



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Daniela Baylis **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 **Monday 15 July 2019** 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 28 May 2019

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

4. Matters Arising from the Minutes

4.1 Minute 3259/4.1 Long Term Investments Working Group. A meeting will be arranged for the group in the near future.

4.2 Minute 3259/4.2 Cyber Crime GDPR. Confirmation that the document has been updated.

4.3 Minute 3259/10 Insurance. All insurance premiums were paid as approved by members. Cyber crime insurance cover minimum premium will be £305 but details of exact cover are still awaited.

4.4 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 report (page 3).

5.2 Income/Expenditure report as at 30.06.19. See report (pages 13-17).

5.3 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.

5.4 Investments Report. *See report (page 4).*

5.5 Earmarked Reserves. *See report (page 4).*

6. General Data Protection Regulation

Report to be supplied prior to meeting.

7. Changes to IT and website

To consider the current and future needs of the parish council. See report (pages 4-5).

8. Parish Councillor & Chairman Allowances

To consider the level of future increases to the basic allowances. See report (page 5).

9. Bank Mandates

To update members on the current situation. See report (page 5).

- 10 **Contingency Fund and Budget adjustments**
To consider any requests for adjustments. See report (page 5).
- 11 **Personnel matters**
 - 11.1 TOIL, training, leave and sickness cover.
- 12 **Policies and Procedures: Reports and Reviews**
 - 12.1 Health and Safety Policy Review. See report (page 6-10)
 - 12.2 Direct Debits, Standing Orders and Bacs Transfers. See report (page 10)
 - 12.3 Risk Assessment (General). See report (page 11)
 - 12.4 Public Use of computers. See report (page 10).
 - 12.5 Identification of any training needs.
 - 12.6 Draft Financial Regulations. To make a recommendation to the Parish Council to adopt the new format and any amendments. See pink papered attachment.
- 13 **75th Anniversary of VE Day 8 May 2020**
Deferred from parish council meeting for members to consider.
- 14 **Grants**
None submitted.
- 15 **Matters for Information**
To consider any information received.
- 16 **Items for Next Agenda**
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 9 September 2019.
- 17 **Date of Next Meeting**
Monday 16 September 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 8 July 2019

Issues to be returned to agenda as they develop: None.

Note to all councillors: you are welcome to attend and speak at 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 15 July 2019**

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. *Purpose of the report. To safeguard the parish council's funds and to ensure a robust method of maintaining the accounting system is in place. Periodic reconciliations are required, the Parish Council decides how many and when and the F&GPC undertakes these at each meeting.*

Clerk's note. To satisfy the audit regulations the parish council has to have policies and procedures in place to ensure it is managing risk and its financial affairs. The Council's risk assessment (put together by F&GPC) decided "*Statements for current accounts are reconciled by the office on a monthly basis and as received for Investment Bonds. The F&GPC signs off all bank reconciliations at its bi-monthly meetings*".

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

Account closing balances.

Date	BANK ACCOUNTS (closing balances at last statement)	
01.07.19	Coop General Account	£4,545.05
01.07.19	HSBC Beechen Hall (includes £50,00 of PC funds 'stored' in the HSBC account due to compensation limits)	£79,193.17
01.07.19	Unity Trust Bank (UTB)	£38,621.86
18.04.19	Barclays Bank	£84,085.33
08.05.19	Lloyds A (matures 08/08/2019)	£51,437.33
29.04.19	Lloyds B (matures 29/07/2019)	£25,245.71
31.03.19	Nationwide Beechen Hall (95 day saver account which rolls over)	£11,281.57
31.05.19	Nationwide Parish Council (now 95 day saver account which rolls over)	£65,415.16
	Total	£359,825.18

5.4 Investments.

Purpose of the report. To safeguard the parish council's funds and to ensure a robust accounting procedure all investment transactions require prior approval by the F&GPC.

Clerk's note. The following figures do not match the figures given at item 5.3 which are based on end of month bank reconciliations. The figures below reflect the latest statements received which may not be the end of the month.

