

Forest Row Parish Council

Clerk: Mr D O'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of the FINANCE & POLICY COMMITTEE:
Cllrs. R.Lewin (Chairman), Davies, Hill, Josephson,
T Lewin, McNally, Moore, Royall, Williams and
Wogan
(All other Councillors – for information)

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
Your attendance is required at a meeting of the FINANCE &
POLICY COMMITTEE to be held on TUESDAY 1TH
OCTOBER 2019 in the Rose Room of the Community

Date: 25 September, 2019

Centre at **7.30pm**.

Mr D O'Driscoll
Clerk to Forest Row Parish Council

AGENDA

THE FIRST TEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

PRELIMINARIES

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW**
4. RECORDS OF THE MEETINGS HELD ON 9TH JULY & 5TH AUGUST 2019
 - 4.1 To approve the minutes of the meetings of 9th July & 5th August 2019
 - 4.2 To consider any objections to deletion of the digital transcript of those meetings
5. CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING
6. TO NOTE UPDATE ON PROGRESS (MATTERS NOT REQUIRING A DECISION)
 - 6.1 Card Payment Security
 - 6.2 Community Centre leases
 - 6.3 Community warden resource
 - 6.4 VENUe rates bill
 - 6.5 New model Financial Regulations

FINANCIAL REPORTING To note the following (queries as appropriate)

- 7 FINANCIAL REPORT to month 6 (to include budget variances)
8. LIST OF PAYMENTS (to include prepayment cards)
9. BANK RECONCILIATIONS & COUNCILS INVESTMENTS

MATTERS FOR CONSIDERATION/DECISION (non- confidential section)

10. To authorise a change of signatory on the NS & I savings account

CONFIDENTIAL MATTERS

If relevant: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business to be transacted.

11. To consider the staff salary review and resolve as appropriate
12. To consider a request for a kitchen assistant

13. CORRESPONDENCE

14. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

FINANCE & POLICY COMMITTEE

BACKING PAPERS FOR MEETING 1st OCTOBER 2019

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11	Staff salary review	C2-C6

**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING
ON 1st OCTOBER 2019**

1. **PUBLIC QUESTIONS** None signified in advance
2. **APOLOGIES** None signified in advance
3. **DECLARATIONS OF INTEREST** There should be none
4. **RECORDS OF MEETINGS** 9th July & 5th August (extra-ordinary)
5. **CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**

This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.
ACTION: to discharge as appropriate
6. **CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**
 - 6.1 Card payments are going well. We recently had to go through a process of verification to ensure our procedures are watertight, and this was successfully dealt with.
 - 6.2 The Community Centre lease documents are out with the tenants for signature, but the terms of each lease are already in effect.
 - 6.3 Community warden resource. I am currently liaising with the Crowborough Town Council Clerk re recruiting a half-time assistant. Minute no 205/19 refers.
 - 6.4 VENUe rates bill. Still not received from Wealden.
 - 6.5 The new model Financial Regulations were notified to Members in Councillors' Briefing on 16th August. There are a number of minor changes from the previous version. The Chairman has suggested that they be formally presented to Committee with a covering explanatory paper at the next meeting, with a view to adoption in whole or part
ACTION: to note
7. **FINANCIAL REPORT to month 6 (to include budget variances)**

A complete printout for the budget -holding Committees is attached. This year is unusual in that there are a number of 'ghost' figures in the accounts - capital transactions or rectifications of accruals – which as they stand, falsify the true financial picture. Rather than try to explain this to the Committee Chairs, I have taken the liberty of amending the departmental printouts myself and attach them to the backing papers. Committee Chairs may wish to add their own comments, but the following points may be relevant:

 - At the end of month 6, performance against forecast should be 50%.
 - Overall Finance & Policy expenditure is at 43.4% and income at 50.9%.
 - Overall Property & Assets expenditure is at 45.9% and income at 43.1%.
 - Overall Amenities & Services expenditure is at 38.2% and income at 34.6%.
 - Overall Community Services expenditure is at 47.2% and income at 48%.The whole budget expenditure figure is 43.6%, and income 49.5%, so the overall revenue picture at the half-year is healthy.
 - F&P has some minor anomalies:
 - the 'subscriptions' code needs tidying up, as the demarcation with 'legal & professional; fees' is not clear enough.
 - 'bank charges' now includes card transaction processing fees not previously budgeted for
 - 'office equipment' includes a one-off purchase of PAT testing equipment.
 - P&A has two figures of note (note that all purely capital sums have been excluded):

- The Community Centre pointing work (£1,680) was posted to 'upkeep & cleaning' but should have been put under 'enhancement'. This code is also carrying the urgent (and unexpected) repairs to the flooring in the Hambro Hall.
- 'VotG non-youth equipment' is one-off expenditure on furniture and catering equipment for the new building, but we do have a nominated reserve to cover.
- Amenities & Services is largely self-explanatory, but note:
 - Streetlight maintenance is still running quite high
 - the cemetery non-domestic rates look as though they have more than doubled, but this is in fact an accounting glitch. We just missed the deadline for Wealden's acceptance of cheque payment, so we had to pay by bank transfer and the redundant cheque awaits cancellation. We have not paid twice.
- Comm.Services has only one figure of note:
 - 'youth provision' has inevitably involved some extra equipment for its new home in the VENUe. However, a good deal of the expense is on refreshments, which are now being recovered under the previously unbudgeted 'youth other income'.

