

CHICHESTER CITY COUNCIL

FINANCIAL YEAR 2021/2022

MONITORING REPORT TO 31st DECEMBER 2021

INTRODUCTION

This budget monitor for 2021/2022 reports on the month to the end of December 2021. The report shows the current total budget for the year and a profiled budget, (i.e. the amount expected to be expended by the end of December), against which actual income and expenditure is compared. Certain costs are accrued for where the liability is known to have been incurred, such as charges from the District Council for various services provided.

A column for committed expenditure has also been included. This refers to items of expenditure approved at previous Finance Committees, to be funded from specific existing budgets. The expenditure has not yet been incurred, but it is included to give councillors a clearer picture of funds available.

SUMMARY

The monitoring report shows a surplus of £41,660 against the budget to the end of December 2021.

The variances listed below are cumulative from the start of the financial year 2021/22.

VARIANCES

1. This budget has been reduced from £30,000 last year. It is hoped that this years floral decorations will be achieved under budget.

The expenditure has slightly overspent, but income of £5,631 has offset this.

2. Discretionary Grants has a remaining balance of £8,621 which will be carried forward.

3. Public Realm expenditure including Speed Indicator device and the contribution to City Rangers. The remaining balance £19,530

Any new commitments will be paid and the remaining balance will be carried forward.

4. Income for street name change now totals £7,273 far exceeding the initial budget.

5. Cleaning/repairs to the War Memorial were carried out in June 2021.

6. Invoicing for Cemetery maintenance costs has been slow and very under budget. Income from burials has been higher than budgeted.

7. £1,470 has been spent on tree works at St Pauls, including removing dead ash.

8. £7,500 Upgrading of the central heating controls, to be funded from Council House Earmarked Reserve.

9. £13,897 has been spent on Save Money Cut Carbon initiative for which we will receive Salix grant funding for 75% of the total cost.

10. Assembly Room booking income is higher than anticipated.

11. Cil receipts received so far this year.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

AGENDA ITEM 5

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

Month: 9

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
101 Administration						
4001 Staff Costs	263,380	263,380	197,535	173,909	22,015	(1,611)
4002 Employers NI	24,200	24,200	18,150	16,829	2,093	772
4003 Employers Superannuation	50,440	50,440	37,830	33,109	4,400	(321)
4004 Staff expenses	300	300	225	15		(210)
4005 Ill Health Insurance	3,600	3,600	3,600	3,531		(69)
4007 Staff Recruitment	500	500	375	-		(375)
4008 Professional Development	1,500	1,500	1,125	329		(796)
4009 Travel and Subsistence	100	100	75	176		101
4010 Card terminal charges	300	300	225	73		(152)
4011 Eye tests	300	300	225	20		(205)
4012 Overtime	-	-	-	2,836		2,836
4014 Cyclescheme	-	-	-	(417)	417	-
4020 General Expenses	200	200	150	276		126
4021 Telephone	3,000	3,000	2,250	1,702		(548)
4022 Postage	1,000	1,000	750	489		(261)
4023 Stationery	1,000	1,000	750	246		(504)
4024 Subscriptions	50	50	38	-		(38)
4025 Petty Cash Expenditure	70	70	53	-		(53)
4026 Printing	300	300	225	165		(60)
4027 Photocopying	1,100	1,100	825	622		(203)
4029 SALC	3,200	3,200	3,200	3,352		152
4030 South East Employers	200	200	150	226		76
4031 Nat Allotment Gardens Assoc	60	60	60	55		(5)
4032 Walled Town Friendship	130	130	98	-		(98)
4033 UNA	40	40	30	-		(30)
4035 LCAS Subscription	150	150	113	-		(113)
4036 Publications	150	150	113	-		(113)
4038 Computer Improvement/Maint.	10,000	10,000	7,500	8,985		1,485
4039 CHIBAC DTE Subscription	270	270	270	130		(140)
4050 Office Equipment	1,000	1,000	750	740		(10)
4051 Bank Charges Payable	500	500	375	194		(181)
4055 Professional Fees	3,400	3,400	2,550	1,131		(1,419)
4057 Audit Fees	2,300	2,300	1,725	1,600		(125)
4059 Payroll Admin Costs	1,500	1,500	1,125	610		(515)
4216 Cleaning Sundries	70	70	53	12		(41)
4700 Accommodation recharge	53,300	53,300	39,975	39,975		-
Total Expenditure	427,610	427,610	322,490	290,920	28,925	(2,645)
1075 Sale of Goods	300	300	225	329		(104)
1176 Precept Received	702,156	702,156	702,156	702,156	-	-
1196 Interest Received	17,600	17,600	13,200	8,928	(4,200)	72
1201 Recharge to other services	427,610	427,610	320,708	320,708		(1)
Total Income	1,147,666	1,147,666	1,036,289	1,032,121	(4,200)	(33)
Net Expenditure	(720,056)	(720,056)	(713,799)	(741,201)	24,725	(2,678)

