

## Delabole Parish Council

### Risk Assessment Schedule covering operation of the Parish Council to fulfil its duties.

| Management          |                                                                                 |                     |                                                                                            |
|---------------------|---------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------|
| Business Activity   | Risks identified                                                                | Risk Level<br>H/M/L | Procedures to control risk                                                                 |
| Business continuity | Council unable to continue its business due to unforeseen extreme circumstances | L                   | 1. All files and recent records kept at 9 The Sidings, Delabole, PL33 9AX.                 |
|                     |                                                                                 |                     | 2. The Clerk backs up all electronic files monthly to a USB Drive.                         |
|                     |                                                                                 |                     | 3.                                                                                         |
|                     |                                                                                 |                     | 4. The Clerk also regularly backs up to two USBs one of which is retained by the Chairman. |
|                     |                                                                                 |                     | 5. List of all passwords held by the Chairman.                                             |
|                     |                                                                                 |                     | Review and check backup process and passwords annually.                                    |

2/1/09.

|                   |                                |   |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------|--------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting locations | Adequacy of health and safety. | L | <p>6. Unexpected incapacity of Clerk covered by Councillors until solution agreed after discussion with CALC and Cornwall Council, with funds available to pay for Locum Clerk.</p>                                                                                                                                                                                                                              | <p>Venues to be asked annually for copies of the Fire Equipment.</p> <p>Certificates and copies of checks to electrical systems. Plus, copies of updated risk assessments as and when alterations to the buildings occur or activities change.</p> <p>Parish Council have all electrical equipment owned by the Council PAT tested annually. In the event of</p> |
|                   |                                |   | <p>Eleven Ordinary meetings per annum are held in either St. Johns Church, Delabole or Methodist Chapel, Delabole.</p> <p>Premises and facilities including disabled access considered to be adequate for the Clerk, Councillors and any member of the public who may attend.</p> <p>Members of the public are advised to contact the Clerk for details of disabled access.</p> <p>Extraordinary meetings of</p> |                                                                                                                                                                                                                                                                                                                                                                  |

|                 |                                    |    |                                                                                                                                                                                                                                    |                                                                                                                       |
|-----------------|------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Council Records | Loss through theft, fire or damage | L  | <p>the Parish Council can be accommodated at the above venues.</p> <p>Clerk works from home.</p> <p>Key access to the park gates can be obtained from shop within the village of Delabole. Signage on the outside of the park.</p> | <p>incapacitation of the Clerk, the Chairman will be given access to the filing cabinet and the computer records.</p> |
|                 |                                    | 1. | <p>Papers held in cabinet in the Clerk's home at 9 The Sidings, Delabole, PL33 9AX.</p> <p>All papers received are scanned and electronic copy held by Clerk which is backed up monthly</p>                                        | <p>All records can be accessed at any time and backups of records are on a backup USB Drive</p>                       |

## FINANCE

| Business Activity | Risks identified   | Risk Level H/M/L | Procedures to control risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Review and/or extend                                    |
|-------------------|--------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Precept           | Inadequate precept | M                | <ol style="list-style-type: none"> <li>1. Precept agenda item for November meeting each year.</li> <li>2. Annual budget reviewed and current year values considered when estimating precept.</li> <li>3. Develop contingency reserve to cover difference between replacement and depreciated value of assets and longterm sickness cover for Clerk.</li> <li>4. Precept set at December meeting.</li> <li>5. 3 monthly review and reconciliation of budget and expenditure.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> </ol> | Review precept requirements annually for following year |



|           |                                  |   |                                                                                                                                                                                                                                                                  |                                                                                                                   |
|-----------|----------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Insurance | Adequacy and compliance          | M | <ol style="list-style-type: none"> <li>1. Review cover against asset register annually.</li> <li>2. Employers Liability Public Liability and Fidelity risks cover required.</li> <li>3. Review cover against public liability</li> <li>4.</li> <li>5.</li> </ol> | <p>Review provision and compliance annually.</p> <p>Provide insurers with up-to-date asset register annually.</p> |
| Banking   | Inadequate checks                | L | Detailed Financial Arrangements in place that define cheque signing arrangements, approval of cheques for payment and reconciliation of accounts.                                                                                                                | Financial Regulations reviewed Annually by a councillor and by the Clerk.                                         |
| Cash      | Loss through theft or dishonesty | L | <p>No petty cash or float is held by the council.</p> <p>Any cash transactions are fully receipted and then reimbursed monthly by cheque listed and documented in the Minutes of the Parish Council.</p>                                                         | Financial Regulations reviewed at the Annual Parish Council Meeting.                                              |

