

MINUTES OF **ANNUAL MEETING OF EVERSLEY PARISH COUNCIL** HELD BY
VIDEOCONFERENCE AT 7.30pm ON **TUESDAY 4TH MAY 2021**

PRESENT: Cllr A McNeil (AM)
Cllr D Deane (DD)
Cllr S Dickens (SD)
Cllr E Dixon (ED)
Cllr C Edge (CE)
Cllr S Hughes (SH)
Cllr P Todd (PT)

ALSO PRESENT: J. Routley (Clerk), Dr A Crampton (HDCllr) arrived at 8.02pm

Abbreviations:

HDC – Hart District Council

HCC – Hampshire County Council

EPC – Eversley Parish Council

ACTIONS

1 Election of Chairman,

RESOLVED

Cllr A McNeil was proposed and seconded. There were no other nominations. Cllr A McNeil accepted the nomination and was re-elected as Chairman.

2 Declaration of Acceptance of Office by Chairman

Cllr A McNeil signed the Acceptance of Office form on camera in the presence of all and the Clerk will countersign as witness at a social distance shortly following the meeting.

3 Election of Vice Chair

Cllr S Dickens was proposed and seconded. There were no other nominations. Cllr S Dickens was re-elected as Vice Chair.

4 Apologies for Absence

RESOLVED

Apologies were accepted for Cllr K Neville due to work commitments.

5 Declarations of Interest

Cllr S Dickens declared a non-pecuniary interest in item 29 e) because he knows the applicant, (See Min: 30 e)

6 Minutes of the Last Meeting

Receipt of Minutes

The minutes of the meeting of Eversley Parish Council held on **Tuesday 6th April 2021** had been previously circulated to all Councillors.

RESOLVED

That the Minutes be approved and signed by the Chairman.

(note these will be signed electronically and signed in person at a social distance shortly following the meeting).

AM

7 Public Questions and Comments

Bramshill Appeal APP/N1730/W/16/3156273 Bramshill Police College, Bramshill Park It was noted that the Appeal is being redetermined. EPC will keep an eye on developments.

SANG Application - Land to the East of Marsh Lane It was noted that this appeal is to be decided by written submissions.

Road Signs A resident had noted that road signs have just been laid in the verges rather than being collected. EPC will chase Highways on this matter.

Gardening volunteers EPC wishes to thank all the volunteers who helped improve the area on Cross Green.

8 Delegation

i) Delegation arrangements to Committees

RESOLVED

- The Open Spaces Committee has delegated authority to spend up to £5,000 on items from the approved budget.
- It was no longer necessary for the Open Spaces Committee to be responsible for the Litter Picker Contract, as the Litter Picker reports to the Clerk.
- It was noted that Planning applications will not be considered by the Open Spaces Committee unless a consultee deadline makes it unavoidable. Planning applications will only be considered if a resident or Councillor has asked in advance for them to be discussed.

ii) Delegation arrangements to Proper Officer

With the uncertainty over meeting during covid-19 restrictions it was deemed necessary to expand the delegation arrangements to the Proper Officer.

RESOLVED

- The Clerk, as the Proper Officer, has delegated authority to authorise expenditure on any items below £500
- The Clerk, as the Proper Officer, has delegated authority to authorise expenditure between £500 and £1000 in an emergency.
- The Clerk, as the Proper Officer, has delegated authority to make a decision on behalf of the Council, if the Council cannot meet, after agreement with 2 councillors, to include the lead councillors where applicable and the Chairman and Vice-Chairman for any financial decisions as detailed in the Delegation Document. (See Appendix A)
- Full Council will normally comment on planning applications, but when this is not possible before the due deadline, applications will be referred to the Open Spaces Committee. Where neither can comment before the deadline, responsibility for comment will be delegated to the Clerk as the Proper Officer, who will submit comments to the planning authority after consultation with the two planning lead councillors via email. Comments submitted under the delegated arrangements will be ratified at the following meeting of the Full Council.

9 Committees

(i) Open Spaces Terms of Reference

RESOLVED

To remove the clause relating to the litter picker's contract from the Terms of Reference for the reason noted in item 8 (i).

(i) Open Spaces Committee

RESOLVED

That the members elected to the Open Spaces Committee would be:

Cllr Des Deane

Cllr Ed Dixon

Cllr Colin Edge

Cllr Susan Hughes

Cllr Kevan Neville

(iii) Any New Committees

A decision on whether to create a Personnel Committee was deferred until further information was known.

