



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

12 May 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 18 May 2020 at 7.00 p.m.**

Please note that this will be a 'virtual meeting'. To access the meeting please click [here](#).

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: Members of the public can submit questions for public participation (held in the first 15 minutes before the meeting), either by emailing clerk@fairoak-pc.gov.uk by 5pm on Friday 15 May 2020 or utilising the live Q&A function as part of MS Teams.

AGENDA

APOLOGIES

1 MINUTES (PAPER A) (PAGES 2-5)

To approve the minutes of the Council meeting held on 16 March 2020 as a correct record.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 COVID-19 FINANCIAL IMPACT (REPORT B) (PAGES 6-9)

To note the financial impact of Covid-19.

4 ANNUAL GOVERNANCE RETURN 2019/20 (REPORT C) (PAGES 10-16)

To approve the Annual Governance & Accountability Return 2019/20.

5 FINAL ACCOUNTS 2019/20 (REPORT D) (PAGES 17-35)

To approve the final accounts for the year ending March 2020.

6 FIXED ASSET REGISTER (REPORT E) (PAGES 36-42)

To note the Council's Fixed Asset Register as at 31 March 2020.

7 FINANCE REPORT (REPORT F) (PAGES 43-49)

To approve the report of the Finance Officer and BACS payments.

8 MEETING DATES (REPORT G) (PAGE 50)

To agree the meeting dates for 2020/21 for Council and Committees.

9 WAIVER OF 6 MONTH COUNCILLOR ATTENDANCE RULE (S85 LOCAL GOVERNMENT ACT 1972) – CLLR PETER BARRETT

To approve the waiver of the 6-month attendance rule in respect of Cllr Peter Barrett.

To: Councillors

D Abbott

S Anderson

P Barrett

C Bird

H Couldrey

H Douglas (Chairman)

K Forfar

T Higby

H McGuinness

T Mignot

D Scott

P Spearey (Vice Chairman)

B Tennent

G Warrillow

Vacancy

Officers:

J Cahill (Finance Officer)

L Greenslade (Deputy Clerk

M Johnson (Ops Manager)

M Stephens (Clerk)



Fair Oak & Horton Heath Parish Council

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<p align="center">Minutes of the FULL COUNCIL meeting held on Monday 16 March 2020 at 7.00 pm at 2 Knowle Park Lane, Fair Oak</p>
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P – present, Ab – absent, Ap – apologies.

P	Cllr Abbott	P	Cllr Douglas	Ab	Cllr Mignot
Ap	Cllr Anderson	P	Cllr Forfar	P	Cllr Scott
Ab	Cllr Barrett	Ap	Cllr Higby	P	Cllr Spearey (Vice Chairman)
Ap	Cllr Bird		Vacancy	P	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	Ab	Cllr Warrillow

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade Deputy Clerk & Mrs J Cahill, Responsible Finance Officer.

PUBLIC SESSION

Two members of the public was present and addressed the Council on the potential closure of Fair Oak library.

101 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- That the Minutes of the Full Council meetings held on 20 January & 17 February 2020 be signed by the Chairman as a correct record;
- That the minutes of the Community Events Sub-Committee meeting held on 10 February 2020 be signed by the Chairman as a correct record;
- That the minutes of the Planning & Highways meetings held on 20 January and 17 February 2020 be noted; and
- That the minutes of the Finance Committee held on 9 March 2020 and recommendations therein, with the exception of the recommendation made under minute no 36 which was not approved, be signed by the Chairman as a correct record.

102 CO-OPTION OF PARISH COUNCILLOR

As the candidate was unable to attend the meeting, and this had been the third meeting that they were unable to attend, it was: -

RESOLVED:

That the vacancy for a Parish Councillor be re-advertised on the Council's website.

103 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer.

RESOLVED:

- a) That the contents of the report be noted; and
- b) That the BACS and cheque payments be authorised.

104 HCC LIBRARY SERVICE CONSULTATION (REPORT C)

Members considered the draft consultation response as set out in Appendix 1 to the report and agreed the options therein.

In addition to sending the response, Cllr Couldrey requested that a task & finish group be established with Cllr Couldrey, Mr Dunne and the Clerk to consider options to retain the library in consultation with HCC. Members supported this.

RESOLVED:

- a) That the formal response as set out in Appendix 1 to Report C be approved and submitted to HCC for their consideration; and
- b) That a task & finish group consisting of Cllr Couldrey, Mr Dunne and the Clerk be established to consider options for the retention of the library to discussion and proposal with HCC.

105 INTERNAL AUDITOR – INTERIM REPORT (REPORT D)

Members considered the recommendations in the Internal Audit Action Plan.

RESOLVED:

That the Internal Audit Action Plan be agreed.

106 EXTERNAL CONTRACT WORK (REPORT E)

Members considered a proposal, including payment of additional insurance payment, allowing the Grounds Maintenance team to undertake external contract work.

Officers confirmed that Fair Oak & Horton Heath Parish Council work would take precedence over any contracted work.

RESOLVED:

- a) That the Grounds Maintenance team undertake external contract work;
- b) That the works be approved in principle of the Ground staff undertaking external works, with the leadership and governance being undertaken in paragraph 6.1 of the report with the amendment that the Chairman be consulted;

- c) That additional insurance payment of £224 be made to cover the additional grounds maintenance works carried out by staff taken from General Reserves, and
- d) That a progress report be submitted to Council in 6 months' time.

107 FEES AND CHARGES (REPORT F)

Members considered the fees and charges for Allotments, Football pitches, Cemetery and Benches, for implementation from 1 April 2020.

Members determined that in light of the financial hardships that might be faced by residents as a result of the Covid-19 pandemic that there should be no increase in fees this financial year.

RESOLVED:

That no increase in fees and charges be applied in the 2020/21 financial year.

108 PAYMENT MECHANISMS TO THE PARISH COUNCIL

Members considered the request to reduce the number of cheques handled by Parish Officers due to safety implications of banking money and cheques on their own.

After discussion it was:

RESOLVED:

- a) That customers be encouraged to pay via bacs or the handheld terminal; and
- b) That in relation to cemetery funds, all payments be made via bacs with immediate effect.

109 FUEL TANK

The Council considered the proposal to purchase a fuel tank to store fuel in the Parish compound, in order to reduce visits to the petrol stations and to reduce the overall cost of fuel.

In response to concerns raised regarding climate change, officers informed members that investigation had already been undertaken regarding changing the Council's fleet and other vehicles to electric, and also installation of electric charge points. As this would require significant investment from the Parish, it was agreed that this be looked at as a medium-long term priority.

In relation to the purchase of the fuel tank, members felt that further investigation regarding pay-back and benefits was need, as it was:

RESOLVED:

That further investigation be undertaken by the Operations Manager into the

benefits and cost of the fuel tank.

110 MEMBERSHIP OF COMMITTEES

RESOLVED:

That this item be deferred.

111 EMERGENCY RESILIENCE AND BUSINESS CONTINUITY PLAN (REPORT G)

The Council considered the adoption of the emergency resilience and business continuity plan in response to the Covid-19 pandemic.

In agreeing its adoption, members discussed further measures which should be put in place, these included: -

- Cancellation of all non-essential council meetings;
- Reduction of the Committee/Council quorum to three members;
- To give the Clerk delegated authority to make decisions, in consultation with the Chairman and Vice-Chairman, in the absence of council meetings;
- To give the Deputy Clerk delegated authority to respond to all planning applications, in consultation with the Chairman of Planning Committee;
- That all Council run buildings close to the public with immediate effect;
- That all Council admin staff work from home with immediate effect;
- That Ground staff be put on a rotated shifts; and
- That a community volunteer flyer be sent to all households in the parish.

Following discussion, it was:

RESOLVED:

- a) That the Emergency Resilience and Business Continuity Plan be adopted; and
- b) That the additional measures as outlined above be agreed.

This was all the business and meeting closed at 8.00pm.

SignedChairman

FINANCIAL IMPLICATIONS OF COVID-19

1. BACKGROUND

1.1 In March, the Government implemented several measures seeking to minimise the transmission of coronavirus disease (COVID-19). The measures are under regular review. It is expected that some form of 'lockdown' measures will continue to be in force until the autumn, and it is likely to be at least a further six months before normality returns. It is a time of great uncertainty and this report provides a brief overview of how the council's finances have been and are likely to be affected.

2. FINANCIAL IMPLICATIONS OF COVID-19

2.1 The table below outlines, on a cost centre basis, the potential financial impact of COVID-19.

Severity ratings: Insignificant (under £500) Low (£500-£6,000) Medium (£6,000-£10,000) High (£10,000+)

Table 1 - Income

Centre	Explanatory	Impact	Severity
Interest Rates	The dramatic decrease in interest rates will result in substantially reduced bank interest in the short term. Given the uncertainty in the financial climate, it is not advisable to change investments at this stage.	Impact: £200	Severity: LOW
Precept	The Council receives two precept payments in the financial year in April and October from Eastleigh Borough Council. There is no indication that this will not be received.	Impact: £0 no change	Severity: LOW
Football	Due to the Coronavirus all football ceased towards the end of March.	Impact: Loss of revenue approx. £450	
Cricket	The Chairman and the Clerk have agreed with the Club that given they will most likely not be able to hold matches, that the seasonal fee will not be charged. If games are played at the end of the season, the Council might consider applying a match fee. But this will be reviewed towards the end of the season.	Impact: £2,500	
Parish Office	The Parish Office conference room is hired on a regular basis by two main hirers. The Parish Office was closed for public hire on 23 March 2020. Depending on how long and the extent of the social distancing measures the impact on this income is unknown and is given as a staged estimate.	Impact: £1,750 (April – June) £1,750 (July – Sept) £1,750 (Oct – Dec)	Severity: MED

