

# CHANDLER'S FORD PARISH COUNCIL

Duncan Murray *Parish Clerk*  
Fryern Hill Pavilion,  
Greenways, Chandler's Ford. SO53 2LE  
Telephone 023 8026 6612  
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12 January 2015

**Voting Members are summoned to a meeting of the Policy and Finance Committee on Monday 19 January 2015 at 7.00 p.m. Hiltingbury Pavilion, Hiltingbury Road, Chandler's Ford**

## AGENDA

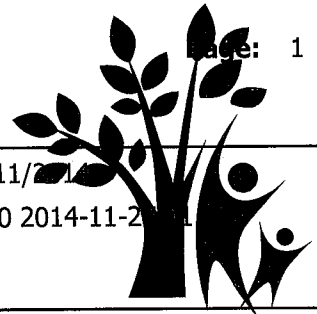
Public participation – the first 15 minutes are set aside for the public to express a view or ask a question to Members of the Parish Council.

1. Apologies.
2. Declarations of Interest.
3. To note the minutes of the Policy and Finance Committee's Meeting of 17 November 2014 previously agreed at the Full Council meeting of 1 December 2014.
4. **Matters for Resolution:**
  - a) to discuss and agree the draft budget and resulting expected Precept demand, noting the recommendation from the Asset Management Committee of 12 January 2015 with regard to the Reserves Funds and Council with regard to the STAR project presentation and to make an agreed Precept recommendation to Full Council for its meeting of 26 January 2015;
  - b) to discuss and agree that the Clerk prepare a budget/Precept newsletter to be distributed to all dwellings in the parish; and
  - c) to discuss and agree the adoption of a Whistleblower Policy in line with the provisions of the Disclosure in the Public Interest Act 1998.
5. To discuss and agree to underwrite the costs of running of the Fryern Funtasia event in 2015 from the existing as per the previously circulated report/motion (from Cllr Hughes).
6. To note the financial reports:
  - i. SAGE current account reconciliations from 19 October to 19 December 2014 (most recent bank statements) third quarter report with Profit and Loss and Balance Sheet;
  - ii. to receive a report from the Clerk on discovered VAT registration issues; and
  - iii. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.
7. To matters to be taken to the Committee's next Agenda.
8. Date and time of next meeting: 7.00pm 9<sup>th</sup> March 2015, Hiltingbury Pavilion, Hiltingbury Road.

Duncan Murray  
Parish Clerk

Date: 27/11/2014  
Time: 16:36:32

**Chandler's Ford Parish Council**  
**Bank Reconciliation**



<b>Bank Ref:</b> 1200	<b>Date To:</b> 23/11/2014
<b>Bank Name:</b> Current Account Barclays 13282457	<b>Statement Ref:</b> 1200 2014-11-2
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 23/11/2014:**

**Chandler's Ford**  
**Parish Council**  
WORKING WITH THE COMMUNITY FOR THE COMMUNITY  
£

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	
217	10/09/2013	100347	REfund of key deposit	15.00
1053	24/10/2014	DD	Purchase Payment	8.38
1056	07/10/2014	100525	Purchase Payment	42.00
1233	13/11/2014	100539	Payment on Account	69.77
1234	13/11/2014	100540	Purchase Payment	168.00
1235	13/11/2014	100541	Purchase Payment	168.14
1236	13/11/2014	100542	Purchase Payment	5,224.41
1237	13/11/2014	100543	Purchase Payment	114.00
1238	13/11/2014	100544	Purchase Payment	420.00
1239	13/11/2014	100545	Purchase Payment	53.87
1240	13/11/2014	100546	Purchase Payment	102.84
1241	13/11/2014	100546	Purchase Payment	246.58
1242	13/11/2014	100546	Purchase Payment	79.15
1243	13/11/2014	100547	Purchase Payment	984.00
1244	13/11/2014	100548	Purchase Payment	486.00
1245	13/11/2014	100549	Purchase Payment	93.75
1246	13/11/2014	100550	Purchase Payment	780.00
1247	13/11/2014	100551	Purchase Payment	135.66