10 **Working Groups and Panels**

(i) Create new working groups as required

RESOLVED

- To create a Communications Working Group
- Full Council will decide the group's remit at the next meeting.

6.7.2021

(ii) To elect member/s to working groups

a) Road Safety and Traffic Working Group

RESOLVED

That the group would comprise the following members:

Chairman

Cllr D Deane

Cllr C Edge

Dr A Crampton (HDCllr)

EPC would also advertise for residents to join the group.

b) Budget Working Group

RESOLVED

That the group would comprise the following members:

Chairman

Vice-Chairman

Chairman of Open Spaces Committee

The Responsible Financial Officer would also be part of the group but need not be elected.

c) Communication Working Group

RESOLVED

That the group would comprise the following members:

Cllr D Deane

Cllr C Edge

Cllr S Hughes

11 **Policies**

The Council reviewed the Standing Orders.

RESOLVED

To adopt the Standing Orders

The Council reviewed the Financial Regulations

RESOLVED

To adopt the Financial Regulations.

iii) All other Council Policies

RESOLVED

To note that all other Council Policies are up to date, having been reviewed recently at the beginning of the year, and do not require reviewing.

12 Assets

The Council had reviewed an inventory of the Council's assets which remained unchanged from 2.3.2021.

RESOLVED

That the Asset list for 2020/21 is correct. (See Appendix B)

13 Insurance

i) The Council reviewed its insurance provision

RESOLVED

That the amount of cover for 2020/21 was adequate.

ii) BHIB, the current supplier, had sent their renewal quotation. The Clerk had also contacted a broker and obtained further quotes. The Council reviewed all the quotations and the cover provided by the policies.

RESOLVED

To continue to use BHIB as the Council's insurers for 2021/22.

14 Subscriptions

RESOLVED

To approve the following subscriptions:

- HALC Hampshire Assoc. of Local Councils – £395.87
- NALC National Assoc. of Local Councils – £96.09
- SLCC Society of Local Council Clerks - £185.00
- CPRE Campaign to Protect Rural England - £36.00
- Parish online - £48.00
- Parish Magazine - £14.00
- PO box £360.00
- ICO - £40.00
- To subscribe to The Blackwater Valley Trust up to a cost of £100

Clerk

15 Direct debits and standing orders

RESOLVED

To approve the direct debits and standing orders:

- Zoom Pro – Monthly £14.39 (this may not be required for much longer)
- BT Group – Monthly approx £40 (line rental £36.81 + any chargeable calls)

16 Representation on outside bodies

It was requested that anyone attending a meeting of an outside body should provide a brief report-back to Full Council.

RESOLVED

To make the following appointments:

- a) Hart District Association of Parish & Town Councils – Chairman or any delegated Cllr
- b) Eversley Village Hall Management Committee - Cllr S Hughes
- c) Blackbushe Airport Consultative Committee - Cllr C Edge
- d) Eversley Sports Association Executive Committee - Cllr K Neville
- e) Policing Priorities Meetings - Chairman

17 Appointment of Lead Councillors

RESOLVED

To elect members to the following roles or responsibilities:

- a) Planning Liaison - Cllr P Todd, Cllr E Dixon
- b) Blackwater Valley Countryside Partnership – Cllr P Todd
- c) Burial Ground – Chairman and Cllr E Dixon
- d) Charles Kingsley’s School – Cllr S Hughes
- e) Flooding and Sewerage - Chairman
- f) Traffic and Highways – It was decided there was no need for this role since a working group had been set up.
- g) Emergency Plan – Cllr D Deane, Cllr S Hughes & Chairman
- h) Affordable Housing – Cllr S Dickens and Cllr S Hughes

18 Expenditure under s.137

RESOLVED

To note that the Council had no expenditure incurred under s.137 of the Local Government Act 1972 for 2020/21 as it has GPC (General Power of Competence).

19 Meeting Arrangements for 2020/21

RESOLVED

- That the Council will not meet in June due to Covid-19 restrictions around meeting in person and changes in legislation that now prevents virtual meetings.
- From July 2021 Full Council will meet at 7.30pm on the first Tuesday of each month; the venue is yet to be confirmed. The next meeting will take place on 6th July 2021 (see Appendix C for full list of dates).
- Open Spaces will meet at 7.30pm on a Tuesday every six weeks. The next meeting will take place on 20th July 2021. The committee will meet on 9th Nov rather than 2nd (see Appendix C for full list of dates).
- There will be no meetings in August and no Open Spaces meeting in December.
- Meetings will be held at the Village Hall if available.

