



**Windlesham Parish Council**  
 Joanna Whitfield  
 Clerk to the Council  
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The Council Offices  
 The Avenue  
 Lightwater  
 Surrey  
 GU18 5RG

## MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 25<sup>th</sup> April 2023, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council

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

Cllr White was in the Chair

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		Action
<b>C/22/227</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Manley, Goodman, Hansen-Hjul and Gordon	
<b>C/22/228</b>	<b>Declarations of interest</b>  None	
<b>C/22/229</b>	<b>Public question time</b>  No public were present.	
<b>C/22/230</b>	<b>Exclusion of the press and public.</b>  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:  <b>There were no confidential items to discuss.</b>	
<b>C/22/231</b>	<b>Full Council Minutes</b>	

	The minutes of the Full Council meeting held on 28 <sup>th</sup> March 2023 <b>were approved and</b> signed by Cllr White.	<b>Cllr White</b>
<b>C/22/232</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <p>The minutes of the Planning Committee meetings held on the 28<sup>th</sup> March 2023 &amp; 18<sup>th</sup> April 2023 <b>were approved and</b> signed by Cllr White.</p> <p>The minutes of the Personnel Committee meeting held on the 4<sup>th</sup> April 2023 <b>were approved and</b> signed by Cllr Jennings-Evans.</p> <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <p>The minutes of the Bagshot Committee meeting held on the 20<sup>th</sup> March 2023.</p> <p>The minutes of the Lightwater Committee meeting held on the 20<sup>th</sup> March 2023.</p>	<p><b>Cllr White</b></p> <p><b>Cllr Jennings-Evans</b></p>
<b>C/22/233</b>	<p><b>To discuss any business for referral to, or received from:</b></p> <p><b>Surrey County Council report provided by Cllr Jennings-Evans</b></p> <p>Cllr Jennings-Evans reported:</p> <p>Primary and infant places have now been announced.</p> <p>NHS has requested that anyone who may have unused medical aids/equipment at home, such as walking frames, crutches etc to consider donating to the NHS for repurposing.</p> <p><b>Surrey Heath Borough Council</b></p> <p>Cllr White reported that the large beach tree on Church Road, Bagshot now has a tree preservation order.</p> <p><i>19:12 Cllr Galliford joined the meeting.</i></p>	
<b>C/22/234a</b>	<p><b>Finance</b></p> <p><b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £33,749.15 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £33,749.15 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	<b>Cllr White</b>
<b>C/22/234b</b>	<p><b>Bank Reconciliations</b></p> <p>Members were asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair or authorised bank signatory, should sign off the reconciliations, once reviewed.</p>	

