



DRAFT
Minutes of the Parish Council Meeting
Held on Thursday 14th January 2021 at 7.30p.m via Zoom.

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

In Attendance: **Parish Clerk & RFO Sally Harman, EBC Cllr Mike Rollings, 11 members of the public**

117/1 To accept apologies for absence.

Cllr Xingang sent his apologies in advance of the meeting. Cllr Nick Jefferies sent his apologies and also his resignation citing significant work load as well as other duties that mean he can't give the position and the Parish Council the attention it deserves. The Chairman noted that CPC thanked Cllr Jefferies for volunteering for the CPC.

AP104 Clerk and Chairman to notify Election Officer at EBC

118/2 To receive declarations of interest in items on the agenda.

None

119/3 To confirm the minutes of the Extraordinary Parish Council meeting held on 10th December 2020.

It was agreed in a majority decision that the minutes of the meeting of the 10 th December 2020 could be approved and signed with no amends.
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The minutes of the meeting of the 10th December 2020 had been circulated, were approved and signed by the Chairman.

AP105 Chairman to sign minutes and drop to Clerk.

The Chairman passed a motion under Standing Order 10 A 6 to move to item 10 on the agenda. The meeting would then revert to the original order. This was agreed in a majority decision.

120/10. To consider the Parish Councils' response to the consultation on the Proposed Nursery Provision at Claygate Primary School (closing date 21st January 2021)

Clerk circulated the details of the consultation to Cllrs prior to the meeting. The Co-Chairman of the Governors at Claygate Primary school (CPS) spoke. She gave a perspective as both a Governor and as a parent. As a Governor she cited that CPS had the space and resources to facilitate a nursery and already had established safeguarding systems and Ofsted links. There is a new EYFS lead in place and reception is now very good. It would allow children to join from 3 all the way to 11. The Nursery would help financially and would benefit the whole school. From a parent perspective a CPS Nursery would allow a seamless transaction for children up to the primary school age. It would have great facilities and allow one drop off for all children whatever the age for larger families. The Head of CPS has run a nursery school in the past. It offered parents a different choice versus what other nurseries in Claygate currently offered. CPS were looking for CPC to support the proposed nursery.

It was **unanimously agreed** for CPC to support this consultation and for CPC to submit a letter of support to CPS.

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

The Chairman passed a motion under Standing Order 10 A 6 to move to item 9 on the agenda. The meeting would then revert to the original order. This was agreed unanimously.

121/9. To consider a CIL grant application from Claygate Youth and Community Hub for £34,150 to enable essential refurbishments to the Youth Centre building in Elm Road, in order to facilitate its change from once-weekly youth club premises, to become 'The Hub', Claygate's new Youth and Community Centre.

It was noted that all Cllrs needed to declare an interest as in June 2020 they had voiced their support to the concept of a Claygate Community and Youth hub in the Courier.

Both a Trustee of the Claygate Village Youth Club Association and the Centre's Manager and Youth co-leader's spoke. They stated they were asking for £34,150 for material conversion of Claygate Youth Centre to become Claygate Youth and Community Hub. The funds would provide a new kitchen to enable young people to learn cookery skills and prepare meals in youth sessions as well as expand its desirability to future building users, fund the interior redecoration of the building and provide essential grounds equipment to enable outside sport and leisure within youth sessions. They needed a total of £44,191 of capital of which £10,041.50 had already been secured. The breakdown of the ask was for £15,000 for a new kitchen, £16,000 for interior refurbishment and modernisation and £3,150 for exterior Grounds equipment.

SCC is to lease the building to the Claygate Youth and Community hub for 5 years with peppercorn rent whilst paying for utilities and building maintenance. There would be a 6 month break clause on the lease for either party. In addition to SCC contribution, the Claygate Community and Youth Hub was seeking funding from Community Foundation for Surrey to help contribute to the running costs of the building along with approaching multiple other fundraising providers.

Currently Claygate youth provisions were 2hrs on a Thursday evening, run by volunteers, with 30 11-19 year old members. 95% of those that currently use the facilities are Claygate based. They were looking to expand the offering increasing youth provision and community use and increased hours with better facilities. The closest alternative Youth Clubs were East Moseley and Leatherhead. They noted that the current youth generation in Claygate desperately needed these facilities and the center of support, given the effects the Covid -19 pandemic will and is having on them.

