



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade,
Chatham, Kent. ME5 9RU

☎ 01634 861237

✉ clerk@boxleyparishcouncil.org.uk

Clerk Mrs Daniela Baylis

Assistant Clerk Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the Finance & General Purposes Committee on Monday 17 January 2022 starting at 7.30pm at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU.

1. **Apologies and non-attendance**

To receive apologies from members unable to attend.

2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.

3. **Minutes of the meeting of 15 November 2021** (Pages 3-5)

To consider the minutes of the meeting and if in order sign as a true record.

4. **Matters arising from the minutes**

4.1 None.

4.2 Any other matters arising from the minutes, but not on the agenda.

Adjournment to enable members of the public to address the meeting.

5. **Financial report.**

5.1 Reconciliation of accounts/Investments (page 5).

5.2 Income/Expenditure report as at 31.12.2021 (See report pages 13-18).

5.3 Petty cash reconciliation. (Verbal report).

5.4 To Consider the report from the External Auditor (Page 5-6).

6. **Budget** (attached separately)

6.1 To agree the budget for 2022/23 for recommendation at Full Council.

6.2 To agree the Precept for recommendation at Full Council.

7. **IT and website** (page 11)

8. **Telephone and Broadband** (report page 11)

9. **Policies and Procedures for Review**

9.1 Policies relating to Staff - review update.

10. **Investment of Walderslade Woods Enabling Fund** (page 12)

11. **Matters for Information**

To receive information.

12. **Matters for Urgent Decision**

None on this Agenda.

13. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 11 March 2022.

14. Date of Next Meeting

Monday 21 March 2022 commencing at 7.30 p.m.

The Chairman to move that in view of the confidential nature of the business about to be considered the press and public be excluded from the meeting.

15. Personnel matters (separate confidential attachment)

- 15.1 TOIL, training, leave and sickness cover. (verbal report to be given at meeting).
- 15.2 Staff Salary Evaluation.
- 15.3 Recruitment of office staff.
- 15.4 Agreement of Staff Salaries.
- 15.5 Employment of contract cleaners for Beechen Hall.

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 12 January 2022

Note to all councillors: you are welcome to attend and speak at meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

The Chairman will assume that these have been read prior to the meeting.

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 3. Minutes of the last meeting held on 15 November 2021

**Minutes of the Finance and General Purposes Committee Meeting
Held at Beechen Hall, Wildfell Close, Walderslade on
Monday 15 November 2021 commencing at 7.30 p.m.**

Councillors present: C Sheppard (Chairman), K Macklin, J Willmott, I Davies, D Hollands, L Clarke, and P Dengate together with Mrs D Baylis (Clerk)

1. **Apologies and non-attendance**
Cllr A Brindle, Cllr V Davies, Cllr B Hinder.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**
None.
3. **Minutes of the meeting of 20 September 2021**
The minutes of the meeting were agreed.
4. **Matters Arising from the Minutes**
 - 4.1 None.
 - 4.2 Any other matters arising from the minutes, but not on the agenda.
None.

As no members of the public were present the meeting was not adjourned.

5. **Financial report**
 - 5.1 **Reconciliation of accounts/Investments.**
The Chairman had reconciled the accounts.
Noted.
 - 5.2 **Income/Expenditure report** as at 31.10.2021.
Noted
 - 5.3 **Petty cash reconciliation.** The Chairman had carried out the petty cash reconciliation. **Noted**
 - 5.4 **Bank Mandate Review**
It was agreed that Cllr Sheppard be added to all the accounts.
6. **Subscriptions**
It was agreed to keep all the current subscriptions. The Clerk was asked to find out about the current Anti-virus for the office computers and report back.
7. **Appointment of Internal Auditor**
It was proposed by Cllr I Davies, seconded by Cllr C Sheppard that Lionel Robbins be re-appointed as Internal Auditor.
8. **IT and Website**
The report was noted.

9. Telephone and Broadband

It was proposed by Cllr Dengate, seconded by Cllr Sheppard and all agreed that the quotation from Vostel be accepted and that the analogue line be disconnected. A meeting would be set up for Cllr Dengate to talk to their technical team to look at the network diagram.

