



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

SUMMONS

Dear Member

6 November 2018

You are hereby summoned to attend a meeting of FINANCE & STAFFING COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 12 November 2018 at 7.00 p.m.** *or at the conclusion of the public participation period.

Melanie Stephens

Melanie Stephens
Clerk

PUBLIC PARTICIPATION:

*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Committee on issues relevant to the business of the Parish Council.

AGENDA

PART I – PUBLIC SESSION

1. APOLOGIES

To note any apologies for absence.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

3. MINUTES (PAPER A, PAGES 3-5)

To note the minutes of the meeting held on 1 October 2018 (approved by the Full Council on 15 October 2018).

4. CLERK'S VERBAL REPORT

5. PCSO FUNDING – VERBAL REPORT

To discuss this Council's future funding contribution.

6. STAFFING STRUCTURE – VERBAL REPORT

To discuss future staffing arrangements.

7. DRAFT BUDGET 2019/20 (REPORT B, PAGES 6-25)

To consider the draft budget for 2019/20.

8. REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT C, PAGES 26-33)

To receive and approve the report of the RFO and note cheque signing and BACS payments.

9. CHRISTMAS OPENING HOURS

RECOMMENDATION:

That the Parish Office close on the following days over the Christmas period: -

Monday 24 December (Christmas Eve)
Tuesday 25 December (Christmas Day)
Wednesday 26 December (Boxing Day)
Monday 31 December (New Year's Eve)

10. WORK PROGRAMME (REPORT D, PAGES 34-35)

To consider the work programme and make any amendments if necessary.

11. EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matter)”

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

12. STAFFING MATTERS (VERBAL UPDATE)

To consider staffing matters.

To: Committee Members

Cllr P Barrett
Cllr Mrs H Douglas (Chairman)
Cllr J Goss
Cllr H McGuinness
Cllr J Noel
Cllr R Rushton
Cllr J Sorley
Cllr P Spearey

Officers

Mrs J Cahill (Responsible Finance Officer)
Ms M Stephens (Clerk)

**Minutes of the Finance & Staffing Committee Meeting
held on Monday 1 October 2018 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

Councillors Present: Mrs H Douglas (Chairman), Mr J Goss, Mr H McGuinness, J Noel and Mr P Spearey

Apologies: Cllrs R Rushton & Sorley

In Attendance: Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer (RFO)

Also in attendance: Parish Council's I.T Consultant

PUBLIC SESSION

No members of the public were present.

6 DECLARATIONS OF INTEREST

Cllrs Mrs Douglas, J Goss & P Speary in Minute No. 17.

7 MINUTES

RESOLVED:

That the minutes of the Finance & Staffing Committee meeting held on 2 July 2018, previously approved by Full Council on 16 July 2018 be noted.

8 CLERKS VERBAL REPORT

There were no issues to raise.

9 FUTURE I.T PROVISION

Members welcomed the Council's I.T consultant to the meeting. Members were informed that owing to the expansion of the Council and the new requirements under GDPR the Council's I.T provision was currently not fit for purpose.

Issues requiring consideration included: -

- Member use of their own laptops/home PC's for Parish Council business and GDPR compliance including potential risk of data breaches
- The continued use of a hard drive which required manual backup
- The limitations of the hard drive, including security risks and the need for a server (cloud based)
- The growing number of users to the Council's I.T systems and the need for greater flexibility and smarter working including the potential use of Sharepoint which had been rolled out across Hampshire County Council

RESOLVED

That the Clerk investigate the costs of improving the Council's I.T provision for inclusion in the 2019/20 budget.

10 BUDGET REQUESTS FROM LEISURE & PROPERTIES COMMITTEE

Members considered the budget request from the Leisure & Properties Committee.

RESOLVED

That the budget requests be approved.

11 HANDHELD PAYMENT TERMINAL AND PAYAL

Members considered the benefits of purchasing a handheld payment terminal and Paypal account to offer greater flexibility for residents when paying for services.

RESOLVED

(a) That the Council enter into a 12-month contract with Payzone for the use of a handheld payment terminal and that this be reviewed in 9 months' time; and

(b) That the Council set up a Paypal account to allow customers to pay for services online and that this be reviewed in 9 months' time.

12 FINANCE UPDATE (REPORT B)

Members considered the report of the Responsible Finance Officer.

Members raised a number of queries to which answers were given.

RESOLVED

That the finance update be noted.

13 COMMUNITY INVESTMENT PROGRAMME (REPORT C)

Members considered the Community Investment Programme.

Members raised a number of suggestions which would be shared with Eastleigh Borough Council for inclusion in the programme.

RESOLVED

That the report be noted.

14 GRANT AID REQUESTS (REPORT D)

Members considered two applications for grant aid requests.

RESOLVED

(a) That the application received from Fair Oak Village Hall Management Committee be approved in full; and

(b) That the application received from Knowle Park Allotment Association be approved in full.

15 EXTERNAL AUDITORS REPORT (REPORT F)

Members considered the report of the External Auditor and the appointment of the Internal Auditor.

Members thanked the Responsible Finance Officer in the successful management of the Council's accounts.

Members discussed the continuing appointment of the Council's Internal Auditor.

RESOLVED

- (a) That the report of the External Auditor be noted; and
- (b) That the appointment of the Internal Auditor be reviewed for the start of the new financial year.

16 WORK PROGRAMME (REPORT F)

Members considered the work programme.

RESOLVED

That the work programme be noted.

17 HORTON HEATH COMMUNITY CENTRE BUDGET

Cllrs Mrs Douglas, Goss & Spearey disclosed a pecuniary interest on the grounds that they were Trustees for the Horton Heath Community Association. They did not participate in the discussion and did not vote. Consequently, the meeting became inquorate. The Clerk would therefore defer this matter to Full Council on 15 October for consideration.

RESOLVED

That this item be deferred for consideration at the Full Council meeting on 15 October 2018.

18 ADDITIONAL MEETING DATE

RESOLVED

That an additional Committee meeting take place on Monday, 12 November 2018 at 7.00pm.

19 EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matter)”

20 STAFFING MATTERS (REPORT G)

Members considered the report.

RESOLVED

That the recommendations set out in the report be approved.

This was all the business and the meeting finished at 8.45 pm.

Signed Chairman

DRAFT BUDGET 2019/20

1. PURPOSE

- 1.1 To consider the development of the draft budget for 2019/20 which will be agreed by full Council in December for submission to Eastleigh Borough Council (EBC) in setting the level of Band D council tax.
- 1.2 To consider all fees and charges for 2019/20.

2. BACKGROUND

- 2.1 As part of the budget preparation process all Council Committees at their September & October meetings, considered budget requirements under their portfolio for the forthcoming year. Both Leisure & Properties & Finance & Staffing Committees made budget requests which are included in the draft budget.
- 2.2 In accordance with the Council's financial regulations, this report sets out the final proposals for:
 - The Budget Requirement for 2019/20 which includes the precept level for submission to EBC in setting the Council Tax for 2019/20 attached at **Appendix 1**
 - The budget adjustments and justifications (set out in Paragraph 4.3)
 - Sports Fixture fees & charges for 2019/20 attached at **Appendix 2** *members will consider all other fees (room booking, allotment & cemetery fees at their next meeting)
 - The level of reserves with associated spending plans **Appendix 3**

3. FINANCIAL STRATEGY

- 3.1 In setting the Council's budget, the following key principles have been applied:
 - To deliver a balanced budget showing budget requirements through precepting purposes and separating out one-off project cost requirements in ear marked reserves
 - Identify efficiencies and savings whilst protecting the delivery of key services provided in the community;
 - Identify opportunities to maximise income for the benefit of the community;
 - Setting appropriate level of fees and charges balancing value for money against the Council's interests; and
 - Balance the needs of service users and council taxpayers.

