



DRAFT
Minutes of the Parish Council Meeting
Held on Thursday 19th November at 7.30p.m via Zoom.

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

In Attendance: Parish Clerk & RFO Sally Harman, 2 members of the public, EBC Cllr Rollings

86/1 To accept apologies for absence.

Nick Jefferies was absent with no apology received.

87/2 To receive declarations of interest in items on the agenda.

None

88/3 To confirm the minutes of the Annual Parish Council meeting held on 17th September 2020.

The minutes of the meeting of the 17th September 2020 had been circulated, were approved and signed by the Chairman.

AP83 Chairman to sign minutes and drop to Clerk.

89/4 To report on the actioning of items from previous minutes and decide any action arising.

AP32 Clerk to launch Facebook page & push via boards and Claygate community pages where possible in Sept & manage on-going. **IN PROGRESS.** Notice of boards outstanding. Facebook has launched.

AP33 Clerk to ensure CPC Twitter account is deactivated. **OUTSTANDING.**

AP42 Chairman to sign minutes for 9th July meeting and deliver to Clerk. **DONE**

19h36 EBC Cllr Mike Rollings entered the meeting.

AP43 Clerk to purchase a new laptop **DONE**

AP44 Clerk to notify Village Hall on decision to maintain virtual meetings until March 2021 and update website. **DONE**

AP45 Clerk to inform Cllr Jefferies he has been appointed to the HT&E Committee. **DONE**

AP46 Clerk to make both the Planning Committee & Highways, Transportation and Environment Committee Remit documents web accessible and upload on to the website. **DONE**

AP47 Clerk to make CPC Charter web accessible and upload on to website. **REMOVE** Not required as document prior to 2018.

AP48 Clerk to get cost from EBC Streetsmart to paint and clean the Bus Stop at Church Road and bring to the next HT&E Committee on the 29th October. **DONE** EBC cleaned and removed graffiti free of charge.

AP49 Clerk to circulate 3 replacement noticeboard options for discussion at the next CPC meeting on the 19th November. **OUTSTANDING.**

AP50 Clerk to contact Paul's Gardening Services to ask if he knows location of Hose and Reel and Leaf blower and whether they are stored in the barn with the Christmas trees. If they can't be located it was agreed that they can be written off. **IN PROGRESS** Location identified. Clerk awaiting confirmation of status.

AP51 Cllr Sugden to speak to CVA about a liaison role. **OUTSTANDING.** Cover under Item 5

AP52 Clerk to write to CRGT and CVHA to confirm that they are happy to have a CPC representative & for that representative to be in place following the next CPC meeting on the 19th November. **DONE** Cover under Item 5.

AP53 Cllrs to notify the Clerk if they would like to be considered as a liaison representative for the CRGT, CVHA and CVA before the next CPC meeting on the 19th November. **DONE**. To be discussed under Item 5.

AP54 Clerk to add appointment of liaison representatives to the CRGT, CVHA and CVA to the next CPC meeting agenda. **DONE**

AP55 Clerk to make Risk Management Policy web accessible and upload to site. **DONE**

AP56 Clerk to ensure each pdf published on the site going forth meets the regulations. Clerk to work through remit & policy documents to ensure they meet regulations over the next few months as a priority. Any historical agenda and minutes between Sept 2018 and Sept 2020 to be sense checked with Microsoft Accessibility software over the next 6 months as and when the Clerk can allocate time. **ONGOING**

AP57 Cllr Sugden to check that Courier pdfs published on the site adhere to the standards. If not and a fix is not possible the Clerk will add text to the website accessibility statement directing people to contact her for a physical copy is required. **DONE**

AP58 Clerk to ask Emango why the Keyboard web accessibility fix is going to take so long. **DONE** Response from Emango is to consolidate all their future work into one set of accessible templates and move away from custom fixing each client individually. This means that it'll take a bit longer.

AP59 Clerk to get Website Accessibility statement uploaded on the website by the 23rd September. **DONE**

AP60 Clerk to check the length of the parts guarantee on the Defibrillator. **IN PROGRESS** The defibrillator has a 5 year guarantee. This guarantee does not cover parts. Clerk to check if we can get a guarantee for parts.

