



DRAFT
Minutes of the Parish Council Meeting
Held on Thursday 11th March 2021 at 7.30p.m via Zoom.

Present: Chairman: Mark Sugden
Councillors, Geoff Herbert, Anthony Marques, Janet Swift, Brian Rawson, Jo Collon, Xingang wang
Co-opted Committee Members: John Bamford, Mark Tymieniecki

In Attendance: Parish Clerk & RFO Sally Harman, EBC Cllr Mike Rollings, 3 x member of the public

142/1 To accept apologies for absence.

Cllr Lessor sent her apologies in advance of the meeting.

143/2 To receive declarations of interest in items on the agenda.

None

144/3 To report on the actioning of items from previous minutes from the 14th January and decide any action arising.

AP49 Clerk to circulate 3 replacement noticeboard options for discussion at the next CPC meeting on the 19th November. **IN PROGRESS** Quotes in for noticeboards. Awaiting quote for installation from local contractor.
AP51 Cllr Sugden to speak to CVA about a CPC liaison role. **OUTSTANDING** Clerk to send letter to CVA on behalf of CPC.

AP60 Clerk to check the length of the parts guarantee on the Defibrillator. **IN PROGRESS** The defibrillator has a 5 year guarantee. Because of the short life-span on parts, these are not covered by guarantee. Someone should check the status indicator every day. Cllr Sugden to speak to Hare and Hounds with regards to checking the status indicator.

AP78 Cllr Lessor and Cllr Sugden to draft a letter on behalf of the CPC citing our concerns on the Surrey Fire and Rescue Service 'Making Surrey Safer Plan'. **IN PROGRESS** Cllr Sugden and Cllr Lessor to review latest SCC information on 'Making Surrey Safer Plan' and decide if letter is still required.

AP80 CPC to write to EBC Cllrs on the subject of dog mess and add to HT&E minutes. **IN PROGRESS** Clerk noted that EBC are well aware of problem and a significant amount of communication is coming out of EBC. Clerk to add notice to noticeboard along with details on where to report.

AP84 Clerk to notify the CVHA and CRGT of the outcome of the votes for appointing representatives **DONE**. CVHA notified Cllr Swift is their new liaison representative. CRGT CPC trustee has stepped down. No CPC liaison at present on CRGT.

AP89 Clerk to arrange payment from Public Projects budget to East Elmbridge Food bank £250. **DONE** East Elmbridge Foodbank have received payment.

AP90 Clerk to add Data Audit option to 14th January agenda. **OUTSTANDING**. Chairman and Clerk decided to postpone due to other agenda priorities.

AP93 Clerk to write back to Network Rail stating the CPC were not happy with their response and ask what they were going to do about the eyesore that remains. **IN PROGRESS** Latest response is that they will clean area by 27th March. Awaiting communication from network rail on tree planting.

AP101 Cllr Collon to arrange Staff Working Party meeting in liaison with Chair and Cllr Swift. **IN PROGRESS** Cover under Item 21

AP104 Clerk and Chairman to notify EBC Election Officer of the resignation of Cllr Jefferies **DONE**. Cover under Item 7 Clerk's Report.

AP105 Chairman to sign minutes and drop to Clerk for 10th Dec CPC meeting . **DONE**

AP106 CPC to submit letter of support on proposed Nursery provision at CPS to CPS. **DONE**

AP107 Clerk to arrange payment of £18,150 of CIL monies and condition letter to Claygate Youth and Community Hub. **DONE**

AP108 All Cllrs to review the budget and come prepared to discuss and agree a pre-cept rate at the Extraordinary meeting on the 21st January. **DONE**

AP109 Clerk to set up Extraordinary meeting and add Pre-cept to agenda. **DONE**

AP110 Clerk to add budget to Extraordinary meeting agenda. **DONE**

AP111 Clerk to add revised NALC standing orders (June 2020) to agenda for Extraordinary Meeting on the 21st January and circulate the sections where there was a difference between the new and current standing orders to Cllrs to aid their review. **DONE** Cover under Item 11

AP112 Clerk to make amendment to Standing Orders Section 27 'preceding' to 'subsequent' **DONE**.

AP113 Clerk to add Remote Meeting Policy to CPC 11st March agenda for discussion. **DONE** Cover under Item 12.

