



Killamarsh Parish Council

Killamarsh Parish Office
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To: **All Members of Killamarsh Parish Council Finance Committee**

You are Hereby Summoned to attend a meeting of the Parish Council to be held on **MONDAY 18th September 2023 at 7:00 PM KILLAMARSH COMMUNITY HUB.**

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

1 Chair's Announcements

- To receive the Chairman's opening announcements.

2 Apologies for Absence

- To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

3 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6 Minutes from the previous meeting

- a) To approve the draft minutes of the Finance Committee meeting held on the 12th June 2023.
- b) To receive an update on any ongoing issues not covered as an agenda item.

7 External Audit

- To receive the External Auditors report and note any comments, if received prior to the meeting.

8 Finances

8.1 Bank Reconciliation

- To receive and check the bank balance for June 2023 (attached)
- To receive and check the bank balance for July 2023 (attached)
- To receive and check the bank balance for August 2023 (attached)

8.2 Receipts and Payments

- To receive and check the receipts and payments for June 2023 (attached)
- To receive and check the receipts and payments for July 2023 (attached)
- To receive and check the receipts and payments for August 2023 (attached)

9 Budgets

- To receive, review and approve the budget report for the period April 2023 to August 2023 (attached).

10 Bank Accounts

- To receive an update from the Clerk

11 Insurance

- To receive information regarding the insurance policy for 23/24 and note that a full review will be required annually in July by the committee going forward.

12 Items for discussion for a future agenda

- 2024/25 Budget
- Church maintenance agreement
- Review of Reserve requirements

13 Date of the Next Council Meeting

- 6th November 2023

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

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 will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 12 JUNE 2023

Those present :

Chair : Cllr S Clough
Vice-Chair : Cllr C M Fletcher
Councillors : Cllr T Lacey, Cllr C Lacey, Cllr W Tinley
Officers : Mrs G Blank

FIN93 Chair's Announcements

The Chair welcomed everyone to the meeting.

FIN94 Apologies for Absence

No apologies were received.

FIN95 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received

FIN96 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

Cllr Windle was in attendance and commented on the Westthorpe development planning application.

FIN97 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

It was agreed that there were no items on the agenda requiring the exclusion of the press and public.

FIN98 Minutes from the previous meeting

a) To approve the draft minutes of the Finance Committee meeting held on 17th April 2023.

RESOLVED: That the minutes of the meeting held on the 17th April 2023 are a true and accurate record.

b) To receive an update on an ongoing issues not covered as an agenda item.

FIN87 - Church Clock maintenance agreement - The Clerk reported that the Deputy Clerk has submitted the grant funding application for the restoration and is waiting the outcome. The Clerk will add the maintenance agreement to the next agenda for the committees consideration.

FIN99 Appointment of the Vice Chair

- To consider and approve the appointment of the Vice Chair to the Committee.

Cllr Tony Lacey nominated Cllr Fletcher and Cllr Carol Lacey seconded the nomination. All Councillors were in favour.

RESOLVED: Cllr M Fletcher is appointed as Vice Chair of the Finance Committee.

FIN100 Internal Audit

a) To receive the Internal Auditors report and consider how any issues raised may be resolved.

The Clerk had circulated the detailed Auditors report to Councillors prior to the meeting.

Overall the auditor was satisfied that a good standard of record keeping has been maintained which simplified the audit process.

The auditor highlighted a few areas for slight improvement during 2023/24 which she was happy the Council will be able to achieve.

1. More work required on updating policies.
2. Ensure 5 years worth of Annual returns are on the Parish Website.
3. Review business continuity insurance levels.
4. Asset register to be allocated insurance figures.
5. Additional bank accounts required to safeguard Council monies.

With the exception of point 2 the Clerk had already identifies these areas to target now that the Finance processes are up to date.

b) To make recommendations to Full Council.

RESOLVED: That the Finance Committee recommend that the Auditors report be accepted and the Clerk instructed to take corrective action.

c) To consider and approve the appointment of the internal auditor for the 23/24 accounts.

The Clerk asked the Committee to consider recommending the appointment of Faye Hazlehurst as the internal auditor for 23/24 due to the thorough report the Council had received.

RESOLVED: That the Finance Committee recommends that Full Council approves the appointment of Faye Hazlehurst as the internal auditor for 23/24.

FIN101 Year End

a) To consider the responses to the Annual Governance Statement and recommend them to Full Council for approval.

The Clerk explained the external audit process to Councillors new to the Finance Committee.

The Clerk read through the statements of the Annual Governance Statement and the Committee agreed to each appropriate response.

RESOLVED: That the Annual Governance statement responses agreed by the Finance Committee

are recommended to Full Council for approval.

b) To receive the figures in the Annual Accounts Statement for 22/23 and recommend to Full Council their approval.

The Clerk informed Councillors that the internal auditor had checked and agreed with the figures completed in the Annual Accounts Statement for 22/23. The Clerk advised Committee members that she was happy to go through the figures in more detail on a one to one basis if anyone wished to do so.

RESOLVED: That the Finance Committee recommends to Full Council that the figures in the Annual Accounts Statement for 22/23 are approved.

FIN102

Finances

10.1 Bank Reconciliation

- To receive and check the bank reconciliation for April 2023
- To receive and check the bank reconciliation for May 2023

The Clerk explained to new Committee members how the bank reconciliation worked and what checks are required on their behalf.

Figures on the bank statements for each month were checked against the bank reconciliation spreadsheet and the receipts and payments figures in the spreadsheet were also checked against the lists supplied separately.

RESOLVED: That the bank reconciliation checks are completed for April and May 2023.

10.2 Receipts and Payments

- To receive and check the receipts and payments for April 2023
- To receive and check the receipts and payments for May 2023

Councillors were asked to check the lists of receipts and payments and ask any questions they may have. The Clerk informed the Committee members that at any point anyone could ask the Clerk to see the invoices on the list as a check.