AP61 Clerk and Cllr Sugden to get update from Scouts and Holy Trinity Church on their Remembrance Day plans **DONE**

AP62 Clerk to check position on Security contract for road closures. **DONE**

AP63 Chairman to circulate Planning Consultant input to National Planning Consultations to Planning Committee 18/9. **DONE**

AP64 Planning Chair and Chair of Council to review first draft and Planning Consultant input and provide proposed final draft response to Consultation 1 of the National Planning Consultation to Councillors by 24/9 for comments by 28/9 to be sent via the Clerk. **DONE**

AP65 Planning Committee Chair and Chair of the Council to agree the final response to Consultation 1 and send to Clerk by the 30/9 so Clerk can submit on the 1st October. **DONE**

AP66 Chair to write a letter for the Clerk to send on behalf of CPC, to our MP & the Secretary of State of Housing, expressing strong concern on the consultations and the increased threat to our Green Belt. **REMOVE**. National Planning Strategy now changing. CPC to await direction.

AP67 Chairman to circulate via the Clerk a first draft response to Cllrs of Consultation 2 by the 30/9 for comments by 2/10 to be sent via the Clerk. **DONE**

AP68 Chairman to circulate via the Clerk the response from the Cobham Green Belt Group. **DONE**

AP69 Clerk to add sign off of final draft response to Consultation 2 to the 8/10 Planning Committee agenda & for committee to decide if it wants CPCs to make a submission to Consultation 3 and the process. **DONE**

AP70 Clerk to contact EBC and request whether they are responding to the National Planning Consultations and to see if CPC can see their submission. **DONE**

AP71 Clerk to add South London Waste Plan to Planning Committee agenda. **DONE** Agreed no response was required.

AP72 Clerk to chase up with SCC on broken branch on Gordon Rd. **DONE**

AP73 Clerk to draw up Highways Garden Sites tender process and circulate to Cllrs. **DONE**. Outcome of tender to be discussed under Item 14.

AP74 Clerk to pull together Highways Garden Sites tender document to go out to potential suppliers. **DONE** Outcome of tender to be discussed under Item 14.

AP75 Clerk to pull together a list of proposed Highways Garden Sites suppliers. **DONE** Outcome of tender to be discussed under Item 14.

AP76 Clerk to action Grant payment of £500 to Claygate Youth Club **DONE**

AP77 Chairman to pass on the advice from Mary Marshall to Claygate traders that there is an EBC business improvement grant available that business owners can apply for individually for awnings and advise them that will need to lead the awning project themselves. The CPC is here to support if required. **DONE**

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'. **OUTSTANDING**.

AP79 Chairman to circulate an outline of October Courier to Cllrs **DONE**

AP80 CPC to write to EBC Cllrs on the subject of dog mess and add to HT&E minutes. **OUTSTANDING**

AP81 Chairman to inform the Clerk of back dated pay increase and additional holiday day. **DONE**

AP82 Clerk to action pay, pension, tax and NI changes. **DONE**

90/5. To review the status on appointing representatives to external organisations in Claygate and to elect a councilor as CVHA liaison.

Cllrs were reminded that the CPC only appoints to 2 organisations namely the CRGT and the CVHA and that Cllrs had voted to proceed only with liaison representatives rather than trustees at the meeting on the 17th September following SALC advice on possible conflicts of interest. It was noted that all Cllrs could be trustee representatives but only as residents and not by appointment by CPC.

The CVHA had confirmed back to CPC that they were happy to have a liaison representative from the CPC and were informed that the Cllr would be appointed at the 19th November CPC meeting. The CRGT had responded confirming that they can only accept trustees and not representatives due to their constitution and that if we were to remove the CPC trustee an amend to their constitution would be required which would incur a legal cost which they request that CPC cover.

It was **unanimously** agreed that the CPC would appoint a CPC liaison to the CVHA and that Cllr Swift would be that liaison.

It was **agreed in a majority decision** that the CPC should not appoint a trustee representative to the CRGT. 1 Cllr abstained.

AP84 Clerk to notify the CVHA and CRGT of the outcome of the votes.

91/6. To receive an update on the 2020/21 External Audit.

The External Audit report from PFK Little John was circulated to councilors prior to the meeting. It stated that on the basis of PFK Little John's review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Clerk had published the notice of conclusion of audit on notice boards and the CPC website along with the Certified AGAR on the 5th November and the Internal Audit department at EBC had been notified of the outcome.