AP114 Cllrs to review the proposed response to the Government's Supporting Housing Delivery and Public Service Consultation and send any suggested feedback to Cllr Herbert & Cllr Herbert to circulate proposed response to all Cllrs ahead of the Extraordinary Meeting on the 21st Jan. **DONE**. Response submitted by CPC in Jan.

AP115 Clerk to add Government's Supporting Housing Delivery and Public Service Consultation response to the agenda at the Extraordinary meeting. **DONE**

AP116 Clerk to add Local Climate Action Plan to next HT&E meeting agenda for discussion. **DONE** Proposed outcome covered under Item 13.

145/4 To confirm the minutes of the Extraordinary Parish Council meeting held on 21st January 2020.

The minutes of the Extraordinary meeting of the 21st January 2020 had been circulated

It was **unanimously agreed** to approve the minutes of the 21st January Extraordinary meeting with no amends.

The minutes of the Extraordinary meeting of the 21st January 2020 were approved and signed by the Chairman.

AP121 Chairman to sign minutes and drop to Clerk.

146/5 To report on the actioning of items from previous minutes from the Extraordinary Meeting on the 21st January and decide any action arising.

AP117 Chairman to sign minutes of 10th January and drop to Clerk **DONE**

AP118 Clerk to notify EBC of approved pre-cept. **DONE**

AP119 Clerk to update accounts and accounting software for 21/22 to reflect new approved budget. **IN PROGRESS**

AP120 Cllrs to send any additional comments to Cllr Herbert on the Government's Supporting Housing Delivery and Public Service Consultation. Cllr Herbert to collate and then send final submission to the Clerk who will upload to the Governments' website. **DONE**

147/6 To receive the Chairman's report and decide any action arising.

The Chairman noted that the main points he had been focusing on were covered off under APs and later on in the agenda. He noted that the Council was entering a very busy time of year with preparation for the annual meeting and finalising accounts for the year end.

148/7 To receive the report from the Parish Clerk and RFO and decide any action arising.

The Clerk circulated her report to Cllrs ahead of the meeting. Over and above APs and agenda points she had been focusing on the following areas. She continued to post the most recent Covid-19 communications on the noticeboards, Facebook and website. She would continue to keep updating communications as required as the government's 4 step lockdown easing plan continued.

She noted that the vacancy notice following the resignation of Cllr Jefferies had been posted on the noticeboards and Facebook. Electors have 14 days to notify the Returning Officer at EBC if they want to call a by-election. If a by-election is not called then EBC will notify CPC to commence the Co-option process. Nominees would be brought to Cllrs to vote on at the next full CPC meeting which would be the Annual CPC on the 27th May.

AP122 Clerk to pick up with SALC on how ballot papers could work via Zoom if virtual meetings continued.

The Clerk had attended Transparency Code & Year End training ahead of this year's Audit. She informed Cllrs that the accounts close down was planned for the 15th April, the internal Audit would commence on the 20th April with a view to be completed by the 7th May. Cllrs should get visibility of the proposed AGAR and Accounts mid-May for sign off at the Annual Parish Council Meeting on the 27th May. The Public Notice

Period for accounts would run from the 7/6-16/7 Public Notice of Accounts to include first 10 working days in July and on the 2/7 AGAR forms would be sent to the External Auditor. So to ensure the CPC were being as transparent as possible for residents the Clerk would add the 20/21 Grants List, Tender documents and Asset Register to the website this year along with the AGAR and usual statutory financial information.

AP123 Clerk to ensure all vendors that had completed their work in this financial year were paid this financial and then action year end close down and audit process as detailed.

She noted that the Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector. For Claygate with circa 5800 electors this equates to circa £48,778. S137 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power.

She noted that the Parish Council Facebook page continued to grow and was now up to 126 followers with posts reaching 1300 people in the last month. No money has been spent to boost posts and the growth in followers was purely organic.

Finally, she was focusing on updating all Highway Garden Site risk assessments to ensure CPC are covered for any public liability issue with the insurers.

149/8. To receive the financial report including expenditure for the balance of the year and decide any action arising.

1/ Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The cash book balance as of 28th FEBRUARY was £115,077. (Appendix A)

2/ Cash book (1) Unity Trust Payments report from 1ST JANUARY to 28TH FEBRUARY shows all transactions during the period (Appendix B). Total payments for this period amount to £23,163.66 ex VAT. Main ex VAT costs outside of usual monthly expenditure were: -

- £18,150 Claygate Youth Club CIL payment
- £480 E-mango Website Annual Service Charge
- £250 East Area Foodbank Grant
- £120 Clerk and Cllr Training Courses
- £100 Claygate Village Hall Annual Storage Charge 2021
- £99 Datacentre Backup Service

Note the Vodafone £15.99 February DD didn't come out this month due to the shorter month. Cllrs should expect double billing from Vodafone in March.

