



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

Thursday, 19 October 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** which will be held on **Tuesday 24 October** commencing at **19.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB**.

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

This committee is followed by a meeting of Full Council scheduled at 20.00.

Belina Boyer
Parish Clerk/RFO

Committee Members: Cllr O Bere, Cllr S Clegg, Cllr G Dunn (Vice-Chair), Cllr I Dovey, Cllr T James, Cllr A McLeod, Cllr P Thomas (Chair), Cllr Alice Tomlinson and Cllr Oliver Furniss

Agenda no	Agenda Item title	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3
	Welcome by the chair of the committee.	

Agenda no	Agenda Item title	Power/Regulation
FGP24/080	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/081	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
FGP24/082	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FGP24/083	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/084	To receive the minutes of the previous Radcliffe-on-Trent Parish Council Finance and General Purposes Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 26 September 2023	Local Government Act 1972, Sch 12, p41 (1).
FGP24/085	To receive a verbal progress report by the clerk on action points from the last meeting.	
FGP24/086	To receive and approve the payments listings for September 2023. Paper B	
FGP24/087	To receive and note the summary and detailed income and expenditure reports for September 2023. Paper C	
FGP24/088	To receive and note the balance sheet for September 2023. Paper D	
FGP24/089	To receive and note the summary and detailed forecast for council income and expenditure. Paper E	
FGP24/090	To receive and note the bank reconciliation to the 30 September 2023 Paper F	
FGP24/091	To receive and note the draft minutes of the Personnel Sub-Committee held 14 August 2023 Paper G	
FGP24/092	To consider the Terms of Reference for the committee's working groups for adoption <ul style="list-style-type: none"> Internal Control Working Group and determine its membership 	

Agenda no	Agenda Item title	Power/Regulation
	<ul style="list-style-type: none"> Budget Working Group Paper H – to be tabled	
FGP24/093	To consider 2024/25 budget requirements for this committee for this committee Paper I	
FGP24/094	To consider moving all but £5000 from the elections designated reserve to general reserves. Paper J	
FGP24/095	To consider releasing funds held in accruals for improvements at the Recreation Ground and creating a designated reserves for Recreation Ground and Skatepark improvements Paper K – to be tabled	
FGP24/096	To consider the following grant requests: a) Use of uncharged room for AGM request from Radcliffe-on-Trent Preschool Playgroup. b) Grant application from 4 th Radcliffe on Trent Guides Paper L	
FGP24/097	To consider an Internal Financial Controls checklist and nominate a member of the committee to carry out the checks. Paper M	2023 JPAG – Proper Practices
FGP24/098	To receive any items for notification to be included on a future agenda – for information only	
FGP24/099	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 28 th November 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

200/23

DRAFT Minutes of the Finance and General Purposes Committee meeting held on 26th September 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Gillian Dunn (Vice Chair)	Cllr Anne McLeod	
Cllr Irene Dovey	Cllr Oli Bere	
Cllr Sue Clegg	Cllr Tracy James	

Members Absent:

Cllr Phil Thomas (Chair)		
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Non voting Members Present:

Cllr Alice Tomlinson	Cllr Matt Douglas	Cllr Oliver Furniss
Cllr Anne Mackenzie (arrived late)		

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a	There were none present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
	Welcome by the chair of the committee.			
FGP24/056	To note apologies for absence.	Cllr P Thomas – accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/057	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
FGP24/058	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none received.		Localism Act 2011, s33.
FGP24/059	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	N/A		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/060	To receive the minutes of the previous Radcliffe-on-Trent Parish Council Finance and General Purposes Committee meeting(s) and resolve to sign these as a true record of the meeting(s).	Proposed by Cllr O McLeod, seconded by Cllr Dunn the committee unanimously resolved to sign the minutes of Finance and General Purposes Committee	Administrator to put onto website.	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Paper A – Finance and General Purposes Committee meeting Tuesday 18 July 2023	Meeting Tuesday 18 th July 2023 as a true record of that meeting. It was noted that for item FGP24/045 a meeting is to be held with the Chair of F& GP not the Chair of Parish Council.		
FGP24/061	To receive a verbal progress report by the clerk on action points from the last meeting.	The Clerk gave a verbal progress report on action points from the last minute which included, that she does not know what the fixed asset amount is for the Skatepark, Accounts Clerk to confirm. Quotes have been received regarding the Christmas Street lights which has a small increase to just over £4000. Also, had a quote for further lights in the Grange grounds with installation again around £4000, this does not include the magnolia lights or lights on the building. These still come in on budget. Application for the streetlights will be sent to NCC for lights to be booked, to go to GGH agenda. The Christmas Fair meeting is on Wednesday 27 th September at 7pm.	Christmas lights for GGH agenda.	
FGP24/062	To receive and consider the External Auditor's report and any	The committee resolved to recommend that a 2-step		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	action resulting from it and resolve to recommend such action to Full Council. Paper B	checking system for next years external audit report. This was proposed by Cllr O Bere and seconded by Cllr McLeod and unanimously agreed.		
FGP24/063	To consider the in a procedure to appoint an internal auditor for 2023-24 financial year Paper C	The committee discussed at length and resolved to start the process of defining terms of engagement, obtaining quotes and appoint an internal auditor before the completion of budget setting.		
FGP24/064	To receive and approve the payments listings for July and August 2023. Paper D	The committee unanimously resolved to approve the payments listings for July and August 2023.		
FGP24/065	To receive and note the summary and detailed income and expenditure reports for July and August 2023. Paper E	The committee noted the income and expenditure reports for July and August 2023.		
FG24/066	To receive and note the balance sheet for July and August 2023. Paper F	The committee noted the balance sheet for July 2023. August balance sheet not presented to the committee.	The committee requested the Clerk to check why the Skatepark fixed asset amount went down from £10,000 to £9,000 and what this money is for.	
FGP24/067	To receive and note the summary and detailed forecast for council income and expenditure.	The committee discussed at length and noted the summary		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Paper G	and detailed forecast for the council income and expenditure.		
FGP24/068	To receive and note the bank reconciliation to the 31 August 2023 Paper H	This item was not received in time for this meeting.		
FGP24/069	To receive and note the draft minutes of the Personnel Sub-Committee held 14 August 2023 Paper G	This item was not received in time for this meeting.		Localism Act 2011, s1-8
FGP24/070	Terms of reference <ul style="list-style-type: none"> Budget Working Group Internal Control Working Group Paper H	<p>The committee resolved to create the following working groups.</p> <ul style="list-style-type: none"> Internal control working group Budget working group – this is to include the following people – <ul style="list-style-type: none"> The Chair of the PC The Vice Chair or the PC The Chair of F &GP The Vice Chair of F&GP RFO Accounts Clerk. <p>This was proposed by Cllr Dunn and seconded by Cllr McLeod and unanimously agreed</p>		Localism Act 2011, s1-8
FGP24/071	Election Budget head – what to do with the money	The committee resolved to defer this item to a later meeting.		Localism Act 2011, s1-8

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Paper I			
FGP24/072	To receive initial quotes to repoint Grange gable wall and paint with water vapour permeable paint, release the necessary funds from reserves if required and delegate the appointment of a suitable contractor to the clerk. Paper J	The committee resolved to delegate the appointment of a suitable contractor to the clerk for the repointing of the Grange gable wall and paint with water vapour permeable paint. This was unanimously agreed.		Localism Act 2011, s1-8
FGP24/073	To consider recommendation from Amenities Committee to release expenditure above budget for the following projects: a) Routine Tree works b) To consider the release of funds from general reserves for CCTV on the Recreation Ground and Rockley Park up to £1000 overall cost. Paper K	The committee resolved to release expenditure above the budget for the following projects:- a) Routine tree work and b) To release funds from general reserves for CCTV on the recreation ground and Rockley park up to £1000 overall cost, decision of where to play delegated to the clerk. This was proposed by Cllr Dunn, seconded by Cllr Clegg and unanimously agreed.		Localism Act 2011, s1-8
FGP24/074	To consider setting a deadline for all committees to their budgetary requirements and present them to the Clerk by 16 November in time for F&GP 28 November.	The committee resolved to set a deadline for all committees to present their budgetary requirements to the Clerk by 16 th November, this was unanimously agreed.		Local Government Act 1972, s. 112
FGP24/075	To consider calling an extraordinary F&GP meeting 19 December to	The committee resolved to call an extraordinary F & GP meeting		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	finalise the budget recommendation to Full Council on 23 January. Paper L	on 19 th December to finalise the budget recommendation to go to Full Council on 23 rd January, this was unanimously agreed. It was noted that Cllr Clegg gave her apologies for this date.		
FGP24/076	To consider how D-Day anniversary would be remembered and whether D-Day event require additional budget provision/spend election fund. Paper M	The committee requested that this item be deferred to a later meeting. The committee noted that an idea for this could be picnic in the park on 2 nd June or 9 th June		Local Government Act 1972, Sch 12, p10 (2)(a)
FGP24/077	To consider a request to by a local group to use the Radcliffe Room free of charge for their AGM.	The committee resolved to grant a local group the use of the Radcliffe Room free of charge for their AGM. This was proposed by Cllr Clegg, seconded by Cllr Dovey and unanimously agreed.		
FGP24/078	To receive any items for notification to be included on a future agenda – for information only	D-Day anniversary Election budget		
FGP24/079	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 24 th October 2023 at 19.00.	The committee noted the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday 24 th October 2023		

The meeting closed at 8.12pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER B

