

Appendix A CLAYGATE PARISH COUNCIL REMIT

Introduction

This document outlines Claygate Parish Council's view of its key priorities in relation to the community it

What does a Parish Council bring to Claygate?

- Dedicated local focus, without involvement of national political parties;
- Funding via the precept for Claygate's exclusive benefit, plus access to other sources of funds, both public and private;
- A forum for involving more residents in consulting and taking action to improve village quality of life;
- An officially recognised focus for representing Claygate in discussions at Borough and County level and an effective local partner for the Borough and County Councils.

Core Mission

The overall aim of Claygate Parish Council is to:-

Constantly to strive to improve the quality of life for all those who live, and work, in Claygate, whilst preserving its unique character as a warm, caring and sustainable village community.

Core Values

In discharging this mission, the Parish Council will —

- Act as a democratically accountable focus of Claygate opinion on matters to be decided at County/Borough level, as well as by the Parish Council;
- Be responsive to the village community and easily contactable;
- Ensure that village life is ▪ sustainable, in terms of human resources, finance and environmental considerations; ▪ safe and secure.

The Parish Council's Vision for Claygate is of a village with the following characteristics:-

- A community which no one wants to leave;

- A warm sense of community which welcomes newcomers;
- A high degree of participation in voluntary activities, civic, philanthropic, cultural and spiritual;
- A range of social, cultural and sporting activities to suit all ages and tastes; ■ Successful conservation of rural features and period architecture; ■ A vibrant business community and local shopping centre.

Implementation

The Parish Council will review this document every four years in the first year of the Council cycle. At least once a year, the Council will review what new proactive initiatives it should be undertaking in the light of changes in its operating environment, community needs and available resources.

Proposed new initiatives will be tested, among other criteria, for compliance with the

Council's agreed

Mission and Values.

July 2072 approved Nov 2072

July 2020 Reviewed. No
amends Sept 2020 Web
Accessibility reviewed
May 2027 reviewed. No
amends.

PARISH CHARTER

Between Elmbridge Borough Council and Claygate Parish Council

1. This Charter is intended to indicate the ways in which the Borough Council and Parish Council would wish to maintain and develop their partnership relationship. Whilst each authority will use its best endeavours to comply with the principles and practices described in this Charter, each authority reserves the right to manage its affairs in accordance not only with the law but also in whatever it considers to be the best interests of its area and to depart from these principles and practices if that is considered to be the best course of action at any time. The Charter does not apply to services provided to individual persons or any matters that are subject to a statutory complaints procedure.
2. Elmbridge Borough Council and Claygate Parish Council have agreed to publish this Charter to set out how they aim to work together across the two tiers of local government.
3. The County, Borough and Parish Councils are partners in a multi-tiered system of democratically elected local government that exists for the benefit of the people of Surrey. The Councils represent all levels of democratic local government, and are keen to see efforts made to improve their system of local democracy and to encourage greater public participation in local affairs. The Councils are keen to promote transparency and sustainability, and accordingly references in the Charter to sharing information and/or documentation will wherever practical be fulfilled by placing information in the wider public domain and through electronic information sharing.
4. Elmbridge Borough Council acknowledges and recognises that Parish Councils are a part of the grass-roots level of local government. By working with them Elmbridge aims to act in partnership with local communities, whilst balancing the needs of the whole borough. Councils in each tier have statutory responsibilities entrusted to them by Parliament for the whole community within their area.

5. In their role as democratically accountable bodies, Parish Councils offer a means of shaping the decisions that affect their communities. They offer a means of decentralising the provision of certain services and the revitalisation of local communities. In turn they recognise the role of District Councils and the equitable distribution of services they must provide.
6. This Charter reflects the increased importance attached by Central Government to partnership working.
7. Elmbridge Borough Council will involve the Parish Council in the preparation and delivery of the Community Strategy, specifically as to how the Community Strategy affects the parish of Claygate.
8. Liaison meetings between Elmbridge Borough Council and Claygate Parish Council will ordinarily be scheduled twice a year (subject to business) and may additionally be held when issues of mutual importance require discussion.
9. Elmbridge Borough Council will administer Parish Council elections/referenda and will run elections and referenda as efficiently as possible, in consultation with the Parish Council. The Returning Officer will give as much notice as possible of anticipated increases in the costs of running Parish Council elections
10. Elmbridge Borough Council will consider the views the Parish Council has expressed when making a decision that affects the local community. Subject to the statutory provisions for confidentiality under the Local Government (Access to Information) Act 1985 as amended, the need for commercial confidentiality and the requirements of contractual arrangements, the Borough Council will provide, at the request of the Parish Council, information relating to activity by the Borough Council which may affect the Parish Council.
11. Elmbridge Borough Council will not always be able to follow the Parish Council's express wishes, because of their responsibility to the wider community and greater range of considerations to be taken into account. In such cases, the Borough Council will aim to give full consideration to the views of the Parish Council which will be reported to the decision-making body before a decision is made. Where a decision-making body or Chief Officer or his/her representative acting under delegated powers, has made a decision contrary to representations made by the Parish Council, the Parish Council will be given a copy of the committee report (subject to Access to Information provisions).
12. To help achieve the objectives laid down by this Charter, liaison and consultation will be further developed at parish level through regular meetings and consultation at officer level, individually or through working parties and groups. Elmbridge Borough Council will provide a liaison

officer to act as a point of contact for the Parish Council, and ensure they are signposted appropriately.

13. Claygate Parish Council will send all agenda and minutes to Surrey County Council, Elmbridge Borough Council and relevant ward councillors, who will be given the opportunity to speak at Parish Council meetings on matters of mutual interest, if they request to do so and as agreed with the Chairman of the Parish Council.
14. When Elmbridge Borough Council consults with the Parish Council it will provide sufficient information to enable an informed view to be expressed, and give adequate time to respond, in accordance with statutory requirements where appropriate.
15. Elmbridge Borough Council will supply to the Parish Council, free of charge, a limited number of Council publications as are reasonably requested, where these are not available online
16. Elmbridge Borough Council and the Parish Council will aim to acknowledge emails and letters within three working days and to answer all correspondence within ten working days.
17. Both authorities have adopted Member codes of conduct. Representatives of the Parish Council have seats on the Audit and Standards Committee and where required on the Audit and Standards Sub-Committee.
18. Should the Parish Council wish to take on delegated responsibility for service delivery and having regard to equitable respective levels of council tax and relevant statutory provisions, Elmbridge Borough Council will consider this and the consequential funding arrangements, where they are mutually beneficial. Where it is considered that the proposed course of action does not represent best value, is not in the interests of the whole Borough or is either inappropriate or impracticable, Elmbridge Borough Council will, in consultation with the Parish Council, consider alternative solutions to encourage more local level input into service delivery.
19. Elmbridge Borough Council will, where practical, offer Claygate Parish Council access to certain support services at a mutually agreed price. Assistance will be offered where appropriate and practicable to do so, in identifying and helping to meet the training needs of the Parish Council. The Borough Council will arrange for the Parish Clerk and Parish Councillors to participate in relevant training courses run by the Borough. The Borough Council will according to the exigencies of the services it provides give advice, assistance and support upon request, assuming such a request to be reasonable in nature and that it cannot be met by the Surrey County Association of Parish and Town Councils.

Asset Reg No	Description of Asset	Supplier of Asset	Purchase price (Historic Cost) ex VAT	Date of purchase	Location	Insurance valuation	Replacement Cost July 2022	Date Last Vouched Apr-24
1*	Bus stop	Queensbury Shelters Ltd	£3,000.00	05.12.01	Church Rd/Recreation Grnd		£4,725.00	Front panel loose. Graffiti which EBC immediately removed. In reasonable condition but could do with sanding and painting. Reviewed 11/03/24.
3	Notice Boards x 3	Greenbarnes	£1,879.00	May-02	2 x Village Hall		£1,900.00	Village Hall signs in good order. Could be sanded and re- varnished at some point.
								Reviewed 11/03/24.
							£2,625.00	
								New Noticeboard on Hare Lane by Boots
		Greenbarnes	£2,447.29	Mar-22	1 x Hare Lane			Reviewed 11/03/24. Good condition.
		FL Beadle & Sons installation						
4*	Millennium Sign	Unknown	£7,000.00	2000	The Parade		£8,400.00	Structure in good order. Picture needs replacing as faded with sun. In progress for new vinyls. Sign revarnished March 2022. Reviewed 11/03/24.

	5	78 fake Xmas trees with lights plus a star. 6 trumpet Lights for the Parade and light strings for the 2 big, real trees.		£4,500.00	Dec-02	Stored with Derek Hughes Jan-Nov. Looked after and checked by CVA.		£4,500.00	Trees need replacing. Resident has sourced and replaced most of them himself. Awaiting confirmation of whether insurance required or not. Reviewed 11/03/24.
	9	Litter pickers	Knighton Tool Supplies (x3)/ The Helping Hand Company (x13), B&Q (10)/ Unknown (22)	£220.00	26.3.04 & 04.17	Stored at village hall. 10 Litter pickers and 10 hi-Vis with Julia Gregory.		£210.00	Good
			Techno Tronics (12)						Reviewed 11/03/24
				£39.87	22.02.2022				
	16	Filing cabinet	Viking Direct	£115.00	11.01.05	Village Hall		£150.00	Good. Reviewed 11/03/24
	17	Metal cupboard	Viking Direct	£100.00	9.10.01	Village Hall		£169.00	Good. Reviewed 11/03/24
	20	Display boards & table/top	Panelwarehouse.com	£700.00	17.7.07 & 21.3.11	Stored at village hall		£700.00	Good. Reviewed 11/03/24
	22	Tabards (70)	Unknown	£0.00	Unknown	Stored at village hall		£280.00	Good. Reviewed 11/03/24
	23	A-boards (2)	Unknown	£447.00	23.12.04	Stored at village hall		£95.00	2 Remaining in good condition. Reviewed 11/03/24
26*		Bench	Burleys	£505.00	Feb-12	Bus stop, Church Road		£1,575.00	Good condition. Memorial sign has been removed. Good reviewed 11/03/24
				£413.00					
	29	Hose & reel	Unknown	£56.00	17.3.11	Stored with Bill Chilcott		£70.00	Good.
	37	White Entrance Gates	Challenge Fencing	£311.03	Nov-20	Hare Lane Entrance village		£880.00	Good. Reviewed 11/03/24.

38	Defibrillator	Medisol	£1,648.00	6.9.2019	Hare & Hounds (exterior)		£1,730.00	Good. Annual Service last completed 22/06/2023 Hare and hounds confirm daily check happening. Batteries have been replaced. Reviewed 11/03/24
39	Laptop ASUS Vivobook	Scan Computers	£499.00	25.09.20	With Clerk		£499.00	Good Reviewed 11/03/24
40	Shredded	Amazon Basics	£0.00	Unknown	Village Hall		£50.00	Good. Reviewed 11/03/24
41	Footbridge	Unknown. GA landscapes rebuilt base October 2020	£0.00	2013. Bridge repositioned & new base built Oct 2020	Old Claygate lane footpath alongside Golf Course		£2,200.00	Good – needs to be checked.
42	Laminator	Amazon (Texet A4 Laminator)	£24.99	9/4/2021	With Clerk (SH) Not handed to latest Clerk (KB) Village Hall Cupboard?		£25.00	Good Reviewed 3/11/2024
43	Evistr V508 Audio Recorder	Amazon	£42.99	6/30/2022	With Clerk		£43.00	Good 3/11/2024
44	Epson Ecotank ET-5150 Printer	Computer Risk Management Ltd	£289.00	6/6/2022	With Clerk		£289.00	Good. 11/03/24
45	3 Grit Bins	Unknown.	£0.00	Unknown	Firs Verge, Foley Road and Hare Lane		£2,478.00	Good. Still awaiting response from SCC on whether they want to take them on. Report from member of the public that the Hare Lane one needs maintenance. Need to be checked.
46	Remembrance Day Silhouettes	Royal British Legion	£500.00	Unknown	Mark Sugden		£250.00	Good 11/11/2023

47	Remembrance Day Poppies	Royal British Legion	£0.00	Unknown	Mark Sugden		£22.00	Good
								11/11/2023
48	Evistra L157 Voice Recorder	Unknown	£43.00	Unknown	With Clerk		£43.00	Good. Checked 11/03/24
49	Samsung Galaxy A34 5G phone, cover, screen protector and plug	Samsung through Amazon	£221.20	11/24/2023	With Clerk		£221.20	Good. Checked 11/03/24
50	Monitor and HDMI Cable	Amazon	£66.66	11/24/2023	With Clerk		£66.66	Good (1/24)
51	Keyboard and Mouse	Amazon	£16.66	11/24/2023	With Clerk		£16.66	Good (1/24)
52	Monitor stand	Amazon	£11.33	11/24/2023	With Clerk		£11.33	Good (1/24)
52	Second laptop charging cable	Amazon	£9.88	11/24/2023	With Clerk		£9.88	Good (1/24)
53	Chair	Amazon	£101.99	11/24/2023	With Clerk		£101.99	Good (1/24)

Assets to 1st April 2023

£25,497.17

£33,865.00

Assets 1st April 2023 to 31st March 2024

£470.72

£470.72

Total Assets

Purchase Value

£25,967.89

Replacement Value for Insurance

£34,335.72

Notes
Fixed asset.
Fixed asset
Fixed asset.