ACTION: to note (queries if appropriate)

8. LIST OF PAYMENTS

9. BANK RECONCILIATION and COUNCIL'S INVESTMENTS

Formal printouts are supplied with the backing papers. The Assistant Clerk will be in attendance to answer any queries which have not been flagged up before the meeting.

ACTION: to note (queries if appropriate)

MATTERS FOR CONSIDERATION / DECISION

10. CHANGE OF SIGNATORY ON NS& I ACCOUNT

Council voted in July (minute 207/19 refers) to close the NS& I account and transfer the funds to CCLA. Unfortunately, the sole signatory is still shown as my predecessor, and NS & I require a formal resolution of Council in the following terms:

"that the Clerk for the time being Mr David O'Driscoll be the signatory of the said Investment Account and we request that the account of Forest Row Parish Council with National Savings & Investments be changed accordingly."

ACTION: to resolve accordingly

CONFIDENTIAL MATTERS

11. Covered by a separate briefing note circulated to Members.

12. CORRESPONDENCE None not previously circulated in Councillors Reading

13. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Finance & Policy							
401	Finance & Administration						
4100	PENSION TOP UP	1,667	3,000	1,333		1,333	55.6 %
4101	FI-Salaries	117,638	285,000	167,362		167,362	41.3 %
4102	FI-Payroll Outsource Costs	105	360	255		255	29.2 %
4103	FI-Contrib. to Library Salary	4,126	2,500	-1,626		-1,626	165.0 %
4105	Community services - developme	0	1,000	1,000		1,000	0.0 %
4108	FI-Staff Training/Travel	952	2,500	1,548		1,548	38.1 %
4110	Community Warden Costs	197	600	403		403	32.9 %
4111	Forest Rate	22	25	3		3	89.0 %
4120	Postage	530	1,200	670		670	44.2 %
4121	Telecommunications	4,215	5,000	785		785	84.3 %
4123	Stationery	281	600	319		319	46.9 %
4124	FI-Subscriptions	4,738	3,500	-1,238		-1,238	135.4 %
4125	FI-Insurance	8,085	8,000	-85		-85	101.1 %
4126	Printer/copier	1,357	3,500	2,143		2,143	38.8 %
4133	FI-Chairman's Fund	0	200	200		200	0.0 %
4134	FI-Parish Meeting	0	1,000	1,000		1,000	0.0 %
4135	FI-Councillors Training/Travel	590	1,000	410		410	59.0 %
4136	Security Checks	30	150	120		120	20.0 %
4137	FI-Members Allowances	678	5,000	4,322		4,322	13.6 %
4151	FI - Bank Charges	565	480	-85		-85	117.7 %
4156	FI-Legal & professional fees	425	3,000	2,575		2,575	14.2 %
4157	FI-Audit & Financial Managemen	1,492	3,000	1,509		1,509	49.7 %
4158	FI-Van Lease	1,316	3,000	1,684		1,684	43.9 %
4160	Office Equipment	284	300	16		16	94.7 %
4161	Office Maintenance	0	650	650		650	0.0 %
4165	FI-Election Fund	20	4,000	3,980		3,980	0.5 %
4166	Wayleaves	0	45	45		45	0.0 %
4169	Community Occasion	173	0	-173		-173	0.0 %
7101	PR- Advertising/Publicity	15	100	85		85	15.0 %
7102	PR-Website	341	500	159		159	68.2 %
7110	PR-Newsletter & Distribution	0	200	200		200	0.0 %
	Finance & Administration :- Expenditure	141,842	339,410	189,568	0	189,568	44.1 %
4176	FI-Precept Received	180,000	360,000	-180,000			50.0 %
4177	FI-Discretionary Grant	994	1,988	-994			50.0 %
4180	Misc Income	0	1,000	-1,000			0.0 %
4181	FI-Wayleave Income	1	10	-9			10.0 %
4182	FI-Devolved Services Income	368	1,470	-1,103			25.0 %

Month No : 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4183 Community Warden Hire	6,945	11,000	-4,055			63.1 %
4190 FI-Interest Received	579	500	79			115.8 %
Finance & Administration :- Income	<u>188,887</u>	<u>375,968</u>	<u>-187,081</u>			<u>50.2 %</u>
Net Expenditure over Income	<u>-39,045</u>	<u>-36,558</u>	<u>-2,487</u>			
403 Other Grants						
4360 Other Grants	1,400	7,000	5,600		5,600	20.0 %
4361 FRGSA Subsidy	0	2,000	2,000		2,000	0.0 %
Other Grants :- Expenditure	<u>1,400</u>	<u>9,000</u>	<u>7,600</u>	<u>0</u>	<u>7,600</u>	<u>15.6 %</u>
4380 Other Grants/donations	2,384	0	2,384			0.0 %
Other Grants :- Income	<u>2,384</u>	<u>0</u>	<u>2,384</u>			
Net Expenditure over Income	<u>-984</u>	<u>9,000</u>	<u>9,984</u>			
Finance & Policy :- Expenditure	<u>151,242</u>	<u>348,410</u>	<u>197,168</u>	<u>0</u>		<u>43.4%</u>
Income	<u>191,271</u>	<u>375,968</u>	<u>-184,697</u>			<u>50.9 %</u>
Net Expenditure over Income	<u>-40,029</u>	<u>-27,558</u>	<u>12,471</u>			



Property & Assets**201 Bus Shelters**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
2136 BS-Bus Shelters	0	500	500		500	0.0 %
Bus Shelters :- Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>500</u>	<u>500</u>			

