	3,995	2,500	18	100	0	1,500	0	0
1432	Ices	2,000	2,605	2,000	171	150	0	1,500	0	0

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Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1433	Snacks	2,200	2,731	2,200	40	200	0	1,500	0	0
1435	Box Office Charges	10,000	15,287	14,000	103	300	0	9,000	0	0
1436	Technical Income	0	170	0	0	0	0	0	0	0
1450	Ticket Sales	181,000	158,346	180,000	0	20,000	0	115,000	0	0
Total Income		414,450	415,899	418,800	7,284	54,750	0	274,000	0	0
4000	Salaries	154,800	144,907	171,000	108,994	112,000	0	150,000	0	0
4001	Employers National Insurance	10,500	11,338	10,960	8,746	11,200	0	15,000	0	0
4002	Employers Pension	6,200	7,141	8,900	6,435	5,600	0	7,500	0	0
4005	Contracted Staffing	0	10,911	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-5,000	-7,000	-3,500	-7,000	0	-7,000	0	0
4020	COVID19	0	0	0	0	10,000	0	0	0	0
4182	Technical Equipment Sundries	1,000	970	1,500	10	1,500	0	1,000	0	0
4183	Technical Equipment Hire	500	1,017	500	0	500	0	500	0	0
4185	Equipment	4,000	3,960	5,000	-2,733	7,733	0	5,000	0	0
4422	Bank & Card Transactions	4,240	11,889	7,500	1,125	4,500	0	9,000	0	0
4432	Marketing	17,000	18,436	17,000	398	12,000	0	17,000	0	0
4433	Marketing Support	6,000	6,007	6,500	0	3,500	0	6,500	0	0
4481	Software/Licenses	0	0	0	0	2,000	0	0	0	0
4487	Wi-Fi	0	0	0	44	0	0	0	0	0
4490	Sales System Costs	8,000	13,227	10,000	95	4,000	0	10,000	0	0
4700	Bar Purchases	38,600	47,814	42,000	1,543	6,000	0	30,000	0	0
4710	Bar Consumables	1,700	1,265	2,000	136	500	0	2,500	0	0
4715	Stocktaking	200	175	200	0	200	0	500	0	0
4720	Performance Costs	117,500	104,889	110,000	101	22,200	0	81,000	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4728	Till App	0	0	0	0	0	0	1,000	0	0
4740	Licences	6,000	5,914	5,500	-1,800	3,000	0	5,500	0	0
4752	Hospitality	1,000	850	1,000	-72	300	0	500	0	0
4760	Merchandise	100	0	0	0	0	0	0	0	0
4761	Confectionery	1,020	1,335	1,500	0	50	0	1,000	0	0
4762	Ices	800	2,262	760	6	0	0	500	0	0
4763	Snacks	900	1,402	1,000	23	130	0	1,000	0	0
Overhead Expenditure		373,060	390,711	395,820	119,552	199,913	0	338,000	0	0
Movement to/(from) Gen Reserve		41,390	25,188	22,980	(112,268)	(145,163)		(64,000)		
202	Coffee Shop									
1415	Coffee Shop Sales/Catering	55,000	41,293	52,000	63	2,400	0	0	0	0
1417	Function Catering	0	5	0	0	0	0	0	0	0
Total Income		55,000	41,298	52,000	63	2,400	0	0	0	0
4000	Salaries	22,300	18,668	22,700	7,474	14,500	0	0	0	0
4001	Employers National Insurance	1,050	297	1,530	307	1,450	0	0	0	0
4002	Employers Pension	640	564	370	113	725	0	0	0	0
4151	Cleaning - Equipment	0	33	0	0	0	0	0	0	0
4750	Catering Supplies	20,000	11,763	17,500	-160	750	0	0	0	0
4755	Catering Consumables	500	787	500	78	200	0	0	0	0
Overhead Expenditure		44,490	32,111	42,600	7,813	17,625	0	0	0	0
Movement to/(from) Gen Reserve		10,510	9,187	9,400	(7,749)	(15,225)		0		
204	Building									

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Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000	Hall Hire	0	0	0	0	10,000	0	0	0	0
1031	HCC Library	16,000	16,000	16,000	0	10,000	0	16,000	0	0
1053	Grant money and funding	160,000	0	0	0	0	0	0	0	0
1615	Reimburse - Harlington Repairs	0	0	0	0	60,035	0	0	0	0
1903	Precept - Harlington Cont.	0	0	0	0	0	0	0	0	0
Total Income		176,000	16,000	16,000	0	80,035	0	16,000	0	0
4000	Salaries	72,000	71,926	75,680	-147	75,680	0	75,500	0	0
4001	Employers National Insurance	6,250	6,180	7,140	0	7,568	0	7,500	0	0
4002	Employers Pension	3,650	2,936	5,490	0	3,784	0	4,000	0	0
4005	Contracted Staffing	1,000	1,107	1,000	0	0	0	0	0	0
4011	Staff Recruitment	400	643	400	0	0	0	0	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	-1,000	-2,000	0	-2,000	0	0
4030	Training	750	132	750	-15	500	0	1,000	0	0
4041	Mileage/Travel/Sustinance	500	566	500	0	250	0	500	0	0
4110	Rates	14,500	14,599	14,935	14,828	14,828	0	15,000	0	0
4115	Water & Sewerage	6,500	8,089	9,100	3,844	9,100	0	9,000	0	0
4120	Gas	17,200	20,515	17,716	2,676	17,716	0	18,000	0	0
4122	Electricity	29,650	32,769	30,540	5,103	30,540	0	31,000	0	0
4150	Cleaning	32,100	30,057	32,740	2,126	18,500	0	33,500	0	0
4151	Cleaning - Equipment	300	0	300	39	0	0	500	0	0
4152	Cleaning - Supplies	8,800	9,701	9,400	1,804	8,400	0	9,500	0	0
4155	Refuse Collection	5,500	5,890	5,700	1,523	5,000	0	6,000	0	0
4156	Recycling	1,000	1,156	1,000	274	800	0	1,000	0	0

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Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170	Building Maintenance	15,500	20,115	17,000	27,919	52,200	0	17,000	0	0
4172	Building Compliance	500	1,823	1,000	90	1,000	0	1,000	0	0
4175	Equipment Maintenance	500	832	1,000	17	100	0	1,000	0	0
4180	Equipment Hire	300	0	300	0	0	0	0	0	0
4185	Equipment	1,000	1,411	1,000	358	8,500	0	1,000	0	0
4187	Health & Safety	500	3,746	1,000	825	1,500	0	1,000	0	0
4188	Fire and Intruder Monitoring	600	475	500	70	500	0	500	0	0
4190	Auditorium expenditure	0	0	0	48,943	60,035	0	0	0	0
4207	Fire & Intruder Systems	1,500	1,365	1,800	302	1,800	0	2,000	0	0
4400	Stationery & Consumables	2,000	2,891	1,500	37	500	0	1,000	0	0
4445	Mobile Phones	400	377	400	189	400	0	500	0	0
4455	Postage	400	294	400	0	200	0	500	0	0
4481	Software/Licenses	500	740	500	318	750	0	500	0	0
4487	Wi-Fi	600	1,294	1,236	782	1,700	0	1,500	0	0
4745	Uniforms	500	502	500	-934	500	0	500	0	0
Overhead Expenditure		222,900	240,131	238,527	109,972	320,351	0	238,000	0	0
Movement to/(from) Gen Reserve		(46,900)	(224,131)	(222,527)	(109,972)	(240,316)		(222,000)		
205	<u>Ancells Community Centre</u>									
1000	Hall Hire	26,000	25,309	26,000	2,670	10,000	0	15,000	0	0
Total Income		26,000	25,309	26,000	2,670	10,000	0	15,000	0	0
4000	Salaries	15,090	14,967	17,110	5,348	17,110	0	17,000	0	0
4001	Employers National Insurance	830	828	1,120	309	1,120	0	1,500	0	0

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Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002	Employers Pension	1,230	1,225	1,690	596	1,690	0	2,000	0	0
4041	Mileage/Travel/Sustinance	450	420	450	210	450	0	500	0	0
4115	Water & Sewerage	1,200	737	320	280	700	0	800	0	0
4120	Gas	2,000	1,343	2,000	178	1,438	0	2,000	0	0
4122	Electricity	1,500	1,139	1,545	169	1,306	0	1,500	0	0
4150	Cleaning	6,625	6,482	6,825	540	4,000	0	7,000	0	0
4152	Cleaning - Supplies	1,300	1,295	1,400	387	1,400	0	1,500	0	0
4155	Refuse Collection	850	860	900	530	900	0	1,000	0	0
4170	Building Maintenance	2,000	5,531	2,000	2,787	3,000	0	2,000	0	0
4185	Equipment	300	24	300	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	443	0	98	100	0	0	0	0
4280	Ancells Car Park	4,000	6,269	6,000	2,840	6,000	0	6,000	0	0
4445	Mobile Phones	300	300	300	150	300	0	300	0	0
4455	Postage	100	100	100	0	50	0	100	0	0
4740	Licences	2,300	2,126	2,300	0	1,000	0	2,300	0	0
Overhead Expenditure		40,075	44,089	44,360	14,421	40,564	0	45,500	0	0
Movement to/(from) Gen Reserve		(14,075)	(18,780)	(18,360)	(11,750)	(30,564)		(30,500)		
208	<u>Ancells Farm Park and Pavilion</u>									
1053	Grant money and funding	0	4,779	0	0	0	0	0	0	0
1060	Pitch Hire	1,965	2,783	2,004	0	1,950	0	2,924	0	0
Total Income		1,965	7,562	2,004	0	1,950	0	2,924	0	0
4110	Rates	1,250	1,166	1,287	1,185	1,185	0	1,208	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115	Water & Sewerage	500	382	515	119	367	0	390	0	0
4120	Gas	1,255	351	530	107	358	0	365	0	0
4122	Electricity	1,000	252	415	37	240	0	265	0	0
4150	Cleaning	1,600	1,323	1,632	0	630	0	1,390	0	0
4170	Building Maintenance	1,000	3,931	4,200	0	4,000	0	4,284	0	0
4175	Equipment Maintenance	400	460	600	0	300	0	470	0	0
4187	Health & Safety	300	0	306	223	306	0	312	0	0
4200	Grounds Maintenance	22,000	22,086	22,216	8,617	21,611	0	22,660	0	0
4202	Additional Ground Works	1,655	2,393	1,705	0	705	0	1,739	0	0
4205	CCTV	100	0	105	0	0	0	107	0	0
4220	Friends Group support	110	90	115	0	115	0	118	0	0
4225	South and South East in Bloom	100	0	105	0	0	0	107	0	0
4230	Playground Maintenance	4,300	4,730	5,000	52	5,000	0	5,100	0	0
4240	Grants / Funding expenditure	0	844	0	0	0	0	0	0	0
4250	Tree Surgery	800	1,540	816	1,783	2,000	0	2,040	0	0
Overhead Expenditure		36,370	39,548	39,547	12,122	36,817	0	40,555	0	0
Movement to/(from) Gen Reserve		(34,405)	(31,986)	(37,543)	(12,122)	(34,867)		(37,631)		
301	<u>Open Spaces</u>									
1050	Outdoor Space Hire	650	974	650	165	400	0	0	0	0
1053	Grant money and funding	0	1,500	0	0	0	0	0	0	0
Total Income		650	2,474	650	165	400	0	0	0	0
4000	Salaries	13,000	13,133	13,526	6,691	13,400	0	13,400	0	0

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Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	Employers National Insurance	1,300	888	1,300	619	1,300	0	1,300	0	0
4002	Employers Pension	520	635	812	334	700	0	700	0	0
4015	Recharge staff hours	-2,000	0	-2,040	0	0	0	0	0	0
4041	Mileage/Travel/Sustinance	1,030	677	1,050	244	700	0	816	0	0
4169	Street and Park Furniture	0	0	1,000	0	1,000	0	1,020	0	0
4170	Building Maintenance	300	0	310	50	100	0	316	0	0
4185	Equipment	1,500	252	500	97	500	0	1,530	0	0
4200	Grounds Maintenance	13,926	13,979	14,062	5,454	13,679	0	14,344	0	0
4202	Additional Ground Works	1,047	2,430	1,078	21	500	0	1,100	0	0
4206	Lamppost Maintenance	0	70	200	0	200	0	204	0	0
4208	Speed Indicator Boards - SIDs	0	0	0	0	0	0	1,000	0	0
4231	Depot/storage	15,000	0	0	0	0	0	0	0	0
4233	Vehicle and costs	1	0	0	0	0	0	0	0	0
4240	Grants / Funding expenditure	0	1,630	0	0	0	0	0	0	0
4250	Tree Surgery	1,000	190	1,020	450	1,020	0	1,040	0	0
4445	Mobile Phones	400	121	408	139	408	0	416	0	0
4740	Licences	500	70	220	0	220	0	224	0	0
4745	Uniforms	100	48	110	0	110	0	112	0	0
Overhead Expenditure		47,624	34,123	33,556	14,099	33,837	0	37,522	0	0
Movement to/(from) Gen Reserve		(46,974)	(31,649)	(32,906)	(13,934)	(33,437)		(37,522)		
310	<u>Calthorpe Park</u>									
1050	Outdoor Space Hire	0	71	0	-71	350	0	700	0	0
1057	Fleet Football Club Rent	2,000	2,000	2,000	0	0	0	2,000	0	0

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Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1060	Pitch Hire	1,680	1,270	1,700	250	672	0	1,008	0	0
1064	Tennis Membership card	7,000	5,632	7,000	8,286	8,100	0	7,500	0	0
1065	Tennis Hire	1,200	1,383	1,300	2,180	2,100	0	1,500	0	0
1066	Tennis coaching	1,000	0	1,000	0	0	0	0	0	0
Total Income		12,880	10,356	13,000	10,645	11,222	0	12,708	0	0
4115	Water & Sewerage	200	454	580	173	495	0	505	0	0
4120	Gas	0	100	0	-100	0	0	0	0	0
4122	Electricity	550	265	310	128	300	0	304	0	0
4150	Cleaning	1,450	1,160	1,236	0	1,000	0	1,485	0	0
4170	Building Maintenance	1,500	37	1,530	0	630	0	1,560	0	0
4175	Equipment Maintenance	770	0	785	0	785	0	800	0	0
4185	Equipment	850	-309	867	0	867	0	884	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	37,418	37,563	37,785	14,655	37,785	0	39,300	0	0
4202	Additional Ground Works	2,813	4,706	2,897	205	1,000	0	2,954	0	0
4205	CCTV	100	0	105	0	1,500	0	2,000	0	0
4220	Friends Group support	100	75	105	0	105	0	107	0	0
4225	South and South East in Bloom	50	70	55	25	55	0	72	0	0
4230	Playground Maintenance	400	69	1,000	62	500	0	1,000	0	0
4235	Play Equipment	0	0	0	91,921	0	0	0	0	0
4250	Tree Surgery	2,300	2,430	2,346	1,180	2,346	0	2,392	0	0
4430	Promotion/Publicity/Vision	500	0	510	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	900	0	920	0	920	0	938	0	0

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Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4653	Tennis Software	900	775	910	796	796	0	812	0	0
4740	Licences	80	70	85	70	70	0	72	0	0
Overhead Expenditure		58,181	47,465	59,336	109,338	56,464	0	62,501	0	0
310 Net Income over Expenditure		-45,301	-37,109	-46,336	-98,693	-45,242	0	-49,793	0	0
6001	plus Transfer from EMR	0	0	0	91,921	0	0	0	0	0
Movement to/(from) Gen Reserve		(45,301)	(37,109)	(46,336)	(6,772)	(45,242)		(49,793)		
315	Oakley Park									
1060	Pitch Hire	2,620	3,942	3,000	779	1,781	0	2,672	0	0
Total Income		2,620	3,942	3,000	779	1,781	0	2,672	0	0
4115	Water & Sewerage	350	0	361	0	0	0	0	0	0
4120	Gas	0	85	0	-85	0	0	0	0	0
4122	Electricity	350	234	310	169	300	0	316	0	0
4150	Cleaning	1,450	1,190	1,300	0	540	0	1,326	0	0
4170	Building Maintenance	1,000	529	1,020	0	1,020	0	1,040	0	0
4175	Equipment Maintenance	50	0	55	0	55	0	56	0	0
4180	Equipment Hire	0	0	0	0	0	0	56	0	0
4185	Equipment	50	0	55	0	55	0	0	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	19,946	20,023	20,142	7,812	19,593	0	20,545	0	0
4202	Additional Ground Works	1,500	0	1,545	55	545	0	1,575	0	0
4205	CCTV	2,215	2,185	2,259	2,251	2,259	0	1,400	0	0
4220	Friends Group support	100	75	105	0	105	0	105	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4225	South and South East in Bloom	80	95	85	40	40	0	97	0	0
4230	Playground Maintenance	1,000	287	1,020	62	1,020	0	1,040	0	0
4250	Tree Surgery	1,500	1,454	1,530	150	1,530	0	1,560	0	0
Overhead Expenditure		29,891	26,158	30,097	10,677	27,372	0	29,432	0	0
Movement to/(from) Gen Reserve		(27,271)	(22,216)	(27,097)	(9,897)	(25,591)		(26,760)		
320	<u>Basingbourne Park</u>									
1060	Pitch Hire	1,989	1,418	1,400	0	3,562	0	5,344	0	0
Total Income		1,989	1,418	1,400	0	3,562	0	5,344	0	0
4115	Water & Sewerage	400	405	412	30	400	0	420	0	0
4120	Gas	0	55	0	-55	0	0	0	0	0
4122	Electricity	300	146	309	123	220	0	315	0	0
4150	Cleaning	1,450	1,190	1,300	0	630	0	1,326	0	0
4170	Building Maintenance	2,000	978	2,040	0	2,040	0	2,080	0	0
4185	Equipment	300	0	310	0	310	0	316	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	16,962	17,028	17,128	6,643	16,662	0	17,470	0	0
4202	Additional Ground Works	1,275	460	1,315	0	315	0	1,341	0	0
4205	CCTV	1,150	1,093	1,175	1,126	1,126	0	1,400	0	0
4220	Friends Group support	110	220	115	0	115	0	115	0	0
4225	South and South East in Bloom	110	105	115	60	60	0	105	0	0
4230	Playground Maintenance	1,000	830	1,020	62	1,020	0	1,040	0	0
4250	Tree Surgery	2,500	7,716	2,550	4,600	5,000	0	2,601	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		27,857	30,225	28,099	12,811	28,208	0	28,845	0	0
Movement to/(from) Gen Reserve		(25,868)	(28,807)	(26,699)	(12,811)	(24,646)		(23,501)		
325	<u>The Views</u>									
1050	Outdoor Space Hire	1,500	1,277	1,530	0	1,000	0	1,000	0	0
1145	Plaque contribution	0	35	0	0	0	0	0	0	0
Total Income		1,500	1,312	1,530	0	1,000	0	1,000	0	0
4122	Electricity	80	176	135	77	130	0	137	0	0
4185	Equipment	100	0	105	0	105	0	107	0	0
4200	Grounds Maintenance	7,028	7,055	7,097	2,753	6,904	0	7,240	0	0
4202	Additional Ground Works	528	190	545	0	200	0	555	0	0
4230	Playground Maintenance	2,000	2,588	4,040	183	4,040	0	4,120	0	0
4250	Tree Surgery	300	585	310	0	310	0	316	0	0
Overhead Expenditure		10,036	10,594	12,232	3,013	11,689	0	12,475	0	0
Movement to/(from) Gen Reserve		(8,536)	(9,281)	(10,702)	(3,013)	(10,689)		(11,475)		
330	<u>Edenbrook</u>									
4200	Grounds Maintenance	2,970	2,983	3,000	1,164	2,918	0	3,060	0	0
4202	Additional Ground Works	224	0	231	0	200	0	235	0	0
4230	Playground Maintenance	2,000	317	2,040	123	2,040	0	2,080	0	0
Overhead Expenditure		5,194	3,300	5,271	1,287	5,158	0	5,375	0	0
Movement to/(from) Gen Reserve		(5,194)	(3,300)	(5,271)	(1,287)	(5,158)		(5,375)		

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
350	Cemetery									
1100	Interment Fees	17,000	12,175	12,240	10,100	15,000	0	10,000	0	0
1110	Scattering of Ashes	0	170	340	170	340	0	500	0	0
1120	Sale of Exclusive Rights	24,000	16,070	18,480	22,070	25,000	0	16,000	0	0
1121	Transfer of Exclusive Rights	1,000	3,330	1,020	725	1,020	0	1,050	0	0
1130	Memorial Cemetery Fees	6,200	5,838	6,324	4,660	7,000	0	6,450	0	0
1131	Memorial Roses	0	0	0	350	350	0	700	0	0
1132	Memorial Kerbstones	0	1,500	0	0	3,000	0	5,000	0	0
1133	Memorial Sanctums	0	13,008	9,000	11,508	15,000	0	20,000	0	0
1134	GoR Planted Area	0	175	0	417	500	0	700	0	0
1140	Bench contribution	0	483	0	0	0	0	0	0	0
1145	Plaque contribution	0	150	0	0	0	0	0	0	0
	Total Income	48,200	52,900	47,404	50,000	67,210	0	60,400	0	0
4000	Salaries	5,700	3,981	5,700	2,002	5,700	0	5,700	0	0
4002	Employers Pension	230	171	352	100	300	0	300	0	0
4041	Mileage/Travel/Sustinance	510	437	520	88	520	0	530	0	0
4110	Rates	1,715	1,873	1,900	2,188	2,188	0	2,231	0	0
4115	Water & Sewerage	350	-97	780	64	170	0	220	0	0
4150	Cleaning	530	0	540	0	250	0	500	0	0
4155	Refuse Collection	1,800	1,848	2,000	825	1,650	0	2,040	0	0
4170	Building Maintenance	200	0	510	0	510	0	520	0	0
4200	Grounds Maintenance	11,700	10,584	15,900	4,124	15,607	0	16,218	0	0
4202	Additional Ground Works	800	598	825	0	325	0	841	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4203	General Upkeep	1,500	1,039	1,530	24	500	0	1,560	0	0
4220	Friends Group support	100	70	105	0	105	0	105	0	0
4225	South and South East in Bloom	80	90	140	35	35	0	140	0	0
4250	Tree Surgery	1,000	1,940	1,020	973	1,400	0	1,040	0	0
4445	Mobile Phones	400	79	250	35	100	0	255	0	0
4455	Postage	0	2	0	0	0	0	0	0	0
4460	Subscriptions	100	95	105	95	95	0	100	0	0
4481	Software/Licenses	750	390	765	398	398	0	450	0	0
4935	GoR Memorial inscriptions	0	565	1,000	1,308	1,000	0	1,200	0	0
4936	GoR Ashes digging	0	100	0	-120	0	0	100	0	0
4940	Cemetery Extension	2,000	0	0	0	0	0	0	0	0
4942	H and S Memorial repairs	300	0	310	0	310	0	316	0	0
4944	H and S Memorial inspections	500	148	510	7,648	7,648	0	1,550	0	0
	Overhead Expenditure	30,265	23,913	34,762	19,787	38,811	0	35,916	0	0
	Movement to/(from) Gen Reserve	17,935	28,987	12,642	30,213	28,399		24,484		
475	<u>Lengthsman Scheme</u>									
1053	Grant money and funding	0	3,300	0	3,300	3,300	0	0	0	0
	Total Income	0	3,300	0	3,300	3,300	0	0	0	0
4202	Additional Ground Works	0	3,830	0	0	0	0	0	0	0
	Overhead Expenditure	0	3,830	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(530)	0	3,300	3,300		0		
900	<u>Earmarked Reserves</u>									