| Financial Controls and records | Inadequate checks Loss of records | L | <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol> | <p>Three monthly reconciliation of accounts and budget prepared by the RFO and checked by the Chair of the Parish Council.</p> <p>Monthly bank reconciliation approved by 2 councillors independently at every Parish Council meeting; different councillors to apply the check at each meeting.</p> <p>Two signatures required on cheques.</p> <p>Internal and external audit annually.</p> <p>Any grants will conform with the Parish Council's Grant Awarding Policy.</p> | Financial Regulations reviewed at the Annual Parish Council Meeting. |
|--------------------------------|-----------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|--------------------------------|-----------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

|                                   |                                  |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                   |
|-----------------------------------|----------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Payment of statutory PAYE and NI. | Failure to pay statutory amounts | M | <ol style="list-style-type: none"> <li>1. Estimated salary of every employee compared with the personal tax allowance threshold and the NI threshold.</li> <li>2. If the lower of either threshold will be exceeded, then statutory PAYE and NI deduction scheme will be followed.</li> <li>3.</li> </ol>                                                                                                                                                              | Check annually that PAYE and NI deduction scheme has been implemented.                                            |
| Freedom of Information Act        | Statutory policy requirements    | L | <ol style="list-style-type: none"> <li>1. The Council has a Model Scheme for publication in place.</li> <li>2. The Council can obtain payment for providing hard copy but is aware that a significant request under FoI legislation could place a financial cost on the Council.</li> <li>3.</li> <li>4. Requests for information by the Monitoring Officer have been limited under the Council's Code of Practice for dealing with Complaints.</li> <li>5.</li> </ol> | <p>Monitor and report annually any costs incurred under FoI enquiries.</p> <p>Review the FoI Policy annually.</p> |

|         |                                           |    |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                           |
|---------|-------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                           | 6. | Document retention complies with the NALC/CALC model.                                                                                                                                                                                                                                                    |                                                                                                                                                           |
| Clerk   | Loss of Clerk                             | M  | Include contingency reserve to cover advertising and training costs and cost of Locum if necessary.                                                                                                                                                                                                      | Financial Regulations reviewed Annually.<br>Financial Parish Council Meeting.<br>Maintain membership of CALC and monitor training needs at annual review. |
|         | Fraud                                     | L  |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                           |
|         | Actions                                   | L  | Financial regulations and checks to contain risk with self-cover of risk.                                                                                                                                                                                                                                |                                                                                                                                                           |
|         | Correct salary payments allocated         | L  | Provision of funds for training as required.                                                                                                                                                                                                                                                             |                                                                                                                                                           |
| Pension | Not complying with statutory requirements | L  | Maintain Delabole Parish Council on register of eligible organisations.<br><br>If any employee's salary exceeds the tax-free allowance, then implement the pension scheme requirements.<br><br>If any employee requests in writing to be included in a pension scheme, then implement the pension scheme |                                                                                                                                                           |



|                |  |  |   |                                                                                                                                                |                                                                    |
|----------------|--|--|---|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                |  |  |   | requirements.                                                                                                                                  |                                                                    |
| Election Costs |  |  |   | Include contingency sum for employer pension contribution in annual budget and precept.                                                        |                                                                    |
|                |  |  | H | Include sum within contingency reserves to cover election costs at £2,000.                                                                     |                                                                    |
| Annual return  |  |  | L | 1. Annual return completed by clerk and approved by Council.<br>2. Internal Auditor checks and approves before submission to external auditor. | Ensure completed as an Agenda item at May/June meeting of Council. |

