Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ONLINE ON MONDAY 19 OCTOBER 2020 AT 7.00 P.M.

Members of the public can login via the website link.

Documents pertaining to the meeting are available to download from the HPC website.

Members of the Committee Cllr D Alexander (Chairman), Cllr Mrs L Evans, Cllr A Forbes (Vice Chairman), Cllr J Lay, Cllr B Raymond, Cllr D Prosser are summoned to attend.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

13 October 2020

AGENDA

1. To receive apologies for absence.
2. Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
4. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 27 January 2020.
5. To receive and consider the quarterly Management Accounts for the period ending September 2020.
6. To receive and consider the revised draft budget for the year ending 2021/2022.

7. To consider and agree the placement of the remaining funds from the Public Works Loan Board.

8. To receive a financial update in respect of the Jubilee Hall construction project.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 27th JANUARY 2020 AT 7:00 PM

PRESENT: Cllr D Alexander (Chairman), Cllr Mrs. L Evans, Cllr A Forbes, Cllr J Lay, Cllr B Raymond

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: There was no members of the public or the press present.

F&GP 045/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

All committee members were in attendance.

F&GP 046/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 047/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or the press present.

F&GP 048/19/20 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 09th DECEMBER 2019**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 09th December 2019 are duly signed as a true record of the meeting.

This was proposed by Cllr D Alexander and seconded by Cllr J Lay. All agreed.

F&GP 049/19/20 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING DECEMBER 2019**

The RFO circulated the report and a brief discussion took place.

The highlights to note is that at the end of Quarter 3 the balance sheet shows a favourable variance of £29K. This is due to over target income of £8K (of which £5K is from hall hire) and underspend against budget of £20K.

The RFO explained that some of the itemised budget lines where underspend occurs have been trimmed for the 2020/2021 budget.

It is also to be noted that this does not include the cost of ongoing tree works due to Ash dieback.

F&GP 050/19/20 **TO RECEIVE A FINANCIAL UPDATE IN RESPECT OF THE JUBILEE HALL CONSTRUCTION PROJECT.**

The RFO circulated a report and a brief discussion took place. The report is to demonstrate how Finance is keeping track of the project expenditure.

It was **RESOLVED** that the contingency analysis update be included in the confidential part of the Council Meetings going forward.

This was proposed by Cllr A Forbes and seconded by Cllr J Lay. All agreed.

F&GP 051/19/20 **TO RECEIVE AND CONSIDER THE REVISED INVOICE PAYMENT FLOWCHART**

The RFO circulated the report and a brief discussion took place. Cllr L Evans proposed amending the wording according to the guidelines set out in the Financial Regulations (6.3)

It was **RESOLVED** that the amended flowchart be received by Council on 17th February 2020.

This was proposed by Cllr L Evans and seconded by Cllr D Alexander. All agreed.

F&GP 052/19/20 **TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT:**

- Blendworth Brass Band - £500

The accounts provided by the application was scrutinised. According to the income and expenditure the applicants have working capital covering 2½ years. No indication as given that a specific reserve is being accrued.

It was **RESOLVED** that the application is declined.

This was proposed by Cllr J Lay and seconded by Cllr L Evans. All agreed.

Meeting closed at 7:55 pm

.....
Chairman

.....
Dated

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 19th October 2020

SUBJECT OF REPORT: Quarter 2 Management Accounts (April-September 2020)

Income & Expenditure (2 page A3 spreadsheet
The year to date position at the end of September 2020 showed an unfavourable variance, after adjusting for earmarked reserve movements of £28.9k (cell shaded orange).

This breaks down to
1. An underachievement against our income target of £17.4k
2. An overspend against our expenditure budget of £11.5k

Income:
The underachievement of £17.4k is mainly due to the following:
i) An underachievement of hall income of £23.8k (Napier, £12.8k, Jubilee £11.0k).
ii) A Grant from South Downs National Park for £6.9k.

Expenditure:
The budget that was set back in the autumn of 2019 was based on the assumption that we would be in the new Jubilee building by April 1st so some of the budgets are out of line with actual expenditure incurred.
Headlines are as follows:
i) Insurance: £1.8k (favourable) due to a new three year contract being agreed at a lower price.
ii) Staff Travel: £1.6k (favourable) due to closure of halls and no face to face meetings.
iii) Rates: £4.7k (favourable) due to the rebate for Napier and Jubilee.
iv) Tree Maintenance: £19.7k (unfavourable) mainly due to a large invoice for Ash Die back.

Balance Sheet (spreadsheet attached)

Current Assets
As at 30th September Current Assets totalled £736.6k
Cash balances, including Petty Cash, totalled £663.3k
Sales Debtors stood at £2.1k. None over 30 days.
VAT Debtors stood at £71.0k. The Quarter 2 claim will be submitted in due course and is high due to the payment of Spelthan invoices during the quarter.

Liabilities
As at 30th September Current Liabilities totalled £7.9k.
This comprised of accruals (supplier invoices outstanding) of £7.7k
Hall Income deposits received that are due for return of £0.2k.

Reserves (spreadsheet attached)

As at September 30th Earmarked Reserves stood at £442.1k and General Reserves a further £286.7k giving total funds available of £728.7k.

Forecast

The full year forecast has posed considerable challenges this year mainly due to the uncertainties around COVID-19 and the Jubilee Hall Project delays and has been made with the following assumptions:

- Staffing levels remain at the current level with the vacancy in the Countryside Team left unfilled until the end of the financial year.
- The Halls began to re-open during July and income levels were much improved in September. The forecast until year end is assumes that an average of 30% of budgeted income will be received per calendar month.
- Football Pitch Income at the full rate for the remainder of the financial year.
- No rates bill for Jubilee and Napier Halls in 2020-21
- Rent on Tyfield House paid until February 2021 and Luckylite until December 2020.
- Interest payments on £500k loan have been confirmed alongside a re-payment schedule.
- South Downs National Park Grant spent in the current financial year.

This would result in a forecast unfavourable outturn of £46.7k.against budget and £55.0k in cash terms (as £8.3k was taken from reserves to balance the budget).

This Quarter I have included the workings behind the forecast outturn in order that Members have full sight of the assumptions that have been made in reaching this forecast outturn.

In this forecast, General Reserves would stand at £89.7k at the end of the financial year. Earmarked reserves would be forecast to be at £232.9k.

Community Infrastructure Levy (CIL)

Community Infrastructure Levy - Earmarked Reserve Balance

Per	Year	Description	£££	£££	Banked	Elapse Date
3	2018-19	187 London Road PO8 0HJ	£1,815.00			
3	2018-19	Premier Inn PO8 0DT	£5,752.47	£7,567.47	02/07/2018	02/07/2023
2	2019-20	38 New Road, Lovedean. PO8 9RU	£1,205.98			
2	2019-20	38 New Road, Lovedean. PO8 9RU	£4,849.61			
2	2019-20	One Stop, 1 Five Heads Road, Horndean. PO8 9NW	£799.60	£6,855.19	13/05/2019	13/05/2024
7	2019-20	155 - 159 Lovedean Lane, Horndean, Waterlooville, PO8 9RW	£2,293.19			
7	2019-20	One Stop, 1 Five Heads Road, Horndean, Waterlooville, PO8 9NW	£799.60			
7	2019-20	New Dwelling Site, 2 Bridle Path, Horndean, Waterlooville, PO8 9PA	£1,190.97			
7	2019-20	155 - 159 Lovedean Lane, Horndean, Waterlooville, PO8 9RW	£2,293.19	£6,576.95	07/10/2020	07/10/2025
2	2020-21	One Stop, 1 Five Heads Road, Horndean. PO8 9NW	£1,599.20			
2	2020-21	New Dwelling Site, 2 Bridle Path, Horndean, Waterlooville, PO8 9PA	£1,190.97			
2	2020-21	White Dirt Farm, White Dirt Lane, Horndean, Waterlooville, PO8 0TN	£2,095.30	£4,885.47	29/05/2020	29/05/2025
		Balance at September 2020	**£25,885.08**	**£25,885.08**		
TBC	2020-21	White Dirt Farm, White Dirt Lane, Horndean, Waterlooville, PO8 0TN	£2,095.30			
TBC	2020-21	New Dwelling Site, 2 Bridle Path, Horndean, Waterlooville, PO8 9PA	£2,381.94			
TBC	2020-21	Land Southwest of, 170 Lovedean Lane, Horndean, Waterlooville	£1,707.22			
TBC	2020-21	155 - 159 Lovedean Lane, Horndean, Waterlooville, PO8 9RW	£4,586.38			
TBC	2020-21	New Dwelling Site, 2 Bridle Path, Horndean, Waterlooville, PO8 9PA	£1,418.20			
TBC	2020-21	35 Keydell Avenue, Horndean, Waterlooville, PO8 9TD	£2,215.38	£14,404.42	TBC	
		Balance at December 2020	**£40,289.50**	**£40,289.50**		

The balance as at the end of September stood at £25,885. A further £14,404 will be received in the next few weeks. I have included a column on the right informing Council the date that each of the funds will need to be returned to East Hampshire DC if they are unspent.