RESOLVED: That the receipts and payments for April and May 2023 are checked.

10.3 Direct Debits

- To receive and approve the list of direct debits

The Clerk showed Councillors a report from the banking system that showed all current direct debits and explained what each one was for.

RESOLVED: That the list of direct debits is approved for 2023/24.

FIN103

Bank Accounts

a) To review the current bank mandate and approve the details are still correct.

The Clerk informed Councillors that the current mandate is that herself and the Deputy Clerk are set up as administrators and 4 Councillors as authorisers. Of the 4 Councillors 2 are require to approve online payments or sign cheques.

RESOLVED: That the current mandate and levels of authorisation meet the needs of the Parish Council.

b) To resolve to remove the former Councillors from the mandate.

The Clerk informed the Committee that due to their departure from the Council 2 of the existing signatories need removing from the account.

RESOLVED: That the former Councillors are removed from the mandate.

c) To consider and approve adding additional bank signatories to the mandate.

RESOLVED: That Cllrs Clough, Fletcher, C Lacey and Tinley are approved as the bank signatories.

FIN104 Items for discussion for a future agenda

- To receive any agenda items for a future meeting.

Church Clock Maintenance Agreement

Review of reserves

Policy - Online banking and invoice payments

Additional banking / investment opportunities

FIN105 Date of the Next Council Meeting

a) to consider the appropriate time for future Finance Committee meetings.

Due to the working commitment of current committee members it was agreed to keep the meeting start times at 7pm and that this maybe reviewed at any time.

b) 18th September 2023

The Clerk informed the Committee that she would be on annual leave the 2 weeks prior to the next meeting so information for them to check would be limited. She asked them to consider moving the date of the meeting so that the meeting can be more productive. Councillors agreed that the Clerk should circulate alternative dates for Councillors to consider.

Killamarsh Parish Council - Monthly Bank Reconciliation 2023-2024

Reconciliation	June 2023	Previous Month	Difference
Receipts & Payments	Bal b/f	£ 440,151.92	
	Add receipts	£ 259,472.69	£ 258,528.98
	Less payments	£ 110,525.91	£ 37,354.84
	Bank balance to date =	£ 589,098.70	£ 221,174.14
			£ 72,227.36

Bank

Unity Bank £ 589,098.70

Bank statement balance = £ 589,098.70

Reconciliation £ -

Killamarsh Parish Council - Monthly Bank Reconciliation 2023-2024

Reconciliation	August 2023	Previous Month	Difference
Receipts & Payments	Bal b/f		
	£ 440,151.92		
	Add receipts	£ 275,798.06	£ 2,740.00
	£ 278,538.06		
	Less payments	£ 171,014.65	£ 18,420.29
	£ 189,434.94		
	Bank balance to date =	£ 104,783.41	£ 15,680.29
	£ 529,255.04		

Bank

Unity Bank £ 529,255.04

Bank statement balance = £ 529,255.04

Reconciliation £ -

Killamarsh Parish Council

Record of payments - June 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount	Invoices Received
30-Jun-23	Unity Bank	Bank Charges	Bank Charges	£ 40.05	NO
28-Jun-23	Powertech	Purchase of new Brush Cutter Strimmer	23841	£ 538.99	Yes
28-Jun-23	EDF ENERGY	Electricity in HUB	15639927	£ 133.25	Yes
28-Jun-23	NEDDC	Rent for sub lease of parish suite from 01/07/2023 - 30/06/2024		£ 5,400.00	Yes
28-Jun-23	SLCC	Cfca - Judy France	QL201164-2	£ 75.00	Yes
28-Jun-23	DALC	DALC Day - J France	SI-3836	£ 55.00	Yes
28-Jun-23	Waterplus	Water charges period 17/05/23-17/06/23	wp-INV02481444	£ 11.59	Yes
28-Jun-23	Amazon	World Cup flags	GB33WU7R6AEUI	£ 23.39	Yes
28-Jun-23	Logo Leisurewear Ltd	Uniform	132822/132734	£ 135.00	Yes
28-Jun-23	Direct Debit (N E DERBYSHIRE D C)	Rated - Offices	7:1335029N	£ 379.00	Yes DD
21-Jun-23	Direct Debit (ALSTAR)	Petrol for strimmer	A560160872	£ 7.81	Yes
21-Jun-23	Direct Debit (E.ON NEXT)	Church Clock - May 2023	A-0480A688-001	£ 49.52	Yes
19-Jun-23	Killamarsh Heritage Society	Repayment of Section 137 grant	Grant	£ 148.00	Yes
16-Jun-23	Lloyds Multi pay card	High Street Vouchers - prizes	May 2023 Statement	£ 120.00	Yes
16-Jun-23	Lloyds Multi pay card	Adobe Monthly subscription	IEZ2D2305215089	£ 18.70	Yes
16-Jun-23	Lloyds Multi pay card	Microsoft Monthly Licence subscription	E0600NEED	£ 45.00	Yes
16-Jun-23	Lloyds Multi pay card	Microsoft Monthly Licence subscription	E0600NE9GQ	£ 11.25	Yes
16-Jun-23	Lloyds Multi pay card	Microsoft Monthly Licence subscription	E0600NE9GR	£ 99.60	Yes
16-Jun-23	Lloyds Multi pay card	Card Fee	May 2023 Statement	£ 3.00	DD
15-Jun-23	DD Venture - GKL Leasing	June Van Hire	582202	£ 494.00	Yes
13/06/2023	DD Affinity	May Telephone	553891	£ 159.18	Yes
12-Jun-23	Amazon	Stationery	GB34SD6ABEY	£ 6.85	Yes
12-Jun-23	Amazon	Tile Drill Bits set	INV-GB-157657981-2023-137481	£ 6.85	Yes
12-Jun-23	Kompan	Supply and installation - Norwood Place Play Area	246684	£ 60,554.19	Yes
12-Jun-23	Amazon	Stationery	INV-GB-175598335-2023-707	£ 5.48	Yes
12-Jun-23	Eric Harding	Refund of DBS enhanced payment		£ 13.00	No
12-Jun-23	Amazon	Stationery	INV-GB-1373726455-2023-52824	£ 7.89	Yes
12-Jun-23	Amazon	x10 LGV HGV Vehicle Check and Defect Report Books	INV-GB-1131033005-2023-305	£ 35.95	Yes
12-Jun-23	AG Group Ltd	Copier Charges for May	107261	£ 177.98	Yes
12-Jun-23	NEDDC	Green bin collection	DV20133197	£ 440.40	Yes
12-Jun-23	Amazon	Stationery	INV-GB-155255495-2023-259	£ 4.99	Yes
12-Jun-23	ET Highways	Lamp post testing x6	54138	£ 432.00	Yes
12-Jun-23	ICS Ltd	Security visits for cemetery & playground	54183	£ 260.40	Yes
05-Jun-23	Direct Debit (NEDCC)	Rates - Hub Building	DD	£ 947.00	Yes - DD
05-Jun-23	Direct Debit (EDF Energy)	Hub Gas - Monthly DD	DD	£ 405.00	Yes
02-Jun-23	Sweepwise Limited	Supply and fitting of benches	10858	£ 1,454.40	Yes
02-Jun-23	Anyway Washrooms Solutions	Internal Nappy bins	29886	£ 192.00	Yes
02-Jun-23	Anyway Washrooms Solutions	Internal Nappy bins	29885	£ 391.74	Yes
02-Jun-23	Waterplus	Hub - 17th April 23 - 17th May 2023	INV02194069	£ 11.29	Yes
02-Jun-23	DALC	Chair Skills 13.6.23	SI-3803	£ 50.00	Yes
02-Jun-23	DALC	Chair Skills 13.6.23	SI-3808	£ 50.00	Yes
02-Jun-23	DALC	First Aid Training - GB & CW - 26.09.23	SI-3809	£ 280.00	Yes
02-Jun-23	Amazon	Toilet Rolls	2023-105720	£ 44.08	Yes
02-Jun-23	Direct Debit (Affinity)	May IT Licences	133336	£ 111.12	Yes
01-Jun-23	Direct Debit (Screwfix)	Uniform	1368023312	£ 19.99	Yes
01-Jun-23	Direct Debit (Screwfix)	Refund Uniform	1362764756	£ 19.99	Yes
01-Jun-23	Direct Debit (Screwfix)	Uniform	1363274759	£ 19.99	Yes
				£ 79,171.07	