## Assets

| Business Activity                                       | Risks identified | Risk Level H/M/L | Procedures to control risk                                                                         | Review and/or extend |
|---------------------------------------------------------|------------------|------------------|----------------------------------------------------------------------------------------------------|----------------------|
| Office equipment, Seats and Notice Boards, Bus Shelters | Damage           | L                | Asset register kept up to date with appropriate insurance cover. Regular maintenance of equipment. |                      |

## LIABILITY

| Business Activity | Risks identified            | Risk Level H/M/L | Procedures to control risk                                                                                                                                                                        | Review and/or extend                                                                |
|-------------------|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Legal Powers      | Illegal activity or payment | L                | <p>All activities and payments made within the powers of the Parish Council.</p> <p>Training provided to the Clerk required.</p> <p>Commitment by councillors to attend training as required.</p> | Monitor annually through review of financial regulations and training requirements. |

|                    |                                                                                           |   |                                                                                                                                                                                                                                                                                                                                                                   |                                         |
|--------------------|-------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Minutes/agendas    | Non-compliance with statutory requirements                                                | L | <ol style="list-style-type: none"> <li>1. Minutes and agendas produced to comply with legal requirements</li> <li>2. Minutes are signed and approved at next meeting.</li> <li>3. Current recommended Standing Orders and Code of Conduct adopted.</li> <li>4. Business conducted at Council meetings managed by the Chairman.</li> <li>5.</li> <li>6.</li> </ol> | Annual review of training.              |
| Public Liability   | Claim from third party resulting from perceived non-compliance with safety by the Council | L | <ol style="list-style-type: none"> <li>1. Insurance in place.</li> <li>2. Risk assess any events organised by the Council</li> </ol>                                                                                                                                                                                                                              | Review Insurance requirements annually. |
| Employer Liability | Non-compliance with employment law                                                        | L | Undertake training of Clerk and seek advice from CALC.                                                                                                                                                                                                                                                                                                            |                                         |

|                   |                        |   |                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                  |
|-------------------|------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Legal Liability   | Legality of activities | M | <ol style="list-style-type: none"> <li>1. Training of Clerk to advise on decision making process.</li> <li>2. Retention of appropriate documentation.</li> <li>3. Accurate minutes.</li> <li>4. Member liability cover included in Insurance Policy.</li> <li>5.</li> <li>6.</li> </ol> | Review training requirements at annual review of Clerk. Remind councillor's liability cover for slander and libel only covers council policy, not personal views, or statements made as a councillor that are contrary to council agreed policy. |
| Members Interests | Conflict of interest   | L | <p>Councillors aware of Code of Conduct.</p> <p>All Councillors to attend training on Code as made available Cornwall Council and/or CALC.</p>                                                                                                                                          | <p>Review training requirements for Councillors annually.</p> <p>Councillors to review their Register of Interests annually.</p>                                                                                                                 |



| Annual Review                     |                     |                |          |                    |
|-----------------------------------|---------------------|----------------|----------|--------------------|
| Business Activity                 | Frequency of review | Responsibility | Comments | Date Last Reviewed |
| Insurance                         | Annually            | Clerk          |          | "April 21"         |
| Assets inspection                 | Annually            | Clerk          |          |                    |
| Update Asset Register             | Annually            | Clerk          |          | "April 21"         |
| Banking Arrangements              | Annually            | Clerk          |          | "April 21"         |
| Insurance providers               | Annually            | Clerk          |          | "April 21"         |
| Budget agreed                     | Annually            | Council        |          | Prior to formation |
| Precept agreed                    | Annually            | Council        |          | Prior to formation |
| Budget monitored                  | 3 Monthly           | Clerk          |          | 01/07/21           |
| Bank reconciliation               | Monthly             | 2 Councillors  |          |                    |
| Review of financial regulations   | Annually            | Council        |          | "May 21"           |
| Review financial register of risk | Annually            | Council        |          | "July 21"          |