It was **unanimously agreed** to give £18,150 of CIL monies for the new kitchen and outdoor elements of the project.

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

122/4 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. **DONE**

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

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. **DONE** Location identified. Will be discussed what to do with them at HT&E meeting on 11th Feb.

AP51 Cllr Sugden to speak to CVA about a CPC liaison role. **OUTSTANDING**

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**

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.**

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

AP84 Clerk to notify the CVHA and CRGT of the outcome of the votes for appointing representatives **IN PROGRESS.** CVHA notified Cllr Swift is their new liaison representative. Seeking advice from SALC regarding CRGT response.

AP85 Clerk to repay double payment of £4137.68 HGS Grant by EBC to EBC. **DONE** Repayment on cost centre 3102

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

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

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

AP89 Clerk to arrange payment from Public Projects budget to East Elmbridge Food bank £250. No response from EEFB to date. **OUTSTANDING.**

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

AP91 Cllr Herbert to send details to the Clerk of EBC Torrington Lodge carpark residential development proposal to circulate & Clerk to add to 3/12 Planning Committee agenda. **DONE**

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

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. **IN PROGRESS** Clerk to add to HT&E agenda.

AP94 Clerk to inform incumbent HGS supplier he had secured a new annual contract and get new contract signed. **DONE**

AP95 Chairman to submit a response on behalf of the CPC to the Governments Pavement Parking consultation **DONE**

AP96 Clerk to notify the CRGT of the outcome of their Grant application towards a Defibrillator and arrange payment from the Grant budget to the CRGT. **DONE**

AP97 Clerk to notify Esher and Claygate Car Services of the Grant application outcome and arrange payment of £220 from the Grant budget. **DONE**

AP98 Clerk to notify CVA of the decision to contribute £350 to the Village Christmas Tree and arrange payment, **DONE** Cost agreed came in at £315. Xmas lights and trees to remain up until early February due to COVID-19 lockdown restrictions.

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

AP100 Clerk to circulate email to Cllrs on COVID-19 Vaccine Volunteer request from Royal Surrey hospital **DONE**

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

AP102 Chairman to sign minutes from 19th Nov and drop to Clerk. **DONE**

AP103 Clerk to send payment and condition letter to Claygate Primary School for £5k Grant for Pool project **DONE**

123/5 To receive the Chairman's report and decide any action arising.

The Chairman cited it was incredibly busy and had nothing further to add over and above what was to be covered off on the agenda.

124/6. To receive the report from the Parish Clerk and RFO and decide any action arising.

The Clerk noted that the Covid-19 CPC lockdown plan was active. She had continued to post the latest COVID-19 communication to the website and Facebook regarding the move to Tier 4 and then full lock down from SCC. She had engaged SALC to assist in setting up an asset channel for distributing assets from SCC following delays in her receiving directly. The Clerk updated on the HTC care line since the latest lockdown saying that they had seen a small increase in requests for shopping help, but still nothing close to the requests they had during the first lockdown, and it seems as if the provisions which people put in place then are still holding up with regards to food deliveries and pharmacy collections. Neighbours and family members are supporting people well, and also more vulnerable people have managed to book food deliveries. In addition, she confirmed that the HGS supplier was happy that he could still fulfil his duties within current COVID-19 government guidance. She highlighted to Cllrs that she still needed their help in removing COVID-19 misinformation from the notice boards if they see it.

The FOI request received by the Council was being dealt with but was taking up a significant amount of the Clerks' time and was slowing the Clerk's ability to handle queries and APs.

The Clerk updated on the financial position of the council:-

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 at 31ST DECEMBER was £137,837.(Appendix A)

2/ Cash book (1) Unity Trust Payments report from 1ST NOVEMBER to 31ST DECEMBER shows all transactions during the period (Appendix C). Total payments for this period amount to £18,489 ex VAT. Main costs outside of usual monthly expenditure were: -

- £5,845 in Grants to CPS Pool project, RBL, CRGT and Esher and Claygate Car Services
- £4,137 HGS EBC Grant duplicate repaid to EBC.
- £1,945 for October Courier Design, Printing & Distribution,
- £760 for Old Claygate Lane Footbridge Base installation,
- £600 Planning Consultant for August Government National Planning Consultation CPC response support.
- £315 Village Christmas Tree.
- £300 External Audit costs.
- £282.00 Payroll Software Provider Annual Service agreement
- £166 SLCC Annual Fees.
- £160 Foley Road Triangle Weeding July-October
- £119 Defib Annual Service Agreement.