205 Miscellaneous Assets

1439 Public Seats	0	250	250		250	0.0 %
1442 Litter Bins	135	500	365		365	27.0 %
2551 Offsite Car Parks	39	500	461		461	7.8 %
2553 Grit bins	0	500	500		500	0.0 %
6139 BU - War Memorial	0	1,000	1,000		1,000	0.0 %
7108 PR-Notice Boards	0	350	350		350	0.0 %
Miscellaneous Assets :- Expenditure	<u>174</u>	<u>3,100</u>	<u>2,926</u>	<u>0</u>	<u>2,926</u>	<u>5.6 %</u>
Net Expenditure over Income	<u>174</u>	<u>3,100</u>	<u>2,926</u>			

301 Community Centre

3111 CC-Rates & Services	7,899	18,000	10,101		10,101	43.9 %
3116 CC-Upkeep/Cleaning	9,149	10,000	851		851	91.5 %
3127 CC - Drinks Machine	330	900	570		570	36.7 %
3136 CC-Enhancement	0	2,500	2,500		2,500	0.0 %
Community Centre :- Expenditure	<u>17,378</u>	<u>31,400</u>	<u>14,022</u>	<u>0</u>	<u>14,022</u>	<u>55.3 %</u>
3180 CC-Lettings	10,790	24,000	-13,210			45.0 %
3181 CC-Equipment Hire	421	900	-479			46.8 %
3182 CC-Rents	7,159	20,000	-12,841			35.8 %
3185 MISC - incl books/copying)	342	600	-258			57.0 %
3187 CC Drinks Machine Income	201	500	-299			40.3 %
3189 Misc Property Refunds	1,688	0	1,688			0.0 %
3190 No longer in use	26	0	26			0.0 %
4180 Misc Income	0	3,000	-3,000			0.0 %
Community Centre :- Income	<u>20,627</u>	<u>49,000</u>	<u>-28,373</u>			<u>42.1 %</u>
Net Expenditure over Income	<u>-3,249</u>	<u>-17,600</u>	<u>-14,351</u>			

303 Venue on the Green

3301 VOTG - Capital Costs	80,784	0	80,784		80,784	0.0 %
3304 Votg Non Youth Equip	3,462	3,000	-462		-462	115.4 %

Month No : 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3305 VOTG Running Costs	903	9,750	8,847		8,847	9.3 %
Venue on the Green :- Expenditure	4,365	-	-		-	-
3306 VOTG Income (ex capital)	509	-	-			-
Venue on the Green :- Income	509	-	-			-
Net Expenditure over Income	3,856	-	-			
Property & Assets :- Expenditure	21,918	47,750		0		45.92
Income (ex capital)	21,136	49,000				43.12
Net Expenditure over Income	782					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Amenities & Services</u>						
<u>101 Allotments</u>						
1135	Allotments-Water & Upkeep	70	300	230	230	23.3 %
	Allotments :- Expenditure	<u>70</u>	<u>300</u>	<u>230</u>	<u>0</u>	<u>23.3 %</u>
1180	Allotment Rents	115	1,300	-1,185		8.8 %
	Allotments :- Income	<u>115</u>	<u>1,300</u>	<u>-1,185</u>		<u>8.8 %</u>
	Net Expenditure over Income	<u>-45</u>	<u>-1,000</u>	<u>-955</u>		
<u>102 Village Greens</u>						
1236	Outdoor Maintenance	3,376	15,000	11,624	11,624	22.5 %
1237	Outdoor Planting	537	1,200	663	663	44.8 %
1239	VG-Utilities	113	100	-13	-13	112.6 %
	Village Greens :- Expenditure	<u>4,025</u>	<u>16,300</u>	<u>12,275</u>	<u>0</u>	<u>24.7 %</u>
1280	VG-Hire Income	225	500	-275		45.0 %
1281	VG- Utilities Income	12	150	-138		8.2 %
	Village Greens :- Income	<u>237</u>	<u>650</u>	<u>-413</u>		<u>36.5 %</u>
	Net Expenditure over Income	<u>3,788</u>	<u>15,650</u>	<u>11,862</u>		
<u>104 Amenities General</u>						
1436	Skate & Play areas	364	2,000	1,636	1,636	18.2 %
1447	Dog Fouling	1,500	3,000	1,500	1,500	50.0 %
	Amenities General :- Expenditure	<u>1,864</u>	<u>5,000</u>	<u>3,136</u>	<u>0</u>	<u>37.3 %</u>
1400	Amenities grants/donations	63	0	63		0.0 %
4180	Misc Income					
	Amenities General :- Income	<u>63</u>	<u>0</u>			
	Net Expenditure over Income	<u>1,801</u>	<u>5,000</u>			
<u>105 Outdoor Maintenance</u>						
1501	Outdoor Maintenance Equipment	1,194	3,000	1,806		39.8%
	Outdoor Maintenance :- Expenditure	<u>1,194</u>	<u>3,000</u>	<u>1,806</u>	<u>0</u>	
	Net Expenditure over Income	<u>1,194</u>	<u>3,000</u>	<u>1,806</u>		
<u>203 Street Lighting</u>						
2314	SL-Power	1,215	1,500	285	285	81.0 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
2336 Streetlights	2,695	5,000	2,305		2,305	53.9 %
Street Lighting :- Expenditure	<u>3,910</u>	<u>6,500</u>	<u>2,590</u>	<u>0</u>	<u>2,590</u>	<u>60.2 %</u>
Net Expenditure over Income	<u>3,910</u>	<u>6,500</u>	<u>2,590</u>			
601 Cemetery						
6123 Cemetery Admin	193	300	107		107	64.3 %
6151 BU- Cemetery Rates	931	400	-531		-531	232.8 %
6152 BU-Memorial Repairs	0	100	100		100	0.0 %
Cemetery :- Expenditure	<u>1,124</u>	<u>800</u>	<u>-324</u>	<u>0</u>	<u>-324</u>	<u>140.5 %</u>
6180 BU-Burial Fees	3,025	8,000	-4,975			37.8 %
Cemetery :- Income	<u>3,025</u>	<u>8,000</u>	<u>-4,975</u>			<u>37.8 %</u>
Net Expenditure over Income	<u>-1,901</u>	<u>-7,200</u>	<u>-5,299</u>			
Amenities & Services :- Expenditure	12,187	31,900	19,713	0		38.28
Income	3,440	9,950	6,510			34.61
Net Expenditure over Income	<u>8,747</u>	<u>21,950</u>	<u>13,203</u>			