The draft budget set out in Appendix 1 is in line with this strategy.

- 3.2 The Council's financial strategy should: -

- Ensure that it is fully aligned to the Council's key priorities and objections (which should be set out in a corporate plan¹);
- Undertake smarter working practices and show efficiencies whilst protecting Council services;
- Explore partnership working opportunities and collaboration with others to transform service delivery;
- The utilisation of ear marked reserves (and when necessary external borrowing) to invest in assets and target valuable additional income; and
- A financial commitment towards transforming the delivery of Parish Council Services across the organisation

4. BUDGET REQUIREMENTS FOR 2019/20

4.1 Details of the budget requirements for 2019/20 are set out in **Appendix 1** to this report. The budget requirement for 2019/20 currently stands at £426,288. This an increase of £22,254 (5.5%) from the previous year's budget.

4.2 There are a number of adjustments from the previous year's budget; namely: -

- The removal of cost codes where they have been duplicated in previous years helping to streamline the overall budget;
- Shifts in spending activities resulting in efficiencies;
- Proposed budget increases such as salary and pension contributions through staff increases, the transfer of two new community buildings and replacement of key grounds maintenance machinery.
- Reduction in the level of revenue grant funding support from Eastleigh Borough Council by one third (£4,550) (the level of funding will reduce by 1/3 every year until 2020 where no grant will be received).

4.3 Justification for proposed budget increases are explained in more detail in the table below: -

BUDGET DESCRIPTION	BUDGET 2019/20	VARIANCE	COMMENT
Admin salaries	£95,503	+£14,099	This reflects the increase in salaries for long-standing members of staff who have not had a pay rise for some time, as well as incremental rises to other staff, and the inclusion of an additional post to cover the increase in workload. This figure also includes NI.
Grounds Maintenance salaries	£144,410	+£30,187	As above.
Legal fees	£3,500	+£1,500	The increase in asset transfers (buildings & public open space), HR issues and general enquiries has meant that additional money is required to cover the anticipated increase in this cost.
Training	£2,500	+£1,000	Additional funds are required to cover the cost of training new members at part of the 2019 whole Council elections as well as new members of staff.
Members I.T.	£7,050	+£7,050	This is a new budge code as agreed by the Finance Committee on 1 October 2018. This budget is required to ensure that the Council's I.T (including member use of I.T) is fit for purpose and meets new GDPR requirements. This money reflects quote received for the set up and installation of Microsoft 365 business and Cloud storage.
Parish Office - Business Rates	£13,500	+£13,000	The previous budget of £500 fall considerably short of the actual business rate required by Eastleigh Borough Council. Unfortunately, rate relief cannot be given on this building.
Parish Office - Electricity	£2,500	+£800	The previous year's budget setting estimate fell short of the actual cost of electricity for the new Parish Office.
Woodland Community Centre - Business Rates	£6,200	+£6,200	The Parish Council did not expect to be charged business rates on this building, as it serves the Community, however, Eastleigh Borough Council have not be able to offer relief of rates.

BUDGET DESCRIPTION	BUDGET 2019/20	VARIANCE	COMMENT
Woodland Community Centre - Gas	£4,000	+£2,000	The budget estimate last year for the cost of gas the Centre fell significantly short of the actual cost to heat this large building.
Woodland Community Centre - electricity	£8,000	+£800	The budget estimate last year for the cost of electricity for the Centre fell significantly short of the actual cost to heat this large building.
Horton Heath Community Centre	£26,500	+£26,500	This is a brand-new budget code owing to the transfer of this building back to the ownership/responsibility of the Parish Council.
Equipment Purchases	£9,500	+£7,500	This budget request from the Parish Ranger to purchase a new roller mower.
Knowle Park – General Maintenance	£6,200	+£4,200	This budget request from the Parish Ranger to create new free draining pathways at Knowle Park.
Cemetery Income	£5,200	+£14,400	The cemetery income this year has fallen considerably from previous year. This is a prudent budget income estimate for next year.
Knowle Park Play Area – General Maintenance	£500	-£19,500	This is a budget saving on previous year's budget as the necessary re-surfacing of the Play Area has now been completed.
PCSO	£0	-£8,000	To bring in line with other Town & Parish Council's were no contribution is paid.

4.4 As part of the Council's financial strategy, the Council should consider ways in which it can maximise income and make savings and efficiencies (through smarter working). The Council has already made a decision to move away from paper-based agendas and minutes and should continue the momentum of following its peers by seeking further efficiencies through paper reductions. In this vein, the Council might wish to consider, as other Council's have done, whether the Council's newsletter should be produced in paper form and sent out electronically instead. That way parishioners get a choice as to whether this document is received. This would not only save in printing costs but distribution costs, making a net saving of £3,000 per annum.

4.5 As austerity continues and government grants to Local Authorities diminish, Council's have become more business focused and are now seeking ways to maximise their incomes to ensure that they can continue to provide essential services to residents. One way in which this Council could achieve more income is through greater usage of its buildings as venues for hire. Officers will seek advice from partners and local businesses to seek innovative ways in which to do this and will provide regular reports on progress. The Council might wish to consider setting up a Task & Finish Group to assist Officers with this task.

5. FEES AND CHARGES 2019/2020

5.1 In order to ensure that the Council is managing its financial interests (weighed against providing value for money), an uplift in the current fees & charges are proposed, these are set out in **Appendix 2**.

6. PLANNED USE OF RESERVES

6.1 The planned use of ear marked reserves, with comments is set out in **Appendix 3** to this report.

7. SUMMARY OF 2018/19 PROPOSALS

- 7.1 The budget requirements for 2019/20 is £426,288. This is an increase of £22,254 from last year's budget. Whilst this is a significant increase, this is largely due to the fact that the Council is now responsible for the running costs/management of two large community buildings which are subject to large business rates and utility bills which were previously under budgeted for. In addition, in order to ensure that the Council complies with GDPR legislation, is transparent and is keeping up with its peers in undertaking smarter working, there is a necessity to invest in the Council's I.T system to ensure that the essential services are delivered, and legislative requirements are being met. Indeed, this is a recommendation of the Council's Internal Auditor.
- 7.2 Members might wish to consider appointing a Task & Finish Group consisting of the Clerk and three members to undertake further investigation into future I.T provision.

8. RISK MANAGEMENT

- 8.1 The budget for 2019/20 is based upon best estimates, but there still remains some uncertainty, particularly surrounding the running costs of both Community Centres and balanced against the estimated income these buildings might provide.
- 8.2 The Parish Council provides regular financial monitoring reports, providing valuable updates on the latest budget figures as against original expectations and has £192,509 in the General Reserves, available to support the Council with its finances. Within this context, the draft budget as now presented to Committee is considered to be robust and deliverable.

