



**Windlesham Parish Council**

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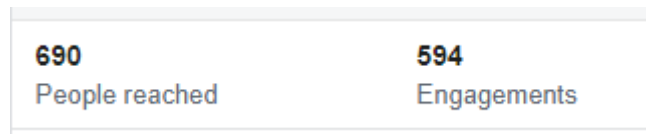
The Council Offices  
 The Avenue  
 Lightwater  
 Surrey  
 GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
 Held on Tuesday 28<sup>th</sup> July 2020, at 7.30pm held by remote conferencing on Zoom

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	PZ	Goodman	PZ
Chambers	-	Galliford	PZ	Hansen-Hjul	PZA
Gordon	PZA	Halovsky-Yu	PZ	Stacey	A
Manley	PZ	Harris	PZ		
Trentham	PZ	Hartshorn	PZ		
Willgoss	PZ	Jennings-Evans	PZA		
White	PZ	Malcaus Cooper	PZ		

**In attendance:** Sarah Walker – Clerk  
 Jo Whitfield – Assistant Clerk

Members of the Public were able to view proceedings live on Facebook and statistics show that 690 people were reached with 594 engagements.



PZ – present by Remote Attendance      A – apologies      PZA – part of the meeting  
 - no information

Cllr Malcaus Cooper was in the Chair

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		Action
<b>C/20/45</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Stacey and Jennings Evans.  Apologies for absence were received from Cllr Bakar, however no reason for absence was given, therefore his apologies were noted, and not accepted.  Cllr Chambers was not in attendance and no apologies were received.	
<b>C/20/46</b>	<b>Declarations of interest</b>  Cllr Galliford declared a non-pecuniary interest in agenda item 19. The memorial application being considered was submitted by a friend of the family.  Cllrs Barnett and White declared an interest in item 16 'Bagshot Square', due to	

	<p>their position on SHBC licencing committee and for that reason did not take part in the discussion.</p> <p>Cllr Jennings-Evans declared an interest in item 16 ‘Bagshot Square’, due to her position on SHBC Executive and for that reason did not take part in the discussion.</p> <p>Cllr Gordon declared an interest in item 16 ‘Bagshot Square’, due to his business being in direct competition with both Roost and Roka. However, Cllr Gordon noted his support.</p> <p>Cllr Malcaus Cooper declared that both businesses had approached her as Chair of the Council prior to submitting their applications to SHBC. Discussions consisted of preliminary enquiries as to the Parish Councils intentions for the space. Cllr Malcaus Coopers responded that WPC were considering the options available.</p> <p>Cllr Manley asked for it to be noted that once again Parish found themselves in a position where 3 dual hatted councillors were unable to partake in Parish matters due to the position they held as Borough Councillors.</p>	
<b>C/20/47</b>	<p><b>Public question time as submitted to the Clerk prior to the meeting</b></p> <p>Members of the public had pre-submitted questions which the Clerk then presented to the Council.</p> <p><b>Q: Ruth Hutchinson</b></p> <p>What does the Council consider a “Community Space” to be - as suggested when the Consultation on the enhancements to Bagshot Square were undertaken?</p> <p>Quoted: “It has the benefits of creating a vehicle free “community space” that can be used for a variety of activities whilst still maintaining a clearly defined pedestrian route “</p> <p>If businesses are putting in for “ Pavement Licences” from Surrey Heath Borough Council which will allow “tables &amp; chairs” to be put on the paved area in the Square, how will the Parish Council mitigate these circumstances to allow other activities?</p> <p><b>A: Members noted that this will be covered in item 16 on the agenda and should this not fully answer the question further clarification will be sought from Mrs Hutchinson and a written response provided.</b></p>	<b>ALL</b>
<b>C/20/48</b>	<p><b>Exclusion of the press and public.</b></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/20/65 Exempt Full Council Minutes from 30<sup>th</sup> June 2020  C/20/66 Exempt Personnel Committee Minutes from 15<sup>th</sup> July 2020  C/20/67 SHBC Exempt Update  C/20/68 Windlesham Cemetery Maintenance Contract  C/20/69 Hook Mill Lane Update</p>	