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
8005	Calthorpe Play Area	0	30,365	0	-5,576	0	0	0	0	0
Total Income		0	30,365	0	-5,576	0	0	0	0	0
9000	EMR Pension Obligation 2018-19	1,530	1,530	0	0	0	0	0	0	0
9002	EMR Website Development 2020	10,000	0	0	0	0	0	0	0	0
9004	EMR Cemetery Ext/Rem Gdn 2019	5,787	884	0	1,150	0	0	0	0	0
9006	EMR Park Improvement 2020	40,045	17,123	0	0	0	0	0	0	0
9007	EMR Coffee Shop Improvement	355	0	0	0	0	0	0	0	0
9009	EMR Calthorpe Park Playground	0	30,365	0	0	0	0	0	0	0
9012	EMR Harlington Equipment 2019	2,469	2,469	0	0	0	0	0	0	0
9013	EMR Calthorpe Building 2025	100,853	0	0	0	0	0	0	0	0
9014	EMR Office Refurbishment 2019	265	27	0	0	0	0	0	0	0
9018	EMR Ancells Farm Rep/Dec 2019	9,140	13,045	0	3,325	0	0	0	0	0
9023	EMR Salary Provison 2018-19	4,692	4,692	0	0	0	0	0	0	0
9024	EMR NI Provison 2018-19	3,030	3,030	0	0	0	0	0	0	0
9028	EMR - Paths	3,300	9,708	0	0	0	0	0	0	0
9030	EMR Cemetery Mem test/repairs	2,500	0	0	0	0	0	0	0	0
9032	EMR Neighbourhood Plan 2018-19	-1,208	1,058	0	0	0	0	0	0	0
9035	EMR CP Tennis sinking 2026	23,563	0	0	0	0	0	0	0	0
9040	EMR Community Bus Serv 2019-20	13,000	0	0	0	0	0	0	0	0
9042	EMR Sustainable operational Pr	0	89	0	101	0	0	0	0	0
9300	EMR S106 Sensory Garden 2019	51,579	0	0	0	0	0	0	0	0
Overhead Expenditure		270,900	84,021	0	4,576	0	0	0	0	0
900 Net Income over Expenditure		-270,900	-53,656	0	-10,152	0	0	0	0	0

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Annual Budget - By Centre

Note: Item3 Budget Detail Month6/Sep2020

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6001	plus Transfer from EMR	0	0	0	4,593	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(270,900)</u>	<u>(53,656)</u>	0	<u>(5,558)</u>	0		0		
	Total Budget Income	1,789,590	1,664,472	1,669,646	1,157,454	1,362,164	0	1,496,136	0	0
	Expenditure	2,060,491	1,335,551	1,669,646	584,009	1,545,773	0	1,592,410	0	0
	Net Income over Expenditure	<u>-270,901</u>	<u>328,920</u>	0	<u>573,445</u>	<u>-183,609</u>	0	<u>-96,274</u>	0	0
	plus Transfer from EMR	0	0	0	111,771	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(270,901)</u>	<u>328,920</u>	0	<u>685,217</u>	<u>(183,609)</u>		<u>(96,274)</u>		

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Policy and Finance											
<u>101 Central Administration</u>											
1870 Interest Income	136	292	156	2,049	1,752	(297)	3,500			58.5%	
Central Administration :- Income	136	292	156	2,049	1,752	(297)	3,500			58.5%	0
4000 Salaries	9,936	10,333	397	61,328	61,998	670	124,000		62,672	49.5%	
4001 Employers National Insurance	848	875	27	5,094	5,250	156	10,500		5,406	48.5%	
4002 Employers Pension	556	642	86	3,440	3,852	412	7,700		4,260	44.7%	
4011 Staff Recruitment	0	21	21	0	126	126	250		250	0.0%	
4015 Recharge staff hours	(5,880)	(1,373)	4,507	(10,500)	(8,238)	2,262	(16,480)		(5,980)	63.7%	
4020 COVID19	3,365	0	(3,365)	3,427	0	(3,427)	0		(3,427)	0.0%	
4030 Training	0	258	258	130	1,548	1,418	3,100		2,970	4.2%	
4041 Mileage/Travel/Sustinance	0	9	9	0	49	49	102		102	0.0%	
4130 Insurance	0	750	750	8,132	4,500	(3,632)	9,000		868	90.4%	
4156 Recycling	0	42	42	0	252	252	500		500	0.0%	
4175 Equipment Maintenance	0	49	49	0	294	294	589		589	0.0%	
4185 Equipment	(645)	250	895	368	1,500	1,132	3,000		2,632	12.3%	
4187 Health & Safety	(1,249)	0	1,249	2,145	5,000	2,855	10,200		8,055	21.0%	
4400 Stationery & Consumables	85	330	245	763	1,950	1,187	3,892		3,129	19.6%	
4401 Document Management	0	167	167	0	1,002	1,002	2,000		2,000	0.0%	
4420 Bank Charges	165	250	85	928	1,500	572	3,000		2,072	30.9%	
4430 Promotion/Publicity/Vision	1,058	583	(475)	3,647	3,498	(149)	7,000		3,353	52.1%	
4435 Website	0	0	0	240	300	60	800		560	30.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4440 Telephone & Broadband	161	142	(19)	633	852	219	1,700		1,067	37.2%	
4445 Mobile Phones	9	0	(9)	217	0	(217)	0		(217)	0.0%	
4455 Postage	0	30	30	0	170	170	350		350	0.0%	
4460 Subscriptions	0	500	500	2,429	2,800	371	3,162		733	76.8%	
4480 Computer Maintenance	0	83	83	0	498	498	1,000		1,000	0.0%	
4481 Software/Licenses	247	142	(105)	247	852	605	1,700		1,453	14.5%	
4484 Computer Support	1,440	458	(982)	2,520	2,748	228	5,500		2,980	45.8%	
4485 Computer Storage	330	375	45	660	750	90	1,500		840	44.0%	
4486 E-mail Exchange	270	271	1	1,363	1,626	263	3,250		1,887	41.9%	
4550 Payroll Services	0	50	50	106	300	194	600		494	17.7%	
4551 HR Services	91	167	76	546	1,002	456	2,000		1,454	27.3%	
4555 Legal Fees and Costs	6	167	161	18	1,002	984	2,000		1,982	0.9%	
4560 Accountancy fees	0	58	58	560	348	(212)	700		140	80.0%	
4561 VAT Consultancy fees	0	37	37	200	222	22	440		240	45.5%	
4564 Procurement fees	0	83	83	0	498	498	1,000		1,000	0.0%	
4580 Audit Fees	0	333	333	350	1,998	1,648	4,000		3,650	8.8%	
Central Administration :- Indirect Expenditure	10,794	16,082	5,288	88,992	100,047	11,055	198,055	0	109,063	44.9%	0
Net Income over Expenditure	(10,658)	(15,790)	(5,132)	(86,943)	(98,295)	(11,352)	(194,555)				
<u>105 Civic and Democratic</u>											
4041 Mileage/Travel/Sustenance	0	13	13	0	78	78	153		153	0.0%	
4430 Promotion/Publicity/Vision	0	208	208	0	1,248	1,248	2,500		2,500	0.0%	
4530 Councillor Development	0	260	260	0	520	520	1,050		1,050	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4535 Chairman's Allowance	0	97	97	50	582	532	1,160		1,110	4.3%	
4537 Members Allowances	30	167	137	30	1,002	972	2,000		1,970	1.5%	
Civic and Democratic :- Indirect Expenditure	30	745	715	80	3,430	3,350	6,863	0	6,783	1.2%	0
Net Expenditure	(30)	(745)	(715)	(80)	(3,430)	(3,350)	(6,863)				
<u>110 Grants</u>											
4538 Community Support	0	125	125	0	750	750	1,500		1,500	0.0%	
4800 Fleet Link	0	1,125	1,125	10,824	6,750	(4,074)	13,500		2,676	80.2%	
4810 Basingstoke Canal	0	1,542	1,542	18,309	9,252	(9,057)	18,500		191	99.0%	
4855 Community grants	0	883	883	200	5,298	5,098	10,600		10,400	1.9%	
Grants :- Indirect Expenditure	0	3,675	3,675	29,333	22,050	(7,283)	44,100	0	14,767	66.5%	0
Net Expenditure	0	(3,675)	(3,675)	(29,333)	(22,050)	7,283	(44,100)				
<u>115 Precept</u>											
1900 Precept - operational	336,171	42,295	(293,876)	672,341	418,570	(253,771)	672,341			100.0%	
1902 Precept - New Harlington	206,009	34,335	(171,674)	412,017	206,010	(206,007)	412,017			100.0%	
Precept :- Income	542,179	76,630	(465,549)	1,084,358	624,580	(459,778)	1,084,358			100.0%	0
Net Income	542,179	76,630	(465,549)	1,084,358	624,580	(459,778)	1,084,358				
Policy and Finance :- Income	542,315	76,922	(465,393)	1,086,407	626,332	(460,075)	1,087,858			99.9%	
Expenditure	10,824	20,502	9,678	118,405	125,527	7,122	249,018	0	130,613	47.5%	
Movement to/(from) Gen Reserve	531,491			968,002							

Recreation, Leisure/Amenities

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Events</u>											
1051 Ghurkha Square Market	1,716	0	(1,716)	1,716	0	(1,716)	0			0.0%	
Events :- Income	1,716	0	(1,716)	1,716	0	(1,716)	0				0
4176 Action Day	0	75	75	0	450	450	900		900	0.0%	
4210 Floral Displays	5,281	4,200	(1,081)	5,311	13,400	8,089	17,544		12,233	30.3%	
4222 Friends Group Get Together	0	12	12	0	72	72	150		150	0.0%	
4655 Town Centre Xmas Decorations	0	0	0	144	0	(144)	20,400		20,256	0.7%	
4656 Christmas Gurkha Square	0	0	0	30	0	(30)	4,090		4,060	0.7%	
4657 Christmas Day Lunch	0	0	0	0	0	0	1,020		1,020	0.0%	
4660 Remembrance Day	0	25	25	0	150	150	300		300	0.0%	
Events :- Indirect Expenditure	5,281	4,312	(969)	5,484	14,072	8,588	44,404	0	38,920	12.4%	0
Net Income over Expenditure	(3,564)	(4,312)	(748)	(3,768)	(14,072)	(10,304)	(44,404)				
<u>205 Ancells Community Centre</u>											
1000 Hall Hire	1,223	2,167	944	2,670	13,002	10,332	26,000			10.3%	
Ancells Community Centre :- Income	1,223	2,167	944	2,670	13,002	10,332	26,000			10.3%	0
4000 Salaries	891	1,426	535	5,348	8,556	3,208	17,110		11,762	31.3%	
4001 Employers National Insurance	52	93	41	309	558	249	1,120		811	27.6%	
4002 Employers Pension	99	141	42	596	846	251	1,690		1,095	35.2%	
4041 Mileage/Travel/Sustenance	35	38	3	210	228	18	450		240	46.7%	
4115 Water & Sewerage	0	27	27	280	162	(118)	320		40	87.5%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Gas	0	167	167	178	1,002	824	2,000		1,822	8.9%	
4122 Electricity	0	0	0	169	365	196	1,545		1,376	10.9%	
4150 Cleaning	0	569	569	540	3,414	2,874	6,825		6,285	7.9%	
4152 Cleaning - Supplies	0	117	117	387	702	315	1,400		1,013	27.7%	
4155 Refuse Collection	82	75	(7)	530	450	(80)	900		370	58.9%	
4170 Building Maintenance	0	167	167	2,787	1,002	(1,785)	2,000		(787)	139.3%	
4185 Equipment	0	25	25	0	150	150	300		300	0.0%	
4207 Fire & Intruder Systems	0	0	0	98	0	(98)	0		(98)	0.0%	
4280 Ancells Car Park	0	0	0	2,840	6,000	3,160	6,000		3,160	47.3%	
4445 Mobile Phones	25	25	0	150	150	0	300		150	50.0%	
4455 Postage	0	8	8	0	48	48	100		100	0.0%	
4740 Licences	0	192	192	0	1,152	1,152	2,300		2,300	0.0%	
Ancells Community Centre :- Indirect Expenditure	1,184	3,070	1,886	14,421	24,785	10,364	44,360	0	29,939	32.5%	0
Net Income over Expenditure	38	(903)	(941)	(11,750)	(11,783)	(33)	(18,360)				
<u>208 Ancells Farm Park and Pavilion</u>											
1060 Pitch Hire	0	0	0	0	664	664	2,004			0.0%	
Ancells Farm Park and Pavilion :- Income	0	0	0	0	664	664	2,004			0.0%	0
4110 Rates	0	617	617	1,185	617	(568)	1,287		102	92.1%	
4115 Water & Sewerage	0	50	50	119	245	126	515		396	23.1%	
4120 Gas	0	44	44	107	264	157	530		423	20.2%	
4122 Electricity	0	34	34	37	204	167	415		378	9.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Cleaning	0	136	136	0	816	816	1,632		1,632	0.0%	
4170 Building Maintenance	0	350	350	0	2,100	2,100	4,200		4,200	0.0%	
4175 Equipment Maintenance	0	50	50	0	300	300	600		600	0.0%	
4187 Health & Safety	0	0	0	223	102	(121)	306		83	72.9%	
4200 Grounds Maintenance	1,844	1,851	7	8,617	11,106	2,489	22,216		13,599	38.8%	
4202 Additional Ground Works	0	142	142	0	852	852	1,705		1,705	0.0%	
4205 CCTV	0	9	9	0	54	54	105		105	0.0%	
4220 Friends Group support	0	10	10	0	60	60	115		115	0.0%	
4225 South and South East in Bloom	0	9	9	0	54	54	105		105	0.0%	
4230 Playground Maintenance	0	417	417	52	2,502	2,450	5,000		4,948	1.0%	
4250 Tree Surgery	1,613	305	(1,308)	1,783	610	(1,173)	816		(967)	218.4%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	3,457	4,024	567	12,122	19,886	7,764	39,547	0	27,425	30.7%	0
Net Income over Expenditure	(3,457)	(4,024)	(567)	(12,122)	(19,222)	(7,100)	(37,543)				
<u>301 Open Spaces</u>											
1050 Outdoor Space Hire	(30)	54	84	165	324	159	650			25.4%	
Open Spaces :- Income	(30)	54	84	165	324	159	650			25.4%	0
4000 Salaries	1,115	1,127	12	6,691	6,762	71	13,526		6,835	49.5%	
4001 Employers National Insurance	103	108	5	619	648	29	1,300		681	47.6%	
4002 Employers Pension	56	68	12	334	408	74	812		478	41.1%	
4015 Recharge staff hours	0	(340)	(340)	0	(1,020)	(1,020)	(2,040)		(2,040)	0.0%	
4041 Mileage/Travel/Sustinance	91	100	9	244	540	296	1,050		806	23.3%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4169 Street and Park Furniture	0	83	83	0	498	498	1,000		1,000	0.0%	
4170 Building Maintenance	28	26	(2)	50	156	106	310		260	16.2%	
4185 Equipment	30	42	12	97	252	155	500		403	19.4%	
4200 Grounds Maintenance	1,167	1,172	5	5,454	7,032	1,578	14,062		8,608	38.8%	
4202 Additional Ground Works	0	90	90	21	545	524	1,078		1,057	1.9%	
4206 Lamppost Maintenance	0	17	17	0	102	102	200		200	0.0%	
4250 Tree Surgery	0	0	0	450	420	(30)	1,020		570	44.1%	
4445 Mobile Phones	10	35	25	139	210	71	408		269	34.1%	
4740 Licences	0	18	18	0	108	108	220		220	0.0%	
4745 Uniforms	0	9	9	0	54	54	110		110	0.0%	
Open Spaces :- Indirect Expenditure	2,600	2,555	(45)	14,099	16,715	2,616	33,556	0	19,457	42.0%	0
Net Income over Expenditure	(2,630)	(2,501)	129	(13,934)	(16,391)	(2,457)	(32,906)				
<u>310 Calthorpe Park</u>											
1050 Outdoor Space Hire	0	0	0	(71)	0	71	0			0.0%	
1057 Fleet Football Club Rent	0	0	0	0	2,000	2,000	2,000			0.0%	
1060 Pitch Hire	0	142	142	250	852	602	1,700			14.7%	
1064 Tennis Membership card	770	850	80	8,286	5,450	(2,836)	7,000			118.4%	
1065 Tennis Hire	379	108	(271)	2,180	648	(1,532)	1,300			167.7%	
1066 Tennis coaching	0	90	90	0	540	540	1,000			0.0%	
Calthorpe Park :- Income	1,149	1,190	41	10,645	9,490	(1,155)	13,000			81.9%	0
4115 Water & Sewerage	0	48	48	173	288	115	580		407	29.9%	

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Gas	0	0	0	(100)	0	100	0		100	0.0%	
4122 Electricity	0	26	26	128	156	28	310		182	41.3%	
4150 Cleaning	0	103	103	0	618	618	1,236		1,236	0.0%	
4170 Building Maintenance	0	0	0	0	550	550	1,530		1,530	0.0%	
4175 Equipment Maintenance	0	190	190	0	390	390	785		785	0.0%	
4185 Equipment	0	0	0	0	430	430	867		867	0.0%	
4187 Health & Safety	0	26	26	223	156	(67)	310		87	71.9%	
4200 Grounds Maintenance	3,137	3,149	12	14,655	18,894	4,239	37,785		23,130	38.8%	
4202 Additional Ground Works	60	241	181	205	1,446	1,241	2,897		2,692	7.1%	
4205 CCTV	0	9	9	0	54	54	105		105	0.0%	
4220 Friends Group support	0	9	9	0	54	54	105		105	0.0%	
4225 South and South East in Bloom	0	4	4	25	24	(1)	55		30	45.5%	
4230 Playground Maintenance	0	250	250	62	500	438	1,000		938	6.2%	
4235 Play Equipment	78,906	0	(78,906)	91,921	0	(91,921)	0		(91,921)	0.0%	91,921
4250 Tree Surgery	1,180	0	(1,180)	1,180	1,350	170	2,346		1,166	50.3%	
4430 Promotion/Publicity/Vision	0	510	510	0	510	510	510		510	0.0%	
4590 Repairs and Renewals	0	583	583	0	3,498	3,498	7,000		7,000	0.0%	
4651 LTA Registration - membership	0	77	77	0	462	462	920		920	0.0%	
4653 Tennis Software	0	76	76	796	456	(340)	910		114	87.5%	
4740 Licences	0	7	7	70	42	(28)	85		15	82.4%	
Calthorpe Park :- Indirect Expenditure	83,283	5,308	(77,975)	109,338	29,878	(79,460)	59,336	0	(50,002)	184.3%	91,921
Net Income over Expenditure	(82,134)	(4,118)	78,016	(98,693)	(20,388)	78,305	(46,336)				
6001 plus Transfer from EMR	78,906			91,921							
Movement to/(from) Gen Reserve	(3,228)			(6,772)							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 Oakley Park</u>											
1060 Pitch Hire	0	250	250	779	1,500	721	3,000			26.0%	
Oakley Park :- Income	0	250	250	779	1,500	721	3,000			26.0%	0
4115 Water & Sewerage	0	35	35	0	193	193	361		361	0.0%	
4120 Gas	0	0	0	(85)	0	85	0		85	0.0%	
4122 Electricity	0	26	26	169	156	(13)	310		141	54.5%	
4150 Cleaning	0	108	108	0	648	648	1,300		1,300	0.0%	
4170 Building Maintenance	0	85	85	0	510	510	1,020		1,020	0.0%	
4175 Equipment Maintenance	0	4	4	0	24	24	55		55	0.0%	
4185 Equipment	0	4	4	0	24	24	55		55	0.0%	
4187 Health & Safety	0	26	26	223	156	(67)	310		87	71.9%	
4200 Grounds Maintenance	1,672	1,678	6	7,812	10,068	2,256	20,142		12,330	38.8%	
4202 Additional Ground Works	0	0	0	55	765	710	1,545		1,490	3.6%	
4205 CCTV	0	0	0	2,251	2,259	8	2,259		8	99.6%	
4220 Friends Group support	0	9	9	0	54	54	105		105	0.0%	
4225 South and South East in Bloom	0	7	7	40	42	2	85		45	47.1%	
4230 Playground Maintenance	0	0	0	62	500	438	1,020		958	6.0%	
4250 Tree Surgery	0	375	375	150	1,220	1,070	1,530		1,380	9.8%	
Oakley Park :- Indirect Expenditure	1,672	2,357	685	10,677	16,619	5,942	30,097	0	19,420	35.5%	0
Net Income over Expenditure	(1,672)	(2,107)	(435)	(9,897)	(15,119)	(5,222)	(27,097)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Basingbourne Park</u>											
1060 Pitch Hire	0	117	117	0	702	702	1,400			0.0%	
Basingbourne Park :- Income	0	117	117	0	702	702	1,400			0.0%	0
4115 Water & Sewerage	0	38	38	30	200	170	412		382	7.3%	
4120 Gas	0	0	0	(55)	0	55	0		55	0.0%	
4122 Electricity	0	0	0	123	112	(11)	309		186	39.7%	
4150 Cleaning	0	108	108	0	648	648	1,300		1,300	0.0%	
4170 Building Maintenance	0	170	170	0	1,020	1,020	2,040		2,040	0.0%	
4185 Equipment	0	26	26	0	156	156	310		310	0.0%	
4187 Health & Safety	0	26	26	223	156	(67)	310		87	71.9%	
4200 Grounds Maintenance	1,422	1,427	5	6,643	8,562	1,919	17,128		10,485	38.8%	
4202 Additional Ground Works	0	110	110	0	660	660	1,315		1,315	0.0%	
4205 CCTV	0	98	98	1,126	588	(538)	1,175		50	95.8%	
4220 Friends Group support	0	10	10	0	60	60	115		115	0.0%	
4225 South and South East in Bloom	0	10	10	60	60	0	115		55	52.2%	
4230 Playground Maintenance	0	0	0	62	540	478	1,020		958	6.0%	
4250 Tree Surgery	3,975	0	(3,975)	4,600	1,200	(3,400)	2,550		(2,050)	180.4%	
Basingbourne Park :- Indirect Expenditure	5,397	2,023	(3,374)	12,811	13,962	1,151	28,099	0	15,288	45.6%	0
Net Income over Expenditure	(5,397)	(1,906)	3,491	(12,811)	(13,260)	(449)	(26,699)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 The Views</u>											
1050 Outdoor Space Hire	0	0	0	0	1,200	1,200	1,530			0.0%	
The Views :- Income	0	0	0	0	1,200	1,200	1,530			0.0%	0
4122 Electricity	0	11	11	77	66	(11)	135		58	57.2%	
4185 Equipment	0	9	9	0	54	54	105		105	0.0%	
4200 Grounds Maintenance	589	591	2	2,753	3,546	793	7,097		4,344	38.8%	
4202 Additional Ground Works	0	45	45	0	270	270	545		545	0.0%	
4230 Playground Maintenance	0	337	337	183	2,022	1,839	4,040		3,857	4.5%	
4250 Tree Surgery	0	26	26	0	156	156	310		310	0.0%	
The Views :- Indirect Expenditure	589	1,019	430	3,013	6,114	3,101	12,232	0	9,219	24.6%	0
Net Income over Expenditure	(589)	(1,019)	(430)	(3,013)	(4,914)	(1,901)	(10,702)				
<u>330 Edenbrook</u>											
4200 Grounds Maintenance	249	250	1	1,164	1,500	336	3,000		1,836	38.8%	
4202 Additional Ground Works	0	0	0	0	121	121	231		231	0.0%	
4230 Playground Maintenance	0	0	0	123	1,020	897	2,040		1,917	6.0%	
Edenbrook :- Indirect Expenditure	249	250	1	1,287	2,641	1,354	5,271	0	3,984	24.4%	0
Net Expenditure	(249)	(250)	(1)	(1,287)	(2,641)	(1,354)	(5,271)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Cemetery</u>											
1100 Interment Fees	2,880	1,020	(1,860)	10,100	6,120	(3,980)	12,240			82.5%	
1110 Scattering of Ashes	0	28	28	170	168	(2)	340			50.0%	
1120 Sale of Exclusive Rights	8,090	1,540	(6,550)	22,070	9,240	(12,830)	18,480			119.4%	
1121 Transfer of Exclusive Rights	290	85	(205)	725	510	(215)	1,020			71.1%	
1130 Memorial Cemetery Fees	1,360	527	(833)	4,660	3,162	(1,498)	6,324			73.7%	
1131 Memorial Roses	0	0	0	350	0	(350)	0			0.0%	
1133 Memorial Sanctums	0	750	750	11,508	4,500	(7,008)	9,000			127.9%	
1134 GoR Planted Area	208	0	(208)	417	0	(417)	0			0.0%	
Cemetery :- Income	12,828	3,950	(8,878)	50,000	23,700	(26,300)	47,404			105.5%	0
4000 Salaries	286	475	189	2,002	2,850	848	5,700		3,698	35.1%	
4002 Employers Pension	14	29	15	100	174	74	352		252	28.4%	
4041 Mileage/Travel/Sustenance	20	43	23	88	258	170	520		432	16.9%	
4110 Rates	0	158	158	2,188	948	(1,240)	1,900		(288)	115.2%	
4115 Water & Sewerage	0	65	65	64	390	326	780		716	8.2%	
4150 Cleaning	0	45	45	0	270	270	540		540	0.0%	
4155 Refuse Collection	412	167	(245)	825	1,002	177	2,000		1,175	41.2%	
4170 Building Maintenance	0	42	42	0	252	252	510		510	0.0%	
4200 Grounds Maintenance	883	1,325	442	4,124	7,950	3,826	15,900		11,776	25.9%	
4202 Additional Ground Works	0	69	69	0	414	414	825		825	0.0%	
4203 General Upkeep	0	255	255	24	755	731	1,530		1,506	1.6%	
4220 Friends Group support	0	9	9	0	54	54	105		105	0.0%	
4225 South and South East in Bloom	0	12	12	35	72	37	140		105	25.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Tree Surgery	0	500	500	973	670	(303)	1,020		48	95.3%	
4445 Mobile Phones	9	21	12	35	126	91	250		215	14.1%	
4460 Subscriptions	0	9	9	95	54	(41)	105		10	90.5%	
4481 Software/Licenses	398	0	(398)	398	365	(33)	765		367	52.1%	
4935 GoR Memorial inscriptions	777	83	(694)	1,308	498	(810)	1,000		(308)	130.8%	
4936 GoR Ashes digging	(20)	0	20	(120)	0	120	0		120	0.0%	
4942 H and S Memorial repairs	0	26	26	0	156	156	310		310	0.0%	
4944 H and S Memorial inspections	0	0	0	7,648	510	(7,138)	510		(7,138)	1499.5%	
Cemetery :- Indirect Expenditure	2,780	3,333	553	19,787	17,768	(2,019)	34,762	0	14,975	56.9%	0
Net Income over Expenditure	10,048	617	(9,431)	30,213	5,932	(24,281)	12,642				
<u>475 Lengthsman Scheme</u>											
1053 Grant money and funding	0	0	0	3,300	0	(3,300)	0			0.0%	
Lengthsman Scheme :- Income	0	0	0	3,300	0	(3,300)	0				0
Net Income	0	0	0	3,300	0	(3,300)	0				
Recreation, Leisure/Amenities :- Income	16,886	7,728	(9,158)	69,276	50,582	(18,694)	94,988			72.9%	
Expenditure	106,493	28,251	(78,242)	203,039	162,440	(40,599)	331,664	0	128,625	61.2%	
Net Income over Expenditure	(89,607)	(20,523)	103,953	(133,763)	(111,858)	21,905	(236,676)				
plus Transfer from EMR	78,906			91,921							
Movement to/(from) Gen Reserve	(10,701)			(41,842)							