9. RECOMMENDATIONS

- 9.1 That the draft budget for 2019/20, as set out in **Appendix 1** to this report be considered and any changes be made for final agreement at the December Committee meeting; and
- 9.2 That a Task & Finish Group be constituted consisting of the Clerk and three members, to consider future I.T provision, and present findings to the December meeting.

For further information:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Joanne Cahill, Responsible Finance Officer
finance@fairoak-pc.gov.uk

Background papers:

None.

Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

11:18

Appendix 1

Appendix 1

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100 Income</u>									
1076 Precept	358,589	345,248	0	404,036	0	0	0	0	0
1090 Interest Received	0	1,078	1,000	1,181	0	0	2,000	0	0
1100 Grants	0	13,842	0	0	0	0	9,292	0	0
1110 Photocopying Income	0	77	100	0	0	0	0	0	0
1120 Community Events Income	0	1,011	600	1,727	0	0	3,000	0	0
1200 Hiring Fees	0	38	0	403	0	0	500	0	0
1300 Football Income	0	4,292	1,000	2,653	0	0	4,300	0	0
1310 Cricket Income	0	1,958	1,700	2,458	0	0	2,000	0	0
1900 Other Income	0	151,766	500	929	0	0	500	0	0
Total Income	358,589	519,307	4,900	413,386	0	0	21,592	0	0
4990 Sundry Expenses	0	19	0	0	0	0	0	0	0
Overhead Expenditure	0	19	0	0	0	0	0	0	0
100 Net Income over Expenditure	358,589	519,289	4,900	413,386	0	0	21,592	0	0
6001 less Transfer to EMR	0	6,750	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	358,589	512,539	4,900	413,386	0		21,592		
<u>110 Administration</u>									
1300 Football Income	0	0	0	0	0	0	0	0	0
1310 Cricket Income	0	0	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0	0	0
4000 Salaries	46,905	42,761	81,404	36,740	0	0	95,600	0	0

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Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4010 Employer's Pension	5,565	7,123	18,934	7,647	0	0	25,000	0	0
4030 Sickness/Holiday Cover	3,000	0	3,000	0	0	0	3,000	0	0
4050 Rent on Village Hall	6,800	5,100	0	0	0	0	0	0	0
4055 Insurance	7,000	7,919	10,500	10,992	0	0	11,500	0	0
4060 Audit	2,000	2,080	2,000	850	0	0	2,500	0	0
4065 Accountant's Fees	250	0	0	0	0	0	0	0	0
4070 Legal & Professional Fees	2,000	303	2,000	2,674	0	0	3,500	0	0
4075 Postage	450	452	450	0	0	0	450	0	0
4080 Stationery	500	523	800	83	0	0	600	0	0
4085 Printer Consumables	750	543	750	498	0	0	750	0	0
4090 Admin Maintenance	2,000	1,422	2,000	1,425	0	0	2,000	0	0
4095 Bank Charges	30	0	30	0	0	0	30	0	0
4100 Chairman's Allowance	300	211	300	158	0	0	300	0	0
4105 Conference/Training/Staffing	2,500	3,939	2,500	1,396	0	0	3,500	0	0
4110 Clothing	800	306	1,000	195	0	0	500	0	0
4115 Newsletter	3,500	2,786	3,500	1,799	0	0	3,000	0	0
4120 Telephone & Broadband	1,000	624	1,000	1,064	0	0	1,000	0	0
4125 Mobile Phone	500	237	500	560	0	0	650	0	0
4130 Subscriptions - HAPTC	1,352	1,358	0	0	0	0	0	0	0
4131 Subscriptions - Playing Field	40	45	0	0	0	0	0	0	0
4132 Subscriptions	0	0	1,700	1,580	0	0	1,900	0	0
4133 Software and support	0	0	2,500	1,412	0	0	3,000	0	0
4134 Members IT	0	0	0	0	0	0	7,050	0	0
4140 Card Payments	0	0	300	0	0	0	350	0	0

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

12/11/2018
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	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150 Website	600	780	800	447	0	0	800	0	0
4160 Noticeboards	1,400	0	2,500	0	0	0	1,500	0	0
4405 Electricity	0	50	0	0	0	0	0	0	0
4990 Sundry Expenses	1,500	896	1,500	613	0	0	800	0	0
Overhead Expenditure	90,742	79,457	139,968	70,130	0	0	169,280	0	0
Movement to/(from) Gen Reserve	(90,742)	(79,457)	(139,968)	(70,130)	0	0	(169,280)		
<u>150 Parish Office</u>									
4055 Insurance	0	2,848	0	-1,420	0	0	0	0	0
4120 Telephone & Broadband	0	0	0	3	0	0	800	0	0
4395 Business Rates	0	0	500	13,292	0	0	13,500	0	0
4400 Gas	0	168	1,000	132	0	0	800	0	0
4405 Electricity	0	347	800	1,753	0	0	2,500	0	0
4410 Water	0	0	500	0	0	0	500	0	0
4415 Repairs	0	0	0	50	0	0	100	0	0
4420 CCTV Maintenance	0	200	500	104	0	0	500	0	0
4425 Health & Safety	0	0	500	333	0	0	500	0	0
4435 Cleaning	0	0	300	333	0	0	300	0	0
4440 Contract cleaning	0	0	7,800	1,649	0	0	5,000	0	0
4990 Sundry Expenses	0	0	0	136	0	0	0	0	0
Overhead Expenditure	0	3,562	11,900	16,364	0	0	24,500	0	0
Movement to/(from) Gen Reserve	0	(3,562)	(11,900)	(16,364)	0	0	(24,500)		
<u>200 Property Maintenance Staff</u>									

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

11:18

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000 Salaries	90,923	81,123	114,223	58,892	0	0	144,500	0	0
4010 Employer's Pension	15,434	21,259	15,623	13,264	0	0	28,000	0	0
4030 Sickness/Holiday Cover	3,000	3,014	3,000	0	0	0	3,000	0	0
Overhead Expenditure	109,357	105,395	132,846	72,156	0	0	175,500	0	0
Movement to/(from) Gen Reserve	<u>(109,357)</u>	<u>(105,395)</u>	<u>(132,846)</u>	<u>(72,156)</u>	<u>0</u>		<u>(175,500)</u>		
210 Machinery and Van									
4300 Machinery - General Repairs	5,500	6,190	5,500	111	0	0	6,000	0	0
4305 Fuel	7,000	5,652	7,000	3,270	0	0	7,000	0	0
4310 Road Tax	500	480	500	500	0	0	500	0	0
4315 Maintenance - Vans	1,250	609	1,250	483	0	0	1,250	0	0
4320 Vehicle Insurance	3,000	1,279	3,000	1,246	0	0	3,000	0	0
4595 General Maintenance	0	0	0	4	0	0	0	0	0
Overhead Expenditure	17,250	14,209	17,250	5,614	0	0	17,750	0	0
Movement to/(from) Gen Reserve	<u>(17,250)</u>	<u>(14,209)</u>	<u>(17,250)</u>	<u>(5,614)</u>	<u>0</u>		<u>(17,750)</u>		
230 Crowdhill Community Building									
1200 Hiring Fees	0	0	25,000	5,942	0	0	43,500	0	0
1900 Other Income	0	0	0	2,055	0	0	0	0	0
Total Income	0	0	25,000	7,996	0	0	43,500	0	0
4120 Telephone & Broadband	0	0	1,000	1,194	0	0	1,000	0	0
4395 Business Rates	0	0	0	6,071	0	0	6,200	0	0
4400 Gas	0	0	1,200	1,787	0	0	4,000	0	0