Radcliffe on Trent Parish Council
Payment Listing
September 2023

Date	Num	Name	Memo	Amount
02/09/2023	BACS	A W Safety Management Ltd	55 training credits	1,320.00
12/09/2023	BACS	ABL Health Ltd	Paid twice	* 265.00
09/09/2023	BACS	Private hirer	Net refund of bond	* 95.50
22/09/2023	BACS	Autopay	Staff pay for month	10,295.13
02/09/2023	BACS	Barnacle Alan	Gravedigging for 2 coffins and 2 ashes	* 980.00
09/09/2023	BACS	Blachere Illumination	Repairs to street Christmas lights	206.30
02/09/2023	BACS	Burleys	Engraving cups for village show and new cup for Bob Fowler	144.99
09/09/2023	BACS	Burleys	Supplies for grounds, hall and wharf toilet	151.39
15/09/2023	BACS	Carlton Brass	Music for Village Show	450.00
09/09/2023	BACS	Private hirer	Bond refund	* 250.00
02/09/2023	BACS	Countrywise Water Coolers Ltd	Half year rent of water cooler	190.00
09/09/2023	BACS	Foremost Security	Security for marque for village show	466.20
22/09/2023	BACS	GlobeSec	Relocate CCTV in office and alarm and CCTV servicing	1,145.28
22/09/2023	BACS	HM Revenue & Customs	NI and PAYE for month	2,505.12
09/09/2023	BACS	Iris Business Software	Pension licence for month	14.14
02/09/2023	BACS	John A Stephens	Postcrete and granite dust for Boules court	242.88
09/09/2023	BACS	John Ingram	Various sub contractor jobs	2,748.83
02/09/2023	BACS	John S Etchell	Tree work at Wharf lane and Cliff walk	1,390.00
15/09/2023	BACS	John S Etchell	Grange and St. Mary's	500.00
22/09/2023	BACS	John S Etchell	Dead wooding in valley park	620.00
09/09/2023	BACS	Lantec Services Ltd	Supply and installation of cloud phone system including 2 grandstream wp820 handsets	806.99
02/09/2023	BACS	M C Productions (Nottingham) Ltd	PA for Village Show	750.00
15/09/2023	BACS	NALC	Phil and Annie training	105.00
22/09/2023	BACS	NCC Pension Fund	Staff and Employer pension contributions for month	2,421.79
15/09/2023	BACS	P M Winter	Contract mowing for month	3,251.32
02/09/2023	BACS	Parish online	Parish online	210.00
15/09/2023	BACS	PKF Littlejohn LLP	External audit	1,260.00
09/09/2023	BACS	Tooleys Amusements	Carousel for Village show	648.00
05/09/2023	BACS	Vale of Belvoir Rotary Club	Bond refund	* 150.00
02/09/2023	DC	Amazon	Ronseal teak woodstain for benches	39.20
02/09/2023	DC	Amazon	4 litter pickers for toilets	12.99
20/09/2023	DC	Amazon	Stationery	71.91
20/09/2023	DC	Amazon	Film DVDs	14.98
22/09/2023	DC	Amazon	Supplies for Grange Hall	106.51
22/09/2023	DC	Amazon	PPE rain coat	38.95
22/09/2023	DC	Amazon	2 window handles for flat	12.99
02/09/2023	DC	Bassingfield Woodyard	Fence panels for flat garden	170.23
22/09/2023	DC	Bassingfield Woodyard	Rails for repairing Cliff walk fence	43.29
15/09/2023	DC	NALC	Harry training	117.66
02/09/2023	DC	Post Office Ltd	Cash for gates - Village Show	350.00
01/09/2023	DD	British Gas	Hall electricity for Hall - 1 month	237.98
01/09/2023	DD	British Gas	Hall electricity for Hall - 1 month	193.72
01/09/2023	DD	British Gas	Hall electricity for Hall - 1 month	602.39
08/09/2023	DD	British Gas	Electricity for Mess Room for a month	3.58
18/09/2023	DD	British Gas	Public toilet electricity - 1 month	20.52
29/09/2023	DD	British Gas	Electricity for Grange 1 month	46.37
21/09/2023	DD	British Gas Lite Grange Gas BGL360607	Grange gas one month	32.95
25/09/2023	DD	British Gas Lite Grange Elec BGL360618	Grange Electric	212.49
22/09/2023	DD	British Gas Lite mess room BGL361064	Mess Room electricity for one month	50.58
15/09/2023	DD	EE Phones	Phones for Hall manager, caretakers and groundsman	71.39
30/09/2023	DD	Jetcard	Fuel for grounds machinery and van	98.00
02/09/2023	DD	Lantec Services Ltd	Line rental and calls for month	98.26
15/09/2023	DD	Natwest	On line banking monthly fee and charges	14.40
07/09/2023	DD	RBC - Cemetery rates	2 of 2 non domestic rates for cemetery	368.00
01/09/2023	DD	RBC - Grange Hall	Grange Hall non domestic rates monthly instalment	947.00
07/09/2023	DD	RBC - non domestic Grange	Non domestic rates for The Grange - monthly instalment	173.00
12/09/2023	DD	Ricoh	Photocopier rental 3 months and usage	252.75
21/09/2023	DD	Severn Trent	Grange Hall water- 1 month	57.74
02/09/2023	DD	Streetwise Environmental Ltd	July playground inspection	450.00
26/09/2023	DD	TotalEnergies Gas & Power Ltd	Hall gas for 1 month	338.80
26/09/2023	DD	TotalEnergies Gas & Power Ltd	Hall gas for 1 month	337.77
09/09/2023	DD	Waterplus	Cemetery water - 1 month	9.66
03/09/2023	DD	Waterplus - Mess Room	Mess Room water - 6 months	666.75
30/09/2023	DD	Waterplus - Public Toilets	Public toilet water - 1 month	29.41
01/09/2023	DD	Worcester Bosch Ltd	Monthly instalment for Bungalow boiler contract	41.87
TOTAL				£23,718.90

Approved by:.....

Date..... * Fully or partially recovered

PAPER C

Radcliffe on Trent Parish Council Results for September 2023

Net results for 2023- 2024 as as September 2023							
		Actual year to date			Net		% Actual
		Income	Exp	Net	budget	Under spend	of
		£	£	£	£	£	budget
ADMINISTRATION							
	Office Administration	9,655	10,687	1,031	15,481	14,450	7%
	Democracy		1,125	1,125	3,400	2,275	33%
	Net Grants	0	503	503	6,000	5,497	8%
	Health & Safety and GDPR		202	202	2,000	1,798	10%
	Staff		91,404	91,404	208,497	117,093	44%
	Flat		963	963	500	(463)	193%
	Contingency	0	780	780	9,382	8,602	8%
		9,655	105,664	96,009	245,260	149,251	39%
	Upper Saxondale	2,000		(2,000)	(2,000)	-	
	The Bungalow	5,700	1,821	-3,879	(7,832)	(3,953)	50%
	Planning - Carbon Clever/NP		0	0	1,000	1,000	0%
AMENITIES							
	Cemetery	10,364	4,415	(5,949)	(2,324)	3,625	256%
	Donated plants/benches	1,879	2,380	501	(1,626)	(2,127)	-31%
	Grounds maintenance	420	36,615	36,195	55,213	19,018	66%
	Play areas		1,656	1,656	9,350	7,694	18%
	Public toilets	15,420	447	(14,974)	(14,220)	754	105%
	Vehicles and Machinery	0	716	716	2,100	1,384	34%
		28,084	46,230	18,146	48,493	30,347	37%
GRANGE AND GRANGE HALL							
	Grange	4,030	3,617	(414)	3,629	4,043	-11%
	Grange Hall	33,878	33,641	(237)	13,177	13,414	-2%
		37,908	37,257	(651)	16,806	17,457	-4%
	Events	4,131	4,709	578	1,500	922	39%
	Christmas Decorations	0	564	564	9,625	9,061	6%
	Total Grange, Hall and Events	42,039	42,530	491	27,931	27,440	2%
	Total	87,478	196,245	108,766	312,852	204,086	35%
	Precept	312,852		(312,852)	(312,852)	-	100%
		400,330	196,245	-204,086	0	204,086	
			Sep-23	March 2023			
			£	£			
Free Reserves							
			279,565	75,478			
	Designated Reserve - Building Maintenance		9,950	12,500			
	Designated Reserve - Bungalow Maintenance		6,000	6,000			
	Designated Reserve - Carbon Clever		1,000	1,000			
	Designated Reserve - Cemetery		20,500	20,500			
	Designated Reserve - Election Fund		12,544	11,562			
	Designated Reserve - Grange and Hall Refurbishm		30,000	30,000			
	Designated Reserve - NCC Matched Funding		5,000	5,000			
	Designated Reserve - Playareas		10,000	10,000			
	Designated Reserve - Van/machinery		5,000	5,000			
			99,994	101,562			
	Restricted Reserve - Leisure Development		8,000	8,000			
	Restricted Reserve - Skatepark RBC		20,000	20,000			
	Restricted Reserve - Upper Saxondale		10,000	20,000			
	Restricted Reserve - CIL		174	174			
	Restricted Reserve - Conservation Group		1,040	1,040			
			39,214	49,214			
	Total Reserves		£418,773	£226,254			
	Plus CCLA Property Fund at cost		£150,000	£150,000			
	Bank and CCLA Deposit		£448,145	£220,387			
	Fixed assets - Valuation		£4,458,493	£3,713,263			
	Loans		£105,394	£134,683			