Decision required on reinvestment of Lloyds B and Lloyds A

Date	BANK ACCOUNTS chronological forecast of estimated likely available funds		
End of July	Coop General Account	£4037.55	
End of July	HSBC Beechen Hall (includes £50,00 of PC funds 'stored' in the HSBC account due to compensation limits)	£65,354.3	
End of July	Unity Trust Bank (UTB)	£28,000.00	Clerk's recommendation: Transfer of £50,000 of BPC funds back from HSBC Hall account?
	Barclays Bank	£84,085.33	
JULY			
29	Lloyds B (matures 29/07/2019)	£25,245.71	Reinvest for 3 months?
AUGUST			
08	Lloyds A (matures 08/08/2019)	£51,437.33	Reinvest for 3 months?
95 day notice funds			
31.03.19	Nationwide Beechen Hall	£11,281.57	
31.03.19	Nationwide Parish Council	£20,415.16	

5.5 Earmarked Reserves.

The erstwhile Friends of Boxley Warren have donated their remaining funds, of £469.00) to the Friends of Weaving Heath and Woodlands (FoWH&W). As this group has no banking facilities, relying on its annual grant from the parish council, the funds have been placed in the parish council's account and recorded in Earmarked Reserves as held for FoWH&W.

Item 8 Parish Councillor & Chairman Allowances

To consider the level of future increases to the basic allowances. Deferred from the Parish Council Meeting on 1st July for members to decide how this should be calculated in the future.

Item 9 Changes to IT and website

Clerk's report. Work is currently being undertaken to produce a requirements document for the new website. This should be completed and put before the working group in early August.

Once this Website requirements list is approved then further work to upgrade the technology system in the office can progress.

- Data Storage. Currently local storage, the M-Drive, is used with an offsite backup being undertaken by NorthStarIT. This M-drive needs replacing not only due to age but because it cannot be encrypted. Consideration is being given to using the Cloud for parish council work. This would be more expensive as space would have to be rented however it would allow future flexibility in the way the office and parish councillors could work.
- Dedicated parish councillor e-mail addresses. Need to sort out website first.
- Acorn Room wi-fi. Extender needed to remedy wi-fi connection issues, probably related to the insulation.

Item 10 Contingency Fund and Budget adjustments. *Purpose of report Information*

Historic Gratuities Scheme for staff. Confirmation to members that the Earmarked Reserves will be adjusted to show this has been taken into a budget and there is no more liability for this sum.

Item 11 Bank Mandates

This is in progress and the clerk (Mrs Bowdery) will be removed from all banking administration records.

Item 12 Policies and Procedures: Reports and Reviews

12.1 Health and Safety Policy Review.

Purpose of the report. To ensure the council complies with its Duty of Care and Health and Safety regulations.

12.1.1 Staff (Current)

Boxley Parish Council Health and Safety Rules For Staff

Introduction.

Parish council staff work in an environment where, if certain basic rules are followed, there are generally only low risks of injury. However, all staff play a vital roles in ensuring that accidents do not happen.

Staff must remember that at all times that they are:

- Responsible for their own health and safety and must not work in a dangerous way or put themselves at risk;
- Responsible for the health and safety of other staff and/or visitors to the hall and outside areas and must not put others in danger
- Must follow the instructions outlined in any risk assessment or on any cleaning materials that are being used and if at all unsure they must speak to the Clerk or Assistant Clerk.

All accidents must be reported to the Clerk/Assistant Clerk and the accident book completed.

The parish council is responsible for providing a safe, mental as well as physical, working environment for its staff and visitors¹.

The parish council has a full health and safety policy which is available in the staff handbook or from the parish office.

The following is a summary of what you as a member of staff initially need to understand to ensure your and others' health and safety is not compromised.

Parish Council responsibilities	
Legal responsibility for providing and monitoring safe and healthy working conditions and systems of work for all its members and employees as detailed in Boxley Parish Council Health and Safety Compliance document	Boxley Parish Council
Overall day to day responsibly and training.	Parish Clerk
Monitoring and reviewing accident reports.	Estates and F&GP Committees
Staff responsibilities	
You are expected to: <ul style="list-style-type: none"> • Co-operate fully with your Line Manager and others to achieve and maintain a healthy and safe workplace and to take reasonable care of yourself and others and of the plant and equipment you may use. • Observe safety rules at all times. • Where required, wear protective clothing and use the appropriate safety devices provided by the parish council. • Report to their immediate Supervisor all accidents, injuries to persons. 	All staff

¹ Under current legislation, all hirers of the hall are responsible for the health and safety of their clients or guests but this doesn't fully negate the responsibility of the parish council.