20 Electronic Agenda Despatch

RESOLVED

That all members should receive only an electronic copy of the agenda and papers for meetings. (The Local Government (Electronic Communication) (England) Order 2015 came into force on 30 January 2015. It allows a Summons to a meeting to be deemed served, if sent to a nominated electronic address.)

21 Internal Audit

The Internal Audit Report for 2020/21 had been previously circulated. The Council reviewed the report (see Appendix D) and thanked the Clerk for her work on completing a successful Audit. The Council also noted the following observation by the auditor: *Invoices have not been "examined, verified and certified by the RFO" as required under Councils Financial Regulation 5.3.*

RESOLVED

- The council will, in future, amend the payment summary, signed by the Clerk/RFO, to include wording to confirm that the invoices listed have been 'examined, verified and certified'.
- To accept the Internal Audit report for 2020/21.

22 Annual Governance & Accountability Return 2019/20 - Part 3 Section 1

Copies of the Annual Governance & Accountability Return 2020/21 had been circulated to all councillors (See Appendix E).

RESOLVED

- The Council confirmed that it had reviewed the effectiveness of internal controls at the Full Council meeting on 2nd March 2021 (min: 134). It confirmed this assertion again in light of the Internal Audit.
- To approve the Annual Governance Statement 2020/21 and sign the form (see Appendix E).

The Chairman signed the form on camera at the meeting. The Clerk, will collect the form at a social distance, and sign the form shortly after the meeting. **AM/Clerk**

23 Annual Financial Review
Year-end financial reports

Copies of the Receipts and Payments statement for the year ended 31 March 2021 had been circulated to all councillors (See appendix F).

It was noted that the only change from the draft accounts, previously seen by the Council, was that home working allowance had been removed from 'staff costs' and included under 'office/admin costs', in line with the new JPAG reporting requirements.

RESOLVED

- To approve the accounts (unaudited) for the year ended 31st March 2021.

The Chairman will sign the Receipts and Payments Summary, at a social distance, after the meeting. **AM**

Council reserves.

The Council reviewed the council reserves.

RESOLVED

- To increase the earmarked reserves for Cross Green Play Area to £30K to include betterment of the immediate surrounding area.
- With the amendment above, to approve the reserves as noted on the Budget.
- To move £50K from the Council's current account to the reserve account. **Clerk**

24 Annual Governance & Accountability Return 2020/21 - Part 3 Section 2

The Accounting Statements 2020/21, statutory year-end accounts, plus supporting documents were reviewed by the Council.

RESOLVED

- To note that figures for 2019/20 for Box 4 and Box 6 had been restated as the home working allowance had been removed from 'staff costs' and put under 'All other payments' in line with the new JPAG reporting requirements for this year.
- To approve the Accounting Statements 2020/21 and sign the form (see Appendix G)

The Chairman signed the form on camera at the meeting. **AM**

25 Exercise of Public Rights

The Clerk/Responsible Financial Officer had circulated details of the Exercise of Public Rights and a copy of the notice to be displayed on the day before the exercise period commences.

RESOLVED

To confirm the period for the exercise of public rights as Monday 14 June to Friday 23 July 2021. The notice will be published on 11th June 2021.

26 Budget 2021/22

The amended budget for 2021/22 to reflect projects not completed in 2020/21 was reviewed. The amended budget to reflect projects not completed on 2018/19 was reviewed.

RESOLVED

- To increase the earmarked reserves for Cross Green Play Area to £30K to include betterment of the immediate surrounding area.
- To approve this amended budget (See appendix H)
- To delegate to Open Spaces Committee to research the costs for the following potential projects: further work to the war memorial cross, rectifying pond levels at Cross Green. **OSC**

27 Financial report

Schedule of Accounts

The Responsible Financial Officer's reconciliation for March 2021 had been previously circulated along with copies of the bank statements.

RESOLVED

- (i) To note the reconciliation for March 2021 has already been approved at the previous meeting. (See Appendix I)

RESOLVED

- (ii) To authorise the schedule of payments for May 2021. (See Appendix J)

Year to Date

RESOLVED

- (iii) To note the Year to Date report for March has already been approved at the previous meeting. (See Appendix K)

Emergency Spend

To note there were no costs under delegated powers in an emergency.

