



## **OAKLEY AND DEANE PARISH COUNCIL**

### **ANNUAL GENERAL COUNCIL MEETING HELD AT THE NEWFOUND PAVILION ON THURSDAY 9<sup>TH</sup> MAY 2024 7:30 PM**

Councillors of Oakley and Deane Parish Council were summoned to attend the Annual General Council Meeting at the Newfound Pavilion on Thursday 9<sup>th</sup> May 2024. Members of the press and public were also invited to attend.

The public session commenced at 7:30 PM followed by the Annual General Council meeting at 7:40 PM. The business to be transacted at the meeting was set out in advance Thursday 2<sup>nd</sup> May 2024. Councillors and the public were requested to note that the meeting was recorded by the Council and may also be subject to recording by members of the public.

**Present:** Cllr. Rowley (Chair), Cllr. Hayman (Vice Chair), Cllr. Bullions, Cllr. Ellison, Cllr. Green, Cllr. Wain, Cllr. Condliffe, Cllr. McAllister, Cllr. Burns, Mrs. Beere (Clerk and acting RFO) and Mrs. Meyer (Deputy Clerk).

#### **Public Session 7:30 PM**

One member of the public attended to observe the meeting only.

#### **Council Meeting 7:40 PM**

##### **16/24 Election of the Chair of the Council**

Approved by members of the Council by a show of hands, it was agreed that Cllr. Rowley take up the position as Chair for the Oakley and Deane Parish Council. Cllr. Rowley accepted his office and gave a brief inaugural speech:

“Oakley and Deane Parish Council works for the benefit of residents in the whole parish rather than individual wards. Individual councillors must work together as a team since no individual councillors have the power to make decisions alone. The parish council is a non-political organisation. As such party-political statements are not permitted when conducting council business including at council meetings and other events. The parish council works with other organisations on a regular basis and communication should be positive and non-political.”

Cllr. Rowley, Chair elect 9<sup>th</sup> May '24. Hereafter Cllr. Rowley shall be referred to as the Chair.

##### **17/24 Election of the Vice Chair of the Council**

No vice chair was elected on this occasion. The Council thanks former Vice Chair Cllr. Hayman for all her additional support these past months.

##### **18/24 Declaration of interest forms for all members**

All councillors completed their acceptance of office and declaration of interest forms. The Clerk witnessed all members sign their individual acceptance of office forms and collated the documents to be counter signed following the meeting and processed accordingly.

**19/24 Apologies for absence**

All members were present.

**20/24 Minutes of previous meeting**

Minutes of the meeting as previously circulated, were considered an accurate record. The Chair signed, dated and initialled the minutes.

**21/24 Declaration of interests**

Arising from this agenda, Councillors were invited to declare any relevant interests; Cllr. Rowley (Chair) declared an interest in agenda line items 30/24 i. and 35/24 iv. with regards to his connection as an Oakley Community Association (OCA) trustee.

**22/24 Urgent matters**

No decisions to be taken on these items other than to delegate to clerk to address or defer to next meeting;

- i. Following the 2024 BDBC elections, Cllr. Julian Jones was appointed as the new Borough Councillor for Oakley and The Candovers. Letters will be sent conveying the Council's well wishes to Cllr. Jones, and thanks to our former Borough Councillor, Cllr Diane Taylor for her support and guidance over the past 17 years.
- ii. An allotment report was received from co-opted member Mr. Harding after the agenda was published. This was circulated to members of the Council in advance, deferred for comment to the June '24 meeting. The Council would like to thank Mr. Harding for his continued support.

**23/24 Create Planning Committee and appoint members**

The following members of the Council volunteered and were accepted: Cllr. Rowley (Chair), Cllr. Bullions, Cllr. Green, Cllr. Condliffe and Cllr. McAllister. The Planning Committee will meet as required on the 1<sup>st</sup> Thursday and 3<sup>rd</sup> Thursday of each month in the Newfound Pavilion, supported primarily by Mrs. Meyer (Deputy Clerk).

**24/24 Create Finance and Governance committee and appoint members**

The following members of the Council volunteered and were accepted: Cllr. Rowley (Chair), Cllr. Hayman, Cllr. Ellison, Cllr. Wain and Cllr. Condliffe. The Finance and Governance committee will meet a minimum of once a quarter, supported by both Clerks and the RFO once appointed.

**25/24 Create Staffing sub-committee and appoint members**

The following members of the Council volunteered and were accepted: Cllr. Rowley (Chair), Cllr. Hayman, Cllr. Ellison, Cllr. Wain and Cllr. Condliffe. The Staffing sub-committee which is a division of the Finance and Governance committee will meet when required, supported by both Clerks.

