



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 21st January 2025, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	P	Hardless	A
Du Cann	P	Hartshorn	P	Lewis	P
Gordon	P	R Jennings-Evans	A	Marr	P
Hills	R	Malcaus Cooper	P	McGrath	R
Willgoss	P	Turner	P	Richardson	P
White	P	Stevens	P		
		D Jennings-Evans	A		

In attendance: Jo Whitfield –Clerk to the Council
Cllr Kevin Thompson - Surrey Heath Borough Councillor
Cllr Rob Lee – Surrey Heath Borough Councillor
Cllr Victoria Wheeler – Surrey Heath Borough Councillor
H Taylor Schmied – Lightwater Resident
C Gomme – Bagshot By-Election Candidate

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

Cllr Turner was in the Chair

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		Action
C/24/138	Apologies for absence Apologies for absence were received and accepted from Cllrs Hardless, R Jennings-Evans and D Jennings-Evans	
C/24/139	Declarations of interest None	
C/24/140	Public Questions Q1- Ms. Taylor Schmied addressed the Council with concerns regarding the potential removal of two blue cedar trees located in Lightwater Cemetery. In response, the Chair of the Council informed Ms. Taylor Schmied that the Lightwater Committee had reviewed her concerns and wished to reassure her that there are no plans to remove the trees in question.	

	<p>Q2 – Cllr Lee extended an invitation to the Chair of Council and the Council as a whole to attend the next SHBC External Partnership meeting. The Chair noted that his attendance would require approval from the Full Council, and no decision was made at the meeting.</p> <p>Cllr Lee also requested that the Council confirm the anticipated costs associated with item 11 on the agenda. The Chair responded that the costs were publicly available on the Council's website and would be addressed during the discussion of item 11 by Members.</p> <p>Finally, Cllr Lee requested a breakdown of the general and earmarked reserves. The Chair noted that this information is included in the budget monitoring reports, which are publicly available on the Council's website.</p> <p>Q3 – Cath Gomme asked the Council whether they were aware of the potential implications for parish and town councils under the proposed local government reorganisation and the current devolution plan and whether WPC is prepared for the changes.</p> <p>The Clerk informed those present that she had attended the SALC forum earlier in the day, where it was noted that both NALC and SALC are seeking clarity on what the proposed local government reorganisation and current devolution plan will mean for Town and Parish Councils. Cllr Malcaus Cooper, who is also the Vice-Chair of SALC mentioned that it is generally assumed these councils will take on devolved powers. Further details are anticipated with the release of the Community White Paper, expected in March.</p> <p>Q4 - Tony Murphy submitted a written question asking “Do members agree that it is Para 6 of the code of conduct, which is fundamental – and in a healthy representative democracy it must not be limited by a view that public confidence can be achieved by presenting a sense of unity arising from majority decisions. Do members also agree that Cllrs, in their representative role, when appropriate, should maintain a dissenting personal view, whilst ensuring clarity that it is a personal view and does not represent the Council’s policy – it is my view that public confidence can be gained by decisions seen to be made by debate of (possibly) strongly held opposing positions, representing public views, which may have resulted in a compromise decision. The ability to disagree “in a robust but civil manner” is essential to democracy and must not be lost as a result of the item 11 proposal?”</p> <p>The Council agreed that all debate should be conducted in a civil manner, ensuring that differing views are expressed respectfully. This approach aligns with Paragraph 6 of the Members Code of Conduct, which emphasises the importance of robust but civil discussion in maintaining a healthy and transparent representative democracy.</p>	
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C/24/141	<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/24/159 To note the Personnel Committee's decision regarding staffing matters.</p> <p>C/24/160 Greenspace Contract Increase 2025-2026</p> <p>C/24/161 Outcome of Code of Conduct Complaint Submitted by Windlesham Parish Council</p> <p>C/24/162 To consider recommendations from SHBC Standards Committee</p> <p>The Clerk made Members aware that correspondence had been received that required discussion in the Confidential part of the meeting.</p> <p>Members agreed that the above items be discussed in the confidential part of the meeting.</p>	
C/24/142	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 26th November 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/24/143	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 26th November 2024, 18th December 2024 and 8th January 2025 were approved and signed by Cllr Stevens. The minutes and recommendations therein of the Personnel Committee meeting held on the 14th of January 2025 were approved and signed by Cllr Turner <p>Recommendation 1: To adopt the Mental Health Policy attached to the Personnel Minutes presented. APPROVED</p> <ul style="list-style-type: none"> Recommendation 2: To consider offering the opportunity for a few Councillors and the Assistant Clerk to attend the NALC Powershift Conference, scheduled for June in London. Members to note the Clerk's attendance has already been approved. <p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded and it was unanimously resolved that the attendance of the Clerk, Assistant Clerk, Chair, and Vice-Chair of the Council, along with the Chair of each Village Committee or a substitute in their stead, be approved. It was noted that the cost of attendance is £65 per delegate, plus travel expenses, which will be funded from the Councillor training budget line or through virements from any year-end underspends.</p> <p>It was also resolved that any other Councillors wishing to attend would do so at their own expense.</p>	<p>Cllr Stevens</p> <p>Cllr Turner</p>