3/ Cash book (3) Unity Credit Card shows all transactions from 1ST JANUARY to 28th FEBRUARY amounting to £134.38 ex VAT made up predominantly of the usual monthly subscription costs for Zoom & Microsoft Office 365. The only non forecasted expense was a £54.00 Transcription Service charge relating to a FOI request. (APPENDIX C)

4/ The balance sheet as of 28th February shows current assets less liabilities of £115,077; represented by General Reserves £54,510 and Earmarked Reserves of £60,566. Earmarked reserves dropped by £18,150 following CIL payment to Claygate Youth Club for a new Kitchen and outdoor equipment. £42,850 of the EMR of £60,566 has been allocated to Election contingency and Claygate Community Pool CIL monies, leaving £17,716 CIL monies unallocated. We have £48 of costs outstanding on the credit card.

5/ The expenditure review (APPENDIX D) shows there are a few areas of overspend versus budget within specific cost codes: -

- 1115 Insurance 110.4% -> Includes £119 Medisol Defib Annual Service agreement which wasn't budgeted for.
- 1120 Subscriptions 107.9% -> £324 Office 365 annual membership logged here but budgeted in GDPR section.
- 1128 Equipment 199.7% -> Clerk replacement laptop.
- 1132 Bank Charges 124.8% -> Credit card monthly cost of £3 not budgeted for.

- 1306 Other Grants 1528.6% -> Main overspend driven by CIL projects including £15,000 CVHA Toilet upgrades & £18,150 Claygate Youth Club Kitchen and outdoor equipment. Spent out of grants budget but from EMR. The system requires that we allocate a cost code to EMR spend.
- 1401 Public Projects 134% -> Overspend driven by £1500 grant for village hall toilet upgrade & £250 East Area Foodbank Grant. Public Projects also includes Marshalls for Remembrance Day, £293 for Claygate Scrubs and £275 grant to RBL.
- 3102 HGS Maintenance 137.5% -> £4137.68 duplicate HGS grant paid back on this cost centre. Note 3103 HGS remains overstated by £4137.68. Overall HT&E in good shape at 81% v budget.

In general, costs continue to track lower YOY and versus budget as we have saved money from no Village Hall costs, reduced telephone contract costs and reduced printing costs as the Courier was predominantly online in June 2020.

6/ Other points to note.

- EBC have confirmed there are no Electoral Charges this year.
- Any NALC obligatory salary increase is unlikely to be determined until Autumn 2021 and will be backdated as per this year. Any other increase independent of NALC goes through the Staffing Working Party.

It was **unanimously agreed** to approve the extension of the Talk Talk phone contract for a further 12 months at a fee, which remains flat year on year, of £24.50 p.m.

It was **unanimously agreed** to approve all payments made by CPC between the 1st January and the 28th February.

150/9. To agree the timings and process for the Brian Rhodes Cup nomination 2021.

The Clerk proposed advertising nominations for the Brian Rhodes Cup across noticeboards, websites and Facebook throughout April. Cllrs would then vote on the recipient at the 27th May CPC meeting. At the Annual Village Meeting the cup would be awarded in person or delivered. The Council agreed to this process. **AP124** Clerk to advertise cup nominations in April and add review of nominations and agreement of winner to CPC May agenda.

AP125 Clerk to retrieve cup from prior recipient. Clerk to get cost of a smaller cup or plaque option that recipients could hold on to and bring costs to Cllrs at the next full council meeting.

151/10. To discuss the Annual Village Meeting on the 24th June 2021 and agree the format, content & speaker.

Cllrs noted that the Annual Village meeting could take one of 3 forms:- Physical, Virtual or a Hybrid. The Clerk had penciled in the village hall. She noted that a virtual or hybrid meeting would need a premium Zoom subscription to ensure we could host more than 100 attendees. She noted that a Hybrid meeting would have technical challenges she needed to work through. It was agreed that Helen Maguire from the CRGT and a lead from Capelfield Surgery would both be asked to speak. The Chairman queried whether the Annual Village Meeting needed to take place between March and May.

