Agenda Item - Financial Management August 2024

Payments to be approved this month:

Ref	Payee & Details	,	Amount	BACS amount
1794	David Cole Expenses - August	£	60.00	786.00
1795	David Cole - Lengthsman Pay plus 15hrs contracting from 2024/25	£	726.00	786.00
1796	Jackie Bennetts - Clerks pay August	£	488.95	496.94
1797	Jackie Bennetts - Clerks Expenses - Gloves for litter picker 14/8	£	7.99	496.94
1798	Jake Cook - Litter Picker fee July	£	46.00	
1799	Hazel Williams - LOVE - re-imbursement for plants	£	42.95	
1800	DALC INV 5872 - Training - Mark Williams £36.00	£	36.00	
1801	INV 057 Mark Hutchins Grave Digger for BB5 (B Martin)	£	100.00	
1802	Duchy of Cornwall - INV 177200 Play Park Rent 25.03.24> 28.09.24	£	48.00	
	Total	£	1,555.89	

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 20/08/24

Significant Changes: none

Outstanding Income:

Invoices to be issued: 009/24 – Football Pitch Cut £ 120.62

010/24 – Churchyard Cuts £ 93.41

011/24 – Duchy of Cornwall – Tor Gate House £ 720.00

Outstanding Payments/Liabilities: none

Risks: none

VAT to be Claimed: (2023-24: £ 888.74) 2024-25: £ 367.29

<u>Annual Governance and Accountability Review (AGAR)</u> AGAR has been received by external auditors, so just waiting for sign off.

<u>Lengthsman</u>: David Cole has recorded 41hours this month on DFPC tasks.

Total hours worked 2024/25 = 192 out of 480.

Balance of hours is therefore 288 remaining to end March 2025.

He has also worked 43.5 hours this month on contracting work: Football Pitch, Churchyard and Duchy Tor Gate House.

David has therefore worked at total of 83 Contracting hours in 2024/5.

David has been paid his normal 40 hours, plus 15 additional hours to cover contracting work in 2024/25. Balance owing is 68hrs which will be paid over September, October, November.

<u>Play Park Repairs:</u> 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.

<u>Vision Zero South West Road Safety Partnership Grant</u>: 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.

LOVE Project:

Income: £600 made up of £100 WDBC grant, £100 match funded from DFPC, plus £400 sponsorship.

Expenditure to date: £355.71 ex vat (£55.56 vat to be reclaimed).

Balance £244.29

Funding Applications or Opportunities:

Other applications will be progressed when 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
- e. Picnic benches for Play Park

Report of Accounts:

