



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**Clerk** Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 11 July 2017 at Beechen Hall, Wildfell Close, Walderslade**, commencing at 7:30pm when it is proposed to transact the following business:

**1. Apologies and non-attendance**

To receive apologies from members unable to attend.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying.**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**3. Minutes of the meeting of 16 May 2017**

To consider the minutes of the meeting (previously circulated) and if in order to sign as a true record.

**4. Matters Arising From the Minutes**

4.1 Minute 2991/4.1 Charitable Incorporated Organisations (CIOs). Grove Green Hall has some minor issues outstanding that the parish office has to submit. Vinters Valley NR is still having issues with KCC and MBC that Cllr Vic Davies is attempting to resolve.

4.2 Minute 2992/8.1 WWG tractor and associated equipment insurance. The equipment was delivered on 13 June and insurance was located and in place for its full use.

4.3 Any other matters arising from the minutes, but not on the agenda.

### **Adjournment to enable members of the public to address the meeting.**

**5. Financial report.**

5.1 Reconciliation of accounts reports (page 3).

5.1.1 Cooperative Bank.

5.1.2 HSBC Beechen Hall.

5.1.3 Unity Trust Bank.

5.1.4 Santander Investment Bond.

5.1.5 Barclays Bank.

5.1.6 Lloyds 3 month.

5.1.7 Lloyds Bank 12 mths.

5.1.8 Nationwide Beechen Hall.

5.1.9 Nationwide PC.

5.2 Investments. See and report (pages 3-4).

5.3 Income/Expenditure report as at 3 July 2017. See report (pages 8-14).

**6. Contingency Fund and Budget adjustments**

Virement from Contingency Budget to Ground Maintenance budget. See report (pages 4-5).

**7. Personnel matters**

TOIL, training, leave and leave/sickness cover.

7.1 Training and Statement of Intent. See report (pages 5-6).

7.2 Training programme for office staff and Councillors. (page 6).

7.3 Staff appraisals. To consider how to improve the current staff appraisal system.  
See report (page 6).

**8 Grant Requests**

Boxley Society preparation for vegetation clearance work See report (page 7).

**9. Independent Internal Auditor Review.**

To review and consider the current situation. See report (page 7).

**10 Policies and Procedures: Reports and Reviews**

10.1 General. Risk Assessment, See report (page 8).

10.2 Public Internet Access Policy: the Clerk, having reviewed, considers it still fit for purpose.

**11 Matters for Information**

To receive any information.

**12 Date of Next Meeting**

Tuesday 12 September 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 29 August 2017.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 5 July 2017

Issues to be returned to agenda as they develop: Reserves Policy Review as needed.

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 11 July 2017.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 5. Financial report.**

**Item 5.1. Reconciliation of accounts**

For the information supplied below to be verified the Chairman will have the original supporting documents, including the latest bank statements.

**Account closing balances.**

Item	Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
8.1.1	06.06.17	Coop General Account	£50,173.06
8.1.2	03.07.17	HSBC Beechen Hall	£24,132.64
8.1.3	02.06.17	Unity Trust Bank	£96,526.25
8.1.4	24.05.17	Santander Investment Bond (matures 01.08.17)	£75,675.81
5.1.5	25.04.17	Barclays Bank	£16,439.25
5.1.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
5.1.7	06.06.17	Lloyds B	£Nil
5.1.8	05.04.17	Nationwide Beechen Hall 12 mth (now 95 day saver account which rolls over, matures 25/08/2017.	£55,873.90
5.1.9	05.04.17`	Nationwide Parish Council 12 mth (now 95 day saver account which rolls over, matures 15 September 2016.	£60,749.66
		Total	£430,216.84

**Item 5.2 Investments.**

F&GPC has given approval to replace the matured investment, of £25,300 back into the Lloyds B, and arrangements are being made to do this but it is not a simple procedure due to timing issues in that the transaction must be booked and the BACS payment made the next day. The office is attempting to book the authorisation for when councillors attend.

Outstanding transfer not shown in the above, but authorised £25,000 being moved from UTB to Barclay's account.