Woodland Community Centre	<p>The income in this cost centre is for letting of the building to several main hirers including Rainbows Preschool and the Scouting Association and ad-hoc hirers.</p> <p>Rainbows Nursery has since 23 March? Been running a weekly session and since beginning of April a two-week session for children of key workers.</p> <p>The Council has yet to invoice the Scouts for its hire of the building since its occupation in October 2018 due to the ongoing lease negotiations.</p> <p>Impact of the hire of this building is again unknown and its given on a staged approximation.</p>	<p>Impact: £9,000 (April – June)</p> <p>£10,000 (July – Sept)</p> <p>£10,000 (Oct – Dec)</p>	Severity: MED/ HIGH
Horton Heath Community Centre	<p>Like the above, the income of this cost centre is through the letting of the hall space. The hall is let to a number of hirers and ad-hoc hire. This building has been closed since 23 March 2020. Impact of the hire of this building is again unknown and its given on a staged approximation.</p>	<p>Impact: £7,500 (April – June)</p> <p>£7,500 (July – Sept)</p> <p>£7,500 (Oct – Dec)</p>	Severity: MED/ HIGH
Cemetery	<p>Depending on the severity of the spread of the disease there is likely to be increased demand for burial services resulting in increased income in the current year. As of 27 April there have not been any COVID related burials. It is expected that there will be an increase in cremation plots used, when restrictions are lifted on the number of mourners permitted in the cemetery, which would increase cemetery revenue.</p>	Impact: unknown	Severity: LOW
Allotments	<p>As per Government guidance the allotment sites have both remained open. As such there is unlikely to be any impact on this income stream.</p>	Impact: £0 no impact	LOW

2.2 The above shows that for the period April – June 2020 the Council will lose approximately £25,900 expected income.

2.3 However when examining table 2 below, the savings in expenditure is expected to be approximately £12,500. Giving a difference between income and expenditure of £13,900. Given that the Council's circumstances change on a weekly basis this figure is likely to fluctuate and not in the Council's favour. As such the Clerk and Financial Officer will look to make efficiency savings where possible to reduce the negative cumulative impact on the Council.

Table 2 - Expenditure

Centre	Explanatory	Impact	Severity
Parish Office - Utilities	As the Office has not been used by Admin staff and the hirers there is likely to be a slight reduction in the services at this premises.	Impact: +£2,000	Severity : MED

Woodland Community Centre – Utilities	With only Rainbows Preschool using the building at a very reduced time, there is likely to be a slight reduction in the services at this premises.	Impact: +£1,500	Severity : LOW
Horton Heath Community Centre - Utilities	As all hirers have not used the building since end of March there is likely to be a slight reduction in the services at this premises.	Impact: +£1,000	Severity : LOW
S137 Grants	Depending on the impact in the community there could be additional demand for service delivery organisations. Low severity as the Council would not be obligated to provide funding.	Impact: Unknown	Severity : LOW
Community Events	The Council had increased its community events budget this financial year in order to host the VE Day event and the Christmas Fair. However, the VE day event has been cancelled. There is some uncertainty about whether social distancing restrictions will be lifted fully this year. The Council will however put up Christmas lights around the village and, as part of a joint procurement exercise with EBC and some of the other Borough Parishes, will purchase additional lights for Sandy Lane shops, the Parish Office and Woodland Community Centre.	Impact: +£5,000	Severity: LOW – MED
Grounds Maintenance – General	A number of suppliers are offering a limited service which has resulted in the delay of completing some tasks and starting others. Good social distancing practice, use of PPE and regular hand hygiene within the team using existing cleaning products will ensure this does not have a significant impact of existing H&S budget.	Impact: £1,000	Severity : LOW
Village Flowers/Planters	The Council had at its meeting on 16 March agreed additional funds of £2,000 from Ear Marked Reserves (EMR) for the installation of hanging baskets. However, following Covid outbreak, suppliers have not been able to provide these. There will there be a saving in this budget code as well as the money to be take from EMR.	Impact: +£2,000	Severity: LOW – MED
Fuel	The Clerk had arranged for new fuel cards, with lower cost of price per unit. As the cost of fuel continues to be low during the crisis, it is likely that there will be a slight saving in this budget code.	Impact: Unknown	Severity : LOW
Grounds Maintenance – materials/Machinery	Dept for Transport have extended vehicle MOT testing for 6 months. Basic vehicle maintenance carried out in house. Annual servicing of machinery carried out prior to lockdown. Procurement of materials has been challenging and in some cases impossible, as suppliers have been closed. The intention is to complete works later in the year than originally planned so this should not have an impact in overall expenditure. Procurement of essential items now being	Impact: +£1,000	Severity : LOW

	undertaken by using high street retailers and council credit card.		
I.T	Cost of additional I.T support service hours not listed in the budget. The Council may well have additional unbudgeted expenditure in this code in order to continue to support staff working from home and also to purchase suitable devices for staff and possibility a core group of members.	Impact: -£500	Severity: LOW

3. INSURANCE

- 3.1 The Clerk has contacted the Council's insurers as to whether Coronavirus is included in the schedule of notifiable diseases which are covered by the council's business interruption insurance, in the hope that this might cover hall hire income. Advice received has confirmed that unfortunately the insurance does not cover this income. The Council, like many others, will have to bear the brunt of its financial losses.

4. OTHER FINANCIAL MATTERS

- 4.1 The 2019/20 accounts have now been finalised and audited by the internal auditor. Following NALC's engagement with the Government around local council audit times, the publication date for final audited accounts for local councils will be extended by two months, from September 30th to November 30th 2020. This means that there is also an extension on the draft accounts, draft accounts must now be approved by 31st August 2020, rather than 30th June. However, this Council is now in a position to finalise its audit and accounts for the previous financial year.

5. RECOMMENDATION

- 5.1 That the Council note the implications outlined in the report and consider whether any action should be taken at this stage to mitigate the impact.

For Further Information Contact:

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

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

FULL COUNCIL – 18 MAY 2020**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020****1. PURPOSE**

- 1.1 To approve the Annual Governance and Accountability Return for the financial year ending March 2020 for submission to the external auditor.

2. BACKGROUND

- 2.1 Members will be aware that each year the Parish Council's accounts for the previous financial year are subject to an internal and external audit. Arrangements were made for the internal audit to take place on 23 April 2020. As a result of the Covid 19 Pandemic, the Audit was conducted under strict social distancing with only the Internal Auditor and Clerk present.
- 2.2 Following the internal audit, the Council is required to approve for submission to the external auditor (PKF Littlejohn LLP) an annual governance and accountability return. The annual return comprises two sections. Section 1 of the return comprises the Annual Governance Statement. The statement must be approved at a meeting of the Council as soon as possible after the year end. Section 2, the accounting statements is reported under separate agenda item for members approval.
- 2.3 Once both sections of the return are approved and completed, the accounting statements must then be submitted to the external auditor. Thereafter electors are provided with an opportunity to inspect the accounts and other documents for a period of 30 days.

3. ACTION REQUIRED

- 3.1 The Parish Council is being invited to approve Section 1 of the Annual Return (the Annual Governance Statement) attached at **Appendix 1** to this report. In effect this means responding in the affirmative to questions 1 to 8 on the statement after which it can be signed by the Chairman of the Council and the Clerk. In the opinion of the Clerk, all 8 questions can be answered positively.

4. RECOMMENDATION

- 4.1 That the Council approves the Annual Governance Statement and authorises the Chairman of the Council, Responsible Finance Officer and Clerk to complete and sign the statement.

For further information please contact:

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

Appendix 1

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Fairford and Hinton Heath Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

16/1/20

23/4/20

ELANOR S. GREEN

Signature of person who carried out the internal audit

Elleanor S. Green

Date 23/4/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Fair Oak Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

Section 2 – Accounting Statements 2019/20 for

Fair Oak Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	555,348	665,836	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	390,098	410,570	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	177,757	97,891	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	207,160	220,539	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	250,207	296,912	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	665,836	656,846	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	655,040	649,423	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,913,702	1,937,785	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Fair Oak and Horton Heath Parish Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

FULL COUNCIL – 18 MAY 2020

FINAL ACCOUNTS FOR YEAR ENDING MARCH 2020

1. PURPOSE

- 1.1 To approve the final accounts 2019/2020 for submission to the external auditor.

2. BACKGROUND

- 2.1 Members will be aware that each year, the Council's accounts for the previous municipal year are subject to an internal and external audit. The internal audit is conducted by a competent auditor appointed by the Council. The external audit is conducted by PKF Littlejohn LLP. This company is appointed to audit the accounts of parish councils by the Smaller Authorities Audit Appointments Ltd (SAAA). The SAAA is appointed by the Department for Communities and Local Government to procure and appoint external auditors.

- 2.2 The Council's internal audit of the Council's accounts was undertaken on 23 April 2020.

- 2.3 The final accounts include the following statements which are attached as Appendices 1 – 7: -

1. Responsible Finance Officer's notes to the accounts
2. Annual return summary
3. Bank and cash investment rec
4. Balance sheet
5. Detailed income and expenditure
6. Earmarked reserves
7. Report of the Internal Auditor (To Follow)

3. RECOMMENDATION

- 3.1 That the Council notes the report of the Internal auditor set out in Appendix 7 to this report; and
- 3.2 Approves the final accounts 2019/20 for submission to the external auditors.

For further information please contact:

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

FAIR OAK AND HORTON HEATH PARISH COUNCIL

Supporting statement to the Accounts for the year ended 31 March 2020

Leases

Photocopier rental at a cost of £256.46 per Quarter (CF Corporate Finance)
Telephone system rental at a cost of 486.57 per Quarter (Siemens Financial services)

Tenancies

The council has two tenants

Fair Oak Squash Club at £100.00 per annum
Scouts at £50 per annum

The council has one tenancy arrangement:

With Eastleigh Borough Council for Knowle Hill conservation site. - No Rent

Section 137 Payments

Section 137 of the Local Government Act 1972 enables local councils to spend up to the product of £8.32 per elector, as at 1st April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers. This council can spend up to £8343 but under its own resolution grants only up to £4,000 per annum.

During the year the council made the following section 137 payments:

	2019/20	2018/19
	£	£
Village Hall pantomime	350	400
Fair Oak Gardening Club	150	200
Brownies	0	350
Asian welfare	0	100
EBS Counselling	0	100
Wyvern Arts Festival	0	500
Victim support	150	0
Fair Oak widows	150	0
Bowling Club	0	350
Allotment association	150	200
Fair oak squash club	0	1,700
Age concern	350	0
Butterflies berevment	700	0
Fair Oak Cricket club	400	0
Badminton club	100	0
Twynhams charities	800	0
Wyvern FC	700	0
	4,000	3,900

Donations received

At the Carnival on 29th June 2019, a street collection raised £835

Under Section 139(1)b of the LGA 1972, this donation has been applied as a gift towards the cost of staging the carnival and administered accordingly.