Killamarsh Parish Council

Record of receipts - May 2023

Date	From	For	Amount
28-Jun-23	SM & IR Williams	Belk Lane	£ 25.00
27-Jun-23	Natterchat	Room Hire	£ 20.00
21-Jun-23	Stall Holder	Susan Mitchell	£ 10.00
20-Jun-23	Stall Holder	Village Festival - R Baines	£ 50.00
12-Jun-23	DCC	Clir Renwick contrib to new furniture	£ 500.00
07-Jun-23	D Price	Catering Village Festival	£ 80.00
02-Jun-23	FRANCESCA BILTAJI	Refund of Allotment payment	-£ 25.00
02-Jun-23	HMCTS / Centralised	No information	£ 13.71
02-Jun-23	NEDCC	Election - Room Hire	£ 270.00
			£ 943.71

Killamarsh Parish Council

Record of payments - July 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount	Invoices Received
07.07.23	Edge IT Systems	Minutes & Finance Package subscription	37142	£ 1,038.48	Yes
19.07.23	Waterplus	Hub Water Charges	INV02785345	£ 66.77	Yes
21.07.23	Russell Richardson	Offsite confidential waste disposal	R40914	£ 54.70	Yes
26.07.23	CJ Signs	Poppy signs for Remembrance	INV18188	£ 394.80	Yes
19.07.23	Mrs P A Dickens	Cancellation Fee Village Festival	Cancellation Fee	£ 175.00	Email
28.07.23	NEDCC	Rates Offices	Rates DD	£ 379.00	DD
26-Jul-23	Allstar Business Solutions	Diesel and petrol	E2017355749	£ 87.20	Yes
20-Jul-23	Charlotte Watson	Expenses - Hire of generator for village festival	7797Q00785	£ 157.23	Yes
20-Jul-23	EDF Energy	Hub Electricity - June 2023	15927769	£ 125.40	Yes
20-Jul-23	Doorsteppa	Village Festival Advert	7587	£ 59.40	Yes
20-Jul-23	North Derbyshire Radio	Advertising & Promoting Village Festival	NDR_KPC_1	£ 250.00	Yes
19-Jul-23	NLS Electrical	Hub Lighting and Office electrics	155	£ 3,150.00	Yes
19-Jul-23	Npower	CCTV Cameras April 23 - June 23	IN07610741	£ 58.80	Yes
19-Jul-23	GKL Leasing	Van Hire	586735	£ 494.00	Yes
19-Jul-23	Loyds Multi Pay Card	Canva - Village Festival Leaflets	03/07/2023	£ 35.00	Yes
19-Jul-23	Loyds Multi Pay Card	Trophy Store - Cops V Kids medals	03/07/2023	£ 25.39	Yes
19-Jul-23	Loyds Multi Pay Card	Ebay - No parking signs for Village Green	03/07/2023	£ 27.59	Yes
19-Jul-23	Loyds Multi Pay Card	Adobe monthly licence fee	03/07/2023	£ 18.70	Yes
19-Jul-23	Loyds Multi Pay Card	Microsoft monthly licence fee	03/07/2023	£ 11.25	Yes
19-Jul-23	Loyds Multi Pay Card	Microsoft monthly licence fee	03/07/2023	£ 83.00	Yes
19-Jul-23	Loyds Multi Pay Card	Microsoft monthly licence fee	03/07/2023	£ 45.00	Yes
19-Jul-23	Loyds Multi Pay Card	NEDCC - TENS Licence Village Festival	03/07/2023	£ 21.00	Yes
19-Jul-23	Loyds Multi Pay Card	NEDCC - Copy of Premises licence	03/07/2023	£ 8.00	Yes
19-Jul-23	Loyds Multi Pay Card	Card Fee	03/07/2023	£ 3.00	Charge
04-Jun-23	Killaprint	Business Cards	123	£ 212.05	Yes
28-Jun-23	James Gardiner NIB GM&C	Grounds Maintenance at Birchlands	KIL001	£ 275.00	Yes
29-Jun-23	NEEDC	Payroll staff costs months 1-3 23/24	DV20133450	£ 38,945.69	Yes
30-Jun-23	AG Group Ltd	Printer goods and services	107844	£ 45.54	Yes
30-Jun-23	ICS Ltd	Cemetery security visits for June 23	54502	£ 325.50	Yes
13-Jul-23	Direct Debit Affinity	Telecoms	554004	£ 157.40	Yes
05-Jul-23	NEDCC	Rates Hub	DD - 71339625N	£ 947.00	Yes
03-Jul-23	Killamarsh Heritage Society	Section 137 grant	Grant	£ 500.00	No
03-Jul-23	FCC Recycling (UK) Ltd	Third party funding to unlock grant for Suite refurbishr CF-2362	CF-2362	£ 10,686.58	Yes
03-Jul-23	Smiths of Derby	Annual Church Clock Maintenance	128025	£ 255.60	Yes
03-Jul-23	Natterchat	Section 137 grant	Grant	£ 470.00	No
03-Jul-23	Direct Debit EDF Energy	Hub Gas DD- July	67116720333	£ 405.00	Yes
03-Jul-23	Direct Debit Screwfix	Ear Defenders and Gloves	1372841555	£ 20.80	Yes
03-Jul-23	Direct Debit Screwfix	Uniform	1375006932	£ 50.98	Yes
03-Jul-23	Direct Debit Screwfix	Tools	1377644383	£ 31.27	Yes
03-Jul-23	Direct Debit Affinity	IT Charges including new phone set up and disconnection from server	133572	£ 391.62	Yes
				£ 60,488.74	