RFO's note: Members guidance is sought on the following.  
 Nationwide Parish Council. When this matures the sum invested will be reduced to £19,000 releasing £41,000. The Clerk has investigated Metro Bank as an investment opportunity. The Parish Council's permission has to be sought to open a new account and Metro only offer a 12 month investment opportunity for community organisations.

Santander Investment Bond matures 1 August 2017. It is suggested that this is rolled over for another 12 months.

F&GPC members views are sought on the access restrictions for parish council's funds, The following table gives an indication, having taken into account planned transfers, where the parish council funds are placed and the investment timescale. Do members consider that there is sufficient flexibility built into the investment programme.

	Access date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
	Instant	Coop General Account	£24,873
	Instant	HSBC Beechen Hall	£24,132
	Instant	Unity Trust Bank	£71,526
12 mths	01.08.2018	Santander Investment Bond (matures 01.08.17)	£75,675
	Instant	Barclays Bank	£41,439
3 mths	08.05.2018	Lloyds A (matures 08/05/2018)	£50,646
3 mths	10/2017	Lloyds B	25,300
95 days	25/08/2017	Nationwide Beechen Hall 12 mth (now 95 day saver account which rolls over, matures 25/08/2017.	£55,873
95 days	05.04.17`	Nationwide Parish Council 12 mth (now 95 day saver account which rolls over, matures 15/09/17	£19,000
12 mths?	10/2018	Metro?	40,750

**Item 6. Contingency Fund and Budget adjustments.** Purpose of item: Decision

Request virement from Contingency Budget (code 230/4210) to Grounds Maintenance budget (code 240/4500) of £2,468.

Extract from Estates Committee 13 June 2017. Minute (draft) 3006/13

Members **received** and **noted** the Clerk's report stating that due to a review, that Landscape Services had carried out of its services and costs, it found that it had been undercharging on all its contracts and was losing money. It therefore had to increase the charge for this year to £9,021.27, an increase of £2,468.00. After discussion and at such a late stage members rather reluctantly **agreed** to the increase. A request to the F&GP committee to vire funds from the contingency fund will be made at the July meeting. **Action Office.**

Request for a transfer of funds from one budget code to another.

- Movement of £96 from the General Insurance Budget (code 110/4105) to the Allotments Insurance budget (code 280/4105). The parish office must split the general insurance into other codes and the previous estimate of how much the portion for the insurance premium for the allotments was under estimated. By allowing this adjustment the budget is accurate and thus better for future forecasts.
- Adjustments to satisfy the changes requested by the Parish Council on 3 July 2017. Chairman's Allowance Budget (120/4150) reduced to £129, Parish Councillor Allowance/PAYE increase to £4123. An increase in the payment made to the Chairman, previously 23% of the Parish Councillor allowance but now increased to 25%, was approved. The Parish Councillor Allowance has a programmed 1% increase per annum.

**Item 7 Personnel matters.** Purpose of item: Decision

## **7.1 Training - Statement of Intent.**

### *Current statement*

#### **Boxley Parish Council Statement of Intent - Training.**

*Boxley Parish Council is committed to improving the standard of its staff and councillors by training and to support this includes a budget for conferences and training in each financial year.*

*Boxley Parish Council will require future Clerks to be qualified or agree to become qualified. The Parish Council also pays for the Clerks' subscription to the Society of Local Council Clerks.*

*Boxley Parish Council recognises that training can take many forms (formal, in house and peer mentoring). The Parish Council encourages members to consider and undertake training; this is particularly recommended for any member wishing to serve on the Environment and Finance Committee and new councillors.*

*Boxley Parish Council has adopted the four guiding principles in the National Training Strategy for Town and Parish Councils for its staff and councillors. The four guiding principles of*

- *Formal Training. Examples – Cilca (Certificate in Local Council Administration) and Local Policy Certificate (Gloucester University).*
- *Personal Skills. Public speaking; Customer care; Accounting techniques; Report writing; Presentation techniques etc. Boxley Parish Council will support its staff and councillors seeking relevant training.*
- *Specialist Skills. Newsletter and website; Green Spaces and play equipment; Cemetery management; Community planning etc.*
- *Technical Updating. Legal and statutory provisions; Regional conferences; Planning updates etc.*