<b>C/20/49</b>	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The open minutes of the Council meeting held on 30<sup>th</sup> June 2020 <b>were approved</b> and will be signed at a later date by Cllr Malcaus Cooper.</li> </ul>	<b>Cllr Malcaus Cooper</b>
<b>C/20/50</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on 7<sup>th</sup>, 15<sup>th</sup> and 21<sup>st</sup> July 2020, <b>were approved</b> and <b>will be signed at a later date by Cllr Harris.</b></li> <li>The minutes of the Civic Amenities and Recreation Committee meeting held on 7<sup>th</sup> July 2020, <b>were approved</b> and <b>will be signed at a later date by Cllr Galliford.</b></li> <li>The minutes of the Personnel Committee meeting held on 15<sup>th</sup> July 2020, <b>were approved</b> and <b>will be signed at a later date by Cllr Galliford.</b></li> </ul>	<p><b>Cllr Harris</b></p> <p><b>Cllr Galliford</b></p> <p><b>Cllr Galliford</b></p>
<b>C/20/51</b>	<p><b>To discuss any business for referral to, or received from:</b></p> <ol style="list-style-type: none"> <li>Surrey County Council;</li> <li>Surrey Heath Borough Council</li> </ol> <p><b>a. Surrey County Council</b></p> <p><b>Cllr Goodman reported the following:</b></p> <p><u>Covid-19</u> It is encouraging to see the number of Covid cases are not increasing in Surrey and we all hope this will continue as the Government continues to ease the restrictions. Considerable work has been done across Surrey particularly in protecting the care homes. The County will continue to test test test, which provides public health with critical knowledge and data to feed into the wider NHS Test and Trace scheme- as we look to control the virus and save lives. It is important that residents with symptoms are tested.</p> <p>To assist SCC during this pandemic the Government have so far given the Council £47m in April, plus £19.2m ring fenced for adult social care and a further £500m was announced by the Government in July, which will be apportioned to all Councils.</p> <p><u>A322 Layby</u> The A322 layby, which due to Covid was delayed this summer, is now due to be completed from August 10<sup>th</sup>.</p> <p><u>Chertsey Road</u> Work has continued with Highways and resurfacing of Chertsey Road and the coloured resurfacing of the table in the middle of the village, has been secured. The intention is then to look at the introduction of a 20 MPH limit for the centre of the village.</p> <p><u>Broadway Road</u> The work on Broadway Road starts on the 27<sup>th</sup> July, although the road will be closed the contractor will, when it is safe to do so, re-open it for periods.</p>	

	<p><u>SCC</u> The Council have announced a £100m grant scheme for projects in Surrey locations over the next five years. This will be officially launched later this summer and residents will have the opportunity to tell SCC which schemes they would like to see. This is a great opportunity for projects to be delivered and full details will be available later this summer.</p> <p><b>Cllr Willgoss requested and Cllr Goodman agreed to raise an issue with Highways, regarding repainting the 20mph road markings in Bagshot.</b></p> <p><b>b. Surrey Heath Borough Council</b></p> <p>Cllr Galliford reported that SHBC had been discussing the ongoing community governance review and the proposed move for SCC to become a unitary authority. There has been no conclusion to either topic.</p>	<b>Cllr Goodman</b>
<b>C/20/52</b>	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £10,764.35 and explained the individual items.</p> <p><b>It was resolved the payments (Annex A) in the total sum of £10,764.35 be authorised and the Chairman will sign the Expenditure Transactions Approval List at a later date.</b></p>	<b>Cllr Malcaus Cooper</b>
<b>C/20/53</b>	<p><b>Outside Organisations</b></p> <p><u>Windlesham Field of Remembrance</u></p> <p>Cllr Hansen-Hujl reported that the coffee shop has now opened, and investigations are taking place to increase the bin capacity around the field.</p> <p><u>Lightwater Business Association</u></p> <p>Cllr Halovsky-Yu reported that the LBA are continuing to follow government guidelines and the networking meetings are yet to resume.</p> <p>Cllr Halovsky-Yu also expressed her disappointment that the Civic Amenities committee had voted against additional Christmas lights and voiced concerns that in light of Covid-19 LBA volunteers might be at risk if undertaking the lighting display.</p> <p><u>James Butler Alms Houses</u></p> <p>Cllr White reported that the James Butler Alms Houses have completed their extension, however due to Covid-19 the electricity company is unwilling to attend site to connect the electric.</p>	
<b>C/20/54</b>	<p><b>Councillor Community Pride grants</b></p> <p>There were no community pride grants presented.</p>	

C/20/55

**Clerks Update**

School Lane Field

The Clerk informed Members that unfortunately, the remaining picnic bench at School Lane Field has been vandalised and has been removed and put in storage.