Some disposed of in Xmas 2022. Awaiting for figures from CVA.
2 Disposed of – August 2018
Fixed asset
Fixed Asset

Purchase d from Medisol – docs in PC file
Fixed Asset

Asset Reg No	Description of Asset	Supplier of Asset	Purchase price (Historic Cost) ex VAT
1*	Bus stop	Queensbury Shelters ltd	£3,000.00
	2 Bench		£420.00
	3 Notice Boards x 3	Greenbarnes	£1,879.00
		Greenbarnes FL Beadle & Sons installation	£2447.29 ex VAT
4*	Millennium Sign	Unknown	£7,000.00
	5 78 fake Xmas trees with lights plus a star. 6 trumpet Lights for the Parade and light strings for the 2 big, real trees.		£4,500.00
	6 Printer/copier		£365.00
	7 Laminator		£150.00

8	Banners (1lg,1med & 1sm)		£32.00
9	Litter pickers	Knighton Tool Supplies (x3)/ The Helping Hand Company (x13), B&Q (10)/ Unknown (22) Techno Tronics (12)	£220.00 £39.87 ex VAT
10	CD drive		£180.00
11	Table covering		£70.00
12	Display panels		£988.00
13	Quark programme		£920.00
14	Keyboard		£35.00
15	Printer/copier		£55.00
16	Filing cabinet	Viking Direct	£115 ex VAT
17	Metal cupboard	Viking Direct	£100 ex VAT
18	Laptop		£466.00
19	Cordless mouse		£13.00
20	Display boards &table/top	Panelwarehouse.com	£700.00
21	Samsung printer/copier		£225.00
22	Tabards (70)	Unknown	Unknown

23	A-boards (2)	Unknown	£447.00
24	Leafblower	Unknown	£145.00
25	Marquee		£309.00
26*	Bench	Burleys	£505 ex VAT bench £413 ex VAT Installation
27	Plantlock		£170.00
28 & 33	Click free backup		£68 & £140
29	Hose & reel	Unknown	£56.00
30	HP LaserJet printer		£160.00
31	Mobile phone		-
32	Laptop	Tiptop Computers	£375 ex VAT
33			
34	Office Chair	Staples	£71 ex VAT
35	Epson Printer Workforce Pro Wf-8510	Unknown	£800.00

36	Galaxy JS Mobile	Vodafone	£189 inc VAT
37	White Entrance Gates	Challenge Fencing	£311.03 new gates. EBC installed free of charge
38	Defibrillator	Medisol	£1,648. £1500 provided from donations. PC contributed £148
39	Laptop ASUS Vivobook	Scan Computers	£499 ex VAT
40	Shredded	Amazon Basics	Unknown
41	Footbridge	Unknown. GA landscapes rebuilt base October 2020	Unknown Base rebuilt cost £760 ex VAT
42	Laminator	Amazon (Texet A4 Laminator)	£24.99 ex VAT
43	Evistr V508 Audio Recorder	Amazon	£42.99 ex VAT
44	Epson Ecotank ET-5150 Printer	Computer Risk Management Ltd	£289 ex VAT
45	3 Grit Bins	Unknown.	Unknown
46	Remembrance Day Silhouettes	Royal British Legion	£500.00

47	Remembrance Day Poppies	Royal British Legion	Free
48	Evistra L157 Voice Recorder	Unknown	Bought when Locum Clerk in post (RS)
49	Samsung Galaxy A34 5G phone, cover, screen protector and plug	Samsung through Amazon	£265.44
50	Monitor and HDMI Cable	Amazon	£79.99
51	Keyboard and Mouse	Amazon	£19.99
52	Monitor stand	Amazon	£13.59
52	Second laptop charging cable	Amazon	£11.86
53	Chair	Amazon	£122.39

Date of purchase	Location	Insurance valuation	Replacement Cost July 2022	Date Last Vouched Apr-24
05.12.01	Church Rd/Recreation Grnd		£4725 ex VAT	Front panel loose. Graffiti which EBC immediately removed. In reasonable condition but could do with sanding and painting. Reviewed 11/03/24.
May-02	St. Leonards Road			
May-02	2 x Village Hall		£1900 ex VAT per 1 bay board board £2625 ex VAT per 3 bay board for man-made long wearing timber with 1 glass bay.	Village Hall signs in good order. Could be sanded and re-varnished at some point. Reviewed 11/03/24.
Mar-22	1 x Hare Lane			New Noticeboard on Hare Lane by Boots Reviewed 11/03/24. Good condition.
2000	The Parade		£8400 ex VAT	Structure in good order. Picture needs replacing as faded with sun. In progress for new vinyls. Sign revarnished March 2022. Reviewed 11/03/24.
Dec-02	Stored with Derek Hughes Jan-Nov. Looked after and checked by CVA.		£4500 ex VAT	Trees need replacing. Resident has sourced and replaced most of them himself. Awaiting confirmation of whether insurance required or not. Reviewed 11/03/24.
2003				
Jun-05				

20.6.2000	Stored at village hall			
26.3.04 & 04. 17	Stored at village hall. 10 Litter pickers and 10 hi-Vis with Julia Gregory.		60 = £210 ex VAT	Good Reviewed 11/03/24
22.02.2022				
12.11.01				
25.4.02				
24.7.03				
23.12.04				
1.3.06				
29.11.04				
11.01.05	Village Hall		£150 ex VAT	Good. Reviewed 11/03/24
9.10.01	Village Hall		£169 ex VAT	Good. Reviewed 11/03/24
21.5.2008				
21.5.2008				
17.7.07 & 21.3.11	Stored at village hall		£700 ex VAT	Good. Reviewed 11/03/24
1.7.10	Village hall			
Unknown	Stored at village hall		£280 ex VAT	Good. Reviewed 11/03/24

23.12.04	Stored at village hall		£47.50 ex VAT each. £95 ex VAT total	2 Remaining in good condition. Reviewed 11/03/24
27.4.09	Stored with Carol Manley			Good
11.6.09				
Feb-12	Bus stop, Church Road		£1575 ex VAT bench and installation	Good condition. Memorial sign has been removed. Good reviewed 11/03/24
17.5.12				
24.6.08 & 26.3.12				
17.3.11	Stored with Bill Chilcott		£70 ex VAT	Good.
May-11	Village Hall			
-				
13.2.15	With the Clerk		£400 ex VAT	Out of date and needs replacing.
12.2.15	Village Hall			
6.16	With the Clerk		£786 ex VAT	Cost to repair to much so disposed of.

1.4.18	With the Clerk		£150 ex VAT	Broken and now replaced.
Nov-20	Hare Lane Entrance village		£880 ex VAT new gates and installation	Good. Reviewed 11/03/24.
6.9.2019	Hare & Hounds (exterior)		£1730 ex VAT	Good. Annual Service last completed 22/06/2023 Hare and hounds confirm daily check happening. Batteries have been replaced. Reviewed 11/03/24
25.09.20	With Clerk		£499 ex VAT	Good Reviewed 11/03/24
Unknown	Village Hall		£50 ex VAT	Good. Reviewed 11/03/24
2013. Bridge repositioned & new base built Oct 2020	Old Claygate lane footpath alongside Golf Course		£2200 ex VAT	Good – needs to be checked.
9/4/2021	With Clerk (SH) Not handed to latest Clerk (KB) Village Hall Cupboard?		£25 ex VAT	Good Reviewed 3/11/2024
6/30/2022	With Clerk		£43 ex VAT	Good 3/11/2024
6/6/2022	With Clerk		£289 ex VAT	Good. 11/03/24
Unknown	Firs Verge, Foley Road and Hare Lane		£826 ex VAT per bin for 4 years from SCC.	Good. Still awaiting response from SCC on whether they want to take them on. Report from member of the public that the Hare Lane one needs maintenance. Need to be checked.
Unknown	Mark Sugden		£250 per silhouette	Good

				11/11/2023
Unknown	Mark Sugden		£5.50 per Poppy	Good
				11/11/2023
Unknown	With Clerk		£43 ex VAT	Good. Checked 11/03/24
11/24/2023	With Clerk		£221.20 ex VAT (1/24)	Good. Checked 11/03/24
11/24/2023	With Clerk		£66.66 ex VAT (1/24)	Good (1/24)
11/24/2023	With Clerk		£16.66 ex VAT (1/24)	Good (1/24)
11/24/2023	With Clerk		£11.33 ex VAT (1/24)	Good (1/24)
11/24/2023	With Clerk		£9.88 ex VAT (1/24)	Good (1/24)
11/24/2023	With Clerk		£101.99 ex VAT (1/24)	Good (1/24)

Notes
Fixed asset.
Disposed of 24.04.04 and now maintained by EBC
Fixed asset
Fixed asset.
Some disposed of in Xmas 2022. Awaiting for figures from CVA.
Disposed of June 2004
Disposed of ? date unknown

Disposed of
August
2018 (1lg &
1 med)

Disposed of
27.9.04

Disposed of
– date
unknown

Donated to
CVA June
2007

Donated to
CVA
November
2009

Disposed of
– date
unknown

Disposed of
June 2010

Disposed of
13.2.15

Disposed of
date
unknown

Disposed of
date
unknown

2 Disposed
of – August
2018

Asked
Carol
Manly to
dispose of
Oct 2022

Disposed of
by CGRT –
date
unknown

Fixed asset

Disposed of
Sept 2017 -
RTA

No longer
in use –
Cloud Back
Up

Disposed of
– Date
unknown.

Superseded
by new
model.

Disposed of
– date
unknown

Currently
with Clerk
for
archiving
purposes
only.

See Asset
No 28

Disposed
Sept 2020.

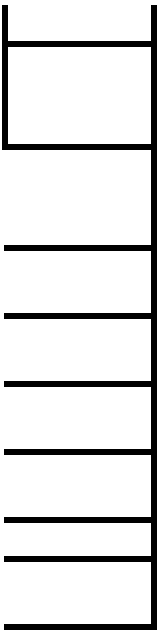
Disposed of
Sept 2022

Screen
stopped
working too
old to be
repaired.

Fixed Asset

Purchased
from
Medisol –
docs in PC
file

Fixed Asset



To Whom It May Concern

Name of Insured: Claygate Parish Council

This is to confirm that Claygate Parish Council have in force with this Company until the policy expiry on 19th November 2024 insurance incorporating the following essential features:

Policy Number: YLL-2720868583

Renewal Date: 20th November 2024

Limits of Indemnity:

Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Official's Indemnity:	As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Orange County Council

GC 1001

13/11/20

1	County Council Income & Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure		100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00
2	County Council Income & Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure	100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00	100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00
3	County Council Income & Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure County Council Income County Council Expenditure		100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00 100,000.00

A + B Checks out OK

Current list of all Bank Account Signatories

Chesapeake Building Society	Clt: Donna Holt	
Chesapeake Building Society	Clt: Hadleigh Moon	
Chesapeake Building Society	Clt: Gil Bray	
Chesapeake Building Society	Clt: Michael Cotton	
Chesapeake Building Society	Clt: Dawn Lacey	
Usury Bank Account	Clt: Donna Holt	
Usury Bank Account	Clt: Hadleigh Moon	
Usury Bank Account	Clt: Gil Bray	
Usury Bank Account	Clt: Michael Cotton	

13th May 2024

DATES AND TIMES FOR MEETINGS TO BE HELD IN 2025

9 th January:	Planning and Main Meeting
6 th February:	Planning and EHTC
27 th February:	Planning and Main Meeting
20 th March:	Annual Village Meeting
27 th March:	Planning and Main Meeting
24 th April	Planning and EHTC
22 nd May:	Annual Parish Council Meeting
29 th May:	Planning
19 th June:	EHTC
26 th June:	Planning and Main Meeting
24 th July:	Planning and Main Meeting
28 th August:	Planning and EHTC
25 th September:	Planning and Main Meeting
23 rd October:	Planning and EHTC
20 th November:	Planning and Main Meeting
11 th December:	Planning and EHTC

I look forward to hearing from you regarding these dates

Kind regards

Dawn Lacey
Clerk & Responsible Financial Officer

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	NA.	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

ENGLAND
Claygate Parish Council

<https://www.claygateparishcouncil.gov.uk/> **WEBSITE/WEBPAGE ADDRESS**

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		✓	

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/04/2024

DD/MM/YYYY

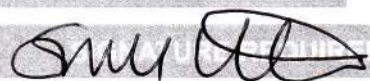
DD/MM/YYYY

Name of person who carried out the internal audit

Simon White

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

03/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Claygate Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/5/2024.

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.claygateparishcouncil.gov.uk/> PUBLISHED ONLINE/WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Claygate Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	81,968	60,347	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	50,445	53,374	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,508	75,139	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	16,768	12,889	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	Ø	Ø	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	59,777	44,750	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	60,347	131,220	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	58,855	127,874	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	25,497	25,967	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	Ø	Ø	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

DE HALL

Date

9/5/2024

I confirm that these Accounting Statements were approved by this authority on this date:

16/5/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Claygate Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

caring for Claygate Village

15% of money received through the Community Infrastructure Levy, collected by Elmbridge Borough Council (EBC) from development in Claygate, is paid to Claygate Parish Council. Any CIL monies due are confirmed by EBC at the end of 6 month periods ending in March and September and paid to Claygate Parish Council shortly thereafter. The funds are available to spend on local projects in Claygate. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Claygate Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at clerk@claygateparishcouncil.gov.uk on 01372 467000.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and Boots on Hare Lane.