Report Prepared by Simon Ritson, Responsible Finance Officer, 12th October 2020

Horndean Parish Council Balance Sheet to the end of September 2020		Notes
Account Description	**£££**	
Current Assets		
Debtors - Sales Ledger	2,141	
Debtors - Non Sales Ledger	0	
Debtors - VAT Control A/C	70,982	
Prepayments	122	
Co-op No. 1 Account	350,719	
Cambridge & Counties Account	237,807	
Lloyds Bank Current Account	74,786	
Petty Cash	0	
Total Current Assets	**736,556**	Includes £500k for Public Works Loan
Current Liabilities		
Creditors	0	
Accruals	7,680	
Hall Income Deposits	200	Hall hire deposits held at 30/09/2020
Receipts in Advance	0	
Total Current Liabilities	**7,880**	
Total Assets Less Current Liablities	**728,676**	

Horndean Parish Council Reserves	B/F	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Represented By :-													
Total General Funds	**144,745**	**293,617**	**261,587**	**229,013**	**206,556**	**168,896**	**286,609**	**257,234**	**230,969**	**202,908**	**173,216**	**134,041**	**89,717**
IT Equipment EMR	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Vehicle Replacement EMR	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Napier Hall Improvements EMR	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043
The Granary- Preserv&Maint EMR	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Lith Avenue/Lane EMR	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838
Jubilee Hall Project EMR	140,864	119,710	119,710	119,710	-15,194	405,346	322,605	200,000	100,000	100,000	100,000	100,000	100,000
New Playground Fund EMR	15,000	15,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Equipment Replacement EMR	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517
Legal Costs EMR	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Election EMR	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522
Fencing EMR	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Tree Maintenance EMR	757	757	757	757	757	757	757	757	757	757	757	757	0
LychGate Repairs EMR	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Community Infrastructure Levy EMR	21,000	21,000	25,885	25,885	25,885	25,885	25,885	40,290	40,290	40,290	40,290	40,290	40,290
Land East of Horndean EMR	7,250	7,250	7,250	7,250	7,250	7,250	6,650	6,650	6,650	6,650	6,650	6,650	6,650
Wagtail Road EMR	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,500	3,500	3,500	3,500	3,500	3,500
Total Earmarked Reserves	**264,041**	**242,887**	**239,772**	**239,772**	**104,868**	**525,408**	**442,067**	**333,616**	**233,616**	**233,616**	**233,616**	**233,616**	**232,859**
Total Equity	**408,786**	**536,504**	**501,358**	**468,783**	**311,424**	**694,304**	**728,676**	**590,849**	**464,584**	**436,523**	**406,831**	**367,656**	**322,575**

INCOME AND EXPENDITURE TO SEPTEMBER 2020			Current Month (SEP)			Year to Date (APR-SEP)			Annual	To/From	Notes
			Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRs	
Central Costs											
1000	201	Precept	190,771	190,771	0	381,541	381,541	0	381,541		
1010	201	Public Works Loan	0	0	0	500,000	0	-500,000	0	500,000	
1049	201	CIL Neighbourhood Grant	0	0	0	4,885	0	-4,885	0	4,885	
1060	201	Information Officer	0	0	0	3,404	3,404	0	3,404		
1080	201	Cabling Income	0	0	0	8	0	-8	0		
1090	201	Interest Received	148	158	10	837	948	111	1,900		
1100	201	Recycling Income	0	0	0	0	0	0	200		
1100	201	Miscellaneous Income	0	0	0	50	0	-50	0		
		TOTAL INCOME	**190,919**	**190,929**	**10**	**890,725**	**385,893**	**-504,832**	**387,045**	**504,885**	
2000	201	Admin Salaries	13,068	12,967	-101	77,229	77,802	573	155,609		
2050	201	Staff Travel & Expenses	42	50	8	233	300	67	600		
2060	201	Staff Training	0	100	100	-30	600	630	1,200		
2070	201	Medical / Health & Safety Exp.	19	50	31	1,170	300	-870	5,600		£5,000 for new SID
2920	201	Recruitment	0	84	84	0	500	500	1,000		
3052	201	Janitorial Supplies	83	84	1	619	500	-119	1,000		
4011	201	IT Support	0	80	80	1,686	1,880	194	2,360		
4022	201	Postage	0	25	25	8	150	142	300		
4024	201	Printing	100	160	60	732	960	228	1,916		
4026	201	Stationery	41	100	59	547	600	53	1,200		
4029	201	Subscriptions	0	0	0	3,465	3,240	-225	4,500		
4030	201	Audit	0	0	0	0	0	0	1,960		
4035	201	Professional Fees	206	150	-56	1,244	900	-344	1,800		
4040	201	Insurance	7,060	9,240	2,180	7,486	9,240	1,754	9,240		New contract at a lower price
4062	201	Public Events	10	20	10	85	120	35	5,100		
4072	201	Members Expenses & Training	0	40	40	0	240	240	500		
4078	201	Office Equipment	0	55	55	797	330	-467	660		
4079	201	Debit Card Fees	14	0	-14	15	0	-15	0		
4080	201	Bank Fees	7	7	0	214	39	-175	78	175	
		TOTAL EXPENDITURE	**20,650**	**23,212**	**2,562**	**95,500**	**97,701**	**2,201**	**194,623**	**0**	
S137 Grants											
5010	222	Sundry Grants (Internal Grant)	200	200	0	2,275	2,275	0	7,000		
		TOTAL EXPENDITURE	**200**	**200**	**0**	**2,275**	**2,275**	**0**	**7,000**		
Napier Hall											
1075	301	Halls Income	943	2,433	1,490	1,779	14,598	12,819	29,200		Halls closed for much of the year to date
		TOTAL INCOME	**943**	**2,433**	**1,490**	**1,779**	**14,598**	**12,819**	**29,200**		
2050	301	Staff Travel & Expenses	159	250	91	219	1,500	1,281	3,000		Limited caretaker travel due to halls closure
3001	301	Rates	0	0	0	0	2,900	2,900	2,900		No rates bill for 2020-21
3002	301	Utilities	154	200	46	831	1,200	369	2,500		
3008	301	Licensing	286	490	204	286	490	204	490		
3009	301	Repairs and Maintenance	105	230	125	436	1,380	944	2,750		
3052	301	Janitorial Supplies	0	4	4	0	24	24	50		
3055	301	Caretaker Salaries	680	714	34	4,099	4,284	185	8,571		
3060	301	Telephones	47	41	-6	282	246	-36	496		
		TOTAL EXPENDITURE	**1,431**	**1,929**	**498**	**6,153**	**12,024**	**5,871**	**20,757**		
Jubilee Hall											
1075	305	Halls Income	1,881	2,325	444	2,923	13,950	11,027	27,900		Halls closed for much of the year to date
		TOTAL INCOME	**1,881**	**2,325**	**444**	**2,923**	**13,950**	**11,027**	**27,900**	**0**	
2050	305	Staff Travel & Expenses	41	60	19	124	360	236	720		
3001	305	Rates	0	0	0	0	1,750	1,750	1,750		No rates bill for 2020-21
3002	305	Utilities	375	178	-197	1,402	1,068	-334	2,130		
3008	305	Licensing	354	280	-74	354	280	-74	280		
3009	305	Repairs and Maintenance	81	333	252	963	1,998	1,035	4,000		
3052	305	Janitorial Supplies	0	8	8	0	48	48	100		
3055	305	Caretaker Salaries	1,090	986	-104	4,900	5,916	1,016	11,832		
3056	305	Security	207	56	-151	1,818	336	-1,482	670	1,411	
3060	305	Telephones	47	59	12	366	354	-12	708		
4035	305	Professional Fees	83,234	0	-83,234	317,273	0	-317,273	0	317,273	
		TOTAL EXPENDITURE	**85,429**	**1,960**	**-83,469**	**327,200**	**12,110**	**-315,090**	**22,190**	**318,684**	
Jubilee Hall - Admin											
3001	306	Rates	0	0	0	0	4,460	4,460	4,460		
3002	306	Utilities	0	166	166	0	996	996	1,990		
3009	306	Repairs and Maintenance	0	167	167	0	1,002	1,002	2,000		
3052	306	Janitorial Supplies	0	8	8	0	48	48	100		
3056	306	Security	0	58	58	0	348	348	700		
3060	306	Telephones	0	162	162		972	972	1,940		
8000	306	Loan Interest	0	2,140	2,140	0	12,150	12,150	25,110		
		TOTAL EXPENDITURE	**0**	**2,701**	**2,701**	**0**	**19,976**	**19,976**	**36,300**		
Tyfield House											
3001	310	Rates	0	0	0	4,441	0	-4,441	0		
3002	310	Utilities	28	0	-28	584	0	-584	0		
3009	310	Repairs and Maintenance	0	0	0	514	0	-514	0		
3012	310	Rent	4,017	0	-4,017	12,260	0	-12,260	0		
3020	310	Cleaning Salaries	57	0	-57	57	0	-57	0		
3052	310	Janitorial Supplies	0	0	0	0	0	0	0		
3056	310	Security	311	0	-311	881	0	-881	0		
3060	310	Telephones	154	0	-154	1,116	0	-1,116	0		
		TOTAL EXPENDITURE	**4,567**	**0**	**-4,567**	**19,853**	**0**	**-19,853**	**0**		
Lucky Lite											
3001	315	Rates	0	0	0	2,695	0	-2,695	0		
3002	315	Utilities	0	0	0	-47	0	-47	0		
3009	315	Repairs and Maintenance	0	0	0	35	0	-35	0		
3012	315	Rent	560	0	-560	3,360	0	-3,360	0		
		TOTAL EXPENDITURE	**560**	**0**	**-560**	**6,043**	**0**	**-6,043**	**0**		
Countryside Sites											
1005	407	HLS Payments	0	0	0	0	0	0	7,863		
1030	407	Rural Payments Scheme	0	0	0	27	0	-27	3,116		
1035	407	Catherington Down	0	0	0	750	750	0	750		Cont. to Land Management of Catherington Down
1038	407	EHDC Grants	0	0	0	0	0	0	0		
1055	407	Other Grants	6,876	0	-6,876	6,876	0	-6,876	0		South Downs National Park (Tree Carvings at Cath Lith)
		TOTAL INCOME	**6,876**	**0**	**-6,876**	**7,653**	**750**	**-6,903**	**11,729**	**0**	