10. Policies and Procedures for Review

10.1 Policies relating to staff

Cllr L Clarke reported that the reviews were nearly complete.

10.2 IT Policy (no changes)

Noted.

11. F&GP Committee Budget

The budget was amended. It was agreed to create a new Code for Against Lidsing with a budget of £5,000 to create a 'fighting fund'. It was agreed that the Clerk would contact the Chairman of Bredhurst PC to obtain a new banner for outside Beechen hall.

12. Civic Recognition Recommendations

None received.

13. Investment of Walderslade Woods Enabling Fund

The Clerk has a provisional meeting with CCLA for Tuesday 16th November. A meeting would then be set up with the Committee. The Clerk would also look at other investment companies. It was agreed that £500,000 of the enabling fund would need to be invested to provide an income for the upkeep of the woodland. It was also agreed to consider investing some of the Parish Council's reserve funds that currently earn 0.01% interest.

14. Matters for Information

Cllr Sheppard reported that a new caretaker had been appointed subject to references and should be starting in the New Year.

15. Matters for Urgent Decision

None.

16. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 January 2022. **Noted.**

17. Date of Next Meeting

Monday 17 January 2022.

Noted.

The Chairman to move that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting.
There were no members of the public present.

18. Personnel Matters

18.1 TOIL, Training, Leave and sickness cover

A verbal report was received.

In view of the personal nature of the following 2 items the Clerk left the meeting.

18.2 Assistant Clerk Appraisal

A verbal report was given by the Chairman.

18.3 Staff Salaries

It was agreed to get a professional evaluation of pay rates for all staff carried out. It was agreed to pay the Clerical Officer at the Caretakers enhanced rate for any caretaking duties undertaken.

18.4 Christmas Closure

It was agreed that the Christmas closure would be from 24 December until 4th January.

Meeting closed at 9.25 p.m.

Signed as a correct record of the proceedings.

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

Item 5. Financial report

Item 5.1. Reconciliation of accounts/Investments.

Purpose of the report. To satisfy the audit regulations the parish council must have policies and

Date	BANK ACCOUNTS (normally closing balances at last statement)	
01.07.21	Coop General Account	£5,068.13
31.12.21	HSBC Beechen Hall	£34,612.07
31.12.21	Unity Trust Bank (UTB)	£38,177.36
19.10.21	Barclays Bank	£735,094.45
29.10.21	Lloyds B (matures 29/04/2021)	£25,454.55
31.05.21	Nationwide Beechen Hall (95 day saver account which rolls over)	£77,413.92
31.05.21	Nationwide Parish Council (now 95 day saver account which rolls over) Waiting statement.	£119,999.39
	Total	£1,035,819.21*

procedures
in place to
ensure it is
managing
risk and its
financial
affairs. *

*£660,095.12
is the
Walderslade
Woodlands
CIO enabling
Fund. Actual
BPC funds
£382,362.88

*£660,095.12 is the Walderslade Woodlands CIO enabling Fund. Actual BPC funds £382,362.88

Item 5.4 to consider the report from the External Auditor

At the request of the Internal Auditor members are requested to 'consider' the External Auditors report.

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **BOXLEY PARISH COUNCIL – KE0037**

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 2021; 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 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

3 External auditor certificate 2020/21

We 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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

10/09/2021

* 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)

Item 6.2 to agree the Precept for recommendation at Full Council

By keeping the Band D charge the same as last year at £48.83, a Precept of £194,552.89 would be generated. As many of the savings are due to salaries and this is uncertain given that the new office person might need more hours than planned it would be prudent to put the additional income into a contingency budget to cover any additional costs. This would balance our costs and income as required.

If the precept claimed remains the same there would be a reduction in the Band D Charge of 83p.

The money budgeted for the church wall repairs will be put into an ear marked reserve if not spent in this financial year.

Unspent highways project money is also being put into an ear marked reserve to build up a pot of money to cover highways projects. This will become increasingly important as KCC do not seem to have any money for highways projects.