3/ Cash book (3) Unity Credit Card shows all transactions from 1ST NOVEMBER to 31ST DECEMBER amounting to £147.29 ex VAT made up predominantly of the usual monthly subscription costs for Zoom & Microsoft Office 365 (Appendix D).

4/ The balance sheet as of 31st December shows current assets less liabilities of £137,837; represented by General Reserves £59,121 and Earmarked Reserves of £78,716. Earmarked reserves dropped by £5,000 since the last meeting as £5k CPS Pool grant was released. £42,850 of the EMR of £78,716 has been allocated as Election contingency and CPS Pool CIL monies, leaving £35,867 CIL monies unallocated. We have £91 of costs outstanding on the credit card.

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

- 1115 Insurance 110.4% -> Includes £119 Medisol Defib Annual Service agreement which wasn't budgeted for.
- 1128 Equipment 199.7% -> Clerk replacement laptop.
- 1132 Bank Charges 117.7% -> Credit card Monthly cost £3 not budgeted for.
- 1306 Other Grants 802.6% -> Main overspend driven by £15,000 CIL Toilet upgrades.
- 1401 Public Projects 121% -> Overspend driven by £1500 grant for village hall toilet upgrade. Public Projects also includes Marshalls for Remembrance Day, £293 for Claygate Scrubs and £275 grant to RBL.
- 3102 HGS Maintenance 121.5% -> £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.

125/7. To agree the Council levy a precept of £49,073 for the financial year 2021/22 holding the Band D rate at £14.15 flat for the sixth consecutive financial year.

Cllr Swift proposed a reduction of 10% in the band D rate to help the community in these difficult times. Cllr Marques agreed. EBC Cllr Mike Rollings stated that both EBC and SCC would most likely be increasing council tax rates this year. The Chairman noted that Claygate precept was 1% of residents council tax bills and there had been no increase for 6 years. A decision on the precept had to be submitted to EBC by the end of January.

It was **unanimously agreed** to hold an Extraordinary meeting next Thursday 21st January at 19h30 where the precept rate would be agreed.

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.

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

126/8. To approve a budget of £51,878 for the financial year 2021/22 funded by a precept of £49,073, a discretionary Council tax support grant from EBC of £2,730 and £75 of bank interest.

It was **unanimously agreed** to hold an Extraordinary meeting next Thursday 21st January at 19h30 where the budget would be agreed.

AP110 Clerk to add budget to Extraordinary meeting agenda.

127/11. To adopt the revised NALC standing orders (June 2020) subject to any proposed amendments.

It was agreed Cllrs needed more time to review the new Standing Orders documentation.

AP111 Clerk to add 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.

128/12. To review & agree the Remote Meeting Policy Section 27 of the Council's Standing Orders.

It was agreed to change the wording in Section 27 (d) from 'preceding' to 'subsequent'.

AP112 Clerk to make amendment to Standing Orders.

Cllr Swift suggested CPC should consider uploading zoom recordings on to the CPC website as per EBC.

AP113 Clerk to add to CPC 11st March agenda for discussion.

129/13. To note the minutes of the Planning Committee and decide any action arising.

The Clerk had circulated the link to the Government's Supporting Housing Delivery and Public Service Consultation (end date 28th). It was agreed that CPC should submit a response.

AP114 Cllrs to review 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.

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

130/14. To provide an update on the EBC Local Plan and agree next steps.

No update at this time. CPC are still awaiting revised timetable from EBC.

131/15. To note the minutes of the Highways, Transportation and Environment Committee and agree any action arising.

Cllr Swift noted that NALC were supporting a Local Climate Action Plan and whether CPC should be doing something

AP116 Clerk to add Local Climate Action Plan to next HT&E meeting agenda for discussion.

The Clerk updated that she had been in touch with Savills regarding the worsening flooding under railway bridge on bridleway south of A3. Savills replied saying that they have instructed a company called Freeflow to go and clear the drains which it seems have become blocked with debris from the woodland (this was following their initial inspection, recommendations and quote). They are chasing Freeflow for an update.

132/16. Communication, specifically the Courier

133/17. Matters for information purposes only.