<ul style="list-style-type: none"> • Know the location of first aid facilities. • Report all safety hazards as a matter of urgency to your Line Manager. • Know what to do in the case of fire or other emergency and the location of firefighting equipment. • Ensure Fire Exits are operational and passageways are kept clear at all times. • Maintain good housekeeping at all times. • Observe safe standards of behaviour and dress. • Not to enter into any kind of horseplay or practical joking. • Report any damaged or faulty equipment, need for protective equipment etc. 	
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General Rules for all Staff

- a) Prior to using any equipment or machinery a visual safety inspection must be undertaken.
- b) Free standing heaters must not be used unless specifically authorised by the Clerk or Assistant Clerk.
- c) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. Where possible all mains sockets should be switched off when not in use.
- d) Mains must not be overloaded. It is important that the correct socket outlet and plug and fuse size is used for each item of electrical equipment.
- e) Supply cables/leads across floors etc. should not present a hazard by trailing across areas of access. Such extension leads are for temporary use only. See separate risk assessment for cleaning during periods of hire.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.
- g) All heavy equipment and storage units should preferably be placed against the wall.
- h) Heavy equipment and furniture must not be moved by individuals.
- i) Safe lifting practices must be observed.
- j) High shelves should only be reached through the use of steps provided for that purpose.
- k) Temperature should reach a minimum of 60.8°F after the first hour of working time and be maintained between 60.0 and 60.8 degrees throughout the working day.

Office

- l) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Damaged or defective cabinets must not be used.

- m) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- n) Workstations for office staff using computers etc. should conform to the guidance from the Health and Safety Executive (HSE) concerning position, seating and work practices.

Caretaking and Cleaning

1. Cleaning products
 - Label instructions on containers and packages are to be read and followed.
 - All chemicals and strong cleaning fluids are stored in a locked cupboard.
 - Products, particularly those containing hydrocarbon and other flammable solvents, must be stored away from extreme low temperatures, heat sources and naked lights.
 - Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances. Protective clothing will be provided by the parish council.
 - Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
 - Products must not be mixed due to the possibility of hazardous chemical reaction for example bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
 - No unauthorised cleaning products shall be used in the hall or on the hall floor.
2. No member of staff is allowed to use the large ladder, to reach the middle hall lights, without permission from the parish office and without a second member of staff being present.
3. Access to the attic must only be undertaken when a second member of staff is present.
4. Glass or any sharp materials must only be cleaned up and disposed of in accordance with the Sharps and Hazardous Waste Policy and Procedures (contained within the Beechen Hall Manual).

12.1.2 Contractors and Visitors (Current)

Boxley Parish Council Health and Safety Rules for Contractors and Visitors

It is the policy of the Council to meet at all times its obligations to provide and monitor safe and healthy working conditions and systems of work for all Contractors employed by the Parish Council and all Visitors to Parish Council sites and premises.

- 1.1 Where contractors and sub-contractors are engaged by the Council, they must ensure that they and those working under them comply with the responsibilities and duties set out in the Health and Safety at Work Act 1974 and any subsequent legislation.
- 1.2 The Parish Council shall ensure that those not in the employment of the Council, including the general public, are not exposed to risk to their safety or health when on the Council's premises.

- 1.3 Contractors must ensure that any electrical appliances brought on to Council premises shall be safe, in good working order and used in a safe manner.
- 1.4 Contractors are expected to follow the general advice for safe working set out in an informative to this statement.
- 1.5 Caretakers will follow the opening up and briefing procedures when welcoming casual hirers to the hall².

Informative

NOTICE TO CONTRACTORS

To comply with relevant legislation, all outside contractors employed to do work on Council premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that you and your employees wear and use protective equipment, or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of you or any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and given confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the relevant legislation, of any breach of the Regulations.

12.3 Direct Debits, Standing Orders and Bacs Transfers. The Clerk considers that the current policy (below), is no longer fit for purpose. Changes to the way the parish council banks make it obsolete with sufficient safeguards e.g. the need for two authorising 'signatures' contained in other policies and risk assessments. Any future changes to the way the council operates, and the Estates Committee is actively considering whether to accept card payments/make reimbursements will need a different policy.