*The Finance Committee will be responsible for undertaking a formal review of the training needs of the parish council and council personnel in July of each year (in order to plan for the next financial year). The Committee will review the four guiding principles to identify what training might be needed and then plan how to achieve it.*

*Boxley Parish Council will use all resources available to it. Examples:*

*Formal training - Borough Council, County Council, Kent Association of Local Councils, Society of Local Council Clerks and other organisations. All Parish Councillors are informed of training opportunities and encouraged to attend. It is expected that Members of the Environment and Finance Committee attend planning and Finance training offered by the Borough Council and Kent Association of Local Councils. New Councillors are expected to attend the Kent Association of Local Councils Information Day for New Councillors.*

*New staff are to be given on job training and formal training where appropriate.*

*Informal/In House Training – All new Councillors have an induction meeting with the Clerk and receive an information pack (Standing Orders, policies procedures, leaflets, List of Parish Council Powers etc.)*

*Boxley Parish Council is to work towards providing 4 in house training sessions a year run by the Clerk or a relevantly experienced parish councillor.*

*The Clerk is to continue to issue briefing papers, containing details of relevant document or websites that can be consulted, to increase member's knowledge etc. DVDs and books are also to be made available.*

*The parish office is to maintain and annually circulate a list of the training documents that are available (members attending training are requested to give a copy of the documents that they received to the parish office). Parish councillors can request the documents for reading etc.*

*Peer Mentoring – Inexperienced councillors are encouraged and supported by their colleagues. Councillors who have been on training courses are asked to share their knowledge with their colleagues.*

*The Finance Committee is to review regularly the training undergone by all Parish Council members and staff. Persons who have attended formal training will be asked to submit a report on the training, its appropriateness and what they gained from it. Personnel are also requested to inform the Clerk of any relevant formal training they receive outside the Parish Council 'envelope', e.g. at their work-place.*

*The Parish Council and its Committees are asked to make suggestions about and recommendations about training needs to the Finance Committee. An agenda item is placed at a relevant meeting to ensure that discussion takes place.*

*The impact of the informal training sessions run by the parish council is also to be evaluated.*

*It is recognised that the parish office plays a pivotal role in identifying when training is needed due to changes in legislation, new equipment or an unusual circumstance. There is a standing requirement for the Clerk to place an item concerning this on to an agenda (either committee if related to that committee or parish council) rather than wait for the scheduled Finance Committee meeting.*

Draft suggested replacement statement.

Boxley Parish Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality services to and representation of the people of the parish, supported by an appropriate budget.

## **7.2 Training programme for office staff and Councillors.**

Mrs Candy hopes to attend the Clerks' Conference on Thursday 14 September which either the Clerk and Assistant Clerk may also attend.

The Clerk was unsuccessful in obtaining a place on a webinar course on changes to the General Data Protection Regulations coming into effect in 2018 but is on a standby list. If unsuccessful she and the Assistant Clerk will have, for a reduced fee, access to the programme to brief themselves.

The Clerk wishes to attend the KALC Finance Conference on 12 October. and if unsuccessful will have, for a reduced fee access to the programme to go through it by herself and with Melanie Fooks.

Pauline Bowdery wishes to attend the Finance Conference 12 October.

Unfortunately due to prior commitments Cllrs Constable and Hayday could not attend the KALC Councillors Conference on 8 July but they will be informed of future dates.

## **7.3 Staff Appraisals**

The Parish Council has no formal statement about staff appraisals and their timing. Due to this informal set up the Clerk has not had a formal appraisal for over two years, because she has found it difficult to allocate time to complete and submit her self-assessment, the first stage in the appraisal process. Annual appraisals of the staff for whom she or the Assistant Clerk are responsible are also lagging.

It is recommended that the F&GPC agree a formal timetable and procedure for undertaking annual staff appraisals, with regular feedback to the committee on progress, but **not** their content.

**Item 8. Grant Requests.** Purpose of item: Decision

**Boxley Parish Council Grant Application Form.**

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail [clerk@boxleyparishcouncil.org.uk](mailto:clerk@boxleyparishcouncil.org.uk).

