

Peasemore Parish Council Meeting

29th June 2015 at 8pm

Peasemore Village Pavilion

MINUTES

Councillors present: Alexander Cameron (AC), Adrian Foster (AF), Gill Palmer (GP) and Liz Prest (LP)

Public present: Clive Hooker (CH - our new Downlands Ward councillor replacing George Chandler)

1. Apologies for absence: Rob West
2. Declarations of interest: None
3. New councillors: Rob West has kindly agreed to become a Parish Councillor and was accordingly co-opted, subject to AC speaking to Phil Runacres to identify any alternate appropriate procedure.
4. Open public forum (members of the public may raise any item for discussion)
 - (i) Clive Hooker introduces himself to the Committee as new WBC councillor (Conservative)
CH proposes vote of thanks to George Chandler (who stood down after 3 terms)
CH has 7 parishes within his ward. He will try to attend PPC meetings if he can.
CH raised the school bus consultation – GP is to contact Caroline Corcoran to see if Peasemore affected
5. Approve minutes of last meeting – approved and signed.
6. Matters arising from minutes of last meeting:
 - (i) Status of councillors at the last meeting (AC): the status of councillors (at that stage not re-elected) at the last meeting not certain; accordingly the committee formally approved all the decisions made at last meeting out of an abundance of caution
 - (ii) Peal of bells for Magna Carta (AC/GP): This did not happen in Peasemore due to unavailability of ringers but did happen very locally, in Chieveley

(iii) Superfast Broadband (AC): see below

7. Peasemore Committee – no report

8. Superfast Broadband project

AC spoke today with Colin Batchelor (“CB”) in order to be able to update the meeting as to the position. There will be an announcement by WBC on Friday as to Phase 2 of the Superfast Broadband in West Berkshire project. CB suggested we hold off making any decisions until after this announcement. After the announcement we will be better informed anyway and AC will be able to have a more detailed discussion with CB than was possible today as CB was constrained by the fact that the announcement was scheduled for Friday and could not be leaked or foreshadowed. AC to call Colin Batchelor next week for detailed update re Peasemore.

9. Neighbourhood Watch – no report

10. Village Hall and Pavilion report – no report

11. Treasurer

- a. Risk Register approved (NB FOI Publication Scheme previously approved is attached for the records to these minutes as Appendix 1)
- b. Approval of the Annual Return (Copy at Appendix 2)
 - (i) Section 1 - approved and signed
 - (ii) Section 4 – no issues have been raised by the Internal Auditor
 - (iii) Section 2 – approved and signed
 - (iv) Return will now be sent to External Auditor (AF)
- c. Treasurer’s Report (Appendix 3)-
 - (i) Identified Expenditure approved
 - (ii) Identified Unpaid Payments approved and cheques signed
- d. Review receivables: AF to make a VAT reclaim; AF/LP to coordinate re KBIS sponsorship
- e. Quotation by KW Building (Appendix 4) for painting of village hall loo windows approved, subject to AF checking with original invoice and NS, that work is not covered by original guarantee.

12. Planning

- (i) Princes' Stables: Application re the building of a porch – AC to communicate 'no comment' response to WBC
- (ii) AC has received the files from NS (on his retirement) and will store
- (iii) Mead Cottage – AN Enforcement Notice has been issued and is understood to be under appeal

13. Additional correspondence

- (i) WBC has raised a 'Fly a Flag for the Commonwealth' on 14/3/16. There is no flagpole in village. The committee thought that the Village Hall could have one. The committee will put the idea to the Peasemore Committee in order to see if this is something it might fund.
- (ii) It was noted that recent Minutes have not been available on line. This is due to there being delays in approval of the Minutes which needs to happen before they are posted. The committee will endeavour to improve approval regime and intends to post Minutes as soon as reasonably possible (AC).
- (iii) The recently approved new Village Hall / Pavilion hiring conditions will also be posted (AF)
Posting of new hiring conditions – AF to send to Dave Mullender

14. Any other business

- LP has sent Walter Brown notes to Dave Mullender for posting
- CH suggests more integration between parishes in the Downlands Ward

15. Date of next meeting: Tuesday 15th September 2015 at 8pm at the Village Hall

Peasemore Parish Council Risk Register (Rev 2, 09)

