

REPORT TO:	Full Council	16th March 2023
AUTHOR/S:	Theresa King, RFO	

Purpose:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation)

Items to note:

Income from allotment fees: This plot holder has already paid so trying to contact them to organise a refund.

D Mace expenses: Mr Mace has purchased netting on our behalf to go around protective stakes for the trees that are to be planted at Manor Field on March 25th. These trees were six that were given by SCDC as part of the 6 Free Trees offer, and we are using posts to protect them that were left over from the bund creation at the Brook. **£44.55 + VAT**

S Hobbs: Contractor visited site to repair a light that was not functioning in community room. On inspection the contractor reported that the light fitting itself was faulty, and that all the lights in the room were showing their age and outputting a very low light. The contractor provided a quote to replace all the lights in the room with LED lights which has been accepted and work is underway to install the new lights. This invoice is for the time taken to diagnose the problem. **£42.00**

S J Pollard Building & Maintenance Ltd: When the Parish Ranger took on the oiling of the Camel statue, it was found that wear and tear had created a hole in the stomach of the Camel, and the contractor welded on a new panel. **£225.70 + VAT**

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

Expenses Paid by DDR March 2023		Net	VAT	Total	Code
Supplier	Description	Net	VAT	Total	Code
B&CE Holdings Ltd - People's Pension	Pension- People's Pension March 2023	375.23	0.00	375.23	Pensions -Admin
British Gas	Crossing Keeper's Hut Electric 02.02.23 to 01.03.23	17.22	0.86	18.08	Open Spaces Electricity
British Gas	Green Feeder Pillar Electric 01.02.23 to 27.02.23	19.20	0.96	20.16	Open Spaces Electricity
British Gas	Recreation Ground Gas 02.02.23 to 01.03.23	195.04	39.00	234.04	Rec Utilities: Gas
British Gas LITE	Recreation Ground Electricity 13.02.23 to 13.03.23	943.17	188.63	1,131.80	Rec Utilities: Electricity
Lloyds Bank	Credit card purchases	120.67	3.86	124.53	12 New Road Maintenance
London Fuel Ltd	Fuel for Piaggio and Recreation Ground	19.11	3.83	22.94	Rec Utilities: Fuel and Piaggio Fuel & Maintenance
PEAC Finance	Photocopier rental (new machine) 08.03.23 to 07.06.23	298.78	59.76	358.54	Office Costs
PHS Group plc	Sanitary Disposal Collection Contract 01.02.23 to 31.03.24 (Annual Fee)	531.84	106.37	638.21	Rec Pavilion Maintenance

Sharp Business Systems	Sharp Copier Usage 24.01.23 to 21.02.23	81.21	16.24	97.45	Office Costs
	TOTAL	2,601.47	419.51	3,020.98	

o Accounts for Approval March 2023

Accounts for approval March 2023		Net	VAT	Total	Code
AmeyCespa (East) Ltd	Trade Waste Rec Ground 01.02.23 to 22.02.23	140.24	28.05	168.29	Trade Waste
AmeyCespa (East) Ltd	Trade Waste Burial Ground 01.02.23 to 22.02.23	87.65	17.53	105.18	Trade Waste
Anthony Jenking	Abbeyfields CCSA Lease payment advance April 2023	609.00	0.00	609.00	Public Open Space
Avocet Cleaning Services Ltd	Pavilion And office cleaning and window clean Feb 2023	968.67	193.73	1,162.40	Office Costs and Rec Pavilion Maintenance
Buchans Landscapes	Foliage cutting back at Brook	410.40	82.08	492.48	Grasscutting
CamAlarms Ltd	Fire Alarm Service 01.11.22 to 31.10.23	100.00	20.00	120.00	Rec Pavilion Maintenance
Climate Clarity CIC	Climate Fresk Event Remainder	675.00	0.00	675.00	Training
Crossover Group	CCTV System Maintenance	65.00	13.00	78.00	Rec CCTV & Lights Maintenance
D Mace	Netting for tree planting posts	44.55	8.91	53.46	Trees - New Planting
ESPO	Lever arch files	26.50	5.30	31.80	Office Costs
Fleet (Line Markers) Ltd	Repair and service of Fleet Line marker	460.66	92.13	552.79	Rec Machinery Maintenance
H L Hutchinson Ltd	Fertiliser	280.00	56.00	336.00	Rec Pitch Maintenance
Kingfisher Direct	Square bin liners for bins at Village Green	600.00	120.00	720.00	Village Green
R A Downes	12 New Road plumbing repairs	230.00	0.00	230.00	12 New Road Maintenance
Ridgeons Ltd	Sand and marker paint for pitches	370.30	74.06	444.36	Rec Pitch Maintenance
S Hobbs	Community Room light inspection & repair attempt	42.00	0.00	42.00	Rec Pavilion Maintenance
S J Pollard Building & Maintenance Ltd	Welding repair to Hillier Camel statue	225.70	45.14	270.84	Street Furniture Maintenance
S J Pollard Building & Maintenance Ltd	Repair to Rec Ground fencing panels	98.00	19.60	117.60	Rec Ground Maintenance
S Whyatt	Help with putting up and taking down Christmas lights	550.00	0.00	550.00	Village Green
Thurlow Nunn Standen Group (TNS Group)	Purchase of new 24" Allett Shaver Mower	4,250.00	850.00	5,100.00	Machinery Replacement
Admin-Payroll M12	Figure includes B&C Pension which is paid by DDR of 375.23	14,966.49	0.00	14,966.49	
	Payroll expenses of Rec Groundsman & Ranger expenses of 50.53, telephone payments of 48.00 and working from home allowance of 26.00				
	TOTAL	25,200.16	1,625.53	26,825.69	

To note:		
Accounts paid in 17.02.23 to 15.03.23		
Asset Income	£357.69	WRL
Allotment Rents	£17.00	LAI
Burial Ground Fees	£1,780.00	LAI
Ground Takings Football	£120.00	WRL
Sports Courts Fees: Football	£1,843.00	WRL
Sports Courts Fees: Netball	£181.00	WRL
Sports Courts Fees Tennis	£137.40	WRL
Sports Courts Fees: General	£144.83	WRL
Pavilion Rental	£435.00	WRL
Refuse Collection – School Hill	£487.50	WRL
TOTAL	£5,503.42	

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)

Please also note that a further BACS payment run will be required before 31 March, due to financial year end. Thank you.