It was noted that the timetable for AGAR submission for next year has reverted to Thursday 1st July 2021. The timetable for 2020/21 public inspection period reverts to non Covid-19 year timetable so must include the first 10 working days of July 2021 with the earliest time period being the 3rd June to Wednesday 14th July and latest being Thursday 1st July to Wednesday 11th August.

92/7. To receive the finance report including expenditure for the balance of the year and decide action arising.

- (i) 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 at 31ST OCTOBER was £153,677.
- (ii) Cash book (1) Unity Trust Payments report from 1ST SEPTEMBER to 31ST OCTOBER shows all transactions during the period. Total payments for this period amount to £6600 ex VAT. Main costs outside of usual monthly expenditure were £499 Clerk laptop, £500 Claygate Youth Club Grant, £100 kneerail outside Rec, £422.07 Zurich Insurance Renewal, £244.75 Marshalls Remembrance Sunday and £186.77 in back dated Salary, pension, Tax and NI. Appendix 1
- (iii) Cash book (2) Cambridge Building Society remains at £86,443 with no transactions in the period.
- (iv) Cash book (3) Unity Credit Card shows all transactions from 1ST SEPTEMBER to 31ST OCTOBER amounting to £837.82 ex VAT. Main costs was £273.04 for the new white entrance gates on Hare Lane. Appendix 1
- (v) The balance sheet as at 31st October shows current assets less liabilities of £153,677; represented by General Reserves £69,961 and Earmarked Reserves of £83,717. Earmarked reserves remain unchanged since the last finance reports run for the CPC meeting on the 17th September. We have £100 of costs outstanding on the credit card. Appendix 1
- (vi) The expenditure review 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.
- 1128 Equipment 199.7% -> Clerk replacement laptop needed improved specification to cope with Zoom hosting and software requirements going forth so cost was £499, agreed by the CPC, versus £250 equipment budget.
- 1306 Other Grants 599% -> Main overspend driven by £15,000 CIL Toilet upgrades
- 1401 Public Projects 106% -> Slight overspend driven by £1500 grant for village hall toilet upgrade. Public Projects also includes Marshalls for Remembrance Day and £293 for Claygate Scrubs.

Cllrs noted that the HGS Grant had been paid twice by EBC in error and that £4137.68 needed to be repaid.

AP85 Clerk to repay £4137.68 HGS Grant to EBC.

93/8. To discuss a provisional budget for 2021/22 and agree process and next steps to finalise.

Cllrs noted that the 2021/22 budget has to be agreed at the 14th January CPC meeting. It was noted that EBC were forecasting a slight reduction in Band D households year on year driven by the impact of Covid-19. It was also noted that CPC could well not receive the Discretionary Grant of £2650 it had received this year due to worsened financial status of EBC driven by Covid-19 impact.

AP86 Clerk and Chairman to circulate the draft budget by the end of November to Cllrs

AP87 Cllrs to review the full draft budget at their Committee meetings in December and notify the Clerk and Chairman of any amends required.

94/9. To receive the Chairman's report and decide any action arising.

The Chairman noted that Remembrance Sunday had gone very smoothly considering the Covid-19 restrictions in place. He continues to work closely with the Claygate Youth Club vision project with SCC and a 5 year lease is expected for the Elm Road Youth Club building. The Chairman's focus was now on budget planning for 2021/22 and the EBC local plan. He also notified CPC that Surrey County Council had launched a £100m fund for local community projects.

AP88 Clerk to circulate the £100m fund details to councilors and notify residents via Facebook and notice boards.

Finally he raised that Cllr Swift had suggested a further contribution to East Elmbridge foodbank.

It was unanimously agreed to grant East Elmbridge Food bank £499 if match funded by EBC and if not £250.

AP89 Clerk to arrange payment from Public Projects budget

95/10. To receive the report from the Parish Clerk and decide any action arising.

The Clerk noted that the CPC Covid-19 lock down plan had been circulated and implemented with website, Facebook and notice board supporting SCC messaging. She had reviewed the Covid-19 risk assessment and no amends had been required. The Clerk noted she had been working on Remembrance Sunday planning, finalising the 19/20 Audit, the Highways Garden Sites tender and Budget Planning for 2021/22. Finally she noted that she had attended a GDPR and Data protection seminar and reminded Cllrs to reference the privacy policy in conversations with residents and to only use their CPC addresses for Parish Council business. She raised that the CPC may want to consider a data audit so to ensure the CPC isn't holding on to personal details unnecessarily.