Charlotte placed order on her card as the Councils card wouldn't work

Refund received for duplicate payment

Agreed April 2023

Killamarsh Parish Council

Record of receipts - July 2023

Date	From	For	Amount
27.07.23	Angela Bates	Stall Holder refunds	-£ 20.00
27.07.23	J Bartle	Stall Holder refunds	-£ 20.00
20-Jul-23	Natalie Wragg	Stall Holder refunds	-£ 20.00
20-Jul-23	Roise Baines	Stall Holder refunds	-£ 50.00
20-Jul-23	Lisa Cowell	Stall Holder refunds	-£ 10.00
20-Jul-23	Nicola Donohoe	Stall Holder refunds	-£ 10.00
20-Jul-23	Louise Bown	Stall Holder refunds	-£ 10.00
20-Jul-23	Mrs A K Hunt	Stall Holder refunds	-£ 10.00
20-Jul-23	Elisa Chesterton	Stall Holder refunds	-£ 10.00
20-Jul-23	Jaclyn Staley	Stall Holder refunds	-£ 10.00
20-Jul-23	Martyn Mitchell	Stall Holder refunds	-£ 10.00
20-Jul-23	Killamarsh WI	Stall Holder refunds	-£ 5.00
20-Jul-23	Rachel Keeling	Stall Holder refunds	-£ 10.00
20-Jul-23	Connect Fibre	Stall Holder refunds	-£ 20.00
20-Jul-23	RBL - Mr FA & Mrs J Portwood	Stall Holder refunds	-£ 5.00
14.07.23	HMRC	VAT return	£ 15,730.45
07.07.23	Fibre Assets	Village Festival stall	£ 20.00
05.07.23	HIMCTS / Centralised	Unknown	£ 9.92
03.07.23	Ledger	Beik Lane 3A	£ 25.00
03.07.23	Killamarsh Heritage Society	Village Festival stall	£ 5.00
03.07.23	Killamarsh Heritage Society	Village Festival stall	£ 5.00
03.07.23	Killamarsh Charity Group	Village Festival stall	£ 5.00
03.07.23	Louise Bown	Village Festival stall	£ 10.00
03.07.23	Andrea Coates	Beik Lane 5a & b	£ 50.00
03.07.23	P Calpin	Station Road 6b	£ 25.00
03.07.23	F Smedley	Station Road 10a	£ 25.00
03.07.23	B Smedley	Station Road 5b	£ 25.00
03.07.23	J Fletcher	Station Road 7A	£ 25.00
03.07.23	D Treweek	Station Road 8A	£ 25.00
03.07.23	Misc	Sale of reception desk	£ 100.00
03.07.23	Hankle	Beik Lane 1a&b	£ 50.00
03.07.23	Bailey	Beik Lane 5a&b	£ 50.00
03.07.23	Wright	Station Road 6A	£ 25.00
03.07.23	Wellings	Beik Lane 7B	£ 25.00
03.07.23	Holehouse	Station Road 7B	£ 25.00
03.07.23	Killamarsh Nursing Home	Sale of equipment	£ 50.00
03.07.23	Foreman	Station Road 4b	£ 25.00
03.07.23	Blakey	Beik Lane 3a	£ 25.00
03.07.23	Private Hirer	Hire of KCH 08/05/2023	£ 50.00
03.07.23	Tyler	Beik Lane 3B	£ 25.00
03.07.23	Dolman	Beik Lane 4A	£ 25.00
03.07.23	WI	Village Festival stall	£ 5.00
03.07.23	Killamarsh Infant School	Beik lane 2B	£ 25.00
03.07.23	Bulloss	Station Road 2B Allotment	£ 25.00
03.07.23	Bell	Station Road 1B Allotment	£ 25.00
03.07.23	Conservation Group	Village Festival stall	£ 5.00
			£ 16,325.37