9,191.55

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
1261	20/11/2014	CS-0014	Sales Receipt	7.50
1262	20/11/2014	cs-0014	Sales Receipt	32.40
1263	20/11/2014	CS-0014	Sales Receipt	15.00
1264	20/11/2014	CS-0014	Sales Receipt	21.00
1265	20/11/2014	CS-0014	Sales Receipt	10.50
1266	20/11/2014	CS-0014	Sales Receipt	15.00
1267	20/11/2014	CS-0014	Sales Receipt	7.50
1268	20/11/2014	CS-0014	Sales Receipt	15.00
1269	20/11/2014	CS-0014	Sales Receipt	30.00
1270	20/11/2014	CS-0014	Sales Receipt	7.50
1271	20/11/2014	CS-0014	Sales Receipt	7.50
1272	20/11/2014	CS-0014	Sales Receipt	15.00
1273	20/11/2014	CS-0014	Sales Receipt	15.00

Date: 27/11/2014  
Time: 16:36:32

**Chandler's Ford Parish Council**

**Bank Reconciliation**

1274	20/11/2014	CS-0014	Sales Receipt	25.00
1275	20/11/2014	CS-0014	Sales Receipt	15.00
1276	20/11/2014		Sales Receipt	7.50
1277	20/11/2014	CS-0014	Sales Receipt	30.00
1278	20/11/2014	CS-0014	Sales Receipt	21.00
1279	20/11/2014	CS-0014	Sales Receipt	15.00
1280	20/11/2014	CS-0014	Sales Receipt	15.00
1281	20/11/2014	CS-0014	Sales Receipt	15.00
1282	20/11/2014	CS-0014	Sales Receipt	13.50

(355.90)

**Reconciled balance :**

28,576.43

**Balance as per statement :**

28,576.43

**Difference :**

0.00

*Orlan Honey*  
27/11/14.

**Bank Reconciliation**

<b>Bank Ref:</b> 1200	<b>Date To:</b> 23/12/2014
<b>Bank Name:</b> Current Account Barclays 13282457	<b>Statement Ref:</b> 1200 2015-01-13 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 23/12/2014:**

104,001.84

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	£
217	10/09/2013	100347	REfund of key deposit	15.00
1053	24/10/2014	DD	Purchase Payment	8.38
1235	13/11/2014	100541	Purchase Payment	168.14
1243	13/11/2014	100547	Purchase Payment	984.00
1362	04/12/2014	100567	Purchase Payment	1,548.00
1364	02/12/2014	100565	Purchase Payment	100.80
1365	02/12/2014	100564	Purchase Payment	734.00
1366	02/12/2014	100563	Purchase Payment	208.80
1368	09/12/2014	100568	Purchase Payment	25.00
1386	27/11/2014	100558	Purchase Payment	10,738.40
1440	09/12/2014	100569	Purchase Payment	419.72
1441	09/12/2014	100570	Purchase Payment	73.10
1442	09/12/2014	100571	Purchase Payment	480.00
1443	17/12/2014	100572	Purchase Payment	420.00
1444	17/12/2014	100573	Purchase Payment	248.00
1445	17/12/2014	100574	Purchase Payment	27.45
1446	17/12/2014	100575	Purchase Payment	211.86

16,410.65

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
1459	22/12/2014	TRANS	Bank Transfer	55,000.00

(55,000.00)

