



DANBURY PARISH COUNCIL

RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 22 January at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

Present: Cllrs S Berlyn, A Chapman, G Chapman, P Sutton (Chairman) and J Thombs
In Attendance: Ms M Harper - Clerk

Cllr Berlyn informed the Resources Committee that Cllr Baker had resigned from the Parish Council due to personal reasons.

19/20.105 Apologies for Absence

Cllr M Hessing

19/20.106 Declarations of Interest

All Members are 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 are 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 are 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.

No declarations of interest were made.

19/20.107 Public Question Time

No members of the public were present

19/20.108 To approve the Minutes of the Resources Committee meetings held on 20 November 2019

RESOLVED that the minutes of Resources Committee meeting held 20 November 2019 were accepted as a true record.

19/20.109 Actions Arising

The information was noted

19/20.110 To receive financial report

19/20.110.1 Payments

RESOLVED that the payments from 21 November 2019 to 22 January 2020 (Appendix 1) be approved, proposed by Cllr G Chapman, and seconded by Cllr J Thombs, all agreed

19/20.110.2 Receipts

The receipts from 21 November 2019 to 22 January 2020 (Appendix 2) were noted

19/20.110.3 Reconciliation

19/20.110.3.1 Cllr J Thombs confirmed the monies were correct at the bank on 30 November 2019 as per the bank reconciliation and bank statements

RESOLVED: that all Monies were correct at bank, proposed by Cllr J Thombs and seconded by Cllr A Chapman, all agreed

19/20.110.3.2 Cllr J Thombs confirmed the monies were correct at the bank on 31 December 2019 as per the bank reconciliation and bank statements

RESOLVED: that all Monies were correct at bank, proposed by Cllr J Thombs and seconded by Cllr A Chapman, all agreed

19/20.110.4 Budget sheets / Earmarked Reserves
The budget sheets and earmarked reserves (Appendix 3) were noted.

19/20.110.5 Virement of monies
Nothing to report

19/20.110.6 Debtors more than 3 months
Nothing to report

19/20.110.7 On Line Banking
Nothing to report

19/20.110.8 Direct Debits and Standing Orders
It was agreed that the continued use of variable direct debit for utility supplies and Barclaycard and standing orders for salaries, IT Support and waste collection be recommended to Parish Council at the next meeting on 29 January 2020

RESOLVED: that the continued use of variable direct debits for utility supplies and Barclaycard and standing orders for salaries, IT Support and waste collection be recommended to Parish Council, proposed by Cllr S Berlyn and seconded by Cllr A Chapman, all agreed

19/20.111 Internal Auditors Interim Report

The interim report from the Internal Auditor in respect of audit carried out on 20 January 2020 was noted

19/20.112 Financial Regulations

After consideration it was agreed that the Financial Regulations as updated by NALC in August 2019 would be recommended for adoption by the Parish Council at the next meeting on 29 January 2020

RESOLVED: that the Financial Regulations would be recommended for adoption by the Parish Council, proposed by Cllr S Berlyn and seconded by Cllr G Chapman, all agreed.

19/20.113 Financial Risk Assessment

After discussion it was agreed a Tidy Desk policy should be included in the Financial Risk Assessment and recommended for adoption by the Parish Council at the next meeting on 29 January 2020

RESOLVED: that the Financial Risk Assessment would be recommended for adoption by the Parish Council, proposed by Cllr A Chapman and seconded by Cllr J Thombs, all agreed.

19/20.114 System of Internal Controls

It was agreed the Systems of Internal Controls would be recommended for adoption by the Parish Council at the next meeting on 29 January 2019

RESOLVED: that the System of Internal Control would be recommended for adoption by the Parish Council, proposed by Cllr B Berlyn and seconded by Cllr J Thombs, all agreed.

19/20.115 Bank Accounts

After discussion it was agreed that the Clerk would open a Unity Trust account and move £85,000 from the Barclays Account and move £35,0000 from the Barclays Account to the Nat West Bond in order to mitigate risks under the Financial Services Compensation Scheme.

RESOLVED: to move monies from the Barclays Account to Unity Trust and Nat West Bond in order to mitigate risks under the Financial Services Compensation Scheme, proposed by Cllr P Sutton and seconded by Cllr J Thombs, all agreed.