**26/24 Review appointments to other working groups**

The following members of the Council volunteered and were accepted:

- i. **Finance working group:** Cllr. Rowley (Chair), Cllr. Hayman, Cllr. Ellison, Cllr. Wain and Cllr. Condliffe. The working group is a division of the Finance and Governance committee. Meeting a minimum of once a month supported by both Clerks and the RFO once appointed.
  - ii. **Sports and play areas working group:** Cllr. Ellison due to his experience takes the lead, with project support from Cllr. Green, Cllr. McAllister and Cllr. Burns. Meeting a minimum of once a month supported by both Clerks. This group relates to the sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), facilities at Beach Park (BP) and the play areas on Avon Road (ARPA) and Upper Farm Road (UFRPA).
  - iii. **Highways working party:** Cllr. Green, Cllr. Bullions and Cllr. Burns. Meeting a minimum of once a month supported by both Clerks. This includes but not limited to projects relating to Parish traffic calming, highways improvements and the reporting of associated issues.
  - iv. **Local Environment working party:** Cllr. Rowley (Chair) and Cllr. McAllister. Meeting a minimum of once a month supported by both Clerks. This includes but not limited to projects relating to the Parish allotments, ponds, trees, footpaths, waste and salt bins, litter and fly tipping reporting, bus shelters, benches and planters.
  - v. **Burial ground working party:** Cllr. Rowley (Chair), Cllr. Hayman and Cllr. Condliffe. Meeting a minimum of once a month supported primarily by Mrs. Beere (Clerk) as the Parish burial officer. The Parish burial ground is located to the back of St. Leonards Church.
  - vi. **Community Engagement working party:** Cllr. Rowley (Chair), Cllr. Burns and Cllr. Wain. This includes but not limited to projects relating to all Parish Council organised events, merchandise, attending OCA organised events and the co-organisation of the Oakley Remembrance Sunday annual service. During events with stalls the Council aim to offer information relating to the Parish, HCC and BDBC with signposting for local groups and external organisations, Green initiatives, Neighbourhood and Cyberhood Watch and the Wellbeing Forum.
- 27/24 Review signatories for all bank accounts and CCLA money fund. Arrange appointment of councillors to be signatories, minimum of two required to authorise, more signatories required on mandate.**
- Lloyds Bank have verified that the Councils outstanding request for mandate changes have been approved pending final paperwork. Councillors currently listed on the mandate are Cllr. Rowley (Chair), Cllr. Green, Cllr. Condliffe, Cllr. Hayman and Cllr. Ellison. It was agreed that all members of the Finance and Governance committee should be added (currently outstanding Cllr. Wain) to the bank mandate along with the RFO once appointed.
- 28/24 Adopt new NALC standing orders, NALC financial regulations and complete annual policy review.**
- It was agreed in principle that the NALC standing orders and new NALC financial regulations (released 7<sup>th</sup> May '24) be adopted, with delegation to the Finance and Governance committee for review to define both documents and submit final ODPC version to the June '24 meeting for adoption.
- 29/24 Review the minutes from the Annual Parish Meeting 2024 and approval of minutes for Annual Parish Meeting 2023.**

Minutes of the Annual Parish Meeting 2024 meeting as previously circulated were noted. Minutes of the Annual Parish Meeting 2023 meeting as previously circulated were considered an accurate record; The Chair signed, dated and initialled the 2023 minutes.

**30/24 Clerk/Deputy Clerk report & correspondence received**

The Clerk and Deputy Clerk had issued their report in advance and there were no questions.

- i. The request to hire an external storage unit at £45 per month, for all Council property till more suitable Council owned space is available was reviewed by members. Cllr. Ellison proposed that a temporary storage solution be established within a Parish owned facility for insurance and security purposes; This was approved by majority vote with two members abstaining.
- ii. The request for one day in lieu to the Clerk, working Saturday 18<sup>th</sup> May '24 to be taken 28<sup>th</sup> May '24 was approved by all members.

**31/24 Reports received from Parish Council groups:**

- i. **Finance and Governance Committee;**
  - a. The committee has not met; The request for a decision from all members to confirm a date for the next Council Strategy meeting was reviewed and agreed as July 11<sup>th</sup> '24 in concurrence with the main July meeting to be held in the Newfound pavilion.
- ii. **Staffing sub-committee;**
  - a. The April 23<sup>rd</sup> '24 Staffing sub-committee meeting minutes were reviewed and noted by all members.
  - b. Applications are now closed for the Deputy Clerk (DC) and village Litter Warden (LW) to vacancies. The request for approval to make an offer to the chosen candidate for the Responsible Finance Officer (RFO) vacancy with a suggested start date of 3<sup>rd</sup> June '24 was approved by all members.
  - c. The request for a final resolution of the Councils staff work from home allowance approach concerning how payment is processed, was moved to confidential matters agenda point 38/24.