The Chairman thanked everyone for their continued efforts in these difficult times.

It was noted that Speedwatch had been suspended taking on board the advice of the SCC Constabulary and due to a number of team members shielding.

Meeting ended at 21h35

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

21st January 2021 at 7.30 pm

Website: www.claygateparishcouncil.gov.uk

Appendix A – Balance Sheet as at 31st December 2020

11/01/2021

Claygate Parish Council

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Balance Sheet as at 31st December 2020

30th April 2020

30th April 2021

Current Assets			
2,379	VAT Control A/c	999	
55	Petty Cash	55	
86,443	Cambridge	86,443	
23,329	Unity Trust	50,431	
<u>112,207</u>			<u>137,929</u>
	112,207	Total Assets	137,929
Current Liabilities			
0	Unity Credit Card	91	
575	Creditors	0	
63	Credit Card Liabilities	0	
20	Accruals	0	
<u>658</u>			<u>91</u>
	111,549	Total Assets Less Current Liabilities	137,837
Represented By			
34,327	General Reserves		59,121
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		0
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>137,837</u>

The above statement represents fairly the financial position of the authority as at 31st December 2020 and reflects its income and expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

Appendix B – Detailed Income & Expenditure by Budget 31/12/2020

11/01/2021
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Claygate Parish Council

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Detailed Income & Expenditure by Budget Heading 31/12/2020

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	0	125	125			0.0%	
1191 CIL Monies	20,739	0	(20,739)			0.0%	20,739
General Expenditure :- Income	72,937	52,243	(20,694)			139.6%	20,739
1101 Salaries and Ers Ni	11,078	14,325	3,247		3,247	77.3%	
1102 Accomodation	0	120	120		120	0.0%	
1103 Training	0	500	500		500	0.0%	
1105 Office Supplies	169	450	281		281	37.7%	
1106 Hall Hire	0	1,100	1,100		1,100	0.0%	
1110 Telephone	371	750	379		379	49.4%	
1112 Audit	300	650	350		350	46.2%	
1115 Insurance	541	490	(51)		(51)	110.4%	
1120 Subscriptions	3,099	2,898	(201)		(201)	106.9%	
1128 Equipment	499	250	(249)		(249)	199.7%	
1130 Misc Admin Expenses	966	1,000	34		34	96.6%	
1131 Interim Administrator Wages	0	500	500		500	0.0%	
1132 Bank Charges	99	84	(15)		(15)	117.7%	
1136 Chairmans Allowance	25	100	75		75	25.0%	
1139 GDPR Compliance	169	500	331		331	33.8%	
General Expenditure :- Indirect Expenditure	17,317	23,717	6,400	0	6,400	73.0%	0
Net Income over Expenditure	55,620	28,526	(27,094)				
6001 less Transfer to EMR	20,739						
Movement to/(from) Gen Reserve	34,881						
102 S137							
1201 s137 Grant	500	0	(500)		(500)	5000000.0%	
S137 :- Indirect Expenditure	500	0	(500)	0	(500)	5000000.0%	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	20,065	2,500	(17,565)		(17,565)	802.6%	19,245
Other Grants :- Indirect Expenditure	20,880	3,500	(17,380)	0	(17,380)	596.6%	19,245
Net Expenditure	(20,880)	(3,500)	17,380				
6000 plus Transfer from EMR	19,245						
Movement to/(from) Gen Reserve	(1,635)						

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Public Projects							
1401 Public Projects	2,316	1,913	(403)		(403)	121.1%	
Public Projects :- Indirect Expenditure	<u>2,316</u>	<u>1,913</u>	<u>(403)</u>	<u>0</u>	<u>(403)</u>	<u>121.1%</u>	<u>0</u>
Net Expenditure	<u>(2,316)</u>	<u>(1,913)</u>	<u>403</u>				
801 Communications							
8101 Printing & Design	2,428	5,500	3,072		3,072	44.1%	
8102 Website	30	1,000	970		970	3.0%	
8105 Publicity	0	1,000	1,000		1,000	0.0%	
Communications :- Indirect Expenditure	<u>2,458</u>	<u>7,500</u>	<u>5,042</u>	<u>0</u>	<u>5,042</u>	<u>32.8%</u>	<u>0</u>
Net Expenditure	<u>(2,458)</u>	<u>(7,500)</u>	<u>(5,042)</u>				
General Administration :- Income	72,937	52,243	(20,694)			139.6%	
Expenditure	43,471	36,630	(6,841)	0	(6,841)	118.7%	
Net Income over Expenditure	<u>29,466</u>	<u>15,613</u>	<u>(13,853)</u>				
plus Transfer from EMR	19,245						
less Transfer to EMR	20,739						
Movement to/(from) Gen Reserve	<u>27,972</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	760	2,750	1,990	0	1,990	27.6%	
Movement to/(from) Gen Reserve	<u>(760)</u>						
Environment							