Radcliffe on Trent Parish Council Results for September 2023

Income for 2023- 2024 as at September 2023						
			2023/24	2023/24	YTD	2022/23
	sep	YTD	Annual	% of	Actual	
	£	£	Budget	Budget	£	
ADMINISTRATION						
Office administration	1,102.86	9,655	8,000	121%	11,399	
Donations/grants		0	0	#DIV/0!		
	1,102.86	9,655	8,000	121%	11,399	
The Bungalow						
Rent	950.00	5,700	11,400	50%	11,550	
Upper Saxondale						
		2,000	2,000	100%	0	
OPERATIONS						
AMENITIES						
Burials	1,015.00	6,385	8,690	73%	12,405	
Sale of plots		2,500	2,750	91%	3,500	
Headstones/plaques/Memorial kerbs	397.42	1,479	1,790	83%	4,217	
Cemetery	1,412.42	10,364	13,230	78%	20,122	
Donations		1,879	1,626	116%	13,707	
Hire of Grounds facilities		420	717	59%	1,228	
Public toilets		15,420	15,420	100%	13,585	
Vehicles and Machinery		0	0			
Total Amenities	1,412.42	28,084	30,993	91%	48,642	
GRANGE AND GRANGE HALL						
The Grange	1,080.00	4,030	9,300	43%	9,049	
Grange Hall	5,310.04	33,878	60,000	56%	55,915	
Grange and Grange Hall	6,390.04	37,908	69,300	55%	64,964	
Events	3,330.86	4,131	6,100	68%	6,668	
Christmas		0	0	#DIV/0!	1,676	
Total Grange, Hall and Events	9,720.90	42,039.07	75,400	56%	73,308	
Total generated funds						
	13,186.18	87,478	127,793	68%	144,899	
Precept	156,426.00	312,852	312,852	100%	328,823	
	169,612.18	400,330	440,645	91%	473,722	

Radcliffe on Trent Parish Council Results for September 2023

Expenditure for 2023- 2024							
			2023/24	2023/24	YTD	2022/23	
		sep	YTD	Budget	% of	Actual	
		£	£	£	Budget	£	
ADMINISTRATION							
	Auditing	1,050.00	1,610	1,750	92%	1,535	
	Insurance - ex Grange Hall	244.18	1,351	2,662	51%	2,472	
	Professional fees		12	4,000	0%	3,286	
	Licences		1,054	2,608	40%	2,374	
	Office	177.95	2,364	6,325	37%	5,945	
	Subscriptions	55.00	1,754	2,196	80%	2,312	
	Telephones	113.48	674	1,440	47%	2,715	
	Training	203.04	1,868	2,500	75%	99	
	Administration	1,843.65	10,687	23,481	46%	20,738	
	Annual Parishioners Meeting		-	100	0%	350	
	Chairman's Allowance		-	600	0%	111	
	Election fund		1,125	2,700	42%	2,700	
	Democracy	-	1,125	3,400	33%	3,161	
	Grants		503	6,000	8%	1,837	
	Health & Safety and GDPR	32.46	202	2,000	10%	3,554	
	Neighbourhood plan		-	-			
	Staff	15,222.04	91,404	208,497	44%	187,163	
	Contingency		780	9,382	8%	41,439	
	Flat maintenance	135.82	963	500	193%	2,045	
		17,233.97	105,664	253,260	41.72%	259,937	
THE BUNGALOW							
	Estate agent fee	130.91	656	1,268	52%	1,140	
	Maintenance/rates	95.00	1,165	2,300	51%	1,735	
		225.91	1,821	3,568	51%	2,875	
PLANNING AND ENVIRONMENT							
	Neighbourhood plan		-	1,000	0%	652	
	Carbon Clever				#DIV/0!	1,000	

Radcliffe on Trent Parish Council Results for September 2023

Expenditure for 2023- 2024			2023/24	2023/24	YTD	2022/23
		sep	YTD	Budget	% of	Actual
		£	£	£	Budget	£
		0	0	1,000	0%	1,652
AMENITIES						
	Cemetery maintenance	490.00	748	1,650	45%	1,233
	Cemetery audit follow up		-	2,000	0%	2,000
	Gravedigging		2,350	4,230	56%	4,320
	Plaques/Memorial Kerbs	22.42	22	1,070	2%	822
	Publicity		-	200		455
	Rates - cemetery	368.00	736	736	100%	0
	Trade Waste		380	770	49%	883
	Water - Cemetery	9.66	179	250	72%	161
	Total cemetery	890.08	4,415	10,906	40%	9,874
	Donated plants/benches		2,380	-		6,277
	In house grounds work	277.01	5,126	10,000	51%	9,188
	Litter and dog bins and litter picking		8,117	8,780	92%	3,380
	Mowing contractor	2,624.74	13,959	19,000	73%	14,347
	Nature reserves	880.00	229	2,000	11%	3,000
	Sub contractors		2,314	8,000	29%	10,985
	Tree Maintenance	620.00	5,170	4,850	107%	4,645
	Utilities at Park/Mess Room	718.33	905	1,800	50%	2,093
	Street Furniture		796	1,500	53%	1,500
	Grounds Maintenance	5,120.08	36,615	55,930	65%	49,138
	Play Areas		425	5,850	7%	11,568
	Skatepark RBC		-	-		10,000
	Skatepark	205.18	1,231	3,500	35%	2,457
	Play Areas	205.18	1,656	9,350	18%	24,025
	Maintenance and supplies- PT		102	500	20%	1,876
	Utilities - PT	48.96	345	700	49%	506
	Total Public Toilets	48.96	447	1,200	37%	2,382
	Vehicles and Machinery	81.67	716	2,100	34%	1,324
	Total Amenities	6,345.97	46,230	87,011	2.01	93,020
GRANGE AND GRANGE HALL						
	Maintenance and supplies- Grange	786.10	1,437	4,200	34%	2,837
	Rates - Grange	173.00	1,037	1,729	60%	1,647
	Utilities - Grange	372.32	1,143	7,000	16%	4,606
	Total Grange	1,331.42	3,617	12,929	28%	9,090
	Enhancements and maintenance	1,632.36	7,667	16,500	46%	25,069
	Insurance - gh	333.95	1,849	3,664	50%	3,387
	Licences		602	1,525	39%	2,272
	Publicity		-	800	0%	180
	PWL - capital and interest	2,116.03	12,696	22,260	57%	23,062
	Rates - gh	947.00	5,681	9,468	60%	8,233
	Trade waste		968	1,960	49%	1,606
	Utilities - gh	1,400.99	4,178	17,000	25%	10,045
	Total Grange Hall	6,430.33	33,641	73,177	46%	73,854
	Events	3,588.34	4,709	7,600	62%	5,779
	Christmas Decorations	171.92	564	9,625	6%	11,773
	Total Grange, Grange Hall and Events	11,522.01	42,529.80	103,331.00	41%	100,496
	Total	35,327.86	196,245	448,170	44%	457,980

PAPER D

Radcliffe on Trent Parish Council Results for September 2023

Balance Sheet	September-23	
	September-23	March 2022
	£	£
Fixed Assets		
Grange Hall - Net	96,394	105,157
Skatepark investment - Net	9,000	10,000
Total Fixed Assets	105,394	115,157
PWL		
Less than a year	14,000	14,000
over a year	91,394	101,157
	105,394	115,157
Net borrowings	0	0
Investments	150,000	150,000
Current Assets		
Accounts receivable	8,862	14,451
Other debtors and prepayments	6,960	7,892
CCLA	277,000	262,000
Bank and Cash	171,145	30,362
Total assets	463,967	314,705
Current Liabilities		
Creditors	7,804	16,540
Provisions for future costs	25,713	52,631
Bonds	2,950	5,250
Income in advance	3,433	10,175
PWL interest accrual	4,377	2,938
Other creditors	917	917
	45,194	88,451
Net current assets	418,772	226,254
Net Assets	418,772	226,254
Represented by		
Free Reserves	279,564	75,478
Designated Reserve - Building Maintenance	9,950	12,500
Designated Reserve - Bungalow Maintenance	6,000	6,000
Designated Reserve - Carbon Clever	1,000	1,000
Designated Reserve - Cemetery	20,500	20,500
Designated Reserve - Election Fund	12,544	11,562
Designated Reserve - Grange and Hall Refurbishment	30,000	30,000
Designated Reserve - NCC Matched Funding	5,000	5,000
Designated Reserve - Playareas	10,000	10,000
Designated Reserve - Van/machinery	5,000	5,000
	99,994	101,562
Restricted Reserve - Leisure Development	8,000	8,000
Restricted Reserve - Skatepark RBC	20,000	20,000
Restricted Reserve - Upper Saxondale	10,000	20,000
Restricted Reserve - CIL	174	174
Restricted Reserve - Conservation Group	1,040	1,040
	39,214	49,214
	418,772	226,254