**32/24 Update from Responsible Finance Officer (RFO) including payments for approval:**

- i. All members agreed to approve payments for April - May 2024. (see attachment A Ref: point 32/24 i. Approval of payments for April - May '24)
- ii. An update concerning our current budget with spend and income review was noted. (see attachment B Ref: point 32/24 ii. Current budget with spend and income review).
- iii. The request to agree and approve the amount to be transferred from the Councils Lloyds current account to the Councils account with CCLA, following April's receipt of new CIL funds, 50% of the Parish precept and 100% of BDBC grants which bring the current account balance near £250k was delegated to the Clerk as acting RFO.
- iv. The request for the review of all Council and staff subscriptions to other bodies was deferred to the new RFO once appointed, this includes the review of new subscriptions inline with the Internal Auditors (IA) interim report 2024.

- v. Report in advance of AGAR review in June '24; The IA interim report was conducted by Do the Numbers Ltd. 21st March '24, received by the Council 27th March '24. The Annual Governance & Accountability Return (AGAR) is scheduled with Do the Numbers Ltd. 10th June '24. It was agreed by all members that upon receipt of final IA report a project group be set up to review any recommendations for implementation.
- vi. The request to approve an increase of the contracted Finance Assistant (Ref. Extraordinary Feb '24 meeting agenda point 201/23 i.) working hours by an estimated 10 hours per month for May and June 2024 (max. total 30 hrs. pm) to accommodate Year End and Audit preparation deadlines while supporting the onboarding of a new RFO commencing June '24, was approved by all members present. Actual weekly hours will be monitored by the Clerk.
- vii. Asset Register: It was agreed that the majority of assets listed have now been established, and Cllr. Green will support the Clerk with a final review ahead of the June '24 meeting of items currently in storage.

**33/24 Planning Advisory Committee:**

- i. The April 18<sup>th</sup> Planning Advisory Committee meeting minutes were received. The May 2<sup>nd</sup> Planning Advisory Committee meeting minutes were received and will be approved at the next scheduled planning meeting on 16<sup>th</sup> May '24.
- ii. The planning applications and decisions report was received.

**34/24 IT Projects:**

- i. Members received verbal report from Cllr. Rowley; PC Collaboration platform, expected transition date in mid-June to be confirmed pending a virtual meeting with CloudyIT scheduled 13<sup>th</sup> May '24. Refer to the minutes of the March meeting, agenda point 213/23 for further details.
- ii. The request for approval and delegation to the Clerk and IT Projects working group (Cllr. Rowley and co-opted member Mr. Crawford, supported by the Clerks) to lease a new laptop to be used to onboard new staff members during handover periods was reviewed and approved by members present.

**35/24 Community Engagement:**

- i. Oakley Wellbeing Forum; Ref. Feb '24 agenda point 190/23 Oakley Support Network, for further details. A finalised proposal for the new 'Wellbeing Forum' was submitted by Mrs. Knight, Evergreen advocate with Oakley and Wootton St. Lawrence Church to all founding members (St. Leonards Church, Oakley Community Association and the Parish Council). Members reviewed the proposal and agreed to support and signpost the 'Wellbeing Forum' to residents.
- ii. The request to approve £90.00 ex vat for two metal spurs and Postcrete for Mens Shed to reinstall the Nature Walk pond noticeboard ahead of the Councils 'Nature Walk' biodiversity event that takes place May 18<sup>th</sup> '24 was approved by members. Guided walk available, all are welcome please contact the Clerk for further information.
- iii. The request to approve the installation of a temporary soldier silhouette in the village to mark the 80<sup>th</sup> anniversary of the D-Day landings along the Normandy coast during World War II, 5-6 June '24 was deferred to the Clerk to approach the local schools, for installation within their grounds and report back to Members via email.

- iv. The request for approval for the OCA to hold the annual Fireworks display on Sunday 3<sup>rd</sup> November '24 on the Newfound Sports Ground, with access to the Pavilion was granted by Members of the council to be charged as per the 2024/35 sports ground hire rates by majority vote. One member abstained.

**36/24 Local Environment:**

- i. The Lengthsman Scheme cluster agreement via Pamber Parish Council has received approval to continue for a further twenty-four months. The terms and conditions are as per 2023/26 i.e. £1,000 per annum; Retrospective approval for the Parish Council to join the scheme was granted.
- ii. The request to approve the charge of £160 ex vat to the Lengthsman fund for RC Saunders Ltd picking excess litter along footpaths was approved by Members.
- iii. The request for a working party to be established to investigate funding options for a community orchard and report back with the direction required at the June '24 meeting as approved by members. The project group is part of the Local Environment working group. The following members of the Council volunteered and were accepted: Cllr. Rowley (Chair), Cllr. Wain and Cllr. McCallister.

