

Agenda Item - Financial Management May 2024

Payments to be approved this month:

Ref	Date	Payee & Details	Amount	BACS amount
1756	28/05/2024	Re-imburse Hazel Williams - EB Champernowne - Plants - LOVE Project May 2024	49.02	£ 84.01
1757	28/05/2024	Re-imburse Hazel Williams - Shop4allsorts - LOVE - Planters	34.99	
1758	28/05/2024	DALC Training Fee - Good Councillor 4 - Hazel Williams	18.00	
1759	28/05/2024	Princetown Community Centre Room Hire May 14th Public Consultation INV 14/24	12.00	
1760	28/05/2024	WesternWeb - INV 24382 - set up e-mail accounts for all councillors	86.40	
1761	28/05/2024	David Cole - Expenses April	40.00	£ 786.00
1762	28/05/2024	David Cole Expenses - May	20.00	
1763	28/05/2024	David Cole - Lengthsman Pay plus 15hrs overtime from 2022/23	726.00	
1764	28/05/2024	Jackie Bennetts - Clerks pay	488.95	£ 495.94
1765	28/05/2024	Jackie Bennetts - Clerks Expenses - Gloves for litter picker	6.99	
1766	28/05/2024	Jake Cook - Litter Picker fee May	46.00	
1767	28/05/2024	Don Agnew - Internal Audit Accounts 2022/23	50.00	
1768	28/05/2024	Dart Engraving - LOVE Labels & CCTV sign labels	127.95	
		Total	£ 1,706.30	

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 25/05/24

Significant Changes: none

Outstanding Income: **£99.23** Inv 001/24 Football Pitch £60.31 & Inv 002/24 Churchyard £38.92

Invoices to be issued: 003/24 – Football Pitch Cut £ 60.31
004/24 – Churchyard Cuts £ 38.92

Outstanding Payments/Liabilities: none

Risks: none

VAT to be Claimed: (2023-24:£ 888.74) 2024-25: 143.18

Annual Governance and Accountability Review (AGAR) Internal audit has been completed by Don Agnew, AGAR forms completed and ready for signing and submission. Item 15 on Agenda. See information set by e-mail 25/05/2024.

Lengthsman: David Cole has recorded 42 hours this month on DFPC tasks.
Total hours worked 2024/25 = 63 out of 480.
Balance of hours is therefore 417 remaining to end March 2025.

He has also worked 6 hours this month on contracting work Football Pitch and Churchyard.
David has worked at total of 12.5 Contracting hours in 2024/5, which will be paid in August.

David has been paid his normal 40 hours, plus 15 additional hours to cover Pitch and Churchyard cutting 2023/24 remaining balance of 26.5hrs will be paid over next 2 months. As agreed 26/04/24

LOVE Project: Income £500, plus £100 from DFPC. Expenditure to date: £299.56 ex vat (£56.56 vat to be reclaimed) see below for detail. Balance £300.44

Transaction no		Income	Expenditure ex vat	VAT to claim	Balance
	2024/5 Budget - LOVE Project	£600.00	£299.56	£55.56	£300.44
1738	WDDB - Localities Funding	£ 100.00			£ 100.00
	DFPC match funding	£ 100.00			£ 200.00
1740	01 Nick Bennett - 1x trough	£ 50.00			£ 250.00
1748	EB Champernowne - Plants - LOVE Project		£ 145.16	£ 29.03	£ 104.84
1749	Re-imbursing Cllr M Williams - Compost for LOVE		£ 15.98	£ 3.20	£ 88.86
1750	Re-imbursing Cllr H Williams - Compost and Troughs LOVE (awaiting vat invoice)		£ 46.66	£ 9.33	£ 42.20
1751	02 Dartmoor Preservation Association - LOVE donation 2x planter 1x trough	£ 200.00			£ 242.20
1752	03 Jenner D & J (Old Police Station Café) LOVE donation - 1x planter	£ 75.00			£ 317.20
1753	04 C Wain - Duchy House Donation 1x Planter	£ 75.00			£ 392.20
1756	EB Champernowne - Plants - LOVE Project May 2024		£ 40.85	£ 8.17	£ 351.35
1757	Shop4allsorts - LOVE - Planters		£ 29.16	£ 5.83	£ 322.19
1768	Dart Engraving - Labels (1,2,3)		21.75		£ 300.44

Play Park Repairs: Balance of £44.47 carried forward from 2023/4, plus vat to be reclaimed of £389.29. Grass seed will be bought once weather warms up.

Vision Zero South West Road Safety Partnership Grant: Carried forward from 2022/3 £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.