Killamarsh Parish Council

Record of payments - August 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount	Invoices Received
29.08.2023	NEDCC	Office Rates	71335029N	£ 379.00	DD
23.08.2023	Gail Blank	Expenses - Refund for payment for Premises Licence api NMC6263616		£ 809.28	Yes
21.08.2023	NLS Electrical	Replace Lighting Box and install external socket at War 1155 - 21/08/23		£ 200.00	Yes
19.08.2023	Waterplus	Water charges	wp-INV03087119	£ 13.81	Yes
23-Aug-23	Get Composting	Purchase of 2 330l Compost Bins	KPC-210823	£ 44.49	Yes
23-Aug-23	G Blank	Expenses - Refund for payment for Premises Licence api E1/GB/22.08.23		£ 635.00	Yes
23-Aug-23	Amazon	Notice board x2 pack	INV-GB-148883051-2023-9908	£ 62.50	Yes
23-Aug-23	Amazon	Walkie Talks for Remembrance Day	2023-4070	£ 60.23	Yes
23-Aug-23	NEDCC	Business Stream Office - 31/03/23 - 04/06/23	DV20133819	£ 37.35	Yes
23-Aug-23	NEDCC	Bankers Boxes and 23-24 planner calendar	GB38663ABEY	£ 32.98	Yes
23-Aug-23	NEDCC	Business Stream Office - 05/06/23 - 04/07/23	DV20133807	£ 17.35	Yes
23-Aug-23	Amazon	Signature book	GB38F2IABEY	£ 19.32	Yes
23-Aug-23	Allstar	Petrol for mower	E2017501198	£ 7.45	Yes
16-Aug-23	Lloyds Card	Sheffield City Council - Markets Licence	Lloyds Card	£ 12.00	Yes
16-Aug-23	Lloyds Card	Adobe Monthly licence fee	IEE2023007593104	£ 18.70	Yes
16-Aug-23	Lloyds Card	Microsoft Licences	E060007DFY	£ 45.00	Yes
16-Aug-23	Lloyds Card	Microsoft Licences	E060007MDN	£ 11.25	Yes
16-Aug-23	Lloyds Card	Microsoft Licences	E060007MDO	£ 83.00	Yes
16-Aug-23	Lloyds Card	Card Fee	Card Fee	£ 3.00	Fee
15-Aug-23	NEDCC	Parish Suite service charges - Qtr 1	DV20133729	£ 4,718.56	Yes
Approved by events committee £500 contribution from Cllr Renwick, rest from Capital					
15-Aug-23	Amazon	Meeting chairs for the hub (20 conference and 50 foldii)	GB37XDSABEY	£ 2,457.35	Yes
15-Aug-23	Logo Leisurewear Ltd	Trousers	133155	£ 19.80	Yes
15-Aug-23	EDF	Electricity for the Hub - Jul 2023	16254204	£ 136.53	Yes
15-Aug-23	D R Martin	4 desks for office, traded in against computer chairs	35	£ 250.00	Yes
15-Aug-23	GKL Leasing	Van Hire	590197	£ 494.00	Yes
15-Aug-23	AG Rentals	Quarterly Rental	14401	£ 186.66	Yes
11-Aug-23	Affinity	Telecoms		£ 159.35	Yes
07-Aug-23	Business Stream	Hub water waste services - 7th April to 6th July 2023	2845824	£ 38.40	Yes
07-Aug-23	National Grid	Electricity Connection for Cemetery Gates	4778271/1802864	£ 2,787.97	Yes
07-Aug-23	2commune	Website Hosting	4578	£ 552.00	Yes
07-Aug-23	AG Group	Printing Charges	108314	£ 45.54	Yes
07-Aug-23	ICS	Cemetery Gates - July 23	54732	£ 286.44	Yes
07-Aug-23	Waterplus	Cemetery Water - 22/4/23-22/07/23	INV02826927	£ 32.18	Yes
07-Aug-23	Surefit Carpets	Office carpet tiles	41135	£ 1,320.00	Yes
07-Aug-23	Gail Blank	Reimbursement of payment for the Electricity supply ca	To be supplied	£ 911.94	Yes
07-Aug-23	NEDCC	Rates Killamarsh Hub	DD	£ 947.00	Yes
Quarterly invoice received, in credit and monthly amounts reduced.					
07-Aug-23	EDF Energy	Monthly Gas DD payment	DD	£ 405.00	Yes
13-Jun-23	Screwfix	Barrier Tape	1384402764	£ 19.98	Yes
12-Jun-23	Screwfix	Fencing Pins and Line marking spray	1383965455	£ 104.89	Yes
27-Jun-23	Screwfix	Safety Footwear	1389035511	£ 36.99	Yes
28-Jun-23	Screwfix	Overalls	1389457435	£ 18.00	Yes
				£ 18,420.29	

Killamarsh Parish Council

Record of receipts - August 2023

Date	From	For	Amount
04-Aug-23	N Sellars	Room Hire - Hub May/June	£ 170.00
08-Aug-23	Scouts	Return of duplicate refund	£ 20.00
21-Aug-23	J Stokes	Christmas Fayre	£ 10.00
22-Aug-23	D Drake	Christmas Fayre	£ 10.00
24-Aug-23	Police & Crime Commissioners Office	Grant - Extreme Wheels	£ 2,500.00
29-Aug-23	Natterchat	Room Hire - Hub Aug	£ 20.00
31-Aug-23	J Staley	Christmas Fayre	£ 10.00
			£ 2,740.00