FULL YEAR FORECAST															
Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	TOTAL	ANNUAL	FCAST	Notes
ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	BUDGET	VAR	
190,771	0	0	0	0	190,771	0	0	0	0	0	0	381,542	381,541	-1	
				500,000	0	0	0	0	0	0	0	500,000	0	-500,000	
0	4,885	0	0	0	0	0	0	0	0	0	0	4,885	0	-4,885	
0	0	0	3,404	0	0	0	0	0	0	0	0	3,404	3,404	0	
0	0	0	8	0	0	0	0	0	0	0	0	8	0	-8	
156	156	129	132	116	148	132	132	132	132	132	132	1,629	1,900	271	
0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	
0	0	0	50	0	0	0	0	0	0	0	200	250	0	-250	
190,927	**5,041**	**129**	**3,594**	**500,116**	**190,919**	**132**	**132**	**132**	**132**	**132**	**332**	**891,718**	**387,045**	**-504,673**	
13,327	12,607	12,718	12,712	12,796	13,068	13,100	13,100	13,100	13,100	13,100	13,100	155,828	155,609	-219	
61	94	29	3	4	42	50	50	50	50	50	50	533	600	67	
-300	0	35	235	0	0	0	0	0	0	0	500	470	1,200	730	Reduced in August forecast
0	598	274	269	11	19	0	0	0	0	0	5,000	6,171	5,600	-571	SID purchase
0	0	0	0	0	0	0	0	0	1,000	0	0	1,000	1,000	0	Countryside vacancy
0	8	343	155	30	83	50	50	50	50	50	50	919	1,000	81	
0	70	170	1,446	0	0	150	150	150	150	150	150	2,586	2,360	-226	
0	6	2	0	0	0	0	0	0	0	0	100	108	300	192	
127	162	137	140	66	100	145	145	145	145	145	145	1,602	1,916	314	
0	125	191	167	24	41	100	100	100	100	100	100	1,148	1,200	52	
795	2,272	0	0	398	0	0	0	0	365	0	802	4,632	4,500	-132	
0	0	0	0	0	0	0	445	0	0	0	1,445	1,890	1,960	70	
792	0	0	240	6	206	0	0	0	0	0	800	2,044	1,800	-244	
0	426	0	0	0	7,060	0	0	0	0	0	0	7,486	9,240	1,754	
0	14	29	5	27	10	20	20	635	20	20	20	820	5,100	4,280	removed cost of Carol & Remembrance
0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	
0	302	495	0	0	0	0	0	0	0	0	300	1,097	660	-437	
0	0	0	0	1	14	10	10	10	10	10	10	75	0	-75	
7	7	7	7	182	7	7	7	7	7	7	7	259	78	-181	
14,809	**16,691**	**14,430**	**15,379**	**13,545**	**20,650**	**13,632**	**14,077**	**14,247**	**14,997**	**13,632**	**22,579**	**188,668**	**194,623**	**5,955**	
0	0	0	0	2,075	200	0	0	0	0	0	4,725	7,000	7,000	0	
0	**0**	**0**	**0**	**2,075**	**200**	**0**	**0**	**0**	**0**	**0**	**4,725**	**7,000**	**7,000**	**0**	
0	0	0	269	566	943	730	730	730	730	730	730	6,158	29,200	23,042	30% of budget to year end
0	**0**	**0**	**269**	**566**	**943**	**730**	**730**	**730**	**730**	**730**	**730**	**6,158**	**29,200**	**23,042**	
0	0	0	8	53	159	125	125	125	125	125	125	970	3,000	2,030	
0	0	0	0	0	0	0	0	0	0	0	0	0	2,900	2,900	
319	198	-31	130	79	154	250	250	250	250	250	250	2,329	2,500	171	
0	0	0	0	0	288	0	0	0	0	0	0	286	490	204	
0	0	151	55	125	105	100	250	250	250	250	1,000	2,536	2,750	214	
0	0	0	0	0	0	0	0	0	0	0	50	50	50	0	
745	727	735	606	605	680	700	700	700	700	700	700	8,298	8,571	273	
47	47	47	47	47	47	47	47	47	47	47	47	564	496	-68	
1,111	**972**	**882**	**846**	**909**	**1,431**	**1,222**	**1,372**	**1,372**	**1,372**	**1,372**	**2,172**	**15,033**	**20,757**	**5,724**	
0	-41	0	14	1,070	1,881	698	698	698	698	698	698	7,109	27,900	20,791	30% of budget to year end
0	**-41**	**0**	**14**	**1,070**	**1,881**	**698**	**698**	**698**	**698**	**698**	**698**	**7,109**	**27,900**	**20,791**	
0	14	10	30	29	41	30	30	30	30	30	30	304	720	416	
0	0	0	0	0	0	0	0	0	0	0	0	0	1,750	1,750	
215	581	261	-215	185	375	250	250	250	250	250	250	2,903	2,130	-773	
0	0	0	0	0	354	0	0	0	0	0	0	354	280	-74	
436	0	69	220	162	81	200	250	250	250	250	1,000	3,164	4,000	836	
0	0	0	0	0	0	0	0	0	0	0	100	100	100	0	
846	839	794	662	670	1,090	840	840	840	840	840	840	9,941	11,832	1,891	
754	104	100	200	453	207	0	104	0	0	104	0	2,026	670	-1,356	
47	89	47	47	89	47	47	89	47	47	89	47	732	708	-24	
20,400	0	0	134,704	78,935	83,234	0	0	0	0	0	0	317,273	0	-317,273	
22,698	**1,627**	**1,278**	**135,648**	**80,523**	**85,429**	**1,367**	**1,563**	**1,417**	**1,417**	**1,563**	**2,267**	**336,797**	**22,190**	**-314,607**	
0	0	0	0	0	0	0	0	0	0	0	0	0	4,460	4,460	
0	0	0	0	0	0	0	0	0	0	0	0	0	1,990	1,990	
0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	
0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	
0	0	0	0	0	0	0	0	0	0	0	0	0	700	700	
0	0	0	0	0	0	0	0	0	0	0	0	0	1,940	1,940	
0	0	0	0	0	0	0	0	0	0	0	13,265	13,265	25,110	11,845	Loan Costs confirmed
0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**13,265**	**13,265**	**36,300**	**23,035**	
4,441	0	0	0	0	0	0	0	0	0	0	0	4,441	0	-4,441	
133	383	199	-255	115	28	150	150	150	150	150	0	1,333	0	-1,333	
0	0	203	207	105	0	100	100	100	100	100	0	1,015	0	-1,015	
4,227	0	0	4,017	0	4,017	4,016	0	0	2,677	0	0	18,954	0	-18,954	Rent to be paid until 28/02/21
0	0	0	0	0	57	60	60	60	60	60	0	357	0	-357	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	570	0	311	0	0	0	0	0	0	881	0	-881	
157	241	162	161	241	154	157	241	157	157	241	0	2,069	0	-2,069	
8,958	**604**	**564**	**4,700**	**461**	**4,567**	**4,483**	**551**	**467**	**3,144**	**551**	**0**	**29,050**	**0**	**-29,050**	
2,695	0	0	0	0	0	0	0	0	0	0	0	2,695	0	-2,695	
0	0	0	-47	0	0	0	0	0	0	0	0	-47	0	47	
0	0	35	0	0	0	0	0	0	0	0	0	35	0	-35	
560	560	560	560	560	560	560	560	560	0	0	0	5,040	0	-5,040	Rent to be paid until 31/12/20
3,255	**560**	**595**	**513**	**560**	**560**	**560**	**560**	**560**	**0**	**0**	**0**	**7,723**	**0**	**-7,723**	
0	0	0	0	0	0	0	0	0	0	0	7,863	7,863	7,863	0	
0	0	0	27	0	0	0	0	0	0	0	3,116	3,143	3,116	-27	
0	0	0	750	0	0	0	0	0	0	0	0	750	750	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	6,876	0	0	0	0	0	0	6,876	0	-6,876	
0	**0**	**0**	**777**	**0**	**6,876**	**0**	**0**	**0**	**0**	**0**	**10,979**	**18,632**	**11,729**	**-6,903**	