Debtors

	2019/20 £	2018/19 £
VAT Recoverable	1,944	3,617
Debtors at 31/03/20	12,692	16,634
Prepaid Expenses	0	0
	<u>14,636</u>	<u>20,251</u>

Advertising and Publicity

	2019/20 £	2018/19 £
Newsletter	2,958	3,476
Recruitment Advertising	0	0
	<u>2,958</u>	<u>3,476</u>

Pensions

For the year ended 31 March 2020 seven members of the Council's staff were members of the Hampshire County Council pension scheme.

In the year to 31.03.20 pension costs amounted to £42,003

Movements on Capital Reserves

See attached breakdown

Assets

a) During the year the following assets were purchased/revalued:

	£
Purchases	
Roller Mower	6,300
New Motor blade	615
New pruner	418
Line trimmer	415
Long reach chainsaw	356
Dell PC and Laptop	1,130
Inkjet printer	63
Kitchen Equipment -Horton Heath community centre	14,787
Total Purchases	24,083

Revaluations (movement in value shown)

No assets were revalued during the year

c) At 31 March 2020 the following assets were held:

Other assets - detailed on attached asset register	1,937,785
--	-----------

Loans

The council has no outstanding borrowings

Explanation of significant variances

Fair Oak and Horton Heath Parish Council
Annual Return
For the year ended March 2020
Section 1 - Analytical Review

Box no	Description	Year ending 31-Mar-19	31-Mar-20	Change	Comment
1	Brought Forward	555,348	665,836	19.90%	See last year
2	Annual Precept	390,098	410,570	5.25%	Increase in precept for a new roller mower (£7.5k). Repair, refurb and decoration to the Pavillion (£1.6k), a new track in Knowle Park (£4k), £1.2k for repairs to paths at Knowle Park, And £2.5k for legionella risk assessments at the Parish office, Woodland and Horton Heath community centres.
3	Total other receipts	177,757	97,891	-44.93%	For year ending March 2019, £80,576 was received from Eastleigh borough council - release of New century Park grant. Hence higher receipts being recorded year ending 2019.
4	Staff costs	207,160	220,539	6.46%	Staff cost increases due to salary increments for all staff, and increased headcount - 1 additional caretaker. Increased pensions costs by 1%
5	Loan Interest	nil	nil		
6	Other Payments	250,207	296,912	18.67%	£76,489 spent on New century Park, and just over £6k on members IT budget code, Also £7k more this year on Health and Safety (music licences) . However no significant spend on Woodland Community centre (compared with £31k last year)
7	Balance carried forward	665,836	656,846	-1.35%	Just over £19k Earmarked reserves utilised during the year for costs attributed to the Parish Office and compound (£34K still remaining). Transfer of £30k to Horton Heath Community Centre Earmarked reserves. £19k utilised for new kitchen and equipment at Horton Heath.
8	Cash and investments	655,040	649,423	-0.86%	see box 7 and creditors
9	Total fixed assets	1,913,702	1,937,785	1.26%	£15k for new kitchen equipumnt at Horton Heath. £8k for new roller mower and equipment purchases.
10	Total borrowings	nil	nil		

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2020

Fair Oak & Horton Heath Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	555,348	665,836	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	404,036	410,570	Total amount of Precept income received in the year
3	Total other receipts	163,819	97,891	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	207,160	220,539	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	250,207	296,912	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	665,836	656,846	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	655,040	649,423	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/03/2020	Current Account	34,054.49	
2	31/03/2020	Premier Account	307,423.68	
3	31/03/2020	Public Sector Deposit Fund	308,033.94	
4	31/03/2020	Petty Cash	60.78	
				649,572.89
<u>Unpresented Payments</u>				
1	17/02/2020	101993	150.00	
				150.00
				<u>649,422.89</u>
<u>All Cash & Bank Accounts</u>				
1		Current Account		33,904.49
2		Premier Account		307,423.68
3		Public Sector Deposit Fund		308,033.94
4		Petty Cash		60.78
		Other Cash & Bank Balances		0.00
		Total Cash & Bank Balances		<u>649,422.89</u>

14/04/2020

Fair Oak & Horton Heath Parish Council

19:33

Balance Sheet as at 31 March 2020

31 March 2019		31 March 2020
	Current Assets	
0	Debtors	12,692
16,634	Other Debtors	0
3,617	VAT Control Account	1,944
53,052	Current Account	33,904
296,040	Premier Account	307,424
305,775	Public Sector Deposit Fund	308,034
172	Petty Cash	61
<u>675,291</u>		<u>664,060</u>
675,291	Total Assets	664,060
	Current Liabilities	
7,654	Creditors	5,613
1,800	Accruals	1,600
<u>9,454</u>		<u>7,213</u>
665,836	Total Assets Less Current Liabilities	656,846
	Represented By	
362,481	General Reserves	372,873
3,212	EMR - Knowle Park	3,212
4,035	EMR - Tennis Project	4,035
63,844	EMR - Knowle Park Office & comp	33,684
88,265	EMR - Lapstone Farm	88,265
34,000	EMR - Horton Heath CC	44,777
500	EMR - Community orchard	500
6,000	EMR - Election expenses	6,000
40,000	EMR - New Century Park	40,000
4,500	EMR - Knowle park allotments	4,500
8,000	EMR - Village Name Plates	8,000
4,000	EMR - Community Halls Maint	4,000
40,250	EMR - HHCC Flooring	40,250
6,750	EMR - Onsite Maint Knowle Park	6,750
<u>665,836</u>		<u>656,846</u>

14/04/2020

Fair Oak & Horton Heath Parish Council

19:33

Balance Sheet as at 31 March 2020

31 March 2019

31 March 2020

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

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> Income								
1076 Precept	404,036	410,570	420,258	9,688			97.7%	
1090 Interest Received	3,005	3,643	2,000	(1,643)			182.1%	
1100 Grants	0	9,669	9,292	(377)			104.1%	
1120 Community Events Income	1,498	1,603	3,000	1,397			53.4%	
1200 Hiring Fees	0	0	500	500			0.0%	
1300 Football Income	7,064	3,626	4,300	674			84.3%	
1310 Cricket Income	2,497	3,000	3,000	0			100.0%	
1900 Other Income	92,717	553	500	(53)			110.5%	
Income :- Income	<u>510,817</u>	<u>432,662</u>	<u>442,850</u>	<u>10,188</u>			<u>97.7%</u>	<u>0</u>
4990 Sundry Expenses	0	44	0	(44)		(44)	0.0%	
Income :- Indirect Expenditure	<u>0</u>	<u>44</u>	<u>0</u>	<u>(44)</u>	<u>0</u>	<u>(44)</u>		<u>0</u>
Net Income over Expenditure	<u>510,817</u>	<u>432,618</u>	<u>442,850</u>	<u>10,232</u>				
<u>110</u> Administration								
1900 Other Income	3,613	0	0	0			0.0%	
Administration :- Income	<u>3,613</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4000 Salaries	61,686	65,408	95,600	30,192		30,192	68.4%	
4010 Employer's Pension	12,907	14,989	25,000	10,011		10,011	60.0%	
4030 Sickness/Holiday Cover	0	520	3,000	2,480		2,480	17.3%	
4055 Insurance	10,442	10,470	11,500	1,030		1,030	91.0%	
4060 Audit	2,450	1,950	2,500	550		550	78.0%	
4070 Legal & Professional Fees	5,072	6,148	3,500	(2,648)		(2,648)	175.7%	
4075 Postage	125	0	450	450		450	0.0%	
4080 Stationery	312	516	600	84		84	86.0%	
4085 Printer Consumables	675	707	750	43		43	94.3%	
4090 Admin Maintenance	2,632	1,626	2,000	374		374	81.3%	
4095 Bank Charges	208	0	30	30		30	0.0%	
4100 Chairman's Allowance	233	192	300	108		108	63.9%	23
4105 Conference/Training/Staffing	2,579	3,842	3,500	(342)		(342)	109.8%	
4110 Clothing	483	653	500	(153)		(153)	130.6%	
4115 Newsletter	3,476	2,958	1,500	(1,458)		(1,458)	197.2%	
4120 Telephone & Broadband	2,791	2,610	1,000	(1,610)		(1,610)	261.0%	
4125 Mobile Phone	227	726	650	(76)		(76)	111.6%	
4132 Subscriptions	1,668	2,722	1,900	(822)		(822)	143.3%	
4133 Software and support	2,042	4,431	3,000	(1,431)		(1,431)	147.7%	
4134 Members IT	0	6,076	7,050	974		974	86.2%	
4140 Card Payments	266	707	350	(357)		(357)	202.0%	
4150 Website	447	196	800	604		604	24.5%	

