

<b>REPORT TO:</b>	<b>Full Council</b>	<b>12<sup>th</sup> September 2024</b>
<b>AUTHOR/S:</b>	<b>Theresa King, RFO</b>	

**Purpose:**

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation). Issues requiring particular **ratification or note in bold**

**Brookfield Groundcare Emergency Tree works at Homefield Park and Cambridge Road:** Cherry Plum trees on Cambridge Road had fallen onto footpath so needed urgent removal **£300.00 + VAT**, Beech trees at Homefield Park had snapped and fallen over footpath, two trees removed **£600 + VAT**.

**Broxap Limited – new bins for Play Area at The Green:** the old bins had ill-fitting liners which had been removed and vandalised, and become sharp, therefore creating a health and safety concern. **£686.00 plus VAT**

**SJ Pollard - installation of bins at Green Play Area:** removal of old bin and concrete and installation of new bin **£380.00 + VAT**

**Camalarms - installation of additional sounders:** when the new fire panel was installed, it was discovered that the existing sounders were not compatible. Eight were replaced Free of Charge, seven more were purchased. **£533.20 + VAT**

**SJ Pollard - Repairs to perimeter fencing at Recreation Ground £380 + VAT and Fencing and fixings for play area fencing £860.00:** damage to perimeter fencing, needing repair. Purchase of materials for play area fencing replacement were made separately because of long lead times, installation invoice to follow.

**Village Garden Landscapes – repairs to footpath at Play Area at the Green:** two holes had appeared in the path which were a trip hazard. **£200.00**

**Acacia Tree Surgery – removal of Ash at the Copse;** emergency tree works £685.00 + VAT

**DG Moore – cleaning of bus shelter at School Hill:** removal of offensive graffiti inside and out of shelter, application of cleaning solution on algae and moss **£380.00 + VAT**

**SSE Business Energy:** we had a contract with SSE for 2023-2024 and 2024-2025. Mid way through the contract they updated their billing systems, and we have been waiting for invoices ever since. This is the first four invoices for the year, but for only one meter of three. Awaiting updates for the other meters. Having taken the contracts on the advice of Utility Aid who compared suppliers for us at the time, this has proved very useful as they are chasing SSE on our behalf, as well as others who have had the same issues as us.

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

- Accounts paid by delegated approval August and September 24 – to note only:

<b>Accounts paid by DDR August 2024</b>					
<b>Supplier</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Code</b>
British Gas	Crossing Keeper's Hut electricity 02.07.24 to 01.08.24	21.50	1.07	22.57	Open Spaces Electricity
British Gas	Green Feeder Pillar 02.07.24 to 01.08.24	17.95	0.89	18.84	Open Spaces Electricity
British Gas LITE	Recreation Ground Electricity 13.06.24 to 13.07.24	529.09	105.82	634.91	Rec Utilities: Electricity
British Gas LITE	Recreation Ground Electricity 13.07.24 to 13.08.24	537.13	107.43	644.56	Rec Utilities: Electricity
British Gas LITE	Recreation Ground Gas 28.06.24 to 30.07.24	159.55	7.98	167.53	Rec Utilities: Gas
Lloyds Bank	Credit Card - various purchases	198.92	5.01	203.93	Office Costs

London Fuel Ltd	Fuel for Piaggio and Recreation Ground July 2024	45.59	9.11	54.7	Piaggio fuel & Maintenance
Onecom Ltd	Telephone and Broadband June 2024	113.22	22.64	135.86	Telephone & Broadband
Sharp Business Systems	Photocopier usage June 2024 Minimum usage	25.00	5.00	30.00	Office Costs
Team Flitwick (Certas Energy)	Diesel for Grounds Equipment	653.00	130.60	783.60	Rec Utilities: Fuel
B&CE Holdings Ltd - People's Pension	Pension - People's Pension August 2024	419.87	0.00	419.87	Pensions -Admin
	<b>TOTAL DDR</b>	<b>2,720.82</b>	<b>395.55</b>	<b>3,116.37</b>	

#### Accounts paid by DDR September 2024

Supplier	Description	Net	VAT	Total	Code
British Gas	Crossing Keeper's Hut Electric 02.08.24 to 01.09.24	21.50	1.07	22.57	Open Spaces Electricity
British Gas	Green Feeder Pillar Electric 02.08.24 to 01.09.24	17.68	0.88	18.56	Open Spaces Electricity
British Gas LITE	Recreation ground Gas 30.07.24 to 02.09.24 Reading	180.84	9.04	189.88	Rec Utilities:- Gas
Lloyds Bank	Various Credit card purchases	145.62	10.81	156.43	Various purchases
London Fuel Ltd	Fuel for Recreation ground August 2024	30.74	6.15	36.89	Rec Utilities: Fuel
Onecom Ltd	Telephone and Broadband July 2024	113.22	22.64	135.86	Telephone & Broadband
PEAC Finance	Sharp Copier Hire 08.09.24 to 07.12.2024	226.31	45.27	271.58	Office Costs
PHS Group plc	PHS Annual Duty of Care	87.04	17.41	104.45	Rec Pavilion Maintenance
Sharp Business Systems	Sharp Copier usage Jul 24 minimum	25.00	5.00	30.00	Office Costs
Unity Trust Bank	Bank charges 04.06.24 to 30.09.24	46.35	0.00	46.35	Audit & Bank
B&CE Holdings Ltd - People's Pension	People's Pension September 2024	419.87	0.00	419.87	Pensions -Admin
	<b>TOTAL</b>	<b>1,314.17</b>	<b>118.27</b>	<b>1,432.44</b>	