	<p>• Recommendation 3: Staffing Matters: To be dealt with under confidential. NOTED</p> <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> The minutes of the Windlesham Committee meeting held on the 10th December 2024. 	
C/24/144	<p>Windlesham Councillor Resignation & By-Election Update</p> <p>1. Windlesham Councillor Resignation</p> <p>Members were formally notified that Cllr McGrath had resigned from her position as Councillor, resulting in a casual vacancy in the Windlesham North Ward.</p> <p>A formal notice of a casual vacancy, was issued under Section 87(2) of the Local Government Act 1972 on the 9th January 2025.</p> <p>During the period from the 9th January 2025 until 29th January 2025 10 electors of the Windlesham North Ward of the Parish may call for a By-Election to fill the vacancy.</p> <p>If called the By-Election will be held by 3rd April 2025.</p> <p>Noted</p> <p>Members expressed their thanks to Cllr McGrath for her valuable contributions during her time as Councillor. Her commitment to the community and the Windlesham North Ward has been greatly appreciated, and she leaves with the Council's best wishes for her future endeavours.</p> <p>2. Impact of Pre-Election Period on the Upcoming Annual Parish Meeting</p> <p>Members were reminded that in previous years, the Council has been advised that holding an Annual Parish Meeting (APM) during a pre-election period could potentially be deemed unlawful. This year, the APM is scheduled for the 19th of March, which would fall within the pre-election period should a by-election be triggered for the Windlesham North Ward.</p> <p>To avoid any potential breach of the 'Code of Recommended Practice on Local Authority Publicity,' members were asked to consider scheduling an alternative date for the APM between the 5th of May 2025 and the 1st of June 2025, in the event that a by-election is triggered for the Windlesham North Ward and Surrey County Council do not postpone their planned May elections.</p>	

	<p>It was resolved to delegate authority to the Clerk to set a date between 2nd May 2025 and 1st June 2025 and to ensure that adequate communications are issued to inform the public of the change.</p> <p>3. Bagshot Ward By-Election Update</p> <p>Members were informed that SHBC has now published the <i>Statement of Persons Nominated</i> (attached) for the Bagshot ward of the Windlesham Parish by-election, scheduled to take place on Thursday, 6 February 2025.</p> <p>Members noted that it is anticipated that the election count will be on Friday, 7 February 2025. Unfortunately, the Clerk will be unavailable on this date. The Council were therefore asked to approve the attendance of either the Chair or Vice-Chair of the Council to welcome the winning candidate to the Council and give them the induction pack on behalf of the Clerk.</p> <p>The Borough Councillors present confirmed that the count would take place on the evening of the 6th of February, and it was resolved that both the Chair and Vice Chair of the Council would attend to welcome the newly elected Councillor.</p>	
C/24/145	<p>To review Fees & Charges</p> <p>a) Allotments</p> <p>The Council's Financial Regulations state that "the Council will review all fees and charges at least annually, following a report of the Clerk". This paper and associated recommendations ensure this requirement is complied with.</p> <p>Members were informed that the allotment charges are currently set at rates set out below.</p> <p>Charges for 2024-2025 Full Plot £40 Half Plot £25</p> <p>Recommendation</p> <p>Based on the comparison presented, it was recommended that the Council adopt an annual fee increase aligned with the published Retail Price Index (RPI) for July each year.</p> <p>If Members resolve to implement this method of annual increments, allotment holders will be notified giving the required 12 months' notice and the first increase will be applied in September 2026, based on the July 2026 RPI</p> <p>It was also recommended that no changes be made to the allotment refund clause in the tenancy agreement for the 2024-25 financial year, which states 'if a tenancy is given up during the year or a notice to quit served, no refund of rent is payable'.</p> <p>Action</p>	