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4405 Electricity	0	0	800	3,990	0	0	8,000	0	0
4410 Water	0	0	500	0	0	0	500	0	0
4415 Repairs	0	0	500	255	0	0	1,000	0	0
4425 Health & Safety	9,000	0	3,000	264	0	0	1,500	0	0
4435 Cleaning	0	0	300	237	0	0	500	0	0
4440 Contract cleaning	0	0	10,920	0	0	0	8,000	0	0
4450 Equipment - Internal	7,500	0	0	13,102	0	0	2,500	0	0
4455 Equipment - External	2,500	0	0	10,247	0	0	1,000	0	0
4680 General Bin Emptying	0	0	1,000	81	0	0	500	0	0
4990 Sundry Expenses	0	0	0	2,299	0	0	50	0	0
Overhead Expenditure	19,000	0	19,220	39,527	0	0	34,750	0	0
230 Net Income over Expenditure	-19,000	0	5,780	-31,530	0	0	8,750	0	0
6000 plus Transfer from EMR	0	0	0	3,206	0	0	0	0	0
Movement to/(from) Gen Reserve	(19,000)	0	5,780	(28,325)	0	0	8,750		
240 Pavilion									
4120 Telephone & Broadband	0	597	1,000	391	0	0	1,000	0	0
4400 Gas	1,200	1,117	1,000	-235	0	0	500	0	0
4405 Electricity	800	730	800	40	0	0	500	0	0
4410 Water	500	0	500	0	0	0	500	0	0
4415 Repairs	3,600	2,990	12,600	200	0	0	3,000	0	0
4420 CCTV Maintenance	1,000	1,342	1,000	0	0	0	1,000	0	0
4425 Health & Safety	2,000	5,245	2,000	2,667	0	0	3,000	0	0
4430 Kitchen	500	270	500	0	0	0	500	0	0

Continued on next page

Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

11:18

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435 Cleaning	200	242	300	83	0	0	300	0	0
Overhead Expenditure	9,800	12,532	19,700	3,147	0	0	10,300	0	0
Movement to/(from) Gen Reserve	<u>(9,800)</u>	<u>(12,532)</u>	<u>(19,700)</u>	<u>(3,147)</u>	<u>0</u>		<u>(10,300)</u>		
250 HHCC									
1200 Hiring Fees	0	0	0	0	0	0	35,000	0	0
Total Income	0	0	0	0	0	0	35,000	0	0
4420 Telephone & Broadband	0	748	1,000	318	0	0	400	0	0
4400 Gas	0	0	0	0	0	0	2,000	0	0
4405 Electricity	0	0	0	0	0	0	3,000	0	0
4410 Water	0	0	0	0	0	0	700	0	0
4415 Repairs	0	0	0	138	0	0	500	0	0
4420 CCTV Maintenance	0	200	200	200	0	0	1,000	0	0
4425 Health & Safety	0	0	0	0	0	0	400	0	0
4435 Cleaning	0	0	0	0	0	0	300	0	0
4595 General Maintenance	0	23,510	0	0	0	0	200	0	0
Overhead Expenditure	0	24,458	1,200	656	0	0	8,500	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(24,458)</u>	<u>(1,200)</u>	<u>(656)</u>	<u>0</u>		<u>26,500</u>		
280 Other Properties									
4480 Bus Shelters	200	0	200	0	0	0	200	0	0
4485 Memorial	100	0	100	0	0	0	100	0	0
4490 Memorial Clock	200	189	200	200	0	0	200	0	0

Continued on next page

Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4495	600	600	0	0	0	0	0	0	0
4500	200	0	200	0	0	0	200	0	0
4505	1,800	1,870	1,900	1,923	0	0	1,950	0	0
4510	140	0	0	0	0	0	0	0	0
Overhead Expenditure									
	3,240	2,659	2,600	2,123	0	0	2,650	0	0
	<u>(3,240)</u>	<u>(2,659)</u>	<u>(2,600)</u>	<u>(2,123)</u>	<u>0</u>		<u>(2,650)</u>		
Movement to/(from) Gen Reserve									
290	<u>General Grounds Maintenance</u>								
4530	4,100	2,351	2,000	609	0	0	9,500	0	0
4535	1,500	2,507	1,500	824	0	0	2,000	0	0
4540	1,500	1,735	1,500	469	0	0	2,000	0	0
4595	0	0	0	31	0	0	0	0	0
Overhead Expenditure									
	7,100	6,594	5,000	1,933	0	0	13,500	0	0
	<u>(7,100)</u>	<u>(6,594)</u>	<u>(5,000)</u>	<u>(1,933)</u>	<u>0</u>		<u>(13,500)</u>		
300	<u>Lapstone Playing Fields</u>								
4570	500	0	500	135	0	0	500	0	0
4575	500	450	500	450	0	0	500	0	0
4580	1,500	1,084	1,500	1,462	0	0	500	0	0
4585	500	0	500	0	0	0	500	0	0
4590	8,000	8,050	8,000	8,505	0	0	7,000	0	0
4595	1,000	687	1,000	648	0	0	1,000	0	0
4600	200	180	200	85	0	0	0	0	0
4680	0	68	1,000	411	0	0	500	0	0

Continued on next page

Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	12,200	10,518	13,200	11,695	0	0	10,500	0	0
	(12,200)	(10,518)	(13,200)	(11,695)	0		(10,500)		
	2,000	1,669	2,000	570	0	0	6,200	0	0
	500	0	500	306	0	0	500	0	0
	100	0	100	0	0	0	100	0	0
	200	0	200	0	0	0	200	0	0
	2,800	1,669	2,800	876	0	0	7,000	0	0
	(2,800)	(1,669)	(2,800)	(876)	0		(7,000)		
	1,000	247	1,000	250	0	0	1,000	0	0
	6,500	6,400	1,000	1,068	0	0	1,000	0	0
	200	28	200	15	0	0	200	0	0
	1,000	1,047	0	35	0	0	0	0	0
	8,700	7,721	2,200	1,368	0	0	2,200	0	0
	(8,700)	(7,721)	(2,200)	(1,368)	0		(2,200)		
	250	0	250	0	0	0	250	0	0
	500	55	500	0	0	0	500	0	0
	100	33	100	0	0	0	100	0	0

Continued on next page

Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	850	89	850	0	0	0	850	0	0
Movement to/(from) Gen Reserve	(850)	(89)	(850)	0	0		(850)		
<u>350 Lapstone Farm</u>									
4595 General Maintenance	500	142	500	0	0	0	500	0	0
4670 Signs & Bins	100	0	100	0	0	0	100	0	0
4790 Footpaths	4,500	84	500	0	0	0	500	0	0
Overhead Expenditure	5,100	226	1,100	0	0	0	1,100	0	0
Movement to/(from) Gen Reserve	(5,100)	(226)	(1,100)	0	0		(1,100)		
<u>360 Oak Walk</u>									
4595 General Maintenance	500	213	500	0	0	0	500	0	0
4670 Signs & Bins	100	0	100	0	0	0	100	0	0
Overhead Expenditure	600	213	600	0	0	0	600	0	0
Movement to/(from) Gen Reserve	(600)	(213)	(600)	0	0		(600)		
<u>370 Daisy Dip</u>									
4595 General Maintenance	500	41	500	0	0	0	500	0	0
4670 Signs & Bins	100	0	100	0	0	0	100	0	0
Overhead Expenditure	600	41	600	0	0	0	600	0	0
Movement to/(from) Gen Reserve	(600)	(41)	(600)	0	0		(600)		
<u>380 Wyvern Meadow</u>									