£ 5,480.00

Killamarsh Parish Council
Budget 2023/24

EXPENDITURE		22/23 Outturn	23/24 Approved Budget	23/24 Current actual 31.08.23	23/24 Projected Outturn	23/24 Variance
Health, Safety & Wellbeing Committee						
Salaries & Wages						
1000	Office Staff - Salaries	38,947.83	78,793.00	16,179.90	78,793.00	0.00 23/24 pay award TBD
1001	Office Staff - NIC	16,021.16	7,217.00	5,169.15	7,217.00	0.00 23/24 pay award TBD
1002	Office Staff - Pension	12,297.37	12,896.00	5,356.23	12,896.00	0.00 23/24 pay award TBD
1010	Handyman - Salaries	16,257.69	21,840.00	4,187.27	21,840.00	0.00 23/24 pay award TBD
1011	Handyman - NIC	5,020.42	661.00	1,010.05	661.00	0.00 23/24 pay award TBD
1012	Handyman - Pensions	5,970.31	4,150.00	814.16	4,150.00	0.00 23/24 pay award TBD
1020	Cleaner - Salaries	5,622.79	5,460.00	1,405.71	5,460.00	0.00 23/24 pay award TBD
1021	Cleaner - NIC	0.00	0.00	0.00	0.00	0.00
1022	Cleaner - Pension	0.00	0.00	0.00	0.00	0.00
1030	Events Manager - Salaries	0.00	22,680.00	3,277.96	22,680.00	0.00 23/24 pay award TBD
1031	Events Manager - NIC	0.00	1,973.00	599.30	1,973.00	0.00 23/24 pay award TBD
1032	Events Manager - Pensions	0.00	4,309.00	945.94	4,309.00	0.00 23/24 pay award TBD
1040	Hospitality Staff - Salaries	0.00	0.00	0.00	0.00	0.00
1041	Hospitality Staff - NIC	0.00	0.00	0.00	0.00	0.00
1042	Hospitality Staff - Pensions	0.00	0.00	0.00	0.00	0.00
1050	Pension Added Years Payment	213.67	0.00	0.00	0.00	0.00
Total - Salaries & Wages		100,351.26	159,979.00	38,945.63	159,979.00	0.00
Indirect Staffing Costs						
1100	Staff Training	1,699.00	1,750.00	925.00	1,750.00	0.00 No CILCA to pay for this year.
1101	Councillor Training	0.00	0.00	50.00	50.00	50.00
1110	Travel	0.00	150.00	0.00	150.00	0.00
1120	Recruitment Advertising	905.50	500.00	0.00	500.00	0.00
1130	HR & Payroll	1,650.00	2,000.00	0.00	2,000.00	0.00
1135	Health & Safety	1,872.50	2,000.00	13.00	2,000.00	0.00 Potential saving
1140	Uniform	376.18	750.00	251.30	750.00	0.00
Total - Indirect Staffing Costs		6,703.18	7,150.00	1,239.30	7,200.00	50.00
Total - Health, Safety & Well Being Committee		107,054.44	167,129.00	40,184.93	167,179.00	50.00
Finance Committee						
Administration Costs						
1200	Stationery	387.11	500.00	365.41	500.00	0.00
1201	Copier Charges	1,844.75	1,850.00	582.49	1,850.00	0.00
1205	Subscriptions / Books	2,385.90	2,500.00	1,443.63	2,500.00	0.00
1210	Postage	6.85	100.00	0.00	100.00	0.00
1215	IT Costs	18,258.63	7,500.00	2,357.50	6,500.00	-1,000.00 22/23 included new laptops and tablets, savings to reserve for refresh
1220	Misc. Expenses	209.77	200.00	0.00	200.00	0.00
1225	Telecoms	1,739.05	1,850.00	531.46	1,400.00	-450.00
1230	Parish Newsletter	693.00	800.00	0.00	800.00	0.00
1235	Office Equipment	423.97	800.00	401.05	800.00	0.00
1240	Election Costs	0.00	6,000.00	0.00	6,000.00	0.00 Additional £2k in reserves
1245	Bank Charges	214.60	250.00	52.05	200.00	-50.00
1250/1	Audit - External	0.00	1,050.00	0.00	1,050.00	0.00
1250/2	Audit - Internal	-1,426.25	504.00	504.00	504.00	0.00
1255	Accountancy Fees	3,311.06	250.00	0.00	250.00	0.00 Ad hoc VAT advice
1260	Professional Fees	350.00	500.00	0.00	500.00	0.00
1265	Legal Fees	782.40	2,000.00	0.00	2,000.00	0.00 Canal Bridge Lease
Total - General Administration Costs		29,181.84	26,654.00	6,237.59	25,164.00	-1,500.00
Premises Costs						
1300	Rent - Council Offices	0.00	1.00	0.00	1.00	0.00
1310	Rates - Council Offices	3,792.40	3,793.00	1,897.40	3,793.00	0.00
1320	Utilities - Council Offices	0.00	0.00	54.70	5,000.00	5,000.00 Unbudgeted Costs
1330	Refuse Disposal - Paper	581.65	600.00	91.16	600.00	0.00 small increase in charges
1340	Property Maintenance - Council Offices	419.98	0.00	0.00	0.00	0.00
1350	Insurance	3,616.98	3,800.00	0.00	3,800.00	0.00 Includes all building insurance and contents
Total - Office Premises Costs		8,411.01	8,194.00	2,043.26	13,194.00	5,000.00
Total - Administration Costs		37,592.85	34,848.00	8,280.85	38,348.00	3,500.00
Grants & Donations						
1400	Grants - Section 137	1,754.85	5,000.00	822.00	5,000.00	0.00
Total - Grants & Donations		1,754.85	5,000.00	822.00	5,000.00	0.00
Projects						
1500	NEDCC - Leisure Centre Subsidy	150,000.00	80,000.00	0.00	80,000.00	0.00
1505	NEDCC - Leisure Centre Condition Survey & Boilers	20,000.00	20,000.00	0.00	20,000.00	0.00
1510	Loan Interest PWLB	0.00	0.00	0.00	0.00	0.00 Move to Parish Suite reserve
1520	Loan capital PWLB	0.00	0.00	0.00	0.00	0.00 Move to Parish Suite reserve
1530	Parish Suite Refurbishment	0.00	0.00	10,686.58	0.00	0.00 From Capital
1531	Parish Suite Doors	0.00	0.00	7,515.00	0.00	0.00 From Grant (6668) and Capital (847)
1540	Contribution to reserves	0.00	0.00	0.00	0.00	0.00
Total - Projects		170,000.00	100,000.00	18,201.58	100,000.00	0.00
Total - Finance Committee		209,347.70	139,848.00	27,304.43	143,348.00	3,600.00
Environment & Climate Change Committee						
Parks & Open Spaces						
2000	Rent - CISWO land	18.51	115.00	106.58	106.58	-8.42
2010	Dog Bin Emptying	4,108.80	5,820.00	0.00	5,813.00	-7.00 Based on current contract
2015	Dog Bin Purchases	2,335.76	0.00	0.00	0.00	0.00 Bins ordered in 22/23 but invoiced in April 2023
2020	Grounds Maintenance - NEDCC	12,582.24	8,000.00	0.00	7,035.00	-965.00 Based on current contract
2045	Grounds Maintenance	738.66	15,000.00	475.00	15,000.00	0.00 Ad hoc work
2030	Gritting - Bags and Bins	963.26	2,000.00	0.00	2,000.00	0.00
2040	Equipment & Small Tools	775.07	1,120.00	611.41	1,120.00	0.00 New trimmer & other small tools
2042	Purchase of benches	0.00	0.00	1,212.00	0.00	0.00 From Env Reserve
2050	Vehicle Leasing	3,221.68	4,944.00	1,765.29	4,944.00	0.00 Based on current contract
2060	Vehicle Fuel & Maintenance	835.88	1,200.00	268.82	1,200.00	0.00 Included insurance in 22/23
2055	Vehicle Insurance	1,642.00	1,900.00	0.00	1,900.00	0.00
2041	Green waste disposal	0.00	250.00	440.40	440.40	190.40 2 Green bins for grass cuttings around offices
3000	Killamarsh in Colour	0.00	5,000.00	0.00	5,000.00	0.00
Total - Parks & Open Spaces		27,222.06	45,349.00	4,877.60	44,658.98	-790.02
Cemetery						