PAPER E

Radcliffe on Trent Parish Council Forecast for 2023/2024

Forecast 2023/24			Forecast 2023/24			2023/24	Difference	2022/23
			Income	Exp	Net	Budget		Actual
			£	£	£	£	£	£
FINANCE AND GENERAL								
	Administration		17,255	22,437	5,182	15,481	(10,299)	9,339
	Democracy			1,725	1,725	3,400	(1,675)	3,161
	Grants/Donations			5,454	5,454	6,000	(546)	1,837
	Health and Safety			1,953	1,953	2,000	(47)	3,554
	Staff			204,654	204,654	208,497	(3,843)	187,163
	Contingency			9,382	9,382	9,382	-	41,439
	Flat maintenance					500		2,045
			17,255	245,605	228,350	245,260	(16,410)	248,538
					228,350			
	The Bungalow		11,400	4,986	(6,414)	(7,832)	1,418	(8,675)
	Upper Saxondale		-		-	(2,000)	2,000	-
	Planning and Environment			1,000	1,000	1,000	-	1,652
GRANGE AND GRANGE HALL								
	Grange		8,331	10,974	2,643	3,629	(986)	41
	Grange Hall		55,378	68,651	13,274	13,177	97	17,939
			63,708	79,625	15,917	16,806	(889)	17,980
	Events		6,331	7,509	1,178	1,500	(322)	(889)
	Christmas Decorations		1,337		(1,337)	7,999	(9,336)	10,097
	Total Grange, Hall and Events		71,376	87,134	15,758	26,305	-10,547	27,188
AMENITIES								
	Cemetery		16,689	10,888	(5,801)	(2,324)	(3,477)	(10,248)
	Donated plants/benches		2,929	2,380	(549)	-	(549)	(7,430)
	Grounds maintenance		729	62,777	62,048	55,213	6,835	47,910
	Play areas/Skatepark			9,205	9,205	9,350	(145)	24,025
	Public Toilets		15,420	1,047	(14,373)	(14,220)	(153)	(11,203)
	Vehicles and Machinery			1,955	1,955	2,100	(145)	1,324
			35,767	88,252	52,485	50,119	2,366	44,378
	Total		135,798	426,977	292,516	312,852	-21,173	313,081
	Precept (5% increase)		312,852		(312,852)	(312,852)	(0)	(328,823)
			448,650	426,977	(20,336)	-	(21,173)	(15,742)
				Mar-24	Mar-23			
				£	£			
	Free Reserves			85,074	64,738			
	Designated Reserve - Building Maintenance			9,950	30,000			
	Designated Reserve - Bungalow Maintenance			6,000	6,000			
	Designated Reserve - Carbon Clever			2,000	1,000			
	Designated Reserve - Cemetery			18,000	20,500			
	Designated Reserve - Election Fund			12,500	11,562			
	Designated Reserve - Grange/Grange Hall refurbishment			30,000	30,000			
	Designated Reserve - NCC matched funding			5,000	5,000			
	Designated Reserve - Playareas			10,000	10,000			
	Designated Reserve - Van/machinery			5,000	5,000			
				98,450	119,062			
	Restricted Reserve - Leisure Development			5,000	8,000			
	Restrcted Reserve - CIL			174	174			
	Restricted Reserve - Upper Saxondale			10,000	20,000			
	Restricted Reserve - Skatepark RBC			20,000	20,000			
	Restricted Reserve -Conservation Group			1,040	1,040			
				36,214	49,214			
				219,738	233,014			
	CCLA Property Fund			150,000	150,000			
	Bank + CCLA deposit			200,000	200,000			
	Fixed assets (inc £150k CCLA property fund) Valuation			3,600,000	3,708,000			
	Loans			95,700	115,160			

Radcliffe on Trent Parish Council Forecast for 2023/2024

INCOME FORECAST FOR 2023 -2024																					
		19/10/2023 13:08		to Sept as at 12.10.23																	
																			2023/24	2023/24	2022/23
			apr	may	jun	Quarter 1	jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	Forecast	budget	Actual
			£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
ADMINISTRATION																					
		Administration - interest	2,166	1,231	1,216	4,614	2,742	1,196	1,103	5,041	1,800	1,000	1,000	3,800	1,800	1,000	1,000	3,800	17,255	8,000	11,399
		Donations		-	-	-			-	-			-	-			-	-	-		-
		TOTAL ADMINISTRATION	2,166	1,231	1,216	4,614	2,742	1,196	1,103	5,041	1,800	1,000	1,000	3,800	1,800	1,000	1,000	3,800	17,255	8,000	11,399
																			17,255		
		The Bungalow																			
		Annual rent	950	950	950	2,850	950	950	950	2,850	950	950	950	2,850	950	950	950	2,850	11,400	11,400	11,550
																			11,400		
		Upper Saxondale	-			-	2,000			2,000									2,000	2,000	-
		Amenities																			
		Burials	450	670	2,270	3,390	-	1,980	1,015	2,995	980	980	640	2,600	980	640	335	1,955	10,940	8,690	12,405
		Sale of plots	250	750	1,500	2,500	-	-	-	-	-	250	250	500	250	500	-	750	3,750	2,750	3,500
		Headstones/plaques/kerbs	-	478	300	778	4	300	397	701	130	130	-	260	130	-	130	260	1,999	1,790	4,217
		Cemetery	700	1,898	4,070	6,668	4	2,280	1,412	3,696	1,110	1,360	890	3,360	1,360	1,140	465	2,965	16,689	13,230	20,122
		Donations	-	-	1,879	1,879	-	-	-	-	1,050		-	1,050		-		-	2,929	-	13,707
		Grounds - hire (Pav, pitch,Lily)	-	-	9	9	412	-	-	412	-		300	300	8			8	729	717	1,228
		Public Toilets	15,420			15,420	-			-				-				-	15,420	15,420	13,585
		Total Amenities	16,120	1,898	5,958	23,976	416	2,280	1,412	4,108	2,160	1,360	1,190	4,710	1,368	1,140	465	2,973	35,767	29,367	48,642
																			35,767		
		The Grange	1,391	421	499	2,311	322	318	1,080	1,720	600	600	700	1,900	800	800	800	2,400	8,331	9,300	9,049
		Grange Hall	12,205	6,268	2,443	20,916	3,648	4,003	5,310	12,961	3,000	6,000	3,000	12,000	2,500	2,500	4,500	9,500	55,378	60,000	55,915
		Grange and Grange Hall	13,596	6,689	2,942	23,227	3,970	4,321	6,390	14,681	3,600	6,600	3,700	13,900	3,300	3,300	5,300	11,900	63,708	69,300	64,964
		Events	90	292	136	518	190	93	3,331	3,613	125	125	1,550	1,800	150	125	125	400	6,331	6,100	6,668
		Christmas	-			-				-			1,337	1,337				-	1,337	1,626	1,676
		Total Grange, Hall and Events	13,686	6,981	3,078	23,744	4,160	4,414	9,721	18,295	3,725	6,725	6,587	17,037	3,450	3,425	5,425	12,300	71,376	77,026	73,308
COUNCIL GENERATED FUNDS			32,923	11,059	11,202	55,184	10,268	8,840	13,186	30,294	8,635	10,035	8,390	27,060	7,568	6,515	7,840	21,923	134,461	126,167	144,899
PRECPT			156,426			156,426			156,426	156,426				-				-	312,852	312,852	328,823
			189,349	11,059	11,202	211,610	10,268	8,840	169,612	186,720	8,635	10,035	8,390	27,060	7,568	6,515	7,840	21,923	447,313	439,019	473,722
																			447,313		