Appendix 1

Risk ID	Category	Description	Implications	Internal Controls	Likelihood	Impact/Cost	Ranking
1	<i>Provision of Services</i>	The protection of physical assets owned by the council – buildings, furniture, equipment, etc.	Unable to provide amenities for the Parish.	<ol style="list-style-type: none"> 1. Register of assets. 2. Insurance against loss or damage. 3. <i>Council maintains long term physical maintenance fund to ensure proper management of buildings</i> 	L	M	1
2	<i>Injury and financial cost</i>	The risk of damage to third party property or individuals as a consequence of the Council providing amenities to the public.	<p>Injury / harm to users of amenities</p> <p>Taken to court, involving significant cost and adverse publicity.</p>	<ol style="list-style-type: none"> 1. Regular maintenance arrangements for physical assets. 2. Annual inspection of play equipment by <i>external qualified auditor</i>. 3. Undertake, record and review risk assessments. 4. Public liability insurance reviewed <i>annually</i>. 5. <i>PAT testing annually for all buildings</i> 6. <i>Fire extinguisher testing annually</i> 	M	M	2
3	Finance	Loss of cash through theft, dishonesty or maladministration.	Loss of income, higher insurance premiums.	<ol style="list-style-type: none"> 1. Keep holdings of cash to a <i>maximum of £250 cash float which is reviewed / maintained at that level at each meeting</i>. 2. Insure against loss. 3. VAT reclaimed at appropriate intervals and within time limits. 	L	L	1
4	Finance	Loss of income following a sharp decrease in hall/pavilion hire.	Higher precept, less maintenance work.	<ol style="list-style-type: none"> 1. Advertise availability of hall/pavilion. 2. Adequate reserves 	M	M	2

				maintained for essential maintenance of hall/pavilion in case of short term loss of income.			
				3. Regular review of rental charges.			
Finance	Financial loss to Council due to non payment of charges from third parties	Higher precept or reduction in services		<p>1. All third party charges above £200 and the date due must be approved at a meeting.</p> <p>2. Chair to communicate the charge and due date to third party.</p> <p>3. Treasurer to report any overdue amounts and planned action at each meeting.</p>			
5	Finance	Fraudulent misuse of Council funds.	Loss of income, damage to reputation.	<p>4. All payments approved at council meeting. Payments below £100 can be approved by the Chair and Treasurer but must be approved at the next full meeting.</p> <p>5. Regular reports on expenditure and income and recording in minutes which expenditure is approved.</p> <p>6. Consider adoption of Standing Orders and financial regulations.</p> <p>7. Completion of annual return to external auditor and review effectiveness of internal audit.</p>	L	H	2
6	Finance	Ensuring the adequacy of the annual precept within sound	Insufficient income to carry out the Council's affairs.	<p>1. Annual meeting to set precept based on budget</p>	L	L	1

		budgeting arrangements.			monitoring and forecasts. 2. Regular reports on financial position reviewed at each meeting			
7	Finance	Ensuring best value and accountability.	Overspend on services/projects.		<p>1. Multiple written quotes required for all projects over £1000 and where possible below that figure</p> <p>2. Selection of quotes to be made at council meeting.</p> <p>3. Estimated costs for all projects agreed by council in advance of work starting</p> <p>4. Invoice approval for projects at council meetings. Overspend must be accounted for.</p>	L	M	I
8	Governance	Proper, timely and accurate reporting of council business in the minutes.	Council business not progressed and unable to demonstrate that meeting statutory obligations.		1. Minutes properly numbered and paginated with a master copy kept for safe keeping.	L	L	I
9	Governance	Register of member's interests and gifts and hospitality in place, complete, accurate and up-to-date.	Unable to demonstrate that meeting statutory obligations.		<p>1. Procedures in place for recording and monitoring member's interests and gifts and hospitality received.</p> <p>2. Adoption of codes of conduct for members.</p>	L	L	I
10	Governance	Interruption of business continuity through loss or long-term incapacity of councillors.	Council responsibilities not undertaken and disruption to other local stakeholders using amenities.		<p>1. Ability of more than one councillor to undertake duties.</p> <p>2. Ability to co-opt replacement councillors.</p> <p>3. Requirement for West Berks Council to takeover council affairs</p>			