19/20.116 Insurance Register

The insurance register was noted

19/20.117 Asset Register

The Asset Register was noted. Clerk to discuss the historic reporting error with the Internal Auditor whereby the value of the assets had been previously overstated.

19/20.118 Matters for Report and Information only

There were no matters for report.

19/20.119 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 were instructed to withdraw

19/20.120 Staffing Issues

19/20.120.1 Following the discussion held during the budget meeting to recommend the 2020/21 Precept it was agreed to award the Assistant Clerk - Facilities an increase of one spinal point

RESOLVED: that the Assistant Clerk – Facilities be awarded an increase of one spinal point from 1 April 2020, proposed by Cllr S Berlyn and seconded by Cllr G Chapman, all agreed

19/20.120.2 Following the discussion held during the budget meeting to recommend the 2020/21 Precept it was agreed to support the Clerk with Continuing Professional Development training and contribute 50% towards the costs of the Level 5 Community Governance course subject to the same learning agreement terms as previously undertaken.

RESOLVED: that the Clerk would receive support with the Level 5 Community Governance course subject to the same learning agreement terms as previously undertaken, proposed by Cllr P Sutton and seconded by Cllr A Chapman, all agreed

19/20.121 Date and Time of next meeting

Wednesday 26 February 2020 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

Meeting closed at 9.00pm

Signed: Chairman

Date:

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/12/2019	Salvation Army	CHQ 107228	300.00			4351	403	300.00	Payment for Band at Xmas
02/01/2020	Lodge Information Systems Ltd	DDR	414.86		69.14	4250	401	345.72	Monthly support
02/01/2020	EON	DDR	4.98		0.24	4062	202	4.74	Electricity for Tree
02/01/2020	02	DDR	16.62		2.77	4120	303	13.85	Monthly bill
06/01/2020	EON	DDR	81.22		13.54	4266	401	67.68	Monthly phone
06/01/2020	EON	DDR	-81.22		-13.54	4266	401	-67.68	Monthly phone
06/01/2020	British Telecom	DDR	81.22		13.54	4266	401	67.68	Monthly phone
06/01/2020	Anglian Water	DDR	116.68			4130	304	104.85	Field Water
						4050	305	11.83	Allotment Water
16/01/2020	EON	DDR	16.96		0.81	4105	303	16.15	Grounds Store Electric
23/01/2020	Office Is Limited	BACS 221	50.38		8.40	4256	401	41.98	Office Consumerables
23/01/2020	Root2Shoot	BACS 222	988.00		164.67	4154	304	520.83	Monthly maintenance
						4154	304	325.00	Nemotodes treatmetn
						4154	304	-22.50	Deduction of last month over
23/01/2020	Sue Lees Consultancy	BACS 223	70.00			4268	406	70.00	Website admin
23/01/2020	Oakpark Security	BACS 224	450.00		75.00	4111	303	375.00	Annual Fee
23/01/2020	Came and Company	BACS 225	218.00			4927	901	218.00	NHP Annual Ins
						322	0	-218.00	NHP Annual Ins
						6000	901	218.00	NHP Annual Ins
23/01/2020	J M Sewell	BACS 226	190.00			4061	202	190.00	Christmas Tree
23/01/2020	Primec	BACS 227	180.00		30.00	4199	305	35.00	Parish Office
						4199	305	35.00	Old Pavilion
						4199	305	45.00	Bowling Club
						4199	305	35.00	Tennis Club
23/01/2020	Access Unlimited	BACS 228	600.00			4156	304	600.00	DCA Access Audit
23/01/2020	JRB Electrical	BACS 229	150.00		25.00	4110	401	125.00	Annual PAT - Office
23/01/2020	Bakers of Danbury	BACS 230	1,728.00		288.00	4156	304	1,440.00	Refurb of Danbury Sign
23/01/2020	The Printing Place	BACS 231	44.00			4350	403	44.00	Prints for competition
23/01/2020	Arvon Drains	BACS 232	768.00		128.00	4233	306	640.00	Jetting of Drains
23/01/2020	Hags	BACS 233	384.00		64.00	4176	304	320.00	Swing cradles
23/01/2020	Danbury Electrical Services Lt	BACS 234	174.00		29.00	4244	308	145.00	Defective light disable toilet
23/01/2020	Office Is Limited	BACSC 235	56.66		9.44	4256	401	47.22	Facilities
23/01/2020	Heelis and Lodge	BACS 236	160.00			4252	402	160.00	Interim Internal Audit
23/01/2020	St John Ambulance	BACS 237	57.60		9.60	4350	403	48.00	First Aid Christmas
23/01/2020	J & B Cleaning	BACS 238	198.50			4270	401	198.50	Cleaning - January
23/01/2020	H M Reveue & Customs	BACS 239	1,167.60			4411	405	1,167.60	Tax and NI
23/01/2020	Essex Pension Fund	BACS 240	949.24			4410	405	949.24	Pension - Jan 2020
23/01/2020	Danbury Electrical Services Lt	BACS 241	288.00		48.00	4063	202	240.00	Christmas Lights
23/01/2020	Veolia	BACS 242	41.36		6.89	4100	304	34.47	Waste Collection
23/01/2020	James Tood and co	BACS 243	136.80		22.80	4257	402	114.00	Quarterly payroll charge
23/01/2020	Essex Police	BACS 244	3,000.00			4934	901	3,000.00	Police Overtime
						332	0	-3,000.00	Police Overtime
						6000	901	3,000.00	Police Overtime
23/01/2020	Ricoh UK Limited	BACS 245	493.06		82.18	4274	401	410.88	Photocopier
23/01/2020	Mr G Chapman	CHQ	41.00			4350	403	41.00	Printing of photos - Comp
25/01/2020	James Tood and co	DDR	3,997.00			4400	405	3,997.00	Payroll - Jan 2020
27/01/2020	Barclaycard Business	DDR	199.00			4350	403	5.00	Donation to Action for Happine