**37/24 Sports Grounds and Play Areas:**

Reports related to the sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), facilities at Beach Park (BP) and the play areas on Avon Road (ARPA) and Upper Farm Road (UFRPA).

- a. For awareness: A new Spinning Bowl with Infinity Playgrounds (£3583 + vat) will be installed at BP and new metal Football Goal and matting with Ava Recreation Ltd (£4393.14 +vat) will be installed at ARPA.
- b. The request for approval to order 3 blue and 1 black Trojan bins for NF and PH sports grounds (corrected to NF, BP and ARPA), via the Bin Shop Ltd. at £474.49 + vat, with delegation to the Clerk and SGPAWG to approach Men's Shed to order the concrete bases and fit the bins as before as approved by all Members.
- c. The request for approval on the updated quote QTE502 £680 ex vat from RC Saunders Ltd. to pressure washed and weed treated all play area surfaces at BP, UFRPA and ARPA was approved by all Members as the recent months weather has increased moss and weed growth. Previous Quote ref. QTE49 at £480 ex vat, approved March '24 agenda point 126/23 iv.
- d. The request for approval to confirm KLG Ltd. to empty the Peter Houseman septic tanks on the 23<sup>rd</sup> May '24 ahead of the OYFC 2024 Tournament running weekend of the 25<sup>th</sup> May '24, at a charge of £230 ex vat per clean was approved by all Members. A second clean will be conducted 29<sup>th</sup> May '24 charged to OYFC to return the tanks to as they were. While onsite KLG Ltd will quote to install new septic tank ground frames and covers, that have been noted and reported as damaged.

**Council Confidential Matters 8:50 PM**

**To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**

**38/24 Confidential matters – Officer Employment**

**39/24 Confidential – Peter Housman**

**Council Meeting CLOSED 9:10 PM**

**Next meeting scheduled for 20<sup>th</sup> June 2024 to be held at Newfound Pavilion**

## Attachment A Ref: point 32/24 i. Approval of payments for April - May '24

**Oakley & Deane Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

9 May 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
24	Office supplies	10/05/2024		Lloyds Bank Treasur		Cleaning supplies	Hampshire County Council	S	1.74	0.35	2.09
24	Cleaning	10/05/2024		Lloyds Bank Treasur		Cleaning supplies	Hampshire County Council	S	42.50	8.50	51.00
											<b>53.09</b>
25	Newfound Thursdays	10/05/2024		Lloyds Bank Treasur		Groceries for APM and Newfour	Alex Rowley	E	9.99		9.99
25	Annual events	10/05/2024		Lloyds Bank Treasur		Groceries for APM and Newfour	Alex Rowley	S	8.78	1.76	10.54
25	Annual events	10/05/2024		Lloyds Bank Treasur		Groceries for APM and Newfour	Alex Rowley	E	30.45		30.45
											<b>50.98</b>
26	Maintenance and repair	10/05/2024		Lloyds Bank Treasur		Groceries for Newfound Thursd	Helen Meyer	X	50.00		50.00
26	Maintenance and repair	10/05/2024		Lloyds Bank Treasur		Groceries for Newfound Thursd	Helen Meyer	X	33.00		33.00
26	Newfound Thursdays	10/05/2024		Lloyds Bank Treasur		Groceries for Newfound Thursd	Helen Meyer	E	29.39		29.39
26	Sustainability projects	10/05/2024		Lloyds Bank Treasur		Groceries for Newfound Thursd	Helen Meyer	E	9.73		9.73
											<b>122.12</b>
27	Cleaning	10/05/2024		Lloyds Bank Treasur		Cleaning of pavillions	Gleaming & Cleaning	X	162.00		162.00
27	Cleaning	10/05/2024		Lloyds Bank Treasur		Cleaning of pavillions	Gleaming & Cleaning	X	240.00		240.00
											<b>402.00</b>
28	Training costs: councillors	10/05/2024		Lloyds Bank Treasur		Local Council Governance cours	Hampshire Association of L	S	144.00	28.80	172.80
											<b>172.80</b>
29	Grounds maintenance contract	10/05/2024		Lloyds Bank Treasur		Grounds maintenance	Scofell Landscapes Ltd	S	296.66	59.33	355.99
											<b>355.99</b>
30	Grounds maintenance contract	10/05/2024		Lloyds Bank Treasur		Grounds maintenance	Larkstel Ltd	S	2,221.33	444.27	2,665.60
											<b>2,665.60</b>
31	Allotment land costs	10/05/2024		Lloyds Bank Treasur		Rent paid to Malshanger Estate	Malshanger Estates	E	328.00		328.00
											<b>328.00</b>
32	Annual events	10/05/2024		Lloyds Bank Treasur		Hire of Junior school hall for Af	Oakley Church of England	E	48.00		48.00
											<b>48.00</b>
33	Contract costs	10/05/2024		Lloyds Bank Treasur		Emptying of litter bins	RC Saunders Limited	S	640.00	128.00	768.00
											<b>768.00</b>
34	Contracted Finance Asst	10/05/2024		Lloyds Bank Treasur		Contracted Finance Assistant h	Victoria Moody	X	320.00		320.00
											<b>320.00</b>
35	Grounds maintenance contract	10/05/2024		Lloyds Bank Treasur		Beach Park Grounds Maintenanc	Scofell Landscapes Ltd	S	530.00	106.00	636.00
											<b>636.00</b>
36	IT project services	10/05/2024		Lloyds Bank Treasur		Data Architecture and Scoping	Cloudy Group Ltd	S	97.50	19.50	117.00
											<b>117.00</b>
37	Maintenance and repair	10/05/2024		Lloyds Bank Treasur		Weedkiller for allotments	Stephen Harding	X	34.99		34.99
											<b>34.99</b>
38	Office supplies	10/05/2024		Lloyds Bank Treasur		Fencing and maintenance at Ni	Nicola Beere	S	18.32	3.67	21.99
38	Maintenance and repair	10/05/2024		Lloyds Bank Treasur		Fencing and maintenance at Ni	Nicola Beere	S	31.25	6.25	37.50
38	Equipment	10/05/2024		Lloyds Bank Treasur		Fencing and maintenance at Ni	Nicola Beere	S	48.31	9.66	57.97