Harlington Centre

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Harlington - Events</u>											
1000 Hall Hire	1,851	8,667	6,816	4,258	52,002	47,744	104,000			4.1%	
1001 WRVS Hall Hire	0	167	167	0	1,002	1,002	2,000			0.0%	
1030 WRVS Office 1	0	83	83	0	498	498	1,000			0.0%	
1033 Fleet Phoenix	0	83	83	0	498	498	1,000			0.0%	
1036 Fleet Baptist Preschool	0	375	375	0	2,250	2,250	4,500			0.0%	
1420 Bar Sales	779	8,750	7,971	2,694	52,500	49,806	105,000			2.6%	
1430 Merchandise	0	50	50	0	300	300	600			0.0%	
1431 Confectionery	3	208	205	18	1,248	1,230	2,500			0.7%	
1432 Ices	54	167	113	171	1,002	831	2,000			8.5%	
1433 Snacks	18	183	166	40	1,098	1,058	2,200			1.8%	
1435 Box Office Charges	60	1,167	1,107	103	7,002	6,899	14,000			0.7%	
1450 Ticket Sales	0	15,000	15,000	0	90,000	90,000	180,000			0.0%	
Harlington - Events :- Income	2,765	34,900	32,135	7,284	209,400	202,116	418,800			1.7%	0
4000 Salaries	17,428	14,250	(3,178)	108,994	85,500	(23,494)	171,000		62,006	63.7%	
4001 Employers National Insurance	1,506	913	(593)	8,746	5,478	(3,268)	10,960		2,214	79.8%	
4002 Employers Pension	1,073	742	(331)	6,435	4,452	(1,983)	8,900		2,465	72.3%	
4015 Recharge staff hours	(3,500)	(583)	2,917	(3,500)	(3,498)	2	(7,000)		(3,500)	50.0%	
4182 Technical Equipment Sundries	0	125	125	10	750	740	1,500		1,490	0.7%	
4183 Technical Equipment Hire	0	42	42	0	252	252	500		500	0.0%	
4185 Equipment	0	417	417	(2,733)	2,502	5,235	5,000		7,733	(54.7%)	
4422 Bank & Card Transactions	259	625	366	1,125	3,750	2,625	7,500		6,375	15.0%	
4432 Marketing	0	1,417	1,417	398	8,502	8,104	17,000		16,602	2.3%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4433 Marketing Support	0	542	542	0	3,252	3,252	6,500		6,500	0.0%	
4487 Wi-Fi	0	0	0	44	0	(44)	0		(44)	0.0%	
4490 Sales Systsem Costs	0	833	833	95	4,998	4,903	10,000		9,905	0.9%	
4700 Bar Purchases	754	3,500	2,746	1,543	21,000	19,457	42,000		40,457	3.7%	
4710 Bar Consumables	130	167	37	136	1,002	866	2,000		1,864	6.8%	
4715 Stocktaking	0	17	17	0	102	102	200		200	0.0%	
4720 Performance Costs	0	9,167	9,167	101	55,002	54,901	110,000		109,899	0.1%	
4740 Licences	0	458	458	(1,800)	2,748	4,548	5,500		7,300	(32.7%)	
4752 Hospitality	0	83	83	(72)	498	570	1,000		1,072	(7.2%)	
4761 Confectionery	0	125	125	0	750	750	1,500		1,500	0.0%	
4762 Ices	6	63	57	6	378	372	760		754	0.8%	
4763 Snacks	0	83	83	23	498	475	1,000		977	2.3%	
Harlington - Events :- Indirect Expenditure	17,655	32,986	15,331	119,552	197,916	78,364	395,820	0	276,268	30.2%	0
Net Income over Expenditure	(14,890)	1,914	16,804	(112,268)	11,484	123,752	22,980				
<u>202 Coffee Shop</u>											
1415 Coffee Shop Sales/Catering	12	4,333	4,321	63	25,998	25,935	52,000			0.1%	
Coffee Shop :- Income	12	4,333	4,321	63	25,998	25,935	52,000			0.1%	0
4000 Salaries	0	1,892	1,892	7,474	11,352	3,878	22,700		15,226	32.9%	
4001 Employers National Insurance	0	128	128	307	768	461	1,530		1,223	20.1%	
4002 Employers Pension	0	31	31	113	186	73	370		257	30.5%	
4750 Catering Supplies	0	1,458	1,458	(160)	8,748	8,908	17,500		17,660	(0.9%)	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4755 Catering Consumables	0	42	42	78	252	174	500		422	15.7%	
Coffee Shop :- Indirect Expenditure	0	3,551	3,551	7,813	21,306	13,493	42,600	0	34,787	18.3%	0
Net Income over Expenditure	12	782	770	(7,749)	4,692	12,441	9,400				
<u>204 Building</u>											
1031 HCC Library	0	0	0	0	16,000	16,000	16,000			0.0%	
Building :- Income	0	0	0	0	16,000	16,000	16,000			0.0%	0
4000 Salaries	0	6,307	6,307	(147)	37,842	37,989	75,680		75,827	(0.2%)	
4001 Employers National Insurance	0	595	595	0	3,570	3,570	7,140		7,140	0.0%	
4002 Employers Pension	0	458	458	0	2,748	2,748	5,490		5,490	0.0%	
4005 Contracted Staffing	0	83	83	0	498	498	1,000		1,000	0.0%	
4011 Staff Recruitment	0	33	33	0	198	198	400		400	0.0%	
4015 Recharge staff hours	(1,000)	(167)	833	(1,000)	(1,002)	(2)	(2,000)		(1,000)	50.0%	
4030 Training	0	62	62	(15)	372	387	750		765	(2.0%)	
4041 Mileage/Travel/Sustenance	0	42	42	0	252	252	500		500	0.0%	
4110 Rates	0	0	0	14,828	14,935	107	14,935		107	99.3%	
4115 Water & Sewerage	0	758	758	3,844	4,548	704	9,100		5,256	42.2%	
4120 Gas	0	525	525	2,676	5,831	3,155	17,716		15,040	15.1%	
4122 Electricity	1,473	2,300	827	5,103	12,250	7,147	30,540		25,437	16.7%	
4150 Cleaning	0	2,728	2,728	2,126	16,368	14,243	32,740		30,615	6.5%	
4151 Cleaning - Equipment	39	25	(14)	39	150	111	300		261	13.0%	
4152 Cleaning - Supplies	268	783	515	1,804	4,698	2,894	9,400		7,596	19.2%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155 Refuse Collection	67	475	408	1,523	2,850	1,327	5,700		4,177	26.7%	
4156 Recycling	11	83	72	274	498	224	1,000		726	27.4%	
4170 Building Maintenance	21,017	1,417	(19,600)	27,919	8,502	(19,417)	17,000		(10,919)	164.2%	
4172 Building Compliance	90	83	(7)	90	498	408	1,000		910	9.0%	
4175 Equipment Maintenance	0	83	83	17	498	481	1,000		983	1.7%	
4180 Equipment Hire	0	25	25	0	150	150	300		300	0.0%	
4185 Equipment	0	83	83	358	498	140	1,000		642	35.8%	
4187 Health & Safety	17	83	66	825	498	(327)	1,000		175	82.5%	
4188 Fire and Intruder Monitoring	0	42	42	70	252	182	500		430	14.0%	
4190 Auditorium expenditure	18,850	0	(18,850)	48,943	0	(48,943)	0		(48,943)	0.0%	
4207 Fire & Intruder Systems	0	150	150	302	900	598	1,800		1,498	16.8%	
4400 Stationery & Consumables	37	125	88	37	750	713	1,500		1,463	2.5%	
4445 Mobile Phones	31	33	2	189	198	9	400		211	47.2%	
4455 Postage	0	33	33	0	198	198	400		400	0.0%	
4481 Software/Licenses	188	42	(146)	318	252	(66)	500		182	63.7%	
4487 Wi-Fi	260	103	(157)	782	618	(164)	1,236		454	63.3%	
4745 Uniforms	0	42	42	(934)	252	1,186	500		1,434	(186.8%)	
Building :- Indirect Expenditure	41,348	17,434	(23,914)	109,972	120,670	10,698	238,527	0	128,555	46.1%	0
Net Income over Expenditure	(41,348)	(17,434)	23,914	(109,972)	(104,670)	5,302	(222,527)				
Harlington Centre :- Income	2,777	39,233	36,456	7,347	251,398	244,051	486,800			1.5%	
Expenditure	59,003	53,971	(5,032)	237,337	339,892	102,555	676,947	0	439,610	35.1%	
Movement to/(from) Gen Reserve	(56,226)			(229,990)							

Harlington Dev

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Harlington Development</u>											
4015 Recharge staff hours	10,380	2,500	(7,880)	15,000	15,000	0	30,000		15,000	50.0%	10,380
4041 Mileage/Travel/Sustenance	0	33	33	0	198	198	400		400	0.0%	
4400 Stationery & Consumables	0	92	92	0	552	552	1,100		1,100	0.0%	
4430 Promotion/Publicity/Vision	0	1,667	1,667	0	10,002	10,002	20,000		20,000	0.0%	
4455 Postage	0	167	167	0	1,002	1,002	2,000		2,000	0.0%	
4555 Legal Fees and Costs	0	1,667	1,667	775	10,002	9,227	20,000		19,225	3.9%	
4560 Accountancy fees	0	125	125	0	750	750	1,500		1,500	0.0%	
4562 Design Consultancy fees	0	6,417	6,417	0	38,502	38,502	77,000		77,000	0.0%	
4563 Planning and Building fees	0	3,750	3,750	0	22,500	22,500	45,000		45,000	0.0%	
4564 Procurement fees	0	1,250	1,250	0	7,500	7,500	15,000		15,000	0.0%	
4565 Survey	4,878	3,583	(1,295)	4,878	21,498	16,621	43,000		38,123	11.3%	4,878
4570 Project Management	0	8,333	8,333	0	49,998	49,998	100,000		100,000	0.0%	
4999 Contingency	0	4,751	4,751	0	28,506	28,506	57,017		57,017	0.0%	
Harlington Development :- Indirect Expenditure	15,258	34,335	19,078	20,653	206,010	185,358	412,017	0	391,365	5.0%	15,258
Net Expenditure	(15,258)	(34,335)	(19,078)	(20,653)	(206,010)	(185,358)	(412,017)				
6001 plus Transfer from EMR	15,258			15,258							
Movement to/(from) Gen Reserve	0			(5,395)							
Harlington Dev :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	15,258	34,335	19,078	20,653	206,010	185,358	412,017	0	391,365	5.0%	
Net Income over Expenditure	(15,258)	(34,335)	(19,078)	(20,653)	(206,010)	(185,358)	(412,017)				
plus Transfer from EMR	15,258			15,258							
Movement to/(from) Gen Reserve	0			(5,395)							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Earmarked Reserves											
<u>900 Earmarked Reserves</u>											
8005 Calthorpe Play Area	0	0	0	(5,576)	0	5,576	0			0.0%	
Earmarked Reserves :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>(5,576)</u>	<u>0</u>	<u>5,576</u>	<u>0</u>				<u>0</u>
9004 EMR Cemetery Ext/Rem Gdn 2019	0	0	0	1,150	0	(1,150)	0		(1,150)	0.0%	1,150
9018 EMR Ancells Farm Rep/Dec 2019	0	0	0	3,325	0	(3,325)	0		(3,325)	0.0%	3,325
9042 EMR Sustainable operational Pr	(3)	0	3	101	0	(101)	0		(101)	0.0%	118
Earmarked Reserves :- Indirect Expenditure	<u>(3)</u>	<u>0</u>	<u>3</u>	<u>4,576</u>	<u>0</u>	<u>(4,576)</u>	<u>0</u>	<u>0</u>	<u>(4,576)</u>		<u>4,593</u>
Net Income over Expenditure	<u>3</u>	<u>0</u>	<u>(3)</u>	<u>(10,152)</u>	<u>0</u>	<u>10,152</u>	<u>0</u>				
6001 plus Transfer from EMR	(3)			4,593							
Movement to/(from) Gen Reserve	<u>0</u>			<u>(5,558)</u>							
Earmarked Reserves :- Income	0	0	0	(5,576)	0	5,576	0			0.0%	
Expenditure	(3)	0	3	4,576	0	(4,576)	0	0	(4,576)	0.0%	
Net Income over Expenditure	<u>3</u>	<u>0</u>	<u>5,573</u>	<u>(10,152)</u>	<u>0</u>	<u>10,152</u>	<u>0</u>				
plus Transfer from EMR	(3)			4,593							
Movement to/(from) Gen Reserve	<u>0</u>			<u>(5,558)</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	561,978	123,883	(438,095)	1,157,454	928,312	(229,142)	1,669,646			69.3%	
Expenditure	191,574	137,059	(54,515)	584,009	833,869	249,860	1,669,646	0	1,085,637	35.0%	
Net Income over Expenditure	<u>370,405</u>	<u>(13,176)</u>	<u>(383,581)</u>	<u>573,445</u>	<u>94,443</u>	<u>(479,002)</u>	<u>0</u>				
plus Transfer from EMR	94,160			111,771							
Movement to/(from) Gen Reserve	<u>464,565</u>			<u>685,217</u>							

Fleet Town Council

Earmarked Reserves as at 30 September 2020

	Account	Opening Balance	Net Transfers	Closing Balance
320	Earmarked Reserves	£ -	-£ 1,221.04	-£ 1,221.04
321	EMR - Pension Obligation	£ 30,000.00		£ 30,000.00
322	EMR - Website Development	£ 10,000.00		£ 10,000.00
323	EMR - Cemetery Ext/Rem Gdn	£ 5,085.00	-£ 1,150.00	£ 3,935.00
324	EMR - Park Improvements	£ 12,000.00		£ 12,000.00
325	EMR - Community Pk Building 25	£ 100,853.00		£ 100,853.00
326	EMR - Office Refurbishment	£ 238.00		£ 238.00
327	EMR - Ancells Farm Rep/Dec	£ 6,955.00	-£ 3,325.00	£ 3,630.00
328	EMR - Paths	£ 992.00		£ 992.00
329	EMR - Cemetery Mem Test 2021	£ 3,300.00		£ 3,300.00
330	EMR - CP Tennis Sinking 2026	£ 30,563.00		£ 30,563.00
331	EMR - Community Buis Service	£ 13,000.00		£ 13,000.00
333	EMR - Sustainable Ops Projects	£ 3,000.00	-£ 118.41	£ 2,881.59
334	EMR-Calthorpe Park Playground	£ -	-£ 2,395.58	-£ 2,395.58
335	EMR - Climate Change LEDs	£ 600.00		£ 600.00
		£ 216,586.00	-£ 8,210.03	£ 208,375.97

315	FTC Reserve	£ -	£ 150,000.00	£ 150,000.00
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332	EMR - S106 Sensory Garden	£ 51,579.00		£ 51,579.00
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360	Harlington Development Fund	£ 1,216,717.26	£ 391,364.50	£ 1,608,081.76
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**Bank Reconciliation Statement as at 04/08/2020
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	31/07/2020	470	453,379.58
			<hr/> 453,379.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/07/2020 BACS Pymnt BACS P/L Pymnt Page 1798		28,994.55	
			<hr/> 28,994.55
			424,385.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			424,385.03
		Balance per Cash Book is :-	424,385.03
		Difference is :-	0.00

**Bank Reconciliation Statement as at 01/09/2020
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	31/08/2020	474	377,045.38
			<hr/> 377,045.38
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/08/2020 BACS Pymnt BACS P/L Pymnt Page 1804		4,383.40	
			<hr/> 4,383.40
			372,661.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			372,661.98
		Balance per Cash Book is :-	372,661.98
		Difference is :-	0.00

**Bank Reconciliation Statement as at 07/10/2020
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	30/09/2020	478	734,918.72
			<u>734,918.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/09/2020 BACS Pymnt BACS P/L Pymnt Page 1811		19,293.59	
			<u>19,293.59</u>
			715,625.13
<u>Receipts not Banked/Cleared (Plus)</u>			
30/09/2020		1,006.68	
			<u>1,006.68</u>
			716,631.81
		Balance per Cash Book is :-	716,631.81
		Difference is :-	0.00

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		500,009.78					500,009.78	
	Banked: 01/07/2020	82.01						
	Ticket sales	35.00		5.83	558		29.17	Ticket sales
	Ticket sales	42.00		7.00	592		35.00	Ticket sales
	Charges	5.01		0.84	1435	201	4.17	Charges
	Banked: 01/07/2020	16.44						
	HSBC	16.44			1870	101	16.44	FTC Nationwide Interest June20
	Banked: 01/07/2020	18.37						
	STRIPE	18.37		3.06	1065	310	15.31	TENNIS HIRE-Calthorpe Park
	Banked: 01/07/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-JQXFM/CalthP
	Banked: 02/07/2020	260.51						
	PublicSectorDepositFund/CCLA	260.51			1870	101	260.51	FTC Dividens Statement Jun2020
	Banked: 02/07/2020	12.67						
	STRIPE	12.67		2.11	1065	310	10.56	TENNIS HIRE-Calthorpe Park
	Banked: 02/07/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-X653F/CalthP
	Banked: 03/07/2020	-62.00						
	Refund tickets	-18.00		-3.00	560		-15.00	Refund tickets
	Refund tickets	-44.00		-7.33	580		-36.67	Refund tickets
	Banked: 03/07/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 03/07/2020	2,400.00						
	Brand Claire	2,400.00		371.67	1100	350	170.00	CemeteryInterm,JoyceYatesS0047
					1133	350	1,858.33	GORMemrISancJoyceYatesS004
	Banked: 04/07/2020	1,900.80						
	Stevens John	1,900.80		288.47	1130	350	170.00	CemetryMemFeeLindaStevensS007
					1133	350	1,442.33	GORMemrISancLindaStevensS0071
	Banked: 04/07/2020	-1,900.80						
	Stevens John	-1,900.80		-288.47	1130	350	-170.00	CemeteryAmendLindaStevensS007
					1133	350	-1,442.33	CemeteryAmendLindaStevensS007
	Banked: 04/07/2020	1,900.80						
	Stevens John	1,900.80		288.47	1130	350	170.00	CemetryMemFeeLindaStevensS007
					1133	350	1,358.33	GORMemrISancLindaStevensS0071
					4935	350	84.00	GORMemrInsrptLindaStevensS0071
	Banked: 06/07/2020	18.66						

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
	Banked: 06/07/2020	322.08						
	GC C1 GO CARDLESS	322.08		53.68	1064	310	268.40	Tennis Membership-KH2PM/CalthP
	Banked: 06/07/2020	-100.00						
	Refund tickets	-100.00		-16.67	586		-83.33	Refund tickets
	Banked: 07/07/2020	-167.75						
	Ticket refunds	-126.00		-21.00	557		-105.00	Ticket refunds
	Ticket refund	-42.00		-7.00	592		-35.00	Ticket refund
	Charges	8.49		1.42	1435	201	7.07	Charges
	Refund charges	-8.24		-1.37	1435	201	-6.87	Refund charges
	Banked: 07/07/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-73JVT/CalthP
	Banked: 07/07/2020	-157.00						
	Ticket refunds	-50.00		-8.33	586		-41.67	Ticket refunds
	Ticket refunds	-72.00		-12.00	567		-60.00	Ticket refunds
	Ticket refunds	-35.00		-5.83	563		-29.17	Ticket refunds
	Banked: 08/07/2020	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe Park
	Banked: 08/07/2020	-86.00						
	Refund tickets	-50.00		-8.33	586		-41.67	Refund tickets
	Ticket refunds	-36.00		-6.00	567		-30.00	Ticket refunds
	Banked: 09/07/2020	74.87						
	STRIPE	74.87		12.48	1065	310	62.39	TENNIS HIRE-Calthorpe Park
	Banked: 09/07/2020	730.00						
	LaPensee Marion	730.00			1120	350	390.00	DOG AP0272 LaPensee Marion
					1100	350	170.00	IntermF AP0272 LaPensee Marion
					1130	350	170.00	MemorialF AP0272LaPenseeMarion
	Banked: 09/07/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-R5F9G/CalthP
	Banked: 10/07/2020	170.00						
	Goddards	170.00			1100	350	170.00	AshesIntermP1908AllanFergusson
	Banked: 10/07/2020	880.00						
	Goddards	880.00			1100	350	880.00	IntermentPltD0036DoreenBennett
	Banked: 10/07/2020	49.99						
	STRIPE	49.99		8.33	1065	310	41.66	TENNIS HIRE-Calthorpe Park
	Banked: 10/07/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-3NFES/CalthP
	Banked: 10/07/2020	520.00						

