



Windlesham Parish Council

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The Council Offices
The Avenue
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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 24th January 2023, at 7.30pm held at St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	P	Goodman	A
Du Cann	P	Galliford	P	Hansen-Hjul	P
Gordon	PA	Harris	P	Hardless	A
Manley	P	Hartshorn	P	Stacey	A
Willgoss	A	Jennings-Evans	A		
White	P	Malcaus Cooper	PA		
		Turner	P		

In attendance: Jo Whitfield –Clerk to the Council
Cllr Teddar – Surrey Heath Borough Council
Tony Murphy – Windlesham Resident

P – present A – apologies PA – part of the meeting - no information

Cllr Hansen-Hjul was in the Chair

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		Action
C/22/151	Apologies for absence Apologies for absence were received and accepted from Cllrs Hardless, Goodman, Stacey, Willgoss, Bakar, Jennings-Evans	
C/22/152	Declarations of interest No declarations of interest were made.	
C/22/153	Public question time Q1: Tony Murphy – Windlesham resident posed the following question: Mr Murphy informed Members that it was the intention, of 6 Electors of this Parish, to convene the meeting this year's Annual Parish Meeting as allowed by the 1972 Legislation and under the conditions detailed therein. This item was discussed under agenda item 10 and detailed below under minute ref:C/22/160.	

C/22/154	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/22/175 Hook Mill Lane - Update. C/22/176 Correspondence – request from Collingwood Community College Students to interview Members of the Parish Council.</p> <p>Members agreed that all items above should be discussed in the confidential part of the meeting.</p>	
C/22/155	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 29th November 2022 were approved and signed by Cllr Hansen-Hjul. 	Cllr Hansen-Hjul
C/22/156	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 29th November 2022, 13th December 22 and the 10th January 2023 were approved and signed by Cllr Turner. <ul style="list-style-type: none"> Members considered the recommendation therein for Council to note Cllr Jennings-Evans resignation from the committee and to nominate another Lightwater Councillor as a replacement, however no nominations came forward. The minutes of the Personnel Committee meeting held on the 10th January 2023 were approved and signed by Cllr Galliford. The minutes of the Windlesham Committee meeting held on the 14th December 2022 and recommendations therein were reviewed. <p>Members considered and noted the recommendation therein for Full Council to note that the committee has requested quotes to replace trees in Windlesham Cemetery. Once received, these quotes will be brought to Full Council for consideration.</p> The minutes of the Lightwater Committee meeting held on the 10th January 2023 and recommendations therein were reviewed. <ul style="list-style-type: none"> Members considered the recommendation therein to note that the Lightwater Committee agreed an overspend of £1775 on the Lightwater committee grant budget line and the recommendation that Full Council approve the overspend against budget line 4650/440 and agree to consider a virement from the Pavilion budget line (outlined in the papers for item 9d). Noted and discussed under minute ref:C/22/159 Members considered the recommendation that Full Council adopt the Letters to Heaven initiative as a Council wide 	<p>Cllr Turner</p> <p>Cllr Galliford</p>

	<p>project, to ensure that all cemeteries have the same provision if agreed. See minute ref: C/22169 below.</p> <p>Members noted that the above committee minutes will be ratified at the next Lightwater Committee meeting.</p>	
C/22/157	<p>Notification of Cllr resignation including to discuss co-option to the Bagshot (including North Windlesham) Ward vacancy.</p> <p>Members were aware that Cllr Sturt resigned from his role as a Councillor on the 9th December 2022. In line with legislation the casual vacancy was declared on the 12th December 2022, however, no election can be held as a result of the six-month rule. The next scheduled elections for this Parish will be held on Thursday 4 May 2023.</p> <p>Members were asked to note that whilst no election will be held the Parish Council may fill the vacancy by co-option if they so wish.</p> <p>Members were asked to decide if they would like to:</p> <p>a) Co-opt a new Member to Bagshot Ward or b) Wait until May elections when Cllrs will be elected.</p> <p><i>19:50 Cllr Gordon joined the meeting.</i></p> <p>Cllr Harris proposed, Cllr Manley seconded, and it was unanimously agreed to co-opt to the Bagshot ward.</p>	The Clerk & the Council
C/22/158	<p>To discuss any business for referral to, or received from:</p> <p>a) Surrey County Council report provided by Cllr Tear</p> <p><u>Potholes</u> Following the recent heavy rain and frosts, potholes are appearing with increasing frequency. Since 1st of December 5555 defects have been reported and the normal 12 teams have been increased to 27 with 966 issues fixed in the last week and with 350 emergency callouts including trees and flooding. Sometimes temporary repairs are necessary owing to safety issues.</p> <p><u>Fire and Rescue services recruitment.</u> The service is actively recruiting on call Firefighters at the ten on-call stations.</p> <p><u>Chobham Fire Station</u> The service has announced that Chobham Fire Station will be re-developed to accommodate larger appliances.</p> <p><u>Chobham Common</u> Contact with the CCPS has continued and progress is being made in this area.</p>	