CURRENT FINANCIAL YEAR

FINANCIAL SNAPSHOT AS AT 31/12/2021		
Total in all bank accounts at date of last statement (BPC has no other funds apart from upto £150 Petty Cash)		1,035,819
Add budgeted income for rest of FY		-
		3,978
Less predicted expenditure for rest of FY		82,654
	Balance remaining at 31/3/2021	957,143
Reserves to be held as agreed at F&GP meeting :		
General Reserves		
Emergency reserve to cover 6 months Precept	80,000	
	-	
		80,000
Earmarked Reserves:		
Assets replacement	55,000	
WWG Working Fund (accrued grants)	9,600	

Friends of Weaving Heath	1,093	
Franklin Drive Play Area	606	
Contractual changes to staff salaries/NI/Pensions	3,000	
Beechen Hall Extension	3,719	
Against Lidsing Working Group	121	
Walderslade Woodlands CIO	660,095	
Chruchyard Wall repairs	20,000	
Highway projects	18,767	
		770,789
Restricted Reserves:		
Allotment key deposits	600	
Public Works Loan (1 year's repayment)	7,186	
		7,786
Ring-fenced CIL Reserve		1,567
Total reserved funds		860,142
Unreserved balance remaining at 31/3/2022		97,001

2022/23 Budget Summary

Members will be aware that the cost of services and materials have continued to increase as have wages, including additional staff hours and expenses. The Precept is BPC's main source of income. In the past the Precept has been kept low by drawing down heavily from our reserves. Our reserves are still low. However we can cover all of our expenditure by keeping the same Band D charge as last year. This would give a slight increase in the Precept. If the precept request is kept the same as last year there would be a reduction in the Band D charge of 83pence.

The NALC recommendation for General Reserves is to keep one years operating costs. Our current reserve levels will not cover this.

D Baylis, Clerk

INCOME 2022/23				Budget 2021/22	Likely 2021/22	
Budget Owner	Source	Budget				
FGP	Parish charge (i.e. the Precept) (to be decided)	194,552	[see notes]	191,253	191,253	
	Interest accruing	250		399	250	
	Parish Serv Scheme TBC	9,000		7,500	8864	
		Total	203,802			
EST	General	2,361		2,245	2093	
		Total	2,361			
BH	Revenue	28,092		21,613	32070	
		Total	28,092			
ENV						
	None					
	Total income		234,255	223,010	234,530	
	From reserves			7,329		
			Total	234,255	230,339	234,530

COMMITMENTS 2022/23				Budget 2021/22	Likely 2021/22
Budget Owner	Subhead	£			
FGP					
	4.2 Office	69,359		76,395	79,569
	4.3 General	2,850		2,050	2,321
	4.4 Allowances	8,086		8,762	4,920
	4.5 Contingencies	1,000		1,000	1,412
	4.6 Donations	-		-	-
	4.7.1 Land etc	-		-	-
	4.8 Grants	12,650		11,150	13,120
	Total	90,945		99,357	101,342
EST					
	General	41,186		40,211	44,086
	Total	41,186		40,211	44,086
BH					
	General	65,649		62,251	59,533
	Other projects	4,900		600	100
	Total	70,549		62,851	59,633
ENV					
	General	500		420	
	Street maintenance	7,500		7,500	
	Highways projects	20,000		20,000	1,233
	Total	28,000		27,920	1,233
	Total	230,680		230,339	206,294

Maidstone Borough Council

Maidstone House,
King Street,
Maidstone, Kent ME15 6JQ

 maidstone.gov.uk

 [maidstonebc](https://twitter.com/maidstonebc)

 [maidstoneboroughcouncil](https://www.facebook.com/maidstoneboroughcouncil)

Mrs D Bayliss
Clerk Boxley Parish Council

My ref: JO/LJ12/G405

Date: 06 December 2021

Dear Mrs Bayliss

Boxley Parish Council
Council Tax and Precept 2022/2023

I am writing to notify you of the values for the council tax base in 2021/22 to Boxley Parish Council.

2022/2023 Tax Base	3,984.3
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Please Note: The tax bases have yet to be adopted in accordance with the usual timetable however, we acknowledge the urgent need of parish clerks to plan for the new financial year and therefore attach the draft Parish tax bases that are set to be presented to our **Policy & Resources Committee scheduled for 19th January 2022**. We will of course alert parish clerks, in the event of any changes to the figures

While I appreciate that the level of precept for 2022/23 is for the Parish Council to agree, I have set out below two options that the Parish Council may wish to consider and compare these with the funding levels for 2021/22.