AP126 Clerk to contact both speakers and book in for 10minutes each.

AP127 Clerk to check with SALC whether there were statutory requirements on when an Annual Village Meeting had to take place.

AP128 Clerk to chase SALC on clarification of how Council meetings can be run (physical/virtual or Hybrid) post the 6th May.

152/11. To adopt the revised NALC standing orders (June 2020) subject to any proposed amendments.

The Clerk had circulated the main differences she had identified to Cllrs back in January.

It was **unanimously agreed** to not adopt the revised NALC standing orders (June 2020) (most of which are as per current standing orders) and for the existing standing orders to remain with the exception of 2 amends. 18d iv *'tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer'* to be changed to *'tenders are to be submitted in writing to the Proper officer.'* And 18dv *'tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed'* to be changed to *'tenders shall be reviewed by the Proper Officer with at least one councillor after the deadline for submission of tenders has passed.'*

AP129 Clerk to action amends to Standing Orders and update website.

153/12. To review & agree the Remote Meeting Policy Section 27 of the Council's Standing Orders.

It was **unanimously agreed** to carry on with virtual meetings for as long as the government allows if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 gets extended past the 6th May.

It had been raised by Cllr Swift at a prior CPC meeting whether the CPC should be posting Zoom recordings on the CPC website. It was noted that as things stand the CPC would be required to revert to face to face meetings from the 6th May but the CPC would investigate the feasibility and add to the next full council meeting the discussion of posting Zoom meeting recordings. It was raised that the CPC Privacy Policy would have to be amended to reflect such a change in process.

AP130 Clerk to ask E-Mango whether the CPC website could host zoom meeting recordings and the cost.

AP131 Clerk to contact EBC to ask them on their policy on hosting Zoom recordings on their website and numbers that are viewing.

AP132 Clerk to add to 27th May agenda for discussion.

154/13 To agree the addition of a question on Climate Change to the CIL and Grant application forms.

It was **unanimously agreed** to add the following question to the CIL and Grant Application forms: - 'What action was the applicant taking to mitigate climate change and/or what benefits could they or their project bring in the fight against Climate Change?'

AP133 Clerk to action changes to CIL and Grant application forms and update website.

155/14. To note the Census 2021 to take place on the 21st March 2021.

Cllrs noted that Census 2021 communication has been posted on the noticeboards, website and Facebook. It is a legal requirement for all households to complete.

156/15. To consider a letter of support on behalf of the Claygate Community Pool Project Application to Your Surrey.

The Committee agreed that a letter of support should be submitted.

AP134 Clerk and Chairman to draft letter of support and submit.

157/16. To note the minutes of the Planning Committee and decide any action arising.

The Chairman of the Committee Cllr Herbert noted that he had drafted a response to the Government's Consultation 'National Planning Policy Framework and National Model Design Code'. Covered under Item 17.

The Clerk noted that the Planning Process document had now been amended and was now the Planning Process and Public Speaking Guidance Document as agreed in the last Planning Committee.

The Chairman noted that the Alliance of Elmbridge Residents and Civic Forum had been in touch. The group had asked the CPC to approve a statement challenging the Local Plan and housing numbers. The group was made up of multiple organisations including resident associations and political parties. He indicated that he had no authority to approve such a statement.

AP135 Clerk to check with SALC if a Parish Council should be associated with such a group where political parties were involved.

AP136 Clerk to add to Planning Committee agenda for a decision to be made on whether CPC should support the statement request or not.

158/17. To review a proposed draft to the Government's Consultation 'National Planning Policy Framework and National Model Design Code' and finalise a response (Closes 27th March).

The Clerk had circulated the proposed draft comments from Cllr Herbert prior to the meeting.

AP137 Cllrs to feedback any proposed amends/additions to Cllr Herbert by 19th March. Cllr Herbert to consolidate and send to Clerk who will submit final submission by 27th March.

159/18. To note the minutes of the Highways, Transportation and Environment Committee and agree any action arising.

The Chairman of the Committee Cllr Rawson noted that a number of trees problems had arisen since the last HT&E meeting on the 11th February which had to be dealt with quickly. Cllrs noted that under Financial Regulations 4.1 'Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: ...-The clerk, in conjunction with the Chairman of Council or Chairman of the appropriate Committee, for any items below £500.' the following tree removal had been authorised by Cllr Rawson, Cllr Sugden and the Clerk :- 1 dead conifer in Applegarth CPC Highways Garden Site for £200 and 3 infested Crab Apples in Torrington Road for £150.00.

