



## DANBURY PARISH COUNCIL

### RESOURCES COMMITTEE

#### Minutes of the meeting held on Wednesday 23 January 2019 at 7.03pm in the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors S Berlyn (ex-officio), Mrs A. Chapman (ex-officio), G Chapman, Mrs B Hallett, J. Steele, P Sutton, and J Thombs

In Attendance: Ms M Harper - Clerk

#### **112 Apologies for Absence**

No apologies were received

#### **113 Declarations of Interest**

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in the items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They were also obliged to notify the Monitoring Officer about it. Unforeseen interest must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA and Precept.

There were no interests declared.

#### **114 Public Question Time**

There were no questions from the public.

#### **115 To approve the Minutes of the Danbury Parish Council Resources Committee meetings held on 21 November 2018**

RESOLVED that the minutes of Resources Committee meeting held 21 November 2018 were accepted as a true record.

#### **116 Actions Arising**

RESOLVED that the information be noted.

#### **117 To receive financial report**

##### 117.1 Payments

RESOLVED that the payments from 22 November 2018 to 23 January 2018 (Appendix 1) be approved, proposed by Cllr Mrs A Chapman and seconded by Cllr J Steele, all agreed

##### 117.2 Receipts

The receipts from 22 November 2018 to 23 January 2018 (Appendix 2) were noted

##### 117.3 Reconciliation

117.3.1 Councillor J Thombs confirmed the monies were correct at the bank on 30 November 2018 as per the bank reconciliation and bank statements

117.3.2 Councillor J Thombs confirmed the monies were correct at the bank on 31 December 2018 as per the bank reconciliation and bank statements

117.4 Budget sheets / Earmarked Reserves  
The budget sheets and earmarked (Appendix 3) were noted.

117.5 Virement of monies  
Nothing to report

117.6 Debtors more than 3 months  
Nothing to report

117.7 On Line Banking  
Nothing to report

#### **118 Financial Risk Assessment**

After some discussion it was agreed to recommend the adoption of the Risk Assessment to Parish Council, subject to the changes agreed

RESOLVED: to recommend to the next Parish Council meeting that the Risk Assessment be adopted, proposed by Cllr S Berlyn and seconded by Cllr J Steele, all agreed

#### **119 Statement of Internal Controls and Internal Audit**

RESOLVED: to recommend to the next Parish Council meeting that the Statement of Internal Controls be adopted, proposed by Cllr S Berlyn and seconded by Cllr Mrs A Chapman, all agreed

RESOLVED: to recommend to the next Parish Council meeting that the Statement of Adequate and Effective System of Internal Audit be adopted, proposed by Cllr J Thombs and seconded by Cllr G Chapman, all agreed

#### **120 Matters for Report and Information only**

Matters may be raised by Councillors and requested to be itemised on the next meeting agenda.

#### **121 Exclusion of Press and Public**

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

#### **122 Staffing Update**

After lengthy debate, it was agreed to extend the contract for the Neighbourhood Plan Coordinator to 31 March 2020.

The Clerk updated the Committee regarding the Groundsman.

