

Agenda Item - Financial Management October 2023

Payments to be approved this month:

Ref	Chq No	Payee & Details	Amount
1686	DD	West Devon Borough Council Postbridge Cemetery Rates	£ 110.00
1687	DD	West Devon Borough Council - Inv no 8000357823 4x Dog Bin emptying, fortnightly 13 weeks summer	£ 190.94
1688	0	Jackie Bennetts - Clerk Pay	£ 453.95
1689	0	Jackie Bennetts - Clerks- Expenses No Dogs in Park signs	£ 12.45
1690	0	David Cole - Lengthsman Pay	£ 528.00
1691	0	David Cole - Expenses - fuel	£ 60.01
1692	0	Jake Cook - Litter Picker fee	£ 44.00
1693	0	Western Web INV 24049 Email domain and webspace, content management licence	£ 210.00
1694	0	PKF Littlejohn (external Auditor) Inv SB202232763	£ 252.00
1695	0	Princetown Community Centre Room Hire Feb24 - June 24 INV 40/23	£ 100.00

Bank Reconciliation:

The monthly bank reconciliation has been completed and is correct. Access to internet banking allows Clerk to check between statements. Monthly report is therefore correct to 18/10/23

Significant Changes: none

Outstanding Cheques: none

Outstanding Income: none

Invoices to be issued: Inv 05/23 to Princetown Football Club for £60.31
Inv 06/23 to Princetown Churchyard Maintenance Fund £ 38.92
Inv 07/23 to DCC Highways for verge cutting £126.00

Outstanding Payments/Liabilities: none

Risks: none

VAT to be Claimed: (2023-24) £ 433.91

Lengthsman: David Cole has recorded 57 hrs of work this month and has been paid 40hrs. Balance owing is 169 hrs to be paid over quieter winter months.

Vision Zero South West Road Safety Partnership Grant: Remaining £742.96 to be spent on improved signage on the B3212. VAT 2022/23 claimed back £566.95 is ringfenced to VZSW, road safety initiatives. Total available £ 1310 held in Allocated Reserves.

Funding Applications or Opportunities:

Other applications will be progressed when funding suitable funding streams are identified for the projects below.

- Bench seats and a 'chat bench' in Princetown village centre.
- Better footpath signposting before Station Cottages.
- Replacement of Defibs
- Replacement of Play Equipment in Play Park

Report of Accounts:

End of Month Report of Accounts			October 2023				
Report of Accounts	To Date	Forecast to year end	Expenditure (ex VAT)	Budget 2023-24	Expenditure To Date (ex vat)	Forecast to end March	Variance at end of March
Brought Forward 1/4/23	£ 31,038.86		Litter Picking	£ 568.00	£ 339.22	£ 559.22	£ 8.78
Income			Lengthsman	£ 6,250.00	£ 3,696.00	£ 6,336.00	£ (86.00)
Precept	£ 17,995.00	£ 17,995.00	Grasscutting	£ 910.00	£ 366.66	£ 515.83	£ 394.17
Grass Cutting & Lengthsman	£ 663.41	£ 1,925.00	Dog Bins	£ 380.00	£ 318.24	£ 318.24	£ 61.76
VAT reclaim 2022/23	£ 1,175.16	£ 1,175.16	Play Area	£ 1,925.00	£ 177.38	£ 222.38	£ 1,702.62
Other	£ 150.00	£ 150.00	Running Costs	£ 1,457.00	£ 262.00	£ 427.00	£ 1,030.00
Total	£19,983.57	£21,245.16	Cemetery (Reserve)	£ 365.00	£ 365.00	£ 365.00	£ -
			Improve & Repair	£ 300.00	£ 450.04	£ 710.71	£ (410.71)
			VZSW Project (reserves £130)	£ -	£ -	£ -	£ -
Bank Reconciliation	To Date		Tools & equipment	£ -	£ -	£ -	£ -
Cash in Bank as on 18/10/23	£40,094.90		Donations with Powers	£ 150.00	£ 75.00	£ 150.00	£ -
Plus Outstanding Income	£0.00		Section 137	£ 95.00	£ -	£ 95.00	£ -
Less Outstanding Cheques	£0.00		Tidy Princetown (Reserve)	£ 180.00	£ 171.80	£ 180.00	£ -
Less spend this month	£1,961.35		Coronation (Reserve)	£ 1,000.00	£ 788.95	£ 788.95	£ 211.05
Balance carried forward	£38,133.55		Fees	£ 1,067.00	£ 878.56	£ 1,051.47	£ 15.53
			Admin Costs	£ 1,160.00	£ 830.32	£ 1,228.57	£ (68.57)
			Clerk's Pay	£ 5,507.60	£ 3,449.85	£ 5,745.00	£ (237.40)
			Training	£ 150.00	£ 46.59	£ 150.00	£ -
			Total	£21,464.60	£ 12,215.61	£ 18,843.37	£ 2,621.23
			Notes				
			Bank reconciliation correct as of		18/10/2021		
Annual Budget Reconciliation	To Date	To Year End					
Brought Forward 1/4/23	£31,038.66	£31,038.66					
Total Income	£19,983.57	£21,245.16					
Total Expenditure (ex VAT)	£12,215.61	£21,464.60					
Allocated Reserves	£12,191.45	£10,646.45					
General Reserve 1/4/23	£18,847.21	£20,392.21					
Balance carried forward	£7,767.96	-£219.44	VAT to be reclaimed for 2023-24		£433.91		
Reserves Held by the Parish Council							
Allocated:	Start of Year	Transfer In	Transfers Out	Balance			
Platinum Jubilee/King's Coronation	£1,000.00		£1,000.00	£0.00			Dartmoor Forest PC: Used for King's Coronation Celebrations in 2023
Skate Park	£500.00			£500.00			
Speed Reduction & Animal Safety	£1,336.45			£1,336.45			Dartmoor Forest PC: Speedwatch funds
Contested Election	£2,500.00			£2,500.00			
Grass cutting equipment	£5,000.00			£5,000.00			
VZSW vat reclaim & underspend		£1,310.00		£1,310.00			
Tree Work Postbridge Cemetery		£365.00	£365.00	£0.00			
Tidy Princetown Planters		£180.00	£180.00	£0.00			
	£10,336.45	£1,855.00	£1,545.00	£10,646.45			
Unallocated:							
General Reserve at start of year	£18,847.21		Expected at end of year	£20,392.21			
Assets Held by the Parish Council				Total	£101,420		
Playground Equipment	£63,486		Tools and Other Equipment		£6,021		
Community Assets	£19,913		Miscellaneous		£602		
Information Systems Equipment	£843		CCTV System		£4,275		
VZSW Grant Resources	£6,280						

