

# Tandridge Parish Council

Finance Report

Up to 31 March 2020

*Clare Kirby, Responsible Financial Officer, April 2020*



TANDRIDGE PARISH COUNCIL

Month	Chq #	Payee	Description	Total Payment	Clerk Salary	PAYE	Expenses	Neighbourhood Plan	Office	Audit	Subs	Insurance	Hedgecutting & tree tagging	APM	s137	Chairman allowance	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	VAT	
A	SO	C KIRBY	CLERK SALARY	260.87	260.87																			
M	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
J	1256	C KIRBY	EXPENSES	18.73			18.73																	
J	1250	C KIRBY	EXPENSES	194.94										194.94										
J	1255	SALC	SUBSCRIPTIONS	210.36							210.36													
J	1251	NORRIS & FISH	INSURANCE	242.59								242.59												
J	1252	I STAMP	EXPENSES	36.00										36.00										
J	1253	ONEIL HOMER	NEIGHBOURHOOD PL	1200.00				1000.00														200.00	126 1652 33	
J	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
J	1249	J HAMMOND	Padlock via J. Hammon	43.20													36.00						7.20 528 3068 43	
J	1249	R Larkin	Gates via J.Hammond	1500.00																1250.00			250.00 210 9679 63	
Ju	1259	KNIGHTS GARDEN	MOLE TREATMENT	65.00																				
Ju	1254	FARSIGHT CONSULTANTS	AUDIT	421.68						351.40													70.28 987 5210 85	
Ju	1257	SATSWANA	GDPR	180.00					150.00														30.00 224 4245 35	
Ju	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
A	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
S	1262	strutt and parker	glebe field lease	500.00														500.00						
s	1263	NORRIS & FISH	NP insurance	95.20				95.20																
s	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
s	1260	oxted community	charitable donation	250.00											250.00									
o	1264	RBL	poppy wreath	30.00											30.00									
o	1265	ssalc	networking day	108.00																	90		18.00 167 4134 06	
o	1268	C KIRBY	EXPENSES	28.03			28.03																	
o	1261	C KIRBY	EXPENSES	28.03			28.03																	
o	1258	C KIRBY	EXPENSES	15.13			15.13																	
o	1267	ICO	Data protection	40.00					40.00															
o	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
n	1266	TVA	charitable	20.00											20.00									
n	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
n	1269	C KIRBY	EXPENSES	15.03			15.03																	
d	1270	j Burnett	glebe maintenance	350.00														350.00						
d	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
j	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
f	1271	C KIRBY	EXPENSES	15.03			15.03																	
f	1272	C KIRBY	EXPENSES	15.03			15.03																	
f	SO	C KIRBY	CLERK SALARY	279.28	279.28																			
f	1273	C KIRBY	EXPENSES	15.03			15.03																	
m	1277	N Francis	NP expenses	478.04				478.04																
m	1275	page computers	laptop	600.00					500.00														100.00 821 6498 21	
m	1274	J HAMMOND	reimbursed ve day	643.41																			105.07 339 3616 41	
m	SO	C KIRBY	CLERK SALARY	279.28	279.28												538.34							
				10,691.41	3,332.95	0.00	150.04	1,573.24	690.00	351.40	210.36	242.59	0.00	230.94	300.00	0.00	574.34	915.00	0.00	1,250.00	90.00	0.00	780.55	10,691.41
Month	Chq #	Payee	Description	Total Payments	Clerk Salary	PAYE	Expenses	Neighbourhood Plan	Office	Audit	Subs	Insurance	Hedgecutting & tree tagging	APM	s137	Poppy	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	VAT	

**TANDRIDGE PARISH COUNCIL**

	LLOYDS 31st March 2019	12,061.54
	Total Receipts	15,246.66
	Total Expenditure	10,691.41
	Total as per the Cash Book	16,616.79
	LLOYDS as per bank stat 25.3.2020	16,355.94
	<b>BANK BALANCE TOTAL</b>	<b><u>16,355.94</u></b>

**TANDRIDGE PARISH COUNCIL ASSET REGISTER**

Reviewed December/January 2019/20 and agreed at council meetings January/February 2020