	<p>1. Members were asked to decide:</p> <p>a) If they wish to increase the allotment fees</p> <p>if so</p> <p>b) Would they like to adopt an annual fee increase aligned with RPI or decide on a flat fee for 2026?</p> <p>2. Members were asked to decide whether they would like to make any changes to the current refund clause within the tenancy agreement as stated above.</p> <p>Cllr Willgoss proposed, Cllr Gordon seconded, and it was resolved unanimously to adopt an annual fee increase for allotments aligned with the published Retail Price Index (RPI) for July of each year. This approach ensures a consistent and transparent adjustment of fees in line with inflation.</p> <ul style="list-style-type: none"> ○ Allotment holders will be notified of this change, with the required 12 months' notice provided. ○ The first fee increase under this method will be implemented in September 2026, based on the RPI published in July 2026. <p>It was also resolved that no changes will be made to the allotment refund clause in the tenancy agreement for the 2024-25 financial year. The clause will remain as follows:</p> <p><i>"If a tenancy is given up during the year or a notice to quit served, no refund of rent is payable."</i></p> <p>Cllr Malcaus Cooper reiterated that the council is firmly committed to supporting and maintaining allotments as a vital community resource. This dedication has been clearly demonstrated by its decision to purchase the land on which the allotments are situated, ensuring their availability and protection for current and future generations.</p>	
C/24/146	<p>To review Fees & Charges</p> <p>b) Cemeteries</p> <p>Members were presented with the pricing structure and informed that the Cemetery charges were reviewed by each Committee as follows:</p> <p>Bagshot – reviewed during the committee meeting in November 2024, with the following recommendation:</p> <ul style="list-style-type: none"> • Ashes interred in a grave or at a memorial wall: <ul style="list-style-type: none"> ○ Resident: Increase to £275 ○ Non-resident: Increase to £600 • Plaques at memorial wall (with or without ashes): <ul style="list-style-type: none"> ○ Resident: Increase to £85 	

	<ul style="list-style-type: none"> ○ Non-resident: Increase to £95 • All other fees remain unchanged. <p>Lightwater – reviewed during the committee meeting in January 2025, with the following recommendation:</p> <ul style="list-style-type: none"> • Increase all fees and charges by 2.5%, aligned with the Retail Price Index (RPI) as of December 2024, since the January 2025 figure was unavailable at the time of calculation. <p>Windlesham – reviewed during a committee meeting in December 2024, with the following recommendation:</p> <ul style="list-style-type: none"> • Adjust the purchase price of resident and non-resident half plots to be exactly half the price of a full plot. • Implement a 5% increase in resident and non-resident fees across all categories. • Remove the "Full-sized grave plot for future use (when purchased at the same time as #1)" from the price list. <p>The council was asked to review and approve the charges as presented.</p> <p>It was resolved to adopt the charges as resolved by the Village Committees above.</p> <p>Cllr Malcaus Cooper highlighted that when factoring in all associated costs, including staffing, the operation of the cemeteries has been running at a financial loss. This shortfall has been consistently addressed by the Council through its budgeting process, ensuring that the cemeteries continue to be maintained and available for the community. This commitment reflects the Council's recognition of the essential nature of these services and its dedication to upholding them despite the financial challenges involved.</p> <p>Noted</p>	
C/24/147	<p>To review and approve Standing Orders</p> <p>Members were presented with a copy of the current Standing Orders and informed that Councillors last reviewed and approved Standing Orders in May 2024</p> <p>Since then, no changes have been made to the model NALC template for Standing Orders.</p> <p>Action required:</p> <p>Members were asked to review and approve the Standing Orders presented.</p> <p>It was resolved to adopt the Standing Orders as presented.</p>	
C/24/148	<p>To review and approve Financial Regulations</p>	