INCOME AND EXPENDITURE TO SEPTEMBER 2020			Current Month (SEP)			Year to Date (APR-SEP)			Annual	To/From	Notes
			Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRs	
3100	407	Granary	0	0	0	0	0	0	0		
6010	407	Catherington Down	16	0	-16	48	0	-48	0		
6020	407	Catherington Lith	0	0	0	0	0	0	0		
6030	407	Catherington Pond	0	0	0	0	0	0	0		
6050	407	Dell Piece	0	0	0	0	0	0	0		
6054	407	Downs Park	0	0	0	0	0	0	0		
6060	407	Hazleton Common	0	0	0	0	0	0	0		
6110	407	Parsonage Field	0	0	0	0	0	0	0		
6150	407	Yoells Copse	0	0	0	0	0	0	0		
6180	407	Other Sites	-10	83	93	151	498	347	1,000		
		TOTAL EXPENDITURE	**6**	**83**	**77**	**199**	**498**	**299**	**1,000**		
Amenity Sites											
1025	408	Football Pitches	88	175	87	613	1,050	437	2,100		
1050	408	Developer's Contributions	0	0	0	0	0	0	0		
		TOTAL INCOME	**88**	**175**	**87**	**613**	**1,050**	**437**	**2,100**		
3001	408	Rates	0	0	0	1,223	1,227	4	1,227		
3099	408	Lith Avenue/Lith Lane	496	0	-496	496	0	-496	0		
3150	408	War Memorials	0	0	0	0	0	0	170		
6052	408	Deep Dell	-12	0	12	-12	0	12	0		
6120	408	St Giles Churchyard	0	0	0	0	0	0	0		
6130	408	Village Centre	0	42	42	1,155	252	-903	500		
6160	408	Other Sites	0	100	100	0	600	600	1,200		
6180	408	Football Pitches Maintenance	25	42	17	71	252	181	500		
6205	408	Car Parks	0	0	0	0	0	0	300		
6580	408	Play Equipment	1,130	250	-880	10,986	1,500	-9,486	3,000	8,000	
8582	408	Playground Checks Salaries	260	142	-118	885	852	-33	1,711		
		TOTAL EXPENDITURE	**1,899**	**576**	**-1,323**	**14,804**	**4,683**	**-10,121**	**8,608**	**8,000**	
Open Spaces											
3060	470	Telephones	20	12	-8	118	72	-46	144		
4062	470	Public Events	0	50	50	0	300	300	600		
6500	470	Countryside Team Salaries	10,679	10,896	217	63,611	65,376	1,765	130,747		
6510	470	Litter Picking	0	185	185	0	1,110	1,110	2,220		New Blendworth Centre contract suspended
6530	470	Dog Waste Bins	1,567	1,225	-342	3,133	2,450	-683	4,900		
6590	470	Materials & Equipment Maintenance	814	183	-631	1,022	1,096	76	2,200		
6592	470	Rangers Equipment Hire	0	125	125	85	750	665	1,500		
6620	470	Vehicle Running Costs	289	333	44	2,038	1,998	-40	4,000		
6624	470	Waste Removal	276	300	24	1,246	1,800	554	3,600		
6636	470	Grass Cutting	16,520	16,600	80	16,520	16,600	80	16,600		
6638	470	Fencing	89	83	-6	1,791	498	-1,293	1,000		
6640	470	Training for Countryside Team	0	200	200	0	1,200	1,200	2,400		
6648	470	Tree Work & Maintenance	21,270	333	-20,937	21,714	1,998	-19,716	4,000		Ash Die back
6650	470	Uniform for Countryside Team	0	52	52	110	312	202	624		
6651	470	Personal Protection Equipment	71	104	33	352	624	272	1,248		
6661	470	Open Spaces, Capital Items	0	0	0	34	0	-34	0		
		TOTAL EXPENDITURE	**51,595**	**30,681**	**-20,914**	**111,774**	**96,186**	**-15,588**	**175,783**	**0**	
		GRAND TOTAL INCOME	**200,707**	**195,862**	**-4,845**	**903,693**	**416,241**	**-487,452**	**457,974**	**504,885**	
		GRAND TOTAL EXPENDITURE	**166,337**	**61,342**	**-104,995**	**583,801**	**245,453**	**-338,348**	**466,261**	**326,684**	
		GRAND TOTAL NET EXPENDITURE OVER INCOME	**34,370**	**134,520**	**100,150**	**319,892**	**170,788**	**-149,104**	**-8,287**	**178,201**	

FULL YEAR FORECAST															
Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	TOTAL	ANNUAL	FCAST	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	0	18	0	0	16	0	0	0	0	0	0	48	0	-48	
0	0	0	0	0	0	0	0	0	0	0	6,876	6,876	0	-6,876	Tree Carvings (SDNP Grant)
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	116	45	-10	0	0	0	0	0	250	401	1,000	599	
14	**0**	**18**	**116**	**45**	**6**	**0**	**0**	**0**	**0**	**0**	**7,126**	**7,325**	**1,000**	**-6,325**	
175	88	88	88	88	88	175	175	175	175	175	175	1,665	2,100	435	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
175	**88**	**88**	**88**	**88**	**88**	**175**	**175**	**175**	**175**	**175**	**175**	**1,665**	**2,100**	**435**	
1,223	0	0	0	0	0	0	0	0	0	0	0	1,223	1,227	4	
0	0	0	0	0	496	0	0	0	0	0	0	496	0	-496	
0	0	0	0	0	0	0	0	170	0	0	0	170	170	0	
0	0	0	0	0	-12	0	0	0	0	0	0	-12	0	12	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	1,155	0	0	0	0	0	0	0	0	500	1,655	500	-1,155	
0	0	0	0	0	0	0	0	0	0	0	500	500	1,200	700	
0	0	46	0	0	25	0	0	0	0	0	450	521	500	-21	
0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	
4	8,506	286	136	924	1,130	500	500	500	500	500	500	13,986	3,000	-10,986	
140	170	70	175	70	260	140	170	140	140	170	140	1,785	1,711	-74	
1,367	**8,676**	**1,557**	**311**	**994**	**1,899**	**640**	**670**	**810**	**640**	**670**	**2,090**	**20,324**	**8,608**	**-11,716**	
20	20	15	20	20	20	20	20	20	20	20	20	235	144	-91	
0	0	0	0	0	0	0	0	0	0	0	100	100	600	500	
10,444	10,565	10,565	10,679	10,679	10,679	8,300	8,300	8,300	8,300	8,300	8,300	113,411	130,747	17,336	Assume vacancy held until April 2021
0	0	0	0	0	0	136	136	136	136	136	136	816	2,220	1,404	
0	0	1,567	0	0	1,567	0	0	1,567	0	0	1,567	6,268	4,900	-1,368	
0	52	115	0	40	814	200	200	200	200	200	200	2,221	2,200	-21	
85	0	0	0	0	0	0	0	0	500	500	400	1,485	1,500	15	
357	121	216	189	865	289	350	350	350	350	350	350	4,139	4,000	-139	
176	131	205	253	205	276	200	200	200	200	200	500	2,748	3,600	852	
0	0	0	0	0	16,520	0	0	0	0	0	0	16,520	16,600	80	
0	0	232	0	1,471	89	0	0	0	0	0	500	2,292	1,000	-1,292	
0	0	0	0	0	0	0	0	0	0	0	500	500	2,400	1,900	
0	0	444	0	0	21,270	0	0	0	0	0	3,556	25,270	4,000	-21,270	Ash Die Back Invoice paid in September
91	-73	75	17	0	0	0	0	50	50	50	50	310	624	314	
0	281	0	0	0	71	0	0	100	100	100	100	752	1,248	496	
0	0	34	0	0	0	0	0	0	0	0	0	34	0	-34	Tree Carvings (SDNP Grant)
11,173	**11,101**	**13,468**	**11,158**	**13,280**	**51,595**	**9,206**	**9,206**	**10,923**	**9,856**	**9,856**	**16,279**	**177,101**	**175,783**	**-1,318**	
191,102	**5,088**	**217**	**4,742**	**501,840**	**200,707**	**1,735**	**1,735**	**1,735**	**1,735**	**1,735**	**12,914**	**925,282**	**457,974**	**-467,308**	
63,385	**40,231**	**32,792**	**168,671**	**112,392**	**166,337**	**31,110**	**27,999**	**29,796**	**31,426**	**40,909**	**57,238**	**802,286**	**466,261**	**-336,025**	
127,717	**-35,143**	**-32,575**	**-163,929**	**389,448**	**34,370**	**-29,376**	**-26,265**	**-28,062**	**-29,692**	**-39,175**	**-44,325**	**122,996**	**-8,287**	**-131,283**	