~~Direct Debits, Standing Orders and Bacs Transfers.~~

² This includes a mini health and safety procedure stressing the need to keep fire exits clear etc.

~~Direct Debits, **BACS** and Standing Orders are set up for MBC rates (hall and office), utility companies, Downs Mail, Councillor Allowances etc. The setting up of any such electronic transfers is approved by the Council with 2 signatories on any letter/agreement. This conforms to the relevant legislation and every transaction is reported (on the cheque list) to the Council and is approved by either the Council or the 2 cheque signatories.~~

~~Bacs Transfers are only ever used for receipt payments from hall hirers. These are confirmed by the hirer once they have been paid and checked by the Assistant Clerk by logging onto the Beechen Hall bank account. Once it is in the account it is entered onto Scribe — the financial system the Parish Council uses. Internet banking on this account does not allow payments out of the account through this method.~~

12.4 Public Use of computers

Clerk's report. It has been suggested that the public no longer be allowed to access the internet using parish council computers. There has only been one occasion when a resident has asked to use the computer to access some planning documents (for a site outside the parish boundary) but they did not have the knowledge to use the computer so the staff pulled up the plans for them. Due to lack of any proven need do members wish to scrap this policy?

Internet Access by members of the Public, using the Parish Councils computers.

"The IT System" is taken to mean all parish council owned computer, software and broadband.

The parish council recognises that government is now really only truly accessible if you have access to a computer. In recognition of the fact that some residents do not it is making available internet access from a parish council owned computer.

The parish council will not normally offer printing services however if a resident considers that they may need a print of a document they should supply their own paper and the Clerk will use her discretion about whether it will be permitted on this occasion.

Where possible and if time allows office staff will help residents' access websites etc. if they are inexperienced in the use of computers.

Acceptable Use Policy

Acceptable use.

The IT system is being made available at the Clerk's discretion, for residents of the parish to electronically access local government sites and related organisation in order for them to:

- Report problems, respond to consultations etc.
- Research legislation, planning applications, local authority documents etc.
- Access similar safe sites.

Misuse of the IT system

The IT system shall not be used for:

- For accessing or setting up personal e-mail accounts, facebook etc.
- Transmission or deliberate reception of defamatory material.
- Transmission of unsolicited advertising material.
- Transmission or deliberate reception of racist, sexist, pornographic or generally offensive material.
- Any action which jeopardises the integrity of the IT system or any other user's data.
- Financial gain or for any illegal purpose.
- Transmission or deliberate reception that infringes another person's copyright (this applies to the vast majority of digital music and video files).

- Hacking, spamming or installation of key loggers or other entrapment devices.
- Any purpose that may be considered to bring the parish council site or address into disrepute or suggest a particular political, religious or other allegiance.

Misc.

- No data shall be intentionally stored on the local hard drive of the computer.
- Users are not to interfere with the virus protection or anti-malware software installed on the PC.
- Permission to temporary download documents must be sought prior to the activity.
- The use of mobile storage units will be at the discretion of the Clerk.
- Prior to any use the user must outline the reason for the use.
- The user must only use the PC that has been assigned to them and must not interfere with any other IT device that the parish council owns unless authorised to do so.

I have read the above and accept compliance with the Acceptable Use Policy.

Item 12.3 Risk Assessment (General)

Clerks comment: I would like to defer this to the next meeting as I have not had sufficient time to familiarise myself with the Parish Councils risk assessments and would like time to do so.

Item 5.2 Income/Expenditure Report as at 30/6/2019: Information

Purpose of the report – The Parish Council is required by the Accounts and Audit Regulations 2015 to monitor its Expenditure against Income and Budget. The Parish Council has to ensure itself that the Responsible Financial Officer, acting on behalf of the Parish Council, has put in place arrangements for effective financial management, and has maintained an adequate system of internal control and risk management. Members request the final I&E report of the previous financial year.