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

11:18

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4595 General Maintenance	1,000	0	500	16	0	0	500	0	0
4675 Signs	100	0	100	0	0	0	100	0	0
	1,100	0	600	16	0	0	600	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	<u>(1,100)</u>	<u>0</u>	<u>(600)</u>	<u>(16)</u>	<u>0</u>		<u>(600)</u>		
400 Play Areas General									
4750 ROSPA Fees	1,000	130	1,000	344	0	0	1,000	0	0
	1,000	130	1,000	344	0	0	1,000	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>(130)</u>	<u>(1,000)</u>	<u>(344)</u>	<u>0</u>		<u>(1,000)</u>		
410 New Century Park Play Area									
4595 General Maintenance	500	440	500	466	0	0	500	0	0
4670 Signs & Bins	100	0	100	0	0	0	100	0	0
	600	440	600	466	0	0	600	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	<u>(600)</u>	<u>(440)</u>	<u>(600)</u>	<u>(466)</u>	<u>0</u>		<u>(600)</u>		
420 Dean Road Play Area									
4595 General Maintenance	500	0	500	0	0	0	500	0	0
4630 Fencing	5,000	4,881	0	0	0	0	0	0	0
4670 Signs & Bins	100	0	100	0	0	0	100	0	0
	5,600	4,881	600	0	0	0	600	0	0
Overhead Expenditure									
plus Transfer from EMR	0	3,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(5,600)</u>	<u>(1,881)</u>	<u>(600)</u>	<u>0</u>	<u>0</u>		<u>(600)</u>		

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

12/11/2018

11:18

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>430 Meadowsweet Way Play Area</u>									
4420 CCTV Maintenance	1,000	265	0	90	0	0	0	0	0
4595 General Maintenance	1,000	290	1,000	932	0	0	500	0	0
4670 Signs & Bins	100	0	100	84	0	0	100	0	0
Overhead Expenditure	2,100	555	1,100	1,106	0	0	600	0	0
Movement to/(from) Gen Reserve	(2,100)	(555)	(1,100)	(1,106)	0		(600)		
<u>440 Knowle Park Play Area</u>									
4595 General Maintenance	500	350	20,000	17,140	0	0	500	0	0
4670 Signs & Bins	100	0	100	0	0	0	100	0	0
4770 Skatepark	6,000	5,843	1,000	984	0	0	1,000	0	0
Overhead Expenditure	6,600	6,193	21,100	18,124	0	0	1,600	0	0
Movement to/(from) Gen Reserve	(6,600)	(6,193)	(21,100)	(18,124)	0		(1,600)		
<u>500 Allotments</u>									
1500 Allotment Income	0	3,057	2,700	2,924	0	0	2,500	0	0
Total Income	0	3,057	2,700	2,924	0	0	2,500	0	0
4410 Water	0	0	0	29	0	0	0	0	0
4800 Allotments - Knowle Park	1,000	772	2,000	856	0	0	2,000	0	0
4805 Allotments - Campbell Way	100	29	100	58	0	0	100	0	0
4810 Allotments - Knowle Lane Ditch	1,500	0	1,500	0	0	0	1,500	0	0
4815 Allotments - Pest Control	0	0	0	0	0	0	500	0	0

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

12/11/2018

11:18

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4820 Allotments - Toilet	0	0	0	0	0	0	1,000	0	0
Overhead Expenditure	2,600	800	3,600	943	0	0	5,100	0	0
Movement to/(from) Gen Reserve	(2,600)	2,257	(900)	1,981	0	0	(2,600)		
510 Cemetery									
1520 Burials Income	0	8,753	8,000	2,335	0	0	2,500	0	0
1530 Memorials Income	0	2,816	2,400	1,061	0	0	2,000	0	0
1540 Cremation Income	0	3,389	4,000	1,552	0	0	700	0	0
Total Income	0	14,958	14,400	4,947	0	0	5,200	0	0
4410 Water	200	161	200	243	0	0	200	0	0
4595 General Maintenance	500	272	500	645	0	0	500	0	0
Overhead Expenditure	700	434	700	888	0	0	700	0	0
Movement to/(from) Gen Reserve	(700)	14,524	13,700	4,059	0	0	4,500		
550 Trees									
4825 Tree survey	1,500	1,500	2,000	0	0	0	2,500	0	0
4830 Trees - Lapstone Playing Field	500	0	500	0	0	0	500	0	0
4831 Trees - Knowle Park	1,500	0	1,500	0	0	0	1,500	0	0
4832 Trees - New Century Park	500	135	500	0	0	0	500	0	0
4833 Trees - Knowle Hill	500	270	500	0	0	0	500	0	0
4834 Trees - Lapstone Farm	500	135	500	0	0	0	500	0	0
4835 Trees - Oak Walk	500	1,160	500	0	0	0	500	0	0
4836 Trees - Daisy Dip	500	0	500	0	0	0	500	0	0

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

12/11/2018

11:18

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4837 Trees - Wyvern Meadow	500	0	500	0	0	0	500	0	0
4838 Trees - Fair Oak Cemetery	500	1,080	500	0	0	0	500	0	0
4839 Trees-HHCC open space	500	0	500	0	0	0	500	0	0
Overhead Expenditure	7,500	4,280	8,000	0	0	0	8,500	0	0
Movement to/(from) Gen Reserve	(7,500)	(4,280)	(8,000)	0	0		(8,500)		
600 Other Expenses									
1600 Community Events Income	0	1,340	1,500	455	0	0	0	0	0
Total Income	0	1,340	1,500	455	0	0	0	0	0
4850 Section 137 - Grants	4,000	2,850	4,000	1,100	0	0	4,000	0	0
4855 Section 137 - Street Pastors	500	500	500	500	0	0	500	0	0
4860 Village Centre Project	1,000	0	1,000	0	0	0	0	0	0
4865 Election Expenses	1,000	0	1,000	0	0	0	1,000	0	0
4870 Youth Project	25,000	25,000	25,000	0	0	0	25,000	0	0
4875 Community Events Expenditure	4,700	5,365	4,700	1,744	0	0	4,700	0	0
4880 PCSO Funding	7,250	7,396	8,000	0	0	0	0	0	0
Overhead Expenditure	43,450	41,112	44,200	3,344	0	0	35,200	0	0
Movement to/(from) Gen Reserve	(43,450)	(39,772)	(42,700)	(2,889)	0		(35,200)		
900 Reserves Spend									
4994 New Office&Compound General	0	58,794	0	4,156	0	0	0	0	0
4995 New building works	0	173,883	0	0	0	0	0	0	0
4996 RBS Software from gen reserve	0	4,165	0	-962	0	0	0	0	0

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Fair Oak and Horton Heath Parish Council
Annual Budget - By Centre