ADJUSTMENTS FOR EMRs			Current Month (SEP)			Year to Date (APR-SEP)		
3056	305	A1 Security - Installation & April Rent				-600		
3056	305	Top Notch Signs				-54		
3056	305	A1 Security - May Rent				-100		
4035	305	Spelthams (payment 7)				-20,400		
6580	408	Steven Rogers				-8,000		
4035	305	Spelthams (payment 8)				-68,982		
4035	305	PDP Architecture LLP (TNG Consulting Engineers)				-750		
4035	305	PDP Architecture LLP (TNG Consulting Engineers)				-425		
4035	305	Spelthams (payment 9)				-64,546		
3056	305	A1 Security - June Rent				-100		
3056	305	A1 Security - July Rent				-100		
3056	305	A1 Security				-250		
4035	305	PDP Architecture LLP				-3,445		
3056	305	A1 Security				-100		
4035	305	Spelthams (payment 10)				-75,490		
4080	201	Public Works Loan - Fees				-175		
4035	305	Spelthams (payment 11)	-82,134			-82,134		
4035	305	PDP (KP Consultancy - QS)	-500			-500		
4035	308	PDP Layout Drawings	-600			-600		
4035	305	A1 Security	-107			-107		
		TOTAL EXPENDITURE	**-83,341**		**83,341**	**-326,859**		**326,859**
1049	201	East Hampshire District Council				4,885		
1010	201	Public Works Loan				500,000		
		TOTAL INCOME	**0**		**0**	**504,885**		**-504,885**
		NET TRANSFER	**83,341**			**-178,026**		

Notes
Installation & April Rent of CCTV Equipment
CCTV Signage
Rent of CCTV Equipment
Construction Costs (part 7)
Remove Playground Equipment at Merchistoun Hall
Construction Costs (part 8)
Mechanical & Electrical Consultancy Services (3rd payment)
Mechanical & Electrical Consultancy Services (4th payment)
Construction Costs (part 9)
Rent of CCTV Equipment
Rent of CCTV Equipment
Relocate Cameras
Architectural Services Payment No. 6
Rent of CCTV Equipment
Construction Costs (part 10)
Loan Fees
Construction Costs (part 11)
Quantity Surveying Costs
Land East of Horndean Drawings
Footage re Break In

CIL Funds Q1 2020-21
25 Year Loan for Jubilee Construction

-600	0	0										-600	0	600
-54	0	0										-54	0	54
-100	0	0										-100	0	100
-20,400	0	0										-20,400	0	20,400
0	-8,000	0										-8,000	0	8,000
0	0	0	-68,982									-68,982	0	68,982
0	0	0	-750									-750	0	750
0	0	0	-425									-425	0	425
0	0	0	-64,546									-64,546	0	64,546
0	0	0	-100									-100	0	100
0	0	0	-100									-100	0	100
				-250								250	0	250
				-3,445								-3,445	0	3,445
				-100								-100	0	100
				-75,490								-75,490	0	75,490
				-175								-175	0	175
					-82,134							-82,134	0	82,134
					-500							-500	0	500
					-600							-600	0	600
					-107							-107	0	107
-21,154	**-8,000**	**0**	**-134,904**	**-79,460**	**-83,341**	**0**	**0**	**0**	**0**	**0**	**0**	**-326,859**	**0**	**326,859**
0	4,885	0	0	0	0							4,885	0	-4,885
				500,000								500,000	0	-500,000
0	**4,885**	**0**	**0**	**500,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**504,885**	**0**	**-504,885**

RESTATED AFTER ADJUSTMENTS							
GRAND TOTAL INCOME	**200,707**	**195,862**	**-4,845**	**398,808**	**416,241**	**17,433**	**457,974**
GRAND TOTAL EXPENDITURE	**82,996**	**61,342**	**-21,654**	**256,942**	**245,453**	**-11,489**	**466,261**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**117,711**	**134,520**	**16,809**	**141,866**	**170,788**	**28,922**	**-8,287**

191,102	**203**	**217**	**4,742**	**1,840**	**200,707**	**1,735**	**1,735**	**1,735**	**1,735**	**1,735**	**12,914**	**420,397**	**457,974**	**37,577**
42,231	**32,231**	**32,792**	**33,767**	**32,932**	**82,996**	**31,110**	**27,999**	**29,796**	**31,426**	**40,909**	**57,238**	**475,428**	**466,261**	**-9,167**
148,871	**-32,028**	**-32,575**	**-29,025**	**-31,092**	**117,711**	**-29,376**	**-26,265**	**-28,062**	**-29,692**	**-39,175**	**-44,325**	**-55,031**	**-8,287**	**46,744**

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 19th October 2020

SUBJECT OF REPORT: Draft Budget 2021-22

Budget 2021-22

A virtual budget workshop was held on Monday 28th September following a previous meeting in August where direction was given by Council on some key assumptions.

The main assumptions contained in the draft budget were as follows:

- To set hall income levels at 30% of the 2019-20 outturn.
- To reduce/remove any non-recurring or variable budgets where possible.
- To maintain current staffing levels and to keep within a total 2% pay award.
- To freeze the Precept at the 2020-21 level.
- To adjust earmarked reserves to create a general reserve of approximately 3 months running costs of the 2021-22 budget.
- To return any unspent funds from the loan in the summer of 2021 (12 months after the loan was received) should this be financial beneficial.

Following the workshop one adjustment has been fed into version 2. It as follows:

- The budget for caretakers that relates to the number of hall openings has been reduced in line with the budgeted 30% level of openings in 21-22. This released £4.1k from the which has been added to the Vehicle Replacement Earmarked Reserves.

Summary and Reserves

Updated versions of the Summary and Reserves sheet are contained within the papers.

Tax Base

We are still waiting for the tax base figures for 2021-22 that are produced by East Hampshire District Council. This information is usually available in mid to late November.