	<p>Members were presented with a copy of the current Financial Regulations and informed that Councillors last reviewed and approved Financial Regulations in May 2024</p> <p>Since then, no changes have been made to the model NALC template for Financial Regulations.</p> <p>Action required:</p> <p>Members were asked to review and approve the Financial Regulations presented.</p> <p>It was resolved to adopt the Financial Regulations as presented.</p>	
C/24/149	<p>To consider appointing a consultant to improve Councillor collaboration and relations.</p> <p>At the November meeting, Councillors expressed a desire to appoint a consultant to improve collaboration and relations among members.</p> <p>The Clerk contacted a recommended mediator experienced in inter-council dynamics and provided background information.</p> <p>Members reviewed the quotes provided.</p> <p>Cllr Malcaus Cooper proposed, Cllr Gordon seconded and it was resolved with 12 in favour, 1 against and 0 abstentions not to proceed with a mediator. Instead, it was resolved to arrange an informal meeting among councillors to address the matter internally.</p>	
C/24/150	<p>Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £29,911.90 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £29,911.90 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/24/151	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with an actual vs budget report detailing any overspends, transfers or virements for approval.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> • note levels of expenditure shown and the associated balance sheet approving any overspends shown; <p>Councillors noted and approved all information presented including overspends and virements outlined in the Actual vs Budget report as of 9th January 2025 along with the corresponding Income and Expenditure reports.</p>	

C/24/152	<p>Budget and Precept 2025/26</p> <p>Members were reminded that the expenditure budget for 2025-26 was confirmed at the Full Council meeting on 26 November 2024, with a total expenditure budget of £644,345. After accounting for budgeted income of £93,284, the precept requirement totals £551,061. Additionally, Surrey Heath Borough Council has now confirmed the tax base for 2025-26. As a result, councillors were informed that the Band D equivalent precept for 2025-26 will be £65.29, representing an 8.27% increase compared to the previous year.</p> <p>Noted</p>	
C/24/153	<p>To approve regular payments for 2025-2026</p> <p>Members were reminded that Financial Regulations 5.6 states:</p> <p>5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate Full Council meeting.</p> <p>Members were presented with a list of regular direct debits, annual subscriptions paid by credit card, as well as all PAYE, NI and Pension payments.</p> <p>Actions required: Councillors were asked: To approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed for the financial year 2025-26.</p> <p>It was resolved to approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2025-2026.</p>	
C/24/154	<p>Bank Reconciliation</p> <p>Members were asked to review the bank reconciliations for October, November and December 2024, as presented.</p> <p>Overall Cash Position Members were informed that the net assets held by the Council as at 16th January 2025 was £1,235,672. Of this, £762,118 is held in earmarked reserves. Members were asked to note that the ear-marked balance has decreased by £9,591 since 1 April 24 (£771,709).</p> <p>Members noted the reconciliations presented and resolved that Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus</p>	

	Cooper would continue to sign off the above reconciliations.	
C/24/155	<p>Consultation on Strengthening Standards</p> <p>Members were asked to consider if they wish to respond to the above consultation either as:</p> <ul style="list-style-type: none"> a) Individual Councillors b) A Parish Council Response c) Both of the above <p>This consultation seeks views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.</p> <p>It was resolved to delegate authority to the Clerk, in conjunction with Cllr Harris, Cllr Malcaus Cooper, Cllr Marr, Cllr White, and Cllr Turner, to respond on behalf of the Council. Additionally, it was resolved that all Councillors should submit their responses individually.</p> <p><i>20:36 Cllr Gordon left the meeting</i></p> <p><i>20:38 Cllr Gordon re-joined the meeting</i></p>	
C/24/156	<p>Clerks update</p> <p>The Clerk presented Members with a report on the following topics:</p> <ul style="list-style-type: none"> • Greenspace Procurement • Windlesham Cemetery Half Plots • Lightwater Recreation Ground Trust • Memorial Testing • Windmill Field Playground • Allotment Purchase • Precept Communications • War Memorial Surveys • Annual Parish Meeting • Heathpark Community Building • Community Reception • Hook Mill Lane Site • Festive Lighting and Christmas Trees 2025 • WNP Grant 	
C/24/157	<p>Correspondence</p> <p>There was no correspondence for discussion in the open session.</p>	
C/24/158	<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/24/159 To note the Personnel Committee's decision regarding staffing matters.</p>	