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Noticeboards	0	0	1,500	1,500		1,500	0.0%	
4990 Sundry Expenses	1,517	1,114	800	(314)		(314)	139.2%	
Administration :- Indirect Expenditure	112,236	128,560	167,780	39,220	0	39,220	76.6%	23
Net Income over Expenditure	(108,623)	(128,560)	(167,780)	(39,220)				
6000 plus Transfer from EMR	0	23						
Movement to/(from) Gen Reserve	(108,623)	(128,537)						
150 Parish Office								
1200 Hiring Fees	861	6,371	0	(6,371)			0.0%	
Parish Office :- Income	861	6,371	0	(6,371)				0
4120 Telephone & Broadband	0	603	800	197		197	75.4%	
4395 Business Rates	14,619	14,975	13,500	(1,475)		(1,475)	110.9%	
4400 Gas	592	859	800	(59)		(59)	107.3%	
4405 Electricity	782	931	2,500	1,569		1,569	37.2%	
4410 Water	0	606	500	(106)		(106)	121.3%	
4415 Repairs	155	485	100	(385)		(385)	485.1%	137
4420 CCTV Maintenance	381	270	500	230		230	54.0%	
4425 Health & Safety	587	1,118	500	(618)		(618)	223.7%	
4435 Cleaning	363	106	300	194		194	35.5%	
4440 Contract cleaning	3,068	1,154	5,000	3,846		3,846	23.1%	
4450 Equipment - Internal	0	128	0	(128)		(128)	0.0%	
4455 Equipment - External	1,595	0	0	0		0	0.0%	
4680 General Bin Emptying	0	234	0	(234)		(234)	0.0%	
Parish Office :- Indirect Expenditure	22,141	21,470	24,500	3,030	0	3,030	87.6%	137
Net Income over Expenditure	(21,280)	(15,098)	(24,500)	(9,402)				
6000 plus Transfer from EMR	1,595	137						
Movement to/(from) Gen Reserve	(19,685)	(14,961)						
200 Property Maintenance Staff								
4000 Salaries	109,860	112,608	144,500	31,892		31,892	77.9%	
4010 Employer's Pension	22,708	27,014	28,000	986		986	96.5%	
4030 Sickness/Holiday Cover	0	0	3,000	3,000		3,000	0.0%	
Property Maintenance Staff :- Indirect Expenditure	132,568	139,622	175,500	35,878	0	35,878	79.6%	0
Net Expenditure	(132,568)	(139,622)	(175,500)	(35,878)				

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Machinery and Van								
4300 Machinery - General Repairs	3,563	1,268	6,000	4,732		4,732	21.1%	
4305 Fuel	4,634	4,856	7,000	2,144		2,144	69.4%	
4310 Road Tax	500	520	500	(20)		(20)	104.0%	
4315 Maintenance - Vans	622	1,840	1,250	(590)		(590)	147.2%	
4320 Vehicle Insurance	1,246	1,188	3,000	1,812		1,812	39.6%	
Machinery and Van :- Indirect Expenditure	10,565	9,671	17,750	8,079	0	8,079	54.5%	0
Net Expenditure	<u>(10,565)</u>	<u>(9,671)</u>	<u>(17,750)</u>	<u>(8,079)</u>				
230 Crowdhill Community Building								
1200 Hiring Fees	31,707	36,523	43,500	6,977			84.0%	
Crowdhill Community Building :- Income	31,707	36,523	43,500	6,977			84.0%	0
4120 Telephone & Broadband	1,459	814	1,000	186		186	81.4%	
4395 Business Rates	6,071	6,102	6,200	98		98	98.4%	
4400 Gas	2,230	4,195	4,000	(195)		(195)	104.9%	
4405 Electricity	10,488	2,080	8,000	5,920		5,920	26.0%	
4410 Water	40	445	500	55		55	88.9%	
4415 Repairs	435	925	1,000	75		75	92.5%	
4420 CCTV Maintenance	0	70	0	(70)		(70)	0.0%	
4425 Health & Safety	1,287	4,235	1,500	(2,735)		(2,735)	282.3%	
4435 Cleaning	306	513	500	(13)		(13)	102.7%	
4440 Contract cleaning	2,700	4,304	8,000	3,696		3,696	53.8%	
4450 Equipment - Internal	15,355	179	2,500	2,321		2,321	7.2%	
4455 Equipment - External	16,765	600	1,000	400		400	60.0%	
4680 General Bin Emptying	486	862	500	(362)		(362)	172.4%	
4990 Sundry Expenses	344	107	50	(57)		(57)	215.0%	
Crowdhill Community Building :- Indirect Expenditure	57,966	25,432	34,750	9,318	0	9,318	73.2%	0
Net Income over Expenditure	<u>(26,260)</u>	<u>11,092</u>	<u>8,750</u>	<u>(2,342)</u>				
6000 plus Transfer from EMR	<u>6,373</u>	<u>0</u>						
Movement to/(from) Gen Reserve	<u>(19,887)</u>	<u>11,092</u>						
240 Pavilion								
1200 Hiring Fees	163	87	0	(87)			0.0%	
1300 Football Income	0	504	0	(504)			0.0%	
Pavilion :- Income	<u>163</u>	<u>591</u>	<u>0</u>	<u>(591)</u>				0
4120 Telephone & Broadband	641	667	1,000	333		333	66.7%	
4395 Business Rates	0	677	0	(677)		(677)	0.0%	

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Gas	397	83	500	417		417	16.6%	
4405 Electricity	266	744	500	(244)		(244)	148.7%	
4410 Water	0	0	500	500		500	0.0%	
4415 Repairs	7,662	3,042	3,000	(42)		(42)	101.4%	
4420 CCTV Maintenance	0	270	1,000	730		730	27.0%	
4425 Health & Safety	3,031	3,070	3,000	(70)		(70)	102.3%	
4430 Kitchen	0	0	500	500		500	0.0%	
4435 Cleaning	365	546	300	(246)		(246)	182.2%	
4440 Contract cleaning	0	248	0	(248)		(248)	0.0%	
Pavilion :- Indirect Expenditure	12,361	9,347	10,300	953	0	953	90.7%	0
Net Income over Expenditure	(12,198)	(8,756)	(10,300)	(1,544)				
250 HHCC								
1200 Hiring Fees	5,571	17,535	35,000	17,465			50.1%	
HHCC :- Income	5,571	17,535	35,000	17,465			50.1%	0
4055 Insurance	846	0	0	0		0	0.0%	
4120 Telephone & Broadband	567	667	400	(267)		(267)	166.8%	
4395 Business Rates	955	2,602	6,000	3,398		3,398	43.4%	
4400 Gas	958	1,523	2,000	477		477	76.1%	
4405 Electricity	3,801	0	3,000	3,000		3,000	0.0%	
4410 Water	0	63	700	637		637	9.0%	
4415 Repairs	1,553	713	500	(213)		(213)	142.5%	
4420 CCTV Maintenance	200	330	1,000	670		670	33.0%	
4425 Health & Safety	850	4,689	400	(4,289)		(4,289)	1172.4%	
4435 Cleaning	0	146	300	154		154	48.6%	
4440 Contract cleaning	0	1,625	0	(1,625)		(1,625)	0.0%	
4595 General Maintenance	0	477	200	(277)		(277)	238.5%	194
4680 General Bin Emptying	0	645	0	(645)		(645)	0.0%	
4990 Sundry Expenses	0	21	0	(21)		(21)	0.0%	
HHCC :- Indirect Expenditure	9,731	13,500	14,500	1,000	0	1,000	93.1%	194
Net Income over Expenditure	(4,160)	4,035	20,500	16,465				
6000 plus Transfer from EMR	0	194						
Movement to/(from) Gen Reserve	(4,160)	4,229						
280 Other Properties								
4480 Bus Shelters	0	100	200	100		100	50.0%	
4485 Memorial	0	0	100	100		100	0.0%	
4490 Memorial Clock	200	200	200	0		0	100.0%	

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Speedwatch	0	0	200	200		200	0.0%	
4505 Village Flowers	1,923	1,972	1,950	(22)		(22)	101.1%	
Other Properties :- Indirect Expenditure	2,123	2,272	2,650	378	0	378	85.7%	0
Net Expenditure	(2,123)	(2,272)	(2,650)	(378)				
<u>290 General Grounds Maintenance</u>								
4530 Equipment - Purchases	2,648	8,624	9,500	876		876	90.8%	
4535 Equipment - Maintenance	1,043	485	2,000	1,515		1,515	24.2%	
4540 Materials	1,990	2,314	2,000	(314)		(314)	115.7%	
General Grounds Maintenance :- Indirect Expenditure	5,681	11,422	13,500	2,078	0	2,078	84.6%	0
Net Expenditure	(5,681)	(11,422)	(13,500)	(2,078)				
<u>300 Lapstone Playing Fields</u>								
4570 Equipment - Cricket Maint.	135	0	500	500		500	0.0%	
4575 Cricket (Winter)	450	895	500	(395)		(395)	179.0%	
4580 Football	1,851	1,327	500	(827)		(827)	265.4%	
4585 Tennis	0	0	500	500		500	0.0%	
4590 Pitch Maintenance	8,505	2,075	7,000	4,925		4,925	29.6%	
4595 General Maintenance	800	778	1,000	222		222	77.8%	
4600 Dog Bin Emptying	216	53	0	(53)		(53)	0.0%	
4680 General Bin Emptying	980	1,595	500	(1,095)		(1,095)	319.0%	
Lapstone Playing Fields :- Indirect Expenditure	12,937	6,723	10,500	3,777	0	3,777	64.0%	0
Net Expenditure	(12,937)	(6,723)	(10,500)	(3,777)				
<u>310 Knowle Park</u>								
4595 General Maintenance	1,723	6,413	6,200	(213)		(213)	103.4%	
4630 Fencing	306	208	500	292		292	41.7%	
4640 Water Supply -White Tree Close	0	0	100	100		100	0.0%	
4645 Seating/Bins	501	438	200	(238)		(238)	219.1%	
Knowle Park :- Indirect Expenditure	2,530	7,059	7,000	(59)	0	(59)	100.8%	0
Net Expenditure	(2,530)	(7,059)	(7,000)	59				
<u>320 New Century Park</u>								
4420 CCTV Maintenance	310	70	1,000	930		930	7.0%	
4595 General Maintenance	1,868	1,317	1,000	(317)		(317)	131.7%	
4670 Signs & Bins	15	33	200	167		167	16.5%	
4680 General Bin Emptying	64	23	0	(23)		(23)	0.0%	

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New Century Park :- Indirect Expenditure	<u>2,257</u>	<u>1,444</u>	<u>2,200</u>	<u>756</u>	<u>0</u>	<u>756</u>	<u>65.6%</u>	<u>0</u>
Net Expenditure	<u>(2,257)</u>	<u>(1,444)</u>	<u>(2,200)</u>	<u>(756)</u>				