	<p>The re-instatement of the common after the pipeline work is a current focus.</p> <p>Ash Dieback has necessitated a tree felling programme across the County.</p> <p><u>Parking and Traffic Enforcement Contract</u> This has been agreed with Marston Holdings who will more directly and consistently manage on-street parking across the County. This will allow the installation of traffic enforcement cameras that can help reduce congestion and improve road safety.</p> <p><u>HGV Watch</u> On the 27th SCCs HGV Watch scheme was launched in Chobham with members of the scheme that were the driver for the whole process.</p> <p>Access to reporting on the SCC website has been made easy for members to report infringements and it was agreed on Saturday at a meeting in Pashas Chobham to have an action day in Chobham High Street.</p> <p>The facility is available for infringements in Windlesham and Bagshot and if interested parties would like to contact Cllr Tear he would be glad to take them through the process.</p> <p>The link is https://customer.surreycc.gov.uk/hgv-watch</p> <p>Many thanks to the members of Chobham's HGV Watch who came and expressed an interest.</p> <p><u>Cost of Living Support</u> SCC continues to be active in this area and has published a directory to assist residents gain access to services. This is being delivered to every household across Surrey supported by an Online Support Hub and Community Helpline.</p> <p><u>Roadworks</u> These continue to frustrate residents from traffic lights on the A30 to a double whammy in Chobham with the Windsor Road works at one end and failed Water main in Station Road. Whilst the latter was an emergency the lengthy closure of Windsor Road was especially irritating as many drivers have not followed the diversion signs and have cut through the narrow lanes at that side of the village.</p> <p><u>Flooding</u> Cllr Tear has been active in reporting flooding incidents across the area.</p> <p><u>Reporting Highway Problems</u> Cllr Tear reported that he endeavours to keep up with all residents comments on facebook, however doesn't always get to these on the day they are posted, due to his very busy schedule, involving four committees at County, reading reports for these, attending site visits, training sessions, and communication with officers. Try as he might to keep up it will always be quicker for residents to report issues themselves online at The SCC website.</p> <p>Whilst he is more than happy to take up issues on behalf of residents, using him as the reporting portal is not always the best use of his time.</p>	
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	<p>b) Surrey Heath Borough Council</p> <p>Nothing to report</p>																																											
C/22/159	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £57,886.39 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £57,886.39 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p> <p>b) Bank Reconciliations</p> <p>Members were asked to review the following bank reconciliations.</p> <p>November Reconciliations</p> <table> <tr> <td>Santander 30 day</td><td>30/11/2022</td><td>£197,473.89</td></tr> <tr> <td>RBS Settlement a/c**</td><td>30/11/2022</td><td>£45,906.23</td></tr> <tr> <td>Barclays Current a/c</td><td>30/11/2022</td><td>£474,087.43</td></tr> <tr> <td>Cambridge & Counties a/c**</td><td>30/09/2022</td><td>£211,104.10</td></tr> <tr> <td>Hampshire Trust Bank** pd annually</td><td>31/03/2022</td><td>£62,868.84 * interest</td></tr> <tr> <td>Redwood Bank pd annually</td><td>31/03/2022</td><td>£62,936.30 * interest</td></tr> <tr> <td>Skipton a/c ** pd annually</td><td>31/05/2022</td><td>£64,504.46 * interest</td></tr> </table> <p>December Reconciliations</p> <table> <tr> <td>Santander 30 day</td><td>31/12/2022</td><td>£197,510.68</td></tr> <tr> <td>RBS Settlement a/c **</td><td>31/12/2022</td><td>£ 45,936.41</td></tr> <tr> <td>Barclays Current a/c</td><td>31/12/2022</td><td>£429,342.56</td></tr> <tr> <td>Cambridge & Counties a/c**</td><td>31/12/2022</td><td>£211,512.17</td></tr> <tr> <td>Hampshire Trust Bank** pd annually</td><td>31/03/2022</td><td>£62,868.84 * interest</td></tr> <tr> <td>Redwood Bank pd annually</td><td>31/03/2022</td><td>£62,936.30 * interest</td></tr> <tr> <td>Skipton a/c ** pd annually</td><td>31/05/2022</td><td>£64,504.46 * interest</td></tr> </table> <p>Overall Cash Position</p> <p>Total cash held by the Council as at 13/01/2023 is £1,065,043 – see attached balance sheet. Of this, £697,883K is held in ear-marked reserves.</p> <p>Members noted the above and agreed that Cllr Malcaus Cooper would sign off the reconciliations.</p>	Santander 30 day	30/11/2022	£197,473.89	RBS Settlement a/c**	30/11/2022	£45,906.23	Barclays Current a/c	30/11/2022	£474,087.43	Cambridge & Counties a/c**	30/09/2022	£211,104.10	Hampshire Trust Bank** pd annually	31/03/2022	£62,868.84 * interest	Redwood Bank pd annually	31/03/2022	£62,936.30 * interest	Skipton a/c ** pd annually	31/05/2022	£64,504.46 * interest	Santander 30 day	31/12/2022	£197,510.68	RBS Settlement a/c **	31/12/2022	£ 45,936.41	Barclays Current a/c	31/12/2022	£429,342.56	Cambridge & Counties a/c**	31/12/2022	£211,512.17	Hampshire Trust Bank** pd annually	31/03/2022	£62,868.84 * interest	Redwood Bank pd annually	31/03/2022	£62,936.30 * interest	Skipton a/c ** pd annually	31/05/2022	£64,504.46 * interest	<p>Cllr Hansen-Hjul</p> <p>Cllr Malcaus Cooper</p>
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c) **Budget Monitoring report**