○ Accounts for retrospective approval August 2024

#### Accounts for Retrospective Approval August 2024

Supplier	Description	Net	VAT	Total	Code
Acacia Tree Surgery Ltd	Tree Works as per schedule at The Coppice	1,000.00	200.00	1,200.00	General Reserves Spend
Acacia Tree Surgery Ltd	Tree works as per schedule at The Copse	11,135.00	2,227.00	13,362.00	General Reserves Spend
APP Protect	Damp survey of 12 New Road	166.67	33.33	200.00	12 New Road Maintenance
Avocet Cleaning Services Ltd	Cleaning of office and Pavilion July 2024	951.67	190.33	1,142.00	Office Costs & Pavilion Mtce
Brookfield Groundcare	Emergency Tree Works Cambridge Road	300.00	60.00	360.00	Trees & Hedges Maintenance

Brookfield Groundcare	Emergency Tree Works - Homefield Park	600.00	120.00	720.00	Trees & Hedges Maintenance
Brookfield Groundcare	Grasscutting July 2024	1,298.00	259.60	1,557.60	Grasscutting
Broxap Ltd	New bins for play area at the Green	686.90	137.38	824.28	The Green Play Area Maintenance inc Equip
CamAlarms Ltd	New fire panel for Community room with zonal indications	956.26	191.25	1,147.51	Rec Pavilion Maintenance
CamAlarms Ltd	Additional fire detection sensors for pavilion	533.20	106.64	639.84	Rec Pavilion Maintenance
Cambridgeshire County Council	Lease of infant School Field 24-25	1,000.00	0.00	1,000.00	General Reserves Spend
Tree Officer	Tree Officer Consultancy July 2024	924.00	0.00	924.00	Open Spaces: The Copse and The Coppice
Dixon Decorators	Painting of youth shelter at School Hill	980.00	196.00	1,176.00	General Reserves Spend
E-on	Electricity at 12 New Road	17.72	0.89	18.61	12 New Road Maintenance
Key Electrical Servs (KES)	Electrical work for public toilet tap and replacement emergency light fixture	310.00	62.00	372.00	Rec Pavilion Maintenance
Kompan Ltd	Spare part for climbing frame at Green Play Area	332.34	66.46	398.80	The Green Play Area Maintenance inc Equip
MrGroundsman	Recreation ground groundcare month 5 of 7	2,142.86	428.57	2,571.43	Rec Contractor Work
Progreen Lawncare Ltd	Maintenance of Bowls Green from March 2024 to Feb 2025	270.00	54.00	324.00	Rec Contractor Work
QODA	DECARBONISATION FEASIBILITY & OPTIONS ANALYSIS - PROFESSIONAL SERVICES	1,000.00	200.00	1,200.00	General Reserves Spend
Roger Hovells	Bus shelter cleaning	74.00	0.00	74.00	Street Furniture Maintenance
S J Pollard Building & Maintenance Ltd	Installation of new bins at play area at the Green	380.00	76.00	456.00	The Green Play Area Maintenance inc Equip
S J Pollard Building & Maintenance Ltd	Holiday cover for litter collection July 2024	308.00	61.60	369.60	Rec Contractor Work
S J Pollard Building & Maintenance Ltd	Repairs to perimeter fencing at Recreation Ground	380.00	76.00	456.00	Rec Ground Maintenance
S J Pollard Building & Maintenance Ltd	Fencing and fixings for play area fencing	860.00	172.00	1,032.00	Rec Play Area Maintenance inc Equip
Thalia Limited	Thalia Credit refund on account after July invoices paid	-388.38	-77.68	-466.06	Trade Waste
Thalia Limited	Recreation Ground Trade Waste 03.07.24 to 24.07.24	155.92	31.18	187.10	Trade Waste
Thalia Limited	Burial ground Trade Waste 03.07.24 to 24.07.24	77.96	15.59	93.55	Trade Waste
Village Garden Landscapes	Repairs to pathway at Green Play Area	200.00	0.00	200.00	The Green Play Area Maintenance inc Equip
WEL Medical Ltd	Spare pads for defibrillator	66.90	13.38	80.28	Rec Pavilion Maintenance

Payroll M5 August 2024	Figure includes B&C Pension which is paid by DDR of £419.87. Payroll includes telephone expenses for Head Ranger of 25.00	11,207.25		11,207.25	
	<b>TOTAL PAYMENTS</b>	<b>37,926.27</b>	<b>4,901.52</b>	<b>42,827.79</b>	