|                                                              |          |                  |  |                                             |
|--------------------------------------------------------------|----------|------------------|--|---------------------------------------------|
| Members reminded of limit of liability for slander and libel | Annually | Clerk            |  | Annually                                    |
| Clerks review                                                | Annually | Chairman         |  |                                             |
| Clerks salary reviewed and documented                        | Annually | Council          |  | "May 21"                                    |
| Internal Audit                                               | Annually | Internal Auditor |  |                                             |
| External Audit                                               | Annually | Clerk            |  |                                             |
| Minutes properly produced and published                      | Monthly  | Clerk            |  | Completed May sent to auditors June Monthly |
| Standing Orders Reviewed                                     | Annually | Council          |  | May                                         |
| Back-ups taken of all computer records                       | Monthly  | Clerk            |  | Monthly                                     |
| Review back-up process                                       | Annually | Chairman         |  | May                                         |
| Check passwords and key access current                       | Annually | Chairman         |  | May                                         |
| Contracts of employment                                      | Annually | Council          |  | Clerk reviewed April                        |

|                                                   |                           |               |  |                                                                                                                                            |
|---------------------------------------------------|---------------------------|---------------|--|--------------------------------------------------------------------------------------------------------------------------------------------|
| indemnity insurance                               | contracts awarded         |               |  | obtain contractors copy of public liability certificate of at least £2m                                                                    |
| Written contracts for work                        | As new contracts tendered | Clerk/Council |  | As new contracts tendered                                                                                                                  |
| Code of Conduct                                   | Annually                  | Council       |  | May                                                                                                                                        |
| Register of members interests                     | Annually                  | Clerk         |  | May                                                                                                                                        |
| Register of gifts                                 | Monthly                   | Clerk         |  | Has and will continue to be completed monthly at each Parish Council meeting and recorded in the Minutes of that meeting and the Register. |
| Declarations of interests recorded in the minutes | Monthly                   | Clerk         |  | Has and will continue to be completed monthly at each Parish Council meeting and recorded in the Minutes of that meeting and the Register. |

|                                                  |          |                |  |     |
|--------------------------------------------------|----------|----------------|--|-----|
| Review of Clerk training requirements and record | Annually | Clerk/Chairman |  | May |
| Policies, procedures and Codes of Practice       | Annually | Council        |  | May |

The information given above is to be reviewed annually in April and agreed upon at the Annual Parish Council Meeting of the Delabole Parish Council held in May each year, or a later Parish Council meeting as agreed, as being a correct record.

Clerk to Delabole Parish Council



# Delabole Parish Council

## Grant Awarding Policy

### Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Delabole in a positive way

### Grant Application Process

1. The Clerk to the council will receive all applications in the first instance. A designated Councillor will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
  - a copy of their written constitution or details of their aims and purpose,
  - full details of the project or activity,
  - demonstration that the grant will be of benefit to the local community within the Parish, the proportion or number of beneficiaries living in the electoral area,
  - demonstration of a clear need for the funding,
  - a copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 31 November of the financial year prior to the funds being required.
5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
6. The Council has a limited budget each year and guidance can be given to

applicants as to how much money is likely to be available in a specific financial year.

#### Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Nothing contained herein shall prevent the Council from exercising, at any

time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



## Delabole Parish Council

### Grant Application Form

(This form must be completed and submitted to the Parish Clerk before it can be considered)

|                                                                                 |               |
|---------------------------------------------------------------------------------|---------------|
| Project title:                                                                  |               |
| Name of organisation:                                                           |               |
| Address of organisation:                                                        |               |
| Amount requested from Delabole Parish Council:                                  |               |
| If grant approved, Cheques payable to:                                          |               |
| Total Cost of project:                                                          |               |
| Are funds being requested form other parties? If yes, from whom and how much:   |               |
| If a registered charity number (If applicable), what is the registration number |               |
| I hereby declare that this organisation is non-profit making                    | Signed: ..... |

#### Details

| Purpose of grant request | Explanation of how it will benefit the residents of Delabole Parish. |
|--------------------------|----------------------------------------------------------------------|
|                          |                                                                      |



Approximately how many people will benefit from this grant? \_\_\_\_\_

I hereby declare that to the best of my knowledge the information given on this application form is correct. Should any grant offered not be used in accordance with the terms and conditions set out by the Parish Council, I undertake to repay the amount to the Parish Council on demand

Signatory ..... Date .....

Position in organisation.....

Contact telephone number.....

email address .....