Payments for Month 10

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>
						4256	401	194.00	Stamps and consumerables
	Total Payments for Month		17,731.52	0.00	1,077.48			16,654.04	
	Balance Carried Fwd		83,263.74						
	Cashbook Totals		100,995.26	0.00	1,077.48			99,917.78	

Date: 22/01/2020

Danbury Parish Council

Page: 306

Time: 17:39

Cashbook 1

User: MEH

Barclays Current A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		93,853.18					93,853.18	
	Banked: 03/01/2020	282.60						
Football	Danbury Athletic	282.60		47.10	1109	101	235.50	Pitch hire
	Banked: 15/01/2020	240.00						
Football	Danbury Mission	240.00		40.00	1109	101	200.00	Pitch Hire
	Banked: 21/01/2020	2,200.00						
Field Use	Heathcote School	2,200.00			1110	101	2,200.00	Use of Field
	Banked: 22/01/2020	3,949.98						
Bowls Rent	Danbury Bowling Club	3,949.98			1106	101	3,949.98	Rent
	Banked: 22/01/2020	234.00						
Field Hire	Mobile PT	234.00		39.00	1113	101	195.00	Field Hire
	Banked: 22/01/2020	235.50						
	William De Ferrers F C	235.50		39.25	1109	101	196.25	Pitch hire
Total Receipts for Month		7,142.08	0.00	165.35			6,976.73	
Cashbook Totals		100,995.26	0.00	165.35			100,829.91	