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Localism & Community Projects</u>							
206	<u>Community Transport</u>						
2554	Wealdlink	443	900	457		457	49.2 %
2601	Voluntary Medical Car Service	12	100	88		88	11.6 %
2602	Car Hire Club	6,825	13,000	6,175		6,175	52.5 %
2605	Cycle Hire Scheme running cost	949	0	-949		-949	0.0 %
	Community Transport :- Expenditure	8,228	14,000	5,772	0	5,772	58.8 %
2677	Car Hire Club Income	6,630	15,000	-8,370			44.2 %
2678	Medical Car Scheme Income	110	300	-190			36.7 %
2679	Cycle Hire Scheme Income	630	500	130			126.0 %
	Community Transport :- Income	7,370	15,800	-8,430			46.6 %
	Net Expenditure over Income	858	-1,800	-2,658			
207	<u>Market</u>						
3151	CC-Market expenditure	481	1,250	769		769	38.5 %
	Market :- Expenditure	481	1,250	769	0	769	38.5 %
3184	CC-Market Income	3,262	7,000	-3,738			46.6 %
	Market :- Income	3,262	7,000	-3,738			46.6 %
	Net Expenditure over Income	-2,781	-5,750	-2,969			
209	<u>Localism & Community Proj Misc</u>						
2700	Repair Cafe & Wellbeing	136	1,500	1,364		1,364	9.0 %
	Localism & Community Proj Misc :- Expenditure	136	1,500	1,364	0	1,364	9.0 %
2905	Repair Cafe & Wellbeing Servic	1,764	1,200	564			147.0 %
	Localism & Community Proj Misc :- Income	1,764	1,200	564			147.0 %
	Net Expenditure over Income	-1,628	300	1,928			
304	<u>Cafe</u>						
3436	Gages-Purchase of Equipment	446	1,000	554		554	44.6 %
3460	Gages -Purchases Food etc	4,180	12,000	7,820		7,820	34.8 %
	Cafe :- Expenditure	4,625	13,000	8,375	0	8,375	35.6 %
3480	Gages - Sales	8,603	22,000	-13,397			39.1 %
	Cafe :- Income	8,603	22,000	-13,397			39.1 %
	Net Expenditure over Income	-3,978	-9,000	-5,022			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
306 Thursday Club						
3636 TC-Running Costs	373	1,000	627		627	37.3 %
Thursday Club :- Expenditure	<u>373</u>	<u>1,000</u>	<u>627</u>	<u>0</u>	<u>627</u>	<u>37.3 %</u>
3680 TC-Subscriptions	352	150	202			234.4 %
Thursday Club :- Income	<u>352</u>	<u>150</u>	<u>202</u>			<u>234.4 %</u>
Net Expenditure over Income	<u>21</u>	<u>850</u>	<u>829</u>			
406 Youth Provision						
4603 YP - Dev costs & General Expen	1,391	1,500	109		109	92.8 %
Youth Provision :- Expenditure	<u>1,391</u>	<u>1,500</u>	<u>109</u>	<u>0</u>	<u>109</u>	<u>92.8 %</u>
4676 YP-Grants & Other Income	820	0	820			0.0 %
Youth Provision :- Income	<u>820</u>	<u>0</u>	<u>820</u>			
Net Expenditure over Income	<u>571</u>	<u>1,500</u>	<u>929</u>			
Localism & Community Projects :- Expenditure	<u>15,234</u>	<u>32,250</u>	<u>17,016</u>	<u>0</u>	<u>17,016</u>	<u>47.2 %</u>
Income	<u>22,171</u>	<u>46,150</u>	<u>-23,979</u>			<u>48.0 %</u>
Net Expenditure over Income	<u>-6,937</u>	<u>-13,900</u>	<u>-6,963</u>			