Please return the completed application forms and supporting information to:
clerk@claygateparishcouncil.gov.uk at least 2 weeks prior to a meeting of the full Claygate Parish Council

Claygate Parish Council CIL Funding Application Form

1. Applicant organisation	Claygate Village Hall Association (CVHA)
2. Name and position of main contact	A Woolhead Hall Manager



3. Applicant contact details (phone no, email and address)	07917244751 tony.woolhead@ntlworld.com Foley Cottage, 84 Foley Road, Claygate Surrey. KT10 0NB
4. Type of organisation If a charity, please provide registration number	Charity 305007
5. Is the organisation able to reclaim VAT?	No
6. Location of project	Claygate Village Hall Church Road, Claygate, Surrey. KT10 0JP

7. Summary of the project proposal	The Village Hall is widely used by the local community and sustains considerable wear to its facilities / infrastructure. The proposed programme of work is a major initiative designed to maintain and where possible improve hirers experience of the Hall's facilities. Work will include replacing the old heavy chairs with much lighter modern ones, replacing the curtaining with fire resistance ones, covering the stage floor with a hard-wearing vinyl surface, replacing our CCTV cameras with new digital ones, upgrading the PA system and installing a Hearing Loop in the Main Hall. The chairs in particular receive sustained heavy usage and have now reached a point whereby normal on-going care and maintenance can no longer sustain them to the required standard giving rise to H&S issues. The curtaining does not meet current Fire-retardant standards. Our old CCTV cameras have become unreliable. The wooden stage floor is giving problems with splinters. The PA system Microphones are unreliable. A Hearing loop has been requested for some time by our hirers.										
8. Estimated project cost	Estimated project cost is £46,490 Cost Summary breakdown <table> <tr> <td>Chair Replacement</td><td>- £20,427</td></tr> <tr> <td>Curtain Replacement</td><td>- £14,602</td></tr> <tr> <td>Stage Floor</td><td>- £5,521</td></tr> <tr> <td>CCTV</td><td>- £1834</td></tr> <tr> <td>Hearing Loop/PA</td><td>- £4106</td></tr> </table>	Chair Replacement	- £20,427	Curtain Replacement	- £14,602	Stage Floor	- £5,521	CCTV	- £1834	Hearing Loop/PA	- £4106
Chair Replacement	- £20,427										
Curtain Replacement	- £14,602										
Stage Floor	- £5,521										
CCTV	- £1834										
Hearing Loop/PA	- £4106										

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought	£10,679	
Any other Local authority contribution eg EBC and/or SCC	£24,533	Surrey County Council (SCC) - Your Fund Surrey Small Community Projects Fund
Third party contribution	£10,680 £598	CVHA Claygate Dramatic Society
Total cost	£46,490	

10. Detail of additional sources of funding available	CVHA Capital reserves Your Fund Surrey for community projects Claygate Dramatic Society
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	SCC councilor Mark Sugden has pledged £24,533 from Your Fund Surrey Small Community Projects Fund. CVHA Trustees have authorized a release of £10,680 from its capital reserves Claygate Dramatic Society have pledged £598 Therefore, the remaining amount is being sought from CIL funding Several alternative sources of funding have been considered.
12. Please indicate whether the organisation has previously received CIL or other funding sources from either Claygate Parish Council and/or Elmbridge Borough Council. If yes, provide amounts and timings	CIL award of £13,500 in May 2020 from Claygate Parish Council - Upgrade of Village Hall Toilets £1500 in May 2020 from Claygate Parish Council - Upgrade of Village Hall Toilets

13. How does the project help address the demands of development in the area. What evidence is there to support this?	Throughout its history Claygate has not had a Council built or sponsored Community space. The Village Hall was built to fill this vacuum and was constructed in the late 1950's from private donations within the local community. It is held in trust and as such wholly owned by the residents of Claygate and is administered on their behalf by a group of Trustees (these are drawn from the local community, and local organisations based at the Hall). Since the Hall opened, it has provided an invaluable facility for the growth of key local activities across all age groups literally "from babies to the retired". Current users fall into a number of categories local societies for regular public meetings and committee meetings, (CDS, CVWI, Gardening Soc, U3A), we support local provision for childcare (pre-school) and health and fitness, (Yoga, Pilates, Line Dancing, Fitness classes), recreational activities for children that promote health and wellbeing (pre-school dance and football classes, after school performing arts classes). We have the largest capacity other than the church in Claygate and thus support Community events and meetings such as Get Involved Days, public meetings and charitable fundraisers such as quiz nights, as well as private events such as parties, wedding celebrations and funerals. Thus, Claygate Village Hall continues to provide a location for the various activities a growing and vibrant community demands (a look at the Hall's diary for 2024 shows a very full calendar). It receives no outside funding and as such is funded entirely from its lettings. This programme will make a major contribution to the improvement of an essential built community and major recreational space, extensively used for community events.
14. What evidence is there of support from the community	The Village Hall is in use daily from early morning to late in the evening. It is one of the highest utilised in Surrey and there continues to be a substantial and sustained demand for the use of the Village Hall's facilities from many and varied local organisations. There is little doubt on the demand for the ongoing, viable usage of the Village Hall as is evidenced by the number/range of hirers. The CVHA Board of Trustees has four Claygate based Community groups represented on it - - Claygate Dramatic Society - Claygate Village WI - Claygate Flower Show - Claygate Gardening Society and all our Community Trustees are Claygate based. All CVHA Trustees have expressed support for the proposed programme. Additionally, support has been received from the following hirers - Impact Dance - Claygate Village Association - U3A

15. How does this project help mitigate climate change?	The replacement Curtains project will have an impact by helping to reducing the use of fossil fuel consumption by the Village Hall.
--	--

16. Proposed timescales for the project	If funded the intention is to complete the Curtain replacement during the Summer school holidays or when the Hall is otherwise not occupied. All other work can be completed as soon as funding is available.
17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	No – day to day running costs will be funded from income.
18. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves	All financial information is publicly available on the Charity Commission website, but a copy of the most recent accounts is attached. A copy of the Halls Reserves Policy is attached. A copy of the Halls Asset Management Plan is attached.
19. Do you need planning permission to carry out the works?	No
20. If planning permission is required is it in place to carry out the works? If so, please provide the application number	N/A

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.claygateparishcouncil.gov.uk. Statutory Information, then Privacy Policy.

Signed: A Woolhead

Organisation: Claygate Village Hall Association

Date: 11/04/2024

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____

Adopted March 2021

APPLICATION FOR GRANT FROM CLAYGATE PARISH COUNCIL

1. YOUR ORGANISATION

(Name, address & description of activities. How long has your organisation been in existence)

Claygate Community Benefit Society Limited – FCA registration applied for May 2024

INDIVIDUAL CONTACT DETAILS

Leo Tye and Geoff Eden

leotye@icloud.com Mob 077948369812

geoff.eden@vistaarchitecture.com Mob 07974803837

2. REASON FOR GRANT

(Brief description of the project or scheme and how it will benefit Claygate – Full details to be provided separately if necessary.)

The Claygate CBS has been formed to purchase the Winning Horse Public House for the benefit of the Claygate community. The proposal is to provide a multi-purpose Community Pub / Hub serving the whole of Claygate. It is proposed that the venue will include a bar, community café, shop, meeting spaces and a range of other facilities for local community groups, initiatives and projects.

The Winning Horse is located in an area of the village that is less well served than other parts of Claygate, making it an ideal venue to meet the needs of the immediate local community.

TOTAL COST OF SCHEME / PROJECT: £1.1m

VALUE OF GRANT APPLIED FOR: £2,000 seed funding to cover 50% of Valuation and Structural Survey Costs

3. FOR ALL APPLICATIONS OVER £500 PLEASE EXPLAIN WHY THE PROPOSED ACTIVITY CANNOT BE REASONABLY FUNDED FROM INCOME AND/OR RESERVES.

Claygate CBS has only recently been constituted and is in the process of applying for FCA registration and a bank account. The CBS currently has no income or reserves and is not yet in a position to raise funds. In order to get the project off the ground, the individual members of the Management Committee are funding 50% of the valuation and survey costs themselves.

4. FOR ALL APPLICATIONS OVER £500, IF THE GRANT IS TO BE THE 'SEED' FUNDING SOURCE, PLEASE SHOW OTHER SOURCES OF FUNDING THAT WILL CONTRIBUTE ONCE AN INITIAL AMOUNT IS RAISED.

We intend to raise the funding for the overall project from the following sources:

- Community Ownership Fund (COF) Grant from the Government - £890k
- Parish Council Grants - £52k (of which £2k is sought in this application and the remainder will be applied for as a CIL Grant)
- Community Share Offer - £130-150k
- Sponsorship – £10-20k
- Donations £10k

5. FOR ALL APPLICATIONS OVER £500, IF CLAYGATE PARISH COUNCIL IS TO BE THE PROVIDER OF LAST RESORT, PLEASE SHOW OTHER FUND-RAISING ACTIVITIES OR SOURCES OF FUNDING

Not Applicable as CPC is not intended as a provider of last resort. In fact we would like a letter of commitment to the grant in May to be included in our application and then payment to be made contingent on raising the COF grant money in mid August.

6. FOR ALL APPLICATIONS OVER £500 THE GRANT SHOULD BE MATCH-FUNDED OR SOME OTHER RESOURCE PROVIDED I.E. LABOUR, PLEASE GIVE INFORMATION.

This grant has been match funded to the tune of £2k by members of the CCBS who are as follows:

- Leo Tye
- Geoff Eden
- Donna Holt
- Jenny French
- Mark Sugden
- Adrian de la Touche
- Pam Jarvis
- Mary Marshall

7. PLEASE GIVE DETAILS ON HOW YOUR ORGANISATION IS MITGATING CLIMATE CHANGE.

The capital investment in the Winning Horse will include renovations as follows which all contribute to a sustainable solution for heating and operation of the building:

- Solar PV on the roof
- Batteries to store surplus energy generated and not used and feed from the national grid at low cost times
- Insulation of all exterior walls
- Insulation of all roof space
- Insulation of all fireplaces from draught (no use of wood burning or coal)
- Installation of EV chargers

All of these changes will help to combat climate change by reducing the carbon footprint of the building

8. PLEASE GIVE DATES AND AMOUNTS OF ANY PREVIOUS GRANTS FROM CLAYGATE PARISH COUNCIL

Not Applicable

FOR ALL APPLICATIONS OVER £500 THE FOLLOWING INFORMATION **MUST** BE INCLUDED WITH THE APPLICATION FORM:

1. CONSTITUTION
2. RECENT ACCOUNTS (unless the organisation is just setting-up)
3. PROJECT PLAN
4. A STATEMENT OF FUNDING SOURCES (including information about approaches for funding which were unsuccessful)

FOR ALL APPLICATIONS ONCE THE FUNDING HAS BEEN USED, COPIES OF INVOICES AND A SHORT REPORT OF HOW THE MONEY HAS BEEN SPENT WILL BE REQUIRED.

Signed.....

Date.....9/5/24.....

Please return to Parish Clerk, Claygate Village Hall, Church Road, Claygate, Surrey, KT10 0JP a minimum of 14 days before the relevant full Council Meeting (dates available on the Parish Council Website).

If you have any queries please contact the Parish Clerk on 01372 467000 or email clerk@claygateparishcouncil.gov.uk

Claygate Parish Council CIL Funding Application Form

15% of money received through the Community Infrastructure Levy, collected by Elmbridge Borough Council (EBC) from development in Claygate, is paid to Claygate Parish Council. Any CIL monies due are confirmed by EBC at the end of 6 month periods ending in March and September and paid to Claygate Parish Council shortly thereafter. The funds are available to spend on local projects in Claygate. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Claygate Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at clerk@claygateparishcouncil.gov.uk on 01372 467000.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and Boots on Hare Lane.

Please return the completed application forms and supporting information to:
clerk@claygateparishcouncil.gov.uk **at least 2 weeks prior to a meeting of the full Claygate Parish Council**

Claygate Parish Council CIL Funding Application Form

1. Applicant organisation	Claygate Community Benefit Society Limited
2. Name and position of main contact	Leo Tye and Geoff Eden
3. Applicant contact details (phone no, email and address)	leotye@icloud.com Mob 077948369812 geoff.eden@vistaarchitecture.com Mob 07974803837
4. Type of organisation If a charity, please provide registration number	A Community Benefit Society of Limited Liability – Not for profit but we are not a charity.
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Claygate – 35 Coverts Road, KT10 0JY
7. Summary of the project proposal	The Claygate CBS has been formed to purchase the Winning Horse Public House for the benefit of the Claygate community. The proposal is to provide a multi-purpose Community Pub / Hub serving the whole of Claygate. It is proposed that the venue will include a bar, community café, shop, meeting spaces and a range of other facilities for local community groups, initiatives and projects. The Winning Horse is located in an area of the village that is less well served than other parts of Claygate, making it an ideal venue to meet the needs of the immediate local community.
8. Estimated project Cost	£1.1m
9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme	

	Amount	Detail
CIL funding sought	£50,000	To contribute to capital renovation of the building
Any other Local authority contribution eg EBC and/or SCC	Not as yet – once established and running we will be able to apply for grants e.g. EBC, SCC and lottery funding	
Third party contribution	£890,000 £130,000-£150,000 £10,000-£20,000 £10,000	Community Ownership Fund Community Share Offer Sponsorship Donations
Total cost	£1,100,000	
10. Detail of additional sources of funding available	The Management Committee have also donated £2k of their own money and are requesting £2k match funding from the Parish Council as seed funding to get the project off the ground.	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	See above for sources of funding – CIL funding is being sought as this is a major capital project affecting the village and will benefit the entire community.	
12. Please indicate whether the organisation has previously received CIL or other funding sources from either Claygate Parish Council and/or Elmbridge Borough Council.	No other CIL funding has been received.	
13. How does the project help address the demands of development in the area. What evidence is there to support this?	The residents of Claygate are well served by a range of excellent community facilities and services including the Village Hall, the Youth Hub, Recreation Ground, the Centre for the Community and the local churches. However, Claygate lacks a true community centre (catering for all ages) or somewhere to go for help and support when needed. There is no Warm Hub in the winter months for those struggling to heat their homes and the nearest food bank is hard to access without a car.	