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	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
102 Civic Expenses						
4020 General Expenses	800	800	600	1,369		769
4111 Custodian Uniforms	1,000	1,000	750	369		(381)
4112 Robes and Hats	250	250	188	7		(181)
4113 Cleaning/Repair Insignia	1,000	1,000	750	-		(750)
4114 Civic and Heritage Awards	2,000	2,000	1,500	138		(1,362)
4115 Civic/Heritage Reception	1,500	1,500	1,125	-		(1,125)
4116 Official Gifts	500	500	375	-		(375)
4117 Guild of Mace-Bearers Sub	60	60	45	-		(45)
4119 Civic Regalia Appraisal	2,000	2,000	2,000	-	2,000	-
4127 Freedom Ceremony	-	-	-	1,368		1,368
4800 Administration recharge	2,910	2,910	2,183	2,183		1
4801 C S Ohead recharge	250	250	188	188		1
Total Expenditure	12,270	12,270	9,703	5,622	2,000	(2,081)
Net Expenditure	12,270	12,270	9,703	5,622	2,000	(2,081)
103 Discretionary Expense Finance						
4172 Flags	1,260	1,260	945	2,557		1,612
4063 Bell Tower Clock	500	500	-	500		500
4065 City Band (Gold level)	300	300	-	300		300
4182 Blue plaques	600	600	-	-		-
4188 Environment	800	800	600	-		(600)
4195 Chichester in Bloom	15,000	15,000	15,000	16,548		1,548
4204 Walled Town Symposium	1,000	1,000	1,000	-		(1,000)
4260 Discretionary grants	35,000	35,000	35,000	26,379	8,621	-
4296 Public Realm Projects	23,000	35,409	35,409	15,879	19,530	(0)
4900 Depreciation charged	6,600	6,600	4,950	4,950		-
4801 C S Ohead recharge	890	890	668	668		1
4199 local historic interest plaque	1,000	1,000	750	750		-
4800 Administration recharge	10,350	10,350	7,763	7,763		1
Total Expenditure	96,300	108,709	102,084	76,294	28,151	2,361
1030 Delegates Fees	-	-	-	-		-
1013 Chichester in Bloom	-	-	-	5,631		(5,631)
1059 Admin charge for sale of Banners	-	-	-	161		(161)
1060 Admin charge street name change	1,300	1,300	1,300	8,573		(7,273)
Total Income	1,300	1,300	1,300	14,365	-	(13,065)
Net Expenditure	95,000	107,409	100,784	61,929	28,151	(10,704)
104 Allotments.						
4022 Postage	150	150	113	8		(105)
4211 Rates & Water	1,800	1,800	1,350	1,266		(84)
4236 Reps/Maint. General	6,000	6,000	4,500	4,068		(432)
4900 Depreciation Charged	1,300	1,300	975	975		-
4801 C S Ohead recharge	1,450	1,450	1,088	1,088		1
4800 Administration recharge	16,980	16,980	12,735	12,735		-
Total Expenditure	27,680	27,680	20,760	20,140	-	(620)
1020 Allotment Rents	18,500	18,500	18,500	20,835		(2,335)
1028 Licence Agreements	250	250	250	750		(500)
1029 Allotment deposits	-	-	-	600		(600)
Total Income	18,750	18,750	18,750	22,185	-	(3,435)
Net Expenditure	8,930	8,930	2,010	(2,045)	-	(4,055)

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	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
105 Democratic Representation						
4801 C S Ohead recharge	5,320	5,320	3,990	3,990		-
4800 Administration recharge	62,080	62,080	46,560	46,560		-
Net Expenditure	67,400	67,400	50,550	50,550	-	-
106 Corporate Management						
4801 C S Ohead recharge	15,090	15,090	11,318	11,318		1
4800 Administration recharge	170,290	170,290	127,718	127,718		1
Net Expenditure	185,380	185,380	139,035	139,036	-	1
110 Council and Committees						
4001 Staff Costs	17,760	17,760	13,320	11,606	1,450	(264)
4002 Employers NI	1,740	1,740	1,305	788	99	(419)
4003 Employers Superannuation	3,600	3,600	2,700	2,344	293	(63)
4004 Staff Expenses	1,800	1,800	1,350	-		
4008 Training	500	500	375	330		(45)
4009 Travel and Subsistence	400	400	300	-		(300)
4020 General Expenses	150	150	113	17		(96)
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	75	-		(75)
4128 Neighbourhood Plan	-	-	-	-		-
4700 Accommodation recharge	19,800	19,800	14,850	14,850		-
4801 C S Ohead recharge	1,840	1,840	1,380	1,380		-
4800 Administration recharge	21,520	21,520	16,140	16,140		-
Total Expenditure	81,210	81,210	63,908	47,455	13,842	(1,261)
Net Expenditure	81,210	81,210	63,908	47,455	13,842	(1,261)
111 Community Development Admin						
4801 C S Ohead recharge	110	110	83	83		1
4800 Administration recharge	1,230	1,230	923	923		1
Net Expenditure	1,340	1,340	1,005	1,006	-	1
201 Discretionary Exps C Affairs						
4185 International Relations	250	250	188	-	188	1
4186 Joint Twinning-Chartres	500	500	375	-	375	-
4187 Joint Twinning-Ravenna	500	500	375	-	375	-
4800 Administration recharge	410	410	308	308		1
4801 C S Ohead recharge	40	40	30	30		-
Total Expenditure	1,700	1,700	1,245	308	938	1
Net Expenditure	1,700	1,700	1,245	308	938	1
202 Events						
4164 Other events	1,000	1,000	750	432		(318)
4801 C S Ohead recharge	1,030	1,030	773	773		1
4800 Administration recharge	11,990	11,990	8,993	8,993		1
Total Expenditure	14,020	14,020	10,515	10,198	-	(317)
Net Expenditure	14,020	14,020	10,515	10,198	-	(317)