1. **Overspend and Virements**

1.1 Councillors were asked to note the budget v actual report attached, as at 16/01/2023 along with the following:

- Overspends on the following Nominal Codes
 - o 4005 – Ashes interments – The cost of preparing an ashes plot has increased to £170 per plot and we have seen an increase in ashes interments.
 - o 4195 – Tree maintenance – The budget overspend has been funded from the Tree works EMR as agreed minute ref: C/22/63
 - o 4650 – Grants – The budget overspend has been funded from the following EMR'S:
 - Bagshot – Earlswood Park Playground £25,000 from CIL EMR. Minute Ref:C/21/103
 - Bagshot – Bagshot Big Bash Jubilee Grant £3000 from Village Reserve Minute Ref:C/21/118
 - Lightwater – Lightwater Connected Jubilee Grant (including beacon) £3000 from village reserve Minute Ref:C/21/118
 - Windlesham – WFOR Jubilee Grant £300 from Village reserve. Minute Ref:C/21/118
 - o 4650 – Grants – Lightwater Committee have agreed an overspend of £1775 on the Lightwater committee grant budget line and have recommended that Full Council approve the overspend and agree to consider a virement of £3,593 from the Pavilion budget line 4905/455.
 - o 4915 – Pavilion capital project – The current budget overspend has been funded from the Pavilion EMR. This covered payment of the outdoor gym. Minute ref: LVC/21/78
 - o 4165 – Greenspace contract - Members were asked to note that it is anticipated that this budget line will be overspent as of February due to presumed contractual increase being larger than planned for in the 22-23 budget process. Members were asked to approve a virement of £5,000 from any of the following underspent budget lines: 4440 ICT Costs, 4405 Waste disposal, 4410 Cleaner or 4950 Hall Hire to cover the overspend.

1.2 All other budget lines are at or under budget.

Members were asked to note the overspends listed in this report. and agree the following virements.

Summary of proposed virements		
Cost centre	Description	£
4005 –400/500 Ashes interments	Increase expenditure by £3,000	3,000

4400 325/425/525 – Legal and HR Open spaces grants	Reduce expenditure by £3,000 – HR and legal has a surplus of c.£7K	(3,000)
Net effect of proposed virements		0

Cost centre	Description	£
4650 440 – LW Grants	Increase expenditure by £3,593	3,593
4905 455 – LW Pavilion	Reduce expenditure by £7,593 – To date LW committee have spent £1,040 of the £8,743 budget and committed £3,500 for electrics. It would be prudent to leave a £1,000 contingency in this budget line. The remaining expenditure against this budget line has been funded from the Pavilion EMR.	(3,593)
Net effect of proposed virements		0

Cost centre	Description	£
4165 310/410/510 – Greenspace contract	Increase expenditure by £5,000	5,000
4405 325/425/525	Reduce expenditure by £1,050	(1,050)
4410 325/425/525	Reduce expenditure by £1,500	(1,500)
4440 325/425/525	Reduce expenditure by £2,450	(2,450)
Net effect of proposed virements		0

2. Year-end Projections

2.1 Councillors noted that the budget is currently showing a surplus of 72K. Current estimates are that the Council will end this financial year with a £47 K deficit vs an original forecast deficit of £94K.

Members were informed that the above predicted year end position includes allowances for already committed funds that will require earmarking in March if not already spent.

Members were asked to note the current budget v actuals report and the estimated year-end financial position.

3. 2023-2024 Budget Update

At the Full Council meeting held on the 29th November 2022, Members resolved to approve the attached budget, including provision of a £15,000 Playground Renewal Earmarked Reserve. Members also resolved to increase the precept by 5% resulting in a

band D equivalent precept of £41.76 per annum with a total precept demand of £347,791 for the financial year 2023-2024.

For reference these figures were calculated using 2023-24 tax base of 8,328.63, as formally notified by SHBC and the formal precept demand has now been submitted.

It was also resolved at the November meeting that any budget deficit will be funded either through general reserves or the repurposing of ear marked reserves.

Members were asked to consider repurposing £15k of the New Office Build EMR to transfer it to a new Playground Repair and Renewal EMR, in line with the discussion at the November Full Council.

EMR Transfers

Cost centre	Description	£
New Playground Repairs and Renewals EMR	Increase reserve by £15,000	15,000
370 New Office Build	Reduce reserve by £15,000 – in line with the discussion at the November Full Council to create a new playground reserve.	(15,000)
Net effect of proposed virements		0

4. General Reserves

- Balance of the General Reserve as at 16th January 2023 - £273K
- Predicted 2022-23 year end position to be funded from the General Reserve - £47K
- Predicted Balance in General Fund at 31.3.23 - £226K
Members noted that the predicted balance equates to 65% of the 2023-24 precept
- Planned deficit for 2023-24 to be funded from the general reserve - £61K
- Predicted remaining general reserve balance accounting for the planned 23-24 deficit. £165K
Members noted that the predicted balance equates to 47.5% of the 2023-24 precept.

MEMBERS NOTED: THIS IS ENTIRELY DEPENDANT ON THE ACTUAL YEAR END POSITION.