	The Coverts Road area to the south of the village is also poorly served especially now the K3 bus no longer stops there. Geographically it is out on a limb and, as a dead end bounded by the A3, is more isolated than other parts of the village. The location of the Winner presents an ideal opportunity to redress this by providing accessible and affordable facilities and services particularly for residents in this part of the village. The Winner will serve as a one stop shop catering for every age group – for young and old, for families and for those living alone. As a community run organisation, we can respond to local needs and will encourage local initiatives and projects that benefit the community. We are developing our Business Plan for our Community Ownership Fund application but our core offering will include the following: ◆ Community Café / Bistro / Pub / takeaway food ◆ Small shop selling essentials ◆ Outside garden area for drinking / eating ◆ Meeting / exercise / counselling rooms ◆ Co-working space ◆ Facilities for business start-ups ◆ Advice café with access to Cost of Living support ◆ Facilities for cyclists ◆ Dog Grooming while you wait ◆ Evening sports bar ◆ Soft Play area
14. What evidence is there of support from the community	The recent Residents' Survey conducted by the Claygate Village Association showed widespread support for a community-run pub with the highest level of support from those living in the south sector of the village. The survey also demonstrated support for more community connection initiatives and for a community support hub.
15. How does this project help mitigate climate change?	The capital investment in the Winning Horse will include renovations as follows which all contribute to a sustainable solution for heating and operation of the building: • Solar PV on the roof • Batteries to store surplus energy generated and not used and feed from the national grid at low cost times

	• Insulation of all exterior walls • Insulation of all roof space • Insulation of all fireplaces from draught (no use of wood burning or coal) • Installation of EV chargers All of these changes will help to combat climate change by reducing the carbon footprint of the building
16. Proposed timescales for the project	See attached High level phasing and plan and detailed project plan for 1 st phase
17. Is there a related revenue spend (i.e. day-to- day running costs) associated with the project? How will this be addressed?	Yes - £50k of the COF funding is a grant for revenue related expenditure. The monthly running cost of the facility is ~£30k per month and some of the funds raised by the fundraising team will be contributed towards initial running of the facility over the first quarter. The cashflow is sufficiently developed to be able to say that the organisation is projected to break even (receipts exceeding outgoings) in approx. its 10th month of trading (July 2026) following launch next September 2025 and intends to secure other funding grants as a warm hub and from the national lottery to provide a positive revenue cashflow until then.
18. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves	The organisation is not in the public sector but is a Community Benefit Society - a limited liability company set up for the benefit of the community. The organisation is in the process of developing a 5-year cashflow, P&L and balance sheet for the purpose of securing cash funding and will provide all details of this business plan to the parish council by the end of the funding window which is likely to be mid-June timeframe. Historic accounts do not exist due to the organisation having not been formed until relatively recently.

19. Do you need planning permission to carry out the works?	No
20. If planning permission is required is it in place to carry out the works?	n/a

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I **recognise the Parish Council's statutory rights** as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The **information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting.** Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further **information on the Council's** privacy policy, please see: www.claygateparishcouncil.gov.uk. Statutory Information, then Privacy Policy.

Signed: DE Holt

Organisation: CLAYGATE COMMUNITY BENEFIT SOCIETY LTD.

Date: 9/5/2024

All organisations involved with the application will need to sign and date the

form. Signed: [Signature]

Organisation: CLAYGATE COMMUNITY BENEFIT SOCIETY LTD.

Date: 9/5/2024

Claygate Parish Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2024

Creditors - Increase Expenditure

Village Hall Room Hire	
NALC Subscription	
Room Hire	
Newsletter type setting	Peter Whitehead
Website	
Website	
SLCC Subscription	
Picnic Tables for Treetops	
Newsletter Distrubution	
Additional copies of courier	Peter Whitehead
Interim Assistant	Dawn Lacey
BBQ for Litter Pick	
Batteries for Defibrillator	

Code

Meeting Room Hire and Stor:	102.29
Subscriptions	120.00
Meeting Room Hire and Stor:	75.63
Newsletter Printing, Design a	80.00
Website	100.00
Website	50.00
Subscriptions	188.00
Other Grants	481.25
Newsletter Printing, Design a	50.00
Newsletter Printing, Design a	355.26
Locum Expenditure	480.70
Meeting Expenses	112.99
Equipment	78.71
	£2,274.83

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		58,855.56
	ADD Receipts 01/04/2023 - 31/03/2024		130,091.83
	SUBTRACT Payments 01/04/2023 - 31/03/2024		61,073.20
	Cash in Hand 31/03/2024 (per Cash Book)		127,874.19
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	55.43	
	Unity Trust 31/03/2024	84,535.49	
	Cambridge BS 31/03/2024	43,283.27	
	Lloyds Bank Credit Card 31/03/2024	0.00	
			127,874.19
	Less unrepresented payments		
			127,874.19
	Plus unrepresented receipts		
	Adjusted Bank Balance		127,874.19
	A = B Checks out OK		

Claygate Parish Council
Annual Return

Accounts for Year from 01/04/2023 to 31/03/2024

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	81,968.62	60,347.02
2	Annual precept	50,445.00	53,374.00
3	Total other receipts	4,508.00	75,139.12
4	Staff Costs	16,798.00	12,889.21
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	59,777.00	44,750.20
7	Balances carried forward	60,347.02	131,220.73
8	Total Cash and Short Term Investments	58,855.56	127,874.19
9	Total Fixed Assets and Long Term Investments	25,497.17	25,967.89
10	Total Borrowings	0.00	0.00

Claygate Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Total Council Assets Brought Forward		25,497.17	33,865.00	Claygate	4 years	Claygate	
Voice Recorder	July 2024	43.00	43.00	Clerk		Claygate	
		25,540.17	33,908.00				
General Expenditure							
Office Equipment, chair etc	13/12/2023	206.52	206.52				
Replacement Parish Phone	13/12/2023	221.20	221.20				
		427.72	427.72				
Grand Total:							
		25,967.89	34,335.72				

Claygate Parish Council

BALANCE SHEET

31/03/2024

(Last) Year Ended 31 Mar 2023		(Current) Year Ended 31 Mar 2024	
£		£	
	CURRENT ASSETS		
	Stocks and stores		
	Work in progress		
	Debtors (Net of provision for doubtful debts)		
	Prepayments		
1,578.71	VAT Recoverable	5,621.37	
58,855.56	Temporary lendings (investments)		
	Cash in hand	127,874.19	
60,434.27	TOTAL ASSETS	133,495.56	
	CURRENT LIABILITIES		
87.25	Creditors	2,274.83	
<u>60,347.02</u>	NET ASSETS	<u>131,220.73</u>	
	Represented by:		
31,515.59	General fund Balance	22,456.83	
	Reserves:		
	Capital		
28,831.43	Earmarked	108,763.90	
	Adjustments		
<u>60,347.02</u>		<u>131,220.73</u>	

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed _____
Responsible Financial Officer

Date _____

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

Last Year 2023 - 2024						Current Year 2024-2025								Next Year	
Income		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	50,374.00	50,374.00			56,672.00									
2	Precept Grant	2,800.00	3,000.00			3,000.00									
3	Interest Received	314.00	1,030.90			320.00									
4	CIL		74,108.22												
5	VAT														
SUB TOTAL		53,488.00	128,513.12			59,992.00									

Last Year 2023 - 2024						Current Year 2024-2025								Next Year	
Staffing		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
6	Salaries & NI			16,862.00	12,394.40					16,302.00					
18	Pension			670.00	494.81					652.08					
33	Staffing General				160.00										
37	Locum Expenditure				12,537.98										
SUB TOTAL				17,532.00	25,587.19					16,954.08					

Last Year 2023 - 2024						Current Year 2024-2025								Next Year	
Highways		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
26	Highway Trees			500.00						250.00					
27	Bus Shelter & Bench			250.00						100.00					
28	Bridleways			1,000.00						500.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

SUB TOTAL															1,750.00													850.00																											
Planning															Last Year 2023 - 2024													Current Year 2024-2025															Next Year												
		Receipts			Payments			Receipts				Payments				Receipts		Payments																																					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget																																								
32	Planning			3,000.00						1,700.00																																													
SUB TOTAL															3,000.00													1,700.00																											
Communication															Last Year 2023 - 2024													Current Year 2024-2025															Next Year												
		Receipts			Payments			Receipts				Payments				Receipts		Payments																																					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget																																								
34	Newsletter Printing, Dis			3,900.00	1,306.76					5,450.00																																													
35	Website			650.00	550.83					300.00																																													
36	Other Publicity			248.00						100.00																																													
SUB TOTAL															4,798.00													5,850.00																											
Grants and CIL															Last Year 2023 - 2024													Current Year 2024-2025															Next Year												
		Receipts			Payments			Receipts				Payments				Receipts		Payments																																					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget																																								
21	Youth			1,000.00						500.00																																													
22	Christmas Lights Ever			500.00	500.00					500.00																																													
23	Climate Improvement			1,000.00						850.00																																													
24	Other Grants			1,000.00	549.50					600.00																																													
25	Public Projects			2,500.00	500.00					500.00																																													
40	Litter Pick Mornings									300.00																																													

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

41	Remembrance Day			554.00						635.00				
42	Detritus Day									300.00				
47	Christmas Tree			395.00										
48	Grant Solar Panels			1,000.00										
SUB TOTAL				6,000.00	3,498.50					4,185.00				

		Last Year 2023 - 2024				Current Year 2024-2025								Next Year	
Environment		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
29	Highway Garden Sites			3,383.00	1,946.93					3,560.00					
30	Highway Garden Site			250.00						250.00					
31	Hanging Baskets and			3,342.00	3,342.05					3,342.05					
SUB TOTAL				6,975.00	5,288.98					7,152.05					

		Last Year 2023 - 2024				Current Year 2024-2025								Next Year	
Public Projects		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
46	Other Public Projects														
SUB TOTAL															

		Last Year 2023 - 2024				Current Year 2024-2025								Next Year	
Elections		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
20	Election Expenses			10,673.00	11,282.60					11,282.00					
50	Election Accrued Budg									3,000.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

SUB TOTAL		10,673.00				11,282.60				14,282.00						
General Expenditure		Last Year 2023 - 2024				Current Year 2024-2025								Next Year		
		Receipts		Payments		Receipts				Payments				Receipts	Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
Code	Title															
8	Training			735.00	499.00					500.00						
9	Office Supplies			200.00	20.79					200.00						
10	Meeting Room Hire ar			850.00	1,084.02					1,200.00						
13	Equipment Insurance			150.00	149.00					300.00						
14	Subscriptions			2,586.00	2,186.39					2,436.00						
16	Miscellaneous Admin i			755.00	349.00					600.00						
43	Meeting Expenses				171.28											
45	Equipment				427.72											
SUB TOTAL				5,276.00	4,887.20					5,236.00						
Operating Costs		Last Year 2023 - 2024				Current Year 2024-2025								Next Year		
		Receipts		Payments		Receipts				Payments				Receipts	Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
Code	Title															
7	Working from Home A			321.00						312.00						
11	Telephone			140.00	115.31					132.00						
12	Audit			420.00	315.00					600.00						
15	Office Equipment			300.00	10.48											
17	Bank Charges			170.00	114.00					144.00						
19	GDPR Compliance (M			335.00	751.80					760.00						
38	Office Software			1,000.00	1,219.00					970.00						
39	Public Liability Insuran			648.00	524.18					650.00						
49	Website															

All Cost Centres and Codes (Between 31/03/2024 and 31/03/2025)

Summary						
TOTAL	53,488.00	128,513.12	59,338.00	55,451.83	59,992.00	59,777.13

Claygate Parish Council

Transactions for Cambridge BS

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
7	31/12/2023		Interest - Cambridge	Cambridge BS	1,030.90	31/03/2024
					<u>1,030.90</u>	

Claygate Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 31-03-2024)

14 April 2024 (2023 - 2024)

Cost Centre Staffing

Code Number		6 Salaries & NI									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	28/04/2023			Unity Trust		Clerk Salary	Claygate Parish Council	X	1,032.72		1,032.72
6	28/04/2023			Unity Trust		P32	HMRC	X	304.29		304.29
14	30/05/2023			Unity Trust		P32	HMRC	X	304.29		304.29
16	30/05/2023			Unity Trust		Clerk Salary	Claygate Parish Council	X	1,032.72		1,032.72
26	28/06/2023			Unity Trust		Clerk Salary	Claygate Parish Council	X	1,032.72		1,032.72
28	28/06/2023			Unity Trust		P32	HMRC	X	304.29		304.29
48	06/07/2023			Unity Trust	21/11/23 No P32	Clerk Salary	Claygate Parish Council	X	83.00		83.00
54	08/08/2023			Unity Trust	Salary Sally Harr	Clerk Salary	Claygate Parish Council	X	455.60		455.60
86	12/12/2023			Unity Trust	300725	Clerk Salary	Kate Biggs Clerk	X	2,507.40		2,507.40
102	02/01/2024			Unity Trust	300726	HMRC	HMRC	X	370.45		370.45
109	28/02/2024			Unity Trust	CPC Payroll	Clerk Salary	Surrey Community Action	X	4,966.92		4,966.92
Subtotal for Code: Salaries & NI									£12,394.40		£12,394.40
Code Number		18 Pension									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	28/04/2023			Unity Trust		Clerk Pension	NEST Pensions	E	54.18		54.18
15	30/05/2023			Unity Trust		Clerk Pension	NEST Pensions	E	54.18		54.18
27	28/06/2023			Unity Trust		Clerk Pension	NEST Pensions	E	54.18		54.18
107	23/02/2024			Unity Trust	IT 00000485057:	Clerk Pension	NEST Pensions	E	332.27		332.27
Subtotal for Code: Pension									£494.81		£494.81
Code Number		33 Staffing General									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
64	16/10/2023	702647		Unity Trust	Locum Clerk Adv	Recruitment	NALC	S	100.00	20.00	120.00
111	29/02/2024	INV-7118		Unity Trust	300730	Staffing General	Surrey Community Action	S	60.00	12.00	72.00
Subtotal for Code: Staffing General									£160.00	£32.00	£192.00
Code Number		37 Locum Expenditure									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
51	31/07/2023	1601		Unity Trust	Locum Clerk NI	Clerk Salary	LGRC	S	1,101.19	220.24	1,321.43
60	05/10/2023			Unity Trust	Ron Spurs Paym	Clerk Salary	LGRC	S	4,927.30	985.46	5,912.76
96	27/12/2023			Unity Trust	300718	Clerk Salary	LGRC	S	2,668.95	533.79	3,202.74
98	29/12/2023			Unity Trust	300717	Clerk Salary	LGRC	S	3,422.54	684.51	4,107.05
114	12/03/2024			Unity Trust	300740	Clerk Salary	Dawn Lacey	X	418.00		418.00
115	12/03/2024			Unity Trust	300740	Clerk Salary	Dawn Lacey	X			
Subtotal for Code: Locum Expenditure									£12,537.98	£2,424.00	£14,961.98
Subtotal for Cost Centre: Staffing									25,587.19	2,456.00	28,043.19