Members were asked if they would like the Clerk to source quotes for a new bench (potentially non-wooden benches, to deter vandalism) or to investigate the possibility of repair.

**It was agreed that the Clerk and Cllr Willgoss would investigate vandal proof picnic benches and obtain quotes to bring back to Council.**

**Clerk & Cllr Willgoss**

Lightwater Recreation Ground

Members were aware, the pavilion had been broken into and vandalised. The Clerk informed Members that temporary fixes had been done to secure the building, and the insurers have been contacted to see if they will cover the cost of placing metal grates over both doors to secure the building.

Additionally, the height barrier was damaged after the last traveller incursion. It is fully repairable but will need to be taken to a forge for the work to take place, at a cost of £580.

Members were asked to agree the cost for the repair work.

Members were also informed that the rising bollards have now been installed in front of the gate on to the field.

**It was resolved that the Clerk will arrange for the height barrier repairs to be carried out.**

**Clerk**

Bagshot War Memorial

The Clerk informed Members that the war memorial in Bagshot will be cleaned with work taking place from 10<sup>th</sup> August. This work is very kindly being done free of charge by a local resident who attends St Anne's Church.

Site security in respect of travellers

The Clerk informed Members that SHBC are undertaking site security assessments at the moment, which will include Parish sites.

Working party updates

**It was agreed that going forward working party updates will be a standing agenda item.**

**Clerk**

	<p><u>Community Governance Review</u></p> <p>The Clerk reported that the proposed SHBC document forming the basis of the 2<sup>nd</sup> phase of the CGR consultation has been circulated to Members. There was some discussion surrounding the lack of Parish involvement in this document and the omission of the Council name change.</p> <p>Cllr Gordon reported that the working party is moving forward and currently the Clerk is checking the legality of proposals. Cllr White asked for clarification on the co-opted working party members and was informed that the working party was constituted on the 18<sup>th</sup> March 2020 and consisted of 3 parish councillors and 3 representatives from One Windlesham Group (Graham Bullen, Gavin McLaughlin and Phil Richardson .</p> <p><b>It was agreed that the minutes from the original meeting with SHBC would be requested and that this topic needed to be a standalone agenda item at the next Full Council meeting to allow a full discussion.</b></p>	Clerk
C/20/56	<p><b>Review Standing Orders and Financial Regulations</b></p> <p>Council is required to review, amend and approve Standing Orders on an annual basis.</p> <p><u>Standing Orders</u></p> <p>Councillors last reviewed and approved Standing Orders in March 2019 and at the previous Full Council meeting, Cllrs Willgoss and Gordon agreed to undertake a review of Council Standing Orders and present that review at this meeting.</p> <p>Below are the comments made:  “Recent Parish meetings have raised issues on public participation and a question about councillors being present to vote on motions, especially via Zoom meetings.</p> <p>Specific standing order comments;</p> <p><b>Standing Order 3(g) - Subject to to standing order 3(f) a member of the public shall not speak for more than 3 minutes.</b></p> <p><b>Comments from Cllrs Willgoss and Gordon</b>  This Standing Order is not friendly or conducive public participation and should be extended to be more inclusive of public question time.</p> <p><b>Comments from the Clerk in relation to the points made above:</b>  Members should be mindful that Council meetings are meetings held in public, they are not public meetings. Residents have the opportunity to raise issues with any Councillor, at any time and Councillors can then raise motions for inclusion on the agenda to address these issues, if the Councillor feels it is a matter for Council to address. The idea behind public questions is that questions should relate to agenda items being considered at that meeting – thereby allowing a member of the public to contribute their thoughts on a matter, prior to councillors holding the debate and making any decisions.</p> <p><b>Standing Order 3(x) - A meeting shall not exceed 2.5 hours or 10pm.</b></p>	

**Comments from Cllrs Willgoss and Gordon**

This should have some flexibility where a meeting has a heavy agenda, a meeting may over run if the majority of the council are in agreement and allow for a 30 minute over run at the start of the meeting.