Asset ref	Supplier	Asset description	Location	Custodian	Condition	Date last physically checked	Cost/proxy cost	Insurance value	Replacement value
1	S106 from development of former Hurstridge Products land 2012	Jubilee Field	Crowhurst Lane End	Parish Council	Good	Dec-19	£1	£1	£1
2	Tandridge District Council	Millenniumm Field	Behind Village Hall	Parish Council	Good	Dec-19	£1	£1	£1
3	Diocese of Southwark	Glebe Field	Tandridge Lane	Parish Council	Good	Dec-19	£1	£1	£1
4	various	Gates and fences - Glebe Field - 2 Metal Gates, Posts and Padlocks = £1650 Millennium Field - 1 Wooden Gate, Posts and Padlock and Chestnut Fencing c£850 Jubilee Field - 1 Pair of Wooden Gates, Kissing Gates with posts and metal gate and Padlocks plus 100m Chestnut fencing c£3k	Parish fields	Parish Council	Reasonable	Dec-19	£4,589.45	£5,000	£6,000
5	Tandridge District Council	Village hall car park	Behind Village Hall	Parish Council	Reasonable	Dec-19	£1	£1	£0
6	Norbury Park and various	notice boards x 6	Various	Parish Council	one new/ reasonable	Dec-19	£4,200	£4,200	£10,000
7	Tandridge Forge	Millenniumm Signs x 3	Various	Parish Council	20 years to be checked	Dec-19	£0	£0	£0
8	Hampshire Flag Company	Flag Pole	Flag Pole Green	Parish Council	Good	Mar-20	£650	£0	£650
9		Beacon		Parish Council	Good	Dec-19	£0	£0	£0
							<b>£8,793</b>	<b>£9,204</b>	<b>£16,003</b>
							Total agrees to annual return	Total agrees to insurance schedule	

PC meeting 1.10.19

**TANDRIDGE PARISH COUNCIL**  
**BUDGET Summary for Monthly Approval 2019/20**

	19/20 Assigned Expenditure	19/20 Actual Spending	Explanation of differences/comments
<b>VAT</b>		<b>780.55</b>	<b>TO CLAIM BACK AT THE END OF 19/20</b>
Clerk Salary	3332.95	3,332.95	
Hedge Cutting Contract	1,800		Wealdens Contract - To cut all the hedges twice a year in the car park and weed kill. Also the Bund at Jubilee field
Tree Maintenance and Tree Tagging.	-	-	
Glebe Field Maintenance	2,150	415	J G Burnett £650.
		500	£500 annual lease
Car park maintenance fund	500		General Reserves
General Parish Maintenance	500	574	
Parish Maintenance - Red Barn Layby	500		work with GPC to improve the area
Subscriptions	210	210	£210.36 Nalc and Salc Subs, CPRE, Surrey Hills etc
Expenses	400	150	April, May
Millenium Field Maintenance	400		St Peters cut the grass
Training/Seminars	250	90	
Parish Council insurance	250	243	Norris and Fisher Chq No:1251
Internal & annual audit	500	351	Farsight CHQ NO:1254
S137/S142 payments	250	270	Donations or Community Benefit
Office/Admin	250	690	GDPR and office stationary
Annual Assembly	200	231	Food 89.20 and Drinks 36
Website	-		Hosting charged at £100. £24 for domain name renewal, now registered until Oct 2020
Poppy wreath/Chairmans allowance	30	30	
Jubilee Field Maintenance	1,400	1,250	£1458 for Gate from Larkin CHQ No:1249
Election	100		Target £1 per elector. Approx £100pa/£535
Flag Pole Green	750		Flag Pole
	<b>£13,773</b>	<b>£9,118</b>	

Neighbourhood Plan	GRANT RECEIVED	EXPENDITURE	
Oct-19	5351		Actual spend + NP
Jun-19		1000	£10,691
Sep-19		95.2	Checked to Expenditure
		478.04	
		1573.24	
<b>TOTAL Available</b>	<b>3777.76</b>		