Cost Centre Communications

Claygate Parish Council
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Code Number		34 Newsletter Printing, Design and Distrib									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
113	07/03/2024			Unity Trust	300741	Newsletter Printing	Peter Whitehead	X	1,306.76		1,306.76
Subtotal for Code:							Newsletter Printing, Design and		£1,306.76		£1,306.76

Code Number 35 Website											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
106	28/02/2024	INV_32301		Unity Trust	CHQ 300735	Website	E Mango/Kimcell	S	20.83	4.17	25.00
116	05/03/2024			Unity Trust	300374	Website	E Mango/Kimcell	S	50.00	10.00	60.00
120	05/03/2024			Unity Trust	300734	Website	E Mango/Kimcell	S			
121	14/03/2024			Unity Trust	300737	Website	E Mango/Kimcell	S	480.00	96.00	576.00
Subtotal for Code: Website									£550.83	£110.17	£661.00
Subtotal for Cost Centre: Communications									1,857.59	110.17	1,967.76

Cost Centre Grants and CIL

Code Number		22 Christmas Lights Event									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
79	30/11/2023			Unity Trust	300698	Grant Christmas Lights	Claygate Village Association	X	500.00		500.00
Subtotal for Code:							Christmas Lights Event		£500.00		£500.00

Code Number 24 Other Grants											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	15/05/2023		20/04/2023	Unity Trust		Grant CRGT Kings Coronation	Claygate Recreation Ground Trust	X	500.00		500.00
50	31/07/2023	2023/39		Unity Trust		Grant CRGT Kings Coronation	Claygate Recreation Ground Trust	X	49.50		49.50
Subtotal for Code: Other Grants									£549.50		£549.50

Code Number		25 Public Projects									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
117	01/02/2024			Unity Trust		Grant - Pearmain Apple Orchards	Community Project SE CIC	X			
118	13/03/2024			Unity Trust	300736	Grant - Pearmain Apple Orchards	Community Project SE CIC	X	500.00		500.00
Subtotal for Code: Public Projects									£500.00		£500.00

Code Number		41 Remembrance Day									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
105	31/01/2024	S1065686		Unity Trust		Remembrance Traffic Management	Road Traffic Total Solutions	S	554.00	110.80	664.80
Subtotal for Code:							Remembrance Day		£554.00	£110.80	£664.80

Code Number		47 Christmas Tree									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
85	12/12/2023	18901		Unity Trust	300710	CVA Grant - Xmas Tree	Andys Gardening Services Ltd	S	395.00	79.00	474.00
Subtotal for Code: Christmas Tree									£395.00	£79.00	£474.00

Code Number		48 Grant Solar Panels									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
99	29/12/2023			Unity Trust	300723	Grant - Scouts	Grant Scouts	X	1,000.00		1,000.00

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							Subtotal for Code:	Grant Solar Panels	£1,000.00		£1,000.00
							Subtotal for Cost Centre:	Grants and CIL	3,498.50	189.80	3,688.30
Cost Centre Environment											
Code Number 29 Highway Garden Sites											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	07/04/2023	8710335		Unity Trust	21/11/23 Surpris	Water Bill	Castle Water	X	25.75		25.75
12	28/04/2023			Unity Trust	CHQ 300682 21/	HGS Maintenance	Pauls Gardening Services	X			
17	12/05/2023			Unity Trust	April	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
38	03/07/2023			Unity Trust	May	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
63	19/10/2023	July and Augus		Unity Trust	Paul's Gardening	HGS Maintenance	Pauls Gardening Services	X	540.00		540.00
68	17/10/2023			Unity Trust	21/11/23 Surpris	Water Bill	Castle Water	X	31.18		31.18
80	30/11/2023	Nov 2023		Unity Trust	Nov 2023	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
92	21/12/2023	June		Unity Trust	300706	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
93	21/12/2023	October		Unity Trust	300707	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
							Subtotal for Code:	Highway Garden Sites	£1,946.93		£1,946.93
Code Number 31 Hanging Baskets and Troughs											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
66	18/10/2023	CLAY0003		Unity Trust	Troughs and har	Garden sites	Elmbridge Borough Council	S	3,342.05	668.41	4,010.46
							Subtotal for Code:	Hanging Baskets and Troughs	£3,342.05 £668.41		£4,010.46
							Subtotal for Cost Centre:	Environment	5,288.98	668.41	5,957.39
Cost Centre Elections											
Code Number 20 Election Expenses											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
67	18/10/2023	0000004310		Unity Trust		Councillor elections	Elmbridge Borough Council	X	3,557.61		3,557.61
67	18/10/2023	0000004310		Unity Trust		Councillor elections	Elmbridge Borough Council	S	5,912.22	1,182.44	7,094.66
67	18/10/2023	0000004310		Unity Trust		Councillor elections	Elmbridge Borough Council	X	214.50		214.50
67	18/10/2023	0000004310		Unity Trust		Councillor elections	Elmbridge Borough Council	S	1,598.27	319.65	1,917.92
							Subtotal for Code:	Election Expenses	£11,282.60 £1,502.09		£12,784.69
							Subtotal for Cost Centre:	Elections	11,282.60	1,502.09	12,784.69
Cost Centre General Expenditure											
Code Number 8 Training											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	05/06/2023			Unity Trust		Councillor Training	Mulberry and Co	S	45.00	9.00	54.00
46	12/07/2023	51186		Unity Trust	mulberry and co	Councillor Training	Mulberry and Co	S	300.00	60.00	360.00
47	12/07/2023	51195		Unity Trust		Councillor Training	Mulberry & Co	S			
73	20/10/2023			Unity Trust		Clerk Training	SLCC	E	154.00		154.00
							Subtotal for Code:	Training	£499.00 £69.00		£568.00

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Code Number 9 Office Supplies

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
65	01/11/2023	#8344		Unity Trust	Engraving Timps	Community Cup Engraving	Timpsons	S	20.79	4.16	24.95
Subtotal for Code: Office Supplies									£20.79	£4.16	£24.95

Code Number 10 Meeting Room Hire and Storage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	06/04/2023			Unity Trust		Meeting Room Booking	Claygate Recreation Ground Trust	S	34.38	6.88	41.26
7	13/04/2023			Unity Trust		Meeting Room Booking	Claygate Village Hall Association	X	67.25		67.25
8	14/04/2023	2022-02		Unity Trust		Meeting Room Booking	Claygate Recreation Ground Trust	S	9.38	1.88	11.26
20	12/05/2023	2023/1337		Unity Trust		Meeting Room Booking	Claygate Village Hall Association	X	26.00		26.00
29	05/06/2023	CRGT-2023-23		Unity Trust		Meeting Room Booking	Claygate Recreation Ground Trust	S	37.81	7.56	45.37
31	05/06/2023	0226		Unity Trust		Meeting Room Booking	Claygate Youth and Community Hub	X	40.00		40.00
33	05/06/2023			Unity Trust		Meeting Room Booking	Claygate Village Hall Association	X	93.25		93.25
49	31/07/2023	1380		Unity Trust		Meeting Room Booking	Claygate Village Hall Association	X	38.30		38.30
58	03/10/2023			Unity Trust	Hall Hire	Meeting Room Booking	Claygate Village Hall Association	X	57.75		57.75
59	03/10/2023	2023/1400		Unity Trust	Hall Hire	Meeting Room Booking	Claygate Village Hall Association	X	128.25		128.25
62	24/10/2023	INV-0233		Unity Trust	Strategy Day roc	Meeting Room Booking	Claygate Youth and Community Hub	X	120.00		120.00
70	24/10/2023			Unity Trust		Meeting Room Booking	Claygate Youth and Community Hub	X			
82	05/12/2023	INV-0284		Unity Trust	300702	Meeting Room Booking	Claygate Youth and Community Hub	X	80.00		80.00
83	07/12/2023	2023/1457		Unity Trust	300705	Meeting Room Booking	Claygate Village Hall Association	X	84.80		84.80
84	07/12/2023	2023/1433		Unity Trust	300704	Meeting Room Booking	Claygate Village Hall Association	X	57.50		57.50
91	18/12/2023			Unity Trust	300719	Meeting Room Booking	Claygate Village Hall Association	X	74.35		74.35
112	29/02/2024	2023/1501		Unity Trust	300727	Meeting Room Booking	Claygate Village Hall Association	X	28.75		28.75
119	12/03/2024			Unity Trust	3003728	Hall Hire	Claygate Recreation Ground Trust	S	27.50	5.50	33.00
122	22/03/2024			Unity Trust	300739	Meeting Room Booking	Claygate Primary School	X	78.75		78.75
Subtotal for Code: Meeting Room Hire and Storage									£1,084.02	£21.82	£1,105.84

Code Number 13 Equipment Insurance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	13/04/2023			Lloyds Bank Credit		Defibrillator Service	Medisol BV	S	149.00	29.80	178.80
Subtotal for Code: Equipment Insurance									£149.00	£29.80	£178.80

Code Number 14 Subscriptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	06/04/2023	2555	12/01/2023	Unity Trust		SALC and NALC Subscription 2023/24	Surrey ALC Limited	X	2,186.30		2,186.30
19	12/05/2023	2555		Unity Trust		SALC and NALC Subscription 2023/24	Surrey ALC Limited	X	0.09		0.09
Subtotal for Code: Subscriptions									£2,186.39		£2,186.39

Code Number 16 Miscellaneous Admin Costs

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	05/06/2023			Unity Trust		Claygate Flower Show Stall and Cllr Tic	Claygate Flower Show	X	101.00		101.00
39	03/07/2023	20407		Unity Trust	INVOICE 20407	CONFIDENTIAL WASTE	PAPER MOUNTAIN	S			
44	03/07/2023	20407		Unity Trust	21/11/23 Surpris	CONFIDENTIAL WASTE	PAPER MOUNTAIN	X	48.00		48.00

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61	09/10/2023	MBP 848		Unity Trust	Printing	Printing	My Blu Print Ltd	X	200.00		200.00
Subtotal for Code: Miscellaneous Admin Costs									£349.00		£349.00
Code Number 43 Meeting Expenses											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
71	11/10/2023			Unity Trust		Community Cup Presentation - Food	Costco	S	110.36	22.07	132.43
72	11/10/2023			Unity Trust		Strategy Day	Costco	S	60.92	12.18	73.10
Subtotal for Code: Meeting Expenses									£171.28	£34.25	£205.53
Code Number 45 Equipment											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
88	13/12/2023			Unity Trust	300721	Office Equipment	Amazon	S	206.52	41.30	247.82
89	13/12/2023			Unity Trust	300722	Replacement Parish Phone	Amazon	S	221.20	44.24	265.44
Subtotal for Code: Equipment									£427.72	£85.54	£513.26
Subtotal for Cost Centre: General Expenditure									4,887.20	244.57	5,131.77

Cost Centre Operating Costs

Code Number 11 Telephone											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
13	14/04/2023	691514022		Unity Trust		Clerk Mobile	Vodafone	S	10.49	2.09	12.58
22	15/05/2023	691514022061		Unity Trust		Clerk Mobile	Vodafone	S	10.49	2.09	12.58
37	14/06/2023			Unity Trust		Clerk Mobile	Vodafone	S	10.49	2.09	12.58
40	28/06/2023			Unity Trust	33916657M9813	Clerk Mobile	Vodafone	S			
45	28/07/2023			Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
52	28/08/2023			Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
56	28/09/2023			Unity Trust	Vodafone	Clerk Mobile	Vodafone	S	10.48	2.10	12.58
74	30/10/2023			Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
77	30/11/2023			Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
97	27/12/2023			Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
104	29/01/2024			Unity Trust	33916657M6509	Clerk Mobile	Vodafone	S	10.48	2.10	12.58
110	28/02/2024			Unity Trust	33916657M7446	Clerk Mobile	Vodafone	S	10.48	2.10	12.58
Subtotal for Code: Telephone									£115.31	£23.07	£138.38
Code Number 12 Audit											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
90	18/12/2023			Unity Trust	300713	External Audit	PKF Littlejohn LLP	S	315.00	63.00	378.00
Subtotal for Code: Audit									£315.00	£63.00	£378.00

Code Number 15 Office Equipment											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
124	31/03/2024			Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
Subtotal for Code: Office Equipment									£10.48	£2.10	£12.58

Code Number 17 Bank Charges											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

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9	14/04/2023	E0600MZ916	Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
11	24/04/2023		Unity Trust	Credit Card Bank Fee	Lloyds Bank PLC	E	3.00	3.00
21	14/05/2023	E0600NDNN6	Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
23	17/05/2023		Unity Trust	Credit Card Bank Fee	Lloyds Bank PLC	E	3.00	3.00
34	03/06/2023		Unity Trust	Banking Charge	Unity Trust Bank	E	18.00	18.00
35	14/06/2023	EO600NS05K	Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E		
36	14/06/2023		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E		
41	30/06/2023		Unity Trust	Banking Charge	Unity Trust Bank	E		
42	03/07/2023		Unity Trust	Banking Charge	Lloyds Bank PLC	S		
43	30/06/2023	E0600NSOSK	Lloyds Bank Credit	Banking Charge	Lloyds Bank PLC	E	3.00	3.00
53	24/07/2023		Unity Trust	Banking Charge	Lloyds Bank PLC	E		
55	24/08/2023		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
57	25/09/2023		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
69	24/10/2023		Lloyds Bank Credit	Credit Card Bank Fee	Microsoft Ireland Operations Ltd	E	3.00	3.00
75	30/09/2023		Unity Trust	Banking Charge	Unity Trust Bank	E	18.00	18.00
78	30/11/2023		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
81	31/07/2023		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
94	27/12/2023		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
101	31/12/2023		Unity Trust	Banking Charge	Unity Trust Bank	E	18.00	18.00
103	24/01/2024		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
108	26/02/2024		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
123	25/03/2024		Lloyds Bank Credit	Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00	3.00
125	31/03/2024		Unity Trust	Banking Charge	Unity Trust Bank	E	18.00	18.00
Subtotal for Code: Bank Charges							£114.00	£114.00