	<p><b>** Members were asked to note that to date the Clerk only has online access to the Barclays, Cambridge &amp; Counties and Redwood bank accounts.</b></p> <p><b>March Reconciliations</b></p> <table> <tr> <td>Santander 30 day</td><td>31/03/2023</td><td>£197,771.61</td></tr> <tr> <td>RBS Settlement a/c**</td><td>31/03/2023</td><td>£46,039.44</td></tr> <tr> <td>Barclays Current a/c</td><td>31/03/2023</td><td>£312,858.57</td></tr> <tr> <td>Cambridge &amp; Counties a/c**</td><td>31/03/2023</td><td>£213,882.06</td></tr> <tr> <td>Hampshire Trust Bank**</td><td>31/03/2023</td><td>£63,629.55 * annual interest</td></tr> <tr> <td>Redwood Bank</td><td>31/03/2023</td><td>£64,058.12 * annual interest</td></tr> <tr> <td>Skipton a/c **</td><td>31/03/2023</td><td>£64,595.30 * annual interest</td></tr> </table> <p><b>Overall Cash Position</b></p> <p>Total cash held by the Council as at 31/03/2023 is £962,252 – see attached balance sheet. Of this, £697,448K is held in ear-marked reserves.</p> <p>Members were reminded that at the Full Council meeting held on the 24<sup>th</sup> January 2023 it was agreed that Cllr Malcaus Cooper will sign off the bank reconciliations.</p> <p><b>Members noted the above reconciliations have been signed by Cllr Malcaus Cooper.</b></p>	Santander 30 day	31/03/2023	£197,771.61	RBS Settlement a/c**	31/03/2023	£46,039.44	Barclays Current a/c	31/03/2023	£312,858.57	Cambridge & Counties a/c**	31/03/2023	£213,882.06	Hampshire Trust Bank**	31/03/2023	£63,629.55 * annual interest	Redwood Bank	31/03/2023	£64,058.12 * annual interest	Skipton a/c **	31/03/2023	£64,595.30 * annual interest	Cllr Malcaus Cooper
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C/22/234c	<p><b>Financial Year End Report</b></p> <p>Councillors are asked to review the income and expenditure report presented, showing budget against expenditure as at 31 March 2023, alongside financial statement report for the 2022-23 financial year (agenda item 9c).</p> <p>Councillors were asked to note the budget v actual report presented, as at 31/03/2023, along with the corresponding statutory balance sheet.</p> <p><b>Members noted the contents of the report.</b></p>																						
C/22/234d	<p><b>Financial Year End Reserves Report</b></p> <p>Members were informed that the Council's accounts for 2022-23 had now been prepared and the current reserves balances were as follows:</p> <p><b><u>Earmarked Reserves</u></b></p> <p>Earmarked reserves are set up for clearly defined purposes. However, these should be kept under review by councillors to ensure that reserves are still needed, and that funding is adequate.</p> <p>At 31.3.23, Council held £962,251 in reserves. All reserves are usable, being held as earmarked or general reserves, and supported by cash at bank. The table below sets out details of reserves held by the Council.</p> <table> <tr> <td></td><td>31st March 2023</td><td></td></tr> </table>		31st March 2023																				
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General Reserves	£264,804	General reserves held by Council. Guidance is that these should be around 50% of precept
EMR Bagshot Village	£16,290	To fund Village projects
EMR School Lane Play Equipment	£52,402	Developer's contribution from some years ago to fund replacement equipment at this playground
EMR Bagshot CIL	£201,376	CIL monies relating to developments in Bagshot
EMR Lightwater Village	£38,027	To fund Village projects
EMR Lightwater Pavilion & Rec	£126,149	
EMR Lightwater CIL	£24,281	CIL monies relating to developments in Lightwater
EMR Windlesham Village	£16,549	To fund Village projects
EMR Windlesham CIL	£48,902	CIL monies relating to developments in Windlesham
Capital Receipts	£1,300	Reserve for monies from sale of capital items – these funds can only be used for future capital purchases
EMR Repairs and Maintenance	£35,632	To cover repairs costs on Council assets – Chamber / Office / Bagshot Chapel
EMR Cemeteries	£50,000	To fund future expansion of either Windlesham or Lightwater cemetery
EMR Elections	£15,000	To fund elections
EMR Council Office Repairs	£5,000	To carry out repairs at the Council Office and Chamber
EMR Play area Repairs & Renewals	£15,000	Towards on-going repairs and a rolling playground replacement
EMR Civic Functions	£1,144	To fund both Community Awards and APM
EMR Tree Works	£50,395	To carry out identified tree works
	<b>£962,251</b>	
<p>Cllr Richardson queried why the EMR for Cemeteries was earmarked for both Windlesham and Lightwater cemeteries. It is her belief that the entire sum had been earmarked for the Windlesham Cemetery. The Clerk explained that to her knowledge the EMR had been set aside 8-10 years ago so that the Council as a burial authority, could ensure ongoing burial provision across the parish, through the expansion of either Windlesham or Lightwater Cemeteries. The Clerk also expressed the</p>		