#### **123 Date and Time of next meeting**

Wednesday 27 February 2019 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

APPENDIX 2  
JAN 19

Date: 16/01/2019

Danbury Parish Council

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Cashbook 1

User: MEH

Barclays Current A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/01/2019	02	DDR	16.22		2.70	4120	303	13.52	Mobile
01/01/2019	Lodge Information Systems Ltd	DDR	414.72		69.12	4250	401	345.60	Monthly fee
02/01/2019	EON	DDR	4.85		0.23	4105	302	4.62	Electricity - tree
05/01/2019	British Telecom	DDR	74.58		12.43	4266	401	62.15	Phone
17/01/2019	EON	DDR	111.85		5.33	4105	303	106.52	Electricity
25/01/2019	Anglo Plumbing Limtied	CHQ	333.00			4233	306	333.00	Seats and Flush plates
25/01/2019	Came and Company	BACS 232	218.00			4927	901	218.00	Neighbourhood Plan Groups Ins
25/01/2019	Oakpark Security	BACS 233	492.00		82.00	4431	406	410.00	Security for Robins Nest
25/01/2019	Ecolclean Services	BACS 234	259.20		43.20	4010	201	216.00	Bus Shelters - inv 577415
25/01/2019	CRS Pitchcare	BACS 235	500.00			4158	304	500.00	January 2019
25/01/2019	Billericay Fuel Services	BACS 236	91.44		15.24	4203	305	76.20	Unleaded Petrol
25/01/2019	Danes of Colchester Ltd	BACS 237	7.34		1.22	4135	303	6.12	Overall cleaning
25/01/2019	Allwag Promotions Ltd	BACS 238	156.60		26.10	4350	403	130.50	Calenders
25/01/2019	James Tood and co	BACS 239	34.80		5.80	4257	401	29.00	Monthly charge
25/01/2019	Office Is Limited	BACS 240	49.37		8.23	4256	401	41.14	Stationery
25/01/2019	Root2Shoot	BACS 241	625.00		104.17	4154	304	520.83	Bowling Green January 2019
25/01/2019	QA Research	BACS 242	24.00		4.00	4927	901	20.00	Return of Questionnaires
						331	0	-20.00	Return of Questionnaires
						6000	901	20.00	Return of Questionnaires
25/01/2019	Blackwater Land(P H Williams)	CHQ	221.66			4168	201	221.66	December Grounds
25/01/2019	Barclaycard Business	DDR	767.67		74.33	4350	403	15.04	Strategy meeting
						4350	403	28.00	Flowers - Cllr Mrs B Hallett
						4125	401	110.00	First Aid training - LM
						4233	306	371.69	Flush plates
						4927	901	152.00	Neighbourhood Plan Website
						4233	306	16.61	Stationery
25/01/2019	Veolia	BACS 231	13.55		2.26	4100	303	11.29	Waste collection
25/01/2019	R J Roe & Sons Ltd	BACS 243	60.00		10.00	4131	303	50.00	Removal of sewage - aborted
<b>Total Payments for Month</b>			<b>4,475.85</b>	<b>0.00</b>	<b>466.36</b>			<b>4,009.49</b>	
<b>Balance Carried Fwd</b>			<b>14,745.81</b>						
<b>Cashbook Totals</b>			<b>19,221.66</b>	<b>0.00</b>	<b>466.36</b>			<b>18,755.30</b>	

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2018	Lodge Information Systems Ltd	DDR	414.79		69.13	4250	401	345.66	Monthly fee
01/12/2018	02	DDR	-5.27		-0.88	4120	303	13.92	Robins Nest
						4266	401	-18.31	Office mobile
06/12/2018	British Telecom	DDR	69.88		11.65	4266	401	58.23	Office phone
11/12/2018	Northumbrian Water	DDR	116.68			4130	406	116.68	Water
14/12/2018	EON	DDR	3.59		0.17	4105	302	3.42	Christmas Tree
14/12/2018	02	DDR	4.75		0.79	4120	303	3.96	Device Plan
17/12/2018	EON	DDR	111.89		5.33	4105	303	106.56	Robins Nest
18/12/2018	James Tood and co	DDR	5,637.06			4403	405	1,800.19	December payroll
						4400	405	1,758.77	December payroll
						4401	405	688.75	December payroll
						4402	405	700.60	December payroll
						4412	405	688.75	December payroll
19/12/2018	Danbury Electrical Services Lt	BACS 227	72.00		12.00	4110	303	60.00	Heater Fail - Robins Nest
19/12/2018	Winncleaning	CHQ	150.00			4244	308	80.00	Pavilion Nov 2018
						4270	401	70.00	Office Nov 2018
19/12/2018	Office Is Limited	BACS 207	63.68		10.61	4256	401	53.07	Stationery/Centrefeed
19/12/2018	Keeble Brothers	BACS 208	707.56		117.93	4172	304	589.63	Repairs to Height Barrier
19/12/2018	Mr R Dickens	BACS 210	29.00			4110	303	29.00	Toilet seat
19/12/2018	Pitchworks Limited	BACS 211	414.00		69.00	4177	304	345.00	Goalpost pitch 3
19/12/2018	The Printing Place	BACS 212	928.60		48.60	4300	402	637.00	Newsletter
						4350	403	243.00	Christmas Cards
19/12/2018	Royal Mail Group Limited	BACS 214	0.42		0.07	4256	401	0.35	Freepost Oct 18
19/12/2018	R W Crawford	BACS 215	1,795.77		299.30	4110	303	228.02	Tractor battery
						4200	305	1,268.45	Tractor service
19/12/2018	Eastern Fire Extinguishers	BACS 216	161.64		26.94	4164	303	134.70	Annual Service
19/12/2018	CRS Pitchcare	BACS 217	500.00			4158	304	500.00	Cricket Wicket December
19/12/2018	Veolia	BACS 218	67.74		11.29	4100	303	56.45	Refuse collection
19/12/2018	Ecolclean Services	BACS 219	259.20		43.20	4010	201	216.00	Bus Shelters
19/12/2018	Clearwater Technology Ltd	BACS 220	831.60		138.60	4199	304	120.00	Old Pavilion Dec to Feb
						4199	304	310.00	Bowling Club Dec to Feb
						4199	304	108.00	Robins Nest Dec to Feb
						4199	304	155.00	Tennis Club Dec to Feb
19/12/2018	Danbury Mission	BACS 221	30.00			4262	401	30.00	Contribution 8 Dec
19/12/2018	Swan Graphics	BACS 222	270.00		45.00	4927	901	225.00	Banner for exhibition
						331	0	-225.00	Banner for exhibition
						6000	901	225.00	Banner for exhibition
19/12/2018	James Tood and co	BACS 213	34.80		5.80	4257	401	29.00	Monthly fee
19/12/2018	Root2Shoot	BACS 209	625.00		104.17	4154	304	520.83	Bowling Green
19/12/2018	Information Commissioners	DDR	40.00			4254	401	40.00	Subscription
19/12/2018	H M Reveue & Customs	BACS 224	1,828.95			4411	405	1,828.95	Tax and NI December 2018
19/12/2018	Essex Pension Fund	BACS 225	1,655.89			4410	405	1,655.89	Pension December 2018
19/12/2018	Panther	BACS 226	174.00		29.00	4110	401	145.00	Call Out Robins Nest
19/12/2018	Upstairs Downstairs Ltd	BACS 228	114.30		19.05	4270	401	95.25	December cleaning
19/12/2018	Upstairs Downstairs Ltd	BACS 228A	190.50		31.75	4270	401	158.75	Cleaning November
19/12/2018	Strutt and Parker	BACS 223	715.00			4182	304	715.00	Griffin Meadow
19/12/2018	Wave (Sewage)	BACS 229	760.80			4130	406	760.80	Sewage to 16 Dec 18