Code Number 19 GDPR Compliance (Microsoft 356)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	14/04/2023	E0600MZ916		Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	25.70	5.14	30.84
21	14/05/2023	E0600NDNN6		Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	25.70	5.14	30.84
35	14/06/2023	EO600NS05K		Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	356.40	71.28	427.68
36	14/06/2023			Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
55	24/08/2023			Lloyds Bank Credit	microsoft	Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
57	25/09/2023			Lloyds Bank Credit	Microsoft	Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
69	24/10/2023			Lloyds Bank Credit		Credit Card Bank Fee	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
76	22/11/2023			Unity Trust	Z2856152	Data Protection Renewal fee	Information Commissioners Office (ICO)	X	35.00		35.00
78	30/11/2023			Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
81	31/07/2023			Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
94	27/12/2023			Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
103	24/01/2024			Lloyds Bank Credit	5563140370759	Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
108	26/02/2024			Lloyds Bank Credit	5563140370759	Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08
123	25/03/2024			Lloyds Bank Credit	5563140370759	Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08

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											Subtotal for Code:	GDPR Compliance (Microsoft 3	£751.80	£143.36	£895.16
Code Number		38 Office Software													
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
18	09/05/2023	30548		Unity Trust		Year End Account Closedown	Rialtas	S	755.00	151.00	906.00				
24	15/05/2023	30421		Unity Trust		Account Software Support and Mainten	Rialtas	S	76.00	15.20	91.20				
95	27/12/2023	INV 4899		Unity Trust	300724	Accounts Software - Oct 23 - Mar 24	SCRIBE	S	263.00	52.60	315.60				
100	29/12/2023			Unity Trust	300711 - VAT no	ClaygateparishCouncil.gov.uk	DataCentre	X	125.00		125.00				
					Subtotal for Code:		Office Software		£1,219.00	£218.80	£1,437.80				
Code Number		39 Public Liability Insurance													
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
87	13/12/2023	YLL-27208685		Unity Trust	300715	Public Liability Insurance	Zurich	E	524.18		524.18				
					Subtotal for Code:		Public Liability Insurance		£524.18		£524.18				
					Subtotal for Cost Centre:		Operating Costs		3,049.77	450.33	3,500.10				
TOTALS									£55,451.83	£5,621.37	£61,073.20				

Claygate Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	81968.62	60347.02				BALANCE B/F AGREES
2	Annual precept	50445.00	53374.00	2929.00	6%	No	Precept grant paid higher than expected
3	Total other receipts	4508.00	75139.12	70631.12	1,567%	Yes	CIL Monies of £74,108.22 paid by EBC in 2023
4	Staff Costs	16798.00	12889.21	-3908.79	23%	Yes	Temps throughout the year therefore staff costs look low but these are costs for full time employees.
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	N/A
6	Total other payments	59777.00	44750.20	-15026.80	25%	Yes	Less spent on Planning, Environment, Grants, Communications.
7	Balances carried forward	60347.02	131220.73	70873.71	117%	Yes	
8	Total Cash and Short Term Investments	58855.56	127874.19	69018.63	117%	Yes	
9	Total Fixed Assets and Long Term Investments	25497.17	25967.89	470.72	2%	No	Assets actually restated last year by more than £21k and now asset register up to date with £25,967.89 of assets at purchase value.
10	Total Borrowings	0.00	0.00	0.00	0%	No	N/A

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Claygate Parish Council
Income & Expenditure Account
01/04/2023 to 31/03/2024

(Last) Year Ended
31 Mar 2023

(Current) Year Ended
31 Mar 2024

Income

Income	128,513.12
	<u>£128,513.12</u>

Expense

Staffing	26,067.89
Environment	5,288.98
General Expenditure	5,564.82
Grants and CIL	3,979.75
Elections	11,282.60
Operating Costs	3,049.77
Communications	2,492.85
Restated	-87.25
	<u>£57,639.41</u>

General Fund

Balance at 01 Apr 2023	31,515.59
ADD Total Income	128,513.12
	160,028.71
DEDUCT Total Expenditure	57,639.41
	102,389.30
DEDUCT Reserves Balance	79,932.47
	<u>£22,456.83</u>
<u>£31,515.59</u>	

Reserves:

Earmarked Reserve Balance £108763.90

Claygate Parish Council

Transactions for Lloyds Bank Credit Card

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
10	13/04/2023		Defibrillator Service	Medisol BV	-178.80	17/04/2023
9	14/04/2023		Microsoft Office 365	Microsoft Ireland C	-33.84	17/04/2023
68885	24/04/2023		Transfer from Unity Trust		212.64	17/05/2023
21	14/05/2023		Microsoft Office 365	Microsoft Ireland C	-33.84	17/05/2023
69985	24/05/2023		Transfer from Unity Trust		33.84	19/06/2023
35	14/06/2023		Microsoft Office 365	Microsoft Ireland C	-427.68	19/06/2023
36	14/06/2023		Microsoft Office 365	Microsoft Ireland C	-37.08	19/06/2023
74872	26/06/2023		Transfer from Unity Trust		467.76	31/07/2023
43	30/06/2023		Banking Charge	Lloyds Bank PLC	-3.00	31/07/2023
74873	24/07/2023		Transfer from Unity Trust		40.08	31/07/2023
81	31/07/2023		Microsoft Office 365	Microsoft Ireland C	-40.08	31/07/2023
55	24/08/2023	microsoft	Microsoft Office 365	Microsoft Ireland C	-40.08	30/09/2023
74876	24/08/2023		Transfer from Unity Trust		40.08	30/09/2023
57	25/09/2023	Microsoft	Microsoft Office 365	Microsoft Ireland C	-40.08	30/09/2023
74879	25/09/2023		Transfer from Unity Trust		40.08	30/09/2023
69	24/10/2023		Credit Card Bank Fee	Microsoft Ireland C	-40.08	31/10/2023
75582	24/10/2023		Transfer from Unity Trust		40.08	31/10/2023
78	30/11/2023		Microsoft Office 365	Microsoft Ireland C	-40.08	30/11/2023
76927	30/11/2023		Transfer from Unity Trust		40.08	30/11/2023
94	27/12/2023		Microsoft Office 365	Microsoft Ireland C	-40.08	31/12/2023
78990	31/12/2023		Transfer from Unity Trust		40.08	31/12/2023
103	24/01/2024	55631403707	Microsoft Office 365	Microsoft Ireland C	-40.08	24/01/2024
80336	31/01/2024		Transfer from Unity Trust		40.08	31/01/2024
108	26/02/2024	55631403707	Microsoft Office 365	Microsoft Ireland C	-40.08	28/02/2024
80405	28/02/2024		Transfer from Unity Trust		40.08	28/02/2024
123	25/03/2024	55631403707	Microsoft Office 365	Microsoft Ireland C	-40.08	31/03/2024
81770	31/03/2024		Transfer from Unity Trust		40.08	31/03/2024

Claygate Parish Council

Net Position by Cost Centre and Code (Between 01/04/2023 and 31/03/2024)

Cost Centre Name

Income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
1	Precept		50,374.00	50,374.00			
2	Precept Grant		2,800.00	3,000.00			200.00
3	Interest Received		314.00	1,030.90			716.90
4	CIL			74,108.22			74,108.22
5	VAT						
			53,488.00	£128,513.12			75,025.12

Staffing		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
6	Salaries & NI				16,862.00	12,394.40	4,467.60
18	Pension				670.00	494.81	175.19
33	Staffing General					160.00	-160.00
37	Locum Expenditure					12,537.98	-12,537.98
					17,532.00	£25,587.19	-8,055.19

Highways		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
26	Highway Trees				500.00		500.00
27	Bus Shelter & Bench Maint				250.00		250.00
28	Bridleways				1,000.00		1,000.00
					1,750.00		1,750.00

Planning		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
32	Planning				3,000.00		3,000.00
					3,000.00		3,000.00

Communications		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
34	Newsletter Printing, Design				3,900.00	1,306.76	2,593.24
35	Website				650.00	550.83	99.17
36	Other Publicity				248.00		248.00
					4,798.00	£1,857.59	2,940.41

Grants and CIL		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
21	Youth				1,000.00		1,000.00
22	Christmas Lights Event				500.00	500.00	
23	Climate Improvement				1,000.00		1,000.00
24	Other Grants				1,000.00	549.50	450.50
25	Public Projects				2,500.00	500.00	2,000.00
40	Litter Pick Mornings						
41	Remembrance Day					554.00	-554.00
42	Detritus Day						
47	Christmas Tree					395.00	-395.00
48	Grant Solar Panels					1,000.00	-1,000.00
					6,000.00	£3,498.50	2,501.50

Environment		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
29	Highway Garden Sites				3,383.00	1,946.93	1,436.07
30	Highway Garden Site Proje				250.00		250.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Claygate Parish Council

Net Position by Cost Centre and Code (Between 01/04/2023 and 31/03/2024)

Cost Centre Name

31 Hanging Baskets and Troughs	3,342.00	3,342.05	-0.05
	6,975.00	£5,288.98	1,686.02

Public Projects

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>
			Budget	Actual	Budget
46	Other Public Projects				

Elections

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>
			Budget	Actual	Budget
20	Election Expenses			10,673.00	11,282.60
				10,673.00	£11,282.60
					-609.60

General Expenditure

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>
			Budget	Actual	Budget
8	Training			735.00	499.00
9	Office Supplies			200.00	20.79
10	Meeting Room Hire and St			850.00	1,084.02
13	Equipment Insurance			150.00	149.00
14	Subscriptions			2,586.00	2,186.39
16	Miscellaneous Admin Costs			755.00	349.00
43	Meeting Expenses				171.28
45	Equipment				427.72
				5,276.00	£4,887.20
					388.80

Operating Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>	<u>Payments</u>	<u>Current Balance</u>
			Budget	Actual	Budget
7	Working from Home Allowa			321.00	321.00
11	Telephone			140.00	115.31
12	Audit			420.00	315.00
15	Office Equipment			300.00	10.48
17	Bank Charges			170.00	114.00
19	GDPR Compliance (Micros			335.00	751.80
38	Office Software			1,000.00	1,219.00
39	Public Liability Insurance			648.00	524.18
49	Website				
				3,334.00	£3,049.77
					284.23

NET TOTAL

53,488.00	£128,513.12	59,338.00	£55,451.83	78,911.29
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Claygate Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	50,374.00	50,374.00					(0%)
2	Precept Grant	2,800.00	3,000.00	200.00				200.00 (7%)
3	Interest Received	314.00	1,030.90	716.90				716.90 (228%)
4	CIL		74,108.22	74,108.22				74,108.22 (N/A)
5	VAT							(N/A)
6	Salaries & NI				16,862.00	12,394.40	4,467.60	4,467.60 (26%)
7	Working from Home Allowance				321.00		321.00	321.00 (100%)
8	Training				735.00	499.00	236.00	236.00 (32%)
9	Office Supplies				200.00	20.79	179.21	179.21 (89%)
10	Meeting Room Hire and Storage				850.00	1,084.02	-234.02	-234.02 (-27%)
11	Telephone				140.00	115.31	24.69	24.69 (17%)
12	Audit				420.00	315.00	105.00	105.00 (25%)
13	Equipment Insurance				150.00	149.00	1.00	1.00 (0%)
14	Subscriptions				2,586.00	2,186.39	399.61	399.61 (15%)
15	Office Equipment				300.00	10.48	289.52	289.52 (96%)
16	Miscellaneous Admin Costs				755.00	349.00	406.00	406.00 (53%)
17	Bank Charges				170.00	114.00	56.00	56.00 (32%)
18	Pension				670.00	494.81	175.19	175.19 (26%)
19	GDPR Compliance (Microsoft 356)				335.00	751.80	-416.80	-416.80 (-124%)
20	Election Expenses				10,673.00	11,282.60	-609.60	-609.60 (-5%)
21	Youth				1,000.00		1,000.00	1,000.00 (100%)
22	Christmas Lights Event				500.00	500.00		(0%)
23	Climate Improvement				1,000.00		1,000.00	1,000.00 (100%)
24	Other Grants				1,000.00	549.50	450.50	450.50 (45%)
25	Public Projects				2,500.00	500.00	2,000.00	2,000.00 (80%)
26	Highway Trees				500.00		500.00	500.00 (100%)
27	Bus Shelter & Bench Maintenance				250.00		250.00	250.00 (100%)
28	Bridleways				1,000.00		1,000.00	1,000.00 (100%)
29	Highway Garden Sites				3,383.00	1,946.93	1,436.07	1,436.07 (42%)
30	Highway Garden Site Projects				250.00		250.00	250.00 (100%)
31	Hanging Baskets and Troughs				3,342.00	3,342.05	-0.05	-0.05 (0%)
32	Planning				3,000.00		3,000.00	3,000.00 (100%)
33	Staffing General					160.00	-160.00	-160.00 (N/A)
34	Newsletter Printing, Design and Di				3,900.00	1,306.76	2,593.24	2,593.24 (66%)
35	Website				650.00	550.83	99.17	99.17 (15%)
36	Other Publicity				248.00		248.00	248.00 (100%)
37	Locum Expenditure					12,537.98	-12,537.98	-12,537.98 (N/A)
38	Office Software				1,000.00	1,219.00	-219.00	-219.00 (-21%)
39	Public Liability Insurance				648.00	524.18	123.82	123.82 (19%)
40	Litter Pick Mornings							(N/A)
41	Remembrance Day					554.00	-554.00	-554.00 (N/A)
42	Detritus Day							(N/A)
43	Meeting Expenses					171.28	-171.28	-171.28 (N/A)
45	Equipment					427.72	-427.72	-427.72 (N/A)
46	Other Public Projects							(N/A)
47	Christmas Tree					395.00	-395.00	-395.00 (N/A)
48	Grant Solar Panels					1,000.00	-1,000.00	-1,000.00 (N/A)
49	Website							(N/A)
NET TOTAL		53,488.00	128,513.12	75,025.12	59,338.00	55,451.83	3,886.17	78,911.29 (69%)
V.A.T.			1,578.71			5,621.37		
GROSS TOTAL			130,091.83			61,073.20		