	<p>view that it was not a good use of her time to search the archives for the exact minute reference.</p> <p><b>It was therefore resolved that the Full Council will review future burial provision at the June meeting.</b></p> <p><b><u>General Fund Balance</u></b>  The general fund balance at 31.3.23 was £264,804. This represents 76% of precept. However, when accounting for the planned 23-24 budget deficit this reduces the General Reserve to £203,804. Therefore, it is predicted that over the course of the following year the General Reserve will be reduced to 59% of precept. Councillors were asked to note the following:  Parish Councils have no powers to hold funds without a clear purpose  External audit requires detailed explanation for general reserve balances that are more than 100% of precept, and may provide adverse comment if there are no clear purposes for high levels of general reserves  Internal audit suggests general reserves of around 50% of precept are appropriate.</p> <p><b>It was resolved to note both the earmarked reserves and general balance at 31.3.23 (as detailed above). Additionally, it was noted that that Full Council have agreed to retain c. £203,804 in the general reserve, as the 50% of precept required (£173,500) plus the agreed deficit for the budget in 2023-24 (c. £61,000).</b></p>							
<b>C/22/234e</b>	<p><b>Community Infrastructure Receipts</b></p> <p>Members were presented with an up to date itemised schedule of the current community infrastructure funds held by each village, along with the corresponding expiry dates.</p> <p><b>Members noted the contents of the report.</b></p>							
<b>C/22/235</b>	<p><b>Year End Accounts and Audit</b></p> <p><b>Year-end internal audit report - to review and approve recommendations</b></p> <p>Council was presented with the year-end internal audit report detailing the recommendations as follows:</p> <table border="1"> <thead> <tr> <th><b>Interim Audit - Points Forward Audit Point</b></th><th><b>Audit Findings</b></th><th><b>Council comments</b></th></tr> </thead> <tbody> <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</td><td>On-going</td></tr> </tbody> </table>	<b>Interim Audit - Points Forward Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>	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	On-going	
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		<p>expect to see general reserves in the region of £175k. <b>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.</b></p> <p><b>I remind council that earmarked reserves should only be used for genuine projects that have a definable end date and that “generalised” or “disguised” earmarked reserves should be discouraged.</b></p>		
	Payroll	<b>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.</b>	On-going	
	<p>Cllr Malcaus Cooper thanked the Clerk for all her hard work.</p> <p><b>It was resolved to accept the recommendations and approve the internal audit report.</b></p>			
<b>C/22/236</b>	<p><b>Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement</b></p> <p>The Annual Governance Statement was presented to Council and <b>it was resolved to approve the Annual Governance Statement and permission was given for the Chair of the meeting, Cllr White and the Clerk to sign the document.</b></p>			<b>Cllr White The Clerk</b>
<b>C/22/237</b>	<p><b>Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2022-23</b></p> <p>Councillors were presented with and read the Accounting Statements for 2022-23 and it was <b>resolved to approve the Accounting Statements and permission was given for the Chair of the meeting, Cllr White to sign the annual accounting statements for the annual return 2022-23.</b></p>			<b>Cllr White</b>
<b>C/22/238a</b>	<p><b>Grants – Update</b></p> <p><b>Members were given the following updates:</b></p> <p><b>Camberley Mens Shed Grant</b> – Members were informed that the Clerk had received an email outlining how the Parish Council grant had been spent.</p> <p><b>Lightwater Connected</b> - Members were reminded that at the March Full Council meeting Lightwater Connected submitted a grant application for £500 for the supply and installation of 2 ‘Welcome to Lightwater signs’. At the meeting Cllr Hartshorn proposed, Cllr Willgoss seconded and it was resolved with 13 in favour, 0 against and no abstentions, to agree this grant in principle pending further documentation. It was also agreed that Lightwater Connected will be asked to provide evidence of the necessary planning application, a copy of the request for permission sent to the land owner, and a copy of the final design choice, to be considered alongside their original application. Finally, Members agreed that will be paid subject to planning consent and the receipt of the land owners permission.</p>			