28 SUSPENSION OF STANDING ORDER 3 (X)

At 9.30pm the Chairman requested that Standing Orders be suspended in order to deal with the remaining items on the Agenda.

RESOLVED

To continue the meeting in order to complete the items on the agenda.

At 9.31pm Dr A Crampton (HDClr) left the meeting.

29 Grant application

The Council reviewed a grant application received from Eversley Village Hall,

RESOLVED

To award a grant to Eversley Village Hall of £150.00.

(Shortly after the meeting Eversley Village Hall confirmed they had already received the full amount required for the grant project from another source; therefore EPC decided, under delegated powers, not to award this grant).

30 Planning

Planning Applications

RESOLVED

To note receipt of the following and, where appropriate, to forward the comments listed below to HDC or HCC. **Clerk**

- a) 21/00711/LBC New Cottage The Street Replace glass in double glazed units in wooden framed windows at the front of the house EPC consultee comment: No comment.

- b) 21/00883/HOU Oaklands New Mill Lane Retrospective application for the erection of a single storey rear extension. EPC consultee comment: No comment.

- c) 21/00884/HOU Oaklands New Mill Lane Erection of first floor front and side extensions and alterations to windows and doors. EPC consultee comment: No comment.

- d) 21/00904/FUL STREET RECORD Eastwood Place Installation of an automated gate hung off the existing posts to the entrance to Eastwood Place.

EPC consultee comment: Eversley Parish Council objects on the grounds that it does not wish to see exclusive enclaves within the village as these are not consistent with the village ethos. EPC would also not wish to set a precedent that would prevent it from objecting to other gated cul-de-sacs.

- e) 21/00916/LBC Dial House Longwater Road Demolition of existing summer house and erection of a brick summerhouse and a wooden pergola. EPC consultee comment: No comment.

- f) 21/00907/HOU 32 Kingsley Road Conversion of bike store/utility/boot room to habitable accommodation to include alterations to the doors and windows to the front, side and rear.

EPC has been unable to look at the details of the application due to problems with HDC's website and therefore does not feel it can make comment.

There being no further items for discussion the Chairman closed the meeting at 10.08pm.

Chairman.....Date.....

The next Full Council Meeting will be held on Tuesday 6th July 2021

Forward Plan

| Date | Meeting | Draft Items |
|---------------------------|-----------------------|-------------|
| 6 July 2021 Venue TBC | Full Council | |
| 20 July 2021 Venue TBC | Open Spaces Committee | |

Appendix A

Eversley Parish Council **Temporary Scheme of Delegation 2021**

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be based in Terms of Reference (a sheet of A4 rules – see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

This scheme of delegation is a temporary measure to facilitate effective decision making whilst the COVID-19 restrictions are in place. It allows the Clerk to take on the executive role during this time.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

In an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Head of Paid Service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Councillors, to include the lead councillors where applicable or the Chairman and Vice-Chairman for any financial decisions. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.

Financial thresholds:

2. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction having consulted the Chairman and the Vice-Chairman, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.
3. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 per transaction, having consulted the Chairman and taken on board his views.
4. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having consulted the Chairman and taken on board his views.

Planning Matters:

5. In the case of commenting on planning applications, this will resort to Full Council wherever possible and if not possible then resort to Open Spaces Committee and where this is not possible delegated to the Clerk, as the Proper office. The Clerk has delegated authority to submit comments to the planning authority, following consultation with a minimum of two Members, preferably the lead councillors for planning, in respect of planning applications that have a deadline for response before the next scheduled Council meeting. Comments submitted will be ratified at the following meeting of the Council.

Delegation Limitations, Record keeping & Reporting:

6. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
7. All decisions will be reported at the next available Full Council Meeting.
8. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Date approved Minute number
Date for review