11:18

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	236,842	0	3,195	0	0	0	0	0
plus Transfer from EMR	0	226,086	0	5,189	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(10,755)	0	1,995	0		0		
Total Budget Income	358,589	538,663	48,500	429,708	0	0	107,792	0	0
Expenditure	358,589	565,029	452,534	254,016	0	0	534,080	0	0
Net Income over Expenditure	0	-26,366	-404,034	175,692	0	0	-426,288	0	0
plus Transfer from EMR	0	229,086	0	8,395	0	0	0	0	0
less Transfer to EMR	0	6,750	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	195,970	(404,034)	184,087	0		(426,288)		

SPORTS FIXTURES FEES AND CHARGES BENCHMARK DATA

Parish Council	Cricket	Football
Fair Oak & Horton Heath	Junior £35.50 per game Adult £61.80 per game	Junior £27.20 Seniors £60.80
West End	No cricket	Juniors £20 Youths £30 Seniors £60.00
Hedge End	Junior £26.00 per game Adult £62.00 per game	Junior £26.00 Seniors £62.00 Hants F/L £77.00 per game
Botley	Juniors seasonal fee £350 Adults £75	Seasonal fee Junior: £375.00 Adult: £750.00
Hamble	No teams therefore no fee	Junior: £40.00 Senior: 65.00
Colden Common	No charge as team manages all maintenance. Prior to this agreement £80 per match	
Hound (non-Parishioners)	No cricket	Under 15's season £125 + VAT Or £37 + VAT per match 16-18 season £150+VAT or £50+VAT per match Adults season £915+VAT or £73.50 +VAT per match
Hound (Parishioners)	No cricket	Under 15's season £110 + VAT Or £30 + VAT per match 16-18 season £130+VAT or £37.50+VAT per match Adults season £768.50+VAT or £61.50 +VAT per match

Hound medium Under 15's =£33.50 16-18 = £43.75 and adults = £67.50

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Crowdhill Green	39,000.00	-3,205.61	35,794.39
325 EMR - Knowle Park	3,212.22		3,212.22
330 EMR - Tennis Project	3,535.00		3,535.00
335 EMR - Cricket Roller	0.00		0.00
340 EMR - Knowle Park Office & comp	73,913.62	-5,189.39	68,724.23
345 EMR - Lapstone Farm	88,264.58		88,264.58
350 EMR - Horton Heath CC	34,000.00		34,000.00
355 EMR - Dean Road play area	0.00		0.00
360 EMR - Community orchard	500.00		500.00
365 EMR - Election expenses	16,000.00		16,000.00
370 EMR - Footpath Leaflet	4,912.89		4,912.89
375 EMR -New Century Park	40,000.00		40,000.00
380 EMR - Knowle park allotments	4,500.00		4,500.00
385 EMR - Village Name Plates	8,000.00		8,000.00
390 EMR - HHCC Flooring	40,250.00		40,250.00
395 EMR - Onsite Maint Knowle Park	6,750.00		6,750.00
	362,838.31	-8,395.00	354,443.31

- 320 - Woodland Community Centre Fixtures & Fittings
- 325 - Landfill Grant monies for Knowle Park
- 330 - Rolling maintenance budget
- 335 - Can now be deleted
- 340 - Parish building - outstanding fees for Bargates & Rund Partnership
- 345 - Pavilion Project
- 350 - Possible future extension of the building (for discussion)
- 355 - Can now be deleted
- 360 - Can be moved back into main budget
- 365 - Election expenses for 2019
- 370 - Map boards for new buildings
- 375 - Shorts Road Play Area project
- 380 - Knowle Park drainage ditch
- 385 - Village signs (section 106 monies)
- 390 - Horton Heath Community Centre Floor replacement
- 395 - Tree maintenance at Knowle Park Lane

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	404,036	0	(404,036)			0.0%	
1090 Interest Received	1,181	1,000	(181)			118.1%	
1110 Photocopying Income	0	100	100			0.0%	
1120 Community Events Income	1,727	600	(1,127)			287.8%	
1200 Hiring Fees	403	0	(403)			0.0%	
1300 Football Income	2,653	1,000	(1,653)			265.3%	
1310 Cricket Income	2,458	1,700	(758)			144.6%	
1900 Other Income	929	500	(429)			185.7%	
Income :- Income	413,386	4,900	(408,486)			8436.4%	0
Movement to/(from) Gen Reserve	413,386						
110 Administration							
4000 Salaries	32,952	81,404	48,452		48,452	40.5%	
4010 Employer's Pension	7,647	18,934	11,287		11,287	40.4%	
4030 Sickness/Holiday Cover	0	3,000	3,000		3,000	0.0%	
4055 Insurance	10,992	10,500	(492)		(492)	104.7%	
4060 Audit	850	2,000	1,150		1,150	42.5%	
4070 Legal & Professional Fees	2,674	2,000	(674)		(674)	133.7%	
4075 Postage	0	450	450		450	0.0%	
4080 Stationery	69	800	731		731	8.7%	
4085 Printer Consumables	498	750	252		252	66.4%	
4090 Admin Maintenance	1,398	2,000	602		602	69.9%	
4095 Bank Charges	(0)	30	30		30	(1.4%)	
4100 Chairman's Allowance	158	300	142		142	52.5%	
4105 Conference/Training/Staffing	1,396	2,500	1,104		1,104	55.8%	
4110 Clothing	195	1,000	805		805	19.5%	
4115 Newsletter	1,799	3,500	1,701		1,701	51.4%	
4120 Telephone & Broadband	973	1,000	27		27	97.3%	
4125 Mobile Phone	544	500	(44)		(44)	108.7%	
4132 Subscriptions	1,580	1,700	120		120	92.9%	
4133 Software and support	1,412	2,500	1,088		1,088	56.5%	
4140 Card Payments	0	300	300		300	0.0%	
4150 Website	447	800	353		353	55.9%	
4160 Noticeboards	0	2,500	2,500		2,500	0.0%	
4990 Sundry Expenses	613	1,500	887		887	40.8%	
Administration :- Indirect Expenditure	66,194	139,968	73,774	0	73,774	47.3%	0
Movement to/(from) Gen Reserve	(66,194)						

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Parish Office							
4055 Insurance	(1,420)	0	1,420		1,420	0.0%	
4120 Telephone & Broadband	3	0	(3)		(3)	0.0%	
4395 Business Rates	13,292	500	(12,792)		(12,792)	2658.3%	
4400 Gas	132	1,000	868		868	13.2%	
4405 Electricity	1,753	800	(953)		(953)	219.1%	
4410 Water	0	500	500		500	0.0%	
4415 Repairs	50	0	(50)		(50)	0.0%	
4420 CCTV Maintenance	104	500	396		396	20.9%	
4425 Health & Safety	333	500	167		167	66.6%	
4435 Cleaning	295	300	5		5	98.3%	
4440 Contract cleaning	1,649	7,800	6,151		6,151	21.1%	
4990 Sundry Expenses	126	0	(126)		(126)	0.0%	
Parish Office :- Indirect Expenditure	16,317	11,900	(4,417)	0	(4,417)	137.1%	0
Movement to/(from) Gen Reserve	(16,317)						
200 Property Maintenance Staff							
4000 Salaries	51,303	114,223	62,920		62,920	44.9%	
4010 Employer's Pension	13,264	15,623	2,359		2,359	84.9%	
4030 Sickness/Holiday Cover	0	3,000	3,000		3,000	0.0%	
Property Maintenance Staff :- Indirect Expenditure	64,567	132,846	68,279	0	68,279	48.6%	0
Movement to/(from) Gen Reserve	(64,567)						
210 Machinery and Van							
4300 Machinery - General Repairs	111	5,500	5,389		5,389	2.0%	
4305 Fuel	2,935	7,000	4,065		4,065	41.9%	
4310 Road Tax	500	500	0		0	100.0%	
4315 Maintenance - Vans	483	1,250	767		767	38.6%	
4320 Vehicle Insurance	1,246	3,000	1,754		1,754	41.5%	
4595 General Maintenance	4	0	(4)		(4)	0.0%	
Machinery and Van :- Indirect Expenditure	5,279	17,250	11,971	0	11,971	30.6%	0
Movement to/(from) Gen Reserve	(5,279)						
230 Crowdhill Community Building							
1200 Hiring Fees	5,942	25,000	19,058			23.8%	
1900 Other Income	2,055	0	(2,055)			0.0%	
Crowdhill Community Building :- Income	7,996	25,000	17,004			32.0%	0
4120 Telephone & Broadband	1,141	1,000	(141)		(141)	114.1%	