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	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
203 Community Safety							
4140 Community Wardens	40,800	40,800	40,800	42,448		1,648	
Total Expenditure	40,800	40,800	40,800	42,448	-	1,648	
Net Expenditure	40,800	40,800	40,800	42,448	-	1,648	
301 Statutory Expenses							
4148 Repairs to War Memorial	2,000	2,000	1,500	2,333		833	5.
4144 Contribution to Public Conveniences	12,456	12,456	12,456	12,882		426	
4150 Footpath Lighting-Energy	3,000	3,000	2,250	1,472		(778)	
4151 Footpath Lighting Maintenance	2,300	2,300	2,300	2,838		538	
4152 City Cemetery-Annual Contrib.	44,000	44,000	33,000	-	25,667	(7,333)	6.
4153 Litten Garden maintenance	2,500	2,500	1,875	2,464		589	
4154 St Pauls-General Maint.	500	500	375	2,099		1,724	7.
4156 Misc Grnd Mtce & Street Furn.	500	500	375	165		(210)	
4157 Street Naming & Signage	4,000	4,000	3,000	2,266		(734)	
4801 C S Ohead recharge	320	320	240	240		-	
4800 Administration recharge	3,720	3,720	2,790	2,790		-	
Total Expenditure	75,296	75,296	60,161	29,549	25,667	(4,945)	
Net Expenditure	75,296	75,296	60,161	29,549	25,667	(4,945)	
401 Mayoralty							
4009 Travel and Subsistence	1,000	1,000	750	74		(676)	
4020 General Expenses	1,000	1,000	750	1,166		416	
4123 Charter dinner	-	-	-	-		-	
4125 Mayors Allowance	4,000	4,000	4,000	4,000		-	
4131 Mayor at Home-Christmas	2,200	2,200	1,650	-		(1,650)	
4132 Receptions Other	1,000	1,000	750	96		(654)	
4700 Accommodation recharge	8,900	8,900	6,400	6,400		-	
4801 C S Ohead recharge	1,060	1,060	795	795		-	
4800 Administration recharge	12,400	12,400	9,300	9,300		-	
Total Expenditure	31,560	31,560	24,395	21,831	-	(2,564)	
Net Expenditure	31,560	31,560	24,395	21,831	-	(2,564)	

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FINANCIAL YEAR 2021/2022

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	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
501 Council House							
4001 Staff Costs	22,180	22,180	16,635	14,534	1,817	(284)	
4002 Employers NI	2,180	2,180	1,635	1,197	150	(288)	
4003 Employers Superannuation	3,700	3,700	2,775	2,943	368	536	
4012 Overtime	11,000	11,000	8,250	8,170	707	627	
4050 Office equipment	-	-	-	-	-	-	
4055 Professional Fees (painting restoration)	2,000	2,000	1,500	1,015	-	(485)	
4101 Publicity	1,200	1,200	900	49	-	(851)	
4145 Maintenance bus shelters	500	500	375	105	-	(270)	
4201 Wedding licence	690	690	518	770	-	253	
4206 Bid membership	1,020	1,020	1,020	1,013	-	(7)	
4211 Rates and Water	42,500	42,500	42,500	41,809	-	(691)	
4212 Building cleaning and windows	6,400	6,400	4,800	3,266	-	(1,534)	
4214 Electricity	5,000	5,000	3,750	1,979	-	(1,771)	
4215 Gas	3,500	3,500	2,625	3,374	-	749	
4216 General Cleaning	2,300	2,300	1,725	1,022	-	(703)	
4217 Alarm main servicing and monitoring	1,500	1,500	1,125	803	-	(322)	
4218 Lift Service Contract	2,900	2,900	2,175	280	-	(1,895)	
4219 Fire Equipment Service	460	460	345	345	-	-	
4209 Emergency lighting	1,500	1,500	1,125	89	-	(1,036)	
4210 Fire Extinguishers	1,250	1,250	938	-	-	(938)	
4221 Automatic Door Service	650	650	488	248	-	(240)	
4222 Air conditioning and heating system service	4,500	4,500	3,375	14,352	(7,500)	3,477	8.
4224 Portable App. Testing	500	500	375	-	-	(375)	
4225 Insurance	11,500	11,500	11,500	8,588	-	(2,912)	
4227 Licences	510	510	383	996	-	614	
4231 Council House Improvements	8,000	8,000	6,000	2,966	-	(3,034)	
4299 Save Money Cut Carbon	-	-	-	13,897	(8,885)	5,012	9.
4234 CCTV Maintenance Contract	400	400	300	114	-	(186)	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	3,718	-	718	
4241 Lightning Protection R & M	180	180	135	-	-	(135)	
4242 Display Energy Certificate	400	400	300	-	-	(300)	
4245 Health and Safety	2,000	2,000	1,500	478	-	(1,022)	
4246 Wedding Expenditure	500	500	375	24	-	(351)	
4250 Council house equipment	1,450	1,450	1,088	534	-	(554)	
4283 Council Chamber Redecorations	20,000	20,000	20,000	-	20,000	-	
4284 MUGA running costs	750	750	563	204	-	(359)	
4291 Van running costs	1,000	1,000	750	1,629	-	879	
4298 Cil - fingerposts	-	-	-	8,985	-	8,985	
4823 Tsr from EMR Council Hse	-	-	-	-	-	-	
4800 Administration recharge	70,887	70,887	53,165	53,165	-	(0)	
4801 C S Ohead recharge	12,773	12,773	9,580	9,580	-	0	
4900 Capital Charges	39,100	39,100	29,325	29,325	-	0	
Total Expenditure	289,880	289,880	236,915	231,566	6,657	1,308	
1001 Hire Charges-Assembly Room	3,700	3,700	2,775	15,485	-	(12,710)	10.
1002 Hire Charges-Court Room	7,500	7,500	5,625	9,331	-	(3,706)	
1003 Telephone Income	-	-	-	-	-	-	
1011 Solar Panel income	1,600	1,600	1,200	1,497	-	(297)	
1012 Wedding Income	1,000	1,000	750	167	-	583	
1013 Chi in Bloom	2,500	2,500	1,875	-	-	1,875	
1014 CIL receipts	-	-	-	334,000	334,000	-	11.
1015 Hire of screen (small)	-	-	-	51	-	(51)	
1016 Hire of screen (large)	-	-	-	(29)	-	29	
1201 Recharges to other services	82,000	82,000	61,500	61,500	-	-	
Total Income	98,300	98,300	73,725	422,002	334,000	(14,277)	
Net Expenditure	191,580	191,580	163,190	(190,436)	(327,343)	(12,969)	