1. Maintaining the current Band D charge:

The current band D charge of £ 48.83 will generate a precept of £194,552.89 from the tax base for 2022/23.

There would be increase of £ 3,299.89 in total funding.

There would be no change in the parish element of the council tax for each resident.

2. Maintaining the current precept:

The 2021/22 precept of £191,253.00 could be maintained by a £ 48.00 band D. This would decrease the charge to each band D taxpayer in 2022/23 by £ 0.83.

The Parish Council may of course choose to increase or decrease the level of council tax charged to residents and I have not modelled this option as I cannot provide every possible variation.



Item 8. IT and website

Report from Jane on the Facebook Account:

I have once again tried different tactics on Friday morning to gain access to our Facebook account, sadly with no success logging in. However, I have found out why it will no longer load. I have been able to get to the redirect page (which has been months for this option) for our original site and have been provided with a screen informing me that BPC has a grey account.

A general synopsis of a grey account is:

According to Facebook, "A grey account is used to admin Facebook Pages and run advertising without a personal Facebook account. As such, grey accounts are limited in scope and do not have access to as many features as standard Facebook accounts do, including certain security features." Also known as a "Shared Login," this account type allows users to create and manage Facebook pages without connecting to a personal Facebook profile.

Often, grey accounts are made in error by users when they create a Profile for their business (as opposed to a Page). Creating a Facebook profile for a business or organization is against the Facebook Terms of Service, so when Facebook detects that such an account has been made, it converts it to a grey account.

Unfortunately, the Facebook pages were set up this way in the beginning and along with the failed password attempts that were made last February resulting in the account being locked, I have not been unable to gain access. Despite me contacting my friend who works for Facebook in America twice and him filling out an online form to request an "unlock the account" (company policy is not to access anything directly yourself) they have still not helped us and as you are both aware Facebook in general do not have a great track record for a help and support function which Paul Dengate also confirmed.

Ryan (my other half – not Northstar) found the following site which has the option to ask for help from this website. I am aware this gentleman is in America and at the moment I have no ideas on cost implications and without emailing him to ask I am unsure if he can assist. [Facebook Gray Accounts - The Complete Guide \(christiankonline.com\)](http://christiankonline.com) is this something worth considering? Or too risky?

Or, if you would prefer I can look to set up a new account all together, using the correct format and not a grey account so that going forward hopefully this should not occur.

Please let me know how you would like to proceed?

Item 8. Telephone and Broadband

The new contract has been signed and notice has been given to the old supplier. The number will be ported over on the 7th March. BT Openreach are installing the new line on the 17th January.

Item 10. Investment of Walderslade Woods Enabling Fund

A meeting was held with CCLA on the 7th January. Due to misunderstandings on both sides we will need a meeting with a charity investment specialist. Details of the funds available have been sent separately to Members and a meeting date will be arranged and circulated.