**Comments from the Clerk in relation to the points made above:**

The Chair can already ask members to agree to suspend standing orders to allow a meeting to continue beyond 10pm. The risks with automatically allowing a 30-minute run on period are firstly, Council could routinely end up with meetings going on beyond 10pm and by agreeing only a 30 minute run on, all business would need to then cease, regardless of whether it is complete, whereas currently, once standing orders are suspended, the meeting can continue for whatever period is required to complete the business on the agenda.

**Standing Order 3(q) - Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

**Comments from Cllrs Willgoss and Gordon**

The word 'Present' is undefined and vague in this standing order and three options are put forward to clarify 'present' in standing order 3 q.

- 1/ A councillor must be present in the meeting for the full duration of the meeting to vote on a motion on the agenda.
- 2/ A councillor must be present for the debate on a motion on the agenda to vote on that motion.
- 3/ A councillor if unable to be present at a meeting can pre arrange a vote with the chair and the clerk. Allow at the chair's discretion, if the chair is satisfied that the reason for not attending the full meeting is justified and is satisfied the councillor wishing to pre arrange a vote has read and understood all relevant papers to the motion the councillor wishes to vote on.

**Comments from the Clerk in relation to the points made above:**

This Standing Order is contained in legislation (Local Government Act 1972, schedule 12, para 39(1)) and therefore cannot be altered. The **only** definition that can be given for present is that the councillor must be present at the meeting (either in person or remotely as is the current case) to take part in the debate and then vote on the motion. Option 3 is simply not lawful, option 1 would discriminate against a councillor if they needed to leave part way through a meeting, as it would effectively nullify any of their votes on motions prior to them leaving the meeting.

Members were asked to review the suggested revisions for Standing Orders and

- 1) Decide whether to accept any/all of the suggested amendments
- 2) Agree to adopt Standing Orders (with any necessary revisions)

Members discussed the points above and Cllr Hartshorn requested that the following amendments be made to Standing Orders:

Addition - 'Any Member appointed as Chairman or Vice-Chairman of a Committee or Sub-Committee shall not be appointed as Chairman or Vice-Chairman of any other Committee or Sub-Committee unless extenuating circumstances dictate.

Amendment to Standing Order 5(k) - Any member appointed as Chairman or

	<p>Vice Chairman of Council shall not be appointed as Chairman or Vice-Chairman of a Committee or Sub-Committee unless extenuating circumstances dictate.</p> <p><b>It was resolved adopt Standing Orders with the following amendments:</b></p> <ul style="list-style-type: none"> <li><b>To amend Standing Order 5(k) to read as follows:</b></li> </ul> <p><i>Any member appointed as Chairman or Vice Chairman of Council shall not be appointed as Chairman or Vice-Chairman of a Committee or Sub-Committee unless extenuating circumstances dictate.</i></p> <ul style="list-style-type: none"> <li><b>To add the following Standing Order:</b></li> </ul> <p><i>Any Member appointed as Chairman or Vice-Chairman of a Committee or Sub-Committee shall not be appointed as Chairman or Vice-Chairman of any other Committee or Sub-Committee, unless extenuating circumstances dictate.</i></p> <ul style="list-style-type: none"> <li><b>It was also agreed not to change the wording of Standing Orders 3(g) and 3(x) and for clarification of the word ‘present’ to be added to Standing Order 3(q).</b></li> </ul> <p><i>21:05 Cllr Jennings-Evans joined the meeting</i></p> <p><u>Financial Regulations</u></p> <p>No alterations were proposed for Financial Regulations, therefore Members were asked to adopt Financial Regulations as presented at the June Full Council meeting.</p> <p><b>It was resolved to adopt Financial Regulations as presented at the June Full Council meeting.</b></p>	Clerk
C/20/57	<p><b>Review of Council policies</b></p> <p>At the June Full Council meeting it was agreed that a small number of Councillors would review Council policies in detail and present at this meeting.</p> <p>Members received copies of all policies prior to the meeting and were asked to note comments from the review and either amend or adopt as appropriate.</p> <p><b>It was resolved to amend policies in line with the review comments, then adopt all policies presented.</b></p>	Clerk
C/20/58	<p><b>Motion from Cllr Malcaus Cooper to formalise the Lightwater Pavilion working party into a formal committee and to agree regularity of meetings.</b></p> <p>Cllr Malcaus Cooper requested that Members consider formalising the Lightwater Pavilion working party and creating a Committee to move this project forward.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Hansen-Hjul seconded and the motion was carried with 7 in favour, 5 against and 1 abstention.</b></p>	