Application from

Title/organisation	Boxley Village Society
Contact details	
Telephone/email	

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

To buy/hire a 'Hippo' bag to take vegetation from clean up of street from entrance (started but not completed) by and the village green. - Take up weeds + bare shrubs. Approx cost of 1.5 cu mt. £130.

If applicable, registered charity reference number.

Have you included a copy of the last year end accounts? YES/NO

Common Paymaster Scheme

Are there any restrictions placed on who can use/access the services. YES/NO.

Please supply details of any restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or the following (which is the Parish Council's equal opportunities statement) is signed as an acceptance of the principles.

"No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs. social class or trade union activity."

**Item 10 Policies and Procedures: Reports and Reviews**

10.1 General Risk Assessment.

Parish Councils are required to manage any risk. Members will find in the annexed document the Clerk/RFO's current assessment of general risk with her further comments below.

Your particular attention is brought to the statement contained in 1.1, namely that *Councillors have a responsibility to manage the financial system and must investigate/highlight any concerns that they have. Parish councillors to be clearly briefed on the system being used, the risk management assessment and their responsibilities for checking letters of authorisation etc.*

In parallel with this, staff are to be reminded of their own responsibilities:-  
*Ensure all office personnel audit their colleagues and that there are clear instructions and expectations concerning the reporting of any concerns about any financial transactions or issues.*

Needless to say, this applies equally to us all. Any concerns to be reported to the Chairman of the Parish Council or Clerk as appropriate.

Clerk's notes.

The attached document has been refreshed. There is an addition at item 12 but otherwise there have been no major changes.

The following from within the document is highlighted **for annual review**.

*2.1 All authorisations of payments by Councillors are to be undertaken in the office using council equipment where appropriate. Review this requirement annually.*

Should members wish to amend this method of authorising then another risk management assessment of any changes will be required.

F&GPC Chairman's note.

I have received notification from the Clerk that she is "concerned about the volume of risk management documents that the parish council must produce, keep track of, follow and review. Failure to accurately maintain and work to these documents is a risk within itself so a review of the possibility of amalgamating some of the documents, spring cleaning the folder to remove excessive pdf copies etc. will be programmed and a report on what action has been taken to improve the current situation will be submitted to the September F&GPC meeting for approval. The review will also cover documents produced by the Estates Committee". I completely concur with this action, time-consuming though it will be.

### **Item 5.3 Income/Expenditure report as at 3 July 2017.**

RFO's note.

Budget 150/4275 Walderslade Woodlands Group. Due to the purchase of a 2-wheel tractor, associated equipment and insurance the annual grant has already been exceeded. Walderslade Woodlands Group have an earmarked reserve and at the end of the year this will be reduced by the extra expenditure over the annual budget.

Assistant Clerk's report on budget Code 4620 Gas.

Members have been querying the above code for some time now and after further investigation I have discovered why the budget code was exceeded last year by some 33%.

The 2016-17 budget code was set following a tender to utilities companies based on consumption from 7/03/14—6/3/15.

The new contract with Opus Energy began on 1/5/16 and the total cost of gas for 16-17 as shown at 31/3/17 was £1511.88. This included a final bill from the previous suppliers British Gas from 17-2-16 – 30-4-16 for £516.33. If you take this amount from the total you are left with £995.55 and if you add March and April 17's bills 127.72 + 101.47 it will bring the total cost for the year to 1224.74, thus giving a difference of £94.74. Approx 8.4%.



Boxley Parish Council Detailed Income & Expenditure by Budget Heading 03/07/2017  
Cost Centre Report