At : 13:23

Current Bank Account

List of Payments made between 03/07/2019 and 24/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2019	LUNA JOY	BP	212.17		SALARY
10/07/2019	AO SHIPLEY	BP	3,745.46		TAX & NI - JUNE
11/07/2019	HSBC	DR	20.00		CHARGES
21/07/2019	HSBC	DR	15.26		CHARGES
29/07/2019	CASH - S KEMP	103906	398.61		SALARY
29/07/2019	WDC	BP	59.18		KEMP - COUNCIL TAX
29/07/2019	WDC	BP	10.00		KEMP - INV
29/07/2019	STAFF	BP	5,158.15		JULY SALARIES
29/07/2019	LUNA JOY	BP	138.56		SALARY
29/07/2019	GARETH YOUNG	BP	36.90		SALARY
29/07/2019	WDC	BP	341.12		KEMP - RENT
30/07/2019	STAFF	BP	5,114.39		JULY SALARIES
31/07/2019	STAFF	BP	5,844.19		JULY SALARIES
13/08/2019	HSBC	DR	20.00		CHARGE
21/08/2019	HSBC	DR	14.88		TOTAL CHARGES
28/08/2019	CASH - S KEMP	103907	322.15		SALARY
28/08/2019	STAFF	BP	5,890.54		AUG SALARIES
29/08/2019	STAFF	BP	5,734.29		AUG SALARIES
30/08/2019	STAFF	BP	5,408.20		AUG SALARIES
30/08/2019	STAFF	BP	128.65		AUG SALARIES
30/08/2019	STAFF	BP	10.00		AUG SALARIES
30/08/2019	STAFF	BP	341.12		AUG SALARIES
30/08/2019	STAFF	BP	121.00		AUG SALARIES
31/08/2019	AO SHIPLEY	BP	3,351.32		TAX & NI - JULY
Total Payments			42,436.14		

At : 13:26

Unity Trust

List of Payments made between 03/07/2019 and 24/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2019	Essential Ltd	302845	48.23		SUPPLIES
03/07/2019	MID SUSSEX TIMBER CO LTD	302846	113.83		CYCLE RACKS BOLTS
03/07/2019	NISBETS	302847	167.95		CARETAKER SUPPLIES
03/07/2019	SUSSEX & SURREY ASSOC OF	302848	168.00		CLLRS BRIEFING
03/07/2019	SLCC	302849	96.00		TRAINING SEMINAR
03/07/2019	STREETLIGHTS	302850	127.50		REPAIR COL 16
03/07/2019	SUSSEX LIVING	302851	28.80		MARKET ADVERT
03/07/2019	MRS S YOUNG	302852	12.00		BOWSER TYRE REPAIR REIMBURSEME
04/07/2019	LEASEPLAN	DD	263.15		VAN LEASE
09/07/2019	INFORMATION COMMISSIONER	302853	40.00		DATA PROTECTION
09/07/2019	EVA DAVIES	302854	30.00		REIMBURSEMENT
09/07/2019	HUGH PAGE (SUSSEX) LTD	302855	829.62		MOWER SERVICE & SUPPLIES
09/07/2019	MULBERRY & CO	302856	126.00		PAYROLL SERVICES
09/07/2019	NORTH WEALDEN COMMUNITY	302857	221.50		WEALDLINK
09/07/2019	DAVID O DRISCOLL	302858	113.95		POSTAGE
09/07/2019	RIALTAS SOLUTIONS LTD T/A	302859	793.20		SUPPORT & MAINTENANCE
09/07/2019	SLCC ENTERPRISES LTD	302860	109.99		BOOKS
10/07/2019	O2	DD	17.26		COMMUNITY WARDEN PHONE
10/07/2019	TOYOTA FIN SERV	DD	280.99		CAR CLUB LEASE
15/07/2019	TOYOTA FIN SERV	DD	254.89		CAR CLUB LEASE
16/07/2019	KENT COUNTY COUNCIL (KCS)	302861	459.66		STATIONERY
16/07/2019	KENT & SUSSEX VENDING	302862	77.85		DRINKS MACHINE SUPPLIES
16/07/2019	MID SUSSEX TIMBER CO LTD	302863	19.72		PLAY PARK GATE LATCH
16/07/2019	NISBETS	302864	177.84		CASH REGISTER
16/07/2019	ORCHARD NURSERIES	302865	181.89		TREES
16/07/2019	SSE	302866	247.65		CC ELECTRIC
16/07/2019	SME IT SOLUTIONS LIMITED	302867	204.33		TELECOMMUNICATIONS
16/07/2019	VIKING DIRECT LTD	302868	18.32		CLEANING SUPPLIES
16/07/2019	BARCLAYCARD	DD	26.40		TERMINAL RENT
17/07/2019	TOYOTA FIN SERV	BP	1,639.12		TERMINATION PAYMENT
23/07/2019	BALCOMBE PEST CONTROL LTD	302869	66.00		PEST CONTROL
23/07/2019	GENERAL	302870	1,625.86		LIBRARY SALARY
23/07/2019	SURREY HILLS SOLICITORS LLP	302871	30.00		LEGAL SERVICES VOTG
23/07/2019	POCKIT CARD - YOUTH	TOP UP	500.00		TOP UP
23/07/2019	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
26/07/2019	LIFECENTRE	302872	200.00		GRANT
26/07/2019	FIRST F OREST ROW BROWNIES	302873	200.00		GRANT
30/07/2019	ORCHARD NURSERIES	302875	376.11		HANGING BASKETS
30/07/2019	DAVID O DRISCOLL	302876	20.70		STAFF TRAVEL
30/07/2019	SARA SMART	302877	10.80		STAFF TRAVEL
30/07/2019	SUSSEX LIVING	302878	28.80		MARKET ADVERT
30/07/2019	ES PENSION FUND	302874	3,381.61		SUPERANN - JULY
31/07/2019	POCKIT CARD - GAGES	TOP UP	1,000.00		TOP UP
31/07/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt1	233.78		CAR CLUB FUEL
31/07/2019	BT PAYMENT SERVICES LTD	DDR Pymnt2	32.90		TELECOMMUNICATIONS
31/07/2019	BIFFA WASTE SERVICES LTD	DDR Pymnt3	506.74		WASTE BINS
31/07/2019	BARCLAYCARD	DDR Pymnt4	26.79		CHARGES