	<p><b>It was resolved that this Committee will meet monthly and will consist of:</b></p> <p><b>Cllr Malcaus Cooper</b>  <b>Cllr Halovsky-Yu</b>  <b>Cllr Galliford</b>  <b>Cllr Barnett</b>  <b>Cllr Jennings-Evans</b>  <b>Cllr Harris</b>  <b>Cllr Hartshorn</b>  <b>Cllr Willgoss</b>  <b>Cllr White</b>  <b>Cllr Hansen-Hjul</b></p>	
<p><b>C/20/59</b></p>	<p><b>Update from Lightwater Pavilion working party</b></p> <p>Cllr Malcaus Cooper informed Members that the working party had completed the briefings for an architects conceptual drawing, a civil engineering survey and an arboricultural survey. However, the public consultation document is still a work in progress.</p> <p>Cllr Malcaus Cooper recommended that the aboricultural, architects and civil engineering survey briefings are put on the tender portal for 6 weeks with tenders to be reviewed by Council in October.</p> <p>Cllr Harris supported Cllr Malcaus Cooper’s recommendation and confirmed that the public consultation will run during the 6 week tender period.</p> <p><i>21:37 Cllr Hansen-Hujl left the meeting</i></p> <p>Members discussed the challenges of such a large project and <b>it was resolved to progress with the tender process for the aboricultural, architects and civil engineering surveys and for the working party/committee to prepare the public consultation which will then be run in tandem with the tender process.</b></p>	<p><b>Pavilion Working Party / Committee</b></p>
<p><b>C/20/60</b></p>	<p><b>Update re: Hiring of space in Bagshot Square</b></p> <p>Members were informed that since their last discussion at the June Full Council meeting, new legislation has been introduced under the Business and Planning Act 2020. This new legislation allows certain types of businesses to apply for pavement licences through a “light touch” procedure.</p> <p>These licences are administered by the local authority (SHBC) and are granted for use of the highway adjacent to business premises. The legislation means that there is implied consent from the Highways Authority (who would normally process this type of application) for use of the highway and the local authority have been given powers to grant this type of licence on a fast track basis. The legislation is temporary, with an expiry date of 30<sup>th</sup> September 2021.</p> <p>In light of this new legislation, two businesses who border the Square in Bagshot have applied to SHBC for licences and the Parish Council is able to make representations about the applications up until the 31<sup>st</sup> July 2020.</p> <p>It had been envisaged that County would pass the responsibility for administering the use of the Square to the Parish Council however, in light of this new legislation, it was recommended that the Parish looks to do this after the</p>	