## Payments for Month 9

## 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>
19/12/2018	The Printing Place	BACS 230	60.48		10.08	4927	901	50.40	Banner for NHP
						331	0	-50.40	Banner for NHP
						6000	901	50.40	Banner for NHP
19/12/2018	Information Commissioners	DD	-5.00			4254	401	-5.00	Reduction due to DD
27/12/2018	Barclaycard Business	DDR	615.22		26.67	4256	401	230.22	Misc
						4350	403	268.88	Misc
						4060	302	89.45	Misc
<b>Total Payments for Month</b>			19,444.52	0.00	1,135.25			18,309.27	
<b>Balance Carried Fwd</b>			18,974.43						
<b>Cashbook Totals</b>			38,418.95	0.00	1,135.25			37,283.70	

APPENDIX 2  
Jan 19

Date: 16/01/2019

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Barclays Current A/c

For Month No: 10

Receipts for Month 10

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>
Balance Brought Fwd :		18,974.43					18,974.43	
	Banked: 02/01/2019	235.50						
Football	William De Ferrers F C	235.50		39.25	1109	101	196.25	Football
	Banked: 03/01/2019	11.73						
Allotments	Mr R Coleman	11.73			1100	101	11.73	Allotment payment
<b>Total Receipts for Month</b>		247.23	0.00	39.25			207.98	
<b>Cashbook Totals</b>		<u>19,221.66</u>	<u>0.00</u>	<u>39.25</u>			<u>19,182.41</u>	

APPS-DIX 2  
DEC 2018

Date: 15/01/2019

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Cashbook 1

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Barclays Current A/c

For Month No: 9

Receipts for Month 9

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>
Balance Brought Fwd :		37,700.85					37,700.85	
100626	Banked: 12/12/2018	200.00						
100626	Danbury Society	200.00			1900	101	200.00	Donation
	Banked: 19/12/2018	423.90						
Football	Sporting Club Woodham	423.90		70.65	1109	101	353.25	Football fee
	Banked: 19/12/2018	94.20						
Football	Danbury Mission	94.20		15.70	1109	101	78.50	Football fee adults
<b>Total Receipts for Month</b>		718.10	0.00	86.35			631.75	
<b>Cashbook Totals</b>		<u>38,418.95</u>	<u>0.00</u>	<u>86.35</u>			<u>38,332.60</u>	