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	WA&MrsBMCarterChq 007134/Plant	520.00		41.67	1100	350	170.00	Interment-BarbaraCarter PL0002
					1134	350	208.33	GORPlantMemBarbaraCarterPL0002
					4936	350	100.00	GORAsGrvDigBarbaraCarterPL0002
	Banked: 13/07/2020	31.10						
	STRIPE	31.10		5.18	1065	310	25.92	TENNIS HIRE-Calthorpe Park
	Banked: 13/07/2020	201.30						
	GC C1 GO CARDLESS	201.30		33.55	1064	310	167.75	Tennis Membership-8PHGN/CalthP
	Banked: 13/07/2020	730.00						
	TIBAN Mihaela	730.00			1120	350	390.00	DOGAsHesPlotAP0264MihaelaTiban
					1100	350	170.00	IntermentF AP0264-MihaelaTiban
					1130	350	170.00	MemorialF AP0264-MihaelaTiban
	Banked: 13/07/2020	399.60						
	Sales Recpts Page 4190	399.60	399.60		101			Sales Recpts Page 4190
	Banked: 13/07/2020	-50.00						
	Ticket refunds	-35.00		-5.83	558		-29.17	Ticket refunds
	Ticket refunds	-15.00		-2.50	567		-12.50	Ticket refunds
	Banked: 14/07/2020	25.11						
	STRIPE	25.11		4.18	1065	310	20.93	TENNIS HIRE-Calthorpe Park
	Banked: 14/07/2020	281.82						
	GC C1 GO CARDLESS	281.82		46.97	1064	310	234.85	Tennis Membership-K3QQ5/CalthP
	Banked: 14/07/2020	12,953.75						
	Inland Revenue	12,953.75			120		12,953.75	VAT refund Q1
	Banked: 15/07/2020	49.68						
	STRIPE	49.68		8.28	1065	310	41.40	TENNIS HIRE-Calthorpe Park
	Banked: 15/07/2020	201.30						
	GC C1 GO CARDLESS	201.30		33.55	1064	310	167.75	Tennis Membership-Q49FC/CalthP
	Banked: 15/07/2020	-245.00						
	Ticket refunds	-245.00		-40.83	563		-204.17	Ticket refunds
	Banked: 16/07/2020	56.39						
	STRIPE	56.39		9.40	1065	310	46.99	TENNIS HIRE-Calthorpe Park
	Banked: 16/07/2020	120.78						
	GC C1 GO CARDLESS	120.78		20.13	1064	310	100.65	Tennis Membership-3PSRS/CalthP
	Banked: 17/07/2020	24.51						
	STRIPE	24.51		4.08	1065	310	20.43	TENNIS HIRE-Calthorpe Park
	Banked: 17/07/2020	161.04						
	GC C1 GO CARDLESS	161.04		26.84	1064	310	134.20	Tennis Membership-XKEA3/CalthP
	Banked: 19/07/2020	39.00						
	Ticket sales	36.00		1.71	584		34.29	Ticket sales

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	charges	3.00		0.14	1435	201	2.86	charges
	Banked: 20/07/2020	12.42						
	STRIPE	12.42		2.07	1065	310	10.35	TENNIS HIRE-Calthorpe Park
	Banked: 20/07/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-6BCJR/CalthP
	Banked: 20/07/2020	-35.00						
	Refund tickets	-35.00		-5.83	563		-29.17	Refund tickets
	Banked: 21/07/2020	18.63						
	STRIPE	18.63		3.10	1065	310	15.53	TENNIS HIRE-Calthorpe Park
	Banked: 21/07/2020	201.30						
	GC C1 GO CARDLESS	201.30		33.55	1064	310	167.75	Tennis Membership-VC3VT/CalthP
	Banked: 21/07/2020	1,710.00						
	HOLMES LTD	1,710.00			1120	350	1,100.00	DOG-Plot2526 Francis Connell
					1100	350	440.00	Interm-Plot2526 FrancisConnell
					1130	350	170.00	Memorl-Plot2526 FrancisConnell
	Banked: 22/07/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-6KDNP/CalthP
	Banked: 23/07/2020	80.86						
	STRIPE	80.86		13.48	1065	310	67.38	TENNIS HIRE-Calthorpe Park
	Banked: 23/07/2020	92.00						
	Ticket slaes	88.00		4.19	591		83.81	Ticket slaes
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 23/07/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-T379G/CalthP
	Banked: 24/07/2020	18.89						
	STRIPE	18.89		3.15	1065	310	15.74	TENNIS HIRE-Calthorpe Park
	Banked: 27/07/2020	24.59						
	STRIPE	24.59		4.10	1065	310	20.49	TENNIS HIRE-Calthorpe Park
	Banked: 27/07/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-WMF6F/CalthP
	Banked: 27/07/2020	-44.00						
	Refund tickets	-44.00		-7.33	580		-36.67	Refund tickets
	Banked: 28/07/2020	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe Park
	Banked: 28/07/2020	145.00						
	JANET ROOMS	145.00			1121	350	145.00	DOGTransfer-Plot 1101MurpRooms
	Banked: 28/07/2020	120.78						

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	GC C1 GO CARDLESS	120.78		20.13	1064	310	100.65	Tennis Membership-6F5ZV/CalthP
	Banked: 28/07/2020	7,946.23						
	HMRC	7,946.23			531		7,946.23	CJRS July 2020
	Banked: 29/07/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 30/07/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 30/07/2020	1,800.00						
	MR ANDREW P CATT	1,800.00		271.67	1130	350	170.00	Memorial-Sanctum S0041GailCatt
					1133	350	1,358.33	GORMemrl-Sanctum S0041GailCatt
	Banked: 30/07/2020	161.04						
	GC C1 GO CARDLESS	161.04		26.84	1064	310	134.20	Tennis Membership-SS35R/CalthP
	Banked: 30/07/2020	1,270.00						
	CHAMBERLAIN C A	1,270.00			1120	350	1,100.00	DOG-Plot2528 Carol Chamberlain
					1130	350	170.00	Memorial-Plot2528CarolChamberl
	Banked: 30/07/2020	-1,800.00						
	MR ANDREW P CATT	-1,800.00		-271.67	1130	350	-170.00	Memorial-Sanctum S0041GailCatt
					1133	350	-1,358.33	GORMemrl-Sanctum S0041GailCatt
	Banked: 30/07/2020	1,800.00						
	MR ANDREW P CATT	1,800.00		271.67	1100	350	170.00	Intermnt-Sanctum S0041GailCatt
					1133	350	1,358.33	GORMemrl-Sanctum S0041GailCatt
	Banked: 31/07/2020	3,420.00						
	A&W Goddard Ltd	3,420.00			1120	350	2,200.00	DOG-Plot2522 Maureen Hodges
					1100	350	880.00	Intermnt-Plot2522MaureenHodges
					1130	350	340.00	Memorial-Plot2522MaureenHodges
	Banked: 31/07/2020	145.00						
	Mr Peter J P McSharry	145.00			1121	350	145.00	DOGTransf-Plt1305PeterMcSharry
	Banked: 31/07/2020	37.55						
	STRIPE	37.55		6.26	1065	310	31.29	TENNIS HIRE-Calthorpe Park
	Banked: 31/07/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-4CJT7/CalthP
Total Receipts for Month		39,701.90	399.60	1,342.49			37,959.81	
Cashbook Totals		<u>539,711.68</u>	<u>399.60</u>	<u>1,342.49</u>			<u>537,969.59</u>	

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/07/2020	BACS P/L Pymnt Page 1790	BACS Pymnt	6,714.19	6,714.19		500			BACS P/L Pymnt Page 1790
07/07/2020	BACS P/L Pymnt Page 1792	BACS Pymnt	9,365.18	9,365.18		500			BACS P/L Pymnt Page 1792
10/07/2020	HSBC	DDR	88.24			4420	101	88.24	ElectrBkgChrgs/INV771935
10/07/2020	HSBC	DDR	13.96			4420	101	13.96	ElectrBkgChrgs/INV769826
14/07/2020	BACS P/L Pymnt Page 1793	BACS Pymnt	5,775.65	5,775.65		500			BACS P/L Pymnt Page 1793
14/07/2020	CommercialCards/HSBC	DD	321.88		51.45	4170	204	86.64	SrewfixBuildMn-TechnServ Jun20
						4170	204	18.73	SrewfixBuildMn-TechnServ Jun20
						4182	201	20.46	SrewfixHCEvEqp-TechnServ Jun20
						4170	204	9.99	SrewfixBuildMn-TechnServ Jun20
						4182	201	22.33	CPC HCETechEq-TechnServ Jun20
						4190	204	36.73	HireStat AudRe-TechnServ Jun20
						4170	204	50.82	Amazon BuildMn-TechnServ Jun20
						4182	201	24.73	SCHP HCETechEq-TechnServ Jun20
14/07/2020	CommercialCards/HSBC	DD	87.99		1.66	4481	204	8.33	SpotifyMusicStrm HC-GMHC Jun20
						4170	204	78.00	Amazon HC BuildMnt-GM HC Jun20
14/07/2020	CommercialCards/HSBC	DD	399.55		20.00	4445	101	110.00	Vodafone FTC-OS&FM Jun/Jul20
						4486	101	17.60	MicrE0800BJB7W-OS&FM Jun/Jul20
						4486	101	65.80	MicrE0800BJR8P-OS&FM Jun/Jul20
						4486	101	6.00	MicrE0800BJYYE-OS&FM Jun/Jul20
						4486	101	180.15	MicrE0800BJXRE-OS&FM Jun/Jul20
16/07/2020	GLOBAL PAYMENTS	DD	48.54		0.70	4422	201	47.84	MonthlySvFeeHCEvJun20/In
16/07/2020	GLOBAL PAYMENTS	DD	182.38		22.90	4422	201	159.48	MonthlySvFeeHCEvJun20/In
20/07/2020	CENT COMP MANG LTD/LivePay	DD	127.72		21.29	4550	101	106.43	PayrollProcessing01Jul-30Sep20
20/07/2020	Legal and General	DD	3,411.84			516		3,411.84	Pension July 2020
20/07/2020	Fleet Town Council	DDR	24,692.80			520		24,186.20	Payroll July 2020
						516	0	495.10	Payroll July 2020
						517	0	11.50	Payroll July 2020
21/07/2020	BACS P/L Pymnt Page 1795	BACS Pymnt	16,935.25	16,935.25		500			BACS P/L Pymnt Page 1795
22/07/2020	Inland Revenue	DDR	7,955.47			515		7,955.47	Tax and NI July 2020
24/07/2020	BOC MANCHESTER ACC	DD	37.09		6.18	4700	201	30.91	Gas for HarlingtonBar June2020

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/07/2020	BACS P/L Pymnt Page 1797	BACS Pymnt	9,908.94	9,908.94		500			BACS P/L Pymnt Page 1797
28/07/2020	O2	DD	25.18		4.20	4445	301	20.98	MobilePhoneOS&FM 14Jul-13Aug20
29/07/2020	VODAFONE LTD	DD	41.60		6.93	4445	101	34.67	MobilePhoneFTC 18June-17July20
29/07/2020	HSBC	DDR	19.27			4420	101	19.27	HSBCTotalCharges 8June-7July20
30/07/2020	British Telecom/BT Group PLC	DD	156.58		26.10	4487	204	130.48	Harlington&CafeWifi 01-31Jul20
30/07/2020	BACS P/L Pymnt Page 1798	BACS Pymnt	28,994.55	28,994.55		500			BACS P/L Pymnt Page 1798
31/07/2020	PAY AND SHOP LTD/Globalpayment	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnJun20/5
Total Payments for Month			115,326.65	77,693.76	165.21			37,467.68	
Balance Carried Fwd			424,385.03						
Cashbook Totals			539,711.68	77,693.76	165.21			461,852.71	

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		424,385.03					424,385.03	
Banked: 03/08/2020		1,710.00						
	THE SOUTHERN CO-OP	1,710.00			1120	350	1,100.00	DOG-Geoffrey Smith,Plot 2518
					1100	350	440.00	Interm-Geoffrey Smith,Plot2518
					1130	350	170.00	Memorial-Geoffrey Smith,PI2518
Banked: 03/08/2020		16.99						
	HSBC	16.99			1870	101	16.99	FTC Nationwide Interest July20
Banked: 03/08/2020		12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
Banked: 03/08/2020		96.00						
	MR ANDREW P CATT	96.00		16.00	4935	350	80.00	GORMemInscArtWorkGailCattS0041
Banked: 03/08/2020		120.78						
	GC C1 GO CARDLESS	120.78		20.13	1064	310	100.65	Tennis Membership-T35DQ/CalthP
Banked: 03/08/2020		-28.00						
	Refund tickets	-28.00		-4.67	586		-23.33	Refund ticketsa
Banked: 04/08/2020		171.21						
	PublicSectorDepositFund/CCLA	171.21			1870	101	171.21	Dividens Statement July20 FTC
Banked: 04/08/2020		12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
Banked: 04/08/2020		161.04						
	GC C1 GO CARDLESS	161.04		26.84	1064	310	134.20	Tennis Membership-MG8M9/CalthP
Banked: 04/08/2020		7.20						
	KIRBY R & S	7.20		1.20	4935	350	6.00	GORMemInsLetterngGailCattS0041
Banked: 04/08/2020		170.00						
	SAUNDERS G T	170.00			1130	350	170.00	MemPI2220Terrance&LornaTurvill
Banked: 04/08/2020		-105.00						
	Refund tickets	-105.00		-17.50	563		-87.50	Refund tickets
Banked: 04/08/2020		37.00						
	Ticket sales	35.00		1.67	558		33.33	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
Banked: 05/08/2020		6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
Banked: 05/08/2020		80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-4FXYP/CalthP
Banked: 06/08/2020		93.00						
	Ticket sales	88.00		4.19	580		83.81	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
Banked: 06/08/2020		31.10						

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	STRIPE	31.10		5.18	1065	310	25.92	TENNIS HIRE-Calthorpe Park
	Banked: 06/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-8AB9P/CalthP
	Banked: 07/08/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 07/08/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-WNY6Z/CalthP
	Banked: 07/08/2020	1,800.00						
	Mrs V Saunders 000317	1,800.00		271.67	1100	350	170.00	InterSanctmS0057GeorgeSaunders
					1133	350	1,358.33	GORMemSanctS0057GeorgeSaund
	Banked: 09/08/2020	907.31						
	Ices	57.50		9.58	1432	201	47.92	Ices
	Cafe sales	38.00		6.33	1415	202	31.67	Cafe sales
	Bar sales	811.81		135.30	1420	201	676.51	Bar sales
	Banked: 10/08/2020	79.38						
	Bar sales	79.38		13.23	1420	201	66.15	Bar sales
	Banked: 10/08/2020	73.00						
	Ticket sales	72.00		3.43	582		68.57	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 10/08/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 10/08/2020	241.56						
	GC C1 GO CARDLESS	241.56		40.26	1064	310	201.30	Tennis Membership-V8SNR/CalthP
	Banked: 11/08/2020	281.82						
	GC C1 GO CARDLESS	281.82		46.97	1064	310	234.85	Tennis Membership-C8D68/CalthP
	Banked: 12/08/2020	77.00						
	Ticket sales	72.00		3.43	560		68.57	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 12/08/2020	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 12/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-HFJJ5/CalthP
	Banked: 13/08/2020	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
	Banked: 13/08/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-5SRZ4/CalthP
	Banked: 14/08/2020	6.22						

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 16/08/2020	149.25						
	Bar sales	149.25		24.88	1420	201	124.37	Bar sales
	Banked: 16/08/2020	625.65						
	Snacks	11.00		1.83	1433	201	9.17	Snacks
	Ices	50.00		8.33	1432	201	41.67	Ices
	Confectionery	10.00		1.67	1431	201	8.33	Confectionery
	Cafe	9.00		1.50	1415	202	7.50	Cafe
	Bar sales	545.65		90.94	1420	201	454.71	Bar sales
	Banked: 17/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-T4DTX/CalthP
	Banked: 18/08/2020	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 18/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-EKHQQ/CalthP
	Banked: 19/08/2020	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe Park
	Banked: 19/08/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-887Z5/CalthP
	Banked: 20/08/2020	288.00						
	Sales Recpts Page 4191	288.00	288.00		101			Sales Recpts Page 4191
	Banked: 20/08/2020	31.33						
	STRIPE	31.33		5.22	1065	310	26.11	TENNIS HIRE-Calthorpe Park
	Banked: 20/08/2020	80.52						
	GC C1 GO CARDLESS	80.52		13.42	1064	310	67.10	Tennis Membership-ZBTHE/CalthP
	Banked: 20/08/2020	23.00						
	Ticket sales	22.00		1.05	598		20.95	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 21/08/2020	43.77						
	STRIPE	43.77		7.30	1065	310	36.47	TENNIS HIRE-Calthorpe Park
	Banked: 21/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-WFG5M/CalthP
	Banked: 21/08/2020	340.00						
	Goddards 055064	340.00			1100	350	340.00	IntermF-Plot1011 MaryEllenRich
	Banked: 22/08/2020	2,443.20						
	CATHERINE MERKER	2,443.20		378.87	1100	350	170.00	Interm-SanctumS0072PeterMerker
					1133	350	1,858.33	GORMemSanctum S0072PeterMerker
					4935	350	36.00	GORMemInscriptS0072PeterMerker

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 24/08/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 24/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-5YVF3/CalthP
	Banked: 24/08/2020	60.20						
	Bar sales	60.20		10.03	1420	201	50.17	Bar sales
	Banked: 24/08/2020	722.65						
	Bar sales	651.15		108.52	1420	201	542.63	Bar sales
	Cafe sales	15.00		2.50	1415	202	12.50	Cafe sales
	Confectionery	8.00		1.33	1431	201	6.67	Confectionery
	Ices	32.50		5.42	1432	201	27.08	Ices
	Snacks	16.00		2.67	1433	201	13.33	Snacks
	Banked: 25/08/2020	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
	Banked: 25/08/2020	120.78						
	GC C1 GO CARDLESS	120.78		20.13	1064	310	100.65	Tennis Membership-S7ETQ/CalthP
	Banked: 25/08/2020	399.60						
	Sales Recpts Page 4192	399.60	399.60		101			Sales Recpts Page 4192
	Banked: 26/08/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 26/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-B6E7N/CalthP
	Banked: 27/08/2020	68.65						
	STRIPE	68.65		11.44	1065	310	57.21	TENNIS HIRE-Calthorpe Park
	Banked: 27/08/2020	340.00						
	The Southern Co-op 597479	340.00			1100	350	340.00	IntermF-Plot0703SusanB&ElveneH
	Banked: 28/08/2020	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
	Banked: 28/08/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-RTGE3/CalthP
	Total Receipts for Month	12,490.09	687.60	1,417.98			10,384.51	
	Cashbook Totals	<u>436,875.12</u>	<u>687.60</u>	<u>1,417.98</u>			<u>434,769.54</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/08/2020	NPOWER	DD	177.04		8.43	4122	205	168.61	ElectricityAFCC 01Mar - 31May20
04/08/2020	BACS P/L Pymnt Page 1800	BACS Pymnt	4,956.66	4,956.66		500			BACS P/L Pymnt Page 1800
10/08/2020	HSBC	DDR	13.96			4420	101	13.96	ElectrBkgChrgs/INV775650
10/08/2020	HSBC	DDR	91.88			4420	101	91.88	ElectrBkgChrgs/INV777859
12/08/2020	CommercialCards/HSBC	DD	22.94			4420	101	22.94	BankChrgsCANCELCCardE Jul2020
12/08/2020	CommercialCards/HSBC	DD	225.39		36.56	4400	101	62.00	TradePrintStationry-PACAJuly20
						4555	101	6.00	LandRegistryLegalFs-PACAJuly20
						4187	101	21.66	SiteKing Health&Sft-PACAJuly20
						4187	101	99.17	InstantPrint H&S-PACAJuly20
12/08/2020	CommercialCards/HSBC	DD	1,429.20		193.26	4202	301	20.83	ScrewfixDrainRodsOS-OSFMJuly20
						4235	310	130.82	PegasusInBarrierCaltOSFMJ
						334	0	-130.82	PegasusInBarrierCaltOSFMJ
						6001	310	130.82	PegasusInBarrierCaltOSFMJ
						4235	310	143.00	HCC CCTVpermCalthP-OSFMJuly20
						334	0	-143.00	HCC CCTVpermCalthP-OSFMJuly20
						6001	310	143.00	HCC CCTVpermCalthP-OSFMJuly20
						4170	204	5.83	ScrewfixWD-40HC BM-OSFM July20
						4235	310	76.62	PegasusInBarrierCaltOSFMJ
						334	0	-76.62	PegasusInBarrierCaltOSFMJ
						6001	310	76.62	PegasusInBarrierCaltOSFMJ
						4235	310	-143.00	CR HCC CCTVCalthP-OSFMJuly20
						334	0	143.00	CR HCC CCTVCalthP-OSFMJuly20
						6001	310	-143.00	CR HCC CCTVCalthP-OSFMJuly20
						4486	101	17.60	MicrosoftE0800BT82P-OSFMJuly20
						4486	101	65.80	MicrosoftE0800BT82E-OSFMJuly20
						4486	101	180.15	MicrosoftE0800BDPM-OSFMJuly20
						4235	310	635.29	Gardentr CCTVCalthP-

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									OSFMJuly20
						334	0	-635.29	Gardentr CCTVCalthP-OSFMJuly20
						6001	310	635.29	Gardentr CCTVCalthP-OSFMJuly20
						4486	101	6.00	MicrosoftE0800BTPC4-OSFMJuly20
						4185	201	97.00	TRP7 Ramp HCEvents-OSFM July20
12/08/2020	CommercialCards/HSBC	DD	549.86		91.64	4187	204	39.10	DistrbZ PAT Adapt-TechnS Jul20
						4187	204	89.17	ClinLabs Thermomt-TechnS Jul20
						4170	204	6.21	ScrewfixGrindingD-TechnS Jul20
						4187	204	45.00	IDE SystmDistroTs-TechnS Jul20
						4432	201	109.21	SaxoprintLeaflets-TechnS Jul20
						549	0	22.89	Screwfix Barrier-TechnS Jul20
						549	0	21.65	AmazonDryBoxes-TechnS Jul20
						549	0	124.99	Amazon Barrier-TechnS Jul20
12/08/2020	CommercialCards/HSBC	DD	41.99		1.67	4481	204	8.32	Spotify/LicensesHC-GMHC July20
						4420	101	32.00	HSBC Annual Fee-GMHC July20
14/08/2020	NPOWER	DD	77.77		3.70	4122	315	74.07	ElectryOakleyPv 01Apr - 30Jun20
14/08/2020	NPOWER	DD	58.87		2.80	4122	320	56.07	ElectryBasingbP 01Apr - 30Jun20
14/08/2020	NPOWER	DD	68.06		3.24	4122	310	64.82	ElectryCalthPav 01Apr - 30Jun20
14/08/2020	NPOWER	DD	53.05		2.53	4122	208	50.52	ElectricityAFPAV 01Apr- 30Jun20
18/08/2020	BACS P/L Pymnt Page 1801	BACS Pymnt	17,559.44	17,559.44		500			BACS P/L Pymnt Page 1801
18/08/2020	GLOBAL PAYMENTS	DD	182.35		22.90	4422	201	159.45	MonthlySvFeeHCEvJul20/In
18/08/2020	GLOBAL PAYMENTS	DD	48.28		0.70	4422	201	47.58	MonthlyServiceFeeJul20/Inv
19/08/2020	Legal and General	DD	3,405.92			516		3,405.92	Pension Aug 2020
20/08/2020	Fleet Town Council	DDR	23,403.55			520		22,896.95	Payroll Aug 2020
						517	0	11.50	Payroll Aug 2020
						516	0	495.10	Payroll Aug 2020
21/08/2020	Inland Revenue	DDR	7,291.24			515		7,291.24	August 2020
25/08/2020	BOC MANCHESTER ACC	DD	37.09		6.18	4700	201	30.91	Gas for HarlingtonBar July2020
25/08/2020	BACS P/L Pymnt Page 1804	BACS Pymnt	4,383.40	4,383.40		500			BACS P/L Pymnt Page 1804
28/08/2020	PAY AND SHOP	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnJul20/50

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	LTD/Globalpayment								
28/08/2020	O2	DD	79.60		13.26	4445	301	66.34	MobilePhoneOS&FM14 Aug-13Sep20
28/08/2020	VODAFONE LTD	DD	32.80		5.46	4020	101	18.17	MobilePhoneCOV18 July - 17Aug20
						4445	301	9.17	MobilePhoneOSP18 July - 17Aug20
Total Payments for Month			64,213.14	26,899.50	396.13			36,917.51	
Balance Carried Fwd			372,661.98						
Cashbook Totals			<u>436,875.12</u>	<u>26,899.50</u>	<u>396.13</u>			<u>409,579.49</u>	