At : 13:26

Unity Trust

List of Payments made between 03/07/2019 and 24/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt5	211.53		STREETLIGHT POWER
31/07/2019	TELECOMS WORLD PLC	DDR Pymnt6	54.16		0800 NUMBER
31/07/2019	BACS B/L Pymnt Page 1465	BACS Pymnt	2,460.43		BACS B/L Pymnt Page 1465
31/07/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt2	24.93		CAR CLUB FUEL
31/07/2019	CORONA ENERGY RETAIL 4 LTD	DDR Pymnt1	269.62		CC GAS
31/07/2019	INTOUCH CRM	DDR Pymnt2	55.19		WEBSITE
31/07/2019	SARAH WILCOX	BP	159.50		JANITORIAL SERVICES
01/08/2019	BALCOMBE PEST CONTROL LTD	302880	90.00		PEST CONTROL
01/08/2019	MR J BOISVERT	302881	23.99		REIMBURSEMENT
01/08/2019	CAME & COMPANY	302882	7,903.87		INSURANCE
01/08/2019	Essential Ltd	302883	41.29		SUPPLIES
01/08/2019	FROW FEST	302884	500.00		GRANT
01/08/2019	SME IT SOLUTIONS LIMITED	302885	312.24		TELECOMMUNICATIONS
01/08/2019	SARA SMART	302886	10.35		STAFF TRAVEL
02/08/2019	J JOHNSON	302879	90.00		GRAFFITI WORKSHOP - YOUTH
05/08/2019	LEASEPLAN	DD	263.15		VAN LEASE
07/08/2019	O2	DD	23.22		COMMUNITY WARDEN PHONE
07/08/2019	ALLSTAR	DD	35.34		CAR CLUB FUEL
13/08/2019	BALCOMBE PEST CONTROL LTD	302887	66.00		PEST CONTROL
13/08/2019	CONSERVATORS OF ASHDOWN	302888	22.24		COMMONERS RATE
13/08/2019	EAST SUSSEX COUNTY COUNCIL	302889	2,500.00		LIBRARY SALARY CONT
13/08/2019	GREENWORKS SOLUTIONS LTD	302890	856.60		HYGIENE EQUIPMENT
13/08/2019	KENT COUNTY COUNCIL (KCS)	302891	1,102.08		STATIONERY
13/08/2019	MID SUSSEX TIMBER CO LTD	302892	59.85		SUPPLIES
13/08/2019	NISBETS	302893	36.55		SUPPLIES
13/08/2019	ROY MUNNERY	302894	65.00		TOILET REPAIRS
13/08/2019	SSE	302895	221.14		CC ELECTRIC
13/08/2019	VIKING DIRECT LTD	302896	14.70		STATIONERY
13/08/2019	WEBDESIGNS LTD	302897	65.00		WEB HOSTING
14/08/2019	TOYOTA FIN SERV	DD	256.89		CAR CLUB LEASE
14/08/2019	UNITY TRUST	DD	71.00		MANUAL CREDIT HANDLING CHARGE
19/08/2019	BALCOMBE PEST CONTROL LTD	302898	66.00		WASP NEST
19/08/2019	LAND REGISTRY	302899	14.00		LAND SEARCH
19/08/2019	SME IT SOLUTIONS LIMITED	302900	205.10		TELECOMMUNICATIONS
19/08/2019	SAM THOMPSON TREE CARE	302901	650.00		TREE WORK
20/08/2019	POCKIT CARD - DOD	TOP UP	500.00		TOP UP
20/08/2019	POCKIT CARD - CC	TOP UP	500.00		TOP UP
20/08/2019	POCKIT CARD - YOUTH	TOP UP	500.00		TOP UP
20/08/2019	BARCLAYCARD	DD	26.40		TERMINAL RENT
23/08/2019	TRADITIONAL STONE RESTORAT	302902	2,016.00		POINTING - CC
23/08/2019	TOYOTA FIN SERV	DD	259.01		CAR CLUB LEASE
27/08/2019	HUGH PAGE (SUSSEX) LTD	302904	67.41		RED DIESEL
27/08/2019	KENT COUNTY COUNCIL (KCS)	302905	150.54		REFURE SACKS
27/08/2019	SUSSEX & SURREY ASSOC OF	302906	168.00		CLLR TRAINING
27/08/2019	STREETLIGHTS	302907	117.30		REPAIR - COLCHESTER VALE
28/08/2019	Current Bank Account	SALARIES	30,000.00		SALARIES
29/08/2019	SME IT SOLUTIONS LIMITED	302908	312.24		TELECOMMUNICATIONS