	<p>new legislation expires in 2021. At that point, it is hoped that the Parish Council could obtain a permanent table and chair licence that it administers to the local businesses and make event applications to SHBC on a case by case basis for alternative uses of the Square (eg. Markets, Christmas events, community events etc).</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>1) agree if they wish to postpone the Council taking administrative control of the Square until the new pavement licence has expired next year.</li> <li>2) decide if they wish to make a representation regarding either application received from SHBC</li> </ol> <p>After much discussion surrounding the use of public space and the new legislation <b>it was resolved to postpone the Council taking administrative control of the Square until the new pavement licence has expired next year. It was also agreed that Council were generally supportive of Roka and Roost's pavement licence applications as long as they were not detrimental to public access. The Clerk will submit a response to SHBC.</b></p> <p><i>21:53 Members agreed to suspend Standing Orders to allow the meeting to run beyond 22:00.</i></p>	Clerk
C/20/61	<p><b>New Model Code of Conduct Consultation</b></p> <p>The Clerk reminded Members that in June an email was circulated to all Councillors regarding a NALC consultation for a new model code of conduct.</p> <p>Council were asked to consider if they wished to provide a collective response, before the deadline of 17<sup>th</sup> August.</p> <p><b>It was resolved that Councillors would respond individually to the consultation.</b></p>	ALL
C/20/62	<p><b>To discuss office working arrangements in relation to Covid-19</b></p> <p>Cllr Galliford informed Members that the Personnel Committee had discussed the possibility of re-opening the office whilst taking into account the relevant government guidance and had concluded that they did not envisage being able to open the office safely before mid-September at the earliest.</p> <p>The Clerk had informed Members that all office functions are operating normally and whilst the office is not open to the public, face to face appointments can take place by appointment. Both the website and the office notice board have notices informing members of the public of how to contact the office and arrange an appointment is required.</p> <p><b>It was resolved that Cllr Goodman would assist the Clerk in carrying out a return to work Covid-19 risk assessment including ensuring the lone worker policy reflects any new procedures.</b></p>	Cllr Goodman & the Clerk
C/20/63	<p><b>Memorials and Inscriptions</b></p> <p>A memorial application for Laurence Ryan <b>was approved.</b></p>	
C/20/64	<p><b>Exclusion of the press and public.</b> Agreed that the following items be dealt</p>	

with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

- C/20/65 Exempt Full Council Minutes from 30<sup>th</sup> June 2020
- C/20/66 Exempt Personnel Committee Minutes from 15<sup>th</sup> July 2020
- C/20/67 SHBC Exempt Update
- C/20/68 Windlesham Cemetery Maintenance Contract
- C/20/69 Hook Mill Lane Update

*22:12 Live streaming to Facebook was stopped at this point.*

## Annex A

28/07/2020

Windlesham Parish Council

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PRELIMINARY PURCHASE DAYBOOK

User: SKW

## Purchase Ledger for Month No 4

## 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
15/07/2020	2030112	5791	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GROUNDS MAINTENANCE JULY
30/01/2020	50024	5792	MULBERRY & CO	MULBE	70.00	14.00	84.00	4350	200	70.00	FINANCE TRAINING J WHITFIELD
21/07/2020	16318	5793	MULBERRY & CO	MULBE	240.00	48.00	288.00	4445	220	240.00	YEAR END INTERNAL AUDIT COST
10/07/2020	35633779	5794	SURVEY MONKEY	SURVE	240.00	48.00	288.00	4430	220	240.00	SURVEY MONKEY ANNUAL SUBS
24/07/2020	Z14FEE	5795	MRS M VAN STEENE	VANSTEENE	840.00	0.00	840.00	1000	100	840.00	REFUND OF INTERMENT FEE
24/07/2020	Z14FEE	5796	BA BENEVOLENT FUND	BABEN	98.00	0.00	98.00	1000	100	98.00	REFUND OF BURIAL FEE
01/07/2020	1444	5797	SECURITY BOLLARDS	SECBOL	2,357.10	471.42	2,828.52	4175	120	2,357.10	BOLLARDS LIGHTWATER REC
30/06/2020	128703	5798	SHORTS	SHORT	298.00	59.60	357.60	4405	220	298.00	SKIP EXCHANGE W CEM
30/06/2020	128704	5799	SHORTS	SHORT	200.00	40.00	240.00	4405	220	200.00	SKIP EXCHANGE HMLD
30/06/2020	128705	5800	SHORTS	SHORT	15.00	3.00	18.00	4405	220	15.00	SKIP RENTAL HMLD

<b>TOTAL INVOICES</b>				<u>10,764.35</u>	<u>1,965.27</u>	<u>12,729.62</u>				<u>10,764.35</u>	
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VAT ANALYSISCODE	S	@ 20.00%		9,826.35	1,965.27	11,791.62					
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VAT ANALYSISCODE	Z	@ 0.00%		938.00	0.00	938.00					
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<b>TOTALS</b>				<u>10,764.35</u>	<u>1,965.27</u>	<u>12,729.62</u>					
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