	C/24/160 Greenspace Contract Increase 2025-2026 C/24/161 Outcome of Code of Conduct Complaint Submitted by Windlesham Parish Council C/24/162 To consider recommendations from SHBC Standards Committee	
C/24/159	To note the Personnel Committee's decisions regarding staffing matters Noted	
C/24/160	Greenspace Contract Increase 2025-2026 Members reviewed the papers presented and resolved unanimously to approve a 7% increase to cover the rise in operational costs.	
C/24/161	Outcome of Code of Conduct Complaint Submitted by Windlesham Parish Council. Noted	
C/24/162	To consider recommendations from Surrey Heath Borough Council Standards Committee Noted	
	There being no further business the meeting closed at 21:15	

Top Level for Month No 8				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
25/11/2024	EXP - 25 NOV 24	712	JO WHITFIELD	JOWHIT	62.05	0.00	62.05	4435	225	62.05	2 x chairs + travel (JW exp)
17/11/2024	3000	713	GREENLANDS	GREE	1,300.00	260.00	1,560.00	4160	310	230.00	Instal lifebuoy rings at pond
								4160	310	116.67	Tommy soldiers/poppy install
								4160	410	116.66	Tommy soldiers/poppy install
								4160	510	116.67	Tommy soldiers/poppy install
								4060	500	720.00	Instal 3 x noticeboards W Cem
21/11/2024	092-170	714	GLENDALE	GLEND	559.00	111.80	670.80	4005	300	86.00	Plaques: 6 x W; 5 x L; 2 x B
								4005	400	215.00	Plaques: 6 x W; 5 x L; 2 x B
								4005	500	258.00	Plaques: 6 x W; 5 x L; 2 x B
TOTAL INVOICES					1,921.05	371.80	2,292.85			1,921.05	
VAT ANALYSISCODE OTS @ 0.00%					62.05	0.00	62.05				
VAT ANALYSISCODE S @ 20.00%					1,859.00	371.80	2,230.80				
TOTALS					1,921.05	371.80	2,292.85				

Top Level for Month No 8

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
28/11/2024	20211132	715	ONE TIME ACCOUNT	ONE TIME	1,997.00	399.40	2,396.40	4430	225	1,997.00	Breakthrough - Council Hive Pr
28/11/2024	LS EXP	716	LUCY SHANNON EXPENSE	SHANNON	119.96	0.00	119.96	4435	225	119.96	LS expenses 27/6 to 21/11
28/11/2024	5604	717	ONE TIME ACCOUNT	ONE TIME	1,431.25	286.25	1,717.50	4430	225	1,431.25	Cloudy IT GovAssist product
TOTAL INVOICES					3,548.21	685.65	4,233.86			3,548.21	
VAT ANALYSISCODE OTS @ 0.00%					119.96	0.00	119.96				
VAT ANALYSISCODE S @ 20.00%					3,428.25	685.65	4,113.90				
TOTALS					3,548.21	685.65	4,233.86				

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
09/12/2024	106979	718	THE BLACK SHACK	BLACKSHACK	62.67	12.53	75.20	4435	225	62.67	HI-VIS VESTS
29/11/2024	3778	719	NP TREE MANAGEMENT	NPTREE	620.00	124.00	744.00	4195	210	620.00	TREE WORK - LW RECREATION
29/11/2024	3777	720	NP TREE MANAGEMENT	NPTREE	810.00	162.00	972.00	4195	210	810.00	TREE WORKS COLLEGE RIDE
TOTAL INVOICES					1,492.67	298.53	1,791.20			1,492.67	
VAT ANALYSISCODE S @ 20.00%					1,492.67	298.53	1,791.20				
TOTALS					1,492.67	298.53	1,791.20				