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4395 Business Rates	6,071	0	(6,071)		(6,071)	0.0%	
4400 Gas	1,787	1,200	(587)		(587)	148.9%	
4405 Electricity	3,990	800	(3,190)		(3,190)	498.8%	2,937
4410 Water	0	500	500		500	0.0%	
4415 Repairs	255	500	245		245	51.0%	
4425 Health & Safety	264	3,000	2,736		2,736	8.8%	
4435 Cleaning	237	300	63		63	79.2%	
4440 Contract cleaning	0	10,920	10,920		10,920	0.0%	
4450 Equipment - Internal	13,102	0	(13,102)		(13,102)	0.0%	
4455 Equipment - External	10,247	0	(10,247)		(10,247)	0.0%	
4680 General Bin Emptying	81	1,000	919		919	8.1%	
4990 Sundry Expenses	2,281	0	(2,281)		(2,281)	0.0%	269
Crowdhill Community Building :- Indirect Expenditure	39,456	19,220	(20,236)	0	(20,236)	205.3%	3,206
Net Income over Expenditure	(31,459)	5,780	37,239				
6000 plus Transfer from EMR	3,206						
Movement to/(from) Gen Reserve	(28,254)						
240 Pavilion							
4120 Telephone & Broadband	391	1,000	609		609	39.1%	
4400 Gas	(235)	1,000	1,235		1,235	(23.5%)	
4405 Electricity	40	800	760		760	5.1%	
4410 Water	0	500	500		500	0.0%	
4415 Repairs	200	12,600	12,400		12,400	1.6%	
4420 CCTV Maintenance	0	1,000	1,000		1,000	0.0%	
4425 Health & Safety	2,667	2,000	(667)		(667)	133.4%	
4430 Kitchen	0	500	500		500	0.0%	
4435 Cleaning	83	300	217		217	27.6%	
Pavilion :- Indirect Expenditure	3,147	19,700	16,553	0	16,553	16.0%	0
Movement to/(from) Gen Reserve	(3,147)						
250 HHCC							
4120 Telephone & Broadband	318	1,000	683		683	31.8%	
4415 Repairs	138	0	(138)		(138)	0.0%	
4420 CCTV Maintenance	200	200	0		0	100.0%	
HHCC :- Indirect Expenditure	656	1,200	544	0	544	54.7%	0
Movement to/(from) Gen Reserve	(656)						

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
280 Other Properties							
4480 Bus Shelters	0	200	200		200	0.0%	
4485 Memorial	0	100	100		100	0.0%	
4490 Memorial Clock	200	200	0		0	100.0%	
4500 Speedwatch	0	200	200		200	0.0%	
4505 Village Flowers	1,923	1,900	(23)		(23)	101.2%	
Other Properties :- Indirect Expenditure	2,123	2,600	477	0	477	81.7%	0
Movement to/(from) Gen Reserve	(2,123)						
290 General Grounds Maintenance							
4530 Equipment - Purchases	609	2,000	1,391		1,391	30.4%	
4535 Equipment - Maintenance	824	1,500	676		676	54.9%	
4540 Materials	418	1,500	1,082		1,082	27.9%	
4595 General Maintenance	31	0	(31)		(31)	0.0%	
General Grounds Maintenance :- Indirect Expenditure	1,882	5,000	3,118	0	3,118	37.6%	0
Movement to/(from) Gen Reserve	(1,882)						
300 Lapstone Playing Fields							
4570 Equipment - Cricket Maint.	135	500	365		365	27.0%	
4575 Cricket (Winter)	450	500	50		50	90.0%	
4580 Football	1,462	1,500	38		38	97.5%	
4585 Tennis	0	500	500		500	0.0%	
4590 Pitch Maintenance	8,505	8,000	(505)		(505)	106.3%	
4595 General Maintenance	648	1,000	352		352	64.8%	
4600 Dog Bin Emptying	85	200	115		115	42.3%	
4680 General Bin Emptying	411	1,000	589		589	41.1%	
Lapstone Playing Fields :- Indirect Expenditure	11,695	13,200	1,505	0	1,505	88.6%	0
Movement to/(from) Gen Reserve	(11,695)						
310 Knowle Park							
4595 General Maintenance	570	2,000	1,430		1,430	28.5%	
4630 Fencing	306	500	194		194	61.2%	
4640 Water Supply -White Tree Close	0	100	100		100	0.0%	
4645 Seating/Bins	0	200	200		200	0.0%	
Knowle Park :- Indirect Expenditure	876	2,800	1,924	0	1,924	31.3%	0
Movement to/(from) Gen Reserve	(876)						

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 New Century Park							
4420 CCTV Maintenance	250	1,000	750		750	25.0%	
4595 General Maintenance	1,068	1,000	(68)		(68)	106.8%	
4670 Signs & Bins	15	200	185		185	7.3%	
4680 General Bin Emptying	35	0	(35)		(35)	0.0%	
New Century Park :- Indirect Expenditure	1,368	2,200	832	0	832	62.2%	0
Movement to/(from) Gen Reserve	(1,368)						
330 Knowle Hill							
4545 Fly tipping	0	250	250		250	0.0%	
4595 General Maintenance	0	500	500		500	0.0%	
4675 Signs	0	100	100		100	0.0%	
Knowle Hill :- Indirect Expenditure	0	850	850	0	850	0.0%	0
Movement to/(from) Gen Reserve	0						
350 Lapstone Farm							
4595 General Maintenance	0	500	500		500	0.0%	
4670 Signs & Bins	0	100	100		100	0.0%	
4790 Footpaths	0	500	500		500	0.0%	
Lapstone Farm :- Indirect Expenditure	0	1,100	1,100	0	1,100	0.0%	0
Movement to/(from) Gen Reserve	0						
360 Oak Walk							
4595 General Maintenance	0	500	500		500	0.0%	
4670 Signs & Bins	0	100	100		100	0.0%	
Oak Walk :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Movement to/(from) Gen Reserve	0						
370 Daisy Dip							
4595 General Maintenance	0	500	500		500	0.0%	
4670 Signs & Bins	0	100	100		100	0.0%	
Daisy Dip :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Movement to/(from) Gen Reserve	0						
380 Wyvern Meadow							
4595 General Maintenance	16	500	484		484	3.2%	
4675 Signs	0	100	100		100	0.0%	
Wyvern Meadow :- Indirect Expenditure	16	600	584	0	584	2.7%	0
Movement to/(from) Gen Reserve	(16)						