Item 5.2 Income/Expenditure report as at 31.12.2021

12/01/2022

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 01/04/2021

Month No: 9

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
120 Councillor & Subsistence Allow								
4150 Chairman's Allowance Personal	241	185	271	86		86	68.4%	
4155 Chairman's Allowance Civic	0	14	200	186		186	7.1%	
4160 Councillor's Allowance/PAYE	3,595	3,155	7,783	4,628		4,628	40.5%	
Councillor & Subsistence Allow :- Indirect Expenditure	<u>3,836</u>	<u>3,355</u>	<u>8,254</u>	<u>4,899</u>	<u>0</u>	<u>4,899</u>	<u>40.6%</u>	<u>0</u>
Net Expenditure	(3,836)	(3,355)	(8,254)	(4,899)				
130 Finance								
1076 Precept	153,002	191,253	191,253	0			100.0%	
1090 Interest Received	318	2	340	338		0	0.6%	
1100 Parish Service Scheme	9,236	9,366	7,500	(1,866)			124.9%	
1130 Other	180	80	0	(80)		0	0.0%	
1131 Crowd Funding Grant	627	0	0	0		0	0.0%	
1135 Walderslade Woodlands CIO	0	(4,803)	0	4,803		0	0.0%	
Finance :- Income	<u>163,364</u>	<u>195,898</u>	<u>199,093</u>	<u>3,195</u>			<u>98.4%</u>	<u>0</u>
4205 Capital Schemes	288	0	0	0		0	0.0%	
4210 Contingency Fund	500	1,980	1,000	(980)		(980)	198.0%	1,256
4251 Donations	180	0	0	0		0	0.0%	
Finance :- Indirect Expenditure	<u>968</u>	<u>1,980</u>	<u>1,000</u>	<u>(980)</u>	<u>0</u>	<u>(980)</u>	<u>198.0%</u>	<u>1,256</u>
Net Income over Expenditure	162,396	193,919	198,093	4,174				
6000 plus Transfer from EMR	288	1,256						
6001 less Transfer to EMR	7,613	0						
Movement to/(from) Gen Reserve	154,870	195,175						
150 Grants								
4270 Other Grants	360	3,620	1,500	(2,120)		(2,120)	241.3%	
4275 Walderslade Woods Group	4,459	5,612	3,000	(2,612)		(2,612)	187.1%	2,499
4280 Village Hall Grants	4,167	0	1,500	1,500		1,500	0.0%	
4285 Vinters Valley Park LNR	0	6,500	8,781	2,281		2,281	74.0%	
4295 Friends of Weaving Heath	13	0	150	150		150	0.0%	
Grants :- Indirect Expenditure	<u>8,998</u>	<u>15,732</u>	<u>14,931</u>	<u>(801)</u>	<u>0</u>	<u>(801)</u>	<u>105.4%</u>	<u>2,499</u>
Net Expenditure	(8,998)	(15,732)	(14,931)	801				
6000 plus Transfer from EMR	0	2,297						
6001 less Transfer to EMR	928	202						
Movement to/(from) Gen Reserve	(9,926)	(13,636)						