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Knowle Hill								
4545 Fly tipping	0	0	50	50		50	0.0%	
4595 General Maintenance	805	0	250	250		250	0.0%	
4675 Signs	0	0	50	50		50	0.0%	
Knowle Hill :- Indirect Expenditure	805	0	350	350	0	350	0.0%	0
Net Expenditure	(805)	0	(350)	(350)				
350 Lapstone Farm								
4595 General Maintenance	914	0	250	250		250	0.0%	
4670 Signs & Bins	26	0	50	50		50	0.0%	
Lapstone Farm :- Indirect Expenditure	940	0	300	300	0	300	0.0%	0
Net Expenditure	(940)	0	(300)	(300)				
360 Oak Walk								
4595 General Maintenance	101	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Oak Walk :- Indirect Expenditure	101	0	300	300	0	300	0.0%	0
Net Expenditure	(101)	0	(300)	(300)				
370 Daisy Dip								
4595 General Maintenance	0	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Daisy Dip :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
380 Wyvern Meadow								
4595 General Maintenance	16	58	250	192		192	23.2%	
4675 Signs	0	0	50	50		50	0.0%	
Wyvern Meadow :- Indirect Expenditure	16	58	300	242	0	242	19.3%	0
Net Expenditure	(16)	(58)	(300)	(242)				
400 Play Areas General								
4750 ROSPA Fees	344	485	1,000	515		515	48.5%	
Play Areas General :- Indirect Expenditure	344	485	1,000	515	0	515	48.5%	0
Net Expenditure	(344)	(485)	(1,000)	(515)				

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 New Century Park Play Area</u>								
4595 General Maintenance	466	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
4993 New Century Park Playarea	0	76,489	0	(76,489)		(76,489)	0.0%	
New Century Park Play Area :- Indirect Expenditure	466	76,489	300	(76,189)	0	(76,189)	25496.4	0
Net Expenditure	(466)	(76,489)	(300)	76,189				
<u>420 Dean Road Play Area</u>								
4595 General Maintenance	0	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Dean Road Play Area :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
<u>430 Meadowsweet Way Play Area</u>								
4420 CCTV Maintenance	90	0	0	0		0	0.0%	
4595 General Maintenance	932	440	500	60		60	88.0%	
4670 Signs & Bins	84	0	100	100		100	0.0%	
Meadowsweet Way Play Area :- Indirect Expenditure	1,106	440	600	160	0	160	73.3%	0
Net Expenditure	(1,106)	(440)	(600)	(160)				
<u>440 Knowle Park Play Area</u>								
4595 General Maintenance	17,565	717	500	(217)		(217)	143.5%	
4670 Signs & Bins	0	95	100	5		5	95.1%	
4770 Skatepark	984	0	1,000	1,000		1,000	0.0%	
Knowle Park Play Area :- Indirect Expenditure	18,549	812	1,600	788	0	788	50.8%	0
Net Expenditure	(18,549)	(812)	(1,600)	(788)				
<u>500 Allotments</u>								
1500 Allotment Income	3,094	2,547	2,500	(47)			101.9%	
Allotments :- Income	3,094	2,547	2,500	(47)			101.9%	0
4410 Water	29	0	70	70		70	0.0%	
4800 Allotments - Knowle Park	1,771	0	1,000	1,000		1,000	0.0%	
4805 Allotments - Campbell Way	58	0	100	100		100	0.0%	
4810 Allotments - Knowle Lane Ditch	0	0	1,500	1,500		1,500	0.0%	
4815 Allotmemts - Pest Control	0	285	500	215		215	57.0%	

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4820 Allotments - Toilet	0	1,023	1,000	(23)		(23)	102.3%	
Allotments :- Indirect Expenditure	<u>1,858</u>	<u>1,308</u>	<u>4,170</u>	<u>2,862</u>	<u>0</u>	<u>2,862</u>	<u>31.4%</u>	<u>0</u>
Net Income over Expenditure	<u>1,236</u>	<u>1,239</u>	<u>(1,670)</u>	<u>(2,909)</u>				

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>510</u>	<u>Cemetery</u>								
1520	Burials Income	6,906	5,025	5,000	(25)			100.5%	
1530	Memorials Income	1,613	1,659	2,000	341			83.0%	
1540	Cremation Income	3,074	5,546	4,000	(1,546)			138.7%	
	Cemetery :- Income	11,593	12,230	11,000	(1,230)			111.2%	0
4410	Water	243	4	200	196		196	2.2%	
4595	General Maintenance	1,615	516	500	(16)		(16)	103.2%	
	Cemetery :- Indirect Expenditure	1,858	520	700	180	0	180	74.3%	0
	Net Income over Expenditure	9,735	11,710	10,300	(1,410)				
<u>550</u>	<u>Trees</u>								
4825	Tree survey	1,500	1,500	2,500	1,000		1,000	60.0%	
4830	Trees - Lapstone Playing Field	400	270	500	230		230	54.0%	
4831	Trees - Knowle Park	1,380	800	1,500	700		700	53.3%	
4832	Trees - New Century Park	400	0	500	500		500	0.0%	
4833	Trees - Knowle Hill	400	0	500	500		500	0.0%	
4834	Trees - Lapstone Farm	400	1,247	500	(747)		(747)	249.3%	
4835	Trees - Oak Walk	400	1,190	500	(690)		(690)	238.0%	
4836	Trees - Daisy Dip	400	0	500	500		500	0.0%	
4837	Trees - Wyvern Meadow	490	0	500	500		500	0.0%	
4838	Trees - Fair Oak Cemetery	500	2,526	500	(2,026)		(2,026)	505.2%	
4839	Trees-HHCC open space	500	0	500	500		500	0.0%	
	Trees :- Indirect Expenditure	6,770	7,533	8,500	968	0	968	88.6%	0
	Net Expenditure	(6,770)	(7,533)	(8,500)	(968)				
<u>600</u>	<u>Other Expenses</u>								
1600	Community Events Income	437	0	0	0			0.0%	
	Other Expenses :- Income	437	0	0	0				0
4850	Section 137 - Grants	3,900	4,000	4,000	0		0	100.0%	
4855	Section 137 - Street Pastors	500	500	500	0		0	100.0%	
4865	Election Expenses	0	72	1,000	928		928	7.2%	
4870	Youth Project	25,000	25,000	25,000	0		0	100.0%	
4875	Community Events Expenditure	4,927	4,361	4,700	339		339	92.8%	
	Other Expenses :- Indirect Expenditure	34,327	33,933	35,200	1,267	0	1,267	96.4%	0
	Net Income over Expenditure	(33,890)	(33,933)	(35,200)	(1,267)				

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
900	Reserves Spend								
4994	New Office&Compund General	7,442	0	0	0		0	0.0%	
4996	RBS Software from gen reserve	(314)	290	0	(290)		(290)	0.0%	
4997	Horton Heath Community Centre	0	19,017	0	(19,017)		(19,017)	0.0%	19,028
	Reserves Spend :- Indirect Expenditure	7,128	19,307	0	(19,307)	0	(19,307)		19,028
	Net Expenditure	(7,128)	(19,307)	0	19,307				
6000	plus Transfer from EMR	8,475	19,028						
	Movement to/(from) Gen Reserve	1,347	(279)						
	Grand Totals:- Income	567,855	508,460	534,850	26,390			95.1%	
	Expenditure	457,367	517,451	534,850	17,399	0	17,399	96.7%	
	Net Income over Expenditure	110,488	(8,990)	0	8,990				
	plus Transfer from EMR	16,443	19,382						
	Movement to/(from) Gen Reserve	126,931	10,392						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Crowdhill Green	0.00		0.00
325 EMR - Knowle Park	3,212.22		3,212.22
330 EMR - Tennis Project	4,035.00		4,035.00
335 EMR - Cricket Roller	0.00		0.00
340 EMR - Knowle Park Office & comp	63,843.53	-30,159.77	33,683.76
345 EMR - Lapstone Farm	88,264.58		88,264.58
350 EMR - Horton Heath CC	34,000.00	10,777.30	44,777.30
355 EMR - Dean Road play area	0.00		0.00
360 EMR - Community orchard	500.00		500.00
365 EMR - Election expenses	6,000.00		6,000.00
370 EMR - Footpath Leaflet	0.00		0.00
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
389 EMR - Community Halls Maint	4,000.00		4,000.00
390 EMR - HHCC Flooring	40,250.00		40,250.00
395 EMR - Onsite Maint Knowle Park	6,750.00		6,750.00
	<u>303,355.33</u>	<u>-19,382.47</u>	<u>283,972.86</u>

FULL COUNCIL – 18 MAY 2020**FIXED ASSET REGISTER****1. PURPOSE**

- 1.1 To note and approve the Council's fixed asset register as at the end of March 2020.

2. BACKGROUND

- 2.1 A Fixed Asset Register has four main purposes, it:

- forms a basis for completion of box 9 in the 'Annual Return'.
- forms a basis for decisions on risk and insurance issues.
- provides information on the age and potential lifespan of certain items.
- provides assurance of the continued existence of Council's property.

- 2.2 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council

- 2.3 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is adopted by the Council at the end of each Municipal Year but is a working document which Council Officers will update and amend details as necessary.

3. FIXED ASSET REGISTER AS AT MARCH 2020

- 3.1 The Council's fixed asset register as at March 2020 is attached as Appendix 1. This has been submitted to the External Auditor as part of the end of year accounting and audit process.

4. RECOMMENDATION

- 4.1 That the Council note and approve the Fixed Asset Register as set out in Appendix 1 to this report.