16/01/2019

## Danbury Parish Council

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## Detailed Income &amp; Expenditure by Budget Heading 16/01/2019

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Income</u>							
1076 Precept	205,252	205,252	0			100.0%	
1090 Interest Received	138	50	(88)			277.0%	
1100 Allotment Rents R'ved	443	252	(191)			175.9%	
1105 Tennis Rent R'ved	6,000	6,000	0			100.0%	
1106 Bowling Rent R'ved	8,949	8,949	0			100.0%	
1107 Cricket Rent R'ved	1,463	1,090	(373)			134.2%	
1108 DCA Rent R'ved	7,187	15,000	7,813			47.9%	
1109 Football Rent R'ved	1,253	1,000	(253)			125.3%	
1110 Heathcote Rent R'ved	2,200	2,200	0			100.0%	
1113 Hire of Field Income	325	0	(325)			0.0%	
1125 Grants Received	4,900	0	(4,900)			0.0%	
1192 CIL	3,198	0	(3,198)			0.0%	
1900 Miscellaneous Income	4,184	0	(4,184)			0.0%	
Income :- Income	<u>245,492</u>	<u>239,793</u>	<u>(5,699)</u>			<u>102.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>245,492</u>						
<u>201 Environment</u>							
4010 Bus Shelters - cleaning	2,160	2,592	432		432	83.3%	
4011 Repairs - Bus Shelters	88	500	412		412	17.6%	
4015 Other Environmental Expenses	0	278	278		278	0.0%	
4168 Greens	1,955	2,480	525		525	78.8%	
Environment :- Indirect Expenditure	<u>4,203</u>	<u>5,850</u>	<u>1,647</u>	<u>0</u>	<u>1,647</u>	<u>71.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,203)</u>						
<u>301 Allotments</u>							
4050 Allotment Maintenance	10	200	190		190	5.0%	
Allotments :- Indirect Expenditure	<u>10</u>	<u>200</u>	<u>190</u>	<u>0</u>	<u>190</u>	<u>5.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(10)</u>						
<u>302 Christmas</u>							
4060 Christmas Lights	306	100	(206)		(206)	305.8%	
4061 Christmas Tree	0	200	200		200	0.0%	
4062 Erection & Dismantling	0	800	800		800	0.0%	
4063 Electrician	0	400	400		400	0.0%	
4105 Electricity	83	120	37		37	68.8%	
Christmas :- Indirect Expenditure	<u>388</u>	<u>1,620</u>	<u>1,232</u>	<u>0</u>	<u>1,232</u>	<u>24.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(388)</u>						

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## Detailed Income &amp; Expenditure by Budget Heading 16/01/2019

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 GMA &amp; Store</b>							
4100 Trade Refuse	410	650	240		240	63.1%	
4105 Electricity	669	650	(19)		(19)	102.9%	
4110 Equipment Maintenance	1,593	200	(1,393)		(1,393)	796.3%	
4115 Mileage	0	100	100		100	0.0%	
4120 Mobile Phone	158	216	58		58	73.3%	
4126 Training - Groundsman	0	1,000	1,000		1,000	0.0%	
4131 Sewage Robins Nest	585	600	15		15	97.5%	
4135 Protective Clothing	40	300	260		260	13.3%	
4140 Cover for Ground	90	2,000	1,910		1,910	4.5%	
4164 Fire Extinguishers	135	0	(135)		(135)	0.0%	
<b>GMA &amp; Store :- Indirect Expenditure</b>	<b>3,679</b>	<b>5,716</b>	<b>2,037</b>	<b>0</b>	<b>2,037</b>	<b>64.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,679)</b>						
<b>304 Supplies and Maintenance</b>							
4150 Abandoned Vehicles	0	100	100		100	0.0%	
4152 Basketball Court	420	250	(170)		(170)	168.0%	
4154 Bowling Green	7,968	7,948	(20)		(20)	100.3%	
4156 Buildings	5,056	4,000	(1,056)		(1,056)	126.4%	
4158 Cricket Wicket	5,490	6,300	810		810	87.1%	
4160 Equipment Repairs	0	2,000	2,000		2,000	0.0%	
4164 Fire Extinguishers	0	350	350		350	0.0%	
4166 General Supplies	127	1,500	1,373		1,373	8.5%	
4172 Grounds Maintenance	1,994	3,000	1,006		1,006	66.5%	
4174 Lighting	0	500	500		500	0.0%	
4176 Play Area	75	300	225		225	25.0%	
4177 Play Equipement	345	1,000	655		655	34.5%	
4180 Ponds	800	2,000	1,200		1,200	40.0%	
4182 Rents	1,351	845	(506)		(506)	159.9%	
4183 Risk & Safety	0	300	300		300	0.0%	
4185 Trees	2,100	3,000	900		900	70.0%	
4186 Hedges	0	750	750		750	0.0%	
4187 War Memorial	1,200	1,500	300		300	80.0%	
4190 Youth Play	590	700	110		110	84.3%	
4194 Notice Boards	130	0	(130)		(130)	0.0%	
4198 Bin Emptying	3,380	1,500	(1,880)		(1,880)	225.3%	
4199 Legionella	2,939	2,000	(939)		(939)	146.9%	
<b>Supplies and Maintenance :- Indirect Expenditure</b>	<b>33,965</b>	<b>39,843</b>	<b>5,878</b>	<b>0</b>	<b>5,878</b>	<b>85.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(33,965)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 16/01/2019