	Governance	Loss of council records and archives. Records held at members' homes or on PCs.	Council responsibilities not undertaken. Inability to maintain/provide services	<p>1. INVESTIGATE secure storage of archives/records</p> <p>2. Legal documents securely held with solicitors.</p> <p>3. INVESTIGATE use of electronic storage on website</p>			
	Governance	Compliance with Freedom of Information requirements	Council not legally compliant	<p>1. Council to adopt model framework</p>			
9	Planning	Meeting the timescales when responding to planning consultation.	Impartial consideration not given to all planning applications, damage to reputation.	<p>1. Timescales communicated to all councillors during review of plans</p>	M	M	2
9	Planning	Ensure comments are not affected by personal considerations	Impartial consideration not given to all planning applications, damage to reputation.	<p>1. Councillors declare any interests when commenting on applications</p>	M	M	2
9	Planning	Ensure comments are factually based	Factual errors lead to incorrect comments on planning applications, misleading West Berks Council planning process, damage to reputation.	<p>1. Council substantive comments are shared with the applicant for factual review before submission</p>	M	M	2

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **PEASEMORE PARISH**

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	31 March 2014	31 March 2015	Notes
1 Balances brought forward	7,886	10,473	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	3,200	3,200	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	7,657	5,140	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	NIL	NIL	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	(8,270)	(12,895)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	10,473	5,918	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	10,473	5,918	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	181,232	182,628	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)			The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Hester

Date **06/06/2015**

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

PEASEMORE PARISH

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

- | | |
|--|---|
| <p>1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.</p> | <p>prepared its accounting statements in the way prescribed by law.</p> |
| <p>2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p> | <p>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</p> |
| <p>3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.</p> | <p>has only done what it has the legal power to do and has complied with proper practices in doing so.</p> |
| <p>4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p> | <p>during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.</p> |
| <p>5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p> | <p>considered the financial and other risks it faces and has dealt with them properly.</p> |
| <p>6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.</p> | <p>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.</p> |
| <p>7 We took appropriate action on all matters raised in reports from internal and external audit.</p> | <p>responded to matters brought to its attention by internal and external audit.</p> |
| <p>8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.</p> | <p>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</p> |
| <p>9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</p> | <p>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</p> |

This annual governance statement is approved by the council and recorded as minute reference

Signed by:

Chair

dated

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

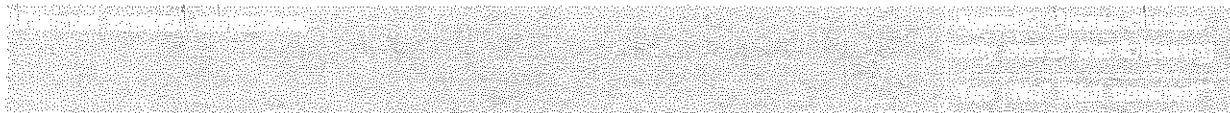
Section 4 – Annual internal audit report 2014/15 to

PEASEMORE PARISH

Council Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.



- A Appropriate accounting records have been kept properly throughout the year. ✓
- B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. ✓
- C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. ✓
- D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. ✓
- E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. ✓
- F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. ✓
- G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied. ✓
- H Asset and investments registers were complete and accurate and properly maintained. ✓
- I Periodic and year-end bank account reconciliations were properly carried out. ✓
- J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. ✓
- K Trust funds (including charitable) The council met its responsibilities as a trustee. ✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit **SIMON COLLINS**
 Signature of person who carried out the internal audit  Date **12/06/2015**

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Appendix 3

Peasemore Parish Council
Receipts and Payments Account
for the year to 31 March 2015

	2014-15	2013-14
	£	£
Income		
Precept	3200	3200
Council Tax Support Grant	75	121
Donations (PVCC - Sports Field groundwork)		534
(PVCC - bank charges refund)		30
(Peasemore Committee - Superfast Broadband)		498
(Peasemore Committee - Sports Field benches)	1396	
Temporary ex gratia cash donation		400
Thames Water - payment reversal		17
Hall Hire	2896	2700
Pavilion Hire	120	291
PVCC charges	600	600
Interest	2	3
Wayleave payments	51	49
VAT recovered		2414
	<hr/>	<hr/>
Total Income	8,340	10,857
Expenditure		
Rates - Hall	471	462
- Pavilion	0	0
Water rates - Hall	118	77
- Pavilion	60	17
Audit	120	0
Clerk	0	0
Cleaning	411	581
Grass cutting	2185	2089
Insurance	690	667
Electricity - Hall	1076	1103
- Pavilion	107	89
General Parish Expenses	177	305
Subscriptions	62	63
Fire precautions (Village Hall/ Pavilion)	111	46
Hall repairs and maintenance	322	703
Pavilion repairs and maintenance	427	180
	<hr/>	<hr/>
Parish running costs	6,337	6,382
Other expenditure		
Repayment of temporary ex-gratia cash donation	400	
Village hall roof and gutter repairs	904	
Pavilion external painting & repairs	2646	
Village hall carpentry repairs	714	
Sports Field - benches	1396	
- groundwork		640
Village hall water heater		750
WBC Superfast Broadband contribution	498	498
	<hr/>	<hr/>
Total other expenditure	6,558	1,888
	<hr/>	<hr/>
Total expenditure for the year	12,895	8,270
	<hr/>	<hr/>
Surplus / (deficit) for the year	-4,555	2,587