Created by Scribe

1 of 2

**Oakley & Deane Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

9 May 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39	PC merchandise	10/05/2024		Lloyds Bank Treasur		PC merchandise: tea towels	Countryside Art Ltd	S	243.84	48.77	292.61
											<b>292.61</b>
<b>Total</b>									<b>5,619.78</b>	<b>864.86</b>	<b>6,484.64</b>



Oakley & Deane Parish Council  
PAYMENTS LIST

2 May 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Rent of storage space	02/04/2024		Lloyds Bank Treasuri		Rent payable for garage storag	Sovereign Housing	S	47.64	9.53	57.17
2	Grounds maintenance contract	16/04/2024		Lloyds Bank Treasuri		Grounds maintenance	Scofell Landscapes Ltd	S	296.66	59.33	355.99
3	Training costs: councillors	16/04/2024		Lloyds Bank Treasuri		Councillor update training	Hampshire Association of L	S	10.00	2.00	12.00
4	Grounds maintenance contract	16/04/2024		Lloyds Bank Treasuri		Grounds maintenance	Larkstel Ltd	S	2,411.33	482.27	2,893.60
5	Contracted Finance Asst	16/04/2024		Lloyds Bank Treasuri		Contracted Finance Assistant h	Victoria Moody	X	430.00		430.00
6	Membership subscription	16/04/2024		Lloyds Bank Treasuri		HALC affiliation fees and NALC	Hampshire Association of L	E	1,201.00		1,201.00
7	Rent of office space	16/04/2024		Lloyds Bank Treasuri		Rent of office space at St Leon	St Leonard's Centre	X	60.00		60.00
8	Communication costs	16/04/2024		Lloyds Bank Treasuri		Email hosting annual charge	Vision ICT Ltd	S	18.00	3.60	21.60
9	Relocation	16/04/2024		Lloyds Bank Treasuri		Litter bin relocation	RC Saunders Limited	S	180.00	36.00	216.00
10	Maintenance & repairs	16/04/2024		Lloyds Bank Treasuri		Litter bin repairs	RC Saunders Limited	S	480.00	96.00	576.00
11	Communication costs	09/04/2024		Lloyds Bank Treasuri		BT Cloud Voice service for clerk	British Telecommunications	S	39.79	7.96	47.75
12	Electricity	10/04/2024		Lloyds Bank Treasuri		Electricity usage at Peter House	Octopus Energy Ltd	L	112.36	5.62	117.98
13	Electricity	10/04/2024		Lloyds Bank Treasuri		Electricity and gas usage at Ne	Octopus Energy Ltd	L	119.32	5.97	125.29
13	Gas	10/04/2024		Lloyds Bank Treasuri		Electricity and gas usage at Ne	Octopus Energy Ltd	L	197.36	9.87	207.23
14	Staff costs	11/04/2024		Lloyds Bank Treasuri		Income Tax & NI contributions	HMRC	E	262.75		262.75
15	Office supplies	15/04/2024		Lloyds Bank Business		Printer ink for RFO	HP Instant Ink	S	4.57	0.92	5.49
16	Communication costs	15/04/2024		Lloyds Bank Business		Starlink internet contract	Starlink Internet Services L	S	62.50	12.50	75.00
17	IT software	15/04/2024		Lloyds Bank Business		Ragic subscription incl. non ste	Ragic	X	114.95		114.95
17	Bank fees	15/04/2024		Lloyds Bank Business		Ragic subscription incl. non ste	Ragic	E	3.39		3.39
18	Communication costs	22/04/2024		Lloyds Bank Treasuri		Website hosting	Hugo Fox Ltd	S	9.99	2.00	11.99
											<b>11.99</b>