Detailed Income & Expenditure by Budget Heading 01/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	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	0	205,156	205,157	1			100.0%	
1090 Interest Received	0	702	0	(702)			0.0%	
1100 Allotment Rents R'ved	0	430	456	26			94.3%	
1105 Tennis Rent R'ved	0	6,000	6,000	0			100.0%	
1106 Bowling Rent R'ved	3,950	7,949	8,949	1,000			88.8%	
1107 Cricket Rent R'ved	0	1,386	1,386	0			100.0%	
1108 DCA Rent R'ved	0	6,896	15,000	8,104			46.0%	
1109 Football Rent R'ved	632	1,286	750	(536)			171.5%	
1110 Heathcote Rent R'ved	2,200	2,200	2,200	0			100.0%	
1113 Hire of Field Income	195	510	250	(260)			204.0%	
1192 CIL	0	10,548	0	(10,548)			0.0%	10,548
1900 Miscellaneous Income	0	24	0	(24)			0.0%	
Income :- Income	<u>6,977</u>	<u>243,086</u>	<u>240,148</u>	<u>(2,938)</u>			<u>101.2%</u>	<u>10,548</u>
Net Income	<u>6,977</u>	<u>243,086</u>	<u>240,148</u>	<u>(2,938)</u>				
6001 less Transfer to EMR	0	10,548						
Movement to/(from) Gen Reserve	<u>6,977</u>	<u>232,538</u>						
<u>201 Open Spaces</u>								
4015 Footpath Maps	0	0	750	750		750	0.0%	
4162 Firework Fencing	0	129	250	121		121	51.6%	
4168 Grass Cutting	0	1,713	2,800	1,087		1,087	61.2%	
4180 Ponds	0	660	1,000	340		340	66.0%	
4185 Trees	0	4,930	3,050	(1,880)		(1,880)	161.6%	
4186 Hedges	0	0	500	500		500	0.0%	
4198 Bin Emptying	0	1,890	0	(1,890)		(1,890)	0.0%	
Open Spaces :- Indirect Expenditure	<u>0</u>	<u>9,322</u>	<u>8,350</u>	<u>(972)</u>	<u>0</u>	<u>(972)</u>	<u>111.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(9,322)</u>	<u>(8,350)</u>	<u>972</u>				
<u>202 Christmas Tree</u>								
4060 Christmas Lights	0	25	150	125		125	16.6%	
4061 Christmas Tree	190	190	1,175	985		985	16.2%	
4062 Electricity	5	79	135	56		56	58.2%	
4063 Electrician	240	240	225	(15)		(15)	106.7%	
Christmas Tree :- Indirect Expenditure	<u>435</u>	<u>533</u>	<u>1,685</u>	<u>1,152</u>	<u>0</u>	<u>1,152</u>	<u>31.7%</u>	<u>0</u>
Net Expenditure	<u>(435)</u>	<u>(533)</u>	<u>(1,685)</u>	<u>(1,152)</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Groundsman and Store								
4105 Electricity	16	322	725	403		403	44.5%	
4110 Equipment Maintenance	0	0	1,500	1,500		1,500	0.0%	
4111 Equipment Maintenance	375	1,211	0	(1,211)		(1,211)	0.0%	
4120 Mobile Phone	14	162	216	54		54	75.0%	
4131 Sewage Robins Nest	0	120	555	435		435	21.6%	
4135 Protective Clothing	0	0	250	250		250	0.0%	
4140 Cover for Groundsman	0	6,452	810	(5,642)		(5,642)	796.5%	
4166 General Supplies	0	307	500	193		193	61.4%	
4200 Vehicle Insurance & Service	0	475	500	25		25	95.0%	
4203 Fuel	0	65	2,300	2,235		2,235	2.8%	
Groundsman and Store :- Indirect Expenditure	405	9,114	7,356	(1,758)	0	(1,758)	123.9%	0
Net Expenditure	(405)	(9,114)	(7,356)	1,758				
304 Dawson Memorial Field								
4100 Trade Refuse	34	379	650	271		271	58.3%	
4130 Water and Sewage	105	3,221	3,000	(221)		(221)	107.4%	
4152 Basketball Court	0	0	250	250		250	0.0%	
4154 Bowling Green	823	6,157	6,361	204		204	96.8%	
4156 Buildings	2,040	2,040	2,500	460		460	81.6%	
4158 Cricket Wicket	0	6,058	6,800	742		742	89.1%	
4164 Fire Extinguishers	0	404	300	(104)		(104)	134.8%	
4171 CCTV	0	(105)	1,500	1,605		1,605	(7.0%)	
4176 Play Area and Equipment	320	487	1,500	1,014		1,014	32.4%	
4198 Bin Emptying	0	0	1,750	1,750		1,750	0.0%	
Dawson Memorial Field :- Indirect Expenditure	3,323	18,640	24,611	5,971	0	5,971	75.7%	0
Net Expenditure	(3,323)	(18,640)	(24,611)	(5,971)				
305 Facilities Maintenance								
4010 Bus Shelters - cleaning	0	2,032	2,740	708		708	74.2%	
4011 Bus Shelters - repairs	0	1,733	0	(1,733)		(1,733)	0.0%	
4050 Allotment Maintenance	12	268	200	(68)		(68)	134.2%	
4172 Grounds Maintenance	0	3,231	1,300	(1,931)		(1,931)	248.6%	
4187 War Memorial	0	0	150	150		150	0.0%	
4194 Notice Boards	0	260	150	(110)		(110)	173.3%	
4199 Legionella	150	2,098	3,500	1,402		1,402	60.0%	
4240 Bins & Seats - Capital	0	0	500	500		500	0.0%	
Facilities Maintenance :- Indirect Expenditure	162	9,623	8,540	(1,083)	0	(1,083)	112.7%	0
Net Expenditure	(162)	(9,623)	(8,540)	1,083				