Bank Current/Deposit Account

List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/07/2020	BACS P/L Pymnt Page 1790	BACS Pymnt	6,714.19		BACS P/L Pymnt Page 1790
07/07/2020	BACS P/L Pymnt Page 1792	BACS Pymnt	9,365.18		BACS P/L Pymnt Page 1792
10/07/2020	HSBC	DDR	88.24		ElectrBkgChrgs/INV7719355May20
10/07/2020	HSBC	DDR	13.96		ElectrBkgChrgs/INV7698261May20
14/07/2020	BACS P/L Pymnt Page 1793	BACS Pymnt	5,775.65		BACS P/L Pymnt Page 1793
14/07/2020	CommercialCards/HSBC	DD	321.88		CommercialCard-TechnServ Jun20
14/07/2020	CommercialCards/HSBC	DD	87.99		CommercialCard-GM HC Jun2020
14/07/2020	CommercialCards/HSBC	DD	399.55		CommercialCard-OS&FM Jun/Jul20
16/07/2020	GLOBAL PAYMENTS	DD	48.54		MonthlyServiceFeeJun20/Inv0042
16/07/2020	GLOBAL PAYMENTS	DD	182.38		MonthlyServiceFeeJun20/Inv0112
20/07/2020	CENT COMP MANG LTD/LivePay	DD	127.72		PayrollProcessing01Jul-30Sep20
20/07/2020	Legal and General	DD	3,411.84		Pension July 2020
20/07/2020	Fleet Town Council	DDR	24,692.80		Payroll July 2020
21/07/2020	BACS P/L Pymnt Page 1795	BACS Pymnt	16,935.25		BACS P/L Pymnt Page 1795
22/07/2020	Inland Revenue	DDR	7,955.47		Tax and NI July 2020
24/07/2020	BOC MANCHESTER ACC	DD	37.09		Gas for HarlingtonBar June2020
28/07/2020	BACS P/L Pymnt Page 1797	BACS Pymnt	9,908.94		BACS P/L Pymnt Page 1797
28/07/2020	O2	DD	25.18		MobilePhoneOS&FM 14Jul-13Aug20
29/07/2020	VODAFONE LTD	DD	41.60		MobilePhoneFTC 18June-17July20
29/07/2020	HSBC	DDR	19.27		HSBCTotalCharges 8June-7July20
30/07/2020	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-31Jul20
30/07/2020	BACS P/L Pymnt Page 1798	BACS Pymnt	28,994.55		BACS P/L Pymnt Page 1798
31/07/2020	PAY AND SHOP	DD	22.80		Transaction Charges HCEvnJun20
Total Payments			<u>115,326.65</u>		

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		372,661.98					372,661.98	
	Banked: 01/09/2020	16.98						
	HSBC - Nationwide	16.98			1870	101	16.98	FTC Nationwide Interest Aug20
	Banked: 01/09/2020	730.00						
	Holmes&Family Ltd	730.00			1120	350	390.00	DOG-AP0273,Peggy&JohnHolding
					1100	350	340.00	Inter-AP0273,Peggy&JohnHolding
	Banked: 01/09/2020	40.26						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-AFATN/CalthP
	Banked: 01/09/2020	69.00						
	Ticket sales	66.00		3.14	591		62.86	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Banked: 01/09/2020	38.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 01/09/2020	85.35						
	Bar sales	85.35		14.22	1420	201	71.13	Park event bar sales
	Banked: 01/09/2020	953.70						
	Bar sales	849.70		141.62	1420	201	708.08	Park event 30 August
	Cafe sales	14.00		2.33	1415	202	11.67	Cafe sales
	Confectionery	4.00		0.67	1431	201	3.33	Confectionery
	Ices	65.00		10.83	1432	201	54.17	Ices
	Snacks	21.00		3.50	1433	201	17.50	Snacks
	Banked: 02/09/2020	119.31						
	PublicSectorDepositFund/CCLA	119.31			1870	101	119.31	Dividens Statement Aug20 FTC
	Banked: 02/09/2020	520.00						
	CAMPBELL DV/BURIAL-PLAQUE	520.00		41.67	1100	350	170.00	Inter-PL0003Keith&CathyAllison
					1134	350	208.33	PLantMem0003Keith&CathyAllison
					4936	350	100.00	GoRAsPL0003-Keith&CathyAllison
	Banked: 02/09/2020	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-PDTD4/CalthP
	Banked: 02/09/2020	145.00						
	Mrs V Durrant 001557/Cemetery	145.00			1121	350	145.00	DOGTransferPI1251JeremyDurrant
	Banked: 02/09/2020	170.00						
	Haven Memorials 012383/Cemetery	170.00			1130	350	170.00	Mem Plot2069 JuneAlisonEdmonds
	Banked: 02/09/2020	-110.00						
	Refund ticket sales	-110.00		-18.33	566		-91.67	Refund ticket sales
	Banked: 03/09/2020	18.37						
	STRIPE	18.37		3.06	1065	310	15.31	TENNIS HIRE-Calthorpe Park
	Banked: 03/09/2020	143.00						

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Ticket sales	134.00		6.38	594		127.62	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 04/09/2020	62.20						
	STRIPE	62.20		10.37	1065	310	51.83	TENNIS HIRE-Calthorpe Park
	Banked: 04/09/2020	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-CDY2J/CalthP
	Banked: 04/09/2020	498.00						
	Ticket sales	154.00		7.33	598		146.67	Ticket sales
	Ticket sales	320.00		15.24	596		304.76	Ticket sales
	Charges	24.00		4.00	1435	201	20.00	Charges
	Banked: 04/09/2020	3,783.85						
	HMRC	3,783.85			531		3,783.85	CJRS Aug 2020
	Banked: 06/09/2020	23.00						
	Tiket sales	22.00		1.05	598		20.95	Tiket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 07/09/2020	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
	Banked: 07/09/2020	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-55N35/CalthP
	Banked: 07/09/2020	-88.00						
	Refund tickets	-88.00		-14.67	566		-73.33	Refund tickets
	Banked: 08/09/2020	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe Park
	Banked: 08/09/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-8VD32/CalthP
	Banked: 08/09/2020	269.00						
	Ticket sales	36.00		1.71	582		34.29	Ticket sales
	Ticket sales	220.00		10.48	596		209.52	Ticket sales
	Charges	13.00		2.17	1435	201	10.83	Charges
	Banked: 08/09/2020	160.00						
	Ticket sales	160.00		7.62	596		152.38	Ticket sales
	Banked: 08/09/2020	8.00						
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 09/09/2020	37.55						
	STRIPE	37.55		6.26	1065	310	31.29	TENNIS HIRE-Calthorpe Park
	Banked: 09/09/2020	1,716.35						
	Sales Recpts Page 4195	1,716.35	1,716.35		101			Sales Recpts Page 4195
	Banked: 10/09/2020	31.10						

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	STRIPE	31.10		5.18	1065	310	25.92	TENNIS HIRE-Calthorpe Park
	Banked: 10/09/2020	3,420.00						
	Holmes&Family Ltd	3,420.00			1120	350	1,100.00	DOG-Plot2525 David Coburn
					1100	350	440.00	IntermFee-Plot2525 DavidCoburn
					1130	350	170.00	MemorlFee-Plot2525 DavidCoburn
					1120	350	1,100.00	DOG-Plot2524 MargaretParmenter
					1100	350	440.00	Inter-Plot2524 MargaretParmntr
					1130	350	170.00	MemrI-Plot2524 MargaretParmntr
	Banked: 11/09/2020	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 11/09/2020	20.00						
	CAMPBELL DV/BURIAL-PLAQUE	20.00			4936	350	20.00	GoRAsDgPL0003Keith&CathyAllison
	Banked: 11/09/2020	542,179.02						
	Hart District Council	542,179.02			1902	115	206,008.50	Precept
					1900	115	336,170.52	Precept
	Banked: 11/09/2020	37.00						
	Ticket sales	35.00		1.67	563		33.33	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 14/09/2020	84.00						
	Ticket sales	80.00		3.81	596		76.19	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 15/09/2020	24.82						
	STRIPE	24.82		4.14	1065	310	20.68	TENNIS HIRE-Calthorpe Park
	Banked: 15/09/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-WX3FN/CalthP
	Banked: 16/09/2020	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 17/09/2020	56.21						
	STRIPE	56.21		9.37	1065	310	46.84	TENNIS HIRE-Calthorpe Park
	Banked: 18/09/2020	170.00						
	DA and SL Bay 000357/Cemetery	170.00			1130	350	170.00	MemorialPlot2061 Glen Nyandoro
	Banked: 18/09/2020	145.00						
	IR & VA Gates 000024/Cemetery	145.00			1121	350	145.00	DOGTransferP2022ReginaldPGates
	Banked: 18/09/2020	5,960.00						
	Mr BW&Mrs M Gay104691/Cemetery	5,960.00			1120	350	2,200.00	Reserved DOG Plot2532 BrianGay
					1130	350	340.00	ReservedMemr Plot2532 BrianGay
					1120	350	2,200.00	Reserved DOG Plot2533 BrianGay
					1100	350	880.00	ReservedInterPlot2533 BrianGay
					1130	350	340.00	ReservedMemr Plot2533 BrianGay

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 18/09/2020	92.00						
	Ticket sales	88.00		4.19	597		83.81	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 18/09/2020	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 18/09/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-F3QRA/CalthP
	Banked: 21/09/2020	121.75						
	Ticket sales	120.00		5.71	596		114.29	Ticket sales
	Charges	1.75		0.29	1435	201	1.46	Charges
	Banked: 21/09/2020	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-NKVVY/CalthP
	Banked: 22/09/2020	-44.00						
	Refund tickets	-44.00		-7.33	566		-36.67	Refund tickets
	Banked: 22/09/2020	18.37						
	STRIPE	18.37		3.06	1065	310	15.31	TENNIS HIRE-Calthorpe Park
	Banked: 23/09/2020	40.50						
	Ticket sales	40.00		1.90	596		38.10	Ticket sales
	charges	0.50		0.08	1435	201	0.42	charges
	Banked: 23/09/2020	238.00						
	Sales Recpts Page 4198	238.00	238.00		101			Sales Recpts Page 4198
	Banked: 23/09/2020	56.44						
	STRIPE	56.44		9.41	1065	310	47.03	TENNIS HIRE-Calthorpe Park
	Banked: 23/09/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-W8JVH/CalthP
	Banked: 23/09/2020	1,710.00						
	HOLMES LTD/TI K Parmenter	1,710.00			1120	350	1,100.00	DOG Plot2524 MargaretParmenter
					1100	350	440.00	InterPlot2524MargaretParmenter
					1130	350	170.00	MemrPlot2524 MargaretParmenter
	Banked: 24/09/2020	37.55						
	STRIPE	37.55		6.26	1065	310	31.29	TENNIS HIRE-Calthorpe Park
	Banked: 25/09/2020	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
	Banked: 27/09/2020	737.58						
	Sales Recpts Page 4194	737.58	737.58		101			Sales Recpts Page 4194
	Banked: 28/09/2020	897.60						
	Sales Recpts Page 4193	897.60	897.60		101			Sales Recpts Page 4193

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 28/09/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 28/09/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-TGW54/CalthP
	Banked: 29/09/2020	5.93						
	STRIPE	5.93		0.99	1065	310	4.94	TENNIS HIRE-Calthorpe Park
	Banked: 29/09/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-43WD4/CalthP
	Banked: 30/09/2020	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-Y9AGR/CalthP
	Banked: 30/09/2020	1,006.68						
	Sales Recpts Page 4199	1,006.68	1,006.68		101			Sales Recpts Page 4199
	Total Receipts for Month	567,444.17	4,596.21	488.24			562,359.72	
	Cashbook Totals	940,106.15	4,596.21	488.24			935,021.70	

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/08/2020	HSBC	DDR	23.47			4420	101	23.47	HSBCTotalCharges08July-07Aug20
01/09/2020	British Telecom/BT Group PLC	DD	156.58		26.10	4487	204	130.48	Harlington&CafeWifi 01-31Aug20
03/09/2020	BACS P/L Pymnt Page 1805	BACS Pymnt	62,288.11	62,288.11		500			BACS P/L Pymnt Page 1805
09/09/2020	HSBC	DDR	13.85			4420	101	13.85	ElectrBkgChrgs/INV781434
09/09/2020	HSBC	DDR	93.00			4420	101	93.00	ElectrBkgChrgs/INV783619
14/09/2020	CommercialCards/HSBC	DD	231.64		37.60	549		13.24	Amazon/AcousticSund-PACA Aug20
						549	0	9.84	Amazon/AcousticSund-PACA Aug20
						4555	101	3.00	LandRegistryLegalFs-PACA Aug20
						4555	101	3.00	LandRegistryLegalFs-PACA Aug20
						4185	101	4.96	Amazon/EquipmentFTC-PACA Aug20
						4187	101	160.00	VirtualCollg/H&STra-PACA Aug20
14/09/2020	CommercialCards/HSBC	DD	412.00		62.67	4762	201	6.00	Iceland/IceLollsHCE-DMHC Aug20
						4170	204	44.65	Screwfix/HC BuildMn-DMHC Aug20
						4700	201	62.58	Booker/BarPurchsHCE-DMHC Aug20
						4710	201	129.96	Booker/BarConsmbHCE-DMHC Aug20
						4151	204	38.94	Booker/CleangEqpmHC-DMHC Aug20
						4170	204	20.97	Screwfix/HC BuildMn-DMHC Aug20
						4170	204	5.83	Screwfix/HC BuildMn-DMHC Aug20
						4170	204	30.00	B&Q/HC BuildMnPaint-DMHC Aug20
						4170	204	3.75	Screwfix/HC BuildMn-DMHC Aug20
						4170	204	6.65	Screwfix/HC BuildMn-DMHC Aug20
14/09/2020	CommercialCards/HSBC	DD	301.55			4486	101	6.00	MicrosoftE0800C370E-OSFMAgSp20
						4486	101	65.80	MicrosoftE0800C31J8-OSFMAgSp20
						4486	101	17.60	MicrosoftE0800C3NVJ-OSFMAgSp20
						4486	101	180.15	MicrosoftE0800C3N8M-OSFMAgSp20
						4420	101	32.00	HSBC/Annual Fee-OSFM Aug/Sep20

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/09/2020	CommercialCards/HSBC	DD	972.83		162.00	4170	204	92.47	ScrewfixHCBuildMTechSer
						4190	204	15.10	B&Q/HCAudtmP- TechnServAugSep20
						4190	204	-15.10	CR/B&Q/HCAudtmP- TechServAgSp20
						4190	204	29.00	CeilnT/HCAudtmP- TechServAgSp20
						4170	204	10.83	ScrewfixHCBuildMTechSer
						4172	204	90.34	Parcel2/HCBuildCTechServ
						4170	204	9.99	ScrewfixHCBuildMTechSer
						4187	204	16.61	Amazon/H&S HC- TechnServAgSp20
						4170	204	27.85	DistbZ/HCBuildM- TechServAgSp20
						4190	204	42.67	Screwfix/HCAudtmTechSer
						4170	204	11.65	ScrewfixHCBuildMTechSer
						4190	204	9.30	Screwfix/HCAudtmTechSer
						4190	204	221.00	BasingsS/HCAudtmTechSer
						4190	204	12.82	Screwfix/HCAudtmTechSer
						4190	204	44.73	Screwfix/HCAudtmTechSer
						4170	204	66.60	Pegasus/HCBuildMTechSer
						4190	204	54.98	Amazon/HCAudtm- TechnServAgSp20
						4190	204	69.99	Amazon/HCAudtm- TechnServAgSp20
14/09/2020	CommercialCards/HSBC	DD	42.75		7.13	549		27.30	Screwfix/AcousticS-GM HC Aug20
						4481	204	8.32	Spotify/LicensesHC-GM HC Aug20
14/09/2020	CommercialCards/HSBC	DD	-22.94			4420	101	-22.94	CommercialCard-EB CREDIT Jul20
15/09/2020	BACS P/L Pymnt Page 1807	BACS Pymnt	15,061.52	15,061.52		500			BACS P/L Pymnt Page 1807
16/09/2020	BACS P/L Pymnt Page 1810	BACS Pymnt	90,000.00	90,000.00		500			BACS P/L Pymnt Page 1810
16/09/2020	GLOBAL PAYMENTS	DD	48.45		0.70	4422	201	47.75	MonthlySvFeeHCEvAug20/I
16/09/2020	GLOBAL PAYMENTS	DD	233.79		22.90	4422	201	210.89	MonthlySvFeeHCEvAug20/I
18/09/2020	Fleet Town Council	DD	23,365.14			516		495.10	Payroll Sep 2020
						517	0	11.50	Payroll Sep 2020
						520	0	22,858.54	Payroll Sep 2020

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/09/2020	HMRC	DD	7,248.30			515		7,248.30	Tax and NI Sep 2020
23/09/2020	Legal and General	DD	3,363.10			516		3,363.10	Pension Sep 2020
25/09/2020	BOC MANCHESTER ACC	DD	121.24		20.21	4700	201	101.03	Gas for HarlingtonBar Aug2020
28/09/2020	O2	DD	12.42		2.07	4445	301	10.35	MobilePhoneOS&FM 14Sep-13Oct20
29/09/2020	HSBC	DDR	25.82			4420	101	25.82	HSBCTotalCharges 08Aug-07Sep20
30/09/2020	British Telecom/BT Group PLC	DD	155.33		25.89	4487	204	129.44	Harlington&CafeWifi 01-30Sep20
30/09/2020	BACS P/L Pymnt Page 1811	BACS Pymnt	19,293.59	19,293.59		500			BACS P/L Pymnt Page 1811
30/09/2020	VODAFONE LTD	DD	32.80		5.46	4020	101	18.17	MobilePhoneCOVID 18Aug-17Sep20
						4445	101	9.17	MobilePhoneOS&FM 18Aug-17Sep20
Total Payments for Month			223,474.34	186,643.22	372.73			36,458.39	
Balance Carried Fwd			716,631.81						
Cashbook Totals			940,106.15	186,643.22	372.73			753,090.20	

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ASTEKHOME R Goswell Ltd							
003402/R Goswell Ltd	23/06/2020	003402	1	3,564.00	0.00	3,564.00	0.00
					0.00	3,564.00	
Above paid on 07/07/2020 by Online Payment Ref ASTEKHOME							
BENC Ben Crane							
JUNE 2020/Ben Crane	05/07/2020	JUNE 2020	1	33.21	0.00	33.21	0.00
JUNE JULY 2020/Ben Crane	05/07/2020	JUNE JULY 2020	1	26.06	0.00	26.06	0.00
MAY 2020/Ben Crane	05/07/2020	MAY 2020	1	30.11	0.00	30.11	0.00
					0.00	89.38	
Above paid on 07/07/2020 by Online Payment Ref BENC							
CBS Comfort Building Services Ltd							
48185/Comfort Building Service	24/06/2020	48185	1	794.40	0.00	794.40	0.00
					0.00	794.40	
Above paid on 07/07/2020 by Online Payment Ref CBS							
COLUMBARIA The Columbaria Company							
INV0072229/The Columbaria Comp	18/06/2020	INV0072229	1	336.00	0.00	336.00	0.00
INV0072528/The Columbaria Comp	03/07/2020	INV0072528	1	79.20	0.00	79.20	0.00
					0.00	415.20	
Above paid on 07/07/2020 by Online Payment Ref COLUMBARIA							
ENVIROMENT All Environmental Health Services Ltd							
INV-00783/All Environmental He	01/07/2020	INV-00783	1	1,963.66	0.00	1,963.66	0.00
					0.00	1,963.66	
Above paid on 07/07/2020 by Online Payment Ref AllEnviron							
IBSOFFICE IBS Office Solutions Ltd							
58832/IBS Office Solutions Ltd	07/07/2020	58832	1	203.41	0.00	203.41	0.00
					0.00	203.41	
Above paid on 07/07/2020 by Online Payment Ref IBSOFFICE							

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MINTNETWOR Mint Network Ltd							
05201646/Mint Network Ltd	09/06/2020	05201646	1	144.90	0.00	144.90	0.00
					0.00	144.90	
Above paid on 07/07/2020 by Online Payment Ref MINTNETWOR							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
12757/Nigel Jeffries Landscape	30/06/2020	12757	1	8,837.24	0.00	8,837.24	0.00
					0.00	8,837.24	
Above paid on 07/07/2020 by Online Payment Ref NIGELJEFFR							
SIAN Sian Taylor							
JUNE 2020/Sian Taylor	30/06/2020	JUNE 2020	1	20.14	0.00	20.14	0.00
					0.00	20.14	
Above paid on 07/07/2020 by Online Payment Ref SIAN							
VIKING VIKING DIRECT							
421370/VIKING DIRECT	22/06/2020	421370	1	47.04	0.00	47.04	0.00
					0.00	47.04	
Above paid on 07/07/2020 by Online Payment Ref VIKING							
BAKERS W.C.Baker & Son Limited							
01964/W.C.Baker & Son Limited	30/06/2020	01964	1	39.09	0.00	39.09	0.00
01965/W.C.Baker & Son Limited	30/06/2020	01965	1	19.79	0.00	19.79	0.00
					0.00	58.88	
Above paid on 14/07/2020 by Online Payment Ref BAKERS							
BIFFA Biffa Waste Services Ltd							
227C12711/Biffa Waste Services	26/06/2020	227C12711	1	39.36	0.00	39.36	0.00
227T07743/Biffa Waste Services	26/06/2020	227T07743	1	123.24	0.00	123.24	0.00
					0.00	162.60	
Above paid on 14/07/2020 by Online Payment Ref BIFFA							

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRAND	Brand Pest Control						
1688/Brand Pest Control	09/07/2020	1688	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 14/07/2020 by Online Payment Ref BRAND							
CBS	Comfort Building Services Ltd						
48215/Comfort Building Service	10/07/2020	48215	1	988.80	0.00	988.80	0.00
48216/Comfort Building Service	10/07/2020	48216	1	509.47	0.00	509.47	0.00
					0.00	1,498.27	
Above paid on 14/07/2020 by Online Payment Ref CBS							
MORGIL	Morlan Gil Human Resources Ltd						
02734/Morlan Gil Human Resourc	10/07/2020	02734	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 14/07/2020 by Online Payment Ref MORGIL							
NPTREE	NP Tree Management Ltd						
1805/NP Tree Management Ltd	08/07/2020	1805	1	90.00	0.00	90.00	0.00
1815/NP Tree Management Ltd	13/07/2020	1815	1	450.00	0.00	450.00	0.00
					0.00	540.00	
Above paid on 14/07/2020 by Online Payment Ref NPTREE							
PRIMA	CH Cleaning Services						
001202/CH Cleaning Services	30/06/2020	001202	1	360.00	0.00	360.00	0.00
001203/CH Cleaning Services	30/06/2020	001203	1	317.52	0.00	317.52	0.00
001204/CH Cleaning Services	30/06/2020	001204	1	540.18	0.00	540.18	0.00
001206/CH Cleaning Services	30/06/2020	001206	1	190.26	0.00	190.26	0.00
					0.00	1,407.96	
Above paid on 14/07/2020 by Online Payment Ref CHCleaning							
TOTGAS	Total Gas & Power Ltd						
216479961/20/Total Gas & Power	10/07/2020	216479961/20	1	797.33	0.00	797.33	0.00
216502720/20/Total Gas & Power	10/07/2020	216502720/20	1	67.78	0.00	67.78	0.00
216502929/20/Total Gas & Power	10/07/2020	216502929/20	1	26.62	0.00	26.62	0.00
					0.00	891.73	
Above paid on 14/07/2020 by Online Payment Ref TOTGAS							