**Reconciled balance :**

65,412.49

**Balance as per statement :**

65,412.49

**Difference :**

0.00

Budget Report

From: Month 7, October 2014  
To: Month 9, December 2014

## Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
<b>Income</b>								
Precept	0.00	0.00	0.00	0.00	282,615.64	93.64	282,616.00	(0.36)
Allotment income	1,691.50	16.02	499.98	1,191.52	2,055.16	0.68	1,499.94	555.22
Rental income - Fryern	1,563.00	14.81	1,500.00	63.00	2,891.87	0.96	4,500.00	(1,608.13)
Rental income - Hiltingbury	951.80	9.02	1,575.00	(623.20)	1,812.48	0.60	4,725.00	(2,912.52)
Grants	0.00	0.00	30,662.00	(30,662.00)	578.50	0.19	35,662.00	(35,083.50)
Events	0.00	0.00	0.00	0.00	4,704.81	1.56	5,345.00	(640.19)
Interest Received	810.54	7.68	0.00	810.54	1,621.08	0.54	300.00	1,321.08
Other Income	5,540.25	52.48	0.00	5,540.25	5,540.25	1.84	0.00	5,540.25
	10,557.09	100.00	34,236.98	(23,679.89)	301,819.79	100.00	334,647.94	(32,828.15)
<b>Expenditure</b>								
Direct costs	3,338.74	31.63	35,434.41	32,095.67	8,178.16	2.71	109,756.61	101,578.45
Allotment costs	236.48	2.24	2,587.49	2,351.01	1,213.96	0.40	3,762.47	2,548.51
Hiltingbury Pavilion costs	621.72	5.89	875.01	253.29	2,659.47	0.88	2,625.03	(34.44)
Fryern Hill Pavilion costs	1,932.85	18.31	600.00	(1,332.85)	2,572.29	0.85	1,800.00	(772.29)
Event costs	2.00	0.02	0.00	(2.00)	4,195.05	1.39	3,530.50	(664.55)
Youth Facilities	0.00	0.00	0.00	0.00	0.00	0.00	136.80	136.80
Volunteer support	0.00	0.00	125.01	125.01	0.00	0.00	375.03	375.03
	6,131.79	58.08	39,621.92	33,490.13	18,818.93	6.24	121,986.44	103,167.51
<b>Overheads</b>								
Website and newsletter	211.98	2.01	3,437.49	3,225.51	1,609.39	0.53	10,312.47	8,703.08
Advertising	300.00	2.84	613.42	313.42	771.88	0.26	1,745.34	973.46
Miscellaneous	0.00	0.00	1,374.99	1,374.99	0.00	0.00	4,124.97	4,124.97
Grants : under GPC and other powers	7,000.00	66.31	15,250.00	8,250.00	17,733.00	5.88	30,750.00	13,017.00
Salary costs	13,723.40	129.99	13,027.01	(696.39)	25,010.78	8.29	38,681.03	13,670.25
Premises expenses	0.00	0.00	57.73	57.73	0.00	0.00	791.45	791.45
General insurances	0.00	0.00	900.00	900.00	0.00	0.00	2,700.00	2,700.00
Office repairs	(16.00)	(0.15)	1,351.45	1,367.45	(16.00)	(0.01)	1,726.45	1,742.45
Motor Expenses	208.80	1.98	0.00	(208.80)	208.80	0.07	0.00	(208.80)
Travelling and Entertainment	0.00	0.00	12.51	12.51	0.00	0.00	37.53	37.53
Printing and Stationery	163.18	1.55	444.99	281.81	606.90	0.20	1,334.97	728.07
Telephone and Computer charges	342.25	3.24	788.76	446.51	2,383.57	0.79	2,366.28	(17.29)
Professional Fees	2,447.37	23.18	1,254.69	(1,192.68)	21,158.09	7.01	4,384.12	(16,773.97)
Fryern Pavilion extension	23,837.73	225.80	137,208.00	113,370.27	34,525.23	11.44	137,208.00	102,682.77
Maintenance	942.23	8.93	249.99	(692.24)	942.23	0.31	749.97	(192.26)
Subscriptions	0.00	0.00	0.00	0.00	1,944.00	0.64	2,250.00	306.00
Training costs	386.00	3.66	125.01	(260.99)	386.00	0.13	375.03	(10.97)
Meeting costs	187.37	1.77	212.49	25.12	431.33	0.14	637.47	206.14
Sundry expenses	0.00	0.00	0.00	0.00	87.08	0.03	1.90	(85.18)
Election expenses	9,660.56	91.51	33,000.00	23,339.44	9,660.56	3.20	33,000.00	23,339.44
	59,394.87	562.61	209,308.53	149,913.66	117,442.84	38.91	273,176.98	155,734.14
<b>Net Profit/(Loss):</b>	(54,969.57)	(520.69)	(214,693.47)	159,723.90	165,558.02	54.85	(60,515.48)	226,073.50