○ Accounts for approval September 2024

Accounts for Approval September 2024					
Supplier	Description	Net	VAT	Total	Code
Acacia Tree Surgery Ltd	Tree Work at The Copse - Ash emergency work	685.00	137.00	822.00	Trees & Hedges Maintenance
Avanit Systems Ltd	Installation of External WIFI Access point	416.67	83.33	500.00	Computer Repairs & Maintenance
Avocet Cleaning Services Ltd	Cleaning of office and Pavilion August 2024	903.67	180.73	1084.4	Office and Pavilion Cleaning
Brookfield Groundcare	Grasscutting Contract August 2024	1,298.00	259.60	1,557.60	Grasscutting
CSA Cleaning	Soap and paper supplies for Pavilion	269.10	53.81	322.91	Rec Pavilion Maintenance
CSA Cleaning	Toilet tissue for pavilion	81.66	16.33	97.99	Rec Pavilion Maintenance
D G Moore Cleaning Services	Deep clean and removal of graffiti at School Hill Bus stop	380.00	0.00	380.00	Street Furniture Maintenance
E-on	12 New Road electric 28.07.24 to 27.08.24	18.35	0.92	19.27	12 New Road Maintenance
Key Electrical Serves (KES)	EICR Test for whole site 2024	895.00	179.00	1,074.00	Rec Pavilion Maintenance
Key Electrical Serves (KES)	Remedial Work as a result of EICR	830.00	166.00	996.00	Grounds Maintenance
MrGroundsman	Groundcare services months 6 and 7 (August and September 2024)	4,285.72	857.14	5,142.86	Rec Contractor Work
PKF Littlejohn LLP	External audit fees 2023-2024	1,365.00	273.00	1,638.00	Professional Fees
Progreen Lawncare Ltd	Bowls Green maintenance August 2024 and holiday cover for cutting	270.00	54.00	324.00	Rec Contractor Work
QODA	DECARBONISATION FEASIBILITY & OPTIONS ANALYSIS - PROFESSIONAL SERVICES	3,700.00	740.00	4,440.00	General Reserves Spend
S J Pollard Building & Maintenance Ltd	Installation of gate between burial ground and allotments	355.00	71.00	426.00	Allotments Expenses-Mill Lane
S J Pollard Building & Maintenance Ltd	Installation of repaired aeroplane ride at play area at Green	110.00	22.00	132.00	The Green Play Area Maintenance inc Equip
S J Pollard Building & Maintenance Ltd	Holiday cover for litter collection August 2024	308.00	61.60	369.60	Rec Contractor Work
S J Pollard Building & Maintenance Ltd	Emergency health and safety repairs to paving outside pavilion	180.00	36.00	216.00	Rec Ground Maintenance
SSE Business Energy	Street Lights Electricity July 24 01.07.24 to 31.07.24	23.50	1.18	24.68	Street Lights
SSE Business Energy	Street Lights invoice April 2024 01.04.20 to 30.04.24	22.76	1.14	23.90	Street Lights

SSE Business Energy	Street Lights Electric May 2924 01.05.24 to 31.05.24	23.50	1.18	24.68	Street Lights
SSE Business Energy	Street Lights Electricity June 2024 01.06.24 to 30.06.24	22.76	1.14	23.90	Street Lights
Thalia Limited	Trade Waste Rec Ground 31.07.214 to 28.08.24	194.90	38.98	233.88	Trade Waste
Thalia Limited	Trade Waste Burial ground 31.07.24 to 28.08.24 INCLUDES credit note	97.45	19.49	116.94	Trade Waste
The Play Inspection Co Ltd	Play Inspection 2024 three areas	247.50	49.50	297.00	Play Areas
Payroll M6	Figure includes B&C Pension which is paid by DDR of £419.87. Payroll includes telephone expenses for Head Ranger of 25.00 and 12.00 for 3 x Admin staff (paid half yearly)	11,243.25	0	11,243.25	
	<b>TOTAL</b>	<b>28,226.79</b>	<b>3,304.07</b>	<b>31,530.86</b>	

**To note:**  
**Accounts paid in 12.07.24 to**

Allotment Rents	240.00	HDFS
Burial Ground Fees	640.00	HDFS
Club Receipts	4,300.00	WRL
Ground Takings: Cricket	1,000.50	WRL
Insurance payment from Bowls Club	91.95	WRL
School Hill Refuse Collection	337.50	HDFS
Sports Courts Fees: Football	1,248.00	WRL
Sports Court Fees: General	286.00	WRL
Sports Courts Fees: Tennis	232.92	WRL
Pavilion Rental	1,441.77	WRL
Other Income – Grasscutting grant	2,349.98	FGL
HMRC VAT Refund	10,029.36	FGL
Village Green Hire – Fair	325.00	HDFS
<b>TOTAL</b>	<b>22,522.98</b>	

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