Dartmoor Forest Parish Council



Parish Clerk: Miss Jackie Bennetts
Applegarth, Walkhampton, Yelverton, PL20 6JP
Telephone: 01822 859104

Email: clerk@dartmoorforestparishcouncil.gov.uk Website: www.dartmoorforestparishcouncil.gov.uk

Allen Lewis
Chairman - Princetown Football Club
By e-mail to redrum347@hotmail.com

24 October 2023

Dear Allen

Subject – Invoice 005/23 Grass Cutting Princetown Football Field

Thank you for asking Dartmoor Forest Parish Council to cut the football field on behalf of Princetown Football Club. As a valuable local community organisation, we have restricted our charges to the absolute minimum to recover our variable costs only. These are the Parish Groundsman's time and the cost of the petrol.

Parish Groundsman 4 hours labour: £13.20 x 4 = £52.80
Petrol (based on average consumption): £ 7.51

Invoice 05/23

To cut grass on Princetown Football Field	07 Oct		£60.31
		TOTAL	<u>£ 60.31</u>

Payment Details:

Bank:	Lloyds Bank Fore Street Okehampton
Account Holder:	Dartmoor Forest Parish Council
Sort Code:	30-96-23
Account Number:	00741473
Payment:	Within 30 days

Yours sincerely

Jackie Bennetts
Clerk to Dartmoor Forest Parish Council

Dartmoor Forest Parish Council



Parish Clerk: Miss Jackie Bennetts
Applegarth, Walkhampton, Yelverton, PL20 6JP
Telephone: 01822 859104

Email: clerk@dartmoorforestparishcouncil.gov.uk Website: www.dartmoorforestparishcouncil.gov.uk

Mark Williams
Chairman - Princetown Churchyard
Maintenance Fund
By e-mail markjameswilliams56@gmail.com

24 October 2023

Dear Mark

Subject – Invoice 06/23 Grass Cutting Princetown Churchyard

Thank you for asking Dartmoor Forest Parish Council to cut the Churchyard. As a valuable local community organisation, we have restricted our charges to the absolute minimum to recover our variable costs only. These are the Parish Groundsman's time and the cost of the petrol.

Parish Groundsman 2.5 hours labour: £13.20 x 2.5 = £33.00

Petrol (based on average consumption): £ 5.92

Invoice 06/23

To cut grass on Princetown Churchyard	w/c 25 Sept	£38.92
	TOTAL	<u>£ 38.92</u>

Payment Details:

Bank:	Lloyds Bank Fore Street Okehampton
Account Holder:	Dartmoor Forest Parish Council
Sort Code:	30-96-23
Account Number:	00741473
Payment:	Within 30 days

Yours sincerely

A handwritten signature in cursive script that reads 'Jackie Bennetts'.

Jackie Bennetts
Clerk to Dartmoor Forest Parish Council

Dartmoor Forest Parish Council



Parish Clerk: Miss Jackie Bennetts
Applegarth, Walkhampton, Yelverton, PL20 6JP
Telephone: 01822 859104

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Devon County Council
Accounts Payable Processing
Room 180, County Hall
Topsham Road
Exeter, EX2 4QD

By email to accountspayable-mailbox@devon.gov.uk

24 October 2023

Dear Sir or Madam

Subject – Invoice 007/23 Urban Grass Cutting 2022/23

Order no: 30126561
Net total £ 126.00

Payment Details:

Bank:	Lloyds Bank Fore Street Okehampton
Account Holder:	Dartmoor Forest Parish Council
Sort Code:	30-96-23
Account Number:	00741473
Payment:	Within 30 days

Please note change of contact details at top of page. Please update the contact details with new address of the current Clerk. (The Purchase order had a previous Clerk's address)

Yours sincerely

A handwritten signature in cursive script that reads "Jackie Bennetts".

Jackie Bennetts
Clerk to Dartmoor Forest Parish Council