AP138 Clerk to add planned replacement of Crab Apple Trees in Torrington Road to 31st March HT&E agenda.

AP139 Clerk to notify the HGS contractor to proceed with the tree removals and to confirm timetables back to the HT&E committee.

AP140 Clerk to notify residents in Torrington Road of action being taken and why.

The Chairman noted that he had submitted the following question on Monday to the SCC Local Committee. *Could the Local Committee advise what further action could be taken to ensure repairs affecting highways, especially those to be undertaken by utility companies such as Thames Water are completed more quickly, given the significant disruption in Claygate with the recent closure of Red Lane and latterly Hare Lane?* He received the following officer response:- Both of the works in question relate to delays in Thames Water completing unplanned emergency works. In the instance of the Red Lane closure, SCC's Highway Contractors Kier initially attended site on 8th February in response to the development of a void in the carriageway structure necessitating a road closure to ensure public safety. On 9th February Kier advised Thames Water that a broken surface water drain was the source of the void. Despite several follow up requests, Kier's Traffic Management measures had to remain in place until Thames Water finally completed the necessary repairs on the 26th February. The Hare Lane closure was for Thames Water themselves to repair a leaking clean water main and commenced on 26th February. With the leaking main in the centre of the carriageway a road closure was the only suitable traffic management measure. Whilst the actual mains repair was completed promptly, despite SCC requests for prompt reinstatement of the carriageway this work was not completed until 4th March and the road re-opened. SCC's Streetworks Team always apply legislative powers under the New Roads and Street Works Act and the Traffic Management Act, wherever appropriate, however in this instance no legislative penalty applies for a delay to attend site (Red Lane) and the works were completed within the 'reasonable' period granted under the permit for Hare Lane so no 'over run' charges are applicable. Given the lack of urgency to reopen the road once the repair was made in this instance, SCC's Streetworks Team are now reviewing the duration of the 'reasonable period' allowed for such works. Officers in SCC's Streetworks Team have escalated concerns over the delays on both these works to Thames Water's Senior Management and are awaiting detailed explanations as to why these delays occurred and assurances that swifter completion will be forthcoming in the future on such works.

Mark Tymieniecki, Co-opted Member of the HT&E Committee, noted that Speedwatch was now managed centrally via SCC and that a new national secure database for all speedwatch teams was in place modernising the set-up of the team. He now had 6 volunteers of which 4 had received online training. The view was to recommence Speedwatch once it was safe to do so. The focus of Speedwatch was on educating drivers on the speed limit.

160/19. Communication, specifically the Courier

The Chairman noted that the next issue would be planned for the end of May/June and that all Cllrs needed to help provide relevant articles.

AP141 Clerk to check delivery company still operational

161/20. To review and amend, as appropriate, the Freedom of information Policy.

The Chairman deferred this item to the next Full Council meeting.

162/21. To appoint an additional 2 Councilors to the Staff Working Party.

It was noted that Cllr Collon, Cllr Swift and Cllr Sugden were on the Staffing Working Party at present. Cllr Rawson was appointed as a fourth member of the Staff Working Party.

AP142 Clerk to contact Cllr Lessor and Cllr Woodward and ask whether they would like to be appointed.

163/22. Matters for information purposes only.

The Chairman noted that he wasn't intending on putting his name forward for Chair 2021/22 at the 27th May Annual meeting.

Meeting ended at 21h25

To confirm that the next meeting of the Claygate Parish Council is planned to be held on 27th May 2021 at 7.30pm

Website: www.claygateparishcouncil.gov.uk

APPENDIX A – Balance Sheet as at 28th February 2021

04/03/2021

Claygate Parish Council

10:28

Balance Sheet as at 28th February 2021

30th April 2020

30th April 2021

		Current Assets	
2,379	VAT Control A/c	1,191	
55	Petty Cash	55	
86,443	Cambridge	86,776	
23,329	Unity Trust	27,102	
<u>112,207</u>		<u>115,125</u>	
112,207	Total Assets	115,125	
		Current Liabilities	
0	Unity Credit Card	48	
575	Creditors	0	
63	Credit Card Liabilities	0	
20	Accruals	0	
<u>658</u>		<u>48</u>	
111,549	Total Assets Less Current Liabilities	115,077	
Represented By			
34,327	General Reserves	54,510	
7,850	EMR Election Fund	7,850	
17,147	EMR CIL 17/18	0	
11,267	EMR CIL 18/19	0	
5,000	ERM Claygate School Pool	0	
957	EMR CIL 19/20	0	
35,000	EMR CIL Claygate School Pool	35,000	
0	EMR CIL 20/21	17,716	
<u>111,549</u>		<u>115,077</u>	