	<p><b>Members noted that Lightwater Connected have been informed of the requirements and are working towards providing the documents requested.</b></p>	
<b>C/22/238b</b>	<p><b>Grant Application</b></p> <p>Councillors considered the following grant applications.</p> <p><u>Heathpark, Birch and Oakwood Road residents</u> – Request £360.00 for a coronation street party.</p> <p><b>It was resolved that subject to sight of the necessary permissions and licences required, such as a TENS licence and permission to close the road, Windlesham village committee will give a grant of £200, to be funded from the Windlesham grant budget.</b></p> <p><i>19:30 Cllr Turner joined the meeting.</i></p>	
<b>C/22/239</b>	<p><b>Community Infrastructure Levy Consultation</b></p> <p>Members were presented with information on the current Community Infrastructure Levy Consultation (including relevant questions provided by NALC) and asked to review the and decide if they would like to:</p> <ul style="list-style-type: none"> <li>a) Form a working party to submit responses to NALC, answering the questions outlined in Appendix A, thereby helping inform NALC's submission (on behalf of all its member Councils) to DLUHC: - Deadline for submission is 5pm on the 19<sup>th</sup> May 2023.</li> <li>b) Form a working party to submit an independent response to DLUHC. Deadline for submission is the 9<sup>th</sup> June 2023.</li> <li>c) Employ a planning consultant to write a response on behalf of WPC. Deadline for ratification by Full Council will be the Full Council meeting on the 16<sup>th</sup> May 2023 or to convene an EGM prior to the 9<sup>th</sup> June 2023. Please note that in 2020 the Council engaged a planning consultant to respond to the Government White Paper on Planning for the Future at a cost of £1200.</li> </ul> <p><b>Cllr Harris proposed, Cllr Malcaus Cooper seconded and it was resolved unanimously to appoint a planning consultant to respond to the consultation.</b></p> <p><b>It was also resolved that Cllrs White, Malcaus Cooper and Turner would liaise with the consultant to ensure the view of the Council is represented and in particular that it dovetails with the local plan and CIL at a borough level.</b></p> <p><b>Finally it was resolved to delegate authority to the Clerk in conjunction with Cllr White, to select the consultant and approve and submit the final document.</b></p>	<p><b>Cllrs Malcaus Cooper, White, Turner</b></p> <p><b>The Clerk Cllr White</b></p>

C/22/240	<p><b>Outside Organisations</b> - To receive any reports from representatives on outside organisations.</p> <p><b>Cllr White reported that the James Butler Almshouses are still looking for trustees and there is also a vacancy for bedsit within the facility.</b></p>	
C/22/241	<p><b>Project Updates</b> - Status updates on outstanding projects</p> <p><b>Noted</b></p>	
C/22/242	<p><b>Clerks Update</b></p> <p><b><u>Councillor Training Date</u></b> As per resolution at the last Full Council meeting, Councillor training has been booked for all Councillors: <b>Date: 21<sup>st</sup> June 2023</b> <b>Venue: St Anne's Church Centre, Bagshot</b> <b>Time: 18:30</b></p> <p><b><u>iPad return</u></b> Councillors are reminded that all iPads will need to be returned to the Clerk by the end of April for re-issue in May. If you are a returning Cllr please make an appoint to visit the Council Office to have your iPad reset. This will ensure that all updates are carried out and apps deployed via the business manager.</p> <p><b><u>APM</u></b> Members are aware that the Clerk has received a copy of the draft APM minutes which will need checking for accuracy against the original recording of the meeting. At 19 pages this could take some time. It was also reported that the group who convened the meeting had been asked if they would work with the Clerk to ensure accuracy, however the convening group felt it was inappropriate.</p> <p>Council asked the Clerk to use a transcription service to transcribe the audio recording of the meeting.</p> <p><b><u>Communications Strategy</u></b> The working party are in the process of amending/redrafting the strategy. This will be brought back to the new Council in June 2023</p> <p><b><u>Windlesham Cemetery Oak Tree</u></b> Members were informed that an oak tree in the Windlesham cemetery would be undergoing some safety work.</p>	
C/22/243	<p><b>Correspondence</b></p> <p><b>None</b></p>	
	<b>There being no further business the meeting closed at 19:59</b>	



## Lightwater PL for Month No 1

## 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
01/04/2023	2036836	41	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	LW OUTDOOR GYM INSPECTION
<b>TOTAL INVOICES</b>					65.39	13.08	78.47			65.39	
VAT ANALYSIS CODE S @ 20.00%					65.39	13.08	78.47				
<b>TOTALS</b>					65.39	13.08	78.47				

## Lightwater PL for Month No 1

## 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
03/04/2023	16002	42	ICCM	ICCM	2,200.00	440.00	2,640.00	4060	400	2,200.00	MEMORIAL TESTING LW
11/04/2023	1340	43	LIGHT ANGELS	LIGHTA	3,024.00	604.80	3,628.80	4160	410	3,024.00	CORONATION FLAGS LW
								350		-3,024.00	CORONATION FLAGS LW
								6000	410	3,024.00	CORONATION FLAGS LW
01/04/2023	2823	44	GREENLANDS	GREE	260.00	52.00	312.00	4060	400	260.00	Replace feld on LW Cem Shed
<b>TOTAL INVOICES</b>					5,484.00	1,096.80	6,580.80			5,484.00	
VAT ANALYSIS CODE S @ 20.00%					5,484.00	1,096.80	6,580.80				
<b>TOTALS</b>					5,484.00	1,096.80	6,580.80				