Claygate Parish Council
Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
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Claygate Parish Council
Reconciliation between Box 7 and Box 8

31/03/2024

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		131,220.73
Debtors		
Prepayments		
Stocks and Stores		
VAT Recoverable	5,621.37	
TOTAL DEDUCTIONS		5,621.37
Creditors	2,274.83	
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		2,274.83
Box 8 - Total cash and short term investments		127,874.19

Claygate Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2023 and 31/03/2024)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Income	53,488.00	128,513.12	75,025.12 (140%)			0.00 (N/A)	75,025.12
Staffing			0.00 (N/A)	17,532.00	25,587.19	-8,055.19 (-45%)	-8,055.19
Highways			0.00 (N/A)	1,750.00		1,750.00 (100%)	1,750.00
Planning			0.00 (N/A)	3,000.00		3,000.00 (100%)	3,000.00
Communications			0.00 (N/A)	4,798.00	1,857.59	2,940.41 (61%)	2,940.41
Grants and CIL			0.00 (N/A)	6,000.00	3,498.50	2,501.50 (41%)	2,501.50
Environment			0.00 (N/A)	6,975.00	5,288.98	1,686.02 (24%)	1,686.02
Public Projects			0.00 (N/A)			0.00 (N/A)	0.00
Elections			0.00 (N/A)	10,673.00	11,282.60	-609.60 (-5%)	-609.60
General Expenditure			0.00 (N/A)	5,276.00	4,887.20	388.80 (7%)	388.80
Operating Costs			0.00 (N/A)	3,334.00	3,049.77	284.23 (8%)	284.23
NET TOTAL	53,488.00	128,513.12	75,025.12 (140%)	59,338.00	55,451.83	3,886.17 (6%)	78,911.29

Total for ALL Cost Centres	128,513.12	55,451.83
V.A.T.	1,578.71	5,621.37
GROSS TOTAL	130,091.83	61,073.20

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	50,374.00	50,374.00					(0%)
2	Precept Grant	2,800.00	3,000.00	200.00				200.00 (7%)
3	Interest Received	314.00	1,030.90	716.90				716.90 (228%)
4	CIL		74,108.22	74,108.22				74,108.22 (N/A)
5	VAT							(N/A)
SUB TOTAL		53,488.00	128,513.12	75,025.12				75,025.12 (140%)

Staffing		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Salaries & NI				16,862.00	12,394.40	4,467.60	4,467.60 (26%)
18	Pension				670.00	494.81	175.19	175.19 (26%)
33	Staffing General					160.00	-160.00	-160.00 (N/A)
37	Locum Expenditure					12,537.98	-12,537.98	-12,537.98 (N/A)
SUB TOTAL					17,532.00	25,587.19	-8,055.19	-8,055.19 (-45%)

Highways		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Highway Trees				500.00		500.00	500.00 (100%)
27	Bus Shelter & Bench Maintenance				250.00		250.00	250.00 (100%)
28	Bridleways				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					1,750.00		1,750.00	1,750.00 (100%)

Planning		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Planning				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					3,000.00		3,000.00	3,000.00 (100%)

Communications		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Newsletter Printing, Design and				3,900.00	1,306.76	2,593.24	2,593.24 (66%)
35	Website				650.00	550.83	99.17	99.17 (15%)
36	Other Publicity				248.00		248.00	248.00 (100%)
SUB TOTAL					4,798.00	1,857.59	2,940.41	2,940.41 (61%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Grants and CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Youth				1,000.00		1,000.00	1,000.00 (100%)
22	Christmas Lights Event				500.00	500.00		(0%)
23	Climate Improvement				1,000.00		1,000.00	1,000.00 (100%)
24	Other Grants				1,000.00	549.50	450.50	450.50 (45%)
25	Public Projects				2,500.00	500.00	2,000.00	2,000.00 (80%)
40	Litter Pick Mornings							(N/A)
41	Remembrance Day					554.00	-554.00	-554.00 (N/A)
42	Detritus Day							(N/A)
47	Christmas Tree					395.00	-395.00	-395.00 (N/A)
48	Grant Solar Panels					1,000.00	-1,000.00	-1,000.00 (N/A)
SUB TOTAL					6,000.00	3,498.50	2,501.50	2,501.50 (41%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Highway Garden Sites				3,383.00	1,946.93	1,436.07	1,436.07 (42%)
30	Highway Garden Site Projects				250.00		250.00	250.00 (100%)
31	Hanging Baskets and Troughs				3,342.00	3,342.05	-0.05	-0.05 (0%)
SUB TOTAL					6,975.00	5,288.98	1,686.02	1,686.02 (24%)

Public Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Other Public Projects							(N/A)
SUB TOTAL								(N/A)

Elections

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Election Expenses				10,673.00	11,282.60	-609.60	-609.60 (-5%)
SUB TOTAL					10,673.00	11,282.60	-609.60	-609.60 (-5%)

General Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Training				735.00	499.00	236.00	236.00 (32%)
9	Office Supplies				200.00	20.79	179.21	179.21 (89%)
10	Meeting Room Hire and Storage				850.00	1,084.02	-234.02	-234.02 (-27%)
13	Equipment Insurance				150.00	149.00	1.00	1.00 (0%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

14 Subscriptions	2,586.00	2,186.39	399.61	399.61 (15%)
16 Miscellaneous Admin Costs	755.00	349.00	406.00	406.00 (53%)
43 Meeting Expenses		171.28	-171.28	-171.28 (N/A)
45 Equipment		427.72	-427.72	-427.72 (N/A)
SUB TOTAL	5,276.00	4,887.20	388.80	388.80 (7%)

Operating Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Working from Home Allowance				321.00		321.00	321.00 (100%)
11	Telephone				140.00	115.31	24.69	24.69 (17%)
12	Audit				420.00	315.00	105.00	105.00 (25%)
15	Office Equipment				300.00	10.48	289.52	289.52 (96%)
17	Bank Charges				170.00	114.00	56.00	56.00 (32%)
19	GDPR Compliance (Microsoft 365)				335.00	751.80	-416.80	-416.80 (-124%)
38	Office Software				1,000.00	1,219.00	-219.00	-219.00 (-21%)
39	Public Liability Insurance				648.00	524.18	123.82	123.82 (19%)
49	Website							(N/A)
SUB TOTAL					3,334.00	3,049.77	284.23	284.23 (8%)

Summary

NET TOTAL	53,488.00	128,513.12	75,025.12	59,338.00	55,451.83	3,886.17	78,911.29 (69%)
V.A.T.		1,578.71			5,621.37		
GROSS TOTAL		130,091.83			61,073.20		

Claygate Parish Council

TRIAL BALANCE

2023 - 2024

Code	Title	Income	Expenditure
	Cash in hand	127,874.19	
	VAT recoverable	5,621.37	
	Debtors	0.00	
	Prepayments	0.00	
	Stocks and stores	0.00	
	Creditors	2,274.83	
	Receipts in Advance	0.00	
	Accruals	0.00	
1	Precept	50,374.00	0.00
2	Precept Grant	3,000.00	0.00
3	Interest Received	1,030.90	0.00
4	CIL	74,108.22	0.00
5	VAT	0.00	0.00
6	Salaries & NI	0.00	12,394.40
7	Working from Home Allowa	0.00	0.00
8	Training	0.00	499.00
9	Office Supplies	0.00	20.79
10	Meeting Room Hire and Stc	0.00	1,261.94
11	Telephone	0.00	115.31
12	Audit	0.00	315.00
13	Equipment Insurance	0.00	149.00
14	Subscriptions	0.00	2,494.39
15	Office Equipment	0.00	10.48
16	Miscellaneous Admin Costs	0.00	349.00
17	Bank Charges	0.00	114.00
18	Pension	0.00	494.81
19	GDPR Compliance (Microso	0.00	751.80
20	Election Expenses	0.00	11,282.60
21	Youth	0.00	0.00
22	Christmas Lights Event	0.00	500.00
23	Climate Improvement	0.00	0.00
24	Other Grants	0.00	1,030.75
25	Public Projects	0.00	500.00
26	Highway Trees	0.00	0.00
27	Bus Shelter & Bench Maint	0.00	0.00
28	Bridleways	0.00	0.00
29	Highway Garden Sites	0.00	1,946.93
30	Highway Garden Site Proje	0.00	0.00
31	Hanging Baskets and Trouc	0.00	3,342.05
32	Planning	0.00	0.00
33	Staffing General	0.00	160.00
34	Newsletter Printing, Design	0.00	1,792.02
35	Website	0.00	700.83
36	Other Publicity	0.00	0.00
37	Locum Expenditure	0.00	13,018.68
38	Office Software	0.00	1,219.00
39	Public Liability Insurance	0.00	524.18
40	Litter Pick Mornings	0.00	0.00
41	Remembrance Day	0.00	554.00
42	Detritus Day	0.00	0.00

Code	Title		Income	Expenditure
43	Meeting Expenses		0.00	284.27
45	Equipment		0.00	506.43
46	Other Public Projects		0.00	0.00
47	Christmas Tree		0.00	395.00
48	Grant Solar Panels		0.00	1,000.00
49	Website		0.00	0.00
	Opening General Fund	31,515.59		
	Capital Reserves	0.00		
	Earmarked Reserves	108,763.90		
	Reserves Transfers		79,932.47	
	Reserves Spend	0.00		
	Reserves Receipts		0.00	
	Restated	0.00	-87.25	
GROSS TOTAL			271.067.44	271.067.44

Claygate Parish Council

Transactions for Unity Trust

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
1	06/04/2023		SALC and NALC Subscription 2023/24	Surrey ALC Limite	-2,186.30	30/04/2023
3	06/04/2023		Meeting Room Booking	Claygate Recreati	-41.26	30/04/2023
2	07/04/2023	21/11/23 Surp	Water Bill	Castle Water	-25.75	30/04/2023
7	13/04/2023		Meeting Room Booking	Claygate Village H	-67.25	30/04/2023
8	14/04/2023		Meeting Room Booking	Claygate Recreati	-11.26	30/04/2023
13	14/04/2023		Clerk Mobile	Vodafone	-12.58	30/04/2023
11	24/04/2023		Credit Card Bank Fee	Lloyds Bank PLC	-3.00	30/04/2023
68885	24/04/2023		Transfer to Lloyds Bank Credit Card		-212.64	30/04/2023
1	25/04/2023	Tax refund	HMRC VAT Refund Oct 22-Mar 23	HMRC	1,578.71	30/04/2023
4	28/04/2023		Clerk Salary	Claygate Parish C	-1,032.72	30/04/2023
5	28/04/2023		Clerk Pension	NEST Pensions	-54.18	30/04/2023
6	28/04/2023		P32	HMRC	-304.29	30/04/2023
12	28/04/2023	CHQ 300682	HGS Maintenance	Pauls Gardening &		30/04/2023
2	03/05/2023	1st Precept H	Pre-Cept Half Year	Elmbridge Boroug	25,187.00	31/05/2023
3	03/05/2023	1st half Prece	Pre-Cept Half Year	Elmbridge Boroug	1,500.00	31/05/2023
18	09/05/2023		Year End Account Closedown	Rialtas	-906.00	31/05/2023
17	12/05/2023	April	HGS Maintenance	Pauls Gardening &	-270.00	31/05/2023
19	12/05/2023		SALC and NALC Subscription 2023/24	Surrey ALC Limite	-0.09	31/05/2023
20	12/05/2023		Meeting Room Booking	Claygate Village H	-26.00	31/05/2023
22	15/05/2023		Clerk Mobile	Vodafone	-12.58	31/05/2023
24	15/05/2023		Account Software Support and Maintenance 4th /	Rialtas	-91.20	31/05/2023
25	15/05/2023		Grant CRGT Kings Coronation	Claygate Recreati	-500.00	31/05/2023
23	17/05/2023		Credit Card Bank Fee	Lloyds Bank PLC	-3.00	31/05/2023
69985	24/05/2023		Transfer to Lloyds Bank Credit Card		-33.84	31/05/2023
14	30/05/2023		P32	HMRC	-304.29	31/05/2023
15	30/05/2023		Clerk Pension	NEST Pensions	-54.18	31/05/2023
16	30/05/2023		Clerk Salary	Claygate Parish C	-1,032.72	31/05/2023
34	03/06/2023		Banking Charge	Unity Trust Bank	-18.00	30/06/2023
29	05/06/2023		Meeting Room Booking	Claygate Recreati	-45.37	30/06/2023
30	05/06/2023		Councillor Training	Mulberry and Co	-54.00	30/06/2023
31	05/06/2023		Meeting Room Booking	Claygate Youth an	-40.00	30/06/2023
32	05/06/2023		Claygate Flower Show Stall and Cllr Tickets	Claygate Flower S	-101.00	30/06/2023
33	05/06/2023		Meeting Room Booking	Claygate Village H	-93.25	30/06/2023
37	14/06/2023		Clerk Mobile	Vodafone	-12.58	30/06/2023
74872	26/06/2023		Transfer to Lloyds Bank Credit Card		-467.76	31/07/2023
26	28/06/2023		Clerk Salary	Claygate Parish C	-1,032.72	30/06/2023
27	28/06/2023		Clerk Pension	NEST Pensions	-54.18	30/06/2023
28	28/06/2023		P32	HMRC	-304.29	30/06/2023
40	28/06/2023	33916657M9	Clerk Mobile	Vodafone		31/07/2023
41	30/06/2023		Banking Charge	Unity Trust Bank		31/07/2023
38	03/07/2023	May	HGS Maintenance	Pauls Gardening &	-270.00	31/07/2023
39	03/07/2023	INVOICE 204	CONFIDENTIAL WASTE	PAPER MOUNTAI		31/07/2023
42	03/07/2023		Banking Charge	Lloyds Bank PLC		30/09/2023
44	03/07/2023	21/11/23 Surp	CONFIDENTIAL WASTE	PAPER MOUNTAI	-48.00	31/07/2023
48	06/07/2023	21/11/23 No f	Clerk Salary	Claygate Parish C	-83.00	31/07/2023
4	12/07/2023	CIL PAYMEN	cil payment	Elmbridge Boroug	74,108.22	31/07/2023
46	12/07/2023	mulberry and	Councillor Training	Mulberry and Co	-360.00	31/07/2023
47	12/07/2023		Councillor Training	Mulberry & Co		31/07/2023
53	24/07/2023		Banking Charge	Lloyds Bank PLC		31/07/2023
74873	24/07/2023		Transfer to Lloyds Bank Credit Card		-40.08	31/07/2023
45	28/07/2023		Clerk Mobile	Vodafone	-12.58	31/07/2023
49	31/07/2023		Meeting Room Booking	Claygate Village H	-38.30	31/07/2023
50	31/07/2023		Grant CRGT Kings Coronation	Claygate Recreati	-49.50	31/07/2023
51	31/07/2023	Locum Clerk	Clerk Salary	LGRC	-1,321.43	31/07/2023