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Available	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Parish Office							
4000 Salaries	3,955	11,723	43,861	32,138		32,138	26.7%
4005 PAYE	1,392	4,074	14,385	10,311		10,311	28.3%
4010 Pensions	346	904	3,912	3,008		3,008	23.1%
4020 Administration	62	184	950	766		766	19.4%
4021 IT General	164	492	10,000	9,508		9,508	4.9%
4025 Audit	0	(338)	612	950		950	(55.1%)
4026 Bank/Credit Card Charges	39	45	240	195		195	18.9%
4030 Books and Publications	0	0	30	30		30	0.0%
4035 Rates	191	796	2,130	1,334		1,334	37.4%
4040 Licences/Leases	0	239	420	181		181	57.0%
4045 Subscriptions	0	1,471	2,250	779		779	65.4%
4050 Training/Conferences	0	0	385	385		385	0.0%
4055 Travel-Staff	0	65	505	440		440	12.8%
Parish Office :- Indirect Expenditure	6,149	19,656	79,680	60,024	0	60,024	24.7%
Movement to/(from) Gen Reserve	(6,149)	(19,656)					
110 General Parish Council							
4100 Hire of Halls	80	115	470	355		355	24.5%
4105 Insurance	824	824	1,585	761		761	52.0%
4110 Parish Tour	0	0	400	400		400	0.0%
4115 Publicity	691	1,974	8,000	6,026		6,026	24.7%
4120 Website Admin	0	(990)	3,500	4,490		4,490	(28.3%)
General Parish Council :- Indirect Expenditure	1,595	1,922	13,955	12,033	0	12,033	13.8%
Movement to/(from) Gen Reserve	(1,595)	(1,922)					
120 Councillor & Subsistence Allow							
4150 Chairman's Allowance Personal	9	52	133	81		81	39.3%
4155 Chairman's Allowance Civic	20	20	180	160		160	11.1%
4160 Councillor's Allowance/PAYE	306	891	3,679	2,788		2,788	24.2%
4165 Subsistence	0	0	180	180		180	0.0%
Councillor & Subsistence Allow :- Indirect Expenditure	334	963	4,172	3,209	0	3,209	23.1%
Movement to/(from) Gen Reserve	(334)	(963)					
130 Finance							
1076 Precept	0	113,335	113,335	0			100.0%
1090 Interest Received	0	169	770	601			22.0%
1100 Parish Service Scheme	0	5,551	13,876	8,326			40.0%
1130 Other	0	0	2,000	2,000			0.0%
Finance :- Income	0	119,055	129,981	10,926			91.6%

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	Actual Current Mth	Actual Year To Date	Current Available	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4205 Capital Schemes	420	(1,659)	5,829	7,488		7,488	(28.5%)
4206 PWLB Repayment	0	3,593	7,186	3,593		3,593	50.0%
4210 Contingency Fund	0	373	10,000	9,628		9,628	3.7%
Finance :- Indirect Expenditure	420	2,306	23,015	20,709	0	20,709	10.0%
Movement to/(from) Gen Reserve	(420)	116,749					
<u>150 Grants</u>							
4270 Other Grants	250	250	1,500	1,250		1,250	16.7%
4275 Wilderslade Woods Group	847	847	5,492	4,645		4,645	15.4%
4280 Village Hall Grants	0	3,020	5,492	2,472		2,472	55.0%
4285 Winters Valley Park LNR	0	(3,943)	6,593	10,536		10,536	(59.8%)
4295 Friends of Weaving Heath	12	12	250	238		238	5.0%
Grants :- Indirect Expenditure	1,109	186	19,327	19,141	0	19,141	1.0%
Movement to/(from) Gen Reserve	(1,109)	(186)					
<u>220 Burial Ground</u>							
1200 Burials	0	0	1,500	1,500			0.0%
Burial Ground :- Income	0	0	1,500	1,500			0.0%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	0	0	250	250	0	250	0.0%
Movement to/(from) Gen Reserve	0	0					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	102	200	1,000	800		800	20.0%
4450 Boxley Village Green	0	0	900	900		900	0.0%
4460 WDJ Orchard	0	0	1,000	1,000		1,000	0.0%
4465 Franklin Drive OS	0	0	5,640	5,640		5,640	0.0%
Green Spaces :- Indirect Expenditure	102	200	9,540	9,340	0	9,340	2.1%
Movement to/(from) Gen Reserve	(102)	(200)					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	0	10,141	10,141		10,141	0.0%
4510 Closed Churchyard Maintenance	0	3,981	4,677	696		696	85.1%
Grounds Maintenance :- Indirect Expenditure	0	3,981	14,818	10,837	0	10,837	26.9%
Movement to/(from) Gen Reserve	0	(3,981)					