The above statement represents fairly the financial position of the authority as at 28th February 2021 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible Financial Officer

Appendix B - Cash book (1) Unity Trust Payments report from 1ST JANUARY to 28TH FEBRUARY

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/01/2021	E-Mango	BACS	60.00		10.00	6102	601	50.00	Support E-Mango
10/01/2021	TalkTalk	DD	29.40		4.90	1110	101	24.50	Talktalk Jan Monthly Bill
14/01/2021	Vodafone	DD	15.99		2.66	1110	101	13.33	Vodafone Jan Monthly Bill
18/01/2021	Paul Garden Services	BACS	583.34			3102	301	583.34	Paul Garden Services December
18/01/2021	Lloyds Bank	DD	3.00			1132	101	3.00	Jan Credit Card Monthly Fee
18/01/2021	Unity Credit Card	Jan Crdit	91.41			250		91.41	January 2021 Credit Card
25/01/2021	East Elmbridge FoodBank	BACS	250.00			1401	104	250.00	East Elmbridge FoodBk Grant
25/01/2021	East Elmbridge FoodBank	BACS	-250.00			1401	104	-250.00	East Elmbridge FoodBk Grant
28/01/2021	HMR & C	BACS	297.88			1101	101	297.88	P32 HMRC Jan Payment
28/01/2021	Sally Harman	BACS	998.59			1101	101	998.59	Jan Clerk Salary
28/01/2021	Datacenta	BACS	118.80		19.80	6102	601	99.00	AR Endpoint Backup
28/01/2021	Datacenta	BACS	-118.80		-19.80	6102	601	-99.00	Datacenta Backup Service
28/01/2021	Nest Pension	DD	51.36			1101	101	51.36	Jan Nest Pension
01/02/2021	Claygate Youth Club	BACS	18,150.00			1306	103	3,647.00	Claygate Youth Club CIL Grant
						342		-3,647.00	Claygate Youth Club CIL Grant
						6000	103	3,647.00	Claygate Youth Club CIL Grant
						1306	103	11,267.00	Claygate Youth Club CIL Grant
						343		-11,267.00	Claygate Youth Club CIL Grant
						6000	103	11,267.00	Claygate Youth Club CIL Grant
						1306	103	957.00	Claygate Youth Club CIL Grant
						345		-957.00	Claygate Youth Club CIL Grant
						6000	103	957.00	Claygate Youth Club CIL Grant
						1306	103	2,279.00	Claygate Youth Club CIL Grant
						347		-2,279.00	Claygate Youth Club CIL Grant
						6000	103	2,279.00	Claygate Youth Club CIL Grant
01/02/2021	East Elmbridge FoodBank	BACS	250.00			1401	104	250.00	East Elmbridge FoodBk Grant
01/02/2021	Datacenta	BACS	118.80		19.80	6102	601	99.00	Datacenta Backup Service
Subtotal Carried Forward:			20,649.77	0.00	37.36			20,612.41	

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/02/2021	E-Mango	BACS	576.00		96.00	8102	601	480.00	E-mango Annual Service Charge
05/02/2021	Paul Garden Services	BACS	583.34			3102	301	583.34	HGS January Maintance
10/02/2021	TalkTalk	DD	29.40		4.90	1110	101	24.50	Talktalk February Monthly Bill
16/02/2021	Unity Credit Card	Credit Card	113.03			250		113.03	February Credit Card Payment
16/02/2021	Lloyds Bank	DD	3.00			1132	101	3.00	Feb Credit Card Monthly Fee
17/02/2021	Vodafone	DD	15.99		2.68	1110	101	13.33	February Monthly Mobile Bill
23/02/2021	Claygate Village Hall Assoc.	BACS	100.00			1106	101	100.00	Vill Hall Storage Charge 2021
23/02/2021	Surrey ALC	BACS	36.00		6.00	1103	101	30.00	Training Cllr Lessor
23/02/2021	Surrey ALC	BACS	36.00		6.00	1103	101	30.00	Cllr Training Course
23/02/2021	Surrey ALC	BACS	36.00		6.00	1103	101	30.00	Clerk Year End Training Course
23/02/2021	Surrey ALC	BACS	36.00		6.00	1103	101	30.00	Clerk Training Course
26/02/2021	Sally Harman	BACS	870.42			1101	101	870.42	February Clerk Salary
26/02/2021	HMR & C	BACS	206.28			1101	101	206.28	P32 February
26/02/2021	Nest Pension	DD	37.35			1101	101	37.35	February Clerk's Pension
Total Payments:			23,328.58	0.00	164.92			23,163.66	