For further information please contact:

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

Appendix 1

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.2020						
	Date of Purchase	Balance c/fwd 31/03/19	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/20
Lapstone Farm						
Lapstone Country Park land	31.03.10	1.00				1.00
Boardwalk	02.02.11	9,250.00				9,250.00
Display Panel	07.11.12	480.00				480.00
		9,731.00	0.00	0.00	0.00	9,731.00
Oak Walk						
Land at Oak Walk	31.12.10	1.00				1.00
Fencing	27.04.12	5,540.00				5,540.00
Jubilee Sculpture	08.06.12	10,000.00				10,000.00
		15,541.00	0.00	0.00	0.00	15,541.00
Lapstone Park						
Lapstone Land		1.00				1.00
Pavilion and car park	01.04.97	368,782.00				368,782.00
Car park lighting	01.04.97	7,683.00				7,683.00
Tennis Courts	01.04.97	18,000.00				18,000.00
Sports Equipment	01.04.97	4,441.00				4,441.00
Table and chairs for pavilion	11.11.97	1,687.00				1,687.00
CCTV at Lapstone	19.06.03	8,722.00				8,722.00
Storage Facility	22.4.04	5,389.00				5,389.00
Bench for tennis courts	20.06.05	183.00				183.00
Boiler - Pavilion	19.12.05	1,216.00				1,216.00
Aluminium Junior Goal	17.08.06	946.97				946.97
Machinery storage fencing / compound	25.09.06	1,749.55				1,749.55
Aluminium Goals	16.06.08	1,065.00				1,065.00
2 Wooden benches	04.08.08	51.70				51.70
Garege door - Cricket	30.10.08	1,254.00				1,254.00
Vacuum cleaner	04.12.08	79.19				79.19
Digital recorder CCTV	14.12.12	0.00				0.00
CCTV camera	31.05.13	445.00				445.00
Covert camera	28.02.14	50.00				50.00
2 x Aluminium goals	07.08.14	758.26				758.26
New covert camera and replacements	01.08.14	1,187.50				1,187.50
New DVR & modem for CCTV	21.03.15	1,438.80				1,438.80
Cricket scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Emergency lights at Pavillion	18.10.16	664.62				664.62
Bench	27.02.17	507.60				507.60
2 X CHAIRS Pavillion	24.04.17	186.93				186.93
		436,488.34				436,488.34
Machinery						
Dennis FT510 cricket mower	03.03.99	2,210.00				2,210.00
Sissi Auto Rotorake scarifier ARR/4	01.04.99	1,500.00				1,500.00
Stihl HB2300 Blower	31.03.03	162.00				162.00
Knapsack Sprayer	27.06.03	97.86				97.86
Cricket combirake and brush	16.05.05	299.00				299.00
Cricket rotary brush	16.05.05	135.00				135.00
Sarel Spiker	17.05.06	435.00				435.00
Water Bowser	04.06.06	2,000.00				2,000.00
Tractor : TC40DA compact HF56FON	12.09.06	27,350.00				27,350.00
Air Compressor	06.03.07	125.89				125.89
Billy Goat	31.10.07	1,577.30				1,577.30
Holland Mower MC35 HF57JHJ	11.01.08	11,847.87				11,847.87

Hover Mower	03.04.08	420.75				420.75
Weedkiller System	11.05.09	392.08				392.08
Danarm Rotary Mower	10.05.10	680.00				680.00
Spyker Spreader	10.05.10	228.00				228.00
Snow Plough	31.03.11	980.00				980.00
Dragmat	19.08.11	480.00				480.00
Flame Gun	27.09.11	149.99				149.99
Izuzu D-Max 4x4 HN62EGD	19.01.13	14,700.00				14,700.00
Danarm RH26 Brushcutter	31.05.13	256.00				256.00
Welder	10.06.13	440.00				440.00
Chainsaw helmet	22.06.13	38.00				38.00
BG86 Blower	26.11.13	185.00				185.00
FS100 Bike Brushcutter	28.11.13	0.00				0.00
FS100 Bike Brushcutter	28.11.13	0.00				0.00
Stihl MS211CBE Chainsaw	02.12.13	249.00				249.00
Isuzu extended cab van HF14NZT	01.05.14	20,040.00				20,040.00
Kilworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Defibrillator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Powerroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TMV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Danarm tj27E hedgetrimmer	15.07.15	0.00				0.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17	450.00				450.00
Strimmer 24"	01.08.17	996.00				996.00
Strimmer HL92	01.08.17	442.00				442.00
M251Chain Saw and Blower	26.04.17	929.47				929.47
Strimmer 24"	25.10.18	510.00				510.00
Roller Mower	01.05.19	0.00		6,300.00		6,300.00
New Motor blade	03.12.19	0.00		614.50		614.50
New pruner	25.12.20	0.00		417.51		417.51
Line trimmer	25.12.21	0.00		414.58		414.58
Long reach chainsaw	29.02.20	0.00		355.94		355.94
		134,851.62	0.00	8,102.53	0.00	142,954.15
Cemetery						
Cemetery land		1.00				1.00
Concrete Garage	01.04.95	3,768.00				3,768.00
Arch	01.07.99	1,544.00				1,544.00
Wooden seat	28.07.99	372.00				372.00
Bench	01.07.03	427.00				427.00
Noticeboard	01.08.11	869.14				869.14
Circular tree bench	23.04.14	999.00				999.00
40 x slabs	01.05.14	0.00				0.00
		7,980.14	0.00	0.00	0.00	7,980.14
New Century Park						
Land at New Century Park		1.00				1.00
Basketball goal	01.04.99	1,145.15				1,145.15
Contour Seats	23.11.99	2,380.00				2,380.00
Play equipment	01.04.00	21,495.00				21,495.00
Home Guard Gates	01.04.01	6,495.00				6,495.00
Jubilee Gates	31.03.03	4,000.00				4,000.00

CCTV equipment	06.05.03	9,014.00			9,014.00
Eco Play unit	22.09.03	11,783.00			11,783.00
CCTV floodlights	02.12.03	1,231.65			1,231.65
Safety Surface Play Area	21.11.05	27,512.00			27,512.00
Fence Railings	20.02.06	25,219.00			25,219.00
2 replacement CCTV Cameras	20.02.06	660.00			660.00
Play area gate (DDA compliant)	20.10.06	875.00			875.00
CCTV Hard Drive	25.10.08	2,150.00			2,150.00
Brookfield Gate	30.11.08	218.63			218.63
Grit Bin	10.12.10	132.00			132.00
Goal	09.09.11	3,852.90			3,852.90
Dice Spinner	29.05.12	165.00			165.00
CCTV Digital Recorder	14.12.12	893.00			893.00
2 x CCTV Replacement Cameras	14.12.12	890.00			890.00
CCTV Camera	31.05.13	445.00			445.00
10 x Outdoor Fitness Units	20.01.14	32,000.00			32,000.00
Bench	21.01.14	645.00			645.00
Bench	08.02.16	337.00			337.00
Bench	31.03.16	774.00			774.00
Bench	22.03.16	801.00			801.00
Bench	22.03.16	337.00			337.00
New signs for play area	31.05.16	96.77			96.77
bench	11.07.16	627.60			627.60
New Youth shelter	01.04.17	34,482.00			34,482.00
Pitch 3 Goalposts	01.04.17	909.00			909.00
Chin up bars	01.04.17	1,420.00			1,420.00
2 new cradle swing seats	21.06.17	348.00			348.00
		193,334.70			193,334.70
Office					
Furniture – cupboards and storage	01.04.90	0.00			
Furniture – desks and chairs	01.04.90	0.00	0.00		0.00
Badge of Office	01.04.97	0.00	0.00		0.00
Coin counter	2.8.04	0.00	0.00		0.00
Safe	21.9.04	0.00	0.00		0.00
Desk, chair and pedestals	16.05.05	0.00	0.00		0.00
Projector	18.09.06	0.00	0.00		0.00
Microsoft Office Software	26.04.07	0.00	0.00		0.00
Misc PC equipment	26.04.07	0.00	0.00		0.00
Office Printer	15.10.08	0.00	0.00		0.00
Office Chair for Ranger	16.01.09	0.00	0.00		0.00
New Photocopier	29.04.09	0.00	0.00		0.00
CCTV Village Hall	18.08.09	0.00	0.00		0.00
CCTV Horton Heath	18.08.09	0.00	0.00		0.00
Acer Aspire Laptop	09.09.10	0.00	0.00		0.00
Office Chairs	20.10.11	0.00	0.00		0.00
2 x Novatech Pro NS107 PC's	13.12.12	0.00	0.00		0.00
2 x Novatech 22" Widescreen LED Monitors	13.12.12	0.00	0.00		0.00
Mapping software	20.08.13	0.00	0.00		0.00
24 port ethernet switch	15.01.14	0.00	0.00		0.00
External storage hard drive	15.01.14	0.00	0.00		0.00
Internal storage	15.01.14	0.00	0.00		0.00
Digital camera	17.02.15	49.99	0.00		49.99
Toshiba L50-B-IUT Notebook	07.05.15	323.12	0.00		323.12
2 x tower fans	03.07.15	0.00	0.00		0.00
Blinds	30.10.15	0.00	0.00		0.00
Broadband extender	17.11.15	0.00	0.00		0.00
2 x Novatech Pro NS107 PC	05.10.16	525.97	0.00		525.97
Dell PC and Laptop	02.12.19	0.00	1,130.00		1,130.00
Inkjet printer	24.03.20	0.00	62.98		62.98
			0.00		
		899.08	1,192.98		2,092.06

Miscellaneous					
Memorial		9,622.07			9,622.07
Timber Bus Shelters x 4	01.04.95	11,545.58			11,545.58
Fences and Gates	01.04.99	18,400.00			18,400.00
Notice boards x 5	31.03.03	4,426.00			4,426.00
Bench for The Square bus shelter	20.7.04	469.20			469.20
Memorial Safety Kit	20.02.06	67.98			67.98
Clock	20.11.06	3,000.00			3,000.00
Bus Shelter	09.01.08	2,120.70			2,120.70
LED Christmas Lights	27.06.08	2,016.00			2,016.00
2 Noticeboards	30.06.10	2,000.00			2,000.00
1 Noticeboard	15.02.11	1,200.00			1,200.00
Village Square Bench	27.01.11	713.00			713.00
Speed Watch Pack	24.01.12	2,500.00			2,500.00
2 x Marquees	14.01.13	228.00			228.00
Noticeboard - Oak Walk	01.05.14	867.26			867.26
13 x Mapboards	15.01.15	5,354.17			5,354.17
7 x Christmas star motifs	04.01.15	1,659.00			1,659.00
World War 1 seat in Square	20.12.14	535.00			535.00
Bus shelter - Sandy Lane	30.04.15	2,500.00			2,500.00
Fencing - Campbell Way allotments	01.10.15	15,373.20			15,373.20
Speed watch kit	30.10.15	2,750.00			2,750.00
7 x Christmas star motifs	30.10.15	1,659.00			1,659.00
Noticeboards	06.06.16	1,273.43			1,273.43
Christmas Motifs	12.12.16	2,410.80			2,410.80
Wyvern Meadow signage	14.02.17	140.55			140.55
					0.00
		92,830.94			92,830.94
Dean Road Play Area					
Land at Dean Road		1.00			1.00
Gate	03.04.03	550.00			550.00
Signs	15.01.16	131.39			131.39
Dean Road Fence	22.11.17	7,701.38			7,701.38
		8,383.77			8,383.77
Meadowsweet Way					
Play equipment	31.08.03	35,900.00			35,900.00
CCTV	31.03.03	2,601.00			2,601.00
Play Area gate	18.07.05	565.00			565.00
CCTV at Horton Heath	28.04.06	2,350.00			2,350.00
Land	31.12.10	1.00			1.00
CCTV Monitor HHCC	14.10.11	108.00			108.00
Digital Recorder CCTV	14.12.12	893.00			893.00
4 x CCTV cameras	31.07.15	2,495.00			2,495.00
		44,913.00			44,913.00
Daisy Dip					
Land	01.04.13	1.00			1.00
Noticeboard	14.05.13	1,222.00			1,222.00
Fence	02.08.13	2,515.00			2,515.00
		3,738.00			3,738.00
Knowle Hill					
3 wooden/concrete picnic tables	01.04.95	0.00			
1 new wooden table to replace vandalised one	30.09.03	278.00			278.00
Boardwalk	18.10.11	2,550.00			2,550.00
Sign	21.04.16	46.20			46.20
		2,874.20			2,874.20
Knowle Park (previously White Tree Farm)					
Land	11.05.06	1.00			1.00