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
UWR	United Washrooms Limited						
<i>HI581756/United Washrooms Limi</i>	01/06/2020	HI581756	1	116.18	0.00	116.18	0.00
<i>HI581910/United Washrooms Limi</i>	01/07/2020	HI581910	1	116.18	0.00	116.18	0.00
<i>HI582004/United Washrooms Limi</i>	01/07/2020	HI582004	1	610.65	0.00	610.65	0.00
					0.00	843.01	
Above paid on 14/07/2020 by Online Payment Ref UWR							
VALBRO	Valbro Scaffolding Ltd						
<i>1189/Valbro Scaffolding Ltd</i>	26/06/2020	1189	1	192.00	0.00	192.00	0.00
					0.00	192.00	
Above paid on 14/07/2020 by Online Payment Ref Valbro							
CEILING TI	Ceiling Tiles UK						
<i>EC48029/Ceiling Tiles UK</i>	07/07/2020	EC48029	1	2,577.60	0.00	2,577.60	0.00
					0.00	2,577.60	
Above paid on 21/07/2020 by Online Payment Ref CEILINGTI							
COLUMBARIA	The Columbaria Company						
<i>INV0072686/The Columbaria Comp</i>	15/07/2020	INV0072686	1	121.80	0.00	121.80	0.00
					0.00	121.80	
Above paid on 21/07/2020 by Online Payment Ref COLUMBARIA							
CREST	Crest Lifts Limited						
<i>SI-23843/Crest Lifts Limited</i>	14/07/2020	SI-23843	1	769.33	0.00	769.33	0.00
					0.00	769.33	
Above paid on 21/07/2020 by Online Payment Ref CrestLifts							
MINTNETWOR	Mint Network Ltd						
<i>06201646/Mint Network Ltd</i>	15/07/2020	06201646	1	131.63	0.00	131.63	0.00
					0.00	131.63	
Above paid on 21/07/2020 by Online Payment Ref MINTNETWOR							

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NPOWER NPOWER Ltd							
<i>LGWHLMKV/NPOWER Ltd</i>	14/07/2020	LGWHLMKV	1	1,561.49	0.00	1,561.49	0.00
					0.00	1,561.49	
Above paid on 21/07/2020 by Online Payment Ref NPOWER							
NPTREE NP Tree Management Ltd							
<i>1822/NP Tree Management Ltd</i>	19/07/2020	1822	1	945.00	0.00	945.00	0.00
					0.00	945.00	
Above paid on 21/07/2020 by Online Payment Ref NPTREE							
VALBRO Valbro Scaffolding Ltd							
<i>1172/Valbro Scaffolding Ltd</i>	17/06/2020	1172	1	7,596.00	0.00	7,596.00	0.00
<i>1173/Valbro Scaffolding Ltd</i>	17/06/2020	1173	1	432.00	0.00	432.00	0.00
<i>1177/Valbro Scaffolding Ltd</i>	22/06/2020	1177	1	2,150.40	0.00	2,150.40	0.00
					0.00	10,178.40	
Above paid on 21/07/2020 by Online Payment Ref Valbro							
WES LTD Westbury Estate Services Ltd							
<i>1926/Westbury Estate Services</i>	17/07/2020	1926	1	650.00	0.00	650.00	0.00
					0.00	650.00	
Above paid on 21/07/2020 by Online Payment Ref WESLTD							
SSEN Southern Electric Power Distribution plc							
<i>TN20284924/Southern Electric P</i>	27/07/2020	TN20284924	1	9,908.94	0.00	9,908.94	0.00
					0.00	9,908.94	
Above paid on 28/07/2020 by Online Payment Ref SSEN							
AREA Area Distribution Ltd							
<i>GU1911/Area Distribution Ltd</i>	13/07/2020	GU1911	1	1,270.08	0.00	1,270.08	0.00
					0.00	1,270.08	
Above paid on 30/07/2020 by Online Payment Ref AREA							

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BIFFA Biffa Waste Services Ltd							
227C12709/Biffa Waste Services	26/06/2020	227C12709	1	48.43	0.00	48.43	0.00
227M03516/Biffa Waste Services	02/07/2020	227M03516	1	-18.06	0.00	-18.06	0.00
227M03702/Biffa Waste Services	14/07/2020	227M03702	1	-352.92	0.00	-352.92	0.00
227M03703/Biffa Waste Services	14/07/2020	227M03703	1	-57.53	0.00	-57.53	0.00
227T07741/Biffa Waste Services	26/06/2020	227T07741	1	753.00	0.00	753.00	0.00
227T07742/Biffa Waste Services	26/06/2020	227T07742	1	135.18	0.00	135.18	0.00
227T07744/Biffa Waste Services	26/06/2020	227T07744	1	49.50	0.00	49.50	0.00
					0.00	557.60	
Above paid on 30/07/2020 by Online Payment Ref BIFFA							
CANFORD Canford Audio Limited							
1122728294/Canford Audio Limit	27/07/2020	1122728294	1	429.84	0.00	429.84	0.00
					0.00	429.84	
Above paid on 30/07/2020 by Online Payment Ref CANFORD							
CEILING TI Ceiling Tiles UK							
EC46405/Ceiling Tiles UK	01/06/2020	EC46405	1	2,923.20	0.00	2,923.20	0.00
					0.00	2,923.20	
Above paid on 30/07/2020 by Online Payment Ref CEILINGTI							
COLUMBARIA The Columbaria Company							
INV0072878/The Columbaria Comp	27/07/2020	INV0072878	1	208.20	0.00	208.20	0.00
					0.00	208.20	
Above paid on 30/07/2020 by Online Payment Ref COLUMBARIA							
DE-PEST LT De-Pest Ltd							
13752/De-Pest Ltd	28/07/2020	13752	1	6,796.39	0.00	6,796.39	0.00
					0.00	6,796.39	
Above paid on 30/07/2020 by Online Payment Ref DE-PESTLT							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
12827/Nigel Jeffries Landscape	31/07/2020	12827	1	13,157.24	0.00	13,157.24	0.00
					0.00	13,157.24	
Above paid on 30/07/2020 by Online Payment Ref NIGELJEFFR							

List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PARKINSON The Parkinson Partnership LLP							
485/The Parkinson Partnership	27/07/2020	485	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 30/07/2020 by Online Payment Ref TheParkins							
RBS Rialtas Business Solutions Ltd							
27800/Rialtas Business Solutio	17/04/2020	27800	1	672.00	0.00	672.00	0.00
					0.00	672.00	
Above paid on 30/07/2020 by Online Payment Ref RBS							
VICTIM Victim Support							
30 JULY 2020/Victim Support	30/07/2020	30 JULY 2020	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 30/07/2020 by Online Payment Ref VICTIM							
YELLOWSTON Yellowstone Events Ltd							
1953/Yellowstone Events Ltd	02/03/2020	1953	1	2,580.00	0.00	2,580.00	0.00
					0.00	2,580.00	
Above paid on 30/07/2020 by Online Payment Ref YELLOWSTON							
Total Purchase Ledger Payments for Month 4						0.00	77,693.76

Bank Current/Deposit Account

List of Payments made between 01/08/2020 and 31/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/08/2020	NPOWER	DD	177.04		ElectricityAFCC 01Mar -31May20
04/08/2020	BACS P/L Pymnt Page 1800	BACS Pymnt	4,956.66		BACS P/L Pymnt Page 1800
10/08/2020	HSBC	DDR	13.96		ElectrBkgChrgs/INV7756509Jun20
10/08/2020	HSBC	DDR	91.88		ElectrBkgChrgs/INV7778598Jun20
12/08/2020	CommercialCards/HSBC	DD	22.94		CANCELCommercialCardEB Jul2020
12/08/2020	CommercialCards/HSBC	DD	225.39		CommercialCard-PACA July2020
12/08/2020	CommercialCards/HSBC	DD	1,429.20		CommercialCard-OS&FM July2020
12/08/2020	CommercialCards/HSBC	DD	549.86		CommercialCard-TechnServ Jul20
12/08/2020	CommercialCards/HSBC	DD	41.99		CommercialCard-GM HC July2020
14/08/2020	NPOWER	DD	77.77		ElectryOakleyPv 01Apr -30Jun20
14/08/2020	NPOWER	DD	58.87		ElectryBasingbP 01Apr -30Jun20
14/08/2020	NPOWER	DD	68.06		ElectryCalthPav 01Apr -30Jun20
14/08/2020	NPOWER	DD	53.05		ElectricityAFPAV 01Apr-30Jun20
18/08/2020	BACS P/L Pymnt Page 1801	BACS Pymnt	17,559.44		BACS P/L Pymnt Page 1801
18/08/2020	GLOBAL PAYMENTS	DD	182.35		MonthlyServiceFeeJul20/Inv0113
18/08/2020	GLOBAL PAYMENTS	DD	48.28		MonthlyServiceFeeJul20/Inv0043
19/08/2020	Legal and General	DD	3,405.92		Pension Aug 2020
20/08/2020	Fleet Town Council	DDR	23,403.55		Payroll Aug 2020
21/08/2020	Inland Revenue	DDR	7,291.24		August 2020
25/08/2020	BOC MANCHESTER ACC	DD	37.09		Gas for HarlingtonBar July2020
25/08/2020	BACS P/L Pymnt Page 1804	BACS Pymnt	4,383.40		BACS P/L Pymnt Page 1804
28/08/2020	PAY AND SHOP	DD	22.80		Transaction Charges HCEvnJul20
28/08/2020	O2	DD	79.60		MobilePhoneOS&FM14 Aug-13Sep20
28/08/2020	VODAFONE LTD	DD	32.80		Mobile Phones 18 July -17Aug20
Total Payments			<u>64,213.14</u>		

List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRAND Brand Pest Control							
1756/Brand Pest Control	04/08/2020	1756	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 04/08/2020 by Online Payment Ref BRAND							
CARPET Carpet&Flooring Co							
9798/18525/Carpet&Flooring Co	04/08/2020	9798-2/18525	1	3,990.00	0.00	3,990.00	0.00
					0.00	3,990.00	
Above paid on 04/08/2020 by Online Payment Ref Carpet&Flo							
E-MAN E-Mango							
INV_29954/E-Mango	31/07/2020	INV_29954	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 04/08/2020 by Online Payment Ref E-Mango							
SIAN Sian Taylor							
AUG 2020/Sian Taylor	04/08/2020	AUG 2020	1	47.83	0.00	47.83	0.00
					0.00	47.83	
Above paid on 04/08/2020 by Online Payment Ref SIANT							
UWR United Washrooms Limited							
HI582092/United Washrooms Limi	01/08/2020	HI582092	1	116.18	0.00	116.18	0.00
HI582446/United Washrooms Limi	01/08/2020	HI582446	1	610.65	0.00	610.65	0.00
					0.00	726.83	
Above paid on 04/08/2020 by Online Payment Ref UWR							
BAKERS W.C.Baker & Son Limited							
01970/W.C.Baker & Son Limited	31/07/2020	01970	1	63.08	0.00	63.08	0.00
					0.00	63.08	
Above paid on 18/08/2020 by Online Payment Ref BAKERS							
BAYDALE Baydale Control Systems							
82089/Baydale Control Systems	09/08/2020	82089	1	4,440.72	0.00	4,440.72	0.00
					0.00	4,440.72	
Above paid on 18/08/2020 by Online Payment Ref BAYDALE							

List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BIFFA Biffa Waste Services Ltd							
227T08706/Biffa Waste Services	24/07/2020	227T08706	1	602.40	0.00	602.40	0.00
227T08707/Biffa Waste Services	24/07/2020	227T08707	1	108.14	0.00	108.14	0.00
227T08708/Biffa Waste Services	24/07/2020	227T08708	1	98.59	0.00	98.59	0.00
227T08709/Biffa Waste Services	24/07/2020	227T08709	1	39.60	0.00	39.60	0.00
					0.00	848.73	
Above paid on 18/08/2020 by Online Payment Ref BIFFA							
COLUMBARIA The Columbaria Company							
INV0073206/The Columbaria Comp	17/08/2020	INV0073206	1	139.20	0.00	139.20	0.00
					0.00	139.20	
Above paid on 18/08/2020 by Online Payment Ref COLUMBARIA							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
905832402/Molson Coors Brewing	04/08/2020	905832402	1	793.46	0.00	793.46	0.00
A/C3049012/Molson Coors Brewin	31/05/2020	A/C3049012	1	-10.50	0.00	-10.50	0.00
					0.00	782.96	
Above paid on 18/08/2020 by Online Payment Ref COORS							
GREENHOUSE Greenhouse Graphics Ltd							
22780/Greenhouse Graphics Ltd	06/08/2020	22780	1	1,530.00	0.00	1,530.00	0.00
					0.00	1,530.00	
Above paid on 18/08/2020 by Online Payment Ref GREENHOUSE							
MORGIL Morlan Gil Human Resources Ltd							
02751/Morlan Gil Human Resourc	10/08/2020	02751	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 18/08/2020 by Online Payment Ref MORGIL							
PRIMA CH Cleaning Services							
001212/CH Cleaning Services	31/07/2020	001212	1	240.00	0.00	240.00	0.00
001213/CH Cleaning Services	31/07/2020	001213	1	317.52	0.00	317.52	0.00
001214/CH Cleaning Services	31/07/2020	001214	1	190.26	0.00	190.26	0.00
001215/CH Cleaning Services	31/07/2020	001215	1	108.00	0.00	108.00	0.00
					0.00	855.78	
Above paid on 18/08/2020 by Online Payment Ref CHCleaning							

List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RBL	The Royal British Legion Poppy Appeal						
<i>AUG 2020/The Royal British Leg</i>	18/08/2020	AUG 2020	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 18/08/2020 by Online Payment Ref RBL							
SSE SOUTHE	SSE Southern Electric						
<i>0035/SSE Southern Electric</i>	13/08/2020	0035	1	41.55	0.00	41.55	0.00
					0.00	41.55	
Above paid on 18/08/2020 by Online Payment Ref SSESOUTHE							
SSEN	Southern Electric Power Distribution plc						
<i>C/A 717739511/Southern Electri</i>	03/08/2020	C/A 717739511	1	150.83	0.00	150.83	0.00
					0.00	150.83	
Above paid on 18/08/2020 by Online Payment Ref SSEN							
TOTGAS	Total Gas & Power Ltd						
<i>218912325/20/Total Gas & Power</i>	10/08/2020	218912325/20	1	25.43	0.00	25.43	0.00
					0.00	25.43	
Above paid on 18/08/2020 by Online Payment Ref TOTGAS							
VALBRO	Valbro Scaffolding Ltd						
<i>1200/Valbro Scaffolding Ltd</i>	03/08/2020	1200	1	2,690.40	0.00	2,690.40	0.00
					0.00	2,690.40	
Above paid on 18/08/2020 by Online Payment Ref Valbro							
VIKING	VIKING DIRECT						
<i>533191/VIKING DIRECT</i>	06/07/2020	533191	1	71.89	0.00	71.89	0.00
<i>536591/VIKING DIRECT</i>	06/07/2020	536591	1	9.59	0.00	9.59	0.00
<i>755073/VIKING DIRECT</i>	11/08/2020	755073	1	82.08	0.00	82.08	0.00
					0.00	163.56	
Above paid on 18/08/2020 by Online Payment Ref VIKING							

List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WES LTD Westbury Estate Services Ltd							
1941/Westbury Estate Services	08/08/2020	1941	1	5,668.00	0.00	5,668.00	0.00
					0.00	5,668.00	
Above paid on 18/08/2020 by Online Payment Ref WESLTD							
KBO KBO Fire & Security Ltd							
149285/KBO Fire & Security Ltd	05/08/2020	149285	1	256.56	0.00	256.56	0.00
					0.00	256.56	
Above paid on 25/08/2020 by Online Payment Ref KBO							
LAWMANS UK Lawmans Uk Ltd							
250285/Lawmans Uk Ltd	18/08/2020	250285	1	504.00	0.00	504.00	0.00
					0.00	504.00	
Above paid on 25/08/2020 by Online Payment Ref LAWMANSUK							
NPTREE NP Tree Management Ltd							
1870/NP Tree Management Ltd	24/08/2020	1870	1	312.00	0.00	312.00	0.00
1871/NP Tree Management Ltd	24/08/2020	1871	1	324.00	0.00	324.00	0.00
					0.00	636.00	
Above paid on 25/08/2020 by Online Payment Ref NPTREE							
PLAYSAFETY Playsafety Limited							
50255/Playsafety Limited	24/07/2020	50255	1	591.84	0.00	591.84	0.00
					0.00	591.84	
Above paid on 25/08/2020 by Online Payment Ref Playsafety							
WES LTD Westbury Estate Services Ltd							
1943/Westbury Estate Services	19/08/2020	1943	1	2,395.00	0.00	2,395.00	0.00
					0.00	2,395.00	
Above paid on 25/08/2020 by Online Payment Ref WESLTD							
Total Purchase Ledger Payments for Month 5					0.00	26,899.50	

Bank Current/Deposit Account

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-31Aug20
03/09/2020	BACS P/L Pymnt Page 1805	BACS Pymnt	62,288.11		BACS P/L Pymnt Page 1805
09/09/2020	HSBC	DDR	13.85		ELECTR BKG CHARGES JUL 2020
09/09/2020	HSBC	DDR	93.00		ELECTR BKG CHARGES JUL 2020
14/09/2020	CommercialCards/HSBC	DD	231.64		CommercialCard-PACA Aug2020
14/09/2020	CommercialCards/HSBC	DD	412.00		CommercialCard-DM HC Aug2020
14/09/2020	CommercialCards/HSBC	DD	301.55		CommercialCard-OS&FM Aug/Sep20
14/09/2020	CommercialCards/HSBC	DD	972.83		CommercialCardTechServAugSep20
14/09/2020	CommercialCards/HSBC	DD	42.75		CommercialCard-GM HC Aug2020
14/09/2020	CommercialCards/HSBC	DD	-22.94		CommercialCard-EB CREDIT Jul20
15/09/2020	BACS P/L Pymnt Page 1807	BACS Pymnt	15,061.52		BACS P/L Pymnt Page 1807
16/09/2020	BACS P/L Pymnt Page 1810	BACS Pymnt	90,000.00		BACS P/L Pymnt Page 1810
16/09/2020	GLOBAL PAYMENTS	DD	48.45		MonthlyServiceFeeAug20/Inv0044
16/09/2020	GLOBAL PAYMENTS	DD	233.79		MonthlyServiceFeeAug20/Inv0114
18/09/2020	Fleet Town Council	DD	23,365.14		Payroll Sep 2020
22/09/2020	HMRC	DD	7,248.30		Tax and NI Sep 2020
23/09/2020	Legal and General	DD	3,363.10		Pension Sep 2020
25/09/2020	BOC MANCHESTER ACC	DD	121.24		Gas for HarlingtonBar Aug2020
28/09/2020	O2	DD	12.42		MobilePhoneOS&FM 14Sep-13Oct20
29/09/2020	HSBC	DDR	25.82		HSBCTotalCharges 08Aug-07Sep20
30/09/2020	British Telecom/BT Group PLC	DD	155.33		Harlington&CafeWifi 01-30Sep20
30/09/2020	BACS P/L Pymnt Page 1811	BACS Pymnt	19,293.59		BACS P/L Pymnt Page 1811
30/09/2020	VODAFONE LTD	DD	32.80		MobilePhoneCOV&OP18Aug-17Sep20
Total Payments			<u>223,450.87</u>		

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMETHYST Amethyst Horticulture Ltd							
17686/Amethyst Horticulture Lt	31/08/2020	17686	1	6,336.83	0.00	6,336.83	0.00
					0.00	6,336.83	
Above paid on 03/09/2020 by Online Payment Ref AMETHYST							
BENC Ben Crane							
AUG 2020/Ben Crane	28/08/2020	AUG 2020	1	90.87	0.00	90.87	0.00
					0.00	90.87	
Above paid on 03/09/2020 by Online Payment Ref BENC							
COLUMBARIA The Columbaria Company							
INV0073371/The Columbaria Comp	26/08/2020	INV0073371	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 03/09/2020 by Online Payment Ref COLUMBARIA							
DE-PEST LT De-Pest Ltd							
13759/De-Pest Ltd	28/08/2020	13759	1	13,266.62	0.00	13,266.62	0.00
					0.00	13,266.62	
Above paid on 03/09/2020 by Online Payment Ref DE-PESTLT							
EDGE Edge It Systems Ltd							
34532/Edge It Systems Ltd	03/09/2020	34532	1	477.84	0.00	477.84	0.00
					0.00	477.84	
Above paid on 03/09/2020 by Online Payment Ref EDGE							
GEMINI Gemini AMPM Ltd.							
INV-11826/Gemini AMPM Ltd.	06/07/2020	INV-11826	1	4,410.00	0.00	4,410.00	0.00
					0.00	4,410.00	
Above paid on 03/09/2020 by Online Payment Ref GEMINI							
MINTNETWOR Mint Network Ltd							
07201646/Mint Network Ltd	24/08/2020	07201646	1	193.14	0.00	193.14	0.00
					0.00	193.14	
Above paid on 03/09/2020 by Online Payment Ref MINTNETWOR							

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NIGELJEFFR Nigel Jeffries Landscapes Limited							
12897/Nigel Jeffries Landscape	31/08/2020	12897	1	13,157.24	0.00	13,157.24	0.00
					0.00	13,157.24	
Above paid on 03/09/2020 by Online Payment Ref NIGELJEFFR							
NPOWER NPOWER Ltd							
LGWHZVB7/NPOWER Ltd	19/08/2020	LGWHZVB7	1	1,767.11	0.00	1,767.11	0.00
					0.00	1,767.11	
Above paid on 03/09/2020 by Online Payment Ref NPOWER							
NPTREE NP Tree Management Ltd							
1876/NP Tree Management Ltd	02/09/2020	1876	1	1,935.00	0.00	1,935.00	0.00
					0.00	1,935.00	
Above paid on 03/09/2020 by Online Payment Ref NPTREE							
ROUPCYCLE Roupcycle Ltd							
INV-3270/Roupcycle Ltd	20/06/2020	INV-3270	1	175.00	0.00	175.00	0.00
INV-3523/Roupcycle Ltd	18/08/2020	INV-3523	1	215.00	0.00	215.00	0.00
					0.00	390.00	
Above paid on 03/09/2020 by Online Payment Ref ROUPCYCLE							
SDSL Safe Data Storage Ltd							
37328/Safe Data Storage Ltd	01/09/2020	37328	1	396.00	0.00	396.00	0.00
					0.00	396.00	
Above paid on 03/09/2020 by Online Payment Ref SDSL							
SIAN Sian Taylor							
AUG/SEPT 2020/Sian Taylor	03/09/2020	AUG/SEPT 2020	1	29.05	0.00	29.05	0.00
					0.00	29.05	
Above paid on 03/09/2020 by Online Payment Ref SIANT							
WLL WHITE LIGHT LTD							
1000212728/WHITE LIGHT LTD	21/08/2020	1000212728	1	19,729.21	0.00	19,729.21	0.00
					0.00	19,729.21	
Above paid on 03/09/2020 by Online Payment Ref WHITELIGHT							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BAKERS W.C.Baker & Son Limited							
01982/W.C.Baker & Son Limited	31/08/2020	01982	1	84.25	0.00	84.25	0.00
01983/W.C.Baker & Son Limited	31/08/2020	01983	1	46.91	0.00	46.91	0.00
					0.00	131.16	
Above paid on 15/09/2020 by Online Payment Ref BAKERS							
BASINGDEAN BASINGSTOKE AND DEANE BOROUGH COUNCIL							
HA196393/BASINGSTOKE AND DEANE	02/09/2020	HA196393	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 15/09/2020 by Online Payment Ref BASINGDEAN							
BRAND Brand Pest Control							
1833/Brand Pest Control	07/09/2020	1833	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 15/09/2020 by Online Payment Ref BRAND							
CONNECT Connect Computer Consultants Ltd							
2483/Connect Computer Consulta	28/07/2020	2483	1	864.00	0.00	864.00	0.00
2486/Connect Computer Consulta	08/09/2020	2486	1	864.00	0.00	864.00	0.00
					0.00	1,728.00	
Above paid on 15/09/2020 by Online Payment Ref CONNECT							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
905847014/Molson Coors Brewing	13/08/2020	905847014	1	708.22	0.00	708.22	0.00
					0.00	708.22	
Above paid on 15/09/2020 by Online Payment Ref COORS							
HCC Hampshire County Council							
3611267668/Hampshire County Co	08/09/2020	3611267668	1	1,812.00	0.00	1,812.00	0.00
					0.00	1,812.00	
Above paid on 15/09/2020 by Online Payment Ref HCC							