Created by  Scribe

1 of 2

Oakley & Deane Parish Council  
PAYMENTS LIST

2 May 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
19	Staff costs	25/04/2024		Lloyds Bank Treasuri		Clerk salary payment	Nicola Beere	E	1,423.41		1,423.41
19	Staff allowances	25/04/2024		Lloyds Bank Treasuri		Clerk salary payment	Nicola Beere	E	70.00		70.00
20	Staff costs	25/04/2024		Lloyds Bank Treasuri		Deputy clerk salary payment	Helen Meyer	E	1,041.39		1,041.39
20	Staff allowances	25/04/2024		Lloyds Bank Treasuri		Deputy clerk salary payment	Helen Meyer	E	50.00		50.00
21	Staff costs	25/04/2024		Lloyds Bank Treasuri		Litter warden salary payment	Stephen Dyer	E	808.46		808.46
22	Water	29/04/2024		Lloyds Bank Treasuri		Water charges for Newfound sq	Castle Water Ltd	S	4.17	0.83	5.00
23	Communication costs	29/04/2024		Lloyds Bank Treasuri		Clerk & deputy clerk mobile ph	EE Limited	S	43.12	8.62	51.74
											<b>51.74</b>
									<b>9,502.16</b>	<b>743.02</b>	<b>10,245.18</b>

Oakley & Deane Parish Council  
RECEIPTS LIST

2 May 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Allotment plot rent	08/04/2024		Lloyds Bank Treasuri		Allotment rent	Mellisia Irwin	E	16.88		16.88
2	S106/CIL	15/04/2024		Lloyds Bank Treasuri		Community Infrastructure Levy	Basingstoke and Deane Bo	E	125,730.83		125,730.83
3	Hire fees: sports teams	15/04/2024		Lloyds Bank Treasuri		Oakley Bridge Club retainer	Oakley Bridge Club	E	10.00		10.00
4	Allotment deposits	22/04/2024		Lloyds Bank Treasuri		Allotment rent and deposit	Dhan Gurung	E	150.00		150.00
4	Allotment plot rent	22/04/2024		Lloyds Bank Treasuri		Allotment rent and deposit	Dhan Gurung	E	16.80		16.80
5	Hire fees: private hire	22/04/2024		Lloyds Bank Treasuri		Parking fee for Peter Housema	John Gridley	E	40.00		40.00
6	Burial fees	23/04/2024		Lloyds Bank Treasuri		Burial fees	Spencer & Peyton Ltd	E	150.00		150.00
7	Interest	09/04/2024		Lloyds Bank Business		Deposit account interest credit	Lloyds	E	30.10		30.10
8	Precept	29/04/2024		Lloyds Bank Treasuri		Precept and grants	Basingstoke and Deane Bo	E	65,550.00		65,550.00
8	BDBC Grants	29/04/2024		Lloyds Bank Treasuri		Precept and grants	Basingstoke and Deane Bo	E	28,618.65		28,618.65
9	Hire fees: sports teams	30/04/2024		Lloyds Bank Treasuri		Oakley FC pitch fees	Oakley Youth FC	E	700.00		700.00
											<b>700.00</b>
									<b>221,013.26</b>		<b>221,013.26</b>

## Attachment B Ref: point 32/24 ii. Current budget with spend and income review

### Oakley & Deane Parish Council

2 May 2024 (2024 - 2025)

#### Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

#### Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31 Allotment land costs				1,156.00		1,156.00	1,156.00 (100%)
32 Allotment plot rent	1,791.00	33.68	-1,757.32	2,250.00		2,250.00	492.68 (12%)
33 Allotment deposits	900.00	150.00	-750.00	3,400.00		3,400.00	2,650.00 (61%)
34 Water contribution				518.00		518.00	518.00 (100%)
35 Plot clearance				2,990.00		2,990.00	2,990.00 (100%)
36 Maintenance and repair				500.00		500.00	500.00 (100%)
37 Equipment							(N/A)
38 Membership subscription				66.00		66.00	66.00 (100%)
<b>SUB TOTAL</b>	<b>2,691.00</b>	<b>183.68</b>	<b>-2,507.32</b>	<b>10,880.00</b>		<b>10,880.00</b>	<b>8,372.68 (61%)</b>