2100	Water Charges	146.66	200.00	64.32	200.00	0.00	
2105	Gates Opening Costs	2,070.00	3,000.00	4,027.21	5,000.00	2,000.00	Rates for 23/24 increased
2110	Refuse Disposal	1,250.68	1,500.00	662.48	1,500.00	0.00	
Total - Cemetery		3,467.34	4,700.00	4,754.01	6,700.00	2,000.00	
Churches & Churchyards							
2300	Electricity - Clock	415.66	800.00	143.70	800.00	0.00	
2310	Maintenance Costs	3,018.00	1,000.00	213.00	1,000.00	0.00	Servicing and minor repairs - agreement needs formalising
Total - Churches & Churchyards		3,433.66	1,800.00	356.70	1,800.00	0.00	
Highways & Street Furniture							
2400	Rent - Bus Shelter	37.08	40.00	0.00	40.00	0.00	
2410	Maintenance / Repairs	374.00	1,000.00	1,250.00	1,250.00	250.00	Sheffield Road roof repair
Total - Highways and Street Furniture		411.08	1,040.00	1,250.00	1,290.00	250.00	
CCTV							
2500	Electricity	780.21	1,000.00	223.78	1,000.00	0.00	
2505	Maintenance	0.00	1,000.00	0.00	1,000.00	0.00	
Total - CCTV		780.21	2,000.00	223.78	2,000.00	0.00	
Community Bus							
3300	Community Bus	0.00	5,000.00	0.00	5,000.00	0.00	
Total - Community Bus		0.00	5,000.00	0.00	5,000.00	0.00	
Projects							
2600	Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	
2610	Birchlands Log Circle - Capital Reserve Fund	0.00	0.00	0.00	0.00	0.00	
2620	Notices Boards - Capital Reserve Fund	577.00	0.00	0.00	0.00	0.00	
2630	Benches (*4) - Capital Reserve Fund	2,038.00	0.00	0.00	0.00	0.00	
2640	Grant Funded - Defibs	5,240.00	0.00	0.00	0.00	0.00	
2641	Speed Indicator Devices	0.00	0.00	360.00	0.00	0.00	0.00 funded
2642	Norwood Play Area	0.00	0.00	50,461.83	25,000.00	25,000.00	Part funded from Grant (€25K) remainder from Env Reserve
Total - Projects		7,855.00	0.00	50,821.83	25,000.00	25,000.00	
Total - Environment & Climate Change Committee		43,169.57	59,869.00	62,283.62	86,346.98	26,469.98	
Events & Communications Committee							
Killamarsh Community Hub							
3100	Rates	11,776.00	9,472.00	4,737.00	9,472.00	0.00	
3110	Water Charges	235.12	1,000.00	191.56	1,000.00	0.00	
3120	Electricity	2,143.46	5,000.00	1,271.68	5,000.00	0.00	
3130	Gas	4,821.87	8,000.00	1,820.00	8,000.00	0.00	
3140	Maintenance Contracts	3,298.38	12,000.00	5,020.89	12,000.00	0.00	Office conversion invoice outstanding
3245	Cleaning Materials & Equipment	512.55	1,000.00	82.57	1,000.00	0.00	
Total - CLOC Building		22,787.38	36,472.00	12,923.70	36,472.00	0.00	
Parish Suite							
1530	Parish Suite - Refurbishment	4,850.00	0.00	0.00	0.00	0.00	
3200	Bar Stock	0.00	5,000.00	0.00	5,000.00	0.00	
3210	Catering Purchases - Food & Drink	0.00	4,000.00	0.00	4,000.00	0.00	
3220	Catering Purchases - Non Food	0.00	1,500.00	0.00	1,500.00	0.00	
3230	Publicity	0.00	1,000.00	0.00	1,000.00	0.00	
3240	Equipment & Small Tools	478.51	500.00	2,223.85	2,223.85	1,723.85	
3246	Washroom Services	0.00	0.00	166.45	166.45	166.45	
3250	Stocktaking fees	0.00	400.00	0.00	400.00	0.00	
3260	Entertainers	0.00	1,000.00	0.00	1,000.00	0.00	
3270	Lease	40,479.70	21,800.00	9,000.00	21,800.00	0.00	
3275	Service Charge	14,745.85	16,000.00	4,404.20	16,000.00	0.00	Includes rates, share of utilities and other shared mntce costs
3280	Licences	529.00	1,000.00	1,620.40	2,500.00	1,500.00	Renewal of Premises Licence
Total - Parish Suite		61,083.06	52,000.00	17,414.90	55,390.30	3,390.30	
Projects							
3400	Queens Platinum Jubilee	1,427.76	0.00	0.00	0.00	0.00	
3410	Extreme Wheels Sessions	3,245.00	0.00	0.00	0.00	0.00	Partially grant funded and Council reserves
Total - Projects		4,672.76	0.00	0.00	0.00	0.00	
Events							
3500	Competition Prizes	170.00	200.00	120.00	200.00	0.00	
3510	Christmas Decorations & Activities	3,646.14	6,000.00	0.00	6,000.00	0.00	
3520	Village Festival	0.00	5,000.00	642.88	1,142.88	-3,857.12	
3530	One off Events	143.62	4,000.00	744.60	4,000.00	0.00	Coronation
3540	Remembrance Day	428.06	250.00	329.00	329.00	79.00	Purchase of Poppy signs for lampposts
Total - Events		4,368.02	15,450.00	1,836.48	11,671.68	-3,778.12	
Total - Events & Communications Committee		92,931.22	103,922.00	32,176.08	103,534.18	-387.82	
TOTAL EXPENDITURE		462,602.53	470,788.00	161,948.32	500,410.16	29,622.16	
INCOME							
Finance Committee							
Administration							
100	Precept	488,648.56	440,314.00	220,157.00	440,314.00	0.00	
110	Rent	50.00	0.00	0.00	0.00	0.00	
120	Memorial Fence Insurance Claim	900.00	0.00	0.00	0.00	0.00	
130	Wayleaves and Easements	21.18	19.00	0.00	19.00	0.00	
140	Bank Interest	0.00	0.00	0.00	0.00	0.00	
150	Leases	1,920.00	500.00	0.00	500.00	0.00	
160	Misc Income	184.43	0.00	382.33	382.33	382.33	Some income needs to be identified and reallocated
170	Parish Suite Doors	0.00	0.00	6,668.00	6,668.00	6,668.00	
Total - Administration		491,704.17	440,833.00	227,207.33	447,883.33	7,050.33	
Environment & Climate Change Committee							
Allotments							