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
IDD LTD							
IDD CONTRACTS LTD							
<i>IDD/4474/IDD CONTRACTS LTD</i>	09/09/2020	IDD/4474	1	3,139.00	0.00	3,139.00	0.00
					0.00	3,139.00	
Above paid on 15/09/2020 by Online Payment Ref IDDLTD							
LAWMANS UK							
Lawmans Uk Ltd							
<i>#250601/Lawmans Uk Ltd</i>	26/08/2020	#250601	1	252.00	0.00	252.00	0.00
<i>#250913/Lawmans Uk Ltd</i>	07/09/2020	#250913	1	252.00	0.00	252.00	0.00
					0.00	504.00	
Above paid on 15/09/2020 by Online Payment Ref LAWMANSUK							
LONDONCAT							
London Catering & Hygiene Solutions Ltd							
<i>58840/London Catering & Hygien</i>	08/09/2020	58840	1	213.90	0.00	213.90	0.00
					0.00	213.90	
Above paid on 15/09/2020 by Online Payment Ref LONDONCAT							
MORGIL							
Morlan Gil Human Resources Ltd							
<i>02770/Morlan Gil Human Resourc</i>	10/09/2020	02770	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 15/09/2020 by Online Payment Ref MORGIL							
NPTREE							
NP Tree Management Ltd							
<i>1865/NP Tree Management Ltd</i>	19/08/2020	1865	1	600.00	0.00	600.00	0.00
<i>1882/NP Tree Management Ltd</i>	10/09/2020	1882	1	816.00	0.00	816.00	0.00
<i>1883/NP Tree Management Ltd</i>	10/09/2020	1883	1	4,770.00	0.00	4,770.00	0.00
					0.00	6,186.00	
Above paid on 15/09/2020 by Online Payment Ref NPTREE							
PRINCESTN							
Alan Prince-Princestones							
<i>PL0002 BC/Alan Prince-Prince</i>	01/09/2020	PL0002 BC	1	100.00	0.00	100.00	0.00
<i>PL0003 K&CA/Alan Prince-Prince</i>	14/09/2020	PL0003 K&CA	1	120.00	0.00	120.00	0.00
					0.00	220.00	
Above paid on 15/09/2020 by Online Payment Ref PRINCESTN							

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
VIKING VIKING DIRECT							
883940/VIKING DIRECT	03/09/2020	883940	1	58.04	0.00	58.04	0.00
					0.00	58.04	
Above paid on 15/09/2020 by Online Payment Ref VIKING							
CALOO Caloo Ltd							
2955-I/Caloo Ltd	08/09/2020	2955-I	1	90,000.00	0.00	90,000.00	0.00
					0.00	90,000.00	
Above paid on 16/09/2020 by Online Payment Ref CalooLtd							
AREA Area Distribution Ltd							
GU1923/Area Distribution Ltd	07/09/2020	GU1923	1	1,270.08	0.00	1,270.08	0.00
					0.00	1,270.08	
Above paid on 30/09/2020 by Online Payment Ref AREA							
BIFFA Biffa Waste Services Ltd							
227M03936/Biffa Waste Services	18/08/2020	227M03936	1	-47.18	0.00	-47.18	0.00
227M03937/Biffa Waste Services	18/08/2020	227M03937	1	-290.59	0.00	-290.59	0.00
227M03939/Biffa Waste Services	18/08/2020	227M03939	1	-28.80	0.00	-28.80	0.00
227C21395/Biffa Waste Services	21/08/2020	227C21395	1	48.43	0.00	48.43	0.00
227T09826/Biffa Waste Services	21/08/2020	227T09826	1	602.40	0.00	602.40	0.00
227T09827/Biffa Waste Services	21/08/2020	227T09827	1	108.14	0.00	108.14	0.00
227T09828/Biffa Waste Services	21/08/2020	227T09828	1	98.59	0.00	98.59	0.00
227T09829/Biffa Waste Services	21/08/2020	227T09829	1	494.99	0.00	494.99	0.00
227T09830/Biffa Waste Services	21/08/2020	227T09830	1	39.60	0.00	39.60	0.00
227M04084/Biffa Waste Services	25/08/2020	227M04084	1	-280.26	0.00	-280.26	0.00
227M04085/Biffa Waste Services	25/08/2020	227M04085	1	-47.38	0.00	-47.38	0.00
227M04086/Biffa Waste Services	25/08/2020	227M04086	1	-14.45	0.00	-14.45	0.00
					0.00	683.49	
Above paid on 30/09/2020 by Online Payment Ref BIFFA							
CANFORD Canford Audio Limited							
1122732309/Canford Audio Limit	11/09/2020	1122732309	1	682.98	0.00	682.98	0.00
1122732853/Canford Audio Limit	17/09/2020	1122732853	1	91.08	0.00	91.08	0.00
					0.00	774.06	
Above paid on 30/09/2020 by Online Payment Ref CANFORD							

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEILING TI Ceiling Tiles UK							
<i>EC50700/Ceiling Tiles UK</i>	04/09/2020	EC50700	1	3,830.40	0.00	3,830.40	0.00
					0.00	3,830.40	
Above paid on 30/09/2020 by Online Payment Ref CEILINGTI							
COLUMBARIA The Columbaria Company							
<i>INV0073696/The Columbaria Comp</i>	14/09/2020	INV0073696	1	351.60	0.00	351.60	0.00
<i>INV0073856/The Columbaria Comp</i>	23/09/2020	INV0073856	1	150.60	0.00	150.60	0.00
					0.00	502.20	
Above paid on 30/09/2020 by Online Payment Ref COLUMBARIA							
CONNECT Connect Computer Consultants Ltd							
<i>2491/Connect Computer Consulta</i>	21/09/2020	2491	1	296.40	0.00	296.40	0.00
					0.00	296.40	
Above paid on 30/09/2020 by Online Payment Ref CONNECT							
COOPERW Cooper & Withycombe Ltd							
<i>20-3497/Cooper & Withycombe Lt</i>	17/08/2020	20-3497	1	5,853.00	0.00	5,853.00	0.00
					0.00	5,853.00	
Above paid on 30/09/2020 by Online Payment Ref COOPERW							
GEMINI Gemini AMPM Ltd.							
<i>INV-12167/Gemini AMPM Ltd.</i>	10/09/2020	INV-12167	1	660.00	0.00	660.00	0.00
					0.00	660.00	
Above paid on 30/09/2020 by Online Payment Ref GEMINI							
JR John Robertson Ltd							
<i>20360/John Robertson Ltd</i>	25/09/2020	20360	1	176.88	0.00	176.88	0.00
					0.00	176.88	
Above paid on 30/09/2020 by Online Payment Ref JohnRobert							
LONDONCAT London Catering & Hygiene Solutions Ltd							
<i>57133/London Catering & Hygien</i>	07/07/2020	57133	1	245.53	0.00	245.53	0.00
<i>57273/London Catering & Hygien</i>	14/07/2020	57273	1	107.57	0.00	107.57	0.00

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
57804/London Catering & Hygien	05/08/2020	57804	1	1,300.20	0.00	1,300.20	0.00
					0.00	1,653.30	

Above paid on 30/09/2020 by Online Payment Ref LONDONCAT

PEGASUS	Pegasus Building Services Herriard Ltd						
SI-155/Pegasus Building Servic	03/09/2020	SI-155	1	2,875.20	0.00	2,875.20	0.00
					0.00	2,875.20	

Above paid on 30/09/2020 by Online Payment Ref PEGASUS

ROUPCYCLE	Roupcycle Ltd						
INV-3740/Roupcycle Ltd	25/09/2020	INV-3740	1	216.00	0.00	216.00	0.00
					0.00	216.00	

Above paid on 30/09/2020 by Online Payment Ref ROUPCYCLE

TILLEY	Sue Tilley						
SEP 2020/ST/Sue Tilley	03/09/2020	SEP 2020/ST	1	30.00	0.00	30.00	0.00
					0.00	30.00	

Above paid on 30/09/2020 by Online Payment Ref TILLEY

VALBRO	Valbro Scaffolding Ltd						
1250/Valbro Scaffolding Ltd	16/09/2020	1250	1	384.00	0.00	384.00	0.00
					0.00	384.00	

Above paid on 30/09/2020 by Online Payment Ref Valbro

VIKING	VIKING DIRECT						
948113/VIKING DIRECT	14/09/2020	948113	1	88.58	0.00	88.58	0.00
					0.00	88.58	

Above paid on 30/09/2020 by Online Payment Ref VIKING

Total Purchase Ledger Payments for Month 6	0.00	186,643.22
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<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		4		9,200.00	9,200.00	0.00
Cashbook	1		5		2,560.00	2,560.00	0.00
Sales Ledger	1	743	6		1,716.35	1,716.35	0.00
Cashbook	1		6		12,470.00	12,470.00	0.00
			OUTPUT	Total Rate: E	25,946.35	25,946.35	0.00
Cashbook	1		4		127.00	120.96	6.04
Cashbook	1		5		289.00	275.23	13.77
Cashbook	1		6		1,511.00	1,439.06	71.94
			OUTPUT	Total Rate: F	1,927.00	1,835.25	91.75
Sales Ledger	1	741	4		1,738.38	1,448.65	289.73
Cashbook	1		4		8,798.37	7,461.92	1,336.45
Sales Ledger	1	742	5		288.00	240.00	48.00
Cashbook	1		5		8,765.29	7,361.08	1,404.21
Sales Ledger	1	743	6		861.60	718.00	143.60
Sales Ledger	1	744	6		1,991.52	1,659.60	331.92
Sales Ledger	1	745	6		799.12	665.94	133.18
Cashbook	1		6		2,767.80	2,351.50	416.30
			OUTPUT	Total Rate: S	26,010.08	21,906.69	4,103.39
Purchase Ledger	1	915	6		220.00	220.00	0.00
			INPUT	Total Rate: E	220.00	220.00	0.00
Purchase Ledger	1	904	4		94.40	89.90	4.50
Purchase Ledger	1	910	5		217.81	207.45	10.36
Cashbook	1		5		434.79	414.09	20.70
			INPUT	Total Rate: F	747.00	711.44	35.56
Purchase Ledger	1	902	4		6,611.46	5,509.55	1,101.91
Purchase Ledger	1	903	4		9,365.18	7,804.32	1,560.86
Purchase Ledger	1	904	4		5,681.25	4,734.37	946.88
Purchase Ledger	1	906	4		16,285.25	13,571.04	2,714.21
Purchase Ledger	1	907	4		26,318.18	21,931.82	4,386.36
Purchase Ledger	1	908	4		12,185.31	10,154.43	2,030.88
Cashbook	1		4		999.45	834.24	165.21
Purchase Ledger	1	909	5		4,916.31	4,096.92	819.39
Purchase Ledger	1	910	5		10,093.63	8,411.35	1,682.28
Purchase Ledger	1	912	5		1,988.40	1,657.00	331.40
Cashbook	1		5		2,252.78	1,877.35	375.43
Purchase Ledger	1	913	6		15,226.69	12,688.91	2,537.78
Purchase Ledger	1	914	6		46,941.50	39,117.92	7,823.58
Purchase Ledger	1	915	6		14,661.52	12,217.92	2,443.60

Date: 12/10/2020

Fleet Town Council Current Year

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Time: 12:03

VAT Return: 01/07/2020 - 30/09/2020

User: WA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Purchase Ledger	1	917	6		90,000.00	75,000.00	15,000.00
Purchase Ledger	1	918	6		19,263.59	16,053.00	3,210.59
Cashbook	1		6		2,237.19	1,864.46	372.73
INPUT				Total Rate: S	285,027.69	237,524.60	47,503.09
Purchase Ledger	1	902	4		102.73	102.73	0.00
Purchase Ledger	1	906	4		650.00	650.00	0.00
Purchase Ledger	1	908	4		400.00	400.00	0.00
Cashbook	1		4		406.88	406.88	0.00
Purchase Ledger	1	909	5		40.35	40.35	0.00
Purchase Ledger	1	910	5		7,248.00	7,248.00	0.00
Purchase Ledger	1	912	5		2,395.00	2,395.00	0.00
Cashbook	1		5		364.58	364.58	0.00
Purchase Ledger	1	914	6		119.92	119.92	0.00
Purchase Ledger	1	915	6		180.00	180.00	0.00
Purchase Ledger	1	918	6		30.00	30.00	0.00
Cashbook	1		6		452.19	452.19	0.00
INPUT				Total Rate: Z	12,389.65	12,389.65	0.00

VAT Return Summary:	Total Outputs	53,883.43	49,688.29	4,195.14
	Total Inputs	298,384.34	250,845.69	47,538.65
VAT due on Sales	Box 1	4,195.14		
VAT due on ACQUISITIONS from EC Members	2	0.00		
Total VAT due	3	4,195.14		
VAT reclaimed on ALL INPUTS	4	47,538.65		
Net VAT to be RECLAIMED	5	43,343.51		
Total sales incl EC Members (Excl VAT)	6	49,688.00		
Total purchases incl EC Members(Excl VAT)	7	250,845.00		
Total sales to EC Members(Excl VAT)	8	0.00		
Total purchases from EC Members(Excl VAT)	9	0.00	VAT on acquisitions from other EC States	0.00

Outstanding Balances by Month as at 30/09/2020

A/C Code	Customer Name	Balance	Sep 2020	Aug 2020	Jul 2020	Prior Months	On A/c Pymnts
BABY	BABY	247.20	168.00	0.00	79.20	0.00	0.00
BLOODNAT	BLO	399.60	399.60	0.00	0.00	0.00	0.00
BRAS	RENT	320.00	0.00	0.00	0.00	320.00	0.00
BRASSEAU	BRA	4,343.10	0.00	0.00	0.00	4,343.10	0.00
CULYER	CUL	24.24	24.24	0.00	0.00	0.00	0.00
DISCOKATE	DIS	264.00	0.00	0.00	0.00	264.00	0.00
FOSS R	FOS	20.46	21.60	0.00	0.00	-1.14	0.00
HART VA	HVA	360.00	360.00	0.00	0.00	0.00	0.00
HILL A	HILL	261.00	0.00	0.00	0.00	261.00	0.00
HYOT	HYOT	108.00	108.00	0.00	0.00	0.00	0.00
LT DANCE	LTD	-500.00	0.00	0.00	0.00	0.00	-500.00
MESSENGER	MESSENGER	774.88	774.88	0.00	0.00	0.00	0.00
PARAFIT	PARA	194.00	194.00	0.00	0.00	0.00	0.00
PRE	AF	646.32	646.32	0.00	0.00	0.00	0.00
ROCKFIT	ALLAN	122.40	0.00	0.00	0.00	122.40	0.00
TIDY	MUMMABFIT	0.08	0.00	0.00	0.00	0.08	0.00
WWACCOU	WW	576.00	288.00	288.00	0.00	0.00	0.00
Total Sales Ledger No 1		8,161.28	2,984.64	288.00	79.20	5,309.44	-500.00
TOTAL SALES LEDGER BALANCES		8,161.28	2,984.64	288.00	79.20	5,309.44	-500.00

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 30 September 2020

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£734918.72		
Co-operative Bank Current Account Account No: 65583782			Closed
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.08		Interest paid into HSBC current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00		Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,050,000.00		Interest paid into HSBC current account.
TOTAL	£2,,284,918.80		

Please note

Nationwide Interest for September 2020 £16.44
CCLA interest for September 2020 £117.08

Recommendation

1. To note the balances held in the Fleet Town Council Accounts



FLEET TOWN COUNCIL

Standing Orders

As at May 2020

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39. Delegation of terms of reference to Policy Finance Committee
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41. Delegation of Establishment Committee
42. Delegation to the Town Clerk
43. Delegation to the Harlington General Manager

FLEET TOWN COUNCIL

Standing Orders

1. Meetings of Full Council and Committees

CORONA VIRUS PANDEMIC - April 2020 – Emergency Temporary Measures

- Meetings to be held via video (usually Microsoft Teams) for each Committee and Council Meeting during the COVID19 Crisis.
 - Members of the public may “attend” the virtual meeting and will need to contact charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting in order for access to be arranged.
 - Questions or statements from the public will need to be emailed to charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting.
 - Documents to accompany the agenda for the meeting will all be placed on www.fleet-tc.gov.uk or can be accessed via the Members portal. Confidential documents will be emailed to all Fleet Town Councillors
 - At the start of the meeting the Chairman will state the method of Voting to be used. It will be a recorded vote for all meetings. The two methods of voting are:
 - Verbally - when asked, the Member to give their name and state For, Against or Abstain or
 - Electronically - when asked, in the “Conversation” section of Microsoft Teams to type the Agenda Item Number and For, Against or Abstain.
 - That all agendas are advertised on Fleet Town and Hart District Councils’ web sites.
 - These measures are to be reviewed at each Council Meeting.
- a Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.**
- e The period of time [which is at the Chairman’s discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chairman wishes to use his discretion.**
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Town Clerk immediately before the meeting at the latest. The length of the question must not exceed**

65 words. The total time for public participation shall not exceed 15 minutes.

- g** In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.
- h** In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
- When an answer can be given immediately, the answer will be included in the first draft of the minutes
 - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting
 - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i** A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j** Any person speaking at a meeting shall address his comments to the Chairman.
- k** Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- l** A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.
- m** **Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n** **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o** **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p** **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).**
- q** **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- r** **Subject to model standing order 1 (t) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- s** **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)**
- t** **Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.**
- Voting by Secret Ballot is permitted for the co-option of a Councillor. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- u** The minutes of a meeting shall record the names of councillors present and absent also the names of officers and visiting Councillors as well as the number of members of the public.
- v** The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- w** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing order 9 below.*)
- x** No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.
- y** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- z** Meetings shall not exceed a period of 3 hours.
- aa** The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- bb** A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b.

2. Annual Council meetings

See also standing order 1 above

- a** In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b** In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c** If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d** In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e** The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- f** The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g** The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h** In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the

Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the Annual General Meeting of the Council, the order of business shall be as follows.**
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations.in line with the requirement at SO 33b
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. Review of inventory of land and assets including buildings and office equipment.
 - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - ix. Review of the Council's and/or employees' memberships of other bodies.
 - x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Extraordinary meetings

See also standing order 1 above

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

4. Preparation for Council meetings

- a. Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.
- b. Chairman should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.

- c. No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.
- d. Chairmen are to assume that all briefing papers have been read
- e. Members are responsible for reading all background papers prior to the meeting.

5. Motions requiring written notice

- a. In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c. If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e. Having consulted the Chairman or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f. Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g. Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i. All Submitted Motions must have a supporting report as per Standing Order 5a.

6. Motions not requiring written notice

- a. Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of Councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or an employee.
 - x. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee sub-committee or working group
 - xii. To dissolve a committee, sub-committee or working group

- xiii. To note the minutes of a meeting of a committee sub-committee or working group
 - xiv. To consider a report and/or recommendations made by a committee or a sub- committee or a Working Group or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds signed by two councillors and witnessed.
(See *standing orders 16 (a) and (b) below.*)
 - xvii. To authorise the payment of monies up to £250.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of a meeting.
 - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxii. To give the consent of the Council if such consent is required by standing orders.
 - xxiii. To suspend any standing order except those which are mandatory by law.**
 - xxiv. To adjourn the meeting.
 - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxvi. To answer questions from councillors.
 - xxvii. To give dispensations to Councillors where appropriate (see 9)
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

7. Proper Officer

- a The Council's Proper Officer shall be The Town Clerk. The Deputy Town Clerk or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the Deputy Town Clerk or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 7(b)i] and 7(b)ii] above.**
 - v. Make available for inspection the minutes of meetings.
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from councillors.**

- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

8. Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and

immediately before it is put to the vote.

- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9. Code of conduct (England)

See also standing orders 1(v)–(w) above

All Councillors shall observe the code of conduct adopted by the Council.

- a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- b It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the clerk well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- c Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

10. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.
- b Every question shall be put and answered without discussion.

11. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the [Full Council OR [] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [] Committee] and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

12. Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 12(a) above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

13. Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

14. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

15. Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

16. Execution of legal deeds

See also standing order 6(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

17. Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);
 - iv. may in accordance with standing orders, dissolve a committee at any time.

18. Sub Committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

19. Working Groups

See also standing order 1 above

- a The Council or committees may appoint Working Groups comprised of a number of Councillors and non-councillors.
- b Working Groups and any sub-Working Group may consist wholly of persons who are non-councillors.
- c Officers will not generally be required to attend Working Groups unless deemed necessary.
- d Working Groups only have power to investigate and report, unless otherwise delegated.

20. Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

21. Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30th September.

22. Canvassing of and recommendations by Councillors

- a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

24. Unauthorised activities

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

25. Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

26. General power of competence

- a The General Power of Competence (GPC) allows eligible local Councils “the power to do anything that individuals generally may do” as long as they don’t break other laws. This is the power of “first resort”.

Eligibility criteria

Two thirds of the Council must be elected (even if the election was not contested) For Fleet Town Council this is 12 members.

The Clerk must hold the CiLCA qualification, including the GPC qualification.
- b The Council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a ‘relevant’ annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years.)

27. Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council’s policy regarding absences from work, the Council’s most senior employee shall notify the Chairman, in his absence, the Vice-Chairman of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chairman of the Council and the Chairman of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of The Town Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee (or other employees) shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment committee
- e Subject to the Council’s policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by The Town Clerk relates to the Chairman or Vice-Chairman of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee’s absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment

referred to in standing orders 27(g) and (h) above shall be provided only to The Town Clerk and/or the Chairman of the Council OR the Chairman of the Finance and Policy committee.

28. Responsibilities to provide information

See also standing order 29

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

29. Management of Information

See also standing order 30

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

30. Responsibilities under data protection legislation

(Below is not an exclusive list).
See also standing order 29.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

31. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 7(b)(x) above.

32. Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect of dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

33. Liaison with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.
- c District and County Councillors may participate in Council meetings at the discretion of the Chairman.

34. Financial matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer or Deputy Town Clerk or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

35. Allegations of breaches of the code of conduct

All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

36. Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are **mandatory by law**, which are highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business
- b A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

37. Standing Orders to be given to Councillors

- a The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

38. Delegation and terms of reference to the Planning Committee

- a. To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities
- b. To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;
- c. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- d. To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;
- e. To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- f. To commit to engage with residents and developers for pre-application consultation.
- g. To actively promote the needs of the Town for s106 contributions
- h. To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council.
- i. To respond to all relevant consultation documents relating to planning policy and associated matters.
- j. Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

39. Delegation and terms of reference to Policy and Finance Committee

- a. To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b. To review the expenditure on capital schemes and all budgets set by the Council;

- c. To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
- d. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
- e. To ensure the preservation of probity and good financial and other practices within the Council;
- f. To consider and take appropriate action on all reports arising from both internal and external auditors;
- g. On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover
- h. To review quarterly performance against budget and take any necessary action
- i. To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council
- j. To manage the central administration budget.
- k. To agree grants to organisations making a contribution to the local community in accordance with Grants Policy
- l. To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

40. Delegation and terms of reference to Recreation Leisure and Amenities Committee

- a. Oversee the management and improvement of the Council's recreational facilities
- b. To oversee the management of Fleet Cemetery.
- c. Agree and monitor contracts for the maintenance of the Council's facilities
- d. Recommend fees for the use of the Council's facilities
- e. Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas
- f. Review regular inspection of recreation ground equipment by an outside agency.
- g. To consult with interest groups and Fleet residents about matters within the committee's remit.
- h. To approve first time event applications.

41. Delegation to the Establishment Committee

- a. To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines.
- b. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - i. To advertise, interview and negotiate acceptable terms and conditions and
 - ii. make recommendations to employ the Senior Officer positions including Town Clerk and Senior Line Managers. For the sake of clarity all other positions shall be appointed by The Town Clerk or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision.