Date: 13/01/2015  
Time: 16:20:30

**Chandler's Ford Parish Council**  
**Profit and Loss**

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From: Month 7, October 2014  
To: Month 9, December 2014

**Chart of Accounts:**

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
<b>Income</b>			
Precept	0.00	282,615.64	
Allotment income	1,691.50	2,055.16	
Rental income - Fryern	1,563.00	2,891.87	
Rental income - Hiltingbury	951.80	1,812.48	
Grants	0.00	578.50	
Events	0.00	4,704.81	
Interest Received	810.54	1,621.08	
Other Income	5,540.25	5,540.25	
		10,557.09	301,819.79
<b>Expenditure</b>			
Direct costs	3,338.74	8,178.16	
Allotment costs	236.48	1,213.96	
Hiltingbury Pavilion costs	621.72	2,659.47	
Fryern Hill Pavilion costs	1,932.85	2,572.29	
Event costs	2.00	4,195.05	
		6,131.79	18,818.93
<b>Gross Profit/(Loss):</b>		<u>4,425.30</u>	<u>283,000.86</u>
<b>Overheads</b>			
Website and newsletter	211.98	1,609.39	
Advertising	300.00	771.88	
Grants : under GPC and other powers	7,000.00	17,733.00	
Salary costs	13,723.40	25,010.78	
Office repairs	(16.00)	(16.00)	
Motor Expenses	208.80	208.80	
Printing and Stationery	163.18	606.90	
Telephone and Computer charges	342.25	2,383.57	
Professional Fees	2,447.37	21,158.09	
Fryern Pavilion extension	23,837.73	34,525.23	
Maintenance	942.23	942.23	
Subscriptions	0.00	1,944.00	
Training costs	386.00	386.00	
Meeting costs	187.37	431.33	
Sundry expenses	0.00	87.08	
Election expenses	9,660.56	9,660.56	
		59,394.87	117,442.84
<b>Net Profit/(Loss):</b>		<u>(54,969.57)</u>	<u>165,558.02</u>

Date: 13/01/2015  
Time: 16:20:53

**Chandler's Ford Parish Council**  
**Balance Sheet**

Page: 1

**From:** Month 7, October 2014  
**To:** Month 9, December 2014

**Chart of Accounts:**

Default Layout of Accounts

	<b>Period</b>	<b>Year to Date</b>	
<b>Current Assets</b>			
Debtors	630.90	633.97	
Bank account - Current account	48,814.09	103,948.91	
- Event account	(2.00)	4,597.96	
Deposit account - EBC	(129,189.46)	374,949.27	
Petty cash	190.88	105.16	
VAT Liability	9,954.63	17,052.74	
		(69,600.96)	501,288.01
<b>Current Liabilities</b>			
Creditors : Short Term	(14,631.39)	7,854.34	
		(14,631.39)	7,854.34
<b>Current Assets less Current Liabilities:</b>		(54,969.57)	493,433.67
<b>Total Assets less Current Liabilities:</b>		(54,969.57)	493,433.67
<b>Long Term Liabilities</b>			
		0.00	0.00
<b>Total Assets less Total Liabilities:</b>		(54,969.57)	493,433.67
<b>Capital &amp; Reserves</b>			
Asset Reserves	0.00	217,350.00	
Election Reserves	0.00	26,000.00	
Surplus for year to date	0.00	84,525.65	
P & L Account	(54,969.57)	165,558.02	
		(54,969.57)	493,433.67