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

Report of Accounts:

End of Month Report of Accounts			May 2024				
Report of Accounts	To Date	Forecast to year end	Budget 2023-24	Expenditure To Date (ex vat)	Forecast to end March	Variance at end of March	
Brought Forward 1/4/24	£ 31,859.44						
Income							
Precept	£ 9,267.50	£ 18,535.00					
Grass Cutting & Lengthsman	£ 1,218.00	£ 3,672.00					
VAT reclaim 2023/24	£ -	£ 888.74					
Other	£ 460.00	£ 460.00					
LOVE Project	£ 500.00	£ 500.00					
Total	£11,445.50	£24,055.74					
Bank Reconciliation	To Date	Savings Acc.					
Cash in Bank as on 25/05/24	£29,469.42						
Savings Account as at end April		£ 10,020.87					
Plus Outstanding Income	£99.23						
Less Outstanding Cheques	£0.00						
Less spend this month	£1,706.30						
Balance carried forward	£37,883.22						
			Expenditure (ex VAT)				
			Litter Picking	£ 602.00	£ 46.00	£ 602.99	£ (0.99)
			Lengthsman	£ 7,102.00	£ 726.00	£ 7,081.80	£ 20.20
			Grasscutting	£ 700.00	£ -	£ 60.00	£ 640.00
			Dog Bins	£ 393.00	£ 159.12	£ 350.06	£ 42.94
			Play Area	£ 1,925.00	£ 118.00	£ 221.60	£ 1,703.40
			Running Costs	£ 890.00	£ -	£ 106.20	£ 783.80
			Cemetery	£ -	£ 8.36	£ 10.06	£ (10.06)
			Improve & Repair	£ 450.00	£ -	£ -	£ 450.00
			VZSW Project (reserves £130)	£ -	£ -	£ -	£ -
			Tools & equipment	£ -	£ -	£ -	£ -
			Donations with Powers	£ 150.00	£ -	£ 75.00	£ 75.00
			Section 137	£ 100.00	£ -	£ 100.00	£ -
			Tidy Princetown	£ -	£ -	£ -	£ -
			LOVE Project	£ 500.00	£ 277.81	£ 355.12	£ 144.88
			Fees	£ 1,005.00	£ 477.57	£ 1,043.10	£ (38.10)
			Admin Costs	£ 1,292.00	£ 84.00	£ 1,159.63	£ 132.37
			Clerk's Pay	£ 6,145.00	£ 488.95	£ 5,867.40	£ 277.60
			Training	£ 135.00	£ 15.00	£ 18.00	£ 117.00
			Total	£21,389.00	£ 2,400.81	£ 17,050.96	£ 4,338.04
			Notes				
Annual Budget Reconciliation	To Date	To Year End	Bank reconciliation correct as of	25/05/2024			
Brought Forward 1/4/24	£31,859.44	£31,859.44					
Total Income	£11,445.50	£24,055.74					
Total Expenditure (ex VAT)	£2,400.81	£21,389.00	Agreed Expenditure Carried forward				
Allocated Reserves	£12,886.01	£11,079.21	Mower service	£700.00			
General Reserve 1/4/24	£18,973.43	£20,780.23	Additional Dog Waste Bin	£280.00			
			VAT to be reclaimed for 2023-24	£884.00			
Balance carried forward	£9,044.69	£2,666.74	VAT to be reclaimed for 2024-25	£196.73			
Reserves Held by the Parish Council							
Allocated:	Start of Year	Transfer In	Transfers Out	Balance			
Skate Park	£500.00			£500.00			
Speed Reduction & Animal Safety	£1,336.45			£1,336.45			
Contested Election	£2,500.00			£2,500.00			
Grass cutting equipment	£5,000.00			£5,000.00			
VZSW (vat reclaim & underspend)	£1,309.00			£1,309.00			
Playpark repairs		433.76		£433.76			
Mower Service		£700.00	£700.00	£0.00			
Dog Waste Bin		£261.00	£261.00	£0.00			
David Cole - additional hours		£745.80	£745.80	£0.00			
LOVE Project		£100.00	£100.00	£0.00			
	£10,645.45	£2,240.56	£1,806.80	£11,079.21			
Unallocated:							
General Reserve at start of year	£18,973.43	Expected at end of year		£20,780.23			
Assets Held by the Parish Council							
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						
			Total	£101,671.66			

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 May 2024

Dear Allen

Subject – Invoice 03/24 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 03/24

To cut grass on Princetown Football Field	10 May		£60.31
		TOTAL	£ 60.31

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

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



Princetown Churchyard Maintenance Fund
By e-mail hazeljanetwilliams@gmail.com and
greggmanning1@outlook.com

28 May 2024

Dear Hazel and Gregg

Subject – Invoice 04/24 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 04/24

To cut grass on Princetown Churchyard	09 May		£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