AP90 Clerk to add Data Audit option to 14th January agenda.

96/11. To note the minutes of the Planning Committee and decide any action arising.

The Chairman of the Planning Committee raised that Torrington Lodge carpark had been selected as a possible EBC residential housing project with the possibility of 15 houses or 16 flats being put on the land.

AP91 Cllr Herbert to send details to the Clerk to circulate & Clerk to add to 3/12 Planning Committee agenda.

AP92 Cllr Herbert to get an update on Claygate House for the 3/12 Planning Committee.

97/12. To provide an update on both the EBC and RBK local plans and decide any action arising.

John Bamford had circulated the land proposed for development in the Hook Park proposal to Cllrs. Cllrs noted that the Hook Park Development proposal remains only as a proposal and not a planning application at this time.

Cllrs noted that the EBC Local plan had been delayed. CPC would continue to keep an eye on any new timescales.

98/13. To note the minutes of the Highways, Transport and Environment Committee and decide any action arising.

The CPC had received a poor response from Network Rail with regards to the Hare Lane land clearance before the bridge on Network Rail land.

AP93 Clerk to write back to Network Rail stating the CPC were not happy with their response and what were they going to do about the eyesore that remains.

99/14. To approve the Highway Gardens Sites Contract for 2020/21.

Cllr Lessor confirmed that she may know one of the tender participants and would as such not participate in the discussion or vote.

The Clerk had circulated the proposed contract and specification prior to the meeting. The Committee noted that the current annual contract with the incumbent is for £6900 plus the Foley Rd/Coverts Rd triangle beds July-October weeding which is a further £160. The current annual contract ended on the 1st November 2020. A tender for the maintenance of the 13 Parish Council HGS sites was advertised on Facebook, CPC notice boards and the CPC website from the 9th October through to the 16th October. The Clerk also contacted Send and Ripley Clerks for any recommendations. 4 suppliers were sent tender invitations on the 19th October and 2 submitted a proposal within £200 of each other.

At the meeting on the 29th October the HT&E committee voted that a recommendation go the full Parish Council meeting on the 19th November and that CPC should keep the incumbent supplier.

It was agreed in a majority decision to keep with the incumbent supplier at £7000 p.a. 2 Cllrs abstained from the vote.
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AP94 Clerk to inform incumbent supplier and get new contract signed.

100/15. To agree a response to the Government's Pavement Parking Consultation (closes 22nd November).

A Government Consultation on Pavement Parking Legislation has been launched with a closing date of the 22/11/20. Cllrs noted that there were 3 options the Department of Transport had set out:-

1) Make it easier for local authorities to make traffic regulation orders that prevent pavement parking. 2) Introduce an offence 'unnecessary obstruction of the pavement' which council enforcement officers could enforce. 3) Introduce a blanket ban on pavement parking (as per London), which council enforcement officers could enforce.

At the HT&E committee on the 29th October it was agreed that CPC should respond to this consultation given the impact on roads such as Hare Lane and that the agreement and response on what to say should take place at the CPC meeting on the 19th November. The HT&E committee unanimously agreed that Option 3 was not suitable for Claygate so Option 1 or 2 would be considered at the full council meeting on the 19th November.

It was unanimously decided to submit a response in support of Option 2 to the government consultation on pavement parking.

AP95 Chairman to submit a response on behalf of the CPC.

101/16. To consider a response to the Consultation on admission arrangements for Surrey's community and voluntary controlled schools for 2022 (closes 1st December).

Both the Chair of Governors and the Headteacher at Claygate School had been consulted and their response was that this consultation is intended as clarification rather than any material change. They did not see this as

having a negative impact on the school or the children of Claygate. Cllrs agreed that as such no response was required to this consultation.

102/17. To receive an update on Communications.

The next planned Courier is for February 2021 delivery. If there is news on the Local Plan a 'one off' Courier will be needed separately. Committees will be required to each contribute articles (50 words with photos).

103/18. To consider and approve £100 from the communications budget to boost Facebook through to the end of the financial year.

The Council noted that it meant sense to invest in boosting posts now so to accrue more likes and a higher level of engagement. Boosting posts (circa £2 a day) will help access a further 160-300 people within 1km.