Report Prepared by Simon Ritson, Responsible Finance Officer, 12th October 2020

Horndean Parish Council

FINAL BUDGET (DRAFT) 2021-22

SUMMARY - SECTION 1

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2019-20	FULL YR BUDGET 2020-21	YTD ACT APR-AUG 2020-21	FULL YR BUDGET 2021-22	Change	Notes
201	Central Costs	180,961	194,623	74,853	191,265	-3,357	
222	Grants	4,680	7,000	2,075	5,000	-2,000	
	TOTAL EXPENDITURE	185,641	201,623	76,928	196,265	-5,357	
201	Central Costs	-18,739	-5,504	-9,037	-5,164	340	
	TOTAL INCOME	-18,739	-5,504	-9,037	-5,164	340	
Finance & General Purpose	**NET EXPENDITURE**	**166,902**	**196,119**	**67,891**	**191,101**	**-5,017**	
301	Napier Hall	39,789	20,757	4,722	20,073	-684	
305	Jubilee Hall	336,247	22,190	241,770	20,388	-1,802	
306	Jubilee Admin	0	36,300	0	38,476	2,176	Transfer from 310/315 + loan
310	Tyfield House	26,206	0	15,287	0	0	closed
315	Lucky Lite	9,746	0	5,482	0	0	closed
	TOTAL EXPENDITURE	411,988	79,247	267,261	78,937	-310	
301	Napier Hall	-28,223	-29,200	-836	-8,760	20,440	reduced income target due to COVID 19
305	Jubilee Hall	-307,046	-27,900	-1,042	-8,370	19,530	reduced income target due to COVID 19
	TOTAL INCOME	-335,269	-57,100	-1,878	-17,130	39,970	
Property Management	**NET EXPENDITURE**	**76,719**	**22,147**	**265,384**	**61,807**	**39,660**	
407	Countryside Sites	987	1,000	193	1,000	0	
408	Amenity Sites	7,486	8,608	12,905	8,737	129	
470	Other Open Spaces Costs	160,296	175,783	60,180	174,707	-1,076	
	TOTAL EXPENDITURE	168,769	185,391	73,278	184,444	-947	
407	Countryside Sites	-13,605	-11,729	-777	-11,729	0	
408	Amenity Sites	-3,767	-2,100	-525	-2,100	0	
	TOTAL INCOME	-17,372	-13,829	-1,302	-13,829	0	
Open Spaces	**NET EXPENDITURE**	**151,398**	**171,562**	**71,977**	**170,615**	**-947**	
	GRAND TOTAL EXPENDITURE	**766,398**	**466,260**	**417,468**	**459,646**	**-6,614**	
	GRAND TOTAL INCOME	**-371,379**	**-76,433**	**-12,216**	**-36,123**	**40,310**	
	GRAND NET EXPENDITURE	**395,018**	**389,827**	**405,251**	**423,523**	**33,696**	
	EARMARKED RESERVES		**5,071**		**-23,057**	**-28,128**	
	GENERAL RESERVES		**-13,357**		**-18,925**	**-5,568**	
	GRAND TOTAL		**381,541**		**381,541**	**0**	
	EHDC Allowance (tax Support Grant)		**0**		**0**		
	Precept		**381,541**		**381,541**		
	Tax Base		**5,092.66**		**5,092.66**		
	2020-21 / 2021-22 Band d precept		**£74.92**		**£74.92**	**0.0%**	

Horndean Parish Council

RESERVES - SECTION 3

	RESERVES	A ACT Aug-20	B Q4 FCAST Mar-21	C F&GP 21-22	D SRR 21-22	E Loan Returned	F EMR Adj's	G Forecast Apr-20	Notes
Code									
310	**GENERAL FUNDS**	**168,896**	**86,672**	**-9,500**	**32,557**			**109,729**	
	Funds needed to balance budget							**-18,925**	
		168,896	**86,672**	**-9,500**	**32,557**	**0**	**0**	**90,804**	
	% of Precept							**23.8%**	
	No. of Months Running Costs							**2.9**	
325	IT Equipment	6,000	6,000		-3,500			2,500	£6,000 reserve held for possible replacement of IT equipment
326	Vehicle Replacement	20,000	20,000	5,000	-887			24,113	to be increased each year by £5,000 to reach £25,000 by 2020/21 ; defer 21-22 transfer
329	Napier Hall Improvements	13,043	13,043		-12,043			1,000	reduced as refurbishment undertaken in 2019-20, to be built up in coming years
334	The Granary	6,000	6,000		-4,000			2,000	
338	Lith Roads re-surfacing	3,838	3,838		-838			3,000	
340	Jubilee Hall Project	405,346	100,000		10,000	-100,000		10,000	£10,000 reserve for new build
341	Playgrounds	7,000	7,000					7,000	
342	Grounds Equipment	4,517	4,517		-2,017			2,500	
343	Legal & Professional Costs	10,000	10,000		-6,000			4,000	
344	Election	5,522	5,522		-3,522			2,000	
346	Fencing	5,000	5,000		-1,000			4,000	
347	Tree Maintenance	757	0	4,000				4,000	
348	LychGate Repairs	1,500	1,500	500	-500			1,500	increased pa by £500 to reach £5k for possible for repair works in 2027/28 ; defer 21-22 transfer
350	Community Infrastructure Levy	25,885	15,885					15,885	
351	Land East of Horndean	7,250	7,250		-4,750			2,500	
352	Wagtail Road Grass Cutting	3,750	3,500		-3,500			0	
	TOTAL OF EARMARKED FUNDS	**525,408**	**209,055**	**9,500**	**-32,557**	**-100,000**	**0**	**85,998**	
	GRAND TOTAL	**694,304**	**295,726**	**0**	**0**	**-100,000**	**0**	**176,801**	
	% of Precept							**46.3%**	
	No. of Months Running Costs							**5.6**	

	DESCRIPTION OF FUNDS	
325	*IT Equipment*	*New IT Equipment installed into the Admin Office in 2015-16. Assumed Lifecycle 4 years. Fund to be built up by 2019/20*
326	*Vehicle Replacement*	*2 x New Vehicles purchased in 2015-16. Assumed Lifecycle 5 years. Fund to be built up by 2020/21*
329	*Napier Hall Improvements*	*Reserve for future maintenance on Napier Hall*
334	*The Granary*	*Reserve for future maintenance on the Granary*
338	*Lith Roads re-surfacing*	*Reserve for future maintenance on the Lith Re-surfacing*
340	*Jubilee Hall Project*	*Reserve for costs associated with Jubilee Hall redevelopment*
341	*Playgrounds*	*Reserve for maintenance/upgrades to Play areas*
342	*Grounds Equipment*	*Reserve for purchase of large pieces of equipment*
343	*Legal & Professional Costs*	*Reserve for major legal and professional expenses*
344	*Election*	*Funds for parish Elections*
346	*Fencing*	*Reserve for major fencing works*
347	*Tree Maintenance*	*Reserve for major tree works*
348	*LychGate Repairs*	*Funds to be increased year on year to prepare for any major project*
350	*Community Infrastructure Levy*	*Funds Received stored here until projects to spend monies identified*
351	*Land East of Horndean*	*Reserve for costs associated with Land East of Horndean*
352	*Wagtail Road Grass Cutting*	*Reserve for Grass Cutting Contract addition for Wagtail Road (£2.5k) ; Beautification Project (£1.5k)*

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 19th October 2020

SUBJECT OF REPORT: Public Works Loan Board (PWLB)

The full £500,000 loan was drawn down in August as the 12 month deadline was approaching.

It is likely that a portion of this will not be needed when the project is complete.

It was agreed, in principle at the Budget workshop, that any unspent funds would be returned to the PWL next summer if financially beneficial which would be dependent on the interest rates prevailing at that time.

In the meantime, £100,000 has been transferred from the Co-operative account into the interest bearing Cambridge & Counties account.

Report Prepared by Simon Ritson, Responsible Finance Officer, 12th October 2020

Item: 8

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 19th October 2020

SUBJECT OF REPORT: Jubilee Hall Construction Update

Recap

A contract was signed with PDP for £61,700 in November 2017.
A contract was later signed with Spelthams for £763,455.

The total budget set aside also covers potential unforeseen costs and possible duplicate costs when we are still in Tyfield House but the new building has been completed.

We received £279,722 from East Hampshire District Council in the form of s106 funds
We contributed £201,209 from Earmarked Reserves
We applied for a £500,000 (maximum) loan from the Public Works Board. Any unspent funds will be returned at the end of the project.

Total Funds (Maximum) = £980,931

Expenditure to date
As at the end of September 2020 the following has been spent against the budget:

1. PDP - £52,382 (Appendix A)
2. Spelthams against the contract (less retention) = £579,556 (Appendix B)
3. Spelthams variations above the contract = £12,514 (Appendix C)
4. Other costs = £15,649 (Appendix D)

Total spend to date = £660,101

It was agreed, in principle at the Budget workshop, that any unspent funds would be returned to the PWL next summer if financially beneficial which would be dependent on the interest rates prevailing at that time.