Appendix B

Asset Register

Appendix C

Meeting Dates

Full Council

Not meeting June subject to council decision

6th July 2021

Do not meet in August

7th Sept 2021

5th Oct 2021

2nd Nov 2021

7th Dec 2021

4th Jan

1st Feb 2022

1st Mar 2022

5th Apr 2022

3rd May 2022

Open Spaces

20th July 2021

21st Sept 2021

9th Nov 2021

Do not meet in December

25th Jan 2022

8th Mar 2022

19th Apr 2022

Appendix D

Internal Audit Report

Appendix E

Annual Governance and Accountability Return Part 3 section 1

Appendix F

| Receipts and Payments Summary | | |
|--|------------------|----------------|
| For the year 1 April 2020 to 31 March 2021 | 2020/2021 | 2019/20 |
| Total balance brought forward | 75,197 | 46,295 |
| Plus: Total Receipts | 93,246 | 98,339 |
| Minus: Total Payments | 64,841 | 69,437 |
| Balance to carry forward | 103,601 | 75,197 |
| Bank reconciliation as at 31 March 2020 | | |
| Lloyds Current Account 37685868 | 70,860 | 42,464 |
| Minus: Outstanding Cheques | 0 | 0 |
| Plus: Reserve Account Lloyds Reserve Account 38770268 | 32,741 | 32,733 |
| Total: | 103,601 | 75,197 |
| Signed: | | |
| | | |
| Chairman | | |
| | | |
| Responsible Financial Officer | | |

| Receipts and Payments | | | |
|--|-------------------|-------------------|-----------------|
| | 31.03.2021 | 31.03.2020 | variance |
| Precept | 78,977 | 78,977 | 0 |
| Council Tax Grant | 0 | 0 | 0 |
| Bank Interest (reserve a/c) | 9 | 16 | -7 |
| Investment Interest | 0 | 0 | 0 |
| Garden Plots | 720 | 514 | 206 |
| Burial Ground Fees | 1,920 | 875 | 1,045 |
| Donations/Grants | 3,560 | 3,147 | 413 |
| S106 Funds | 0 | 2,271 | -2,271 |
| VAT Refund | 5,761 | 7,685 | -1,924 |
| Other Income | 2,299 | 4,854 | -2,555 |
| | 93,246 | 98,339 | -5,093 |
| | | | |
| Staff costs | 27,891 | 22,896 | 4,995 |
| Admin/Office Costs | 1,962 | 2,287 | -325 |
| | | | |
| Cllr/Chair Expenses | 0 | 35 | -35 |
| Bank Charges | 82 | 90 | -9 |
| Hall Rental | 65 | 581 | -516 |
| Insurance | 1,680 | 1,576 | 104 |
| Audit | 450 | 450 | 0 |
| Election charges | 0 | 60 | -60 |
| Subscriptions/Publications/Advertising | 1,170 | 1,054 | 116 |
| Repairs/Maintenance | 4,754 | 2,693 | 2,061 |
| EPC Projects | 3,563 | 3,003 | 560 |
| Bus Shelters | 0 | 11,688 | -11,688 |
| Website | 377 | 282 | 95 |
| Playground Safety Inspection | 270 | 260 | 10 |
| Grounds Maintenance | 8,735 | 9,380 | -645 |
| Bin emptying | 3,060 | 2,926 | 134 |
| Tree work | 2,850 | 1,245 | 1,605 |
| Waste Management | 1,146 | 1,012 | 134 |
| Payback team | 90 | 805 | -715 |

| | | | |
|---|-----------------------|----------------------|---------------|
| Clearing allotments | 250 | 0 | 250 |
| Conservation group | 0 | 0 | 0 |
| Training Courses | 255 | 170 | 85 |
| Section 137 Payments | 0 | 0 | 0 |
| Grants and Donations | 1,000 | 650 | 350 |
| VAT Payments | 5,191 | 6,294 | -1,103 |
| | | | |
| Total expenditure | 64,841 | 69,437 | -4,596 |
| Income-expenditure | 28,405 | 28,902 | -497 |
| | | | |
| <u>Current Account 37685868</u> | | | |
| Balance brought forward 1.4.2020 | 42,464 | 13,578 | |
| Income-expenditure as at 31.3.2021 | 28,405 | 28,902 | |
| Less amounts credited to reserves above | -9 | -16 | |
| Less transfer to Reserve a/c | 0 | 0 | |
| Less unrepresented cheques | 0 | 0 | |
| Opening balance as at 1.4.2021 | <u>70,860</u> | <u>42,464</u> | |
| | | | |
| <u>Reserve Account 38770268</u> | | | |
| Balance brought forward 1.4.2020 | 32,733 | 32,717 | |
| Interest | 9 | 16 | |
| Transfer from current account | 0 | 0 | |
| Reserves carried forward | <u>32,741</u> | <u>32,733</u> | |
| | | | |
| <u>Total Funds remaining</u> | <u>103,601</u> | <u>75,197</u> | |