Radcliffe on Trent Parish Council Forecast for 2023/24

EXPENDITURE FORECAST FOR 2023 - 2024						to Sept as at 12.10.23																
			apr	may	jun	Quarter 1	jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	2023/24	2023/24	2022/23	
			£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	Forecast	budget	Actual	
FINANCE AND GENERAL PURPOSES																						
	ADMINISTRATION																					
	Auditing		560		0	560	0		1,050	1,050	-			0				0	1,610	1,750	1,535	
	Insurance - ex GH & Skatepark		206	206	205	617	244	244	244	732	244	244	244	732	244	244	244	732	2,813	2,662	2,472	
	Professinal fees		0	0	0	0	0	0	0	0	1,000		-	1,000		1,000	2,000	3,000	4,000	4,000	3,286	
	Licences -eset, iris, pensions, email, mapping		192	12	0	204	383	479	0	862	95	12	12	119	250	175	600	1,025	2,210	2,608	2,374	
	Office incl photocopier		877	708	372	1,957	135	96	178	409	400	350	850	1,600	450	400	850	1,700	5,666	6,325	5,945	
	Subs NALC, ICCM,SLCC,ICO, safety+link		95	0	0	95	1,605	0	55	1,660	256	100	-	356	115	-	-	115	2,226	2,196	2,312	
	Telephones and internet		102	110	126	338	110	111	113	334	120	120	120	360	120	120	120	360	1,392	1,440	2,715	
	Training		0	135	105	240	255	1,170	203	1,628	120	100	132	352	100	100	100	300	2,520	2,500	99	
	Office administration		2,032	1,171	808	4,011	2,732	2,100	1,843	6,675	2,235	926	1,358	4,519	1,279	2,039	3,914	7,232	22,437	23,481	20,738	
	APM		0	0		0				0				0		-	100	100	100	100	350	
	Chairman's Allowance		0		0	0	0	0	0	0	-	-	200	200		200	100	300	500	600	111	
	Election Fund		225	225	225	675	225	225	0	450	0	0	0	0	0	0	0	0	1,125	2,700	2,700	
	Democracy		225	225	225	675	225	225	0	450	0	0	200	200	0	200	200	400	1,725	3,400	3,161	
	Grants		0	0	250	250	254	0	0	254	1,500	950	1,500	3,950	500	500	-	1,000	5,454	6,000	1,837	
	Health & Safety and GDPR		27	70	63	160	80	-70	33	43			350	350			1,400	1,400	1,953	2,000	3,554	
	Staff		13,617	14,588	15,327	43,532	17,110	15,540	15,222	47,872	21,375	18,375	18,375	58,125	18,375	18,375	18,375	55,125	204,654	208,497	187,163	
	Contingency		0	0	0	0	260	520	0	780	0	0	0	0	0	0	8,602	8,602	9,382	9,382	41,439	
	Flat maintenance		0	0	85	85	0	742	135	877	-		-	0		-		0	962	500	2,045	
	TOTAL ADMINISTRATION		15,901	16,054	16,758	48,713	20,660	19,057	17,233	56,951	25,110	20,251	21,783	67,144	20,154	21,114	32,491	73,759	246,566	253,260	259,937	
																			246,566			
	Estate agent fee		95	95	145	335	95	95	95	285	105	106	106	317	106	106	106	318	1,255	1,268	1,140	
	Maintenance/utilities		95	131	42	268	671	131	131	933	1,650	150	150	1,950	150	315	115	580	3,731	2,300	1,735	
			190	226	187	603	766	226	226	1,218	1,755	256	256	2,267	256	421	221	898	4,986	3,568	2,875	
																			4,986			
Planning and Enviroment																						
	Neighbourhood Plan		0	0		0	0			0		0		0			0	0	0	0	652	
	Carbon Clever		0			0				0			500	500			500	500	1,000	1,000	1,000	
			0	0	0	0	0	0	0	0	0	0	500	500	0	0	500	500	1,000	1,000	1,652	
Grange and Grange Hall																						
	The Grange maintenance		231	0	338	569	82	0	786	868	400	350	400	1,150	300	400	165	865	3,452	4,200	2,837	
	Rates		172	173	173	518	173	173	173	519	173	173	173	519	173	-	-	173	1,729	1,729	1,647	
	Utilities		273	255	-243	285	160	327	372	859	800	900	1,500	3,200	700	450	300	1,450	5,793	7,000	4,606	
	Total Grange		676	428	268	1,372	414	500	1,331	2,245	1,373	1,423	2,073	4,869	1,173	850	465	2,488	10,974	12,929	9,090	
	Enhancements and maintenance		745	1,062	1,945	3,752	1,866	416	1,632	3,914	1,800	1,600	1,400	4,800	1,750	1,150	900	3,800	16,266	16,500	25,069	
	Insurance		282	282	282	846	334	334	334	1,002	310	310	310	930	310	310	310	930	3,708	3,664	3,387	
	Licences - Music, TV, premises, wedding		0	0	0	0	422	180	0	602	600		185	785				0	1,387	1,525	2,272	
	Publicity		0		0	0				0	300			300	500	-		500	800	800	180	
	PWL Capital and interest		2,116	2,116	2,116	6,348	2,116	2,116	2,116	6,348	0	7,850	-	7,850	-	-	-	0	20,546	22,260	23,062	
	Rates		945	947	947	2,839	947	947	947	2,841	947	947	947	2,841	947			947	9,468	9,468	8,233	
	Trade Waste		0		484	484	0	484	0	484	-		490	490	-		490	490	1,948	1,960	1,606	
	Utilities		712	897	741	2,350	369	58	1,401	1,828	2,750	1,000	2,200	5,950	2,100	850	1,450	4,400	14,528	17,000	10,045	
	Total Grange Hall		4,800	5,304	6,515	16,619	6,054	4,535	6,430	17,019	6,707	11,707	5,532	23,946	5,607	2,310	3,150	11,067	68,651	73,177	73,854	
																			68,651			
	GRANGE AND GRANGE HALL		5,476	5,732	6,783	17,991	6,468	5,035	7,761	19,264	8,080	13,130	7,605	28,815	6,780	3,160	3,615	13,555	79,625	86,106	82,944	
																			79,625			
	Events		63	827	17	907	164	50	3,588	3,802	120	120	2,200	2,440	120	120	120	360	7,509	7,600	5,779	
	Christmas Decorations		391			391			172	172	-	6,345	3,000	9,345	2,200	-	500	2,700	12,608	9,625	11,773	
	Total Grange, Hall and Events		5,930	6,559	6,800	19,289	6,632	5,085	11,521	23,238	8,200	19,595	12,805	40,600	9,100	3,280	4,235	16,615	99,742	103,331	100,496	

Radcliffe on Trent Parish Council Forecast for 2023/24

EXPENDITURE FORECAST FOR 2023 - 2024						to Sept as at 12.10.23															
			apr	may	jun	Quarter 1	jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	2023/24 Forecast	2023/24 budget	2022/23 Actual
			£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£			£
AMENITIES																					
		Cemetery maintenance	240	0	18	258	0	0	0	0	100	-	50	150	50	200	800	1,050	1,458	1,650	1,233
		Cemetery audit + kerbs/audit follow up			0	0				0				0			2,000	2,000	2,000	2,000	2,000
		Gravedigging	0	590	780	1,370	0	980	490	1,470	460	460	370	1,290	460	370	90	920	5,050	4,230	4,320
		Plaques/Memorial Kerbs	0	0	0	0	0	0	22	22	90	60	-	150	60	60	60	180	352	1,070	822
		Publicity			0	0				0				0			200	200	200	200	455
		Rates	368	0		368			368	368	-			0			-	0	736	736	0
		Trade Waste	0		190	190	0	190	0	190	200			200	190			190	770	770	883
		Water	111	8	8	126	33	9	10	52	30		70	100			44	44	322	250	161
		Total Cemetery	719	598	995	2,312	33	1,179	890	2,102	880	520	490	1,890	760	630	3,194	4,584	10,888	10,906	9,874
		Donated plants/benches	0	2,380		2,380		0	0	0	-	-	-	0	-			0	2,380	0	6,277
		In house grounds work	908	715	2,629	4,252	113	484	277	874	1,500	250	250	2,000	300	750	2,000	3,050	10,176	10,000	9,188
		Litter and dog bins and litter picking			0	0	8,117			8,117			-	0			-	0	8,117	8,780	3,380
		Mowing contractor	1,775	2,462	2,400	6,637	2,077	2,620	2,625	7,322	2,000	812	500	3,312	0	700	1,750	2,450	19,721	19,000	14,347
		Nature reserves	0		0	0	-650	0	880	230	300	685		985	785		0	785	2,000	2,000	3,000
		Sub contractors	0	0	96	96	135	2,083	0	2,218	1,000	500	1,000	2,500	1,000	700	1,000	2,700	7,514	8,000	10,985
		Tree Maintenance	0	1,330		1,330	0	3,220	620	3,840	480	6,600		7,080	-	-		0	12,250	4,850	4,645
		Utilities at Park/Mess Room	50	45	35	130	33	23	718	774	50	50	50	150	50	50	350	450	1,504	1,800	2,093
		Street Furniture	0	0		0	796	0	0	796				0			700	700	1,496	1,500	1,500
		Grounds Maintenance	2,733	4,552	5,160	12,444	10,621	8,430	5,120	24,171	5,330	8,897	1,800	16,027	2,135	2,200	5,800	10,135	62,777	55,930	49,138
		Play Equipment	0	50	0	50	0	375	0	375	600	1,000	300	1,900	1,200	1,650	675	3,525	5,850	5,850	11,568
		Skatepark - RBC	0		0	0											-	0	0	0	10,000
		Skatepark - inc PWL	205	205	205	615	205	205	205	615	350	225	350	925	500	350	350	1,200	3,355	3,500	2,457
		Play Areas	205	255	205	665	205	580	205	990	950	1,225	650	2,825	1,700	2,000	1,025	4,725	9,205	9,350	24,025
		Maintenance	67	35	0	102	0	0	0	0	25	10	20	55	100	50	50	200	357	500	1,876
		Utilities	41	123	45	209	42	45	49	136	45	45	120	210	45	45	45	135	690	700	506
		Public Toilets (2)	108	158	45	311	42	45	49	136	70	55	140	265	145	95	95	335	1,047	1,200	2,382
		Vehicles and Machinery	214	347	2	563	69	2	81	152	400	200	75	675	200	200	165	565	1,955	2,100	1,324
			3,979	8,289	6,408	18,676	10,970	10,236	6,345	27,551	7,630	10,897	3,155	21,682	4,940	5,125	10,279	20,344	88,252	79,486	93,020

Radcliffe on Trent Parish Council Forecast for 2023/2024

[illegible]

PAPER F

Radcliffe on Trent Parish Council
Reconciliation Summary
 Current Account, Period Ending 08/10/2023

	8 Oct 23
Beginning Balance	52,501.33
Cleared Transactions	
Cheques and Payments - 7 items	-4,596.91
Deposits and Credits - 9 items	1,683.60
Total Cleared Transactions	-2,913.31
Cleared Balance	49,588.02
Uncleared Transactions	
Cheques and Payments - 20 items	-10,403.36
Deposits and Credits - 5 items	678.88
Total Uncleared Transactions	-9,724.48
Register Balance as of 08/10/2023	39,863.54
New Transactions	
Cheques and Payments - 10 items	-3,992.29
Deposits and Credits - 13 items	4,269.10
Total New Transactions	276.81
Ending Balance	40,140.35