Summary of Resolutions

	<ol style="list-style-type: none"> 1. It was unanimously resolved to note the overspends listed in this report. and agree the virements detailed above. 2. It was unanimously resolved to note the current budget v actuals report and the estimated year-end financial position. 3. It was unanimously resolved to repurpose £15k of the New Office Build EMR transferring it to a new Playground Repair and Renewal EMR, in line with the discussion at the November Full Council. 4. It was resolved unanimously to note the predicted year end position. <p>Cllr Malcaus Cooper requested further consideration be given to the cost of asset management and a detailed plan be put in place.</p>	
C/22/160	<p>Annual Parish Meeting 2023</p> <p>The Annual Parish Meeting is a meeting of the electors and must take place between 1 March and 1 June each year and proceedings must not begin before 6pm.</p> <p>Members were reminded that at the May 22 Full Council meeting the date was set for the 16th March 2023 and the Clerk confirmed that the Link at St John's Church, Windlesham has been preliminarily booked.</p> <p>Historically the Parish Council has always convened the APM, however the Clerk informed Members that she had been informed, that 6 electors would like to convene this year's meeting, which is in accordance with the LGA 1972 Sch 12 paragraph 15 which states:</p> <p>a parish meeting may be convened by—</p> <p>(a)the chairman of the parish council, or</p> <p>(b)any two parish councillors for the parish, or</p> <p>(c)where there is no parish council, the chairman of the parish meeting or any person representing the parish on the district council, or</p> <p>(d)any six local government electors for the parish.</p> <p>IMPORTANT</p> <p>When electors call the meeting, it is accepted that they would also set the agenda, however if the Chairman of the Parish Council is present, they will preside over the meeting, or if absent the Vice-Chair would act. If both are absent, then the meeting will appoint a chairman for the meeting.</p> <p>After some discussion it was agreed unanimously that the Electors will call the 2023 Annual Parish Meeting and the Parish Council will pay for the hall and the refreshments.</p>	Electors and the Clerk

C/22/161	<p>Community Reception Awards – to consider date and venue.</p> <p>Members were reminded that each year the Chairman of the Parish Council hosts an annual Community Reception to thank volunteers, from all villages, for their hard work within the community.</p> <p>Historically, this event has been held prior to the new municipal year (May), in venues rotating around the three villages, normally in the village where the Chairman is an elected councillor.</p> <p>2023 Date and Venue</p> <p>At the Full Council meeting held on the 31st May 2022 Members earmarked Saturday the 29th April 2023 as a suitable date to hold the Chairman's Reception and enquiries have been made regarding availability at the following venues:</p> <ul style="list-style-type: none"> • The Link, Windlesham • Windlesham Club and Theatre, Windlesham • All Saints Church Hall, Lightwater (no availability) • The Briars, Lightwater • BPFA, Bagshot <p>Members were asked to:</p> <ol style="list-style-type: none"> 1. Note the date of Saturday 29th April 2023 and agree that the event will be held between 2pm and 6pm. 2. Consider worthy recipients for awards and notify the Clerk to include on the February agenda for consideration. <p>It was resolved to hold the Chairmans Community Reception on the 29th April and for the Assistant Clerk to go ahead and book a venue.</p>	Assistant Clerk
C/22/162	<p>To review and approve Standing Orders</p> <p>Council is required to review, amend and approve Standing Orders on an annual basis.</p> <p>Councillors last reviewed and approved Standing Orders in May 22.</p> <p>Since then there have been no changes to the model NALC template for Standing Orders. However, the policy review working party considered the following amendments.</p> <ul style="list-style-type: none"> • SO 3u(ii) – Addition - the names of councillors who are present and the names of councillors who are absent; The name and time of any member who either enters or leaves the meeting once the meeting is in progress and prior to its conclusion. • SO 8a – Addition - Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting. Where there is only one candidate, they 	