CHICHESTER CITY COUNCIL
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502 Market House						
4055 Professional Fees	2,500	2,500	2,500	2,425		(75)
4801 C S Ohead recharge	110	110	83	83		1
4800 Administration recharge	1,230	1,230	923	923		1
Total Expenditure	3,840	3,840	3,505	3,431		(74)
1120 Rents Received-Ground Floor	50,000	50,000	37,500	37,500		-
Total Income	50,000	50,000	37,500	37,500	-	-
Net Expenditure	(46,160)	(46,160)	(33,995)	(34,069)	-	(74)
504 City Cross						
4214 Electricity	300	300	225	437		212
4236 Reps/Maint. General	500	500	375	8		(367)
4300 City Cross Conservation	2,000	2,000	1,500	-		(1,500)
4302 Annual Maintenance of Clock	1,000	1,000	750	274		(476)
4801 C S Ohead recharge	70	70	53	53		1
4800 Administration recharge	820	820	615	615		-
Total Expenditure	4,690	4,690	3,518	3,518	-	(2,131)
Net Expenditure	4,690	4,690	3,518	3,518	-	(2,131)
505 St James Obelisk						
4236 Reps/Maint. General	100	100	75	-		(75)
Total Expenditure	100	100	75	-	-	(75)
Net Expenditure	100	100	75	-	-	(75)
506 Heritage Account expenditure						
4800 Administration recharge	410	410	308	308		1
4801 C S Ohead recharge	30	30	23	23		1
Total Expenditure	440	440	330	331		1
Net Expenditure	440	440	330	331	-	1
508 Henty Field						
4236 Reps/Maint. General	1,500	1,500	1,125	1,665		540
Total Expenditure	1,500	1,500	1,125	1,665	-	540
Net Expenditure	1,500	1,500	1,125	1,665	-	540

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NET EXPENDITURE	47,000	59,409	(75,446)	(552,305)	(232,021)	(41,660)
ADJUSTMENT RE CAPITAL CHARGES	(47,000)	(47,000)	(35,250)	(35,250)	-	-
(SURPLUS)/DEFICIT	-	12,409	(110,696)	(587,555)	(232,021)	(41,660)

Notes:

The Current Budget varies from the Original Budget due to budgets brought forward fm 2020/21.

Original budget surplus/deficit

Budgets carried forward from 2020/21

£

-

12,409

 12,409

- This budget has been reduced from £30,000 last year. It is hoped that this years floral decorations will be achieved under budget. The expenditure has slightly overspent, but income of £5,631 has offset this.
- Discretionary Grants has a remaining balance of £8,621 which will be carried forward.
- Public Realm expenditure including Speed Indicator device and the contribution to City Rangers. The remaining balance £19,530 Any new commitments will be paid and the remaining balance will be carried forward.
- Income for street name change now totals £7,273 far exceeding the initial budget.
- Cleaning/repairs to the War Memorial were carried out in June 2021.
- Invoicing for Cemetery maintenance costs has been slow and very under budget. Income from burials has been higher than budgeted.
- £1,470 has been spent on tree works at St Pauls, including removing dead ash.
- £7,500 Upgrading of the central heating controls, to be funded from Council House Earmarked Reserve.
- £13,897 has been spent on Save Money Cut Carbon initiative for which we will receive Salix grant funding for 75% of the total cost.
- Assembly Room booking income is higher than anticipated.
- Cil receipts received so far this year.

AGENDA ITEMS 6 AND 7

Public Realm Budget

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Speed Indicator Device	£4,520.00	£4,550.00	Community Affairs	5th Oct 2020
Maintained by sign	£55.00			
Contribution to Rangers	£10,763.80	£10,763.80	Council	23rd June 2021
3 bike racks	£540.00			
Total	£15,878.80	£15,313.80		

	£	£
cfwd	35,409.00	35,409.00
Actual Expenditure	-15,878.80	-15,313.80
Total	19,530.20	20,095.20

Expenditure on Reserves

Council House Reserve

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
CH Exterior repair works	2,000.00		Finance	30-Jul-20
Rendering works	2,380.00			
Painting works	2,500.00			
Fuller	750.00			
thermostatic radiator	7,500.00	7,500.00	Property	01-Sep-21
Total	15,130.00	7,500.00		

AGENDA ITEMS 6 AND 7

	£
Cfwd	73,984.85
Expenditure	15,130.00
Total	58,854.85

Future commitments

Council Chamber subsidence - excess on insurance policy £1,000

Damp in Town Clerks Office

Save Money Cut Carbon

Description	Actual Expenditure (£)	Committee	Date RESOLVED
Initial survey fee	3,500.00	Property	01-May-21
LED lights	2,352.00		
Dryers	10,100.00		
scaffolding	1,444.50		
grant	-8,884.00		
Total	8,512.50		

This was agreed to be funded from the cyclical maintenance budget over 2 years.

AGENDA ITEM 9

Neighbourhood Plan expenditure to date

	£
2019-20	13,793.86
2020-21	
Carbon footprint report	1,875.00
Staffcosts	11,888.82
Summersdale Character study	2,830.95
staff costs	8,397.96
Stantec	5,350.00
Stantec	2,450.00
Ethos Invoice	4,637.50
Ethos Invoice	4,637.50
Feria	1,000.00
Feria	145.50
Motion study	1,500.00
Survey monkey	750.00
	<u>45,463.23</u>
Less Groundwork grant	-9,275.00
Total	<u>49,982.09</u>
Quote from Feria Urbanism £23,600	5,900
Agreed for Administrative Support	3600
Total cost	<u>59,482.09</u>
Balance to Feria (not yet paid)	17700
	77,182.09

AGENDA ITEM 11



CHICHESTER CITY COUNCIL

CIVIC AWARDS AND FREEDOM CEREMONIES

FOR FINANCE WORKING GROUP MEETING ON 24th JANUARY 2022

Civic Awards and Philip Jackson Freedom Ceremony

As members are aware in 2020 we presented the Civic Awards and the Philip Jackson Freedom Ceremony with a zoom Ceremony in February 2021 with a promise that a 'proper' in-person ceremony would take place in the future.