Fencing and gate	17.10.05	1,995.60				1,995.60
Fencing and gate	19.12.05	535.00				535.00
Bin	16.01.06	166.00				166.00
Kissing gates and fencing	28.09.06	1,095.60				1,095.60
Boundary Fence	30.07.07	1,650.00				1,650.00
Tel Poles	13.11.07	0.00				0.00
Cemetery & Allotment Fencing	10.03.08	7,746.00				7,746.00
Allotment Fencing	14.01.09	3,046.54				3,046.54
Allotment Fencing	30.03.09	950.00				950.00
Allotment Track	16.03.09	4,910.00				4,910.00
Oak Tree Bench	10.05.10	3,100.00				3,100.00
Boardwalk	26.07.10	4,380.00				4,380.00
Acorn Sculptures	03.10.10	6,950.00				6,950.00
Plantation Fencing	29.10.10	3,238.00				3,238.00
Decorative Iron Fence	28.02.11	11,500.00				11,500.00
5 Hawthorn Seat Benches	28.02.11	1,620.00				1,620.00
3 Kensington Benches	28.02.11	2,010.00				2,010.00
4 Picnic Benches	28.02.11	1,836.00				1,836.00
Viewing Point Plinth	28.02.11	2,900.00				2,900.00
Information Panel	07.01.11	1,434.00				1,434.00
2 Seats	31.03.11	334.00				334.00
Noticeboard	31.03.11	849.94				849.94
Allotments - Water Troughs	25.05.11	411.05				411.05
Car Park	30.06.11	30,030.00				30,030.00
Hawthorn Bench	02.11.11	334.00				334.00
Noticeboard	24.04.12	1,234.00				1,234.00
Bench	19.06.12	456.00				456.00
Noticeboard	11.02.13	1,222.00				1,222.00
Arch Sculpture	27.03.13	3,150.00				3,150.00
Bench	23.04.13	399.00				399.00
Bench	01.04.15	479.00				479.00
Skatepark equipment	30.06.15	6,020.00				6,020.00
Bench	25.08.15	783.00				783.00
Bench	04.11.15	337.00				337.00
Bench	29.07.16	250.00				250.00
Bench	11.07.16	1,275.60				1,275.60
bench (Knowle lane allotments)	05.09.16	482.40				482.40
sign	10.09.16	42.05				42.05
metal sign	17.10.16	23.99				23.99
		109,176.77	0.00	0.00	0.00	109,176.77
Garage						
Garage at village hall	01.04.95	3,846.98				3,846.98
Garage contents	01.04.97	0.00				0.00
Angle Grinder	09.04.03	0.00				0.00
SBD Garador Guardian Retractable Door	02.12.13	0.00				0.00
		3,846.98	0.00	0.00	0.00	3,846.98
New parish office and compound						
New Parish Office building	10.11.17	766,466.00				766,466.00
CCTV Monitor, DVR and cameras	10.11.17	4,495.00				4,495.00
Intruder alarms	10.11.17	1,395.00				1,395.00
Bison strimmer and Vaults	10.11.17	2,385.00				2,385.00
Office Furniture	01.01.18	17,373.60				17,373.60
Burgular bars	31.11.17	645.00				645.00
Folding wall	01.01.18	8,006.40				8,006.40
Alarm system	01.01.18	810.00				810.00
White goods	01.01.18	932.00				932.00
Additional computers x2	01.01.18	2,124.48				2,124.48
CCTV	01.01.18	4,555.00				4,555.00
Fire extinguishers	01.01.18	1,092.00				1,092.00
Parish office fencing	21.03.18	1,702.81				1,702.81

Parish office barriers	21.03.18	7,350.68				7,350.68
Parish Office Clock	19.12.18	1,595.00				1,595.00
		820,927.97		0.00		820,927.97
Woodlands Community Centre						
Woodland Community Centre Building	01.04.18	1.00				1.00
Printer/scanner	21.05.18	108.33				108.33
Kitchen equipment	15.06.18	332.15				332.15
Mirrors	20.06.18	180.00				180.00
Lock cylinders and keys	20.06.18	868.32				868.32
Floor scrubber	18.07.18	1,299.00				1,299.00
Roller blinds	18.07.18	682.50				682.50
Dishwasher and Boiler	18.07.18	1,793.44				1,793.44
Key cabinet and cigarette bins	21.05.18	46.47				46.47
Fencing	08.06.18	2,400.00				2,400.00
Gate	01.07.18	150.24				150.24
Fencing	08.06.18	2,400.00				2,400.00
CCTV	18.07.18	3,577.50				3,577.50
Coffee Table	17.08.18	40.00				40.00
Low hanging trolley	17.08.18	275.00				275.00
Woodlands Furniture	17.08.18	8,240.00				8,240.00
Additional woodlands furniture	25.01.19	1,189.60				1,189.60
		23,583.55				23,583.55
Horton Heath Community Centre						
Community Building		1.00				1.00
Kitchen Equipment	Donated 25.11.18	400.00				400.00
Floor scrubber	Donated 25.11.18	500.00				500.00
Curtains and blinds	Donated 25.11.18	1,000.00				1,000.00
Metal Gate	Donated 25.11.18	300.00				300.00
Hall chairs	Donated 25.11.18	500.00				500.00
Water Boiler	Donated 25.11.18	100.00				100.00
Kitchen Crockery and utensils	Donated 25.11.18	200.00				200.00
cleaning materials	Donated 25.11.18	300.00				300.00
Toilet Mirrors	Donated 25.11.18	50.00				50.00
Defibulator	6.12.18	1,250.00				1,250.00
Kitchen Equipment	25.07.19	0.00		14,787.33		14,787.33
		4,601.00	0.00	14,787.33	0.00	19,388.33
Total value of fixed assets as at 31.03.20		1,913,702.06	0.00	24,082.84	0.00	1,937,784.90
Revaluations in the year		0.00				
Added in year		24,082.84				
Disposed of in year		-				
Total value of fixed assets as at 31.03.19		1,937,784.90				

Financial Statement Summary

- Total cash held across all bank accounts as at 30th April is £811,632
- Total Petty cash held as at 30th April is £60.78
- Total receipts for April into the current account was £270,497
£209,586 related to the receipt of the 1st Half precept from EBC received on 30th April.
- Total current account payments for April was £58,692
(see attached for breakdown)
- Total BACS invoice payments outstanding is £1,519
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 30 April 2020

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/04/2020	Current Account	245,859.15	
30/04/2020	Premier Account	257,423.68	
30/04/2020	Public Sector Deposit Fund	308,287.98	
31/03/2020	Petty Cash	60.78	
			811,631.59
<u>Unpresented Payments</u>			
			150.00
			<u>811,481.59</u>
<u>All Cash & Bank Accounts</u>			
1	Current Account	245,709.15	
2	Premier Account	257,423.68	
3	Public Sector Deposit Fund	308,287.98	
4	Petty Cash	60.78	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		<u>811,481.59</u>

Date: 10/05/2020

Fair Oak & Horton Heath Parish Council

Page: 1

Time: 18:05

Cashbook 1

User: JOANNA

Current Account

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	33,904.49					33,904.49	
	Banked: 01/04/2020	285.00						
	main occasion	285.00			4875	600	285.00	refund for VE DAY payment
	Banked: 03/04/2020	4,956.50						
	EBC	4,956.50			1100	100	4,956.50	Contribution grant
	Banked: 03/04/2020	84.00						
	Sales Recpts Page 84	84.00	84.00		100			Sales Recpts Page 84
	Banked: 04/04/2020	50,000.00						
trans	Premier Account	50,000.00			210		50,000.00	current act top up
	Banked: 06/04/2020	240.00						
	meadfleet	240.00			4540	290	240.00	refund
	Banked: 14/04/2020	28.00						
	Sales Recpts Page 85	28.00	28.00		100			Sales Recpts Page 85
	Banked: 14/04/2020	56.00						
	Sales Recpts Page 86	56.00	56.00		100			Sales Recpts Page 86
	Banked: 14/04/2020	26.00						
	Sales Recpts Page 87	26.00	26.00		100			Sales Recpts Page 87
	Banked: 15/04/2020	39.00						
	Sales Recpts Page 88	39.00	39.00		100			Sales Recpts Page 88
	Banked: 15/04/2020	26.00						
	Sales Recpts Page 89	26.00	26.00		100			Sales Recpts Page 89
	Banked: 15/04/2020	92.50						
	Sales Recpts Page 90	92.50	92.50		100			Sales Recpts Page 90
	Banked: 15/04/2020	45.50						
	Sales Recpts Page 91	45.50	45.50		100			Sales Recpts Page 91
	Banked: 15/04/2020	45.63						
	Sales Recpts Page 92	45.63	45.63		100			Sales Recpts Page 92
	Banked: 16/04/2020	1,111.50						
	Sales Recpts Page 93	1,111.50	1,111.50		100			Sales Recpts Page 93
	Banked: 16/04/2020	32.50						
	Sales Recpts Page 94	32.50	32.50		100			Sales Recpts Page 94
	Banked: 16/04/2020	18.00						
	Sales Recpts Page 95	18.00	18.00		100			Sales Recpts Page 95
	Banked: 17/04/2020	564.00						
	Sales Recpts Page 96	564.00	564.00		100			Sales Recpts Page 96
	Banked: 17/04/2020	60.00						