## Top Level for Month No 12

## 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
29/03/2023	202308	301	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.00	FC ROOM HIRE 28TH MARCH 23
								4950	425	19.00	FC ROOM HIRE 28TH MARCH 23
								4950	525	13.00	FC ROOM HIRE 28TH MARCH 23
29/03/2023	CORONATIONGRA 302		LIGHTWATER CONNECTED	LWCONNECT	1,200.00	0.00	1,200.00	4650	325	1,200.00	CORONATION GRANT2
<b>TOTAL INVOICES</b>					1,250.00	0.00	1,250.00			1,250.00	
VAT ANALYSISCODE OTS @ 0.00%					1,250.00	0.00	1,250.00				
<b>TOTALS</b>					1,250.00	0.00	1,250.00				

## Top Level for Month No 1

## 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
01/04/2023	2036805	303	SURREY HEATH	SHBC01	8,879.32	1,775.86	10,655.18	4165	310	3,462.93	GROUNDS MAINTENANCE MARCH23
								4165	410	3,462.93	GROUNDS MAINTENANCE MARCH23
								4165	510	1,953.46	GROUNDS MAINTENANCE MARCH23
01/04/2023	20981	304	MULBERRY CO	MULBE	225.00	45.00	270.00	4425	325	83.25	FINANCE SUPPORT MARCH 23
								4425	425	85.50	FINANCE SUPPORT MARCH 23
								4425	525	56.25	FINANCE SUPPORT MARCH 23
<b>TOTAL INVOICES</b>					9,104.32	1,820.86	10,925.18			9,104.32	
VAT ANALYSIS CODE S @ 20.00%					9,104.32	1,820.86	10,925.18				
<b>TOTALS</b>					9,104.32	1,820.86	10,925.18				

## Top Level for Month No 1

## 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
01/04/2023	66	305	ALL SAINTS CHURCH	ALLS	45.00	0.00	45.00	4950	325	16.65	HALL HIRE FOR INTERVIEWS
								4950	425	17.10	HALL HIRE FOR INTERVIEWS
								4950	525	11.25	HALL HIRE FOR INTERVIEWS
01/04/2023	177	306	LIGHTWATER LIBRARY	LIBRARY	138.00	0.00	138.00	4950	325	27.00	HALL HIRE FOR MEETINGS
								4950	425	84.00	HALL HIRE FOR MEETINGS
								4950	525	27.00	HALL HIRE FOR MEETINGS
01/04/2023	1141	307	ZENTECH IT	FRE01	514.21	102.83	617.04	4440	325	190.26	O365 & IT SUPPORT
								4440	425	195.40	O365 & IT SUPPORT
								4440	525	128.55	O365 & IT SUPPORT
01/04/2023	2610	308	SURREY ALC	SALC	2,317.67	463.54	2,781.21	4430	325	857.54	SALC & NALC SUBSCRIPTION
								4430	425	880.71	SALC & NALC SUBSCRIPTION
								4430	525	579.42	SALC & NALC SUBSCRIPTION
04/04/2023	2036991	309	SURREY HEATH	SHBC01	7,940.97	1,588.19	9,529.16	4165	310	3,096.98	GREENSPACE CONTRACT APRIL 23
								4165	410	3,096.98	GREENSPACE CONTRACT APRIL 23
								4165	510	1,747.01	GREENSPACE CONTRACT APRIL 23
01/04/2023	4361/2023/24	310	ICCM	ICCM	95.00	0.00	95.00	4430	325	35.15	ICCM MEMBERSHIP
								4430	425	36.10	ICCM MEMBERSHIP
								4430	525	23.75	ICCM MEMBERSHIP
16/04/2023	PSGARDHML	311	PS GARDENING	PSGARDEN	670.19	134.04	804.23	4060	315	247.97	HML replace gate posts
								4060	415	254.67	HML replace gate posts
								4060	515	167.55	HML replace gate posts
18/04/2023	3083	312	NP TREE MANAGEMENT	NPTREE	720.00	144.00	864.00	4195	310	266.40	Tree Works Windmill Field
								4195	410	273.60	Tree Works Windmill Field
								4195	510	180.00	Tree Works Windmill Field
12/04/2023	J9058	313	POLARITY ELECTRICS	POLARITY	250.00	50.00	300.00	4550	335	92.50	OFFICE ELECTRICAL REPORT
								4550	435	95.00	OFFICE ELECTRICAL REPORT
								4550	535	62.50	OFFICE ELECTRICAL REPORT
12/04/2023	J9059	314	POLARITY ELECTRICS	POLARITY	90.00	18.00	108.00	4525	335	33.30	CHAPEL ELECTRICAL CONDITION