Enclosed: Copy of latest bank statement (s) if available. Please return the completed form by email to [clerk@delaboleparishcouncil.gov.uk](mailto:clerk@delaboleparishcouncil.gov.uk) or by post to – 9 The Sidings, Delabole, PL33 9AX

21/11

Budget report 1/7/2021

|                                   | Total Expenditure to date | Income to date | Budget 2021/2022 | Difference | Notes                                                                           |
|-----------------------------------|---------------------------|----------------|------------------|------------|---------------------------------------------------------------------------------|
| Precept                           |                           | £20,500.00     |                  |            |                                                                                 |
| Reserves                          |                           | £111,980.19    |                  |            |                                                                                 |
| Council tax grant                 |                           | £910.25        |                  |            |                                                                                 |
| Staff wages                       | £2,472.00                 |                | £14,400.00       | £11,928.00 | Will be over due to adopting NALC pay scales (approx £216)                      |
| Pension                           | £0.00                     |                | £300.00          | £300.00    | Will be Over Budget - Projected total pension for year at approximately £1283.1 |
| Training                          | £144.00                   |                | £750.00          | £606.00    |                                                                                 |
| Audit                             | £0.00                     |                | £600.00          | £600.00    |                                                                                 |
| ICO                               | £40.00                    |                | £35.00           | £5.00      |                                                                                 |
| Conveyancing                      | £0.00                     |                | £0.00            | £0.00      | Initial registration cost paid by cheque.                                       |
| telephone/internet                | £786                      |                | £250.00          | £242.14    |                                                                                 |
| Subs - CALC/SLCC                  | £785.68                   |                | £750.00          | £35.68     |                                                                                 |
| Office - laptop, printer etc.     | £837.50                   |                | £635.00          | £202.50    |                                                                                 |
| Website                           | £990.00                   |                | £300.00          | £690.00    |                                                                                 |
| Clerk/Cllr mileage                | £0.00                     |                | £150.00          | £150.00    | Initial purchase of equipment to ensure longevity of resources.                 |
| Insurance                         | £1,439.65                 |                | £1,750.00        | £310.35    | Initial set up costs for website planned from reserves.                         |
| Hall Hire                         | £15.00                    |                | £300.00          | £285.00    |                                                                                 |
| Elections reserve                 | £0.00                     |                | £500.00          | £500.00    |                                                                                 |
| Parish Seat Repairs               | £18.73                    |                | £500.00          | £481.27    |                                                                                 |
| Grass Cutting                     | £3,600.00                 |                | £13,500.00       | £9,900.00  |                                                                                 |
| Footpaths                         | £0.00                     |                | £2,500.00        | £2,500.00  |                                                                                 |
| Weed spraying                     | £0.00                     |                | £1,500.00        | £1,500.00  |                                                                                 |
| Playground equipment /rospa       | £0.00                     |                | £500.00          | £500.00    |                                                                                 |
| Burial ground                     | £9.85                     | £310.00        | £0.00            | £300.15    |                                                                                 |
| war memorial garden               | £0.00                     |                | £150.00          | £150.00    | Expected to go significantly over with maintenance works agreed to play park.   |
| Defibrillator                     | £0.00                     |                | £200.00          | £200.00    |                                                                                 |
| clock                             | £0.00                     |                | £610.00          | £610.00    |                                                                                 |
| bus shelter                       | £0.00                     |                | £266.00          | £266.00    |                                                                                 |
| parking                           | £0.00                     |                | £1,400.00        | £1,400.00  |                                                                                 |
| Maintenance, utilities & supplies | £556.90                   |                | £900.00          | £343.10    |                                                                                 |
| commercial waste/dog bin          | £0.00                     |                | £900.00          | £900.00    |                                                                                 |
| General Maintenance               | £0.00                     |                | £0.00            | £0.00      |                                                                                 |
| Grants                            | £0.00                     |                | £2,000.00        | £2,000.00  |                                                                                 |
| wreaths                           | £0.00                     |                | £40.00           | £40.00     |                                                                                 |
| LGA s137                          | £0.00                     |                | £0.00            | £0.00      |                                                                                 |
|                                   | £10,917.17                | £133,700.44    | £45,686.00       | £35,078.83 |                                                                                 |

Total Income  
Total Expenditure to date

Unpresented cheques 1/7/2021

reconciled amount