	<p>will be elected.</p> <p>Members were asked to approve Standing Orders as presented.</p> <p>It was resolved to adopt the Standing Orders as presented.</p>																			
C/22/163	<p>To review and approve Financial Regulations</p> <p>Council is required to review, amend and approve Financial Regulations on an annual basis.</p> <p>Councillors last reviewed and approved Financial Regulations as complete document in May 2022.</p> <p>Since then, there have been no changes to the model NALC template for Financial Regulations, and no additions made by WPC.</p> <p>Members were asked to review and approve the Financial Regulations attached.</p> <p>It was resolved to adopt the Financial Regulations as presented.</p>																			
C/22/164	<p>Notification of External Auditor Appointment for 2022-23 to 2026-27</p> <p>Members were informed that all authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption.</p> <p>Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.</p> <p>The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has once again appointed PKF Littlejohn LLP as the external auditor for Windlesham Parish Council.</p> <p>Scales of Fees 2022-23 to 2026-27</p> <p>The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.</p> <p>Scales of audit fees</p> <p>Table1 - Scale of fees for bodies subject to limited assurance review</p> <table> <tr> <th>INCOME/EXPENDITURE BAND (£)</th><th>FEE FOR LIMITED ASSURANCE REVIEW (£)</th><th></th></tr> <tr> <td>0 - 25,000</td><td>0</td><td>(if a Certificate of Exemption is submitted)</td></tr> <tr> <td>0 - 25,000</td><td>210</td><td>(if a LAR review is required)</td></tr> <tr> <td>25,001 - 50,000</td><td>210</td><td></td></tr> <tr> <td>50,001 - 100,000</td><td>315</td><td></td></tr> <tr> <td>100,001 - 200,000</td><td>420</td><td></td></tr> </table>	INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)		0 - 25,000	0	(if a Certificate of Exemption is submitted)	0 - 25,000	210	(if a LAR review is required)	25,001 - 50,000	210		50,001 - 100,000	315		100,001 - 200,000	420		
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	200,001 - 300,000	630										
	300,001 - 400,000	840										
	400,001 - 500,000	1,050										
	500,001 - 750,000	1,365										
	750,001 - 1,000,000	1,680										
	1,000,001 - 2,000,000	2,100										
	2,000,001 - 3,000,000	2,520										
	3,000,001 - 4,000,000	2,940										
	4,000,001 - 5,000,000	3,360										
	5,000,001 - 6,500,000	3,780										
	<p>Members were reminded that at the September Full Council meeting (minute ref: C/22/91), Members resolved unanimously not to take the opportunity to select and appoint their own external auditor but to remain part of the SAAA regime allowing them to appoint an external auditor on the Councils behalf.</p> <p>It was resolved to note the above information.</p> <p>Cllr Manley requested that it be minuted, that the Council had had the external auditor imposed on them.</p>											
C/22/165	<p>Interim Audit Report</p> <p>Members were presented with the interim internal audit report completed by Mark Mulberry on 8th December 2022 which highlighted two recommendations arising from the audit.</p> <table><tr><td></td><td>Audit Findings</td><td>Proposed Actions</td></tr><tr><td>Payroll</td><td>I recommend the council gain access to its government gateway account as soon as possible to ascertain if there are any historic under or overpayments of PAYE.</td><td>The Clerk to contact HMRC for online access</td></tr><tr><td>Reserves</td><td>As council is aware it does not have the power to accumulate general reserves. Rule of thumb calculations suggest that 50% of regular expenditure/precept should be retained in general reserves. At a precept level of £350k, and expenditure of £350k, I would expect to see general reserves in the region of £175k. I am of the opinion the general reserve is a little high for a council of this size and that council should review its reserves. I remind council that earmarked reserves should only be used for genuine projects that have a definable end date and that “generalised” or “disguised”</td><td>Council to consider viable options to reduce the reserves held.</td></tr></table>				Audit Findings	Proposed Actions	Payroll	I recommend the council gain access to its government gateway account as soon as possible to ascertain if there are any historic under or overpayments of PAYE.	The Clerk to contact HMRC for online access	Reserves	As council is aware it does not have the power to accumulate general reserves. Rule of thumb calculations suggest that 50% of regular expenditure/precept should be retained in general reserves. At a precept level of £350k, and expenditure of £350k, I would expect to see general reserves in the region of £175k. I am of the opinion the general reserve is a little high for a council of this size and that council should review its reserves. I remind council that earmarked reserves should only be used for genuine projects that have a definable end date and that “generalised” or “disguised”	Council to consider viable options to reduce the reserves held.
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	<div> <div>earmarked reserves should be discouraged.</div> </div>	
	It was resolved to note and implement the above actions.	
C/22/166	<p>Review of effectiveness of internal control and audit</p> <p>Members were presented with a report from the RFO that reviewed the Councils current internal audit arrangements against the following areas of internal audit activity, as set out in Governance and Accountability.</p> <ul style="list-style-type: none"> the scope of internal audit; independence; competence; relationships with the clerk and the authority; and audit planning and reporting <p>The result of the review concluded that proper internal audit arrangements are in place.</p> <p>Cllr MC declare interest - request a new internal auditor.</p> <p>The RFO made one recommendation – to retain the services of the current auditor thereby retaining the services of Mark Mulberry for the 2023-24 audit.</p> <p>Cllr Manley proposed, Cllr Gordon seconded, and it was resolved unanimously to appoint Mulberry and Co for the financial year 23-24 and look to appointing a new auditor for the financial year 2024-25.</p> <p><i>20:38 Cllr Malcaus Cooper left the meeting.</i></p>	
C/22/167	<p>Council Risk Assessment</p> <p>Risk Assessment – to approve the circulated risk assessment for 2022-23</p> <p>Councillors were presented with an updated risk assessment for the Council and asked to either approve the document or identify any amendments or improvements.</p> <p>1. <u>Key Risks</u></p> <ul style="list-style-type: none"> The risk assessment has not identified any areas of high risk. There were however 9 risks, highlighted in amber on the risk assessment, that are rated as medium risk, and should therefore be kept under review. Members were asked to note the nature of these risks. Whilst the majority of these risks are being managed by the Clerk, it should be noted that member input is required for some of the risks identified. 	

