Agenda Item - Financial Management September 2024

Payments to be approved this month:

Ref	Payee & Details	Amount		BACS amount		
1805	David Cole Expenses -September (BACs payemnt is less ${f £1}$ to balance overpayment from July)	£	40.00	765.00		
1806	David Cole - Lengthsman Pay plus 15hrs contracting from 2024/25	£	726.00	703.00		
1807	Jackie Bennetts - Clerks pay September	£	488.95	995.41		
1808	Jackie Bennetts - Clerks Expenses - Magnolia Pain & A5 laminating pouches Echo Strimmer	£	506.46			
1809	Jake Cook - Litter Picker fee September	£	46.00			
1810	Mark Williams - re-imbursement Timber for play park & acrylic, sealant and wood for bus shelter	£	166.18			
1811	Hazel Williams - LOVE - re-imbursement for compost	£	9.59			
1812	Postbridge Village Hall Room Hire 24 Sept £10per hour	£	20.00			

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 19/09/24

Significant Changes: none

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

Invoices to be issued: 012-24 DCC Highways Urban Grass Cutting £ 130.00

013/24 – Football Pitch Cut £ 60.31 014/24 – Churchyard Cuts £ 77.84

Outstanding Payments/Liabilities: none

Risks: none

VAT to be Claimed: (2023-24: £ 888.74) 2024-25: £ 476.67

<u>Annual Governance and Accountability Review (AGAR)</u> External Audit has been completed with no comments/actions.

Lengthsman: David Cole has recorded 44 hours this month on DFPC tasks.

Total hours worked 2024/25 = 236 out of 480.

Balance of hours is therefore 244 remaining to end March 2025.

He has also worked 8 hours this month on contracting work: Football Pitch and Churchyard.

David has therefore worked at total of 91 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 61 hrs which will be paid over October, November, December.

<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: £363.70 ex vat (£57.16 vat to be reclaimed).

Balance £236.30

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 Repo	rt of Accounts					+	<u>Sept</u>	2024		1	ı
Report of Accounts	To Date	Forecast to year end	Expenditure (ex	· VAT)	Budget 2023-24		xpenditure To Date (ex vat)	Forecast to end March	and of		
Brought Forward 1/4/24	£ 31,859.44		Litter Picking	<u> </u>	£ 602	.00 £	305.14	£ 600.97	£	1.03	
Income	, , , , , , , , , , , , , , , , , , , ,		Lengthsman		£ 7,102			£ 7,477.80	£	(375.80)	
Precept	£ 9,267.50	£18,535.00	Grasscutting		£ 700		· '	£ 275.36	£	424.64	l
Grass Cutting & Lengthsman	£ 2,124.12		Dog Bins		£ 393		-	£ 350.06	£	42.94	
VAT reclaim 2023/24	£ -	£ 888.74	Play Area		£ 1,925	.00 £	260.08	£ 340.83	£	1,584.17	
Other			£ 890	.00 £	775.62	£ 106.20	£	783.80			
LOVE Project	£ 500.00	£ 500.00	Cemetery			£		£ 110.06	£	(110.06)	
<u>Total</u>	£12,351.62	£24,055.74	Improve & Repa	air	£ 450	.00 £	393.25	£ 101.34	£	348.66	
			VZSW Project	reserves £130	£	- £	-	£ -	£	-	
			Tools & equipm			- £		£ -	£	-	
Bank Reconciliation	To Date	Savings Acc.	Donations with		£ 150	.00 £	2 -	£ 75.00	£	75.00	
Cash in Bank as on 18/09/24	£23,217.86	gs / .00.	Section 137		£ 100	-		£ 100.00	£	-	
Savings Account as at 1/9/24	,250	£ 10,155.57	Tidy Princetowr	1	.30	100		£ -	£	-	
Plus Outstanding Income	£720.00	Dartmoor	LOVE Project		£ 500	-		£ 419.26	£	80.74	
Less Outstanding Cheques	£0.00	Forest PC:	Fees		£ 1,005			£ 1,175.10	£	(170.10)	
Less spend this month	£2,003.18	INV 11/24 Duchy-Tor	Admin Costs		£ 1,292			£ 1,218.35	£	73.65	
Balance carried forward	£32,090.25		Clerk's Pay		£ 6,145			£ 5,867.40	£	277.60	
			Training		£ 135			£ 120.00	£	15.00	1
			Reserve Transfe	er 2023/24	£ 1,413		1,073.46	£ 1,073.46	£	340.30	
			VAT RECLAIM	71 2020/24	2 1,410	.70 2	1,070.40	-£487.65	~	040.00	
			Total		£22,802	76 1	£ 12,239.63	£ 18,923.54	£	3,391.57	
			Total		122,002	., 0	12,233.03	1 10,323.31	_	3,331.37	-
Annual Budget Reconcilliation	To Date	To Year End	Notes								
Brought Forward 1/4/24	£31,859.44	£31,859.44	Bank reconcilia	tion correct as	of		18/09/2024				
Total Income	£12,351.62	£24,055.74									
Total Expenditure (ex VAT)	£12,239.63	£22,315.11	Agreed Expenditure Carried forward from 2023/24								
Allocated Reserves	£12,905.01	£11,097.89	· ·				£700.00				
General Reserve 1/4/24	£18,954.43	£20,761.55	Additional Dog	Waste Bin			£280.00				
			VAT to be recla	aimed for 2023	-24		£884.74				
Balance carried forward	£111.99	£1,740.63	VAT to be recla	aimed for 2024	-25		£487.65				
Reserves Held by the Parish Cou	ıncil					_					
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							
Playpark repairs	,	433.76		£433.76							
Mower Service & Strimmer replace	ment	£700.00	£669.42	£30.58							
Dog Waste Bin		£280.00	£291.90	-£11.90							
David Cole - additional hours		£745.80	£745.80	£0.00							
LOVE Project		£100.00	£100.00	£0.00							
	£10,645.45	£2,259.56	£1,807.12	£11,097.89							
Unallocated:	~.0,010.10	~=,=00.00	21,507.12	~.1,007.00							
General Reserve at start of year	£18,954.43	Expect	ed at end of year	£20,761.55							
		2,,500									
Assets Held by the Parish Counc	:il				Total		£101,671.66				
Playground Equipment	£63,486		Tools and Othe	r Fauinment			£6,021				
Community Assets	£20,165		Miscellaneous	quipinioni			£602				
Information Systems Equipment	£843		CCTV System				£4,275				

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

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

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

24 September 2024

Dear Sir or Madam

Subject - Invoice 012/24 Urban Grass Cutting 2024/25

Order no: 30143105 Net total £ 130.00

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 your contact details with name and address of the current Clerk. (The Purchase order had a previous Clerk's address despite requesting the contact details were updated on last year's invoice)

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

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

24 September 2024

Dear Allen

Subject - Invoice 13/24 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 13/24

To cut grass on Princetown Football Field 17/9 £60.31 TOTAL £ 60.31

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

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 <u>hazeljanetwilliams@gmail.com</u> and greggmanning1@outlook.com

24 September 2024

Dear Hazel and Gregg

Subject - Invoice 14/24 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 14/24

To cut grass in Princetown Churchyard

31/8 £38.92 18/9 £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