Detailed Income & Expenditure by Budget Heading 31/12/2020

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	8,868	7,300	(1,568)		(1,568)	121.5%	
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>10,045</u>	<u>12,400</u>	<u>2,355</u>	<u>0</u>	<u>2,355</u>	<u>81.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,818)</u>	<u>(8,363)</u>	<u>(6,545)</u>				
Environment :- Income	8,227	4,037	(4,190)			203.8%	
Expenditure	10,045	12,400	2,355	0	2,355	81.0%	
Movement to/(from) Gen Reserve	<u>(1,818)</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	81,164	56,280	(24,884)			144.2%	
Expenditure	54,876	56,280	1,405	0	1,405	97.5%	
Net Income over Expenditure	<u>26,288</u>	<u>(0)</u>	<u>(26,288)</u>				
plus Transfer from EMR	19,245						
less Transfer to EMR	20,739						
Movement to/(from) Gen Reserve	<u>24,794</u>						

Appendix C – Cashbook Unity Trust Bank 01/11/20 – 31/12/20

Date: 11/01/2021		Claygate Parish Council				Page 1	
Time: 08:55		Cashbook 1				User: SH	
		Unity Trust					
Payments made between 01/11/2020 and 31/12/2020							
Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details
03/11/2020	Mark Sugden	300675	684.90			6101 601	684.90 Oct courier print - Expenses
03/11/2020	Mark Sugden	300675	14.96			1130 101	14.96 Remembrance Poppies - Expenses
03/11/2020	Mark Sugden	300675	-14.96			1130 101	-14.96 Remembrance Poppies - Expenses
03/11/2020	Mark Sugden	300675	14.95			1130 101	14.95 Remembrance Poppies - Expenses
03/11/2020	Piranha PR	BACS	864.00		144.00	6101 601	720.00 October Courier Design
03/11/2020	Medisol BV	BACS	142.80		23.80	1115 101	119.00 Medisol BV
03/11/2020	GA Landscapes	BACS	912.00		152.00	2102 201	760.00 Base Footbridge Old Claygate
04/11/2020	Zoom Video Communications	CREDIT CD	-14.39		-2.40	1130 101	-11.99 Zoom November Subscription
04/11/2020	Zoom Video Communications	CREDIT CRD	14.39		2.40	1130 101	11.99 Zoom November Subscription
05/11/2020	PKF LittleJohn LLP	BACS	360.00		60.00	1112 101	300.00 PKF LittleJohn LLP
05/11/2020	Zoom Video Communications	DD	14.39		2.40	1130 101	11.99 November Zoom Subscription
05/11/2020	Zoom Video Communications	DD	-14.39		-2.40	1130 101	-11.99 November Zoom Subscription
10/11/2020	TalkTalk	DD	29.40		4.90	1110 101	24.50 Talk Talk Oct Monthly Bill
13/11/2020	Vodafone	DD	15.99		2.66	1110 101	13.33 Vodafone
16/11/2020	Paul Garden Services	BACS	575.00			3102 301	575.00 October HGS Maintenance
16/11/2020	Greenhill 2003Ltd	BACS	648.00		108.00	6101 601	540.00 October Courier Distribution
16/11/2020	Sage	BACS	338.40		56.40	1120 101	282.00 Sage Annual Service Agreement
16/11/2020	Unity Credit Card	Credit Card	100.41			250	100.41 November Credit Card Payment
16/11/2020	Lloyds Bank	DD	3.00			1132 101	3.00 Monthly Unity Credit Card Fee
22/11/2020	ICO Data Protection	DD	40.00			1130 101	40.00 ICO Annual Data Protection Fee
22/11/2020	ICO Data Protection	DD	-40.00			1130 101	-40.00 ICO Annual Data Protection Fee
22/11/2020	ICO Data Protection	DD	35.00			1130 101	35.00 ICO Annual Data Protection fee
26/11/2020	Royal British Legion	300676	275.00			1401 104	275.00 Grant RBL
26/11/2020	Andys Gardening Services	BACS	378.00		63.00	1304 103	315.00 Xmas Tree 2020
26/11/2020	Esher & Claygate Car Services	BACS	220.00			1306 103	220.00 Grant CPC
26/11/2020	Philippa Jarvis Planning	BACS	720.00		120.00	4102 401	600.00 Planning Advice Re Gov Consult
26/11/2020	Claygate Recreation Ground Tr	BACS	350.25			1306 103	350.25 Grant CRGT Defib
27/11/2020	Elmbridge Borough Council	BACS	4,137.68			3102 301	4,137.68 HGS EBC May Grant repayment
Subtotal Carried Forward:			10,804.78	0.00	734.76		10,070.02