Claygate Parish Council

Transactions for Unity Trust

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
54	08/08/2023	Salary Sally I	Clerk Salary	Claygate Parish C	-455.60	31/08/2023
74876	24/08/2023		Transfer to Lloyds Bank Credit Card		-40.08	31/08/2023
52	28/08/2023		Clerk Mobile	Vodafone	-12.58	31/08/2023
74879	25/09/2023		Transfer to Lloyds Bank Credit Card		-40.08	30/09/2023
56	28/09/2023	Vodafone	Clerk Mobile	Vodafone	-12.58	30/09/2023
75	30/09/2023		Banking Charge	Unity Trust Bank	-18.00	30/09/2023
58	03/10/2023	Hall Hire	Meeting Room Booking	Claygate Village H	-57.75	24/10/2023
59	03/10/2023	Hall Hire	Meeting Room Booking	Claygate Village H	-128.25	24/10/2023
60	05/10/2023	Ron Spurs P	Clerk Salary	LGRC	-5,912.76	24/10/2023
61	09/10/2023	Printing	Printing	My Blu Print Ltd	-200.00	24/10/2023
71	11/10/2023		Community Cup Presentation - Food	Costco	-132.43	24/10/2023
72	11/10/2023		Strategy Day	Costco	-73.10	24/10/2023
64	16/10/2023	Locum Clerk	Recruitment	NALC	-120.00	24/10/2023
68	17/10/2023	21/11/23 Surp	Water Bill	Castle Water	-31.18	24/10/2023
5	18/10/2023	2nd half Prec	Pre-Cept Half Year	Elmbridge Boroug	25,187.00	24/10/2023
6	18/10/2023	2nd half Prec	Pre-Cept Half Year Grant	Elmbridge Boroug	1,500.00	24/10/2023
66	18/10/2023	Troughs and	Garden sites	Elmbridge Boroug	-4,010.46	24/10/2023
67	18/10/2023		Councillor elections	Elmbridge Boroug	-12,784.69	24/10/2023
63	19/10/2023	Paul's Garder	HGS Maintenance	Pauls Gardening &	-540.00	24/10/2023
73	20/10/2023		Clerk Training	SLCC	-154.00	24/10/2023
62	24/10/2023	Strategy Day	Meeting Room Booking	Claygate Youth an	-120.00	24/10/2023
70	24/10/2023		Meeting Room Booking	Claygate Youth an	-120.00	24/10/2023
75582	24/10/2023		Transfer to Lloyds Bank Credit Card		-40.08	24/10/2023
74	30/10/2023		Clerk Mobile	Vodafone	-12.58	31/10/2023
65	01/11/2023	Engraving Tir	Community Cup Engraving	Timpsons	-24.95	30/11/2023
76	22/11/2023	Z2856152	Data Protection Renewal fee	Information Comm	-35.00	30/11/2023
77	30/11/2023		Clerk Mobile	Vodafone	-12.58	30/11/2023
79	30/11/2023	300698	Grant Christmas Lights	Claygate Village A	-500.00	30/11/2023
80	30/11/2023	Nov 2023	HGS Maintenance	Pauls Gardening &	-270.00	30/11/2023
76927	30/11/2023		Transfer to Lloyds Bank Credit Card		-40.08	30/11/2023
82	05/12/2023	300702	Meeting Room Booking	Claygate Youth an	-80.00	31/12/2023
83	07/12/2023	300705	Meeting Room Booking	Claygate Village H	-84.80	31/12/2023
84	07/12/2023	300704	Meeting Room Booking	Claygate Village H	-57.50	31/12/2023
85	12/12/2023	300710	CVA Grant - Xmas Tree	Andys Gardening	-474.00	31/12/2023
86	12/12/2023	300725	Clerk Salary	Kate Biggs Clerk	-2,507.40	31/12/2023
87	13/12/2023	300715	Public Liability Insurance	Zurich	-524.18	31/12/2023
88	13/12/2023	300721	Office Equipment	Amazon	-247.82	31/12/2023
89	13/12/2023	300722	Replacement Parish Phone	Amazon	-265.44	31/12/2023
90	18/12/2023	300713	External Audit	PKF Littlejohn LLF	-378.00	31/12/2023
91	18/12/2023	300719	Meeting Room Booking	Claygate Village H	-74.35	31/12/2023
92	21/12/2023	300706	HGS Maintenance	Pauls Gardening &	-270.00	31/12/2023
93	21/12/2023	300707	HGS Maintenance	Pauls Gardening &	-270.00	31/12/2023
95	27/12/2023	300724	Accounts Software - Oct 23 - Mar 24	SCRIBE	-315.60	31/12/2023
96	27/12/2023	300718	Clerk Salary	LGRC	-3,202.74	31/12/2023
97	27/12/2023		Clerk Mobile	Vodafone	-12.58	31/12/2023
98	29/12/2023	300717	Clerk Salary	LGRC	-4,107.05	31/12/2023
99	29/12/2023	300723	Grant - Scouts	Grant Scouts	-1,000.00	31/12/2023
100	29/12/2023	300711 - VAT	ClaygateparishCouncil.gov.uk	DataCentre	-125.00	31/12/2023
101	31/12/2023		Banking Charge	Unity Trust Bank	-18.00	31/12/2023
78990	31/12/2023		Transfer to Lloyds Bank Credit Card		-40.08	31/12/2023
102	02/01/2024	300726	HMRC	HMRC	-370.45	02/01/2024
104	29/01/2024	33916657M6	Clerk Mobile	Vodafone	-12.58	29/01/2024
105	31/01/2024		Remembrance Traffic Management	Road Traffic Total	-664.80	31/01/2024
80336	31/01/2024		Transfer to Lloyds Bank Credit Card		-40.08	31/01/2024

Claygate Parish Council
Transactions for Unity Trust

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
117	01/02/2024		Grant - Pearmain Apple Orchards	Community Projec		31/03/2024
107	23/02/2024	IT 000004850	Clerk Pension	NEST Pensions	-332.27	28/02/2024
106	28/02/2024	CHQ 300735	Website	E Mango/Kimcell	-25.00	28/02/2024
109	28/02/2024	CPC Payroll	Clerk Salary	Surrey Community	-4,966.92	28/02/2024
110	28/02/2024	33916657M7	Clerk Mobile	Vodafone	-12.58	28/02/2024
80405	28/02/2024		Transfer to Lloyds Bank Credit Card		-40.08	28/02/2024
111	29/02/2024	300730	Staffing General	Surrey Community	-72.00	29/02/2024
112	29/02/2024	300727	Meeting Room Booking	Claygate Village H	-28.75	29/02/2024
116	05/03/2024	300374	Website	E Mango/Kimcell	-60.00	31/03/2024
113	07/03/2024	300741	Newsletter Printing	Peter Whitehead	-1,306.76	31/03/2024
114	12/03/2024	300740	Clerk Salary	Dawn Lacey	-418.00	31/03/2024
119	12/03/2024	3003728	Hall Hire	Claygate Recreati	-33.00	31/03/2024
118	13/03/2024	300736	Grant - Pearmain Apple Orchards	Community Projec	-500.00	31/03/2024
121	14/03/2024	300737	Website	E Mango/Kimcell	-576.00	31/03/2024
122	22/03/2024	300739	Meeting Room Booking	Claygate Primary	-78.75	31/03/2024
124	31/03/2024		Clerk Mobile	Vodafone	-12.58	31/03/2024
125	31/03/2024		Banking Charge	Unity Trust Bank	-18.00	31/03/2024
81770	31/03/2024		Transfer to Lloyds Bank Credit Card		-40.08	31/03/2024
					67,987.73	

Claygate Parish Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	50,374.00	50,374.00					(0%)
2	Precept Grant	2,800.00	3,000.00	200.00				200.00 (7%)
3	Interest Received	314.00	1,030.90	716.90				716.90 (228%)
4	CIL		74,108.22	74,108.22				74,108.22 (N/A)
5	VAT							(N/A)
SUB TOTAL		53,488.00	128,513.12	75,025.12				75,025.12 (N/A)

Staffing

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Salaries & NI				16,862.00	12,394.40	4,467.60	4,467.60 (26%)
18	Pension				670.00	494.81	175.19	175.19 (26%)
33	Staffing General					160.00	-160.00	-160.00 (N/A)
37	Locum Expenditure					13,018.68	-13,018.68	-13,018.68 (N/A)
SUB TOTAL					17,532.00	26,067.89	-8,535.89	-8,535.89 (N/A)

Highways

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Highway Trees				500.00		500.00	500.00 (100%)
27	Bus Shelter & Bench Maintenance				250.00		250.00	250.00 (100%)
28	Bridleways				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					1,750.00		1,750.00	1,750.00 (100%)

Planning

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Planning				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					3,000.00		3,000.00	3,000.00 (100%)

Communications

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Newsletter Printing, Design and Di				3,900.00	1,792.02	2,107.98	2,107.98 (54%)
35	Website				650.00	700.83	-50.83	-50.83 (-7%)
36	Other Publicity				248.00		248.00	248.00 (100%)
SUB TOTAL					4,798.00	2,492.85	2,305.15	2,305.15 (-7%)

Grants and CIL

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Youth				1,000.00		1,000.00	1,000.00 (100%)

Claygate Parish Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

22 Christmas Lights Event	500.00	500.00		(0%)
23 Climate Improvement	1,000.00		1,000.00	1,000.00 (100%)
24 Other Grants	1,000.00	1,030.75	-30.75	-30.75 (-3%)
25 Public Projects	2,500.00	500.00	2,000.00	2,000.00 (80%)
40 Litter Pick Mornings				(N/A)
41 Remembrance Day		554.00	-554.00	-554.00 (N/A)
42 Detritus Day				(N/A)
47 Christmas Tree		395.00	-395.00	-395.00 (N/A)
48 Grant Solar Panels		1,000.00	-1,000.00	-1,000.00 (N/A)
SUB TOTAL	6,000.00	3,979.75	2,020.25	2,020.25 (N/A)

Environment

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29 Highway Garden Sites					3,383.00	1,946.93	1,436.07	1,436.07 (42%)
30 Highway Garden Site Projects					250.00		250.00	250.00 (100%)
31 Hanging Baskets and Troughs					3,342.00	3,342.05	-0.05	-0.05 (0%)
SUB TOTAL					6,975.00	5,288.98	1,686.02	1,686.02 (42%)

Public Projects

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46 Other Public Projects								(N/A)
SUB TOTAL								(N/A)

Elections

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20 Election Expenses					10,673.00	11,282.60	-609.60	-609.60 (-5%)
SUB TOTAL					10,673.00	11,282.60	-609.60	-609.60 (-5%)

General Expenditure

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8 Training					735.00	499.00	236.00	236.00 (32%)
9 Office Supplies					200.00	20.79	179.21	179.21 (89%)
10 Meeting Room Hire and Storage					850.00	1,261.94	-411.94	-411.94 (-48%)
13 Equipment Insurance					150.00	149.00	1.00	1.00 (0%)
14 Subscriptions					2,586.00	2,494.39	91.61	91.61 (3%)
16 Miscellaneous Admin Costs					755.00	349.00	406.00	406.00 (53%)
43 Meeting Expenses						284.27	-284.27	-284.27 (N/A)
45 Equipment						506.43	-506.43	-506.43 (N/A)
SUB TOTAL					5,276.00	5,564.82	-288.82	-288.82 (N/A)

Claygate Parish Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Operating Costs

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Working from Home Allowance				321.00		321.00	321.00 (100%)
11	Telephone				140.00	115.31	24.69	24.69 (17%)
12	Audit				420.00	315.00	105.00	105.00 (25%)
15	Office Equipment				300.00	10.48	289.52	289.52 (96%)
17	Bank Charges				170.00	114.00	56.00	56.00 (32%)
19	GDPR Compliance (Microsoft 356)				335.00	751.80	-416.80	-416.80 (-124%)
38	Office Software				1,000.00	1,219.00	-219.00	-219.00 (-21%)
39	Public Liability Insurance				648.00	524.18	123.82	123.82 (19%)
49	Website							(N/A)
SUB TOTAL					3,334.00	3,049.77	284.23	284.23 (N/A)
Restated						-87.25	87.25	87.25 (N/A)
NET TOTAL		53,488.00	128,513.12	75,025.12	59,338.00	57,639.41	1,698.59	76,723.71 (68%)
V.A.T.			1,578.71			5,621.37		
GROSS TOTAL			130,091.83			63,260.78		