#### Beach Park

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
62 Tennis courts				800.00		800.00	800.00 (100%)
63 Skate park				3,500.00		3,500.00	3,500.00 (100%)
64 BMX track							(N/A)
65 Play area				1,250.00		1,250.00	1,250.00 (100%)
66 Land costs				1.00		1.00	1.00 (100%)
<b>SUB TOTAL</b>				<b>5,551.00</b>		<b>5,551.00</b>	<b>5,551.00 (100%)</b>

#### Burial ground and churchyard

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 Burial fees	6,000.00	150.00	-5,850.00	6,000.00		6,000.00	150.00 (1%)
45 Maintenance and repair				19,440.00		19,440.00	19,440.00 (100%)
46 Equipment				150.00		150.00	150.00 (100%)
1005 BDBC Closed cemeteries grant				2,186.07		2,186.07	2,186.07 (100%)
<b>SUB TOTAL</b>	<b>6,000.00</b>	<b>150.00</b>	<b>-5,850.00</b>	<b>27,776.07</b>		<b>27,776.07</b>	<b>21,926.07 (64%)</b>

#### Establishment costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Staff costs				45,000.00	2,727.55	42,272.45	42,272.45 (93%)
5 IT software				6,410.00	114.95	6,295.05	6,295.05 (98%)
6 IT hardware				600.00		600.00	600.00 (100%)
7 Communication costs				2,150.00	173.40	1,976.60	1,976.60 (91%)
8 Postage				50.00		50.00	50.00 (100%)
9 Office supplies				300.00	4.57	295.43	295.43 (98%)
10 Insurance				3,874.00		3,874.00	3,874.00 (100%)
11 Audit				1,500.00		1,500.00	1,500.00 (100%)
12 Training costs: staff				500.00		500.00	500.00 (100%)
13 Rent of office space					60.00	-60.00	-60.00 (N/A)

## Oakley & Deane Parish Council

2 May 2024 (2024 - 2025)

### Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

67 Rent of storage space		47.64	-47.64	-47.64 (N/A)
72 Training costs: councillors	800.00		10.00	790.00 (98%)
73 Membership subscription	1,450.00	1,201.00	249.00	249.00 (17%)
997 Contingencies	2,050.00		2,050.00	2,050.00 (100%)
999 Uncategorised	8,650.00		8,650.00	8,650.00 (100%)
1008 Bank fees	50.00	3.39	46.61	46.61 (93%)
1010 Locum Clerk	1,500.00		1,500.00	1,500.00 (100%)
1011 Contracted Finance Asst		430.00	-430.00	-430.00 (N/A)
1014 Staff allowances		120.00	-120.00	-120.00 (N/A)
<b>SUB TOTAL</b>		<b>74,884.00</b>	<b>4,892.50</b>	<b>69,991.50 (93%)</b>

#### Grounds maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Grounds maintenance contract c				34,498.00	2,707.99	31,790.01	31,790.01 (92%)
43 Planting and landscaping				250.00		250.00	250.00 (100%)
71 Tree maintenance				2,300.00		2,300.00	2,300.00 (100%)
74 Cricket square				675.00		675.00	675.00 (100%)
1002 Bench repairs				1,000.00		1,000.00	1,000.00 (100%)
1004 BDBC grass cutting grant				3,208.21		3,208.21	3,208.21 (100%)
1006 BDBC cricket square maintainan				5,377.97		5,377.97	5,377.97 (100%)
<b>SUB TOTAL</b>				<b>47,309.18</b>	<b>2,707.99</b>	<b>44,601.19</b>	<b>44,601.19 (94%)</b>

#### Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Equipment				250.00		250.00	250.00 (100%)
58 Equipment maintenance and rep				90.00		90.00	90.00 (100%)
<b>SUB TOTAL</b>				<b>340.00</b>		<b>340.00</b>	<b>340.00 (100%)</b>

#### Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	114,000.00	65,550.00	-48,450.00	131,000.00		131,000.00	82,550.00 (33%)
2 BDBC Grants	10,770.00	28,618.65	17,848.65				17,848.65 (165%)
3 Other grants							(N/A)
59 Donations	200.00		-200.00	200.00		200.00	(0%)
61 S106/CIL		125,730.83	125,730.83	269,811.76		269,811.76	395,542.59 (146%)
68 Hire fees: private hire		40.00	40.00	1,120.00		1,120.00	1,160.00 (103%)
69 Hire fees: sports teams	8,840.00	710.00	-8,130.00	10,300.00		10,300.00	2,170.00 (11%)
1001 Interest	900.00	30.10	-869.90	7,500.00		7,500.00	6,630.10 (78%)
1003 VAT Refund							(N/A)
<b>SUB TOTAL</b>	<b>134,710.00</b>	<b>220,679.58</b>	<b>85,969.58</b>	<b>419,931.76</b>		<b>419,931.76</b>	<b>505,901.34 (91%)</b>