	<p>Councillors were asked to review the risk assessment document and either:</p> <ul style="list-style-type: none"> • approve the risk assessment • identify any amendments or improvements to the risk assessment <p>It was resolved to adopt the risk assessment as presented. It was also resolved to have the appropriate committees periodically review the risks and implement mitigation. In particular it was agreed that item 33 would be reviewed by the Personnel Committee.</p>	Clerk and Committees
C/22/168	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and asked to review.</p> <p>The balance of assets held is £284,501.28</p> <p>It was resolved to note the fixed asset register as presented.</p>	
C/22/169	<p>Cemeteries - To discuss a new 'Letters to Heaven' initiative</p> <p>Members were reminded that in line with the committee structure terms of reference the cemeteries are the responsibility of individual village committees, therefore initially the initiative outlined below was scheduled to be an agenda item at each committee.</p> <p>The Lightwater Committee met on the 10th January, and after some discussion Members recommended that Full Council consider the Letters to Heaven initiative as a Council wide project, to ensure that all cemeteries have the same provision if agreed.</p> <p>Full Council were therefore asked to consider a 'letters to heaven' initiative, whereby a post box or similar is installed in the cemetery, providing family members an opportunity to post personal messages to loved ones they have lost. The letters will be emptied periodically and archived at the Parish offices.</p> <p>Indicative pricing suggests the box and fixing post would be in the region of £300-£500, whilst a sign explaining the initiative could be additional £300 plus approximately £200 installation costs.</p> <p>Members were asked to decide</p> <ol style="list-style-type: none"> a) if they would like to adopt this initiative b) to agree a budget and how the project will be funded. Please note that an overall budget of approximately £1,000 per cemetery is suggested, which could be funded from the cemetery maintenance budget. c) to delegate authority to the clerk in conjunction with the Chair and Vice-Chair of the Committee to progress. 	

	<p>It was resolved with 8 in favour, 1 against and 1 abstention, not to adopt this initiative.</p>	
C/22/170	<p>To review and approve posters to encourage candidates to stand for Election in May 2023</p> <p>With the upcoming elections in May 2023, Members were asked to consider if they wished to encourage people to stand for election, by promoting the opportunity through social media and printed leaflets.</p> <p>The Clerk presented a draft leaflet for consideration. Members were asked to decide:</p> <ul style="list-style-type: none"> • if they would like to promote the opportunity to stand for election. <p>and if so</p> <ul style="list-style-type: none"> • To either approve or amend and approve the attached leaflet. <p>It was resolved amend the poster, by changing the photo and replacing the bullet point ‘scrutinising decisions taken by the Councillors on the executive or cabinet.’ With ‘debate matters affecting residents.’ It was also resolved to print leaflets for distribution around the villages.</p> <p><i>21:04 Cllr Malcaus Cooper re-joined the meeting.</i></p>	
C/22/171	<p>Outside Organisations - To receive any reports from representatives on outside organisations</p> <p>Cllr Harris reported that the Briars Community Centre AGM was held in November and the 2 existing trustees have been re-elected along with 2 new trustees. It was reported that Katia Malcaus Cooper is the Chair, James Harris, the treasurer with the committee now consisting of 20 Members.</p> <p>Cllr White reported that the James Butler Alms Houses had unfortunately experienced some issues resulting in flooding. However, the problem has now been rectified. She also reported that a new tenant has taken up residence in the newly refurbished property and all residents enjoyed the Christmas party.</p>	
C/22/172	<p>Clerks Update</p> <p><u>Tree Survey Works</u> Tree survey works are progressing and will continue to do so over the coming months. All high and medium priority works are not complete, and work has begun on the lower risk trees.</p> <p><u>Bee Keeping at the Allotment Site</u> The Clerk received a request to site apiaries at the allotment site on Hook Mill Lane, although the request has now been withdrawn. For reference this subject will be brought to Council on a future agenda.</p>	

	<p>However, please note that if granted it will require Council to fence and screen a designated area.</p> <p><u>Civility & Respect Training</u></p> <p>Members are to note that the Clerk will be attending the Leadership in Challenging situations for Officers and all Members were sent an email on the 2nd December informing them of the training sessions available. Although at the time, all sessions advertised were in the past, Members were informed that if interested a WPC specific group session could be requested. To date only one Councillor has indicated they wish to attend any courses.</p> <p><u>Office Entrance Door</u></p> <p>The Clerk reported that replacing the office entrance door has been problematic however she is hopeful they will have a resolution soon.</p>	
C/22/173	<p>Correspondence</p> <p>Members noted that under minute ref: C/22/154 it was agreed to move this item to the confidential part of the meeting.</p>	
C/22/174	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/22/175 Hook Mill Lane - Update. C/22/176 Correspondence – request from Collingwood Community College Students to interview Members of the Parish Council.</p>	
C/22/175	<p>Hook Mill Lane – Update</p> <p>Members were given of historical summary of the site and the position to date and asked to consider actions detailed therein. Resolutions are detailed in the confidential report.</p>	The Clerk
C/22/176	<p>Correspondence - request from Collingwood Community College Students to interview Members of the Parish Council.</p> <p>It was resolved unanimously that Cllr Malcaus Cooper and Cllr Gordon would be available to be interviewed.</p>	The Clerk
	There being no further business the meeting closed at 21:54	

Bagshot PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/11/2022	5064	51	H A TRIM	HATRI	756.40	151.28	907.68	4915	350	756.40	Shop Front Christmas Trees BVC
TOTAL INVOICES					756.40	151.28	907.68			756.40	
VAT ANALYSISCODE S @ 20.00%					756.40	151.28	907.68				
TOTALS					756.40	151.28	907.68				

Bagshot PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/01/2023	1304A	52	LIGHT ANGELS	LIGHTA	2,711.76	542.35	3,254.11	4915	350	2,711.76	Festive lamp column lights 22
TOTAL INVOICES					2,711.76	542.35	3,254.11			2,711.76	
VAT ANALYSIS CODE S @ 20.00%					2,711.76	542.35	3,254.11				
TOTALS					2,711.76	542.35	3,254.11				