Appendix C - Cash book (1) Unity Trust Credit Card Payments report from 1ST JANUARY to 28TH FEBRUARY

Date: 04/03/2021		Claygate Parish Council				Page 1		
Time: 10:30		Cashbook 3				User: SH		
		Unity Credit Card						
		Payments made between 01/01/2021 and 28/02/2021						
Nominal Ledger Analysis								
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Details</u>
04/01/2021	Zoom Video Communications	CRDIT CARD	14.39		2.40	1130	101	11.99 Zoom Jan Monthly Subscription
14/01/2021	Microsoft	CRDIT CARD	33.84		5.64	1120	101	28.20 Microsoft Office 365 Jan Sub
19/01/2021	U.K Transcription Ltd	CRDIT CARD	64.80		10.80	1130	101	54.00 FOI 3/12 Zoom Transcription
04/02/2021	Zoom Video Communications	CRDIT CARD	14.39		2.40	1130	101	11.99 February Zoom Subscription
14/02/2021	Microsoft	CRDIT CARD	33.84		5.64	1130	101	28.20 Office 365 Feb Monthly Sub
Total Payments:			161.26	0.00	26.88			134.38

APPENDIX D – Detailed Income & Expenditure by Budget up to 28th February 2021

04/03/2021
10:27

Claygate Parish Council

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Detailed Income & Expenditure by Budget Heading 28/02/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
General Administration							
101 General Expenditure							
1176 Precept Received	49,468	49,468	0			100.0%	
1177 Precept grant	2,730	2,650	(80)			103.0%	
1190 Interest Received	333	125	(208)			266.4%	
1191 CIL Monies	20,739	0	(20,739)			0.0%	20,739
General Expenditure :- Income	73,270	52,243	(21,027)			140.2%	20,739
1101 Salaries and Ers Ni	13,540	14,325	785		785	94.5%	
1102 Accomodation	0	120	120		120	0.0%	
1103 Training	120	500	380		380	24.0%	
1105 Office Supplies	169	450	281		281	37.7%	
1106 Hall Hire	100	1,100	1,000		1,000	9.1%	
1110 Telephone	446	750	304		304	59.5%	
1112 Audit	300	650	350		350	46.2%	
1115 Insurance	541	490	(51)		(51)	110.4%	
1120 Subscriptions	3,127	2,898	(229)		(229)	107.9%	
1128 Equipment	499	250	(249)		(249)	199.7%	
1130 Misc Admin Expenses	1,044	1,000	(44)		(44)	104.4%	
1131 Interim Administrator Wages	0	500	500		500	0.0%	
1132 Bank Charges	105	84	(21)		(21)	124.8%	
1136 Chairmans Allowance	25	100	75		75	25.0%	
1139 GDPR Compliance	197	500	303		303	39.5%	
General Expenditure :- Indirect Expenditure	20,215	23,717	3,502	0	3,502	85.2%	0
Net Income over Expenditure	53,055	28,526	(24,529)				
6001 less Transfer to EMR	20,739						
Movement to/(from) Gen Reserve	32,316						
102 S137							
1201 s137 Grant	500	0	(500)		(500)	500000.0%	
S137 :- Indirect Expenditure	500	0	(500)	0	(500)	500000.0%	0
Net Expenditure	(500)	(0)	500				
103 Other Grants							
1302 Youth	500	500	0		0	100.0%	
1304 Christmas lights event	315	500	185		185	63.0%	
1306 Other Grants	38,215	2,500	(35,715)		(35,715)	1528.6%	37,395
Other Grants :- Indirect Expenditure	39,030	3,500	(35,530)	0	(35,530)	1115.1%	37,395
Net Expenditure	(39,030)	(3,500)	35,530				
6000 plus Transfer from EMR	37,395						
Movement to/(from) Gen Reserve	(1,635)						