Appendix G

Annual Governance and Accountability Return Part 3 section 2

Appendix H

Budget

Appendix I

Eversley Parish Council
31st March 2021

**Bank
Reconciliation**

Prepared by _____ **J. Routley,
Clerk/RFO**
Date _____

Approved by _____ **A. McNeil,
Chairman**
Date _____

Approved by _____ **Councillor**
Signed _____
Date _____

Current Account No. **37685868**
Brought forward **as at 28th February 2021**
as per Bank Statement **Lloyds sheet**

75,420.43

| | | | Invoice no. | |
|--------------------|-------------------|------------------|--------------------|-----------|
| 03-Mar-2021 | Staff | Salaries - Feb | | -1,500.95 |
| | | Expenses/Admin | | |
| 03-Mar-2021 | J Routley, Clerk | - Feb | | -51.51 |
| | Hampshire Pension | | | |
| 03-Mar-2021 | Fund | Feb contribution | | -372.36 |
| | | Grounds | | |
| | | maintenance - | | |
| 03-Mar-2021 | Nick Robins Ltd | Feb | 13750 | -1,098.00 |
| | | Removal of 2 | | |
| 03-Mar-2021 | Nick Robins Ltd | oaks | 13738 | -1,392.00 |
| | Basingstoke Skip | | | |
| 03-Mar-2021 | Hire | Skip hire Feb | 477004 | -102.91 |
| | Basingstoke Skip | overweight | | |
| 03-Mar-2021 | Hire | charges | 475957 | -25.56 |
| | | | INV-GB- | |
| | Amazon Payments | | 141743841-2021- | |
| 03-Mar-2021 | UK Limited | Pens | 3269 | -9.98 |
| | | | INV-GB- | |
| | Amazon Payments | | 133821031-2021- | |
| 03-Mar-2021 | UK Limited | Printer paper | 21186 | -14.38 |
| | Amazon Payments | | AEU-INV-GB-2021- | |
| 03-Mar-2021 | UK Limited | Adjustable Stand | 94037150 | -16.15 |
| | Amazon Payments | | AEU-INV-GB-2021- | |
| 03-Mar-2021 | UK Limited | Notebooks | 94543218 | -7.56 |
| | | | INV-GB- | |
| | Amazon Payments | Bin Bags for | 1360116595-2021- | |
| 03-Mar-2021 | UK Limited | Litter Picker | 20803 | -16.20 |
| 19-Mar-2021 | Lloyds Bank | Bank Fees | | -7.00 |

Lodgements

Invoice no.

| | | | | |
|--------------------------------|------------------------------|-------------------------|----------------|--------------------------|
| 10-Mar-2021 | Plot 2 | Garden plot (13 months) | P013/2020-2021 | 54.00 |
| Total movement | as per cashbook | | | <u>70,859.87</u> |
| Unpresented | as at 31st March | | | |
| cheques/payments | 2021 | | | |
| Chq no. | | | | |
| | 31st March 2021 | | | |
| Bank Balance as at | as per Sheet | | | <u>70,859.87</u> |
| Balance Reserve | 38770268 | | | |
| Account | 09-Mar-2021 | Interest | | 32,741.24 |
| | | | | <u>0.25</u> |
| | | | | <u>32,741.49</u> |
| Total funds held by EPC | as at 31st March 2021 | | | <u>103,601.36</u> |

Appendix J

Eversley Parish Council

Payments for approval 4.5.2021

Prepared by _____ J Routley, Clerk/RFO
Date

Approved by _____ A McNeil, Chairman
Date

Approved by _____ Councillor
Signed _____
Date

| Payee | Invoice no. | Description | Amount |
|---|------------------------|---------------------------------------|------------------------|
| Lloyds Bank | 337078163 | Bank Fees | 7.00 |
| Royal British Legion | | Monthly office phone costs | 370.00 |
| BT Group | | costs | 39.81 |
| Staff | | Salaries - Apr | 1,907.49 |
| J Routley, Clerk | | Expenses/Admin - Apr | 147.06 |
| Hampshire Pension Fund | | Apr contribution | 555.76 |
| | | Grounds Maintenance | |
| Nick Robins Ltd | 13781 | - Apr | 1,098.00 |
| Basingstoke Skip Hire | 482182 | Skip Hire - Apr | 92.26 |
| SLCC | | Annual membership | 185.00 |
| Hampshire association of Local Councils | INV-4437 | HALC and NALC Annual Affiliation Fees | 491.96 |
| Amazon Payments UK Limited | DS-ASE-INV-GB-2021-138 | litter picking equipment | 15.99 |
| | INV-GB- | | |
| Amazon Payments UK Limited | 1360116595-2021-76873 | Bin bags | 10.80 |
| Zoom Video Communications Inc. | nv83752597 | Monthly Zoom subscription | 14.39 |
| IAC Audit & Consultancy | INV-1149 | Internal Audit Fee | 180.00 |
| BHIB Ltd | LCO00237 | Insurance renewal | 1,698.47 |
| | | TOTAL | <u>6,813.99</u> |