- c. All members of the Establishment Committee must be members of the Town Council.
The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing.
- d. To hear and resolve Grievance and Disciplinary hearing appeals.
- e. To agree annual bonuses in line with Council policy and contracts of employment
- f. To recommend annual pay reviews to be incorporated into annual budgets
- g. To develop policies related to the employment of staff

42. Delegation to The Town Clerk

- a. To act as the Councils Proper Officer wherever referred to.
- b. Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations.
- c. Responsibility to manage all those employees who undertake Town Council (as opposed to The Harlington) functions
- d. Responsibility for the day to day management of The Councils facilities, finances and assets, Health and Safety except for The Harlington and Ancells Farm Community Centre.
- e. To make appropriate Grant Applications to support the Councils Capital programme and service delivery.
- f. To appoint all employees who carry out the Town Council function save for Senior Line Managers
- g. To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy.
- h. Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event.
- i. Power to grant block dispensations as per item 9 Code of Conduct.

43. Delegation to The Harlington and Ancells Farm Community Centre General Manager

- a. Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function
- b. Responsibility for the day to day management and Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.



Grant Policy

1. STATUTORY AUTHORITY

- 1.1. Fleet Town Council will consider Grant Applications for activities which it can legally support
- 1.2. The amount of grant requested is commensurate with the benefit to the community of Fleet.

2. ADMINISTRATION

- 2.1. The awarding of grants is delegated to the Policy and Finance Committee.
 - Grants will only be considered and awarded at the four main Policy and Finance Meetings per Council year.
- 2.2. There is no maximum grant available to any one organisation (within the budgetary limit set each year) However grants exceeding £1,000 will only be considered in exceptional circumstances
- 2.3. Only one grant application by any organisation may be considered in any one year, except where the organisation is promoting more than one unrelated event and each event is deemed to be of benefit to the community
- 2.4. All grant applications shall be considered on merit. The primary selection criteria are:
 - Benefit to the parish at large or its inhabitants
 - Longevity of the project/benefit.
 - Degree of self help proposed by organisation (match funding in money or physical input)
 - Access to other funds and evidence of efforts to secure other funds.
- 2.5. Where more applications are submitted than funds available the applications shall be prioritised on the above criteria.
- 2.6. All grant applications must be made on the appropriate form which is available on the FTC website
 - Only applications accompanied by a completed form will be assessed by the Policy and Finance Committee.
 - Failure to provide all requested supporting information including financial returns or financial status of the organisation or project will result in rejection of the application by the Clerk to Council.
- 2.7. Applicants for grants will be called to make a presentation.
- 2.8. Committee may stipulate payment only on receipt of invoice (s)

3. CONDITIONS.

- 3.1. All grant applicants are bound by the conditions set out in this policy
- 3.2. Grants will not be awarded retrospectively.
- 3.3. Grants must be used for the purpose declared.
- 3.4. All grant monies must be accounted for.
 - Any grant money not used for the declared purpose within 12 months shall be returned, unless evidence can be provided of extenuating circumstances delaying the expenditure.
- 3.5. Recipient organisation will acknowledge the grant made by including “supported by Fleet Town Council” or similar in all communication or publicity.
- 3.6. Successful applicants grant the Town Council the right to use the authorisation of the grant and the details of the project in Council promotions.

4. ELIGIBILITY

- 4.1. For the sake of clarity, eligible claims includes:
 - Capital cost of new or improved facilities or equipment.
 - Provision of a public service.
 - Support for a specific event which raises the profile of the Town and is deemed of a community benefit
 - Transport for trips.
 - Training or purchase of expertise to the long term benefit of the organisation and thus the community
- 4.2. Grants will be made to:
 - Local clubs, societies and organisations demonstrating a benefit to the town or its inhabitants.
 - Organisations or activities supporting disadvantaged groups within the parish area
- 4.3. Grants will **NOT** be made to:
 - Individuals.
 - Commercial organisations.
 - Political or quasi political groups.
 - Organisations located outside the town unless there is specific proof of benefit to Fleet or its residents.
 - Charity appeals or be used for charitable donations made by the applicant organisation
 - School activity within normal school time.
 - Cover the cost of room hire at any venue including Town Council rooms except where an event for the benefit of the residents of Fleet is arranged and the organiser is unable to generate its own income or hold significant reserves.

MEMORIALS POLICY

1. Introduction

- a. Fleet Town Council will permit, in principle and subject to the conditions of this policy, the placing of memorials in parks and open green space owned by the Council. The Council fully recognises that these public facilities have many uses and are enjoyed by a wide range of people. This policy ensures that the management and regulation of its open spaces and parks is for the mutual benefit of all and sympathetically recognises the contrasting needs of a variety of users.
- b. A separate policy and regulations apply to the cemetery.

2. General

- a. All applications for memorials (and to scatter ashes) in parks and open green spaces will be on the official request form (appendix 1) duly completed by the next of kin or the Executor.
- b. Memorials will only be permitted for persons who have, at some time in their life, been resident in the parish.
- c. Should a request be refused and the reason given by the Clerk not be accepted by the applicant, the applicant has the right to request that the matter be referred to the Recreation, Leisure and Amenity Committee for a decision, which decision shall be final.
- d. It remains the responsibility of the applicant to inform the Council of any change of address or contact details.
- e. The Council does not permit the interment of ashes within the town's parks, but does permit the scattering of ashes in certain circumstances (see Section 5)
- f. The Council will not accept applications for memorials for pets.
- g. The Council will endeavour to accommodate the wishes of the applicant regarding location of the memorial, but the overall development and management of the park or open space will take precedent.

- h. The Council will consult with “Friends of” groups to agree the locations and numbers of memorials that will be permitted in each of the parks.
- i. The Council has the absolute right to limit, in both location and number, the types of memorial in any one area.
- j. The Council will maintain an asset register and associated plans of all memorials placed within the public parks.
- k. The appropriate payment must be received before the installation of the memorial.
- l. Payment for a tree, bench or memorial plaque shall be treated as a donation and the ownership of the asset shall be vested in the Town Council who shall be deemed the legal owners.
- m. Once installed or planted, a bench or tree shall receive normal routine maintenance.
- n. The Council reserves the right to remove any memorial that has been damaged and, in the view of the Council, is beyond economic repair.
- o. The Council will notify the applicant in the event of removal of the memorial item.
- p. The Council accepts no liability for damage to any memorial from vandals, third parties or routine maintenance, except where the grounds maintenance staff are proved negligent.
- q. Any ceremony or gathering to celebrate the planting of a tree or the fixing of a bench must be arranged and agreed with the Council in advance.
- r. All charges shall be on a cost recovery basis only.

3. MEMORIAL TREES AND PLAQUES

- a. Plant species shall be from the list maintained by the Council which in principle shall be native species only.
- b. The planting of any memorial tree shall be either directly by the Town Council’s Ground Maintenance Contractor, or under their direction.

- c. The Council shall be responsible for the maintenance of the tree and associated stakes/protection for the first three years. Should the tree die in this period the Council shall undertake to replace the tree.
- d. After three years the tree shall be incorporated in the Council's routine maintenance programme.
- e. The Council accepts no responsibility for vandalism.
- f. A memorial plaque shall have a maximum size of 150mm wide by 100 mm high. It shall state in Latin and English the Genus/Species/Variety of tree, the person's name, the date of their demise. The final wording of any inscription is to be approved by the appointed representative of Fleet Town Council.
- g. Plaques shall be made from cast bronze or similar approved suitable for fixing to a concrete block and installed by the Town Council's Ground Maintenance Contractor.
- h. The Council accepts no liability for the plaque and once installed, the cost of any replacement shall be the responsibility of the original applicant.
- i. The Council accepts no responsibility for the cleaning or the maintenance of the memorial plaque.
- j. No additional mementoes such as vases, statues, balloons, wind chimes etc. shall be allowed.
- k. The Council reserves the right to remove any asset for operational reasons. If a memorial tree has to be removed as a consequence of a re-design of a park, a replacement tree will be provided at a new location and wherever possible as close to the original position as practicable.

4. MEMORIAL BENCHES AND PLAQUES

- a. Benches or picnic benches shall be of the type approved by Fleet Town Council. The Council will maintain a register of approved benches.
- b. Each bench shall be secured by concrete blocks or approved proprietary ground anchors and, where appropriate, the area in front of the bench shall be dressed with a concrete slab and paving stones.

- c. The Council will manage the installation of all benches, the cost of which shall be incorporated in the donation.
- d. Memorial plaques shall be a maximum size of 175mm wide x 75mm high fixed to the centre of the upper most rail of the back of the bench. The size of plaque shall be determined by the design of the bench.
- e. The inscription on the plaque shall be of the form, the person's name, the date of their demise. The final wording is to be approved by the appointed representative of Fleet Town Council.
- f. The Council, in line with current maintenance arrangements, will maintain the bench, but the council accepts no liability for replacement of the bench or the plaque at the end their useful life.
- g. No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.

5. ASHES

- a. Permission to scatter ashes within a Council Park shall be sought and agreed in advance with the Clerk to the Council
- b. The placing of flowers or wreaths to mark the occasion shall not be permitted

APPENDIX 1

Schedule of rates and prices



Open Air Civic Events Policy

1. Fleet Town Council (FTC) sets out below its proposals for the support of major open-air community functions.
2. FTC has agreed to support **five** major annual events in pursuit of its vision of creating a more engaged community. These events are:
 - 2.1. Fleet Festivities – usually held at the end of November/ early December, primarily located along Fleet Road and Gurkha Square.
 - 2.2. Fleet Lions Firework Display – usually held in early November, relocated to Calthorpe Park in 2010.
 - 2.3. Fleet Carnival – usually held in July in Calthorpe Park
 - 2.4. Fleet Half Marathon – usually held in March, to continue to be located in Calthorpe Park.
 - 2.5. Fleet Food Festival usually held in May on The Views
3. FTC has identified these events to:
 - 3.1. Maintain and enhance some traditional town focused festivities.
 - 3.2. Indirectly support local charities by supporting charitable events.
 - 3.3. Create a better sense of community, bringing Fleet's residents together on a regular basis.
 - 3.4. Make Fleet an attractive visitor **destination**.
 - 3.5. Bring more people into Fleet and indirectly support our local businesses and retailers.
4. Fleet Town Council is developing a strategy for the more effective use of the limited open green space within the urban area.
 - 4.1. Fleet Town Council will support the use of all the parks for local community events of a scale appropriate to the size of the venue.
 - 4.2. Calthorpe Park is envisioned as providing the most appropriate open space to safely attract manageable crowds to participate in large locally organised charitable events
 - 4.2.1. Annually the Firework Display, the Carnival and the Half Marathon.
 - 4.2.2. Occasionally, unique, special, celebratory events such as the Queen's Jubilee.
 - 4.3. In granting permission to use any land owned by FTC, the Council will place restrictions on:
 - 4.3.1. The period of occupation of the site for assembling and dismantling equipment and displays
 - 4.3.2. The hours that the event can take place
 - 4.3.3. The time at which any music or lights must be turned on or off
 - 4.3.4. The level of noise permitted by any loud speaker system measured as a prescribed level (dB) at the boundary fence to the park

- 4.3.5. Any activity which may result in damage to the park such as vehicular access in wet weather
- 4.4. In recognition of the covenants that exist on Calthorpe Park, the Town Council will undertake:
 - 4.4.1. Not to permit more than five events in Calthorpe Park in any one calendar year
 - 4.4.2. Not to allow any event on Calthorpe Park to continue beyond 9:30 pm
- 5. FTC will facilitate civic and charitable functions through:
 - 5.1. Permission to use land held by FTC,
 - 5.2. The awarding of grants and
 - 5.3. Administrative support and advice.
- 6. FTC will not be the licensee of these events, but it will be incumbent upon the local organising body to secure any necessary licences or permissions outside the immediate use of the land authorised by FTC.
- 7. The Council will not support any events that include balloons into the atmosphere.



Co-option Policy

Candidates wishing to apply for co-option should apply in writing demonstrating that they meet the statutory requirements as set out in Form 2 attached

The applicant must be a British subject, or a citizen of the Commonwealth or the European Union, be 18 years of age or over on the relevant date and additionally able to meet one of the following qualifications:

- a) be registered as a local government elector in the Parish of Fleet
- b) during the whole of the twelve months preceding the date of co-option, occupied as owner or tenant, land or other premises in the Parish of Fleet
- c) the principal or only place of work during those twelve months has been in the Parish of Fleet
- d) during the whole of the twelve months preceding the date of co-option resided within 4.8 km of the Parish of Fleet.

Co-optees should be able to demonstrate by completion of Form 1

- A record of commitment to Fleet Town Area including support for the local community by voluntary or charitable actions
- Particular skills that would benefit the Council in the discharge of its public duty

In the event of more candidates coming forward than vacancies to be filled, Members shall select councillors by completion of ballot papers.

NB. When Virtual Council meetings are being held the co-option candidates will be asked to wait offline until voting has taken place and then return to hear the results.



Park Development Plan Policy

1.1 General

The Development Plans are a means of defining the character and to a large extent the content of the parks. They are a means of capturing and collating all stakeholders' views and aspirations into a coherent overarching plan which is then used as the vehicle to develop the facility in line with the aspirations of the Plan. In particular they are used to identify capital projects and in turn the source of funding; by the Town Council, through s106 funds¹ or through securing external grant funding.

2.2 Process

The process for developing the plan is set out schematically in Appendix 1. This is a process designed to capture and consolidate the community's view of the development of the parks as well as that of the Council. Ultimately the Council decides on the final plan by adoption at a Council or Committee meeting

2.3 Implementation

The Plan gives a clear direction to Officers, responsible for delivering the Plan, as to what is required to develop each facility. It will be used as a key tool in securing external funding, including s106 development funds and third party grants. The process of securing grant funding is neither predictable nor straight forward. Officers need to be able to react to funding opportunities that match the Plans' aspirations as they arise. Funders will be heartened to see a coherent, community supported Plan which clearly demonstrates how their money may be spent and the benefits to the community.

2.4 Accountability

This is provided by way of **an update** report to **RLA Committee** or if deemed necessary by way of a specific report to advise on progress of a particular project where this is relevant.

Where there is the need for decisions on financing options this will be reported back to Committee / Council for decision. Examples of such a scenario may be to request match or partial funding from the Council above allocated ear marked

¹ This is money paid by developers to compensate for the additional pressure placed on local infrastructure. The amount of money and the allocation of the funds is development specific.

reserves. The guiding principle will be to maximise both the community and financial gain that can be secured through grant funding.

Other than third party grants there will be, until the institution of CIL², s106 money available for projects. It may be the s106 money is directed towards a specific park, but it may be necessary for the Council to set some priority between the parks as to which projects come forward first. This will be on the basis of establishing the greatest community benefit.

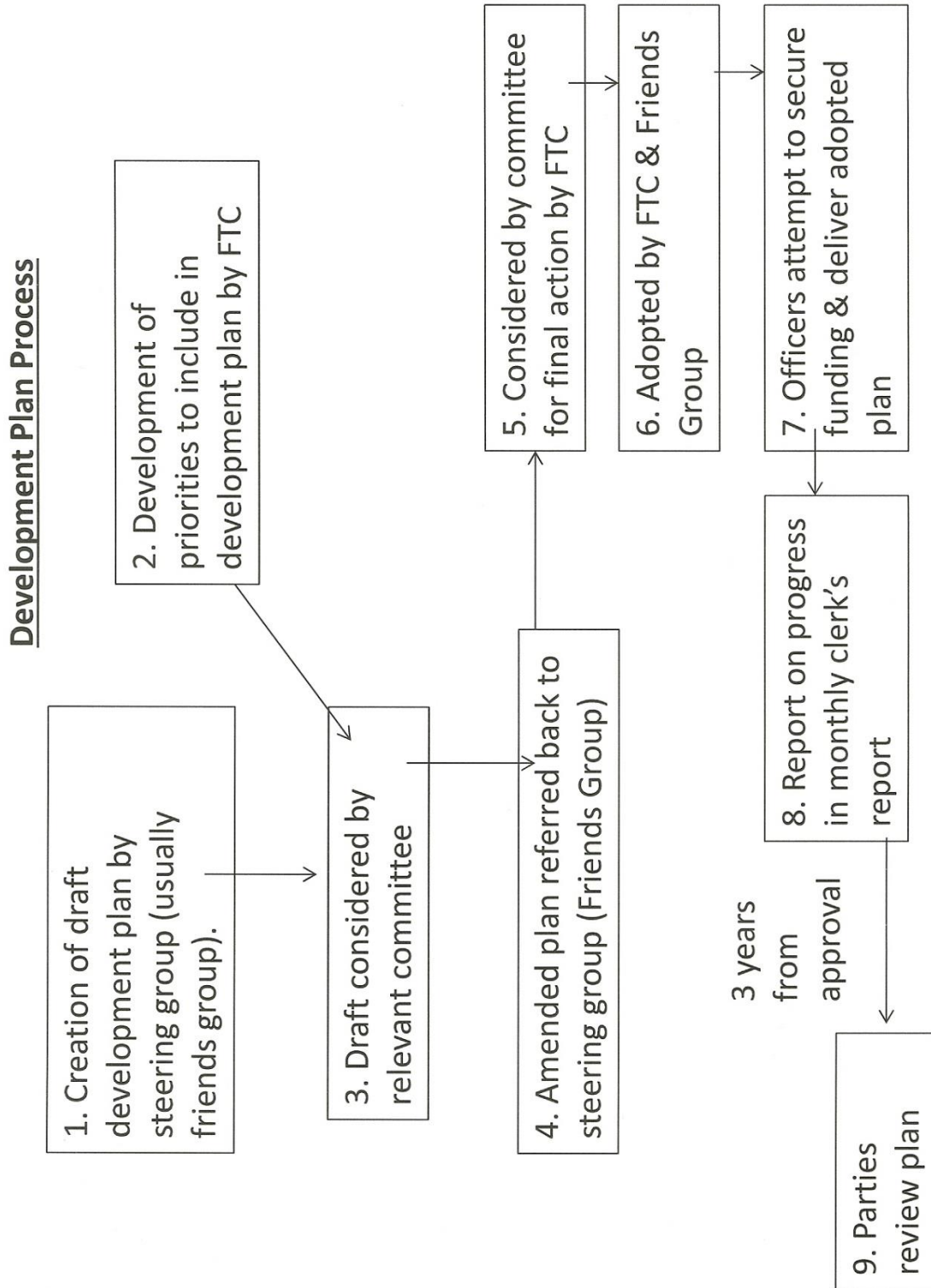
2.5 Review

Inevitably personnel will change within the Council and within the Friends' Groups and visions will change with experience and the introduction of new equipment or initiatives. Three years is deemed a practical period for review.

Any feed-back from local stakeholders will be considered in the review process

² The Community Infrastructure Levy is a fixed development charge paid by every contractor based on the area of development. This is a figure per square metre that will be established by HDC once they have finalised their Local Plan. This money is to be used to provide infrastructure associated with the impact of development. A percentage of the money will be allocated to parish level projects.

APPENDIX 1 Development Plan Process



POLICY AND FINANCE

Monday 19 October 2020

OFFICER: Janet Stanton
DATE: 13 October 2020
SUBJECT: Clerk's Report

Insurance

The insurance Policy has been updated to include the new Playground at Calthorpe Park at a cost of £402.

S106 Payment

The S106 funding for the Calthorpe Park Playground has now been approved by Hart District Council and payment is currently being processed.

Business Continuity Insurance

The Council is still awaiting a response from Zurich Insurance regarding our claim.



FREEDOM OF INFORMATION POLICY

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Fleet Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Fleet Town Council is made readily available to the public, either free of charge or on payment.

The information maintained by the Fleet Town Council comprises of both mandatory documents and optional documents. The classes of information are identified overleaf:

For clarity,

- mandatory documents are shown in **bold** to distinguish them from optional documents of available information

Information is available for inspection at the Fleet Town Council Offices, The Harlington, Fleet Road, Fleet, GU51 4BY, (excluding Bank Holidays) from 10 am to 4 pm, Monday to Friday. As the Town Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Town Council provides agendas in three parts for the Town Councillors to receive information and to make decisions: the agenda itself, the supporting documents, and the supporting documents for confidential items. The agenda is discussed in public and it is the Town Council's view that any papers attached to the agenda through this routine administrative process are also available to persons requesting information under the Freedom of Information Act 2000.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000.

The agenda and public minutes are available on the Fleet Town Council's website as far as practicable.

INFORMATION AVAILABLE

Fleet Town Council website <https://www.fleet-tc.gov.uk/>

Hart District Council website <https://www.hart.gov.uk/>

1. Council Internal Practice and Procedure

Document	Where to source Information	Fee/charges
Agendas, minutes, reports and supporting papers of all Council and committee meetings*	Town Council Offices Website	No fee for current meetings 50 pence/page for past meetings
Standing Orders	Town Council Offices Website	50 pence/page
Council Annual Report to Town Meeting	Town Council Offices Website	50 pence/page
Terms of reference of Fleet Town Council's committees	Town Council Offices Website	50 pence/page

*Note : Excluding papers relating to employment issues, issues of a confidential commercial nature and other items presented under the exempt part of the agenda.

2. Code of Conduct

Document	Where to source Information	Fee/charges
Members' Declaration of Acceptance of Office	Town Council Offices	50 pence/page
Members' Register of Interests	Town Council Offices HDC Website	Inspection only
Register of Gift's Book	Town Council Offices	Inspection only

3. Periodic Electoral Review

This information relates to changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Document	Where to source Information	Fee/charges
Information relating to the last periodic Electoral Review of the Council	Town Council Offices	50 pence/page
Information relating to the latest boundary review of the Council area	Town Council Offices	50 pence/page

Note: The public are reminded that detailed information is available from Hampshire County Council and Hart District Council as appropriate.

4. Employment Practice and Procedure

Document	Where to source Information	Fee/charges
Terms and conditions of employment	Town Council Offices	Inspection only
Job descriptions/Key performance areas	Town Council Offices	50 pence/page
All Employment Policies approved by the Town Council	Town Council Offices	50 pence/page
Staffing structure	Town Council Offices Website	50 pence/page

Note: Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998.

5. Planning Documents

Document	Where to source Information	Fee/charges
Responses to planning applications	Town Council Offices Website	50 pence/page

Note: Exclusions –Copies of planning consultations, the Development Plan, the Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning authority (Hart District Council) and/or highway authority (Hampshire County Council) respectively.

6. Audit and Accounts

Document	Where to source Information	Fee/charges
Annual return form	Town Council Offices/website	50 pence/page
Annual statutory report by auditor(internal & external)	Town Council Offices Website	Inspection only
Receipt – payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	Town Council Offices	Inspection only
Precept request – limited to last financial year	Town Council Offices	50 pence/page
VAT records – limited to last financial year	Town Council Offices	Inspection only
Financial Standing Orders and Regulations	Town Council Offices Website	Inspection only
Asset Register Including SINC management plans	Town Council Offices Website	Inspection only

Risk Assessments and safety checks	Town Council Offices	Inspection only
Loan applications	N/A	Inspection only
Fees and charges applied by the Town Council	Town Council Offices Website	50 pence/page

Note: Exclusions – all commercially sensitive information e.g. quotations and tenders, loans documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

7. Development and Implementation of Policy

Document	Where to source Information	Fee/charges
Policy statements issued by Fleet Town Council	Town Council Offices	50 pence/page
Responses to consultation documents	Town Council Offices	50 pence/page
Analysis of responses received to public consultations by the council	Town Council Offices	50 pence/page
Complaints handling procedure	Town Council Offices Website	50 pence/page

Note: Exclusions – Good Practice/Advice Circulars issued by The National Association of Local Council and the Society of Local Council Clerks on the basis that these are member subscribing organisations.

8. Byelaws

Document	Where to source Information	Fee/charges
Fleet Town Council bye-laws on parks and open spaces	Town Council Offices	50 pence/page

9. Council circulars/newsletters/publications/grants

Document	Where to source Information	Fee/charges
Grant application policy and grant application forms.	Fleet Town Council website	No fee
Fleet Town Council newsletter and What's on at the Harlington	Town Council Offices Website	No fee

10. Burial grounds/cemeteries

Document	Where to source Information	Fee/charges
Plans of Fleet Town Council owned cemetery	Town Council Offices Website	Inspection only
Regulations for the Management of Fleet Town Council cemeteries, and for the public	Town Council Offices Website	No fee

Note: Exclusions – all documentation relating to individual applications and registrations in accordance with the Data Protection Act 1998.