Radcliffe on Trent Parish Council

Reconciliation Detail

Current Account, Period Ending 08/10/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,501.33
Cleared Transactions						
Cheques and Payments - 7 items						
Bill Pmt -Cheque	09/09/2023	BACS	John Ingram	X	-2,748.83	-2,748.83
Bill Pmt -Cheque	09/09/2023	BACS	Lantec Services Ltd	X	-806.99	-3,555.82
Bill Pmt -Cheque	09/09/2023	BACS	Tooleys Amusements	X	-648.00	-4,203.82
Bill Pmt -Cheque	09/09/2023	BACS	Blachere Illumination	X	-206.30	-4,410.12
Bill Pmt -Cheque	09/09/2023	BACS	Burleys	X	-151.39	-4,561.51
General Journal	09/09/2023	1359	Waterplus	X	-9.66	-4,571.17
Bill Pmt -Cheque	22/09/2023	Cash	Amazon	X	-25.74	-4,596.91
Total Cheques and Payments					-4,596.91	-4,596.91
Deposits and Credits - 9 items						
Payment	11/09/2023	bacs	Jackson Len	X	76.00	76.00
Payment	11/09/2023	bacs	Hernandez Suzanna	X	110.00	186.00
Payment	12/09/2023	bacs	Caterpillar Music	X	66.00	252.00
Payment	12/09/2023	bacs	U3A Radcliffe on Tr...	X	82.00	334.00
Payment	12/09/2023	bacs		X	134.40	468.40
Payment	12/09/2023	bacs		X	222.00	690.40
Payment	12/09/2023	bacs		X	671.20	1,361.60
Payment	14/09/2023	bacs		X	106.00	1,467.60
Payment	04/10/2023	bacs		X	216.00	1,683.60
Total Deposits and Credits					1,683.60	1,683.60
Total Cleared Transactions					-2,913.31	-2,913.31
Cleared Balance					-2,913.31	49,588.02
Uncleared Transactions						
Cheques and Payments - 20 items						
General Journal	31/03/2023	1276			-86.49	-86.49
Bill Pmt -Cheque	02/06/2023	Cash	Amazon		-6.60	-93.09
General Journal	09/08/2023	1335	Waterplus		-9.60	-102.69
Cheque	03/09/2023	15232c	Waterplus - Mess R...		-666.75	-769.44
Bill Pmt -Cheque	15/09/2023	BACS	Carlton Brass		-450.00	-1,219.44
Bill Pmt -Cheque	22/09/2023	BACS	HM Revenue & Cust...		-2,505.12	-3,724.56
Cheque	22/09/2023	15230c	British Gas Lite mes...		-50.58	-3,775.14
Cheque	25/09/2023	15231c	British Gas Lite Gra...		-212.49	-3,987.63
Bill Pmt -Cheque	06/10/2023	BACS	P M Winter		-4,312.53	-8,300.16
Bill Pmt -Cheque	06/10/2023	BACS	Barnacle Alan		-490.00	-8,790.16
Bill Pmt -Cheque	06/10/2023	BACS	GlobeSec		-350.40	-9,140.56
Cheque	06/10/2023	To Print			-250.00	-9,390.56
Bill Pmt -Cheque	06/10/2023	BACS	St John Ambulance		-190.08	-9,580.64
Cheque	06/10/2023	To Print			-171.00	-9,751.64
Bill Pmt -Cheque	06/10/2023	BACS	SLCC		-144.00	-9,895.64
Bill Pmt -Cheque	06/10/2023	BACS	RCAN/NAVACH		-114.00	-10,009.64
Bill Pmt -Cheque	06/10/2023	Cash	Lantec Services Ltd		-97.14	-10,106.78
Bill Pmt -Cheque	06/10/2023	BACS	County Supplies		-83.58	-10,190.36
Bill Pmt -Cheque	06/10/2023	BACS	NALC		-40.00	-10,230.36
Cheque	07/10/2023	15233c	RBC - non domestic...		-173.00	-10,403.36
Total Cheques and Payments					-10,403.36	-10,403.36
Deposits and Credits - 5 items						
Payment	11/08/2023	bacs			135.20	135.20
Deposit	11/09/2023				316.68	451.88
Invoice	12/09/2023	12301	A W Lymn Bath Street		75.00	526.88
Payment	14/09/2023	cash	Creative Stitching		56.00	582.88
Deposit	29/09/2023				96.00	678.88
Total Deposits and Credits					678.88	678.88
Total Uncleared Transactions					-9,724.48	-9,724.48
Register Balance as of 08/10/2023					-12,637.79	39,863.54
New Transactions						
Cheques and Payments - 10 items						
Bill Pmt -Cheque	13/10/2023	BACS	Dae Mechanical Ser...		-1,531.20	-1,531.20
Bill Pmt -Cheque	13/10/2023	BACS	Streetmaster Products		-998.40	-2,529.60
Bill Pmt -Cheque	13/10/2023	BACS	Streetwise Environm...		-450.00	-2,979.60
Bill Pmt -Cheque	13/10/2023	BACS	DVLA		-320.00	-3,299.60
Bill Pmt -Cheque	13/10/2023	BACS	DTW Electrical Serv...		-125.00	-3,424.60
Bill Pmt -Cheque	13/10/2023	BACS	Dave Bunce		-114.40	-3,539.00

Radcliffe on Trent Parish Council
Reconciliation Detail
Current Account, Period Ending 08/10/2023

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Cheque	13/10/2023	Cash	Amazon		-43.98	-3,582.98
Bill Pmt -Cheque	13/10/2023	Cash	Amazon		-2.25	-3,585.23
General Journal	15/10/2023	1361	EE Phones		-78.25	-3,663.48
General Journal	26/10/2023	1360	TotalEnergies Gas ...		-328.81	-3,992.29
Total Cheques and Payments					-3,992.29	-3,992.29
Deposits and Credits - 13 items						
Payment	09/10/2023	bacs			222.00	222.00
Payment	09/10/2023	bacs			1,050.00	1,272.00
Payment	11/10/2023	bacs			30.00	1,302.00
Payment	11/10/2023	bacs			45.00	1,347.00
Payment	11/10/2023	bas	Radcliffe on Trent W...		49.60	1,396.60
Payment	11/10/2023	bacs			55.00	1,451.60
Payment	11/10/2023	bacs	Ceroc Heaven		264.00	1,715.60
Payment	11/10/2023	bacs	Ceroc Heaven		560.00	2,275.60
Payment	11/10/2023	bacs	U3A Radcliffe on Tr...		690.20	2,965.80
Payment	13/10/2023	bcs	Equals Trust		72.00	3,037.80
Payment	13/10/2023	bacs			1,105.50	4,143.30
Payment	16/10/2023	BACS			19.80	4,163.10
Payment	16/10/2023	BACS			106.00	4,269.10
Total Deposits and Credits					4,269.10	4,269.10
Total New Transactions					276.81	276.81
Ending Balance					-12,360.98	40,140.35

Account name or alias R-O-T PARISH CL	Account number 08807353	Sort code 60-02-41	Account currency GBP
Debit or credit Any	Current cleared balance 41902.91		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			49,588.02
06-Oct-2023	D/D	RICOHUK, 12516564000	-252.75		49,588.02
06-Oct-2023	EBP	SLA RADCLIFFE T P, TO RESERVE	-40,000.00		49,840.77
06-Oct-2023	BAC	WORKERS EDUCATIONA, 12273		84.00	89,840.77
06-Oct-2023	BAC	[REDACTED]		42.00	89,756.77
06-Oct-2023	BAC	[REDACTED]		30.00	89,714.77
06-Oct-2023		102728		36.00	89,684.77
06-Oct-2023		102727		70.00	89,648.77
06-Oct-2023		102726		88.00	89,578.77
05-Oct-2023	D/D	BRITISH GAS, BGL0360607-0348863	-32.95		89,490.77
05-Oct-2023	POS	7696 04OCT23, HANDICENTRE, NOTTINGHAM GB	-280.00		89,523.72
05-Oct-2023	BAC	[REDACTED]		30.00	89,803.72
05-Oct-2023	BAC	[REDACTED]		30.00	89,773.72
04-Oct-2023	D/D	UK FUELS LTD, J001298700003	-98.00		89,743.72
04-Oct-2023	BAC	[REDACTED]		216.00	89,841.72
04-Oct-2023	BAC	THE ARTS SOC, INVOICE 12335, FP 04/10 /23 0710, 702352504261300101		189.20	89,625.72
03-Oct-2023	POS	7696 02OCT23, SP ENGRAVING, STUDIOS, STOCKTON-ON-T GB	-26.90		89,436.52
03-Oct-2023	BAC	PUBLIC SECTOR DEPO, 0114080001PI		1,053.75	89,463.42
03-Oct-2023	BAC	[REDACTED]		28.00	88,409.67
03-Oct-2023	BAC	S RATCLIFFE, RATCLIFFE12318, FP 02/10 /23 1910, 600000001213397473		218.00	88,381.67
03-Oct-2023	BAC	RADC GARD CL SW, INV 12325 02.10.23, FP 03/10/23 1008, RP4659980955560100		14.00	88,163.67
02-Oct-2023	D/D	RUSHCLIFFE BC, 91099015	-947.00		88,149.67
02-Oct-2023	D/D	D&G BOILER CARE, AFNE0007230	-41.87		89,096.67

02-Oct-2023	BAC	THE HORSEBOX, ██████████ XMAS, FP 02/10/23 1118, 000000000284598701	50.00	89,138.54
02-Oct-2023	BAC	CATERPILLAR, FP 02/10/23 0747, 775817037470200101	132.00	89,088.54
Opening balance				88,956.54
Totals			-41,679.47	2,310.95

PAPER G



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

DRAFT Minutes of the Personnel and Wages Sub-Committee meeting held on 14 August 2023 at 7.00pm in the Radcliffe Room, The Grange,

Radcliffe on Trent

Members Present:

Cllr O Bere (Chair)	Cllr S Clegg	Cllr Anne McLeod
Cllr P Thomas		

Members Absent:

Cllr M Douglas Kirk		
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In attendance:-

Belina Boyer (Parish Clerk)		
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
P&W24/026	To note apologies for absence.	The committee noted apologies for absence from Cllr Douglas-Kirk.		Local Government Act 1972, s85 (1) & Sch 12, p40.
P&W24/027	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none		Localism Act 2011, s31.