Detailed Income & Expenditure by Budget Heading 01/04/2021

Month No: 9

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
100 Parish Office								
4000 Salaries	51,724	40,205	55,764	15,559		15,559	72.1%	
4005 PAYE	4,424	3,362	4,515	1,153		1,153	74.5%	
4010 Pensions	1,671	1,219	2,000	781		781	61.0%	
4020 Administration	770	1,178	1,000	(178)		(178)	117.8%	328
4021 IT General	470	3,980	1,000	(2,980)		(2,980)	398.0%	3,945
4022 IT Subscriptions	1,587	1,352	1,900	548		548	71.1%	
4023 Telecomms	1,199	523	750	227		227	69.7%	
4025 Audit	165	798	800	2		2	99.8%	
4026 Bank/Credit Card Charges	181	138	250	112		112	55.3%	
4030 Books and Publications	0	59	0	(59)		(59)	0.0%	
4035 Rates	1,809	1,628	2,000	372		372	81.4%	
4040 Licences/Leases	494	139	475	336		336	29.3%	
4045 Subscriptions	2,359	2,270	2,921	651		651	77.7%	
4050 Training/Conferences	665	924	1,800	876		876	51.3%	
4055 Travel-Staff	388	448	700	252		252	64.0%	
4105 Insurance	0	1,821	0	(1,821)		(1,821)	0.0%	
Parish Office :- Indirect Expenditure	<u>67,905</u>	<u>60,045</u>	<u>75,875</u>	<u>15,830</u>	<u>0</u>	<u>15,830</u>	<u>79.1%</u>	<u>4,273</u>
Net Expenditure	<u>(67,905)</u>	<u>(60,045)</u>	<u>(75,875)</u>	<u>(15,830)</u>				
6000 plus Transfer from EMR	0	4,273						
Movement to/(from) Gen Reserve	<u>(67,905)</u>	<u>(55,772)</u>						
110 General Parish Council								
1135 Walderlade Woodlands CIO	0	660,095	0	(660,095)			0.0%	660,095
General Parish Council :- Income	<u>0</u>	<u>660,095</u>	<u>0</u>	<u>(660,095)</u>				<u>660,095</u>
4100 Hire of Halls	0	0	450	450		450	0.0%	
4105 Insurance	824	0	1,100	1,100		1,100	0.0%	
4110 Parish Tour	0	0	420	420		420	0.0%	
4115 Publicity	1,447	598	500	(98)		(98)	119.6%	
4120 Website Admin	850	372	400	28		28	93.0%	
General Parish Council :- Indirect Expenditure	<u>3,121</u>	<u>970</u>	<u>2,870</u>	<u>1,909</u>	<u>0</u>	<u>1,900</u>	<u>33.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,121)</u>	<u>659,125</u>	<u>(2,870)</u>	<u>(661,995)</u>				
6000 plus Transfer from EMR	1,650	0						
6001 less Transfer to EMR	0	660,095						
Movement to/(from) Gen Reserve	<u>(1,471)</u>	<u>(970)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Burial Ground								
1200 Burials	650	0	150	150			0.0%	
Burial Ground :- Income	650	0	150	150			0.0%	0
4400 Maintenance	137	0	150	150		150	0.0%	
4420 Admin Fee	0	150	150	0		0	100.0%	
Burial Ground :- Indirect Expenditure	137	150	300	150	0	150	50.0%	0
Net Income over Expenditure	513	(150)	(150)	0				
230 Green Spaces								
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%	
4400 Maintenance	977	2,600	1,500	(1,100)		(1,100)	173.3%	
4450 Boxley Village Green	1,025	0	1,000	1,000		1,000	0.0%	
4455 Impton Lane Open Space	0	0	450	450		450	0.0%	
4460 WDJ Orchard	533	1,935	1,500	(435)		(435)	129.0%	
4465 Franklin Drive OS	6,969	2,600	200	(2,400)		(2,400)	1300.0%	2,024
4550 Noticeboards	0	42	0	(42)		(42)	0.0%	
Green Spaces :- Indirect Expenditure	9,504	7,177	5,650	(1,527)	0	(1,527)	127.0%	2,024
Net Expenditure	(9,504)	(7,177)	(5,650)	1,527				
6000 plus Transfer from EMR	7,843	2,024						
Movement to/(from) Gen Reserve	(1,661)	(5,153)						
240 Grounds Maintenance								
4500 Grounds Maintenance Contract	8,171	7,734	9,681	1,947		1,947	79.9%	
4510 Closed Churchyard Maintenance	150	181	20,250	20,069		20,069	0.9%	
Grounds Maintenance :- Indirect Expenditure	8,321	7,915	29,931	22,016	0	22,016	26.4%	0
Net Expenditure	(8,321)	(7,915)	(29,931)	(22,016)				
6000 plus Transfer from EMR	150	0						
Movement to/(from) Gen Reserve	(8,171)	(7,915)						
250 Street Furniture								
4550 Noticeboards	81	25	500	475		475	5.1%	25
4555 Seats	73	53	50	(3)		(3)	106.1%	12
Street Furniture :- Indirect Expenditure	154	78	550	472	0	472	14.3%	38
Net Expenditure	(154)	(78)	(550)	(472)				
6000 plus Transfer from EMR	19	38						
Movement to/(from) Gen Reserve	(135)	(41)						