17/12/2024

Windlesham Parish Council

Page 239

12:37

PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

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
30/11/2024	143-2	721	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Committee - 13 Nov 24
								4950	425	5.55	Planning Committee - 13 Nov 24
								4950	525	3.90	Planning Committee - 13 Nov 24
30/11/2024	1996	722	ZENTECH IT	FRE01	653.93	130.79	784.72	4440	225	260.78	Microsoft 365 licence - Nov 24
								4435	225	373.15	Replacement printer inks
								4425	225	20.00	Advice re: teams recording
02/12/2024	2040186	723	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Grounds maintenancet - Dec 24
								4165	410	2,598.53	Grounds maintenancet - Dec 24
								4165	510	1,889.84	Grounds maintenancet - Dec 24
02/12/2024	2040187	724	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	SLF gym insp - Nov 24
								4220	410	65.39	LW Rec gym insp - Nov 24
12/12/2024	202427	725	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	50.00	BVC (12 Nov 24)
								4950	325	18.50	FC (26 Nov 24)
								4950	425	18.50	FC (26 Nov 24)
								4950	525	13.00	FC (26 Nov 24)
16/12/2024	SCOUTS DEPOSIT	726	ONE TIME ACCOUNT	ONE TIME	500.00	0.00	500.00	566	0	500.00	Refund of firework display dep
16/12/2024	106206	727	PRINT	PRINT	150.00	0.00	150.00	4640	225	150.00	210 x A5 booklets to print
TOTAL INVOICES					9,424.05	1,731.82	11,155.87			9,424.05	
VAT ANALYSIS CODE OTS @ 0.00%					765.00	0.00	765.00				
VAT ANALYSIS CODE S @ 20.00%					8,659.05	1,731.82	10,390.87				
TOTALS					9,424.05	1,731.82	11,155.87				

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
19/12/2024	168	728	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meeting - 18 Dec 24
								4950	425	5.55	Planning Meeting - 18 Dec 24
								4950	525	3.90	Planning Meeting - 18 Dec 24
12/12/2024	10004705991	729	CASTLE WATER	CASTL	14.05	0.00	14.05	4055	455	14.05	Broadway Road - 1/1- to 30/11
31/12/2024	1958	730	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maintenance @ Wind Cem (Dec 24
18/12/2024	5219010	731	VIKING	VIKIN	179.46	27.39	206.85	4435	225	179.46	Misc stationery for office use
31/12/2024	2038	735	ZENTECH IT	FRE01	300.78	60.16	360.94	4440	225	260.78	Microsoft 365 licences + suppo
								4425	225	40.00	Microsoft 365 licences + suppo
23/12/2024	4888	736	SH NEIGHBOURHOOD WAT NEIGH WAT		380.00	0.00	380.00	4005	400	190.00	Internement 1 x LW; 1x W'sham
								4005	500	190.00	Internement 1 x LW; 1x W'sham
07/12/2024	TM GROUP PIA	737	ONE TIME ACCOUNT	ONE TIME	1,361.51	0.00	1,361.51	4555	235	1,361.51	Various legal searches re: HML
TOTAL INVOICES					4,380.80	513.55	4,894.35			4,380.80	
VAT ANALYSISCODE OTS @ 0.00%					1,798.06	0.00	1,798.06				
VAT ANALYSISCODE S @ 20.00%					2,567.74	513.55	3,081.29				
VAT ANALYSISCODE Z @ 0.00%					15.00	0.00	15.00				
TOTALS					4,380.80	513.55	4,894.35				

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
06/01/2025	3818	732	NP TREE MANAGEMENT	NPTREE	1,140.00	228.00	1,368.00	4195	210	1,140.00	Remove deadwood - SLF area
								395		-1,140.00	Remove deadwood - SLF area
								6000	210	1,140.00	Remove deadwood - SLF area
06/01/2025	2040323	733	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	Playground insp - SLF
								4220	410	65.39	Playground insp - LW rec
06/01/2025	2040324	734	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Greenspace contract - Jan 25
								4165	410	2,598.53	Greenspace contract - Jan 25
								4165	510	1,889.84	Greenspace contract - Jan 25
TOTAL INVOICES					<u>9,145.12</u>	<u>1,829.03</u>	<u>10,974.15</u>			<u>9,145.12</u>	
VAT ANALYSISCODE S @ 20.00%					9,145.12	1,829.03	10,974.15				
TOTALS					<u>9,145.12</u>	<u>1,829.03</u>	<u>10,974.15</u>				