Continued on Page 3

At : 13:26

Unity Trust

List of Payments made between 03/07/2019 and 24/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/08/2019	SUSSEX LIVING	302909	28.80		MARKET ADVERT
30/08/2019	ES PENSION FUND	302903	3,421.16		SUPERANN - AUGUST
31/08/2019	UKCRB'S LTD	DDR Pymnt1	12.00		SIMRET KHANNA
31/08/2019	ALLSTAR BUSINESS SOLUTIONS	DDR Pymnt2	274.90		CAR CLUB FUEL
31/08/2019	BT PAYMENT SERVICES LTD	DDR Pymnt3	16.45		TELECOMMUNICATIONS
31/08/2019	BIFFA WASTE SERVICES LTD	DDR Pymnt4	478.58		WASTE
31/08/2019	BARCLAYCARD	DDR Pymnt5	25.76		CHARGES
31/08/2019	INTOUCH CRM	DDR Pymnt6	55.19		WEBSITE
31/08/2019	SIEMENS FINANCIAL SERVICES	DDR Pymnt7	235.02		LEASE
31/08/2019	EDF ENERGY CUSTOMERS PLC	DDR Pymnt8	213.23		STREETLIGHT POWER
31/08/2019	TELECOMS WORLD PLC	DDR Pymnt9	54.05		0800 NUMBER
31/08/2019	BACS B/L Pymnt Page 1477	BACS Pymnt	196.58		BACS B/L Pymnt Page 1477
31/08/2019	SIEMENS	DD	-235.02		DRINKS MACHINE RENTAL
03/09/2019	BRITISH TELECOMMUNICATIONS	302910	24.60		TELECOMMUNICATIONS
03/09/2019	Essential Ltd	302911	115.88		SUPPLIES
03/09/2019	SAMCO GROUP LTD	302912	198.00		VENUE CLEARANCE
23/09/2019	HUGH PAGE (SUSSEX) LTD	302914	67.41		DIESEL
23/09/2019	ICCM	302915	516.00		ICCM CONVENTION
23/09/2019	KENT COUNTY COUNCIL (KCS)	302916	142.86		VENUE VACUUM CLEANER
23/09/2019	KENT & SUSSEX VENDING	302917	63.43		DRINKS MACHINE SUPPLIES
23/09/2019	MR R LUDMAN	302918	32.45		JUBILEE GARDEN REIMBURSEMENT
23/09/2019	MID SUSSEX TIMBER CO LTD	302919	7.26		SUPPLIES
23/09/2019	STREETLIGHTS	302920	117.30		COLCHESTER VALE REPAIR
23/09/2019	SSE	302921	277.70		FORESTERS GREEN ELECTRIC
23/09/2019	SME IT SOLUTIONS LIMITED	302922	211.96		TELECOMMUNICATIONS

Total Payments

~~76,984.15~~32,500.00

42,864.15

At : 13:27

POCKIT CARD - DOD

List of Payments made between 01/07/2019 and 24/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2019	AMAZON	BP	53.93		FOOD PROCESSOR
05/07/2019	WDC	BP	21.00		MARKET TENS
30/07/2019	POCKIT	BP	0.99		MONTHLY FEE
02/08/2019	WDC	BP	21.00		MARKET TENS
02/08/2019	AMAZON	BP	2.70		REPAIR CAFE SUPPLIES
02/08/2019	AMAZON	BP	7.98		REPAIR CAFE SUPPLIES
02/08/2019	AMAZON	BP	1.00		ADJ
04/08/2019	AMAZON	BP	16.78		REPAIR CAFE SUPPLIES
05/08/2019	UTP	BP	11.94		PAPER ROLLS
16/08/2019	BUY A PLAN	BP	64.80		JUNIOR FOOTBALL CLUB
19/08/2019	WDC	BP	117.00		MEDWAY PARK PLANNING FEE
Total Payments			319.12		

At: 13:27

POCKIT CARD - CC

List of Payments made between 01/07/2019 and 24/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2019	CASH	CASH	140.00		VENUE REFRESHMENTS
14/07/2019	SHLOTT	BP	10.00		CAR CLUB BOOKING
30/07/2019	TESCO	BP	160.01		FOOD
31/07/2019	POCKIT	BP	0.99		MONTHLY FEE
31/07/2019	ADJ	BP	0.99		ADJ
14/08/2019	SHLOTT	BP	10.00		CAR CLUB
14/08/2019	AMAZON	BP	14.70		FENCE /WALL SPIKES
14/08/2019	AMAZON	BP	13.61		TARPAULIN
19/08/2019	PREMIER PARKING	BP	60.65		CHARGE
19/08/2019	ALDRIDGE & TRILLWOOD	BP	189.90		DECORATING SUPPLIES
Total Payments			600.85		

At : 13:28

POCKIT CARD - GAGES

List of Payments made between 01/07/2019 and 24/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2019	TESCO	BP	172.99		FOOD
04/07/2019	TESCO	BP	3.99		DELIVERY SAVER
09/07/2019	TESCO	BP	170.75		FOOD
10/07/2019	TESCO	BP	7.30		FOOD
16/07/2019	TESCO	BP	199.72		FOOD
19/07/2019	CO-OP	BP	3.80		FOOD
23/07/2019	TESCO	BP	143.70		FOOD
24/07/2019	SAINSBURYS	BP	25.27		FOOD
30/07/2019	MORRISONS	BP	21.18		FOOD
01/08/2019	SAINSBURYS	BP	11.74		FOOD
02/08/2019	CO-OP	BP	9.25		FOOD
02/08/2019	ALLAN M ARTIN MEATS	BP	166.00		MEAT
04/08/2019	TESCO	BP	3.99		DELIVERY SAVER
06/08/2019	TESCO	BP	132.18		FOOD
07/08/2019	CO-OP	BP	1.02		FOOD
08/08/2019	SAINSBURYS	BP	4.85		FOOD
12/08/2019	MORRISONS	BP	29.03		FOOD
13/08/2019	TESCO	BP	188.79		FOOD
13/08/2019	SAINSBURYS	BP	70.44		FOOD
15/08/2019	TESCO	BP	5.32		FOOD
28/08/2019	TESCO	BP	4.00		ADJ
Total Payments			1,375.31		