Date: 13/01/2015

Time: 17:04:37

### Chandler's Ford Parish Council

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## Day Books: Supplier Payments (Detailed)

Date From: 17/11/2014  
Date To: 12/01/2015

Bank From: 1200  
Bank To: 1200

Transaction From: 1  
Transaction To: 99,999,999

Supplier From:  
Supplier To: ZZZZZZZZ

Bank	No	Type	A/C	Date	Ref	Details	Net £	Tax £	T/C	Gross £	V	B	Bank Rec Date
1200	1320	PP	TRADEUKA	27/11/2014	100556	Purchase Payment	98.39	0.00	T9	98.39	-	R	23/12/2014
				- 27/11/2014	0602694299	68.40 to PI 1284							
				- 27/11/2014	0602694302	29.99 to PI 1285							
	1321	PP	PLAYSAFE	27/11/2014	100555	Purchase Payment	296.00	0.00	T9	296.00	-	R	23/12/2014
				- 27/11/2014	014230	296.00 to PI 1283							
	1322	PP	VAT	27/11/2014	100554	Purchase Payment	648.00	0.00	T9	648.00	-	R	23/12/2014
				- 27/11/2014	32834	648.00 to PI 1295							
	1323	PP	ISL	27/11/2014	100557	Purchase Payment	31.18	0.00	T9	31.18	-	R	23/12/2014
				- 27/11/2014	sinv138878	31.18 to PI 1286							
	1329	PP	BRITISHT	28/11/2014	BACS	Purchase Payment	53.70	0.00	T9	53.70	-	R	23/12/2014
				- 28/11/2014	M049JC	53.70 to PI 1328							
	1330	PP	EASTLEIG	01/12/2014	100560	Purchase Payment	4,527.22	0.00	T9	4,527.22	-	R	23/12/2014
				- 01/12/2014	02094495	4511.02 to PI 1326							
				- 01/12/2014	02094495	16.20 to PI 1327							
	1331	PP	BRITISH2	01/12/2014	100561	Purchase Payment	338.92	0.00	T9	338.92	-	R	23/12/2014
				- 01/12/2014	430125195	338.92 to PI 1325							
	1332	PP	FRYERN	01/12/2014	100559	Purchase Payment	300.00	0.00	T9	300.00	-	R	23/12/2014
				- 01/12/2014	Lantern	300.00 to PI 1324							
	1362	PP	TKL	04/12/2014	100567	Purchase Payment	1,548.00	0.00	T9	1,548.00	-	N	
				- 04/12/2014	DLK/130941/	1548.00 to PI 1354							
	1363	PP	BLAKEMOR	04/12/2014	100566	Purchase Payment	1,860.00	0.00	T9	1,860.00	-	R	23/12/2014
				- 04/12/2014	26979	1860.00 to PI 1353							
	1364	PP	SAMSON	02/12/2014	100565	Purchase Payment	100.80	0.00	T9	100.80	-	N	
				- 02/12/2014	N311014B	57.60 to PI 1349							
				- 02/12/2014	N311014A	43.20 to PI 1350							
	1365	PP	SOUTHAMP	02/12/2014	100564	Purchase Payment	734.00	0.00	T9	734.00	-	N	
				- 02/12/2014	BG6054850	734.00 to PI 1348							
	1366	PP	EADES	02/12/2014	100563	Purchase Payment	208.80	0.00	T9	208.80	-	N	
				- 02/12/2014	Mileage	208.80 to PI 1347							
	1368	PP	EAGLECLO	09/12/2014	100568	Purchase Payment	25.00	0.00	T9	25.00	-	N	
				- 09/12/2014	Mrs Gosse	25.00 to PI 1367							
	1369	PP	WILDING	27/11/2014	100553	Purchase Payment	40,712.53	0.00	T9	40,712.53	-	R	23/12/2014
				- 27/11/2014	INV2735	40712.53 to PI 1294							
	1386	PP	EASTLEIG	27/11/2014	100558	Purchase Payment	10,738.40	0.00	T9	10,738.40	-	N	
				- 27/11/2014	Elections	10738.40 to PI 1301							
	1439	PP	BRITISHT	28/12/2014	D/D	Purchase Payment	52.93	0.00	T9	52.93	-	N	
				- 28/12/2014	MO50PS	52.93 to PI 1422							
	1440	PP	CORONAEN	09/12/2014	100569	Purchase Payment	419.72	0.00	T9	419.72	-	N	
				- 09/12/2014	09731546	231.76 to PI 1377							
				- 09/12/2014	09786956	187.96 to PI 1378							
	1441	PP	XERETEC	09/12/2014	100570	Purchase Payment	73.10	0.00	T9	73.10	-	N	
				- 09/12/2014	553558	73.10 to PI 1379							
	1442	PP	WATKINSO	09/12/2014	100571	Purchase Payment	480.00	0.00	T9	480.00	-	N	
				- 09/12/2014	2922974	480.00 to PI 1380							
	1443	PP	INTEGRAT	17/12/2014	100572	Purchase Payment	420.00	0.00	T9	420.00	-	N	
				- 17/12/2014	1995	420.00 to PI 1388							
	1444	PP	ABCARPEN	17/12/2014	100573	Purchase Payment	248.00	0.00	T9	248.00	-	N	
				- 17/12/2014	Roof Repair	248.00 to PI 1387							
	1445	PP	TRADEUKA	17/12/2014	100574	Purchase Payment	27.45	0.00	T9	27.45	-	N	
				- 17/12/2014	0604141629	22.45 to PI 1389							
				- 17/12/2014	0604989784	5.00 to PI 1390							
	1446	PP	BRITISH3	17/12/2014	100575	Purchase Payment	211.86	0.00	T9	211.86	-	N	
				- 17/12/2014	490139121	211.86 to PI 1391							
	1447	PP	EASTLEIG	08/01/2015	100576	Purchase Payment	4,028.61	0.00	T9	4,028.61	-	N	
				- 08/01/2015	02099055	4012.41 to PI 1423							