## Oakley & Deane Parish Council

2 May 2024 (2024 - 2025)

### Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

#### Newfound Sports Ground incl.

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24 Electricity				3,000.00	119.32	2,880.68	2,880.68 (96%)
25 Gas				2,500.00	197.36	2,302.64	2,302.64 (92%)
26 Water				200.00	4.17	195.83	195.83 (97%)
27 Cleaning				1,650.00		1,650.00	1,650.00 (100%)
28 Maintenance and repair				1,470.00		1,470.00	1,470.00 (100%)
29 Track repairs				1,750.00		1,750.00	1,750.00 (100%)
30 Equipment				360.00		360.00	360.00 (100%)
<b>SUB TOTAL</b>				<b>10,930.00</b>	<b>320.85</b>	<b>10,609.15</b>	<b>10,609.15 (97%)</b>

#### Peter Houseman Sports Grouor

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Electricity				1,500.00	112.36	1,387.64	1,387.64 (92%)
19 Water				200.00		200.00	200.00 (100%)
20 Cleaning				1,600.00		1,600.00	1,600.00 (100%)
21 Maintenance and repair				2,170.00		2,170.00	2,170.00 (100%)
22 Track repairs				1,000.00		1,000.00	1,000.00 (100%)
23 Equipment				200.00		200.00	200.00 (100%)
75 Land costs				1.00		1.00	1.00 (100%)
<b>SUB TOTAL</b>				<b>6,671.00</b>	<b>112.36</b>	<b>6,558.64</b>	<b>6,558.64 (98%)</b>

#### Play areas and open spaces

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40 Maintenance and repair				1,400.00		1,400.00	1,400.00 (100%)
41 Equipment				8,120.00		8,120.00	8,120.00 (100%)
42 Inspection				270.00		270.00	270.00 (100%)
<b>SUB TOTAL</b>				<b>9,790.00</b>		<b>9,790.00</b>	<b>9,790.00 (100%)</b>

#### Special events and projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 One off events				250.00		250.00	250.00 (100%)
53 Newfound Thursdays				500.00		500.00	500.00 (100%)
54 Sustainability projects				650.00		650.00	650.00 (100%)
55 Welcome packs				200.00		200.00	200.00 (100%)
56 Other community engagement				285.00		285.00	285.00 (100%)
60 Annual events				1,125.00		1,125.00	1,125.00 (100%)
76 Promotion and Comms				100.00		100.00	100.00 (100%)
77 Youth Council				500.00		500.00	500.00 (100%)

**Oakley & Deane Parish Council**

2 May 2024 (2024 - 2025)

**Summary of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2024 and 30/04/2024)

SUB TOTAL					3,610.00	3,610.00	3,610.00 (100%)	
<b>Waste management</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Staff costs				3,000.00	808.46	2,191.54	2,191.54 (73%)
15	Contract costs				3,000.00		3,000.00	3,000.00 (100%)
16	Equipment & workwear				600.00		600.00	600.00 (100%)
70	Bins							(N/A)
1007	BDBC litter grant	16,375.00		-16,375.00	17,950.00		17,950.00	1,575.00 (4%)
1009	Garage clearance							(N/A)
1012	Relocation					180.00	-180.00	-180.00 (N/A)
1013	Maintenance & repairs					480.00	-480.00	-480.00 (N/A)
<b>SUB TOTAL</b>		<b>16,375.00</b>		<b>-16,375.00</b>	<b>24,550.00</b>	<b>1,468.46</b>	<b>23,081.54</b>	<b>6,706.54 (16%)</b>
<b>Summary</b>								
<b>NET TOTAL</b>		<b>159,776.00</b>	<b>221,013.26</b>	<b>61,237.26</b>	<b>642,223.01</b>	<b>9,502.16</b>	<b>632,720.85</b>	<b>693,958.11 (86%)</b>
<b>V.A.T.</b>						<b>743.02</b>		
<b>GROSS TOTAL</b>			<b>221,013.26</b>			<b>10,245.18</b>		

**Oakley & Deane Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/04/2024</b>		
	Cash in Hand 01/04/2024		388,776.13
	<b>ADD</b> Receipts 01/04/2024 - 30/04/2024		221,013.26
			609,789.39
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/04/2024		10,245.18
<b>A</b>	<b>Cash in Hand 30/04/2024</b> (per Cash Book)		<b>599,544.21</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Lloyds Bank Treasurer's Account 30/04/2024	221,945.17	
	Lloyds Bank Business Bank Instant 30/04/2024	24,174.58	
	The Public Sector Deposit Fund 31/03/2024	350,083.56	
	Basingstoke & Deane Borough Council 01/10/2023	3,340.90	
	Lloyds Bank Business Credit Card 30/04/2024	0.00	
			<b>599,544.21</b>
	Less unrepresented payments		599,544.21
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>599,544.21</b>
	<b>A = B Checks out OK</b>		