Lightwater PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/01/2023	1303A	34	LIGHT ANGELS	LIGHTA	4,482.06	896.41	5,378.47	4915	450	4,482.06	Festive lamp lighting 22
TOTAL INVOICES					4,482.06	896.41	5,378.47			4,482.06	
VAT ANALYSIS CODE S @ 20.00%					4,482.06	896.41	5,378.47				
TOTALS					4,482.06	896.41	5,378.47				

Top Level for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/10/2022	2502A	250	SURREY ALC	SALC	75.00	15.00	90.00	4500	530	25.00	SALC CONFERENCE
								4500	330	25.00	SALC CONFERENCE
								4500	330	9.00	SALC CONFERENCE
								4500	430	9.50	SALC CONFERENCE
								4500	530	6.50	SALC CONFERENCE
01/12/2022	202218	252	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	68.00	HALL HIRE 01.11.22 & 29.11.22
								4950	425	19.00	HALL HIRE 01.11.22 & 29.11.22
								4950	525	13.00	HALL HIRE 01.11.22 & 29.11.22
30/11/2022	INV-2248	253	NEIL CURTIS	NEIL	840.00	0.00	840.00	4005	300	100.00	ASHES INTERMENTS
								4005	500	740.00	ASHES INTERMENTS
01/12/2022	2036327	254	SURREY HEATH	SHBC01	8,403.14	0.00	8,403.14	4165	310	3,277.22	GREENSPACE CONTRACT
								4165	410	3,277.22	GREENSPACE CONTRACT
								4165	510	1,848.70	GREENSPACE CONTRACT
TOTAL INVOICES					9,418.14	15.00	9,433.14			9,418.14	
VAT ANALYSIS CODE E @ 0.00%					9,243.14	0.00	9,243.14				
VAT ANALYSIS CODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSIS CODE S @ 20.00%					75.00	15.00	90.00				
TOTALS					9,418.14	15.00	9,433.14				

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PRELIMINARY PURCHASE DAYBOOK

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Top Level for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/12/2022	EXPENSESDEC22	256	LUCY SHANNON EXPENSE	SHANNON	65.05	0.00	65.05	4435	325	23.42	LS EXPENSES 9.11.22-12.12.22
								4435	425	24.72	LS EXPENSES 9.11.22-12.12.22
								4435	525	16.91	LS EXPENSES 9.11.22-12.12.22
02/12/2022	20270	257	MULBERRY CO	MULBE	330.00	66.00	396.00	4425	325	118.80	RFO SERVICES NOV 22
								4425	425	125.40	RFO SERVICES NOV 22
								4425	525	85.80	RFO SERVICES NOV 22
08/12/2022	2900	258	NP TREE MANAGEMENT	NPTREE	280.00	56.00	336.00	4195	310	100.80	Freemantle Tree works T343
								4195	410	106.40	Freemantle Tree works T343
								4195	510	72.80	Freemantle Tree works T343
08/12/2022	2899	259	NP TREE MANAGEMENT	NPTREE	1,100.00	220.00	1,320.00	4195	310	396.00	MILL POND TREE WORKS T001,T052
								4195	410	418.00	MILL POND TREE WORKS T001,T052
								4195	510	286.00	MILL POND TREE WORKS T001,T052
08/12/2022	2898	260	NP TREE MANAGEMENT	NPTREE	1,150.00	230.00	1,380.00	4195	310	414.00	KINGS LANE TREE WORKS T111
								4195	410	437.00	KINGS LANE TREE WORKS T111
								4195	510	299.00	KINGS LANE TREE WORKS T111
30/11/2022	57937	261	PLAY INSPECTION CO	PLAYI	237.50	47.50	285.00	4220	310	95.00	ROSPA PLAY INSPECTIONS 2022
								4220	410	47.50	ROSPA PLAY INSPECTIONS 2022
								4220	510	95.00	ROSPA PLAY INSPECTIONS 2022
14/12/2022	EXPENSESDEC22	262	SARAH WAKEFIELD	SWAKE	8.10	0.00	8.10	4435	325	2.92	EXPENSES 9.12.22-14.12.22
								4435	425	3.08	EXPENSES 9.12.22-14.12.22
								4435	525	2.10	EXPENSES 9.12.22-14.12.22
TOTAL INVOICES					3,170.65	619.50	3,790.15			3,170.65	
VAT ANALYSISCODE OTS @ 0.00%					73.15	0.00	73.15				
VAT ANALYSISCODE S @ 20.00%					3,097.50	619.50	3,717.00				
TOTALS					3,170.65	619.50	3,790.15				

Bagshot PL for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/11/2022	15443	49	ICCM	ICCM	550.00	110.00	660.00	4060	300	550.00	MEMORIAL TESTING BAG CEM
TOTAL INVOICES					550.00	110.00	660.00			550.00	
VAT ANALYSIS CODE S @ 20.00%					550.00	110.00	660.00				
TOTALS					550.00	110.00	660.00				

Windlesham PL for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/12/2022	1566	86	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WIN CEM GROUNDS
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

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Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/12/2022	2910	263	NP TREE MANAGEMENT	NPTREE	4,750.00	950.00	5,700.00	4195	310	1,710.00	Bag Cem tree survey work T323
								4195	410	1,805.00	Bag Cem tree survey work T323
								4195	510	1,235.00	Bag Cem tree survey work T323
TOTAL INVOICES					4,750.00	950.00	5,700.00			4,750.00	
VAT ANALYSIS CODE S @ 20.00%					4,750.00	950.00	5,700.00				
TOTALS					4,750.00	950.00	5,700.00				