Report Prepared by Simon Ritson, Responsible Finance Officer, 12th October 2020

APPENDIX A

UPDATED TO:	30/09/2020

JUBILEE HALL EXTENSION COSTS

PDP ARCHITECURE LLP PRICING PO : M HPC 18/19 036 12/10/2020

RIBA Stage	Payment	Architecture Services (PDP Architecture LLP)		Budget	Current Estimate	Actual	paid
0-3	1	Submission of Planning Application	20.0%	£6,890.00	£6,890.00	£6,890.00	
		Plus Out of Pocket : Utility Search Fees, BT Open Reach, Portsmouth Water			£124.52	£124.52	30/08/2018
0-3	2	Planning Decision	10.0%	£3,445.00	£3,445.00	£3,445.00	14/12/2018
4	3	Submission of Building Regulation Application	10.0%	£3,445.00	*£3,445.00*	£3,445.00	13/03/2019
4	4	Completion of additional detailed drawings/schedules	10.0%	£3,445.00	*£3,445.00*	£3,445.00	03/10/2019
4	5	Preparation of Tender Documents / receipt of competitive tenders	10.0%	£3,445.00	*£3,445.00*	£3,445.00	04/06/2019
4	6	Building Regulation Approval	5.0%	£1,722.50	*£1,722.50*	£1,722.50	04/06/2019
5	7	Appointment of Main Contractor	10.0%	£3,445.00	*£3,445.00*	£3,445.00	03/10/2019
5	8	50% construction complete	10.0%	£3,445.00	*£3,445.00*	£3,445.00	03/08/2020
6-7	9	As built drawings / Practical Completion	10.0%	£3,445.00	*£3,445.00*		tbc
6-7	10	12 months defects / Final Certificate	5.0%	£1,722.50	*£1,722.50*		tbc
		Agreed Fee as per the letter dated 27th October 2017	100.0%	**£34,450.00**	**£34,574.52**	**£29,407.02**	
		Consulting Engineer (Scott White & Hookins)		**£9,850.00**			
		Professional, Civil & Structural Enginnering (1st payment)			*£3,450.00*	£3,450.00	13/03/2019
		Professional, Civil & Structural Enginnering (2nd payment)			*£2,000.00*	£2,000.00	12/04/2019
		Professional, Civil & Structural Enginnering (3rd payment)			*£1,450.00*	£1,450.00	14/05/2019
		Professional, Civil & Structural Enginnering - Construction Phase (4th payment)			*£1,150.00*	£1,150.00	08/10/2019
		Professional, Civil & Structural Enginnering - Construction Phase (5th payment)			*£800.00*	£800.00	26/11/2019
		Professional, Civil & Structural Enginnering - Construction Phase (6th payment)			*£700.00*	£700.00	03/12/2019
		Professional, Civil & Structural Enginnering - Construction Phase (7th payment)			*£300.00*		
		Mechanical & Electrical Consultant (TNG Consulting Engineers Ltd)		**£9,250.00**			
		Mechanical & Electrical Consultant (1st payment)			*£3,000.00*	£3,000.00	05/04/2019
		Mechanical & Electrical Consultant (2nd payment)			*£2,500.00*	£2,500.00	14/05/2019
		Mechanical & Electrical Consultant (3rd payment)			*£750.00*	£750.00	01/07/2020
		Mechanical & Electrical Consultant (4th payment)			*£425.00*	£425.00	14/07/2020
		Mechanical & Electrical Consultant (5th payment)			*£2,575.00*		tbc
		Quantity Surveyor (KSP Consultancy)		**£7,250.00**			
		KSP Consultancy - prep for initial bgt estimates of construction costs			£650.00	£650.00	27/11/2018
		KSP Consultancy (2nd payment)			£5,600.00	£5,600.00	04/06/2019
		KSP Consultancy (3rd payment)			£500.00	£500.00	25/09/2020
		KSP Consultancy (4th payment)			£500.00		tbc
		Land Survey (including manhole invert levels)		**£900.00**	*£900.00*		tbc
		Total Cost (agreed at Council 20 November 2017)		**£61,700.00**	**£61,824.52**	**£52,382.02**	

Speltham Contracts Limited
EST 1961

APPENDIX B

REF		BGT	INV 1	INV 2	INV 3	INV 4	INV 5	INV 6	INV 7	INV 8	INV 9	INV 10	INV 11	YTD TOTAL	BALANCE
1	PRELIMINARIES	59,613.80	2,755.44	6,082.04	5,121.16	7,042.46	8,252.25	8,427.31	4,503.69	3,080.84	4,451.02	6,665.40	0.00	56,381.61	3,232.19
2	SUBSTRUCTURES	36,256.29	0.00	24,961.74	10,966.66	0.00	0.00	0.00	182.00	0.00	145.89	0.00	0.00	36,256.29	0.00
3	SUPERSTRUCTURES	279,007.13	0.00	0.00	10,920.60	4,645.17	38,220.48	9,520.65	6,971.71	23,352.64	46,295.10	38,615.80	31,001.28	209,543.42	69,463.71
4	MECHANICAL AND ELECTRICAL INSTALLATIONS	146,720.32	0.00	0.00	0.00	0.00	12,250.00	0.00	0.00	0.00	15,980.94	23,762.89	49,748.01	101,741.83	44,978.49
5	DRAINAGE AND EXTERNAL SERVICES	55,984.46	7,434.37	0.00	13,646.92	15,805.20	4,361.93	0.00	0.00	1,191.03	0.00	3,401.69	0.00	45,841.14	10,143.32
6	EXTERNAL WORKS	154,509.47	10,412.06	19,855.17	5,811.23	11,550.39	18,798.55	16,062.33	8,455.94	43,627.98	2,274.03	1,168.36	0.00	138,016.04	16,493.43
7	PROVISIONAL SUMS	7,250.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	870.00	0.00	2,800.00	0.00	4,000.00	3,250.00
8	OVERHEADS & PROFIT	36,916.67	1,030.09	2,099.31	3,218.53	-1,323.60	2,620.27	923.00	819.51	2,307.92	2,212.71	2,445.25	2,583.98	18,936.97	17,979.70
9	VARIATIONS	0.00	0.00	0.00	5,130.18	0.00	7,687.21	991.58	211.13	-1,817.56	-3,416.12	604.07	3,123.56	12,514.05	
	TOTAL	776,258.14	21,631.95	52,998.26	54,815.28	37,719.62	92,190.69	35,924.86	21,473.98	72,612.85	67,943.56	79,463.47	86,456.83	623,231.35	165,540.85
10	50% SPLIT ON TENDER ERROR	-12,803.54													-12,803.54
	REVISED TOTAL	763,454.60													152,737.31
	RETENTION (5%)		1,081.60	2,649.91	2,740.76	1,885.98	4,609.53	1,796.24	1,073.70	3,630.64	3,397.18	3,973.17	4,322.84	31,161.57	
	INVOICE		20,550.36	50,348.35	52,074.51	35,833.63	87,581.16	34,128.62	20,400.28	68,982.21	64,546.38	75,490.29	82,133.99	592,069.78	
	VAT (to be reclaimed)		4,110.07	10,069.67	10,414.90	7,166.73	17,516.23	6,825.72	4,080.06	13,796.44	12,909.28	15,098.06	16,426.80	118,413.96	
	TOTAL		24,660.43	60,418.02	62,489.41	43,000.36	105,097.39	40,954.34	24,480.33	82,778.65	77,455.66	90,588.35	98,560.79	710,483.73	