Detailed Income & Expenditure by Budget Heading 01/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>306 DCA</u>								
4233 DCA Maintenance General	640	5,223	10,000	4,777		4,777	52.2%	
DCA :- Indirect Expenditure	<u>640</u>	<u>5,223</u>	<u>10,000</u>	<u>4,777</u>	<u>0</u>	<u>4,777</u>	<u>52.2%</u>	<u>0</u>
Net Expenditure	<u>(640)</u>	<u>(5,223)</u>	<u>(10,000)</u>	<u>(4,777)</u>				
<u>307 Youth Play</u>								
4190 Youth Play	0	885	885	0		0	100.0%	
Youth Play :- Indirect Expenditure	<u>0</u>	<u>885</u>	<u>885</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(885)</u>	<u>(885)</u>	<u>0</u>				
<u>308 Old Pavilion</u>								
4244 Old Pavilion General	145	775	750	(25)		(25)	103.3%	
Old Pavilion :- Indirect Expenditure	<u>145</u>	<u>775</u>	<u>750</u>	<u>(25)</u>	<u>0</u>	<u>(25)</u>	<u>103.3%</u>	<u>0</u>
Net Expenditure	<u>(145)</u>	<u>(775)</u>	<u>(750)</u>	<u>25</u>				
<u>310 Land Leases and Rents</u>								
4182 Rents	0	100	850	750		750	11.8%	
4356 National Trust Lease	0	0	300	300		300	0.0%	
Land Leases and Rents :- Indirect Expenditure	<u>0</u>	<u>100</u>	<u>1,150</u>	<u>1,050</u>	<u>0</u>	<u>1,050</u>	<u>8.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(100)</u>	<u>(1,150)</u>	<u>(1,050)</u>				
<u>401 Parish Office - Operational</u>								
4110 Equipment Maintenance	125	440	1,000	560		560	44.0%	
4250 IT Support	346	3,711	5,135	1,424		1,424	72.3%	
4256 Office Consumables	283	857	1,250	393		393	68.6%	
4266 Telephone	68	667	745	78		78	89.5%	
4270 Office Cleaning	199	1,550	3,400	1,850		1,850	45.6%	
4272 Petty Cash	0	0	750	750		750	0.0%	
4274 Photocopier	411	1,423	1,550	127		127	91.8%	
Parish Office - Operational :- Indirect Expenditure	<u>1,431</u>	<u>8,648</u>	<u>13,830</u>	<u>5,182</u>	<u>0</u>	<u>5,182</u>	<u>62.5%</u>	<u>0</u>
Net Expenditure	<u>(1,431)</u>	<u>(8,648)</u>	<u>(13,830)</u>	<u>(5,182)</u>				
<u>402 Parish Office</u>								
4252 Bank and Audit	160	1,234	1,725	491		491	71.5%	
4254 Fees and Subs	0	1,189	1,425	236		236	83.4%	
4257 Payroll Bureau	114	395	718	323		323	55.0%	

