

Agenda Item - Financial Management November 2023

Payments to be approved this month:

Ref	Chq No	Payee & Details	Amount
1700	0	Jackie Bennetts - Clerk Pay	£ 453.95
1701	0	Jackie Bennetts - Clerks- Expenses Toner, Paint, Gloves	£ 217.67
1702	0	David Cole - Lengthsman Pay	£ 528.00
1703	0	David Cole - Expenses - fuel	£ 20.00
1704	0	Jake Cook - Litter Picker fee	£ 44.00
1705	0	Torriddge, North And West Devon Citizens Advice donation Agreed at Oct meeting	£ 75.00
1706	DD	IOC annual fee	£ 35.00
1707	0	Reimbursing Cllr Wood - Wreath for Remebrance Service	£ 23.98
			£ 1,397.60

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 20/11/23

Significant Changes: none

Outstanding Cheques: none

Outstanding Income: none

Invoices to be issued: Inv 08/23 to Princetown Football Club for £60.12

Inv 09/23 to Princetown Churchyard Maintenance Fund £ 38.92

Outstanding Payments/Liabilities: none

Risks: none

VAT to be Claimed: (2023-24) £ 473.52

Lengthsman: David Cole has recorded 44 hrs of work this month and has been paid 40hrs. Balance owing is 178 hrs to be paid over quieter winter months. Need to reduce the hours David is working over the next 4 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			November 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	£ 389.04	£ 565.04	£ 2.96
Income			Lengthsman	£ 6,250.00	£ 4,224.00	£ 6,336.00	£ (86.00)
Precept	£ 17,995.00	£ 17,995.00	Grasscutting	£ 910.00	£ 383.33	£ 372.50	£ 537.50
Grass Cutting & Lengthsman	£ 888.64	£ 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	£ 200.00	£ 200.00	Running Costs	£ 1,457.00	£ 262.00	£ 1,127.00	£ 330.00
Total	£20,258.80	£21,295.16	Cemetery (Reserve)	£ 365.00	£ 365.00	£ 365.00	£ -
			Improve & Repair	£ 300.00	£ 494.38	£ 755.05	£ (455.05)
			VZSW Project (reserves £130)	£ -	£ -	£ -	£ -
Bank Reconciliation	To Date		Tools & equipment	£ -	£ -	£ -	£ -
Cash in Bank as on 26/11/23	£38,674.72		Donations with Powers	£ 150.00	£ 75.00	£ 75.00	£ 75.00
Plus Outstanding Income	£0.00		Section 137	£ 95.00	£ 98.98	£ 98.98	£ (3.98)
Less Outstanding Cheques	£0.00		Tidy Princetown (Reserve)	£ 180.00	£ 171.80	£ 180.00	£ -
Less spend this month	£1,397.60		Coronation (Reserve)	£ 1,000.00	£ 788.95	£ 788.95	£ 211.05
Balance carried forward	£37,277.12		Fees	£ 1,067.00	£ 913.56	£ 1,051.47	£ 15.53
			Admin Costs	£ 1,160.00	£ 1,415.50	£ 1,091.55	£ 68.45
			Clerk's Pay	£ 5,507.60	£ 3,449.85	£ 6,164.85	£ (657.25)
			Training	£ 150.00	£ 46.59	£ 150.00	£ -
			Total	£21,464.60	£ 13,573.60	£ 19,662.01	£ 1,802.59
			Notes				
			Bank reconciliation correct as of		20/11/2023		
Annual Budget Reconciliation	To Date	To Year End					
Brought Forward 1/4/23	£31,038.66	£31,038.66					
Total Income	£20,258.80	£21,295.16					
Total Expenditure (ex VAT)	£13,573.60	£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	£6,685.20	-£169.44	VAT to be reclaimed for 2023-24		£473.52		
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	£101,672		
Playground Equipment	£63,486		Tools and Other Equipment		£6,021		
Community Assets	£20,165		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



28 November 2023

Dear Allen

Subject – Invoice 008/23 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 08/23

To cut grass on Princetown Football Field	£60.31
Overpayment of Inv 03/23	- 0.19
TOTAL to pay	£ 60.12

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

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Gregg Manning
Treasurer - Princetown Churchyard
Maintenance Fund
By e-mail greggmanning1@outlook.com

28 November 2023

Dear Gregg

Subject – Invoice 09/23 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 09/23

To cut grass on Princetown Churchyard	7.11.23		£38.92
		TOTAL	£ 38.92

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