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/11/2020	Sally Harman	BACS	852.22			1101	101	852.22	November Salary
30/11/2020	HMR & C	BACS	224.48			1101	101	224.48	November Tax & NI
30/11/2020	Nest Pension	DD	37.35			1101	101	37.35	November Pension
02/12/2020	Lloyds Bank	DD	3.00			1132	101	3.00	December Credit Card Fee
03/12/2020	Castle Water Limited	DD	15.93			3102	301	15.93	Castle Water Bill Oct20-Mar21
10/12/2020	TalkTalk	DD	29.40		4.90	1110	101	24.50	December Talk Talk Monthly Bill
11/12/2020	Paul Garden Services	BACS	575.00			3102	301	575.00	November Paul HGS Maintenance
11/12/2020	Paul Garden Services	BACS	160.00			3104	301	160.00	Foley Road Weeding Paul Garden
14/12/2020	SLCC	BACS	166.00			1120	101	166.00	Annual SLCC Membership Fees
14/12/2020	Vodafone	DD	15.99		2.66	1110	101	13.33	December Vodafone Bill
15/12/2020	SCC Claygate Primary School	BACS	5,000.00			1306	103	5,000.00	CPS Pool Grant
15/12/2020	SCC Claygate Primary School	BACS	5,000.00			1306	103	5,000.00	CPS Swimming Pool Project Grant
						344		-5,000.00	CPS Swimming Pool Project Grant
						6000	103	5,000.00	CPS Swimming Pool Project Grant
15/12/2020	SCC Claygate Primary School	BACS	-5,000.00			1306	103	-5,000.00	CPS Swimming Pool Project Grant
16/12/2020	Unity Credit Card	Dec Crdt	85.35			250		85.35	Dec Montly Credit Card Payment
29/12/2020	HMR & C	BACS	254.11			1101	101	254.11	P32 December HMRC
29/12/2020	Sally Harman	BACS	938.08			1101	101	938.08	December Montly Clerk Salary
29/12/2020	Nest Pension	DD	44.73			1101	101	44.73	December Nest Pension
31/12/2020	Unity Bank	DD	24.90			1132	101	24.90	December Service Charge
Total Payments:			19,231.32	0.00	742.32			18,489.00	

Appendix D – Cashbook Unity Trust Credit Card 01/11/20 and 31/12/20

Date: 11/01/2021

Claygate Parish Council

Page 1

Time: 08:56

Cashbook 3

User: SH

Unity Credit Card

Payments made between 01/11/2020 and 31/12/2020

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>
05/11/2020	Zoom Video Communications	CRDIT CARD	14.39		2.40	1130	101	11.99	November Zoom Subscription
14/11/2020	Microsoft	CRDIT CARD	33.84		5.64	1120	101	28.20	Office 365 Monthly Sub Nov
23/11/2020	Viking Direct	CRDIT CARD	37.12		6.19	1105	101	30.93	Office Suppliers Ink & Paper
04/12/2020	Zoom Video Communications	CRDIT CARD	14.39		2.40	1130	101	11.99	December Zoom Subscription
14/12/2020	Microsoft	CRDIT CARD	33.84		5.64	1120	101	28.20	Office 365 Dec Subscription
17/12/2020	Viking Direct	CRDIT CARD	43.18		7.20	1105	101	35.98	Ink Office Supplies
Total Payments:			176.76	0.00	29.47			147.29	