Appendix K

Year to Date

at 31st Mar 2021

| | FY 20-21 YEAR to date | Budget 20- 21 | % of budget used |
|--|-----------------------------|------------------|---------------------|
| Income | | | |
| Precept (split into 2 payments) | 78,977.00 | 78,977 | |
| HDC Council Tax Support Grant | 0.00 | 0 | |
| Bank Interest (on reserve acc) | 8.52 | 10 | |
| Garden Plot Rents | 720.00 | 500 | |
| S106 Funds | 0.00 | 0 | |
| Burial Ground Fees | 1,920.00 | 1,017 | |
| Donations/Grants | 3,560.20 | 1,000 | |
| other income | 1,650.00 | 0 | |
| Insurance claim | 649.00 | 0 | |
| VAT Reclaim | 5,761.30 | | |
| Sub Total | 93,246.02 | 81,504 | |
| Expense | | | |
| Staff Remuneration + Pension +HMRC | 28,524.46 | 28,382 | 100.5 |
| Admin/Office Costs | 1,329.46 | 1,458 | 91.2 |
| Hall Rental | 65.00 | 550 | 11.8 |
| Chair/Cllr Expenses | 0.00 | 350 | 0.0 |
| Bank Charges | 81.50 | 64 | 127.3 |
| Subscriptions/Publications | 1,169.69 | 1,017 | 115.0 |
| Insurance/Audit Fees | 2,130.25 | 2,237 | 95.2 |
| Election costs (every 4 years unless by-election called) | 0.00 | 0 | 0.0 |
| Admin Sub Total | 33,300.36 | 34,059 | 97.8 |
| Rights of Way booklet | 0.00 | 349 | 0.0 |
| Grounds Maintenance | 8,734.74 | 8,830 | 98.9 |
| Repairs/Maintenance | 4,753.50 | 11,455 | 41.5 |
| conservation volunteers | 0.00 | 509 | 0.0 |
| Tackling Flooding | 0.00 | 1,526 | 0.0 |
| Tree Work | 2,850.00 | 3,051 | 93.4 |
| Bin emptying | 3,059.96 | 2,860 | 107.0 |

| | | | |
|--|------------------|---------------|-------|
| Waste Management | 1,146.08 | 1,405 | 81.5 |
| Annual Playground Inspection | 270.00 | 350 | 77.1 |
| EPC projects + new equipment | 3,563.44 | 11,976 | 29.8 |
| Bus Shelters | 0.00 | 0 | 0.0 |
| Payback team | 90.00 | 2,125 | 4.2 |
| Clearing allotments | 250.00 | 500 | 50.0 |
| Emergency Plan | 0.00 | 0 | 0.0 |
| OS Sub Total | 24,717.72 | 44,936 | 55.0 |
| Website | 376.90 | 1,000 | 37.7 |
| Training | 254.88 | 509 | 50.1 |
| Grants | 1,000.00 | 1,000 | 100.0 |
| Section 137 Payments/now GPC and not a limit | 0.00 | 0 | |
| VAT | 5,191.39 | | |
| Sub Total | 6,823.17 | 2,509 | 272.0 |
| | 64,841.25 | 81,504 | 79.6 |
| Income - Expenditure | 28,404.77 | 0 | |
| | | | |

| | | |
|---|-------------------|---------------|
| Funds carried over from Current Account | 42,463.62 | 42,464 |
| Funds carried over from Reserve Account | 32,732.97 | 32,733 |
| Plus Income-expenditure | 28,404.77 | 0 |
| Total Funds remaining | 103,601.36 | 75,197 |

| | |
|------------------------------------|---------------|
| Earmarked Reserves 2020-21 | |
| 6 months running costs | 21,600 |
| Project: New Play Area Cross Green | 20,000 |
| Project: Burial Ground Extension | 5,000 |
| Total | 46,600 |