Peasemore Parish Council
Statement of Funds
as at 31 March 2015

Funds	2015 £	2014 £
Funds at 1 April 2014	10,473	7,886
Surplus / (Deficit) for year	<u>-4,555</u>	<u>2,587</u>
Funds at 31 March 2015	<u><u>5,918</u></u>	<u><u>10,473</u></u>

Represented by:-

Barclays Bank	5,016	10,135
Petty cash	<u>902</u>	<u>338</u>
	<u><u>5,918</u></u>	<u><u>10,473</u></u>

NOTES

Section 137 expenditure

- 1 The limit for spending under Section 137 of the Local Government Act 1972 for this council in the year of account was £.... and the payments were:-

Payee	Nature of Payment	£
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- 2 At 31 March 2015 the Council had no loans or debts outstanding, no leases or tenancies were in operation, there was no expenditure on agency work or advertising and publicity and made no superannuation contributions.

3 Assets

Movements in the year:

Cost
£

- a) During the year the following assets were purchased;

- Sports Field benches	1,396.08
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- b) During the year no assets were disposed of.

- c) At 31 March 2015 the following assets were held;

Church Hall (insurance replacement value 2012)	127,257.08
Village Pavilion (insurance replacement value 2012)	35,222.94
Sports Field and other land owned adjoining Meads Close (nominal value)	1.00
Playground Equipment (historic cost, 2001, 2005 & 2008)	9,587.40
4 Noticeboards (historic cost 2005)	2,404.94
Cricket Nets (historic cost 2007)	5,279.00
Grit bins (historic cost 2010)	364.86
Scoreboard (historic cost 2011)	720.90
Dog Waste Bin (historic cost 2011)	393.71
Sports Field benches (historic cost 2014)	1,396.08

Peasemore Parish Council
Receipts
1 April 2014 to 31 March 2015

Date	Detail	Vchr	Barclays (Main/Deposit)	Cash	Hall Hire	Pavilion Hire	Interest	Receipt	VAT	Misc	Parish Plant	Hall Refurb	Pavilion Refurb
07-Apr-14	Hall hire	r1	295.50		295.50			1600.00					
29-Apr-14	WBC (Receipt)		1600.00										
29-Apr-14	WBC (Council Tax Support)		74.64						74.64				
27-May-14	Hall hire	r2	378.23		378.23								
02-Jun-14	Pavilion hire	r2	60.00		60.00								
02-Jun-14	Interest (Receipt)		0.78			0.78							
16-Jun-14	Hall hire	r3	105.00		105.00								
09-Sep-14	Interest (Deposit)		0.83			0.83							
17-Sep-14	Hall hire	r4	400.50		400.50								
17-Sep-14	Pavilion hire	r4	60.00		60.00								
30-Sep-14	WBC (Receipt)		1600.00					1600.00					
13-Oct-14	Hall hire	r5	213.18		213.18								
19-Oct-14	Peasemore Committee	r6	1306.08							1306.08			
19-Oct-14	SSE		51.35							51.35			
24-Nov-14	Hall hire	r6	536.00		536.00								
08-Dec-14	Interest (Receipt)		0.44			0.44							
20-Jan-15	Hall hire		35.00		35.00								
09-Feb-15	Hall terms hire		50.00		50.00								
09-Feb-15	Hall hire		279.23		279.23								
09-Feb-15	PVCC		600.00							600.00			
05-Mar-15	Interest (Deposit)		0.38			0.38							
31-Mar-15	Hall hire		333.45		333.45								
			7,508.14	831.95	3,895.59	130.00	2.43	3,200.00	0.60	2,112.07	0.00	0.00	0.00

Cash

Opening balance 1 April 2014	337.76
Add Receipts	831.95
Less Payments	(207.39)
Balance at 31 March 2015	<u>902.32</u>

Barclays

Opening balance 1 April 2014	
Add Receipts	3,262.38
Less Payments	1,750.99
Balance at 31 March 2015	<u>5,011.37</u>