The 2021 Civic Awards Ceremony is also yet to take place. A possible date of the 1st March has been earmarked with the Cathedral, where numbers and social distancing will be easier, but are yet to be confirmed.

It is likely that all three occasions will be combined into one. The size and scale of the event has yet to be agreed. In previous years we have also invited back past Civic Award winners. The practicalities of this whilst the Pandemic is still prevalent in the community means that this is unlikely to be possible.

The winners concerned are;

Civic Awards 2020 – Vincent Gray – Reverend Canon David Nason – Rachael Osborne – Reverend Canon Tim Schofield – David Sparrow – Jimmy Upton

Community Award 2020 – Chichester Youth Adventure Trust – Chichester Child Contact Centre – Chichester Area Talking News

Civic Awards 2021 - Clive Hand - Philip Robinson - Chris. A. Holgate - Joyce Loten - Martin Tucker

Young Citizens Award 2021 - Kyra Kemp

Community Award 2021 - Transition Chichester

AGENDA ITEM 11

Winners are normally allowed to bring family members along with them, this may need to be limited to keep numbers low.

The possible Options for event are as follows;

- 1) Hold fire on any in-person official arrangements until more certain times.
- 2) Arrange a minimal ceremony keeping numbers to a minimum, (1 or 2 guests per person) avoid after event socialising and catering at the Cathedral (at a cost). The maximum number of guests in the cathedral up to 300 if required.
- 3) Arrange a minimal ceremony keeping numbers to a minimum, (1 or 2 guests per person) with catering in house with a maximum number of guests 85.
- 4) Go ahead with a full event combining 2 x Civic Awards plus Philip Jackson Freedom Ceremony increasing numbers potentially up to 150 guests and caterers, if we can find a suitable venue on a suitable date, however this may cause some delay in finding a suitable venue for instance at the University or the College.

The City Council have explored alternative venues to see whether catering and increased numbers might be viable. Currently Chichester University have no facilities that will accommodate over approximately 80 people with catering close to the date. They also have no availability on the 1st March.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

AGENDA ITEM 13

Chichester City Council

The Annual Parish Meeting – Briefing Note

References

- a. Local Government Act 1972, Schedule 12, Part III (Annual Parish Meetings).
- b. The Public Bodies (Admission to Meetings) Act 1960.
- c. Local Government Act 172, Schedule 12, Part II Section 7 (1) Annual Meeting of the Council

Introduction

The word 'Annual' appears twice in our timetable of meetings.

It is used in respect the Annual Meeting of the City Council (Mayor Making) held in May each year and the Annual Parish Meeting, a more moveable feast.

The Annual Meeting of the Council is a meeting of the City Council, the Annual Parish Meeting is not.

There is an obligation on the Council to call the Annual Meeting of the City Council, whereas no such obligation on the City Council to convene the Annual Parish Meeting, nor would there be any legal penalties if it did not.

In some Parishes these meetings are still erroneously referred to as the 'AGM'. There is no such thing as an AGM of a local authority.

I thought it would be helpful to prepare this briefing note about the Annual Parish Meeting.

The Annual Parish Meeting is unique to Parish Government and nationally there are mixed feelings about the effectiveness of the event, a good APM is a good community experience, but they can represent a lot of effort for not a lot.

There also some rather quirky aspects about procedures and it is useful to be aware of them. Half the problem is that the legislation is now dated, the other half of the problem is that the legislation is both imprecise and inconsistent, talking about 'must', 'shall, may' and 'may not'

For example, the date of the Annual Parish Meeting, the Act says that the Parish Council **shall** be held on such days and at such times as **may** be

AGENDA ITEM 13

fixed by the Parish Council but, in later section of the Act, it is quite clear that the Parish is under no obligation to call it. Note the '**must**' used about the dates between which the Annual Parish Meeting is held, see later paragraph.

The question of voting in respect of a Parish Poll is also of interest, as is the non-binding nature (other than in one case) of the outcome of either the meeting or Parish Poll. That said, the City Council would have to meet the cost of a Poll as it is organised on election lines by the District Council.

General

A parish meeting consists of the local government electors of a parish and the purpose of the meeting is to discuss parish affairs.

There is no statutory definition or case law to determine what constitutes a "parish affair". The National Association of Local Councils (NALC) is of the view that a parish affair could be any local issue, activity, or a subject matter which specifically affects a parish and which a parish meeting may wish to discuss, debate, and potentially influence.

Meetings of a parish meeting can be an effective forum for parish and town councils to engage with the local electorate, the critical point being that they are NOT Council Meetings although the City Council customarily presents an Annual Report.

A guest speaker dealing with a topic of local interest, preferably unconnected with Council business, can be a useful addition to proceedings.

When is a Parish Meeting held and who calls it?

The parish meeting of a parish **must** assemble annually on some day between 1st March and 1st June, both inclusive, in every year. In a parish which does not have a separate parish council, the parish meeting shall, subject to any provision made by a grouping order, assemble at least on one other occasion in the year. In other cases, subject to the requirements, meetings of parish meetings shall be held on such days and at such times as **shall be fixed by the parish council** or, if there is no parish Council, by the Chairman of the Parish Meeting. The meeting **must not** commence before 6pm.

A meeting of a parish meeting **may** be convened by any of the following:
a. the chairman of the parish council; b. any two parish councillors for the parish; c. where there is no parish council, the Chairman of the Parish Meeting any person representing the parish on the District Council or d. any six local government electors of the Parish.

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Publicity and Public Notice

Public notice of the meeting **must** be given at least 7 clear days beforehand. The notice **must**: specify the time and place of the intended meeting; specify the business to be transacted at the meeting; and be signed by the person or persons convening the meeting.

Notice of the meeting **must** be given by: posting a notice of the meeting in some conspicuous place or places in the parish, and in such other manner, if any, as appears to the person or persons convening the meeting to be desirable for giving publicity to the meeting. This would of course, include the City Council's website and Facebook page.