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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
260 Beechen Hall								
1091 Interest Received	31	0	73	73			0.0%	
1230 Hire Fees Casual	373	5,726	5,000	(726)			114.5%	
1231 PL Insurance Income	2	58	40	(18)			145.0%	
1235 Hire Fees Regular	5,309	20,138	16,500	(3,638)			122.0%	
1251 HMRC JRS Grant	5,224	0	0	0			0.0%	
1252 Covid Business Grant	10,365	0	0	0			0.0%	
1253 Covid Deep Clean	0	2,537	0	(2,537)			0.0%	
Beechen Hall :- Income	21,303	28,458	21,613	(6,845)			131.7%	0
4001 Wages	23,220	15,492	29,165	13,673		13,673	53.1%	
4005 PAYE	981	847	1,055	208		208	80.2%	
4010 Pensions	268	267	352	85		85	76.0%	
4020 Administration	74	130	150	20		20	86.9%	
4021 IT General	0	0	200	200		200	0.0%	
4022 IT Subscriptions	473	658	700	42		42	94.0%	
4023 Telecomms	510	523	583	60		60	89.6%	
4025 Audit	71	342	195	(147)		(147)	175.4%	
4027 Bank/Credit Card Charges	0	7	0	(7)		(7)	0.0%	
4035 Rates	4,221	3,799	4,500	701		701	84.4%	
4040 Licences/Leases	1,116	466	900	434		434	51.7%	
4105 Insurance	879	0	1,000	1,000		1,000	0.0%	
4206 PWLB Repayment	7,185	7,185	7,186	1		1	100.0%	
4210 Contingency Fund	971	95	1,000	905		905	9.5%	
4600 Cleaning Contractors	0	4,964	0	(4,964)		(4,964)	0.0%	
4605 CCTV/Alarms Maintenance	978	1,530	2,800	1,270		1,270	54.6%	
4610 Consumables	252	246	1,140	894		894	21.5%	
4615 Electricity	1,231	1,139	2,561	1,422		1,422	44.5%	
4620 Gas	858	759	1,584	825		825	47.9%	
4625 Water	226	217	1,100	883		883	19.7%	
4630 Electrical Safety	257	339	400	61		61	84.7%	
4635 Fire Safety	106	61	110	49		49	55.5%	
4640 Gas Maintenance	167	183	220	37		37	83.3%	
4645 Ground Maintenance	898	65	750	685		685	8.7%	
4650 Hall Maintenance	1,134	1,285	1,700	415		415	75.6%	169
4655 Hall Marketing	0	505	500	(5)		(5)	101.0%	
4660 Refuse Collections	472	626	2,400	1,774		1,774	26.1%	
Beechen Hall :- Indirect Expenditure	46,547	41,730	62,251	20,521	0	20,521	67.0%	169
Net Income over Expenditure	(25,244)	(13,271)	(40,638)	(27,367)				
6000 plus Transfer from EMR	30,087	169						
Movement to/(from) Gen Reserve	4,843	(13,102)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
270 Beechen Hall projects								
4705 Internal Decoration	76	0	100	100		100	0.0%	
4710 External Decoration	8	0	500	500		500	0.0%	
4715 Replacement Cylinder/Heating S	583	0	0	0		0	0.0%	
4717 Hand Dryers for Toilets	659	0	0	0		0	0.0%	
Beechen Hall projects :- Indirect Expenditure	1,327	0	600	600	0	600	0.0%	0
Net Expenditure	(1,327)	0	(600)	(600)				
6000 plus Transfer from EMR	49	0						
Movement to/(from) Gen Reserve	(1,278)	0						
280 Allotments								
1280 Allotment Income	1,253	2,093	2,095	2			99.9%	
Allotments :- Income	1,253	2,093	2,095	2			99.9%	0
4020 Administration	72	55	80	25		25	68.8%	
4105 Insurance	191	0	200	200		200	0.0%	
4400 Maintenance	2,488	1,199	2,000	801		801	60.0%	
Allotments :- Indirect Expenditure	2,751	1,254	2,280	1,026	0	1,026	55.0%	0
Net Income over Expenditure	(1,498)	839	(185)	(1,024)				
6000 plus Transfer from EMR	299	0						
Movement to/(from) Gen Reserve	(1,198)	839						
300 Environment								
1105 CIL Payments	1,527	0	0	0			0.0%	
Environment :- Income	1,527	0	0	0				0
4802 Highway Projects	0	1,233	20,000	18,767		18,767	6.2%	
Environment :- Direct Expenditure	0	1,233	20,000	18,767	0	18,767	6.2%	0
4800 Street Maintenance	0	56	7,500	7,444		7,444	0.7%	
Environment :- Indirect Expenditure	0	56	7,500	7,444	0	7,444	0.7%	0
Net Income over Expenditure	1,527	(1,289)	(27,500)	(26,211)				
6001 less Transfer to EMR	1,527	0						
Movement to/(from) Gen Reserve	0	(1,289)						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	188,097	886,545	222,951	(663,594)			397.6%	
Expenditure	153,568	141,675	231,992	90,317	0	90,317	61.1%	
Net Income over Expenditure	<u>34,529</u>	<u>744,871</u>	<u>(9,041)</u>	<u>(753,912)</u>				
plus Transfer from EMR	40,385	10,057						
less Transfer to EMR	10,269	660,297						
Movement to/(from) Gen Reserve	<u>64,645</u>	<u>94,631</u>						