It was **agreed with a majority decision** to approve £100 from the communications budget to boost Facebook through to the end of the financial year. 1 Cllr abstained.

104/19. To consider a grant application for £350.25 to the CRGT towards the cost of a defibrillator at the clubhouse.

The Council agreed that it was sensible to have access to a defibrillator on the Claygate Recreation Ground.

It was **unanimously agreed** to grant £350.25 to the CRGT towards a cost of a defibrillator.

AP96 Clerk to notify the CRGT of the outcome and arrange payment from the Grant budget to the CRGT

105/20. To consider a grant application for £220 from Esher and Claygate Car Services for supply of PPE equipment for volunteer drivers.

It was **unanimously agreed** to grant £220 to Esher and Claygate Car Services for supply of PPE equipment for volunteer drivers.

AP97 Clerk to notify Esher and Claygate Car Services of the outcome and arrange payment from the Grant budget.

106/21. To agree a payment of £350 to the CVA from the Public Projects budget for the provision of a Christmas Tree on The Green.

Cllr Sugden declared a non pecuniary interest as he sits on the CVA committee but would not participate in the vote.

It was **agreed in a majority** decision to pay £350 to the CVA from the Public Projects budget for the provision of a Christmas tree on the Green. 1 Cllr abstained. The Chair did not vote.

AP98 Clerk to notify CVA and arrange payment,

107/22. To agree a donation of £280 to the Royal British legion from the Public Projects budget for the 56 lamp post/road sign poppies requested from RBL.

The Council noted that the donation was in fact for £275 and for 55 lamp poppies.

It was **unanimously agreed** to donate £275 to RBL from the Public Projects budget.

AP99 Clerk to arrange payment to RBL for £275 from public projects budget.

The Chairman noted that he wanted to thank Cllr Swift and a local volunteer for their fabulous efforts in putting up the poppies and Remembrance Day figures around Claygate.

108/23. Matters for information purposes only.

The Council noted that a request for Covid-19 Vaccine volunteers has been received from Royal Surrey County Hospital.

AP100 Clerk to circulate email to Cllrs.

109/24. Motion to exclude the press and Public to discuss staffing matters.

A motion was unanimously agreed.

110/25. Staffing matters in confidence.

The Chair informed Cllrs that as we are planning the 2021/22 budget that a Staffing Working Party (SWP) meeting would be scheduled shortly to arrange an appraisal with the Clerk. The SWP would also recommend a 2021/22 salary for the Clerk for inclusion in the 2021/22 budget.

AP101 Cllr Collen to arrange SWP meeting in liaison with Chair and Cllr Swift.

Meeting ended at 21h25

To confirm that the next meeting of the Claygate Parish Council is planned to be held on