Where the meeting is convened to discuss certain specific issues public notice of it **must** be given of it at least 14 clear days beforehand.

The specific issues are as follows: the establishment or dissolution of a Parish Council, or the grouping of the parish with another Parish or Parishes under a common Parish Council.

Chairmanship arrangements

The Chairman of a Parish Council **shall** be entitled to attend a Parish Meeting for the Parish whether or not he/she is a local government elector for the Parish, but if he/she is not an elector for the Parish he/she **shall not** be entitled to give any vote at the meeting other than any casting vote which he may have.

In a Parish having a separate Parish Council the Chairman of the Parish Council, if present, **must** preside at a Parish Meeting and if he/she is absent the Vice-Chairman (if any) **must**, if present, preside. In a Parish which does not have a separate Parish Council, the Chairman of the meeting, if present, **shall** preside.

If the Chairman and the Vice-Chairman of the Parish Council or the Chairman of the Parish Meeting is absent from an assembly of the Parish Meeting, the Parish Meeting **may** appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the Chairman.

Voting and the Parish Poll

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, a meeting of a parish meeting **must** be open to the press and public, who are free to attend as they wish. However, only local government electors for the parish are qualified to vote at a meeting of parish meeting or a poll consequent thereon. So, if you were a rather sad person and decided to attend an Annual Parish Meeting whilst on holiday, say in Cornwall, this would be fine, but you could not vote at that meeting.

AGENDA ITEM 13

Each elector **can** give one vote on any question and no more. A question to be decided by a parish meeting **shall**, in the first instance, be decided by the majority of those present at the meeting and voting thereon, and the decision of the person presiding the meeting as to the result of the voting shall be final unless a poll is demanded. In the case of an equality of votes, the person presiding at the meeting **shall** have a casting vote, in addition to any other vote he may have.

A poll **may** be demanded before the conclusion of a parish meeting on any question arising at the meeting; but no poll shall be taken unless either the person presiding at the meeting consents or the poll is demanded by not less than ten, or one-third of the local government electors present at the meeting, **whichever is the fewer**. This rather dated voting arrangement has been the subject of lobbying by Parish Councils to Government for very many years and a different and eminently sensible set of rules applies in Wales.

A poll consequent on a parish meeting **shall** be a poll of those entitled to attend the meeting as local government electors and shall be taken by ballot in accordance with the Parish and Community Meetings (Polls) Rules 1987 as amended. The rules provide that if a poll is demanded, the chairman of the parish meeting **shall** notify the District Council in which the parish is situated, and the Council **shall** appoint an officer to be a returning officer. Essentially, the procedure is like that of electing a local councillor and the Parish Council will pay for the procedure.

The resolutions of a Parish Meeting are not be binding on the Parish Council save in exceptional circumstances (e.g. a resolution for a parish council to provide allotment gardens will trigger a parish council's duty under s. 23 Small Holdings and Allotments Act 1908 to consider if their provision of allotment gardens is sufficient to meet demand). Other than for these exceptional circumstances, the Annual Parish Meeting resolutions will be persuasive only and the Council would need to decide if it wished to disregard them.

I hope that Councillors find this briefing note of assistance.

Rodney Duggua

Town Clerk

**Bank Reconciliation Statement as at 30/11/2021
for Cashbook 1 - Imprest Account**

AGENDA ITEM 14

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/11/2021	82	17,140.73
			<hr/> 17,140.73
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/11/2021 300590 Mrs S Martindale		50.00	
23/11/2021 300591 Mr P Gibbs		50.00	
			<hr/> 100.00
			17,040.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			17,040.73
		Balance per Cash Book is :-	17,040.73
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2021
for Cashbook 2 - Unity Trust Current Account****AGENDA ITEM 14**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/11/2021	102	838,633.30
			<hr/> 838,633.30
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			838,633.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			838,633.30
		Balance per Cash Book is :-	838,633.30
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2021
for Cashbook 1 - Imprest Account**

AGENDA ITEM 14

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/12/2021	82	22,523.89
			<hr/> 22,523.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			22,523.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			22,523.89
		Balance per Cash Book is :-	22,523.89
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2021
for Cashbook 2 - Unity Trust Current Account****AGENDA ITEM 14**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/12/2021	103	800,991.84
			<hr/> 800,991.84
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			800,991.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			800,991.84
		Balance per Cash Book is :-	800,991.84
		Difference is :-	0.00