Month No: 3

<b>Parish Council</b>		Actual	Actual	Current	Variance	Funds	% Spent
100 Parish Office		Current Mth	To Date	Annual Bud	Annual Total	Available	
4000	Salaries	3527	10885	43020	32135	32135	25.3%
4005	PAYE	1113	3392	13261	9869	9869	25.6%
4010	Pensions	79	239	1643	1404	1404	14.5%
4020	Administration	96	377	1700	1323	1323	22.2%
4025	Audit	0	(225)	400	625	625	(56.3%)
4026	Bank/Credit Card Charges	(4)	2	0	(2)	(2)	0.0%
4030	Books and Publications	0	0	60	60	60	0.0%
4035	Rates	61	182	1684	1502	1502	10.8%
4040	Licences/Leases	138	851	2652	1801	1801	32.1%
4045	Subscriptions	50	1336	1675	339	339	79.8%
4050	Training/Conferences	0	0	750	750	750	0.0%
4055	Travel-Staff	14	57	596	539	539	9.6%
Parish Office :- Indirect Expenditure		5074	17094	67441	50347	50347	25.3%
Movement to/(from) Gen Reserve		(5,074)	(17,094)				
<b>110 General Parish Council</b>							
4100	Hire of Halls	80	125	380	255	255	32.9%
4105	Insurance	1631	1631	2381	750	750	68.5%
4115	Publicity	1504	2724	7925	5201	5201	34.4%
4120	Website Admin	0	0	330	330	330	0.0%
4125	Referendum	0	0	15000	15000	15000	0.0%

General Parish Council :- Indirect Expenditure		3215	4480	26016	21536	21536	17.2%
Movement to/(from) Gen Reserve		(3,215)	(4,480)				
<b>120 Councillor &amp; Subsistence Allow</b>							
4150	Chairman's Allowance Personal	51	154	629	475	475	24.5%
4155	Chairman's Allowance Civic	0	0	100	100	100	0.0%
4160	Councillor's Allowance/PAYE	305	901	3607	2706	2706	25.0%
4165	Subsistence	0	0	100	100	100	0.0%
Councillor & Subsistence Allow :- Indirect Expenditure		357	1055	4436	3381	3381	23.8%
Movement to/(from) Gen Reserve		(357)	(1,055)				
<b>130 Finance</b>							
1076	Precept	0	107437	107437	0		100.0%
1090	Interest Received	63	140	1863	1723		7.5%
1100	Parish Service Scheme	0	0	13611	13611		0.0%
1130	Other	0	14	0	(14)		0.0%
Finance :- Income		63	107591	122911	15320		87.5%
4210	Contingency Fund	1200	2793	30000	27207	27207	9.3%
4220	Land Aquisition	0	0	52831	52831	52831	0.0%
Finance :- Indirect Expenditure		1200	2793	82831	80038	80038	3.4%
Movement to/(from) Gen Reserve		(1,137)	104798				
<b>150 Grants</b>							
4270	Other Grants	0	500	2000	1500	1500	25.0%
4275	Walderslade Woods Group	991	5392	5177	(215)	(215)	104.2%

4280	Village Hall Grants	0	0	1500	1500	1500	0.0%
4285	Vinters Valley Park LNR	381	381	6214	5833	5833	6.1%
4290	Friends of Boxley Warren	42	42	568	526	526	7.3%
Grants :- Indirect Expenditure		1413	6315	15459	9144	9144	40.8%
Movement to/(from) Gen Reserve		(1,413)	(6,315)				
<b>Estat</b>							
<b>es</b>							
220 Burial Ground							
1200	Burials	0	0	1250	1250		0.0%
Burial Ground :- Income		0	0	1250	1250		0.0%
4045	Subscriptions	0	90	92	2	2	97.8%
4420	Admin Fee	0	0	250	250	250	0.0%
Burial Ground :- Indirect Expenditure		0	90	342	252	252	26.3%
Movement to/(from) Gen Reserve		0	(90)				
230 Green Spaces							
4210	Contingency Fund	0	0	2000	2000	2000	0.0%
4400	Maintenance	151	200	2500	2300	2300	8.0%
4450	Boxley Village Green	0	0	500	500	500	0.0%
4460	WDJ Orchard	0	0	500	500	500	0.0%
Green Spaces :- Indirect Expenditure		151	200	5500	5300	5300	3.6%
Movement to/(from) Gen Reserve		(151)	(200)				
240 Grounds Maintenance							