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
P&W24/028	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.		Localism Act 2011, s33.
P&W24/029	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Th committee did not resolve any exclusions.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&W24/030	To note a verbal update by the clerk.	The committee noted a verbal update by the clerk and requested all staff to complete timesheets to allow for effective overtime, TOIL and other leave management. The committee recommended for excess annual leave communicated to staff at the beginning of the leave year to be honoured for this year only.	Clerk to issue Timesheets and leave cards to all staff.	
P&W24/031	To receive the minutes of the previous Radcliffe-on-Trent Personnel and Wages Committee meeting(s) and resolve to sign	The committee resolved to sign minutes of the Personnel and Wages Sub-Committee meeting 10	Administrator to file and add to website.	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	these as a true record of the meeting(s). Paper A – Personnel and Wages Sub-Committee meeting 10 July 2023	July 2023 as a true record of that meeting.		
P&W24/032	To consider the recent recruitment process and approve further action.. Paper B. Exclusion of Public and press recommended due to the personal nature of the items under discussion.	The committee resolved : <ul style="list-style-type: none"> • to re-advertise the post after the holidays with a longer period to reply. • To cover the vacancy by employing a cleaning firm that will clean the premises and the public toilets. This arrangement to last until a suitable candidate can be recruited. Costs incurred to be charged to Grange Hall staffing budget. • To cover lock ups of the Grange by non-caretaking staff where possible. • In the first instance, the hall manager will liaise with a cleaning company that has previously been used to good effect. 	Clerk to advise council if cost for this arrangement are likely to exceed budgeted costs....	Local Government Act 1972, s. 112
P&W24/033	To consider the creation of an additional part time grounds maintenance post.	The committee considered the proposal and potential implications and came to the	The Clerk to liaise with the individuals concerned.	Local Government Act 1972, s. 112

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Exclusion of Public and press recommended due to the personal nature of the items under discussion.	conclusion that currently no such post could be added to establishment. Following a staffing review, the committee may consider creating a new role to fulfil various tasks.		
P&W24/034	To consider alterations to the Terms of Reference for this sub-committee for recommendation to Full Council for approval. Paper D.	The committee resolved to recommend updated Terms of Reference for this committee to Full Council for adoption.	Clerk to add to Full Council Agenda.	
P&W24/035	To receive and consider an update by the chair of Personnel and Wages on the clerk's interim probation appraisal. Exclusion of Public and press recommended due to the personal nature of the items under discussion	The committee noted the committee chair's report.		Local Government Act 1972, s. 112
P&W24/036	To consider draft policies for recommendation to Full Council. <ul style="list-style-type: none"> • Dignity at Work • Councillor-Officer Protocol Paper F	The committee resolved to recommend both policies to Full Council for adoption with minor changes in line with the recommended Terms of reference.	Clerk to add to Full Council Agenda.	Local Government Act 1972, s. 112
P&W24/037	To receive a verbal update on staff requirements for the village show.	The clerk informed the committee that the clerk and the		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		<p>administrator would both not be available on the day of the show. Grounds staff also had declined to work on the Sunday.</p> <p>The caretaking team will be a member short. A cleaning company will be brought in to assist.</p> <p>Several councillors had offered to help on the day and more will be welcome.</p>		
P&W24/038	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Re-evaluation of administrator post • Organisational review 		
P&W24/039	To agree the date and time of the next Personnel and Wages Sub-Committee meeting.	The committee agreed for the next meeting to be in early to mid-October. The exact date would be confirmed at a later stage.	The Clerk to circulate new meeting date.	Local Government Act 1972, Sch 12, p10 (2)(a)

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER H

PAPER I



Officer Report to
Inance and general Purposes Committee
Report Author: Belina Boyer
Report Date: 19/10/23

Budget Preparation

Identification of requirements

Internal IT environment

At a recent strategic planning meeting, the councils internal IT system was criticised for its ineffectiveness. Councillors reported struggling with their councillor emails. Staff are criticising lack of functionality and ability to co-operate.

The current “remote desktop” solution, limits how the system can be used from home and if there is a power cut at the Grange, it cannot be accessed at home where there is power, to name just a few flaws. The council has made a first step by moving council staff onto Microsoft 365 licences which will allow the use of numerous apps, but so far the system has not been set up properly. Advancing the setup will aid communication and efficiency. A council owned platform will allow it to use MS Forms for consultations and gathering data electors.

The electronic files on the system are labelled pre-2013 and post 2013, the last time the data held was purged. For GDPR purposes, data was “mapped” but unnecessary files were never deleted. Any move to a new IT system will be incurring substantial cost for mapping existing files and deleting old ones so only required data is retained.

Finance Reports

The current system comprises of invoices being raised in Quickbooks where both payments and receipts are being logged.

From here data is manually transferred every month to spreadsheets, some of which are linked others are not. This process is slow, prone to accidental mistakes and inefficient. Councillors state that they find the monthly reports confusing and overly complicated. Questions raised by members seem to confirm this.

There are several accountancy packages aimed at the local council sector - and its members. If the reports supplied as part of the packages are insufficient, data can always be exported to a spreadsheet for further processing when required. This process would be the exception rather than the rule, as the software packages offer all the usual and required – under proper practices – reports. All suppliers have development departments that are able to produce new reports.

Other software

Cemetery

The council has a large cemetery which sees several interments and the required administrative processes per month. The cemetery has been mapped, but the process has never been properly concluded. The software supplied with the mapping is too rudimentary to record things properly. Old cemetery maps appear to have been lost. Cemetery software would help to retain all necessary information in one place that can be accessed from anywhere. It would cut down on the time required to log the various processes. Again, this software tends to be designed by experts in their field, thus

fulfilling the requirements for English cemeteries. Introducing the software would greatly improve the record keeping and paperwork.

Cemetery software linked to the accountancy package will work seamlessly without duplications.

Bookings

Bookings software can be stand alone or linked into the finance software.any package would handle invoicing as well as bookings. Most software will allow timetables to be published online that will allow potential clients to see where there are available slots. Regular users could book their slots in advance. Not only would this streamline bookings in the long run and save time and money, it would also improve the customer experience for the internet using customer.

HR

HR software will help keep all staff records in one place. Staff working patterns are complex and not all software models are suitable. It would save staff time.

All but the HR software will be available to integrate with accountancy packages for the sector. Ideally, the software should be integrated for the greatest benefit and efficiency.

Website

The website has been identified as unfit for purpose by both members and staff. Local Authorities must meet accessibility criteria and also must publish certain data in an accessible form on their website on a regular basis. Even the data that is available on the website is difficult to find, even when you know where and how to look. It does not integrate well with social media.

Document Storage

Like all local authorities, the council holds a lot of records in paper form. Much of this can and should be safely removed in order to be compliant with data protection legislation. Other paperwork needs to be retained indefinitely, but is not used on a regular basis. These paper records are stored in wooden cupboards and open shelves. Some records – particularly cemetery records – are disintegrating and very fragile. Current storage solutions leave these documents at risk from fire and or water.

Hardware

The council's hardware dates back to 2020 and 2021. One or two laptops may need replacing in the coming financial year, but others should be good for another year or two.

Costs

There are significant cost implication for the council and the budget areas controlled by this committee.

Accountancy incl. cemetery and booking – up to £6000, depending on the need for manual entry

This committee will need to identify the areas it wants to be addressed from the coming budget and then decide whether the costs will be met from the precept or from reserves.

The clerk has obtained several initial quotes that will require further investigation but will give an indication of the costs involved. All cost are based on estimates received:

Additional F+GP Budget lines 2024-25

IT and SoftwareT	Migration to fullifunctioning MS Office environment, .gov.uk email addresses for staff and members and basic MS office apps for councillors incl. training migration etc	6,000
	Accountancy,Cemetery and Booking software Yr 1	6,000
	HR software	630
	New and compliant website first year	1,600
Document storage	Fire resistant metal cabinets for most vulnerable documents, not required if scanning and archiving	2,000
	scanning	2,000
	County Archive	-
	other filing solutions for paper records	1,000
	TOTAL	17,230

Recommendation

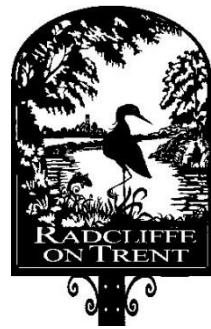
To add the costings quoted above to the budget for F+GP in the first instance. Once actual costs are known they may be allocated to Amenities or Grange and grange Hall respectively.

All or part of the cost could be met from reserves for the first year with running costs in subsequent years raised from the precept.

Councillors may also have identified additional items themselves.

Standard items from this committee should be increased in line with inflation or similar – to be determined by the committee at a later stage.

PAPER J



Election Budget Virement

Background

The 2023 parish council elections were uncontested. The Council currently has £12.5K in earmarked reserves (labelled designated reserves on the balance sheet) for elections. The Current year budget has set aside £2700 for elections.

When a vacancy occurs on a council in between normal elections, be it through the resignation of an elected or co-opted member or for some other reason. The electorate may call a by-election. These by-elections would be charged in full to the parish council.

Radcliffe on Trent Parish Council has two wards. A vacancy in one of the wards would potentially trigger an election only in that ward. It is prudent of any council to retain sufficient funds in earmarked reserves to cover the costs of one such by-election.

Cost

Democratic services have informed the Clerk and RFO that a by-election in either of the two wards is likely to cost approximately £5000.

A change in the local political climate could easily spur electors to request a by election, even if this has not happened recently.

Rational

A prudent council will always have set aside sufficient funds for at least one by election in any financial year. These earmarked reserves, if unspent, can continue to sit in EMRs until required.

The council currently carries some £12K in EMRs for elections. All but £5000 of this could be released into general reserves.

General (free) reserves should always be a minimum of 25% of the council's overall expenditure budget by the end of the financial year/beginning of the next. The Council's current year expenditure budget is £440,645. The Council should aim to achieve a £110,000 general reserve by the end of the financial year. Last year's free reserve at year end was a mere £75.5K, below the recommended level. The Council is already releasing moneys from general reserves that should ideally have been budgeted for in full (such as tree maintenance) from revenue budget or been "saved up for" over several years in EMRs. Any moneys returned to general reserves should therefore not be seen as "money to spend".