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104 Public Projects							
1401 Public Projects	2,566	1,913	(653)		(653)	134.1%	
Public Projects :- Indirect Expenditure	<u>2,566</u>	<u>1,913</u>	<u>(653)</u>	<u>0</u>	<u>(653)</u>	<u>134.1%</u>	<u>0</u>
Net Expenditure	<u>(2,566)</u>	<u>(1,913)</u>	<u>653</u>				
601 Communications							
6101 Printing & Design	2,428	5,500	3,072		3,072	44.1%	
6102 Website	659	1,000	341		341	65.9%	
6105 Publicity	0	1,000	1,000		1,000	0.0%	
Communications :- Indirect Expenditure	<u>3,087</u>	<u>7,500</u>	<u>4,413</u>	<u>0</u>	<u>4,413</u>	<u>41.2%</u>	<u>0</u>
Net Expenditure	<u>(3,087)</u>	<u>(7,500)</u>	<u>(4,413)</u>				
General Administration :- Income	73,270	52,243	(21,027)			140.2%	
Expenditure	<u>65,398</u>	<u>36,630</u>	<u>(28,768)</u>	<u>0</u>	<u>(28,768)</u>	<u>178.5%</u>	
Net Income over Expenditure	<u>7,872</u>	<u>15,613</u>	<u>7,741</u>				
plus Transfer from EMR	37,395						
less Transfer to EMR	20,739						
Movement to/(from) Gen Reserve	<u>24,528</u>						
Highways							
201 Highways							
2102 Footpaths	760	0	(760)		(760)	0.0%	
2105 Highway Trees	0	500	500		500	0.0%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	2,000	2,000		2,000	0.0%	
Highways :- Indirect Expenditure	<u>760</u>	<u>2,750</u>	<u>1,990</u>	<u>0</u>	<u>1,990</u>	<u>27.6%</u>	<u>0</u>
Net Expenditure	<u>(760)</u>	<u>(2,750)</u>	<u>(1,990)</u>				
Highways :- Income	0	0	0			0.0%	
Expenditure	<u>760</u>	<u>2,750</u>	<u>1,990</u>	<u>0</u>	<u>1,990</u>	<u>27.6%</u>	
Movement to/(from) Gen Reserve	<u>(760)</u>						
Environment							

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301 Environment							
3103 HGS -grant EBC	8,227	4,037	(4,190)			203.8%	
Environment :- Income	<u>8,227</u>	<u>4,037</u>	<u>(4,190)</u>			<u>203.8%</u>	<u>0</u>
3101 General Environment	0	300	300		300	0.0%	
3102 HGS maintenance	10,035	7,300	(2,735)		(2,735)	137.5%	
3104 HGS Projects	1,177	1,200	23		23	98.0%	
3106 Hanging Baskets	0	3,600	3,600		3,600	0.0%	
Environment :- Indirect Expenditure	<u>11,211</u>	<u>12,400</u>	<u>1,189</u>	<u>0</u>	<u>1,189</u>	<u>90.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,984)</u>	<u>(8,363)</u>	<u>(5,379)</u>				
Environment :- Income	8,227	4,037	(4,190)			203.8%	
Expenditure	11,211	12,400	1,189	0	1,189	90.4%	
Movement to/(from) Gen Reserve	<u>(2,984)</u>						
Planning							
401 Planning							
4102 Planning documents	600	4,500	3,900		3,900	13.3%	
Planning :- Indirect Expenditure	<u>600</u>	<u>4,500</u>	<u>3,900</u>	<u>0</u>	<u>3,900</u>	<u>13.3%</u>	<u>0</u>
Net Expenditure	<u>(600)</u>	<u>(4,500)</u>	<u>(3,900)</u>				
Planning :- Income	0	0	0			0.0%	
Expenditure	600	4,500	3,900	0	3,900	13.3%	
Movement to/(from) Gen Reserve	<u>(600)</u>						
Grand Totals:- Income	81,497	56,280	(25,217)			144.8%	
Expenditure	77,969	56,280	(21,689)	0	(21,689)	138.5%	
Net Income over Expenditure	<u>3,528</u>	<u>(0)</u>	<u>(3,528)</u>				
plus Transfer from EMR	37,395						
less Transfer to EMR	20,739						
Movement to/(from) Gen Reserve	<u>20,183</u>						