January 14th 2021 at 7.30 pm

Website: www.claygateparishcouncil.gov.uk

Appendix 1 – Unity Trust Cashbook 31/08/2020 – 31/10/2020 Claygate

Date: 10/11/2020

Claygate Parish Council

Page 1

Time: 09:36

Cashbook 1

User: SH

Unity Trust

Payments made between 31/08/2020 and 31/10/2020

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
16/09/2020	Unity Credit Card	Credit Crd	59.25				250	59.25	September Credit Card Payment
16/09/2020	Lloyds Bank	DD	3.00				1132 101	3.00	September Monthly Credit Cd Fee
17/09/2020	Paul Garden Services	BACS	575.00				3102 301	575.00	August HGS Monthly Bill
17/09/2020	E-Mango	BACS	60.00		10.00		6102 601	50.00	E Mango Support 2hrs
17/09/2020	Vodafone	DD	15.99		2.66		1110 101	13.33	September Monthly Bill
17/09/2020	TalkTalk	DD	29.40		4.90		1110 101	24.50	TalkTalk Sept Monthly Bill
28/09/2020	Sally Harman	BACS	78.95				1130 101	78.95	Expenses September
28/09/2020	HMR & C	BACS	275.57				1101 101	275.57	September P32
28/09/2020	Sally Harman	BACS	922.78				1101 101	922.78	Salary September
28/09/2020	Nest Pension	BACS	45.10				1101 101	45.10	September Pension
30/09/2020	Lloyds Bank	DD	22.50				1132 101	22.50	Service Charge
01/10/2020	Sally Harman	BACS	599.00		99.83		1128 101	499.17	Expenses Laptop
01/10/2020	Curtis Building and Carpentry	BACS	100.00				3102 301	100.00	Knee rail Church Road
01/10/2020	Claygate Youth Club	BACS	500.00				1306 103	500.00	Claygate YC Grant Mobile Phone
02/10/2020	HMR & C	BACS	86.12				1101 101	86.12	Pay Increase Tax Amend Apr-Aug
02/10/2020	Sally Harman	BACS	90.79				1101 101	90.79	Back dated Pay Rise Apr-Aug
10/10/2020	TalkTalk	DD	29.40		4.90		1110 101	24.50	October Monthly Phone Bill
13/10/2020	Vodafone	DD	15.99		2.66		1110 101	13.33	October Monthly Mobile Bill
15/10/2020	Zurich Municipal	BACS	503.40				1115 101	503.40	Zurich Insurance Renewal 20/21
15/10/2020	Zurich Municipal	BACS	-503.40				1115 101	-503.40	Zurich Municipal
15/10/2020	Zurich Municipal	BACS	422.07				1115 101	422.07	Zurich Insurance Renewal 20/21
16/10/2020	Lloyds Bank	DD	3.00				1132 101	3.00	Credit Card Monthly Fee
16/10/2020	Unity Credit Card	Oct CrdIt	412.72				250	412.72	October Credit Card Payment
16/10/2020	Unity Credit Card	Oct CrdIt	409.72				250	409.72	October Credit Card Transfer
20/10/2020	Paul Garden Services	BACS	575.00				3102 301	575.00	September HGS Maintenance
20/10/2020	Royal British Legion	CHEQUE	25.00				1136 101	25.00	Remembrance Day Wreath
22/10/2020	Nest Pension	DD	9.86				1101 101	9.86	Backdated Pay change Pension
28/10/2020	HMR & C	BACS	224.48				1101 101	224.48	P32 October
Subtotal Carried Forward:			5,590.69	0.00	124.95			5,465.74	

Appendix 1 – Unity Trust Credit Card 31/08/2020-31/10/2020

Date: 10/11/2020

Claygate Parish Council

Page 1

Time: 09:37

Cashbook 3

User: SH

Unity Credit Card

Payments made between 31/08/2020 and 31/10/2020

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>
04/09/2020	Zoom Video Communications	CRDIT CD	14.39		2.40	1130	101	11.99	September Monthly Subscription
17/09/2020	Microsoft	CRDIT CD	33.84		5.64	1139	101	28.20	Microsoft
17/09/2020	Microsoft	CRDIT CD	33.84		5.64	1139	101	28.20	August Office 365
24/09/2020	Challenge Fencing Ltd	CRDIT CD	327.65		54.61	3104	301	273.04	White Entrance Gates Hare Lane
04/10/2020	Zoom Video Communications	CRDIT CD	14.39		2.40	1130	101	11.99	Zoom October Subscription
08/10/2020	Avenue Group Ltd	CRDIT CD	52.18		8.70	3104	301	43.48	Avenue Group Ltd
14/10/2020	Microsoft	CRDIT CD	33.84		5.64	1139	101	28.20	October 365 Subscription
16/10/2020	Unity Trust	Oct Crdit	412.72				240	412.72	October Credit Transfer Error
Total Payments:			922.85	0.00	85.03			837.82	

30th April 2020		30th April 2021
	Current Assets	
2,379	VAT Control A/c	1,026
55	Petty Cash	55
86,443	Cambridge	86,443
23,329	Unity Trust	66,253
<u>112,207</u>		<u>153,777</u>
	112,207 Total Assets	153,777
	Current Liabilities	
0	Unity Credit Card	100
575	Creditors	0
63	Credit Card Liabilities	0
20	Accruals	0
<u>658</u>		<u>100</u>
	111,549 Total Assets Less Current Liabilities	153,677
	Represented By	
34,327	General Reserves	69,961
7,850	EMR Election Fund	7,850
17,147	EMR CIL 17/18	3,647
11,267	EMR CIL 18/19	11,267
5,000	ERM Claygate School Pool	5,000
957	EMR CIL 19/20	957
35,000	EMR CIL Claygate School Pool	35,000
0	EMR CIL 20/21	19,995
<u>111,549</u>		<u>153,677</u>

The above statement represents fairly the financial position of the authority as at 31st October 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____