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Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>250 Street Furniture</u>							
4550 Noticeboards	0	(1,133)	2,000	3,133		3,133	(56.7%)
Street Furniture :- Indirect Expenditure	0	(1,133)	2,000	3,133	0	3,133	(56.7%)
Movement to/(from) Gen Reserve	0	1,133					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	1,449	4,155	18,500	14,345			22.5%
1231 PL Insurance Income	8	34	190	156			17.9%
1235 Hire Fees Regular	3,084	7,635	33,000	25,365			23.1%
1250 Wages - AEC	0	0	500	500			0.0%
Beechen Hall :- Income	4,541	11,824	52,190	40,366			22.7%
4001 Wages	1,675	4,537	19,716	15,179		15,179	23.0%
4005 PAYE	422	1,102	4,228	3,126		3,126	26.1%
4010 Pensions	57	147	494	347		347	29.8%
4020 Administration	15	62	213	151		151	29.2%
4021 IT General	77	233	990	757		757	23.5%
4025 Audit	0	(338)	612	950		950	(55.1%)
4035 Rates	445	1,857	5,037	3,180		3,180	36.9%
4040 Licences/Leases	0	171	927	756		756	18.5%
4105 Insurance	851	851	1,210	359		359	70.3%
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4605 CCTV/Alarms Maintenance	0	(630)	2,000	2,630		2,630	(31.5%)
4610 Consumables	160	279	1,075	796		796	25.9%
4615 Electricity	188	527	2,350	1,823		1,823	22.4%
4620 Gas	74	383	1,460	1,077		1,077	26.2%
4625 Water	0	0	1,100	1,100		1,100	0.0%
4630 Electrical Safety	605	310	435	125		125	71.3%
4635 Fire Safety	0	0	98	98		98	0.0%
4640 Gas Maintenance	60	0	273	273		273	0.0%
4645 Ground Maintenance	0	0	1,544	1,544		1,544	0.0%
4650 Hall Maintenance	7	(661)	2,500	3,161		3,161	(26.4%)
4655 Hall Marketing	0	0	150	150		150	0.0%
4660 Refuse Collections	145	647	2,400	1,753		1,753	26.9%
Beechen Hall :- Indirect Expenditure	4,781	9,478	49,812	40,334	0	40,334	19.0%
Movement to/(from) Gen Reserve	(239)	2,345					
<u>270 Beechen Hall projects</u>							
4550 Noticeboards	0	0	500	500		500	0.0%
4705 Internal Decoration	0	0	250	250		250	0.0%

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Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bid	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4719 PA System/Hearing Loop Hall	0	0	3,000	3,000		3,000	0.0%
Beechen Hall projects :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%
Movement to/(from) Gen Reserve	0	0					
<u>280 Allotments</u>							
1280 Allotment Income	0	6	1,188	1,182			0.5%
Allotments :- Income	0	6	1,188	1,182			0.5%
4020 Administration	0	0	70	70		70	0.0%
4105 Insurance	191	191	400	209		209	47.7%
4400 Maintenance	5	2,780	4,500	1,720		1,720	61.8%
Allotments :- Indirect Expenditure	196	2,971	4,970	1,999	0	1,999	59.8%
Movement to/(from) Gen Reserve	(196)	(2,965)					
<u>300 Environment</u>							
4802 Highway Projects	0	0	40,000	40,000		40,000	0.0%
Environment :- Direct Expenditure	0	0	40,000	40,000	0	40,000	0.0%
4800 Street Maintenance	0	(1,125)	15,000	16,125		16,125	(7.5%)
Environment :- Indirect Expenditure	0	(1,125)	15,000	16,125	0	16,125	(7.5%)
Movement to/(from) Gen Reserve	0	1,125					
Grand Totals:- Income	4,541	130,884	184,859	53,975			70.8%
Expenditure	14,686	39,405	280,289	240,884	0	240,884	14.1%
Net Income over Expenditure	(10,144)	91,479	(95,430)	(186,909)			
Movement to/(from) Gen Reserve	(10,144)	91,479					