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2021	H.Fitch	Chq 300589	50.00		Return of Allotment Deposit
04/11/2021	Chichester District Council	BACS	320.00		Damage deposit - Gun Rememb 21
04/11/2021	Allstar	BACS01	167.00		Fuel for Van run costs & mower
04/11/2021	South Downs Water Co Ltd	BACS02	21.60		3 x19Ltr Water Bottles
04/11/2021	Pestforce	BACS03	70.00		Treatment of Wasps - St J Allo
04/11/2021	Recycle Southern Ltd	BACS04	4.80		Tip charge for hardcore -Allot
04/11/2021	Agrovista UK Ltd	BACS05	58.14		Treatments for Moss, mould, Al
04/11/2021	Mrs M Hosken	BACS06	25.00		Voucher for Young Citizen
04/11/2021	C Adams	BACS07	5.00		Handwash supplies for Toilets
04/11/2021	Kingsham Primary School	BACS08	500.00		Discretionary Grant - Oct 21
04/11/2021	DB Damp Proofing & Building Se	BACS09	720.00		Materials for Damp proofing
09/11/2021	The Garrison	BACS	285.00		WW1 Ordnance Gun for Salute
10/11/2021	Canon (UK) Ltd	BACS01	77.72		Colour p/copies to 31.10.21
10/11/2021	Luna Clean	BACS02	507.00		Coun Hse Clean - Oct 21
10/11/2021	Thomas Fattorini Ltd	BACS03	49.42		5 x Civic medals + engrave
10/11/2021	The Woodhorn Group Ltd	BACS04	76.69		Tip Green Allotment waste
10/11/2021	Rotary Club of Chichester	BACS05	500.00		Discretionary Grant - Oct 21
10/11/2021	Mulberry and Co	BACS06	210.00		New Councillor Training - MC
10/11/2021	Tim Smith	BACS07	86.92		H/Towels, Masks & Gloves
10/11/2021	Chichester District Council	BACS08	47.70		Refuse & Recycling - Oct 21
10/11/2021	GW Shelter Solutions Ltd	BACS09	126.00		Cleaning of 3 x Bus Shelters
10/11/2021	Gravel Lane Garage Services Lt	BACS10	354.00		Supply & fit heat cont & wire
10/11/2021	C Brewer & Sons Ltd	BACS11	185.05		2.5Ltr Metal +5Ltr Wood paint
10/11/2021	Amazon	BACS12	72.56		Thermometer Gauges x 4
10/11/2021	Charles Avenue Resident Engage	BACS13	500.00		Discretionary Grant - Oct 21
10/11/2021	Screwfix	BACS16	23.99		Fire Door Retainer
17/11/2021	Window Flowers Limited	BACS17	3,666.00		13 x Winter Planters @ £235.00
17/11/2021	Concept Audio Ltd	BACS18	1,069.20		Hire sound equip for Remembran
17/11/2021	Amazon	BACS19	18.00		Blades for Brushcutter
17/11/2021	Mrs M Hosken	BACS20	13.64		Refreshments for Rememb Sunday
17/11/2021	Business Stream	BACS21	24.30		Water- Durnford Close Allot
17/11/2021	John Hughes	BACS22	58.72		Mileage Claim up to 31.09.21
17/11/2021	Michelle Carter	BACS23	29.69		Eye Test, T/rolls, Postage
17/11/2021	C Adams	BACS24	15.99		Black masks, sweets & Hat size
17/11/2021	GB Sign Solutions Ltd	BACS25	215.91		2 x Road Nameplates
17/11/2021	CJS Portsmouth	BACS26	133.18		Cleaning Mats for Council Hse
17/11/2021	Canon (UK) Ltd	BACS27	132.10		Photocopier Lease to 28.02.22
23/11/2021	Mrs S Martindale	300590	50.00		Return of Allotment Deposit
23/11/2021	Mr P Gibbs	300591	50.00		Return of Allotment Deposit
24/11/2021	Griffin Nurseries	BACS17	468.00		2 x Amelanchier arborea Trees
24/11/2021	Screwfix	BACS18	7.99		High Energy Batteries AAA Pk24
24/11/2021	Southern Electric plc	BACS19	394.23		Gas for Council House - Oct 21
24/11/2021	Smye-Rumsby Ltd	BACS20	126.00		Hire 10 x Walkie Talkie - RSun
24/11/2021	Visual Hygiene Cleaning Servic	BACS21	80.00		Window Clean Coun Hse -Nov21
24/11/2021	Society of Local Council Clerk	BACS22	327.00		Ann Memb Fee - RD to Dec22
24/11/2021	John Hughes	BACS23	14.80		Parking expenses for Mayor
24/11/2021	Tyrrell Services Ltd	BACS24	199.02		Service Water Boiler - Crush
24/11/2021	Brunel Engraving Company Ltd	BACS25	87.00		Oak plaque for Tree in Litten

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/11/2021	Covers Trade Centre Branch	BACS26	95.95		Cement for Street Name signs
24/11/2021	Amazon	BACS27	20.99		Ink for MH Home printer
25/11/2021	The Royal British Legion Poppy	300592	68.00		Supply of 4 x Poppy Wreaths
Total Payments			<u>12,409.30</u>		

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2021	O2 - Telephonica UK Ltd	DDR3	32.40		Mobile Phones Oct 21
04/11/2021	Saunders Specialised Services	BACS10	9,000.00		Upgrade Heat controls & TVR's
09/11/2021	Square Fees	TNSFR	0.09		Square Fees
11/11/2021	Mr David Elliott	BACS14	2,000.00		Discretionary Grant - Oct 21
11/11/2021	Chichester District Council	BACS15	9,694.90		50% Chi Cemetery run cost-Qtr2
15/11/2021	Drax	DDR	260.43		Elec Supply - St Light Oct 21
15/11/2021	Chichester District Council	INC07	101.30		BID Levy 2021/22
15/11/2021	Chichester District Council	INC08	4,147.00		Nat Non-Domestic Rates 2021/22
15/11/2021	Square Fees	TNSFR	0.18		Square Fees
17/11/2021	Drax	DDR2	434.12		Elec Supply -City Cross Oct 21
17/11/2021	Imprest Account	Windowflow	3,666.00		TRANSFER
17/11/2021	Imprest Account	Concept Au	1,069.20		Transfer
17/11/2021	SQUARE	TNSFR	6.31		Square Fees
18/11/2021	Square	TNSFR	0.09		Square Fees
19/11/2021	Business Stream	DDR5	16.20		Whyke Allot to 02.11.21
19/11/2021	Business Stream	DDR6	0.26		St J Rd Allot Water to02 Nov21
19/11/2021	Business Stream	DDR7	267.61		Velyn Allot Water to02 Nov21
19/11/2021	Business Stream	DDR8	38.29		Florence Allot Water to02 Nov
22/11/2021	Square	TNSFR	0.57		Square Fees
22/11/2021	Barclaycard	DD	560.16		Barclaycard Nov 21
23/11/2021	SQUARE	TNSFR	6.31		SQUARE FEES
25/11/2021	CCE Sussex Ltd	BACS28	1,424.40		Final cost -prep & fit F/Posts
29/11/2021	EE	DDR4	12.54		Clerk's mobile phone
30/11/2021	SQUARE	TNSFR	3.98		SQUARE FEES
Total Payments			<u>32,742.34</u>		