Continued on Page 2

Date: 10/05/2020

Fair Oak & Horton Heath Parish Council

Page: 2

Time: 18:05

Cashbook 1

User: JOANNA

Current Account

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 17/04/2020	395.00						
	Sales Recpts Page 98	395.00	395.00		100			Sales Recpts Page 98
	Banked: 20/04/2020	78.00						
	Sales Recpts Page 99	78.00	78.00		100			Sales Recpts Page 99
	Banked: 20/04/2020	144.00						
	Sales Recpts Page 100	144.00	144.00		100			Sales Recpts Page 100
	Banked: 20/04/2020	43.32						
	Sales Recpts Page 101	43.32	43.32		100			Sales Recpts Page 101
	Banked: 23/04/2020	52.00						
	Sales Recpts Page 102	52.00	52.00		100			Sales Recpts Page 102
	Banked: 23/04/2020	1,944.27						
	HMRC	1,944.27			105		1,944.27	vat refund (Jan - march 19)
	Banked: 24/04/2020	126.00						
	Sales Recpts Page 103	126.00	126.00		100			Sales Recpts Page 103
	Banked: 29/04/2020	130.00						
	Sales Recpts Page 104	130.00	130.00		100			Sales Recpts Page 104
	Banked: 29/04/2020	288.00						
	Sales Recpts Page 105	288.00	288.00		100			Sales Recpts Page 105
	Banked: 30/04/2020	209,586.05						
	EBC	209,586.05			1076	100	209,586.05	1st half precept
Total Receipts for Month		270,496.77	3,484.95	0.00			267,011.82	
Cashbook Totals		304,401.26	3,484.95	0.00			300,916.31	

Continued on Page 4

Payments for Month 1				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
01/04/2020	southern electric	DD	53.00		8.83	4405	240	44.17 electricity - Paviliion
01/04/2020	tesco	VISA	120.97		20.16	4305	210	100.81 Fuel
01/04/2020	BT	DD	103.08		17.18	4120	240	85.90 tel and broadband - Pavil
01/04/2020	ACELIFTAWAY	73841	106.28	106.28		500		allotment toilet
01/04/2020	APPLETON SIGNS	73842	43.60	43.60		500		Seat Plaque
01/04/2020	AQUA AID	73843	46.50	46.50		500		water dispenser
01/04/2020	EBC	73844	25,597.69	25,597.69		500		Business rates
01/04/2020	FIRECARE &SECURITY	73845	1,077.60	1,077.60		500		Fire risk assessments
01/04/2020	FOX'S CLEANING	73846	25.00	25.00		500		Window cleaning -HH
01/04/2020	GS WHITE	73847	390.00	390.00		500		Electrical repairs - HH
01/04/2020	PAUL FREEMAN TREE SERVICES	73848	2,250.00	2,250.00		500		TREE WORK - Cemetary
01/04/2020	PENINSULA	73849	356.50	356.50		500		HR services
01/04/2020	QIC systems	73850	3,603.12	3,603.12		500		Monthly licence
01/04/2020	REALTIS BUSINESS SOLUTIONS	73851	30.00	30.00		500		move software to new PC
01/04/2020	SHAWYERS	73852	1,800.00	1,800.00		500		Tree survey
01/04/2020	SMART MARKETING	73853	78.00	78.00		500		Marketing support
01/04/2020	SOUTHERN WATER	73854	347.37	347.37		500		water -PO
01/04/2020	SURREY HILLS	73855	240.00	240.00		500		legal advice - re.scouts
01/04/2020	TUDOR	73856	742.06	742.06		500		leaflet distribution
02/04/2020	BT	DD	103.08		17.18	4120	250	85.90 Tel and broadband
06/04/2020	southern water	DD	286.16		47.69	4410	250	238.47 water - HH
14/04/2020	BARCLAYCARD	DD	48.00		8.00	4140	110	40.00 Card terminal
14/04/2020	adobe	VISA	12.64		2.11	4132	110	10.53 adobe subscription
15/04/2020	payroll	BACS	13,459.86			4000	110	4,943.54 payroll
						4000	200	8,516.32 payroll
15/04/2020	Payzone	DD	22.20		3.70	4140	110	18.50 card payments
15/04/2020	Overline	DD	222.86		37.14	4120	230	185.72 Tel & broadband lines
15/04/2020	Overline	DD	68.79		11.46	4120	150	57.33 Tel & broadband lines
15/04/2020	o2	DD	31.79		5.30	4125	110	26.49 mobiles
15/04/2020	amazon	VISA	24.99			4435	150	24.99 Handwash Soap
16/04/2020	sage software	DD	20.40		3.40	4132	110	17.00 payroll software
17/04/2020	BRSA	DD	152.74			4410	230	152.74 Water - woodlands
20/04/2020	HCC	VISA	195.44			4080	110	40.00 Refuse sacks, copier paper
						4435	150	155.44 Refuse sacks, copier paper
23/04/2020	BRSA	DD	29.61			4410	250	29.61 Water - HH
24/04/2020	EBC	DD	239.30		39.88	4680	300	199.42 Trade bins
27/04/2020	Hampshire pensions	BACS	3,405.83			4010	110	1,292.08 pensions
						4010	200	2,113.75 pensions
27/04/2020	Mrs D	BACS	60.00			1200	230	60.00 Hall refund
27/04/2020	SLCC	BACS	36.00			4105	110	36.00 Microsoft teams training
27/04/2020	HMRC	BACS	3,212.52			4000	110	1,116.26 paye
						4000	200	2,096.26 paye
28/04/2020	British Gas	DD	47.26		7.88	4400	150	39.38 Gas - Parish Office
29/04/2020	BT	DD	1.87		0.31	4120	110	1.56 Tel and broadband

Date: 10/05/2020

Fair Oak & Horton Heath Parish Council

Page: 4

Time: 18:05

Cashbook 1

User: JOANNA

Current Account

For Month No: 1

Total Payments for Month	58,692.11	36,733.72	230.22	21,728.17
Balance Carried Fwd	245,709.15			
Cashbook Totals	304,401.26	36,733.72	230.22	267,437.32

18:03

PURCHASE DAYBOOK

User: JOANNA

Creditors for Month No 2

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2020	1243		SMART	SMAR001	313.75	62.75	376.50	4134	110	65.00	Markwting support&hand saniti
								4990	110	248.75	Markwting support&hand saniti
28/04/2020	2454		QIC	QIC	218.94	43.79	262.73	4133	110	218.94	monthly licence
28/04/2020	1024500		UNI HOSPIT	UNI HOSPIT	204.00	0.00	204.00	4030	200	204.00	Staff medical appointment
28/04/2020	1709		RS COMPONENTS	RS CO	32.20	6.44	38.64	4540	290	32.20	lighting
28/04/2020	8550		CONDOR	COND001	25.32	5.06	30.38	4085	110	25.32	printer consumables
28/04/2020	3841		TRADE	TRAD001	106.35	21.27	127.62	4540	290	106.35	timber, screwdrivers, wood pai
28/04/2020	13573		DATA	DATA	150.00	0.00	150.00	4133	110	150.00	secure hosting
28/04/2020	74183		ACE	ACE001	85.71	17.14	102.85	4820	500	85.71	allotment toilet
28/04/2020	5138		TRADE	TRAD001	25.38	5.07	30.45	4540	290	25.38	misc materials
28/04/2020	2412		TRADE	TRAD001	163.22	32.64	195.86	4540	290	163.22	Misc materials
TOTAL INVOICES					1,324.87	194.16	1,519.03			1,324.87	
VAT ANALYSISCODE S @ 20.00%					970.87	194.16	1,165.03				
VAT ANALYSISCODE Z @ 0.00%					354.00	0.00	354.00				
TOTALS					1,324.87	194.16	1,519.03				

FAIR OAK & HORTON HEATH PARISH COUNCIL MEETING DATES 2020/21

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MONTH	DATE	COMMITTEE
May 2020	18	Full Council at 7.00pm
June 2020	9	Asset Committee (tentative) 2.00pm
	15	Full Council at 7.00pm
July 2020	14	Finance Committee (tentative) at 10.00am
	20	Full Council at 7.00pm
August 2020	N O S C H E D U L E D M E E T I N G S	
September 2020	8	Asset Committee 2.00pm
	21	Full Council at 7.00pm
October 2020	19	Full Council at 7.00pm
	27	Budget Task & Finish Group 10.00am
November 2020	16	Full Council at 7.00pm
	24	Budget Task & Finish Group 10.00am
December 2020	15	Finance Committee 10.00am
	21	Full Council at 7.00pm
January 2021	12	Asset Committee 2.00pm
	18	Full Council at 7.00pm
February 2021	22	Full Council at 7.00pm
March 2021	9	Finance Committee 10.00am
	15	Full Council at 7.00pm
April 2021	19	Full Council at 7.00pm
	26	Parish Assembly at 7.00pm
May 2021	17	Annual Council at 7.00pm

- Full Council to be held on Mondays at 7.00pm
- Finance Committee to be held on Tuesdays at 10.00am
- Asset Committee to be held on Tuesdays at 2.00pm

- NB: Planning Committee to meet on an ad-hoc basis as required, with minor applications being considered by the Deputy Clerk and the Chairman of Planning (following email consultation with the Committee) as per current delegated arrangements*. Major developments will be deferred to Full Council.

*For the purposes of transparency - all planning comments submitted to Eastleigh Borough Council will continue to be published on the Parish Council's website.