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>305 Vehicles</b>							
4200 Vehicle Insurance & Service	1,268	1,500	232		232	84.6%	
4203 Fuel	1,437	2,500	1,063		1,063	57.5%	
Vehicles :- Indirect Expenditure	<u>2,705</u>	<u>4,000</u>	<u>1,295</u>	<u>0</u>	<u>1,295</u>	<u>67.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,705)</u>						
<b>306 DCA</b>							
4233 DCA Maintenance General	7,340	10,000	2,660		2,660	73.4%	
DCA :- Indirect Expenditure	<u>7,340</u>	<u>10,000</u>	<u>2,660</u>	<u>0</u>	<u>2,660</u>	<u>73.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(7,340)</u>						
<b>307 Other</b>							
4110 Equipment Maintenance	0	700	700		700	0.0%	
4240 Bins & Seats - Capital	740	500	(240)		(240)	148.0%	
Other :- Indirect Expenditure	<u>740</u>	<u>1,200</u>	<u>460</u>	<u>0</u>	<u>460</u>	<u>61.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(740)</u>						
<b>308 Old Pavilion</b>							
4244 Old Pavilion General	471	1,000	529		529	47.1%	
Old Pavilion :- Indirect Expenditure	<u>471</u>	<u>1,000</u>	<u>529</u>	<u>0</u>	<u>529</u>	<u>47.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(471)</u>						
<b>309 Survey Path</b>							
4245 Survey Path	0	5,565	5,565		5,565	0.0%	
Survey Path :- Indirect Expenditure	<u>0</u>	<u>5,565</u>	<u>5,565</u>	<u>0</u>	<u>5,565</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>						
<b>401 Parish Office</b>							
4110 Equipment Maintenance	532	500	(32)		(32)	106.4%	
4125 Training - Staff	1,540	1,500	(40)		(40)	102.7%	
4250 IT Support	4,155	5,000	845		845	83.1%	
4251 IT Capital	711	0	(711)		(711)	0.0%	711
4252 Bank and Audit	930	1,700	770		770	54.7%	
4254 Fees and Subs	1,384	1,200	(184)		(184)	115.4%	
4256 Office Consumables	1,195	1,000	(195)		(195)	119.5%	
4257 Payroll Bureau	534	400	(134)		(134)	133.5%	
4258 Professional Fees	1,229	2,000	771		771	61.5%	