## Top Level for Month No 1

## 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
								4525	435	34.20	CHAPEL ELECTRICAL CONDITION
								4525	535	22.50	CHAPEL ELECTRICAL CONDITION
20/04/2023	MEM243266-1	315	SLCC ENTERPRISES LTD	SLCC	354.00	0.00	354.00	4430	325	130.98	SLCC MEMBERSHIP 23-24
								4430	425	134.52	SLCC MEMBERSHIP 23-24
								4430	525	88.50	SLCC MEMBERSHIP 23-24
01/04/2023	1540	316	ST JOHNS	STJOH	80.00	0.00	80.00	4600	325	29.60	APM HALL HIRE
								4600	425	30.40	APM HALL HIRE
								4600	525	20.00	APM HALL HIRE
<b>TOTAL INVOICES</b>					<u>13,215.04</u>	<u>2,500.60</u>	<u>15,715.64</u>			<u>13,215.04</u>	
VAT ANALYSIS CODE OTS @ 0.00%					712.00	0.00	712.00				
VAT ANALYSIS CODE S @ 20.00%					12,503.04	2,500.60	15,003.64				
<b>TOTALS</b>					<u>13,215.04</u>	<u>2,500.60</u>	<u>15,715.64</u>				

## Windlesham PL for Month No 12

## 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
22/03/2023	2824	96	GREENLANDS	GREE	270.00	54.00	324.00	4220	510	270.00	REPAIR KINGS LANE PLAYAREA
01/03/2023	GRANTMARCH23	97	DARBY AND JONE	DARBY	800.00	0.00	800.00	4650	540	800.00	GRANT FOR ENTERTAINMENT
<b>TOTAL INVOICES</b>					<u>1,070.00</u>	<u>54.00</u>	<u>1,124.00</u>			<u>1,070.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					800.00	0.00	800.00				
VAT ANALYSISCODE S @ 20.00%					270.00	54.00	324.00				
<b>TOTALS</b>					<u>1,070.00</u>	<u>54.00</u>	<u>1,124.00</u>				

## Windlesham PL for Month No 1

## 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
01/04/2023	INV-2641	98	NEIL CURTIS	NEIL	170.00	0.00	170.00	4005	500	170.00	WIN CEM ASHES INTERMENT
01/04/2023	1639	99	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WIN CEM MAINTENANCE MARCH 23
<b>TOTAL INVOICES</b>					<u>2,300.00</u>	<u>426.00</u>	<u>2,726.00</u>			<u>2,300.00</u>	
VAT ANALYSISCODE E @ 0.00%					170.00	0.00	170.00				
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
<b>TOTALS</b>					<u>2,300.00</u>	<u>426.00</u>	<u>2,726.00</u>				



## Windlesham PL for Month No 1

## 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
11/04/2023	1341	100	LIGHT ANGELS	LIGHTA	1,260.72	252.14	1,512.86	4160	510	1,260.72	CORONATION FLAGS
								355		-1,260.72	CORONATION FLAGS
								6000	510	1,260.72	CORONATION FLAGS
<b>TOTAL INVOICES</b>					<u>1,260.72</u>	<u>252.14</u>	<u>1,512.86</u>			<u>1,260.72</u>	
VAT ANALYSIS CODE S @ 20.00%					1,260.72	252.14	1,512.86				
<b>TOTALS</b>					<u>1,260.72</u>	<u>252.14</u>	<u>1,512.86</u>				