4500	Grounds Maintenance Contract	0	0	5499	5499	5499	0.0%
4505	Roundabout Maintenance	0	0	306	306	306	0.0%
Grounds Maintenance :- Indirect Expenditure		0	0	5805	5805	5805	0.0%
Movement to/(from) Gen Reserve		0	0				
<b>250 Street Furniture</b>							
4550	Noticeboards	(1,200)	(1,200)	0	1200	1200	0.0%
4560	Village Signs	0	0	200	200	200	0.0%
Street Furniture :- Indirect Expenditure		(1,200)	(1,200)	200	1400	1400	(600.0%)
Movement to/(from) Gen Reserve		1200	1200				
<b>260 Beechen Hall</b>							
1091	Interest Received	0	0	402	402		0.0%
1230	Hire Fees Casual	1719	3833	16200	12367		23.7%
1231	PL Insurance Income	18	40	222	182		18.0%
1235	Hire Fees Regular	1415	6039	30000	23961		20.1%
1250	Wages - AEC	0	40	400	360		10.0%
Beechen Hall :- Income		3152	9953	47224	37271		21.1%
4001	Wages	1570	4725	19235	14510	14510	24.6%
4005	PAYE	201	564	2306	1742	1742	24.4%
4010	Pensions	22	65	452	387	387	14.3%
4020	Administration	0	17	200	183	183	8.4%
4025	Audit	0	(225)	400	625	625	(56.3%)
4035	Rates	141	424	3930	3506	3506	10.8%
4040	Licences/Leases	0	273	409	136	136	66.8%
4105	Insurance	1016	1016	1215	199	199	83.6%

4210	Contingency Fund	0	0	6000	6000	6000	0.0%
4605	CCTV/Alarms Maintenance	0	0	970	970	970	0.0%
4610	Consumables	43	210	914	704	704	23.0%
4615	Electricity	153	413	2080	1667	1667	19.8%
4620	Gas	50	279	1130	851	851	24.7%
4625	Water	0	0	825	825	825	0.0%
4630	Electrical Safety	0	410	410	0	0	100.00%
4635	Fire Safety	0	0	80	80	80	0.0%
4640	Gas Maintenance	0	0	257	257	257	0.0%
4645	Ground Maintenance	0	0	500	500	500	0.0%
4650	Hall Maintenance	394	867	2500	1633	1633	34.70%
4655	Hall Marketing	0	0	200	200	200	0.0%
4660	Refuse Collections	326	630	2039	1409	1409	30.9%
4720	Car Park Lights	0	(707)	0	707	707	0.0%
Beechen Hall :- Indirect Expenditure		3916	8959	46052	37093	37093	19.5%
Movement to/(from) Gen Reserve		(764)	993				
<b>270 Beechen Hall projects</b>							
4550	Noticeboards	0	0	300	300	300	0.0%
4705	Internal Decoration	0	0	500	500	500	0.0%
4710	External Decoration	0	0	500	500	500	0.0%
4715	Floor	0	0	15000	15000	15000	0.0%
4716	Extension Project	688	688	25000	24312	24312	2.8%
4717	Height Barrier	0	0	2000	2000	2000	0.0%
4718	Toilet Refurbishment	0	0	25000	25000	25000	0.0%
Beechen Hall projects :- Indirect Expenditure		688	688	68300	67612	67612	1.0%
Movement to/(from) Gen Reserve		(688)	(688)				

280 Allotments							
1280	Allotment Income	0	0	960	960		0.0%
Allotments :- Income		0	0	960	960		0.0%
4020	Administration	0	0	30	30	30	0.0%
4105	Insurance	351	351	255	(96)	(96)	137.5%
4400	Maintenance	190	190	2300	2110	2110	8.3%
Allotments :- Indirect Expenditure		541	541	2585	2044	2044	20.9%
Movement to/(from) Gen Reserve		(541)	(541)				
<b>Environment</b>							
300 Environment							
4801	Seat - Timber Tops	0	0	3000	3000	3000	0.0%
4802	Highway Projects	0	0	40000	40000	40000	0.0%
Environment :- Direct Expenditure		0	0	43000	43000	43000	0.0%
4800	Street Maintenance	0	(96)	15000	15096	15096	(0.6%)
Environment :- Indirect Expenditure		0	(96)	15000	15096	15096	(0.6%)
Movement to/(from) Gen Reserve		0	96				
Grand Totals:- Income		3216	117544	172345	54802		68.2%
Expenditure		15355	40919	382967	342048	342048	10.7%
Net Income over Expenditure		(12,139)	76625	(210,622)	(287,247)		
Movement to/(from) Gen Reserve		(12,139)	76625				