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Play Areas General							
4750 ROSPA Fees	344	1,000	656		656	34.4%	
Play Areas General :- Indirect Expenditure	344	1,000	656	0	656	34.4%	0
Movement to/(from) Gen Reserve	(344)						
410 New Century Park Play Area							
4595 General Maintenance	466	500	34		34	93.2%	
4670 Signs & Bins	0	100	100		100	0.0%	
New Century Park Play Area :- Indirect Expenditure	466	600	134	0	134	77.7%	0
Movement to/(from) Gen Reserve	(466)						
420 Dean Road Play Area							
4595 General Maintenance	0	500	500		500	0.0%	
4670 Signs & Bins	0	100	100		100	0.0%	
Dean Road Play Area :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Movement to/(from) Gen Reserve	0						
430 Meadowsweet Way Play Area							
4420 CCTV Maintenance	90	0	(90)		(90)	0.0%	
4595 General Maintenance	932	1,000	68		68	93.2%	
4670 Signs & Bins	84	100	16		16	84.4%	
Meadowsweet Way Play Area :- Indirect Expenditure	1,106	1,100	(6)	0	(6)	100.6%	0
Movement to/(from) Gen Reserve	(1,106)						
440 Knowle Park Play Area							
4595 General Maintenance	17,140	20,000	2,860		2,860	85.7%	
4670 Signs & Bins	0	100	100		100	0.0%	
4770 Skatepark	984	1,000	16		16	98.4%	
Knowle Park Play Area :- Indirect Expenditure	18,124	21,100	2,976	0	2,976	85.9%	0
Movement to/(from) Gen Reserve	(18,124)						
500 Allotments							
1500 Allotment Income	2,924	2,700	(224)			108.3%	
Allotments :- Income	2,924	2,700	(224)			108.3%	0
4410 Water	29	0	(29)		(29)	0.0%	
4800 Allotments - Knowle Park	856	2,000	1,144		1,144	42.8%	
4805 Allotments - Campbell Way	29	100	71		71	28.6%	

Detailed Income & Expenditure by Budget Heading 01/10/2018

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4810 Allotments - Knowle Lane Ditch	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	<u>913</u>	<u>3,600</u>	<u>2,687</u>	<u>0</u>	<u>2,687</u>	<u>25.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>2,010</u>						
<u>510 Cemetery</u>							
1520 Burials Income	2,335	8,000	5,666			29.2%	
1530 Memorials Income	1,061	2,400	1,340			44.2%	
1540 Cremation Income	1,552	4,000	2,448			38.8%	
Cemetery :- Income	<u>4,947</u>	<u>14,400</u>	<u>9,453</u>			<u>34.4%</u>	<u>0</u>
4410 Water	0	200	200		200	0.0%	
4595 General Maintenance	645	500	(145)		(145)	129.0%	
Cemetery :- Indirect Expenditure	<u>645</u>	<u>700</u>	<u>55</u>	<u>0</u>	<u>55</u>	<u>92.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>4,302</u>						
<u>550 Trees</u>							
4825 Tree survey	0	2,000	2,000		2,000	0.0%	
4830 Trees - Lapstone Playing Field	0	500	500		500	0.0%	
4831 Trees - Knowle Park	0	1,500	1,500		1,500	0.0%	
4832 Trees - New Century Park	0	500	500		500	0.0%	
4833 Trees - Knowle Hill	0	500	500		500	0.0%	
4834 Trees - Lapstone Farm	0	500	500		500	0.0%	
4835 Trees - Oak Walk	0	500	500		500	0.0%	
4836 Trees - Daisy Dip	0	500	500		500	0.0%	
4837 Trees - Wyvern Meadow	0	500	500		500	0.0%	
4838 Trees - Fair Oak Cemetery	0	500	500		500	0.0%	
4839 Trees-HHCC open space	0	500	500		500	0.0%	
Trees :- Indirect Expenditure	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>						
<u>600 Other Expenses</u>							
1600 Community Events Income	455	1,500	1,045			30.3%	
Other Expenses :- Income	<u>455</u>	<u>1,500</u>	<u>1,045</u>			<u>30.3%</u>	<u>0</u>
4850 Section 137 - Grants	1,100	4,000	2,900		2,900	27.5%	
4855 Section 137 - Street Pastors	500	500	0		0	100.0%	
4860 Village Centre Project	0	1,000	1,000		1,000	0.0%	
4865 Election Expenses	0	1,000	1,000		1,000	0.0%	
4870 Youth Project	0	25,000	25,000		25,000	0.0%	
4875 Community Events Expenditure	1,744	4,700	2,956		2,956	37.1%	

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4880 PCSO Funding	0	8,000	8,000		8,000	0.0%	
Other Expenses :- Indirect Expenditure	<u>3,344</u>	<u>44,200</u>	<u>40,856</u>	<u>0</u>	<u>40,856</u>	<u>7.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,889)</u>						
<u>900 Reserves Spend</u>							
4994 New Office&Compund General	4,156	0	(4,156)		(4,156)	0.0%	5,189
4996 RBS Software from gen reserve	(962)	0	962		962	0.0%	
Reserves Spend :- Indirect Expenditure	<u>3,195</u>	<u>0</u>	<u>(3,195)</u>	<u>0</u>	<u>(3,195)</u>		<u>5,189</u>
6000 plus Transfer from EMR	5,189						
Movement to/(from) Gen Reserve	<u>1,995</u>						
Grand Totals:- Income	<u>429,708</u>	<u>48,500</u>	<u>(381,208)</u>			<u>886.0%</u>	
Expenditure	<u>241,715</u>	<u>452,534</u>	<u>210,819</u>	<u>0</u>	<u>210,819</u>	<u>53.4%</u>	
Net Income over Expenditure	<u>187,993</u>	<u>(404,034)</u>	<u>(592,027)</u>				
plus Transfer from EMR	8,395						
Movement to/(from) Gen Reserve	<u>196,388</u>						

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
12 NOVEMBER 2018			
Draft Budget 2019/20	To discuss the draft budget and make recommendations to Full Council.	Report	Mel Stephens/Joanne Cahill
Christmas Opening Hours	To consider opening hours over the Christmas period	Verbal Report	Mel Stephens
Organisational Review	To request that a full-scale review be undertaken for implementation in April 2019.	Verbal Report	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
3 DECEMBER 2018			
Final Budget & Parish Precept	To discuss the final budget and parish precept for adoption at the Full Council meeting on 17 December.	Report	Mel Stephens/Joanne Cahill
Grant Aid Process	To review the current process.	Report	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
4 MARCH 2019			
Internal Audit Review Checklist	To consider any recommendations.	Report	Joanne Cahill
Allocation of capital reserves	To consider the allocation of capital reserves	Report	Mel Stephens/Joanne Cahill

Staff Appraisals	To consider any issues arising from the appraisal process	Confidential Report	Mel Stephens
Organisational Review/Workforce Budget	To consider the outcome of the review including amendments to the workforce budget.	Confidential Report	Mel Stephens

Possible future items yet to be allocated:

- DBS checks for staff?

Future Meeting Dates (yet to be confirmed): -

1 July 2019

7 October 2019

4 November 2019

2 December 2019