## Detailed Income &amp; Expenditure by Budget Heading 16/01/2019

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4259 Accounts Update & Support	0	250	250		250	0.0%	
4260 Publications	128	130	2		2	98.6%	
4261 End of Year	37	600	563		563	6.2%	
4262 Rates	30	0	(30)		(30)	0.0%	
4264 Room Hire	0	200	200		200	0.0%	
4266 Telephone	733	1,500	767		767	48.9%	
4268 Website	450	500	50		50	90.0%	
4270 Office Cleaning	1,601	1,942	341		341	82.4%	
4272 Petty Cash	268	1,000	732		732	26.8%	
4274 Photocopier	1,217	2,000	783		783	60.8%	
4356 National Trust Lease	0	250	250		250	0.0%	
4357 Parish Office Rent etc	8,250	11,220	2,970		2,970	73.5%	
Parish Office :- Indirect Expenditure	<u>24,924</u>	<u>32,892</u>	<u>7,968</u>	<u>0</u>	<u>7,968</u>	<u>75.8%</u>	<u>711</u>
6000 plus Transfer from EMR	711						
<b>Movement to/(from) Gen Reserve</b>	<b><u>(24,213)</u></b>						
<u>402 Publicity</u>							
4300 Newsletter	1,941	2,500	559		559	77.6%	
4301 Annual Parish Meeting	328	350	23		23	93.6%	
Publicity :- Indirect Expenditure	<u>2,269</u>	<u>2,850</u>	<u>582</u>	<u>0</u>	<u>582</u>	<u>79.6%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(2,268)</u></b>						
<u>403 Civic</u>							
4350 Chairman's Allowance	969	1,500	531		531	64.6%	
4351 Councillor Training & Expenses	195	1,500	1,305		1,305	13.0%	
Civic :- Indirect Expenditure	<u>1,164</u>	<u>3,000</u>	<u>1,836</u>	<u>0</u>	<u>1,836</u>	<u>38.8%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(1,164)</u></b>						
<u>404 Grants</u>							
4372 Grants Local Organisations	2,481	2,481	0		0	100.0%	
Grants :- Indirect Expenditure	<u>2,481</u>	<u>2,481</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(2,481)</u></b>						
<u>405 Staff Costs</u>							
4115 Mileage	0	200	200		200	0.0%	
4400 GMA & Store Salaries	15,828	21,326	5,498		5,498	74.2%	
4401 Asst Clerk Salary - Planning	6,498	8,751	2,253		2,253	74.3%	
4402 Asst Clerk Salary - Facilities	7,028	8,050	1,022		1,022	87.3%	

## Detailed Income &amp; Expenditure by Budget Heading 16/01/2019

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4403 Clerk Salary	21,814	20,920	(894)		(894)	104.3%	
4408 Overtime	0	1,000	1,000		1,000	0.0%	
4410 Pensions	16,307	26,000	9,693		9,693	62.7%	
4411 Tax & NI	17,848	14,281	(3,567)		(3,567)	125.0%	
4412 Neighbourhood Plan Coordinator	6,169	4,000	(2,169)		(2,169)	154.2%	
Staff Costs :- Indirect Expenditure	<u>91,492</u>	<u>104,528</u>	<u>13,036</u>	<u>0</u>	<u>13,036</u>	<u>87.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(91,492)</u>						
<u>406 General</u>							
4130 Water and Sewage	2,419	5,000	2,581		2,581	48.4%	
4431 Insurance & Risk Management	6,502	8,000	1,498		1,498	81.3%	
4445 Loan Repayments	2,773	6,048	3,275		3,275	45.8%	
General :- Indirect Expenditure	<u>11,694</u>	<u>19,048</u>	<u>7,354</u>	<u>0</u>	<u>7,354</u>	<u>61.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(11,694)</u>						
<u>901 Ear Marked Reserves</u>							
4909 Information Technology EMR	3,254	0	(3,254)		(3,254)	0.0%	3,254
4911 New Equipment EMR	550	0	(550)		(550)	0.0%	550
4927 Neighbourhood Plan	4,623	0	(4,623)		(4,623)	0.0%	4,252
4928 Project Danbury	0	0	0		0	0.0%	
4930 Footpath to Tennis/Bowls Club	680	0	(680)		(680)	0.0%	680
4933 ECC Drainage	23,554	0	(23,554)		(23,554)	0.0%	23,554
Ear Marked Reserves :- Indirect Expenditure	<u>32,661</u>	<u>0</u>	<u>(32,661)</u>	<u>0</u>	<u>(32,661)</u>	<u>1166459</u>	<u>32,290</u>
6000 plus Transfer from EMR	32,290						
Movement to/(from) Gen Reserve	<u>(371)</u>						
Grand Totals:- Income	<u>245,492</u>	<u>239,793</u>	<u>(5,699)</u>			<u>102.4%</u>	
Expenditure	<u>220,185</u>	<u>239,793</u>	<u>19,608</u>	<u>0</u>	<u>19,608</u>	<u>91.8%</u>	
Net Income over Expenditure	<u>25,307</u>	<u>(0)</u>	<u>(25,307)</u>				
plus Transfer from EMR	33,001						
Movement to/(from) Gen Reserve	<u>58,308</u>						