List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2021	Brunel Engraving Company Ltd	BACS01	257.22		Tree Plaque for Weston -Litten
02/12/2021	Covers Trade Centre Branch	BACS02	4.57		Woodscrews - Street name signs
02/12/2021	Luna Clean	BACS03	507.00		Cleaning for Coun Hse - Nov21
02/12/2021	Rialtas Business Solutions Ltd	BACS04	70.80		Make Tax Digi Ann Supp Fee
02/12/2021	Allstar	BACS05	49.01		Fuel for Van & Mowers
02/12/2021	Chichester City Band	BACS06	300.00		Corp Gold Sponsorship21-22
02/12/2021	Anva Luc	BACS07	70.00		Piano Tuning - 26.11.21
02/12/2021	Dorma UK Limited	BACS08	297.00		Auto swing door service
02/12/2021	Recycle Southern Ltd	BACS09	90.72		Tip Mixed waste - 19.11.21
02/12/2021	Alpha Batteries Ltd	BACS10	199.98		2 x 12V Batts for St J - Solar
02/12/2021	City Electrical Factors	BACS11	49.62		2 x LED Indicator Lights
02/12/2021	Screwfix	BACS12	25.45		WD-40 spray & 3 in 1 Oil
02/12/2021	Amazon	BACS13	552.16		Belkin 1.8m HDMI cable
02/12/2021	C Adams	BACS19	4.00		2 x Blu tack +Dish salt & spon
02/12/2021	Screwfix	BACS99	0.10		24v Fire Door Retainer 95mm
04/12/2021	Chichester District Council	BACS21	55.40		Refuse & Recycling - Nov 21
06/12/2021	Microsoft	BACS22	47.21		Yrly subs for A/cs Mailbox
06/12/2021	Southern Electric plc	BACS23	550.29		Elec for Council Hse - Nov 21
07/12/2021	P. Finn	BACS15	12.60		Repay payment made in error
09/12/2021	Covers Trade Centre Branch	BACS14	141.34		Timber & level for Allot Comp
16/12/2021	Amazon	BACS24	158.51		100 sheets - Acid Tissue paper
16/12/2021	Unity Trust Current Account	TRANSFER	3.50		Re Bowen 16.12.21
22/12/2021	C Adams	BACS28	65.22		MH Retire food & towels
22/12/2021	Mr G Bowen	BACS29	21.14		Food & Napkins for MH Ret
22/12/2021	City Electrical Factors	BACS30	105.50		Materials for Phone-1st Floor
22/12/2021	Sussex Lifts Ltd	BACS31	336.00		AnnServ Charge lift to13.01.23
22/12/2021	Amazon	BACS32	352.87		4 x m/phone Xcable - Assemb Rm
31/12/2021	Unity Bank	TNSFR	18.00		Service Charges to 31.12.21
Total Payments			4,345.21		

List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2021	West Sussex County Council	BACS	33,923.89		Salaries for Nov 21
02/12/2021	O2 - Telephonica UK Ltd	DDR3	32.40		Mobile phones x 3 - Nov 21
08/12/2021	Imprest Account	TRANSFER	10,000.00		TRANSFER
08/12/2021	Observer	DDR2a	58.24		Yearly subs for Chi Observer
08/12/2021	SQUARE	TNSFR	13.92		SQUARE FEES
09/12/2021	SQUARE	TNSFR	0.04		SQUARE FEES
13/12/2021	Square	TNSFR	0.04		SQUARE FEES
14/12/2021	Square	TNSFR	6.44		SQUARE FEES
15/12/2021	Chichester District Council	DDR04	4,147.00		Nat Non-Domestic Rates 2021/22
15/12/2021	Chichester District Council	DDR05	101.30		BID Levy 2021/22
15/12/2021	Pitney Bowes Ltd	DDR06	107.90		Qtly Rent & Maint charge
15/12/2021	Square	SQUARE FEE	0.09		Square Fees
16/12/2021	Mr G Bowen	BACS25	3.50		Dettol cleaner for Wash Machin
17/12/2021	Saunders Specialised Services	BACS26	6,501.60		Various Heating Upgrads
17/12/2021	Drax	DDR1	524.51		Elec-City X Light to 30.11.21
18/12/2021	EE	DDR2	12.54		Mobile Phone ending 771
21/12/2021	Barclaycard	DD	218.23		Barclaycard Dec 21
22/12/2021	John Hughes	BACS27	2,000.00		2nd Half Mayoral Allowance
31/12/2021	Unity Bank	TNSFR	40.80		Service Charge
31/12/2021	Unity bank	TNSFR	3.00		Unity bank
Total Payments			57,695.44		

AGENDA ITEM 14

PAYMENTS MADE BY BARCLAYCARD ANALYSIS OF STATEMENTS FOR NOV AND DEC 2021

Date	Supplier	Detail	Net £	VAT £	Total £
November 2021					
15/10/2021	Zoom	Zoom	23.98	4.80	28.78
15/10/2021	Smarty	Mobile phone	8.33	1.67	10.00
16/10/2021	Street Solutions	Signs for Remembrance Sunday	141.55	28.31	169.86
02/11/2021	Direct Heating	Thermostat and cover	201.15	40.23	241.38
09/11/2021	Instantprint	Business cards	32.20	6.44	38.64
09/11/2021	Marks and Spen	Refreshments	31.92	6.38	38.30
09/11/2021	ETI Ltd	Thermostats	21.00	4.20	25.20
11/11/2021	Marks and Spen	Refreshments	6.67	1.33	8.00
Total for November 2021			466.80	93.36	560.16
December 2021					
15/11/2021	Zoom	Zoom	23.98	4.80	28.78
15/11/2021	Smarty	Mobile phone	8.33	1.67	10.00
15/11/2021	AAT	Membership	167.00	0.00	167.00
16/11/2021	M&S	Refreshments	10.38	2.08	12.45
Total for December 2021			209.69	8.54	218.23
Total for Nov to December 2021			676.49	101.90	778.39