End of Month Repor	t of Accounts					Aug	2024	1
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 1/4/24	£ 31,859.44		Litter Picking		£ 602.00	£ 259.14	£ 600.97	£ 1.03
Income			Lengthsman		£ 7,102.00	£ 2,640.00	£ 7,279.80	£ (177.80
Precept	£ 9,267.50	£18,535.00	Grasscutting		£ 700.00	£ 1,095.50	£ 242.02	£ 457.98
Grass Cutting & Lengthsman	£ 1,416.16		Dog Bins		£ 393.00	£ 159.12	£ 350.06	£ 42.94
VAT reclaim 2023/24	£ -	£ 888.74	Play Area		£ 1,925.00		£ 284.52	£ 1,640.48
Other	£ 460.00	£ 460.00	Running Costs		£ 890.00	£ 376.45	£ 430.50	£ 459.50
LOVE Project	£ 500.00	£ 500.00	Cemetery			£ 108.36	£ 110.06	£ (110.06
Total	£11,643.66	£24,055.74	Improve & Repa	ir	£ 450.00	£ 291.91	£ 350.29	£ 99.71
	,	,	VZSW Project (£ -	£ -	£ -
			Tools & equipme		£ -	£ -	£ -	£ -
Bank Reconciliation	To Date	Savings Acc.	Donations with I		£ 150.00	£ -	£ 75.00	£ 75.00
		Savings Acc.		rowers	-			
Cash in Bank as on 20/08/24	£24,575.26	£ 10 122 44	Section 137 Tidy Princetown		£ 100.00	£ -	£ 100.00	£ -
Savings Account as at 20/8/24		£ 10,122.41		ı	£ 500.00	~	£ -	
Plus Outstanding Income	00.00		LOVE Project			£ 355.71 £ 659.57		
Less Outstanding Cheques	£0.00		Fees		£ 1,005.00 £ 1,292.00		£ 1,175.10	
Less spend this month	£1,555.89		Admin Costs			£ 644.07	£ 1,194.63	£ 97.37
Balance carried forward	£33,141.78		Clerk's Pay		£ 6,145.00	£ 2,444.75	£ 5,867.40	£ 277.60
			Training		£ 135.00	£ 45.00	£ 54.00	£ 81.00
			VAT RECLAIM				-£367.29	
			Total		£21,389.00	£ 9,283.35	£ 18,158.33	£ 2,863.38
Annual Budget Reconcilliation	To Date	To Year End	Notes					
Brought Forward 1/4/24	£31,859.44	£31,859.44	Bank reconciliat	tion correct as	of	20/08/2024		
Total Income	£11,643.66	£24,055.74						
Total Expenditure (ex VAT)	£9,283.35	£21,021.71	Agreed Expendi	iture Carried fo	orward			
Allocated Reserves	£12,886.01	£11,455.21	Mower service			£700.00		
General Reserve 1/4/24	£18,973.43	£20,404.23	Additional Dog	Waste Bin		£280.00		
		.,	VAT to be recla		R-24	£884.00		
Balance carried forward	£2,360.31	£3,034.03	VAT to be recla	imed for 2024	-25	£367.29		
Reserves Held by the Parish Cou Allocated:	Start of Year	Transfer In	Transfers Out	Balance				
Skate Park	£500.00	<u>ITALISIEL III</u>	<u>Hanslers Out</u>	£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	~1,000.00	433.76		£433.76				
,, ,			0004.00					
Mower Service		£700.00	£324.00	£376.00				
Dog Waste Bin		£261.00	£261.00	£0.00				
David Cole - additional hours		£745.80	£745.80	£0.00				
LOVE Project	0.0 - :-	£100.00	£100.00	£0.00				
	£10,645.45	£2,240.56	£1,430.80	£11,455.21				
Unallocated:	a	_						
General Reserve at start of year	£18,973.43	Expect	ed at end of year	£20,404.23				
Assets Held by the Parish Counc	<u>il</u>				Total	£101,671.66		
Playground Equipment	£63,486		Tools and Other	Equipment		£6,021		
Community Assets	£20,165		Miscellaneous			£602		
						£4,275		
Information Systems Equipment	£843		CCTV System					
Information Systems Equipment VZSW Grant Resources	£843 £6,280		CCTV System			21,210		

Dartmoor Forest Parish Council



Parish Clerk: Miss Jackie Bennetts Applegarth, Walkhampton, Yelverton, PI20 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

27 August 2024

Dear Allen

Subject - Invoice 09/24 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 09/24

		TOTAL	£ 120.62	
	21/8		£60.31	
To cut grass on Princetown Football Field	1/8		£60.31	
mirotee object				

Payment Details:

it Details.	t 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 Bennett

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

27 August 2024

Dear Hazel and Gregg

Subject - Invoice 10/24 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 10/24

To cut grass in Princetown Churchyard			
	1/8		£38.92
	17/8		£38.92
		TOTAL	£.77.84

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 Bennett

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 Butler Estate Warden Duchy of Cornwall Tavistock Road Princetown, PL20 6QF

By email to mbutler@duchyofcornwall.org

27 August 2024

Dear Mark

Subject - Invoice 11/24 Grass Cutting Princetown Churchyard

Thank you for asking Dartmoor Forest Parish Council to cut the grass at Tor Gate, as confirmed in the email 5/8/24.

When contracting out the <u>Lengthsman's</u> services the Council seeks to keep charges to a minimum whilst covering the cost of his time, fuel and wear and tear on the machinery used.

Invoice 11/24	
To cut grass at Tor Gate August 2024	£720.00
TO CIT drace at TOU (400 MINUEL 2017)	: +//!!!!!!

We do not charge vat

Payment Details:

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 Bennett

Jackie Bennetts

Clerk to Dartmoor Forest Parish Council