Date: 13/01/2015

Time: 17:04:37

**Chandler's Ford Parish Council**

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**Day Books: Supplier Payments (Detailed)**

1448	PP	TOUCAN	- 08/01/2015	02099055	16.20 to PI 1424					
			08/01/2015	100577	Purchase Payment	135.00	0.00	T9	135.00	- N
			- 08/01/2015	0000949	135.00 to PI 1421					
1449	PP	WILDING	08/01/2015	100578	Purchase Payment	53,154.96	0.00	T9	53,154.96	- N
			- 08/01/2015	INV2738	53154.96 to PI 1426					
1450	PP	WATKINSO	08/01/2015	100579	Purchase Payment	600.00	0.00	T9	600.00	- N
			- 08/01/2015	2922988	600.00 to PI 1427					
1451	PP	EASTLEIG	09/01/2015	100580	Purchase Payment	108.00	0.00	T9	108.00	- N
			- 09/01/2015		108.00 to PI 1425					
1452	PP	XERETEC	09/01/2015	100581	Purchase Payment	27.92	0.00	T9	27.92	- N
			- 09/01/2015	554435	27.92 to PI 1428					
1453	PP	BRITISH2	09/01/2015	100583	Purchase Payment	916.35	0.00	T9	916.35	- N
			- 09/01/2015	520157947	916.35 to PI 1437					
					<b>Totals</b>	<b>£</b>	<u>123,124.84</u>	<u>0.00</u>	<u>123,124.84</u>	