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Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/12/2022	20354	264	MULBERRY CO	MULBE	122.50	24.50	147.00	4425	325	44.10	RFO Services 3.5hrs December22
								4425	425	46.55	RFO Services 3.5hrs December22
								4425	525	31.85	RFO Services 3.5hrs December22
16/12/2022	2912	265	NP TREE MANAGEMENT	NPTREE	620.00	124.00	744.00	4195	310	223.20	TREE WORKS LW REC T123
								4195	410	235.60	TREE WORKS LW REC T123
								4195	510	161.20	TREE WORKS LW REC T123
16/12/2022	2913	266	NP TREE MANAGEMENT	NPTREE	490.00	98.00	588.00	4195	310	176.40	TREE WORKS RIVERSIDE T234
								4195	410	186.20	TREE WORKS RIVERSIDE T234
								4195	510	127.40	TREE WORKS RIVERSIDE T234
16/12/2022	2914	267	NP TREE MANAGEMENT	NPTREE	190.00	38.00	228.00	4195	310	68.40	TREE WORK WINDMILL T94,T96
								4195	410	72.20	TREE WORK WINDMILL T94,T96
								4195	510	49.40	TREE WORK WINDMILL T94,T96
16/12/2022	174	268	LIGHTWATER LIBRARY	LIBRARY	15.00	0.00	15.00	4950	325	5.40	ROOM HIRE PLANNING 221213
								4950	425	5.70	ROOM HIRE PLANNING 221213
								4950	525	3.90	ROOM HIRE PLANNING 221213
TOTAL INVOICES					1,437.50	284.50	1,722.00			1,437.50	
VAT ANALYSISCODE OTS @ 0.00%					15.00	0.00	15.00				
VAT ANALYSISCODE S @ 20.00%					1,422.50	284.50	1,707.00				
TOTALS					1,437.50	284.50	1,722.00				

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PRELIMINARY PURCHASE DAYBOOK

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Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/01/2023	9137	269	FOREST GARDEN	FORE	880.00	176.00	1,056.00	4190	310	293.33	Christmas tree installation
								4190	410	293.33	Christmas tree installation
								4190	510	293.34	Christmas tree installation
04/01/2023	20547	270	MULBERRY CO	MULBE	240.00	48.00	288.00	4445	325	86.40	INTERNAL AUDIT FEES
								4445	425	91.20	INTERNAL AUDIT FEES
								4445	525	62.40	INTERNAL AUDIT FEES
09/01/2023	INV-20210671	271	BREAKTHROUGH	BREAK	30.00	6.00	36.00	4350	320	10.80	Clerk C&R Training
								4350	420	11.40	Clerk C&R Training
								4350	520	7.80	Clerk C&R Training
09/01/2023	2022-55	272	WINDLESHAM FIELD	WINDLESH	290.00	58.00	348.00	4950	425	70.00	WVC hall hire upto Dec 22
								4950	525	220.00	WVC hall hire upto Dec 22
05/01/2023	2036529	273	SURREY HEATH	SHBC01	7,002.62	1,400.52	8,403.14	4165	310	2,731.02	Greenspace Contract Jan 2023
								4165	410	2,731.02	Greenspace Contract Jan 2023
								4165	510	1,540.58	Greenspace Contract Jan 2023
TOTAL INVOICES					8,442.62	1,688.52	10,131.14				
VAT ANALYSIS CODE S @ 20.00%					8,442.62	1,688.52	10,131.14				
TOTALS					8,442.62	1,688.52	10,131.14				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/01/2023	2933	274	NP TREE MANAGEMENT	NPTREE	13,567.50	2,713.50	16,281.00	4195	310	4,884.30	College Ride Tree Work
								4195	410	5,155.65	College Ride Tree Work
								4195	510	3,527.55	College Ride Tree Work
TOTAL INVOICES					<u>13,567.50</u>	<u>2,713.50</u>	<u>16,281.00</u>			<u>13,567.50</u>	
VAT ANALYSIS CODE S @ 20.00%					13,567.50	2,713.50	16,281.00				
TOTALS					<u>13,567.50</u>	<u>2,713.50</u>	<u>16,281.00</u>				

Windlesham PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/12/2022	1584	87	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WCEM GREENSPACE CONTRACT
20/12/2022	WGRANTDEC22	88	OVER 60S LUNCH CLUB	OVER60	500.00	0.00	500.00	4650	540	500.00	GRANTDEC 22 FOR XMAS LUNCH
TOTAL INVOICES					<u>2,630.00</u>	<u>426.00</u>	<u>3,056.00</u>			<u>2,630.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					500.00	0.00	500.00				
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					<u>2,630.00</u>	<u>426.00</u>	<u>3,056.00</u>				

Windlesham PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/01/2023	1302	89	LIGHT ANGELS	LIGHTA	3,839.76	767.95	4,607.71	4915	550	3,839.76	Festive lamp column lights
TOTAL INVOICES					3,839.76	767.95	4,607.71			3,839.76	
VAT ANALYSIS CODE S @ 20.00%					3,839.76	767.95	4,607.71				
TOTALS					3,839.76	767.95	4,607.71				