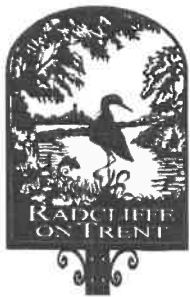
Recommendation

To retain £5000 in designated reserves to accommodate a potential by-election.

To annually add to the election designated reserve in the coming financial years until a level of £10,000 has been reached – or any higher anticipated election cost as advised by the borough council - with the aim of having sufficient funding in the election year.

PAPER K

PAPER L



Radcliffe on Trent Parish Council

The Parish Clerk:
The Grange, Vicarage Lane
Radcliffe on Trent
Nottingham
NG12 2FB

Tel: 0115 9335808

Email: clerk@rotpc.com

Web: www.rotpc.com

USE OF UNCHARGED ROOMS REQUEST

Applicant's name	[REDACTED]			
On behalf of	RADCLIFFE ON TRENT PRE-SCHOOL PLAYGROUP			
Address	BINGHAM RD, R-O-T, NOTTS			
Post code	NG12 2FU			
Contact numbers	Mobile	[REDACTED]	Landline	[REDACTED]
Email address	rot playgroup admin @ gmail .com			

Purpose of room hire

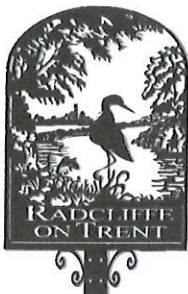
Meeting Details	CHARITY AGM (PLAYGROUP)
Any Other relevant information	EITHER TUES 8-10PM 12/12 OR THURS 8-10PM 14/12 (7:30 - 9:30 if only time available)

Signed _____ Date 25/9/23

Name E [REDACTED] J

Office Use

Grant Approved	Yes/No
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Radcliffe on Trent Parish Council

The Parish Clerk: Belina Boyer
The Grange, Vicarage Lane
Radcliffe on Trent
Nottingham
NG12 2FB

Tel: 0115 9335808

Email: clerk@rotpc.com

Web: www.rotpc.com

GRANT APPLICATION

Applicant's name			
On behalf of	Lth Radcliffe on Trent Guides		
Address	c/o [REDACTED] RADCLIFFE ON TRENT		
Post code	NG12 2GE		
Contact numbers	Mobile	[REDACTED]	Landline [REDACTED]
Email address	[REDACTED]		
Bank account	Sort code	[REDACTED]	Account number [REDACTED]
Account name	Lth RADCLIFFE-ON-TRENT GUIDES		

Your Financial information	
Latest Financial Accounts- date	31/12/2022
Please attach	Yes/ No
Type of project	Running Costs/Repairs /New Provision
Total cost of project	£1,100 coach transport
Amount requested from Third Parties - with names	£25 Cotgrave Town Council Jeffrey Rimmer Trust (amount not specified)
Your own funding	£45 per girl attending the camp
Amount requested from PC	£ a contribution towards the cost of transport

The Funding Need	
Project Details	<p>We are taking our Guides and Rangers camping to Trusthorpe May 2024.</p> <p>All girls will pay £45 for site fees, food, activities etc but we are looking for help with coach transport costs</p> <p>Our latest quote was for £1,100 return travel which adds approx £30 extra to their costs + not make the camp so affordable</p>
How will the project benefit the residents of Radcliffe on Trent?	<p>We wish to enable all our guides + Rangers the opportunity to experience the seaside + camping. During covid no camps were held, so many girls will have this as a new experience + benefit from outdoor life, cooking, being together outdoors</p>
Period of benefit of funding? e.g. annual insurance (1 year), provision of new kitchen (20 years)	4-6 May 2024
Any Other relevant information	<p>We currently have 65 girls aged 10-17 attending guides/rangers weekly. Not all girls will want to attend but we believe we will have approx 35 Radcliffe girls + leaders attending</p>

Signed _____ Date 11/10/23

Name _____ Leader 4th Radcliffe on Trent Guides

Office Use	
Grant Approved	Yes/No
Applicant informed	
Date	
Accounts informed	
Date	

Get Back Into the Game

12. 10. 1971

Figure 1. *1* β -D-GlcNAc-6-phosphate

Expense Item	1999, year	1998, year
Water, electric, gas, oil	1,404.00	700.00
Water, gas, oil	663.00	100.00
Oil and fuel oil	1,000.00	100.00
Propane	100.00	1,000.00
Telephone	10.00	0.00
Gasoline	1,117.00	100.00
Land clearing	400.00	600.00
Gift and food delivery	1,100.00	100.00
Carfare	0.00	0.00
Oil delivery	0.00	1,000.00
Water, electric, gas	10.00	10.00
Water, electric	10.00	10.00
Land clearing	10.00	10.00
Gift and food delivery	0.00	0.00
Carfare	0.00	0.00
Oil delivery	0.00	0.00
Water, electric, gas	0.00	0.00
Water	19,778.74	8,177.00
Expenses for water	0.00	0.00
Water	100.00	100.00
Land clearing	1,000.00	100.00
Propane	1,100.00	1,000.00
Telephone	0.00	0.00
Gasoline	1,000.00	100.00
Land clearing	1,000.00	100.00
Gift and food delivery	1,000.00	100.00
Carfare	0.00	0.00
Oil delivery	1,000.00	100.00
Water, electric, gas	0.00	0.00
Water, electric	0.00	0.00
Land clearing	0.00	0.00
Gift and food delivery	0.00	0.00
Carfare	0.00	0.00
Oil delivery	0.00	0.00
Water, electric, gas	0.00	0.00
Water	19,000.00	8,177.00
Expenses for water	0.00	0.00
Water	100.00	100.00
Land clearing	1,000.00	100.00
Propane	1,100.00	1,000.00
Telephone	0.00	0.00
Gasoline	1,000.00	100.00
Land clearing	1,000.00	100.00
Gift and food delivery	1,000.00	100.00
Carfare	0.00	0.00
Oil delivery	1,000.00	100.00
Water, electric, gas	0.00	0.00
Water, electric	0.00	0.00
Land clearing	0.00	0.00
Gift and food delivery	0.00	0.00
Carfare	0.00	0.00
Oil delivery	0.00	0.00
Water, electric, gas	0.00	0.00
Water	19,000.00	8,177.00
Expenses for water	0.00	0.00
Water	100.00	100.00
Land clearing	1,000.00	100.00
Propane	1,100.00	1,000.00
Telephone	0.00	0.00
Gasoline	1,000.00	100.00
Land clearing	1,000.00	100.00
Gift and food delivery	1,000.00	100.00
Carfare	0.00	0.00
Oil delivery	1,000.00	100.00
Water, electric, gas	0.00	0.00
Water, electric	0.00	0.00
Land clearing	0.00	0.00
Gift and food delivery	0.00	0.00
Carfare	0.00	0.00
Oil delivery	0.00	0.00
Water, electric, gas	0.00	0.00
Water	19,000.00	8,177.00
Expenses for water	0.00	0.00
Water	100.00	100.00
Land clearing	1,000.00	100.00
Propane	1,100.00	1,000.00
Telephone	0.00	0.00
Gasoline	1,000.00	100.00
Land clearing	1,000.00	100.00
Gift and food delivery	1,000.00	100.00
Carfare	0.00	0.00
Oil delivery	1,000.00	100.00
Water, electric, gas	0.00	0.00
Water, electric	0.00	0.00
Land clearing	0.00	0.00
Gift and food delivery	0.00	0.00
Carfare	0.00	0.00
Oil delivery	0.00	0.00
Water, electric, gas	0.00	0.00
Water	19,000.00	8,177.00
Expenses for water	0.00	0.00
Water	100.00	100.00
Land clearing	1,000.00	100.00
Propane	1,100.00	1,000.00
Telephone	0.00	0.00
Gasoline	1,000.00	100.00
Land clearing	1,000.00	100.00
Gift and food delivery	1,000.00	100.00
Carfare	0.00	0.00
Oil delivery	1,000.00	100.00
Water, electric, gas	0.00	0.00
Water, electric	0.00	0.00
Land clearing	0.00	0.00
Gift and food delivery	0.00	0.00
Carfare	0.00	0.00

[illegible]

Investment fee: \$200.00 \$20.41 10/1/12 Investment and date: 10/1/12 2/1/13

1. Importance of the study - The study is important because it helps to understand the relationship between the variables and the outcome.

For more documents, please contact: 5163 2/2012

~~Wiederholungszeit~~
 Wiederholungszeit
 Wiederholungszeit

Keywords: *depression, mood, affect*

PAPER M

Internal Financial Control Checklist

On a regular basis, at least once in each quarter, a member (appointed at the Annual meeting), shall verify bank reconciliations for all accounts. The member shall sign the reconciliations and the original bank statements. This shall be reported, including any exceptions, to the Council for noting.

Date of Check:		
Checked by:		
	Name	Signed

Cashbook check			
	Yes	No	Comment
Running total reconciles with bank statement (taking outstanding cheques into account)			
Cashbook reconciliation against bank statement performed monthly			
There is a separate column for VAT			
VAT has been reclaimed			

Receipts			
Item for checking	Date Receipt Minuted	Receipt agrees with the remittance slip	Receipt entered correctly in the Cash Book
	Minute Reference	Yes / No	

Payments					
Item for checking	Order approved by PC	Invoice agrees with the order	Invoice entered correctly in the Cash Book	Invoice initialled by the cheque signatories	Cheque confirmed as appearing on bank statement (inc cheque no)
	Minute Reference	Yes / No			