200	Belk Lane income	525.00	525.00	375.00	525.00	0.00	Some income paid in March 2023
210	Station Road income	550.00	550.00	250.00	550.00	0.00	Some income paid in March 2023

Total - Allotments		1,075.00	1,075.00	625.00	1,075.00	0.00	
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Rights of Way - DCC

220	Rights of Way Income from DCC	495.00	495.00	0.00	495.00	0.00	
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Total - Rights of Way - DCC		495.00	495.00	0.00	495.00	0.00	
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Project Funding

230	Defibrillator Grant Income	1,956.00	0.00	0.00	0.00	0.00	
240	Norwood Play Area	0.00	0.00	25,000.00	25,000.00	25,000.00	

Total - Projects Funding		1,956.00	0.00	25,000.00	25,000.00	25,000.00	
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Events & Communications Committee

Killamarsh Community Hub

300	Rent	105.00	11,250.00	525.00	3,000.00	-8,250.00	Best guess based on current usage
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Total - CLOC Building		105.00	11,250.00	525.00	3,000.00	-8,250.00	
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Parish Suite

310	Hire Income	0.00	24,450.00	0.00	24,450.00	0.00	
320	Bar Income	0.00	10,500.00	0.00	10,500.00	0.00	
330	Catering Income	0.00	5,500.00	0.00	5,500.00	0.00	

Total - Parish Suite		0.00	40,450.00	0.00	40,450.00	0.00	
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Events

340	Village Festival	0.00	0.00	175.00	175.00	175.00	
350/1	Grants received - Jubilee	700.00	0.00	0.00	0.00	0.00	
350/2	Grants received - Remembrance	150.00	0.00	0.00	0.00	0.00	
350/3	Grants - Extreme Wheels	0.00	0.00	5,000.00	5,000.00	5,000.00	
350/4	Grants - Hub Furniture - Cllr Renwick	0.00	0.00	500.00	500.00	500.00	

Total - Events		850.00	0.00	5,675.00	5,675.00	5,675.00	
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TOTAL INCOME		496,185.17	494,103.00	259,032.33	523,578.33	29,476.33	
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NET BALANCE		-43,682.24	-23,315.00	-97,084.01	-23,168.17	146.83	
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Reserves	31.03.2023	Movement in Year		31.03.2024
General Fund	£156,243.74			£156,243.74
Reserves				
EMR Birchlands Play Area	£1,509.67			£1,509.67
EMR Parish Suite Reserve	£59,962.11	-£10,696.58		£49,275.53
Rolling Capital Fund	£128,229.19	-£847.00		£127,382.19
EMR Environment Reserve	£85,696.04	-£26,673.83		£59,022.21
EMR Community Events	£3,285.00			£3,285.00
EMR Election Costs	£2,000.00			£2,000.00
EMR Speedwatch	£16.26			£16.26
EMR Community Hub Property Repairs	£5,000.00			£5,000.00
Reserves	£285,678.27	-£38,207.41		£242,470.86
	£441,922.01			£398,714.60

FCC payment, increase from loan savings
Parish Suite Doors, £35,000 in total earmarked for Suite
Purchase of Benches and Norwood Play Area