Reconciliation

BPA	3,262.38
CA	1,750.99
CA(Pav.)	5,013.37

Peasmore Pa annual Payments

1 April 2014 to 31 March 2015

Date	Payee	Chq #	Cash	VAT	Ball	Cleaning	Electricity	Heating	Water Rates	Flowers (Pavilion)	Flowers (Pavilion)	Insurance	Grass-cutting	General	Subscriptions	Misc	Station	Hall	Parish	
			(Main Deposit)				(Hall)										197	Retired	Plan	
12-Apr-14	G. Jones	100282	63.00	10.50										62.00						
17-Apr-14	The Easy File Centre	100294	110.52	16.42										92.10						
17-Apr-14	WPC (Superfast Storage)	100297	466.00													466.00				
26-Apr-14	Thomas Water	dd	17.31						17.31											
30-Apr-14	Amperre Electrical	100292	52.80	8.80	44.00															
01-May-14	A Cannon	100291	517.85																	
09-Sep-14	WPC (Pavilion)	100295	471.00	43.52				471.00												
09-May-14	Scottell Landscapes	100296	261.10										217.56							
09-May-14	G. Palmer	100298	16.18																	
19-May-14	G. Jones		1.98																	
21-May-14	BALCO	100299	61.88	10.33																
26-May-14	Southern Electric	dd	36.39	1.73																
26-May-14	Southern Electric	dd	138.63	6.58				131.34												
31-Jul-14	G. Jones		53.76																	
21-Nov-14	Cleaver		100.00																	
25-Jun-14	Scottell Landscapes	100301	618.20	105.04																
27-Jun-14	JA Deabany	100300	909.50	150.50	759.00															
02-Jul-14	Thomas Water	dd	34.42						34.42											
02-Jul-14	Thomas Water	dd	4.31																	
09-Jul-14	Community Action Suffolk	100302	630.47									680.47								
16-Aug-14	Whidow cleaner																			
01-Sep-14	Southern Electric	dd	186.77	8.88	12.00															
01-Sep-14	Southern Electric	dd	18.58	0.87																
04-Sep-14	Cleaver		311.46																	
24-Sep-14	Thomas Water	dd	27.41						27.41											
24-Sep-14	Thomas Water	dd	10.86																	
24-Sep-14	Play Inspection Company	100306	114.00																	
24-Sep-14	JA Deabany	100305	2646.00																	
25-Sep-14	Scottell Landscapes	100304	763.80	130.56																
25-Sep-14	Thatcham Glass	on line	180.00	25.00																
25-Sep-14	G. Jones		26.37																	
07-Oct-14	Amperre Electrical	100305	308.89	34.88	112.87															
12-Nov-14	Farway Furniture		1948.08	222.58																
15-Nov-14	Whidow cleaner																			
24-Nov-14	Southern Electric	dd	30.27	1.44																
24-Nov-14	Southern Electric	dd	132.41	6.30																
19-Dec-14	Scottell Landscapes	100308	862.80	87.04																
22-Dec-14	Marcus	100309	120.00	20.00																
06-Jan-15	Thomas Water	dd	25.91																	
06-Jan-15	Thomas Water	dd	16.54																	
27-Jan-15	GT Electric	100371	36.00	6.00	30.00															
28-Jan-15	JS Cornwall	100370	714.00	119.00	595.00															
27-Feb-15	Southern Electric	dd	21.84	1.03																
27-Feb-15	Southern Electric	dd	618.78	103.13																
01-Mar-15	G. Jones		19.85																	
25-Mar-15	Thomas Water	dd	30.85																	
28-Mar-15	Thomas Water	dd	11.24																	
			13,627.87	2071.34																
			1,596.23	1,632.86	411.46	951.89	471.89	177.79	2,692.14	494.63	8.89	89.26	894.17	1,878.44	190.60	0.00	51.65	1661.31	0.00	0.00
			8.60			6.59		441.00	1.73				43.52	19.60		10.33				
			150.60			2.89		25.00	0.87				674.04	18.42						
			36.57			6.30		12.31	1.44				130.56	13.63						
			6.00			103.13			1.03				87.04	20.00						
			119.00																	
			1599.35	1939.77	411.46	1,076.50		3,079.45	106.59				2,184.80	487.52		61.99	2,594.06			0.00

Notes: VAT from Amperre Electrical Invoice (07-10-14) split between Hall & Pavilion columns