VARIATIONS TO SPELTHAMS CONTRACT - APPENDIX C

REF		Cost	% Claim	ACT VAL 3 Total	ACT VAL 4	ACT VAL 5	ACT VAL 6	ACT VAL 7	ACT VAL 8	ACT VAL 9	ACT VAL 10	ACT VAL 11	YTD ACT TOTAL	Forecast	TOTAL FORECAST
S1	Change to levels on Surface water M/H 5	£ 1,696.00	100%										£ -	£ -	£ -
S2	Abortive work to original Soakaway location	£ 3,283.45	100%	£ 1,182.17									£ 1,182.17	£ -	£ 1,182.17
S3	Preculation/investigation work for new Soakaway position	£ 524.87	100%	£ 524.87									£ 524.87	£ -	£ 524.87
S4	New soakaway and asscociated drainage works.	£ 3,423.14	100%	£ 3,423.14									£ 3,423.14	£ -	£ 3,423.14
S5	Foul drainage run not indicated on the western elevation	£ 623.46	100%										£ -	£ -	£ -
S6	Omit sum for Gas Service Connection	-£ 2,000.00	100%			-£ 2,000.00							-£ 2,000.00	£ -	-£ 2,000.00
S7	Add Gas quote plus 5 % OVD/Profit	£ 2,459.78	100%			£ 2,459.78							£ 2,459.78	£ -	£ 2,459.78
S8	Omit sum for Water Service Connection	-£ 2,000.00	100%			-£ 2,000.00							-£ 2,000.00	£ -	-£ 2,000.00
S9	Add Portsmouth Water quote plus 5 % OVD/Profit	£ 3,138.66	100%			£ 3,138.66							£ 3,138.66	£ -	£ 3,138.66
S10	Omit Sum for Electricity Supply	-£ 7,500.00	100%			-£ 7,500.00							-£ 7,500.00	£ -	-£ 7,500.00
S11	Add SSE quote plus 5% OVD/Profit	£ 11,851.48	100%			£ 11,851.48							£ 11,851.48	£ -	£ 11,851.48
S12	E.O cost for toothing facework and contiuing cavity on 1100 x 600 window	£ 110.00	100%			£ 110.00							£ 110.00	£ -	£ 110.00
S13	Provide and weld angle suppot plate to take lintel bearing on coloumn	nfe	100%			nfe							£ -	£ -	£ -
S14	Additional works in widening the entrance road to rear parking. + margin	£ 1,076.24	100%			£ 1,076.24							£ 1,076.24	£ -	£ 1,076.24
S15	Additional area of footpath as breakdown + margin	£ 2,076.19	100%			£ 2,076.19							£ 2,076.19	£ -	£ 2,076.19
S16	Additional sub base (Type 3) over and above measured BOQ items + margin	£ -	100%			£ -							£ -	£ -	£ -
S17	Omit cost of broken window to existing building	-£ 139.68	100%			-£ 139.68							-£ 139.68	£ -	-£ 139.68
S18	Omit cost of repair work by electrician to car park lighting	-£ 966.00	100%			-£ 966.00							-£ 966.00	£ -	-£ 966.00
S19	Omit cost of contractors electricity usage.	-£ 419.46	100%			-£ 419.46							-£ 419.46	£ -	-£ 419.46
S20	Remove additional trees as requested. All as per the emailed quote 13/02/20	£ 795.00	100%				£ 795.00						£ 795.00	£ -	£ 795.00
S21	Manufacture Cranked Steel Lintels for feature window openings.(Not in the BOQ.)	nfe											£ -	£ -	£ -
S22	Add Fire Barrier to external cladding as Dwg 28045-WD401D	£ 819.88								£ 819.88			£ 819.88	£ -	£ 819.88
S23	Omit concrete blwk and plasterboard infill to existing kitchen door.	-£ 243.87										-£ 243.87	-£ 243.87	£ -	-£ 243.87
S24	Add FD60 timber door and vision panel @ £997.91 (Ironmongery to be added).	£ 1,251.48										£ 1,251.48	£ 1,251.48	£ -	£ 1,251.48
S25	Omit 1.6 M2 of bed 2 hedge planting. 5 No Daphne Hedge pots.	-£ 82.78											£ -	-£ 82.78	-£ 82.78
S26	Add 1.6 M2 of concrete paving slabs outside existing external doors from hall.	£ 192.80											£ -	£ 192.80	£ 192.80
S27	Add concrete edging from path re-purposed to return to external wall.	£ 211.13	100%					£ 211.13					£ 211.13	£ -	£ 211.13
S28	Add 21 Lm of additional floor timbers @ £8.51 + margin @ 10 %	£ 196.58	100%				£ 196.58						£ 196.58	£ -	£ 196.58
S29	Omit reduced cost for Vista Retailia Quikgrip Balustrade System. 3/L/5 B & margin.	-£ 3,171.52	100%						-£ 3,171.52				-£ 3,171.52	£ -	-£ 3,171.52
S30	Add back tender spec and sum for glass S/S Baustrade. 3/L/5 B & margin	£ 8,153.52											£ -	£ 8,153.52	£ 8,153.52
S31	Binstore base details added. Email 18/02/2020	£ 1,353.96	100%						£ 1,353.96				£ 1,353.96	£ -	£ 1,353.96
S32	Re-measure on external works.												£ -	£ -	£ -
S33	Re-measure on superstructure brick and blockwork.	£ 2,000.00	100%									£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
S34	Change specification on the pitched roof insulation. Agreed saving £4236.00	-£ 4,236.00	100%							-£ 4,236.00			-£ 4,236.00	£ -	-£ 4,236.00
S35	Supply and lay 100mm quilt insulation to ist floor ceiling void. £9m2 x 120m2 + margin.	£ 1,188.00	100%								£ 1,188.00		£ 1,188.00	£ -	£ 1,188.00
S36	Agreed extra work on the flat roof and existing vents. (email dated 14/07/2020)	£ 2,554.07	100%								£ 2,554.07		£ 2,554.07	£ -	£ 2,554.07
S37	Take down blockwork to liftshaft at G/Fl level as agreed and re-build in new position.	£ 610.00	100%								£ 610.00		£ 610.00	£ -	£ 610.00
S38	Add cement board boxing in to internal posts.	£ 214.00										£ 214.00	£ 214.00	£ -	£ 214.00
S39	Financial uplift of Prelims to cover Covid-19 implications.	£ 4,977.13	33%									£ 1,642.45	£ 1,642.45	£ 3,334.68	£ 4,977.13
S40	Omit Prov Sum for Additional Mech Services Requirements.	-£ 1,000.00	100%								-£ 1,000.00		-£ 1,000.00	£ -	-£ 1,000.00
S41	Add alterations to existing building overflows.	£ 82.00	100%								£ 82.00		£ 82.00	£ -	£ 82.00
S42	Omit Prov Sum for Additional work in forming light shafts to Roof lights and Velux windows	-£ 2,000.00	100%								-£ 2,000.00		-£ 2,000.00	£ -	-£ 2,000.00
S43	Add work in forming light wells/plasterboard and decs.	£ 1,108.25	100%									£ 1,108.25	£ 1,108.25	£ -	£ 1,108.25
S44	Omit Prov Sum for Adaptions to existing roof junction with extension.	-£ 1,000.00	100%								-£ 1,000.00		-£ 1,000.00	£ -	-£ 1,000.00
S45	Add work in adapting the existing roof and new roof junction.	£ 745.00	100%								£ 745.00		£ 745.00	£ -	£ 745.00
S46	Omit Prov Sum for adptions at junction of existing building.	-£ 1,000.00	100%								-£ 1,000.00		-£ 1,000.00	£ -	-£ 1,000.00
S47	Add adaptions at juction to the existing building.	£ 425.00	100%								£ 425.00		£ 425.00	£ -	£ 425.00
S48	Omit Prov Sum for Lightening Protection	-£ 1,000.00	100%									-£ 1,000.00	-£ 1,000.00	£ -	-£ 1,000.00
S49	Add additional cost for supply and install of Entrance Barrier Arm and Boom as quoted.	£ 1,694.00											£ -	£ 1,694.00	£ 1,694.00
S50	Omit Prov Sum for supply and fit of wall storage units.	-£ 2,000.00	100%									-£ 2,000.00	-£ 2,000.00	£ -	-£ 2,000.00
S51	Add Suited locks and keys to doors listed on email 25/08/20	£ 148.50	50%									£ 74.25	£ 74.25	£ 74.25	£ 148.50
S52	Omit sum for 2 No Paper towel dispensers. As per email 01/09/2020	-£ 191.80											£ -	-£ 191.80	-£ 191.80
S53	Omit sum for alternative water heater and mounting brackets for the toilets.	-£ 578.00											£ -	-£ 578.00	-£ 578.00
S54	Add cost for supply and fit of 1 No external bib tap.	£ 77.00	100%									£ 77.00	£ 77.00	£ -	£ 77.00
	GRAND TOTAL			£ 5,130.18	£ -	£ 7,687.21	£ 991.58	£ 211.13	-£ 1,817.56	-£ 3,416.12	£ 604.07	£ 3,123.56	£ 12,514.05	£ 12,596.67	£ 25,110.72

APPENDIX D

		£££	
	OTHER COSTS		
2017-18	EHDC: Architect Fees re Jubilee Extension	1,669.70	28/02/2018
2017-18	EHDC: Jubilee Hall Extension Pre Application	104.17	23/03/2018
2018-19	Woodside Tree Consultancy: Tree Survey	795.00	21/06/2018
2018-19	ECOSA: Ecological Appraisal	720.00	26/06/2018
2018-19	J Brotheton & Partners - Topographical Survey	550.00	02/07/2018
2018-19	EHDC: Jubilee Extension Planning Fees	924.00	25/07/2018
2018-19	Sound Advice - Acoustic Report	*1,200.00*	24/01/2019
2018-19	Your Environment - Ground Investigation	*3,150.00*	01/02/2019
2018-19	EHDC: Jubilee Extension Release Documents	42.92	13/02/2019
2018-19	EHDC: Building Control Plan Fee Extension	350.00	19/02/2019
2018-19	Portal Planquest Limited: Planning Application Portal Fee	132.67	26/03/2019
2018-19	Proactis: One-Off Notice Subscription to myTenders Pro	995.00	22/03/2019
2019-20	Pulse Mapping : Utility Mapping	900.00	09/05/2019
2019-20	East Hampshire District Council: Inspection Fee	725.00	12/09/2019
2019-20	Express Matting Services	579.91	22/10/2019
2019-20	Sean Mason Electrical	805.00	21/01/2020
2019-20	SSE	419.46	21/01/2020
2020-21	A1 Security - Installation & April Rent	600.00	06/04/2020
2020-21	Top Notch Signs	53.95	23/04/2020
2020-21	A1 Security - May Rent	100.00	28/04/2020
2020-21	A1 Security - July Rent	100.00	07/07/2020
2020-21	A1 Security - August Rent	100.00	21/07/2020
2020-21	A1 Security	250.00	12/08/2020
2020-21	A1 Security	100.00	21/08/2020
2020-21	Public Works Loan	175.00	31/08/2020
2020-21	A1 Security	107.00	07/09/2020
	Total Other Costs	**£15,648.78**	