At : 13:30

POCKIT CARD - YOUTH

List of Payments made between 01/07/2019 and 23/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2019	POUNDLAND	BP	32.00		FOOD
01/07/2019	ICELAND	BP	27.34		FOOD
03/07/2019	ICELAND	BP	25.10		FOOD
08/07/2019	ICELAND	BP	27.89		FOOD
08/07/2019	POUNDLAND	BP	5.00		FOOD
08/07/2019	ALDI	BP	14.38		FOOD
15/07/2019	POUNDLAND	BP	35.00		FOOD
15/07/2019	ICELAND	BP	36.08		FOOD
16/07/2019	CO-OP	BP	1.50		FOOD
18/07/2019	POCKIT	BP	0.99		MONTHLY FEE
18/07/2019	CO-OP	BP	2.50		FOOD
19/07/2019	POUNDLAND	BP	9.05		FOOD
19/07/2019	SAINSBURYS	BP	38.10		FOOD
20/07/2019	ALDI	BP	4.94		FOOD
20/07/2019	ICELAND	BP	18.10		FOOD
22/07/2019	POUNDLAND	BP	13.00		FOOD
22/07/2019	ICELAND	BP	18.60		FOOD
23/07/2019	ICELAND	BP	38.99		FOOD
23/07/2019	CO-OP	BP	2.25		FOOD
23/07/2019	CO-OP	BP	18.45		FOOD
24/07/2019	TESCO	BP	4.00		FOOD
25/07/2019	CO-OP	BP	9.54		FOOD
28/07/2019	ALDI	BP	48.19		FOOD
28/07/2019	POUNDLAND	BP	32.00		FOOD
28/07/2019	ICELAND	BP	20.00		FOOD
30/07/2019	CO-OP	BP	1.98		FOOD
01/08/2019	CO-OP	BP	8.95		FOOD
02/08/2019	POUNDLAND	BP	12.00		FOOD
02/08/2019	ICELAND	BP	19.20		FOOD
05/08/2019	CO-OP	BP	2.05		FOOD
06/08/2019	ICELAND	BP	25.98		FOOD
09/08/2019	POUNDLAND	BP	35.00		FOOD
09/08/2019	ICELAND	BP	38.30		FOOD
09/08/2019	ALDI	BP	24.42		FOOD
13/08/2019	CO-OP	BP	4.05		FOOD
13/08/2019	CO-OP	BP	1.80		FOOD
15/08/2019	CO-OP	BP	5.55		FOOD
18/08/2019	POCKIT	BP	0.99		MONTHLY FEE
19/08/2019	POUNDLAND	BP	30.00		FOOD
19/08/2019	ICELAND	BP	34.44		FOOD
20/08/2019	CO-OP	BP	6.20		FOOD
22/08/2019	CO-OP	BP	3.00		FOOD
27/08/2019	ALDI	BP	23.05		FOOD
27/08/2019	ICELAND	BP	13.50		FOOD

Total Payments	773.45
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Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Forest Row P/c Current A/c	50.00 <i>an</i>
1	Forest Row P/C Money Manager	36,463.59 <i>an</i>
2	Cafe Cash A/c	100.00
3	Thursday Club Cash A/c	0.00
4	Unity Trust	63,111.64 <i>an</i>
5	CCLA	175,000.00
6	POCKIT CARD - DOD	537.81 <i>an</i>
7	POCKIT CARD - CC	627.98 <i>an</i>
8	POCKIT CARD - GAGES	419.08 <i>an</i>
9	WELLBEING SERVICES	0.00
10	POCKIT CARD - YOUTH	726.55 <i>an</i>
		277,036.65
<u>Other Bank & Cash Balances</u>		
	National Savings Account	17,321.52
	Petty Cash	45.05
	FUEL FLOAT	43.30
	YOUTH CLUB FLOAT	70.00
	WELLBEING FLOAT	30.00
	CAFE FLOAT	30.00
	Money Market Account	0.00
	Cash Book suspense account	0.00
		17,539.87
		294,576.52
<u>Unpresented Payments</u>		
4	29/04/2019 301783	1,612.42
4	03/07/2019 302852	12.00
4	26/07/2019 302872	200.00
4	01/08/2019 302884	500.00
4	13/08/2019 302888	22.24
4	27/08/2019 302904	67.41
4	27/08/2019 302905	150.54
4	27/08/2019 302906	168.00
4	27/08/2019 302907	117.30
4	29/08/2019 302908	312.24
4	29/08/2019 302909	28.80
4	30/08/2019 302903	3,421.16
4	31/08/2019 DDR Pymnt7	235.02
4	31/08/2019 DD	-235.02
4	26/02/2019 302729	21.00
4	31/03/2019 DDR Pymnt3	226.26
		6,859.37
		287,717.15
<u>Receipts not on Bank Statement</u>		
0	31/08/2019 All Receipts Cleared	0.00

Forest Row Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2019

<u>Account Description</u>	<u>Balance</u>
	<u>0.00</u>
Closing Balance	287,717.15
<u>All Cash & Bank Accounts</u>	
Current Bank Account	36,513.59
Cafe Cash Account	100.00
Thursday Club Cash Account	0.00
Unity Trust	56,252.27
CCLA	175,000.00
POCKIT CARD - DOD	537.81
POCKIT CARD - CC	627.98
POCKIT CARD - GAGES	419.08
Wellbeing Services	0.00
POCKIT CARD - YOUTH	726.55
YOUTH PROVISION CASH ACC	0.00
Other Bank & Cash Balances	17,539.87
Total Bank & Cash Balances	287,717.15

APPROVED BY FINANCE & POLICE
COMMITTEE CHAIRMAN
[Signature]
25-9-19
MTB