Detailed Income & Expenditure by Budget Heading 01/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4258 Professional Fees	0	1,208	1,500	292		292	80.5%	
4260 Publications	0	64	100	37		37	63.5%	
4261 End of Year	0	61	635	574		574	9.5%	
4357 Parish Office Rent etc	0	8,250	11,000	2,750		2,750	75.0%	
4431 Insurance & Risk Management	0	4,105	6,300	2,195		2,195	65.2%	
4445 Loan Repayments	0	2,682	6,000	3,318		3,318	44.7%	
Parish Office :- Indirect Expenditure	<u>274</u>	<u>19,187</u>	<u>29,403</u>	<u>10,216</u>	<u>0</u>	<u>10,216</u>	<u>65.3%</u>	<u>0</u>
Net Expenditure	<u>(274)</u>	<u>(19,187)</u>	<u>(29,403)</u>	<u>(10,216)</u>				
403 Civic								
4350 Chairman's Allowance	138	742	1,000	258		258	74.2%	
4351 Councillor Training & Expenses	300	798	1,500	702		702	53.2%	
Civic :- Indirect Expenditure	<u>438</u>	<u>1,540</u>	<u>2,500</u>	<u>960</u>	<u>0</u>	<u>960</u>	<u>61.6%</u>	<u>0</u>
Net Expenditure	<u>(438)</u>	<u>(1,540)</u>	<u>(2,500)</u>	<u>(960)</u>				
404 Grants								
4372 Grants Local Organisations	0	1,500	2,000	500		500	75.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>1,500</u>	<u>2,000</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>75.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,500)</u>	<u>(2,000)</u>	<u>(500)</u>				
405 Staff Costs								
4115 Mileage	0	136	300	164		164	45.2%	
4125 Training - Staff	0	1,862	3,550	1,688		1,688	52.5%	
4400 Staff Salaries	3,997	48,664	64,145	15,481		15,481	75.9%	
4410 Pensions	949	12,704	18,476	5,772		5,772	68.8%	
4411 Tax & NI	1,168	15,345	22,167	6,822		6,822	69.2%	
Staff Costs :- Indirect Expenditure	<u>6,114</u>	<u>78,710</u>	<u>108,638</u>	<u>29,928</u>	<u>0</u>	<u>29,928</u>	<u>72.5%</u>	<u>0</u>
Net Expenditure	<u>(6,114)</u>	<u>(78,710)</u>	<u>(108,638)</u>	<u>(29,928)</u>				
406 Publicity								
4268 Website	70	308	600	292		292	51.3%	
4300 Newsletter	0	1,270	2,100	830		830	60.5%	
4301 Annual Parish Meeting	0	361	750	390		390	48.1%	
Publicity :- Indirect Expenditure	<u>70</u>	<u>1,939</u>	<u>3,450</u>	<u>1,512</u>	<u>0</u>	<u>1,512</u>	<u>56.2%</u>	<u>0</u>
Net Expenditure	<u>(70)</u>	<u>(1,939)</u>	<u>(3,450)</u>	<u>(1,512)</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Ear Marked Reserves								
4906 Elections EMR	0	77	0	(77)		(77)	0.0%	77
4924 Emergencies	0	0	10,000	10,000		10,000	0.0%	
4927 Neighbourhood Plan	218	218	0	(218)		(218)	0.0%	218
4930 Land Slippage	0	17,620	7,000	(10,620)		(10,620)	251.7%	17,620
4934 Community Specials	3,000	4,000	0	(4,000)		(4,000)	0.0%	4,000
Ear Marked Reserves :- Indirect Expenditure	<u>3,218</u>	<u>21,915</u>	<u>17,000</u>	<u>(4,915)</u>	<u>0</u>	<u>(4,915)</u>	<u>128.9%</u>	<u>21,915</u>
Net Expenditure	<u>(3,218)</u>	<u>(21,915)</u>	<u>(17,000)</u>	<u>4,915</u>				
6000 plus Transfer from EMR	3,218	21,915						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	6,977	243,086	240,148	(2,938)			101.2%	
Expenditure	16,654	187,655	240,148	52,493	0	52,493	78.1%	
Net Income over Expenditure	<u>(9,677)</u>	<u>55,431</u>	<u>(0)</u>	<u>(55,431)</u>				
plus Transfer from EMR	3,218	21,915						
less Transfer to EMR	0	10,548						
Movement to/(from) Gen Reserve	<u>(6,459)</u>	<u>66,798</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Ear Marked Reserves	0.00		0.00
321 Planning Documents	0.00		0.00
322 Neighbourhood Plan Printing	1,727.49	-218.00	1,509.49
323 Elections	4,432.00	-4,077.00	355.00
324 DCA Reserve	6,384.52		6,384.52
325 Information Tech	100.40		100.40
326 New Equipment	0.00		0.00
327 Play Equipment	0.00		0.00
328 Old School House	5,000.00		5,000.00
329 Emergency Fund	5,000.00	10,000.00	15,000.00
330 Tractor	0.00		0.00
331 Neighbourhood Plan	10,918.78		10,918.78
332 Community Specials	4,000.00	-4,000.00	0.00
333 Land Slippage	91,597.88	-10,620.24	80,977.64
334 Eves Corner Pond	0.00		0.00
335 Legionella-Sports & Social	0.00		0.00
336 ECC Drainage	3,268.73		3,268.73
337 CIL 17/18	4,985.79		4,985.79
338 CIL 18/19	3,197.74	4,376.86	7,574.60
339 CIL 19/20	0.00	6,171.22	6,171.22
	140,613.33	1,632.84	142,246.17