

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a **GENERAL MEETING OF THE PARISH COUNCIL** to be held outside the Parish Office at **7.30pm on Wednesday 14th July 2021** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during Public Participation only. Total time allocated for this session is 15 minutes. Questions should be sent in advance to the Clerk by email or phone. Please be aware of current Social Distancing Guidelines when in attendance – please email the Clerk for details.

Signed: *Tracy Hamer*

Tracy Hamer – Clerk & RFO

07778 546477

clerk@sherfieldparkparishcouncil.gov.uk

- 072101** To receive and accept apologies of absence.
- 072102** To receive any declarations of interest relevant to items on this agenda.
- 072103** To sign as a correct record, the minutes of the remote meeting of the Full Council held on 23rd June 2021.
- 072104** Matters arising from previous meetings and actions as noted on the action log.
- 072105** To receive any Chairman's announcements.
- 072106** Public Participation Session – 15 minutes.
- 072107** To receive reports from:
 - County Councillor
 - Borough Councillors
 - SPCA
 - PPG
- 072108** To note the current financial situation including Quarter 1 spend against budget.
- 072109** To authorise requests for payments.
- 072110** To hear an update from Open Spaces.
- 072111** To hear an update regarding entrance signage and approve potential cost of planning permission application.
- 072112** To review costs for resurfacing Pettys Copse Path.
- 072113** Review and approve Asset Register following recommendations from Internal Audit.
- 072114** Review and approve SPPC Standing Orders – removal of Remote Meetings following expiry of legality to hold meetings remotely.

- 072115** Review and approve Terms of Reference for the following SPPC Committees:
- Planning
 - Finance
 - Open Spaces
- 072116** To consider planning application:
21/02072/HSE at 134 Rockbourne Road, Sherfield-On-Loddon RG27 0SR
Ground floor single storey rear extension and new rear side boundary fence.
- 072117** To note and approve updates to the risk register and consider any additional risks identified in this meeting and update as required.
- 072118** To consider matters for including in the next issue of the Loddon Valley Link.
- 072119** To confirm the date of the next Parish Council meeting –
Wednesday 8th September at 7.30pm.



Sherfield Park Parish Council (SPPC)
Ordinary Meeting held outside at The Parish Office
at 7.30pm on Wednesday 23rd June 2021

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Gordon	✓		
Cllr. Rouse (Chair)	✓		
Cllr. Circuit	✓		
Cllr. Parfrey		✓	
Cllr. Wisniewski	✓		

In attendance: Borough Councillor Miller. Tracy Hamer (Clerk) taking the minutes.
 The meeting was chaired by Cllr Rouse.

Agenda Item	Issue	Actions
062101	To receive and accept apologies of absence County Councillor Still, Borough Councillors Vaux and Edwards and Cllr Parfrey.	
062102	To receive any declarations of interest relevant to items on this agenda. Cllr Gordon declared an interest in Item 062112 as a trustee of SPCA.	
062103	To sign as a correct record, the minutes of the Annual Meeting of Sherfield Park Parish Council held on 19th May 2021. The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski.</i>	Clerk
062104	Matters arising from items from previous meetings and actions as noted on the action log. <ul style="list-style-type: none"> • Pettys Copse Path – Awaiting clarification from BDBC regarding quote. • Damaged trees in woods off Gaiger Roundabout – following quote to remove the trees, the Clerk has attempted to establish land ownership via BDBC but has received no response. • Entrance signage – meeting with Croudace established verbal agreement to use the verge area. Awaiting email from BDBC to confirm agreement, HCC have already done so. Croudace also verbally confirmed that tree management plan is in place for the trees in Pettys Copse. 	
062105	To receive any Chairman’s announcements. Cllr Rouse noted that Borough Cllr Vaux has followed up noise	

Signed by Chair.....

	complaints following a private event at Sherfield Hall. According to the Borough Officer, the organiser had thought they had taken sufficient steps to avoid disturbing others, and that they wrote to the 20 houses that they thought might be affected by the events, however the noise clearly went further than anticipated, and those contacted remained unhappy with the level of noise. The organiser was very apologetic and has asked for people who were affected by the noise pollution to provide their contact details, so they can write to them to apologise, and to provide a telephone number they can use to contact the organiser should they have noise disturbance at future events, so they can do something about it quickly.	
062106	Public Participation Session. Nil.	Clerk
062107	To receive reports from the County Councillor, Borough Councillors, the SPCA & the PPG <ul style="list-style-type: none"> • County Councillor – Nil. • Borough Councillors – Cllr Miller noted the backlog in grass cutting was due to the wet weather and a shortage of staff. The problem has been rectified. • SPCA – See Appendix 1. • PPG – Latest newsletter is on the SPPC website. 	
062108	To note the current financial situation. The Council noted the present financial situation is satisfactory. See Appendix 2.	Clerk
062109	To authorise requests for payments. The Council resolved to approve the payments in Appendix 3. to these minutes. <i>Proposed by Cllr Gordon and seconded by Cllr Circuit.</i>	Clerk
062110	To review and agree responses to S106 statement from BDBC. The Council agreed that the S106 statement is correct and until further adoption of green spaces is complete no further progress can be made. <i>Proposed by Cllr Rouse and seconded by Cllr Circuit.</i>	Clerk
062111	To consider an application from Victim Support for a grant of £50. The Council unanimously agreed to pay the above grant. <i>Proposed by Cllr Wisniewski and seconded by Cllr Circuit.</i>	Clerk
062112	To consider an application from SPCA for a grant of £1910 under Section 133 of LGA 1972 to contribute to the cost of parking bollards. The Council unanimously agreed to pay the above grant. <i>Proposed by Cllr Wisniewski and seconded by Cllr Circuit.</i>	Cllr Parfrey/ Clerk
062113	To review and updated costs of SID's following specification related changes. The Council resolved to pay the updated cost.	Clerk

Signed by Chair.....

	<i>Proposed by Cllr Circuit and seconded by Cllr Rouse.</i>	
062114	To consider work required to fix the security cameras at the Parish Office. The Council resolved to pay the above cost and fix the camera. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski.</i>	Clerk
062115	To hear an update from Open Spaces. <ul style="list-style-type: none"> • The maintenance contract with Roots has been terminated and new contractors are being sought. • It was agreed to budget a sum of £150 to buy compost and plants for the planters at the office – Cllr Wisniewski to action. 	
062116	To note and approve updates to the risk register and consider any additional risks identified in this meeting. Nil.	
062117	To consider matters for including in the next issue of the Loddon Valley Link (supplied 15th June to meet deadline). <ul style="list-style-type: none"> • Casual Vacancies • SPPC Grants • Chairs Clinic • Fly tipping 	
062118	To confirm the date of the next Parish Council Meeting as 14th July 2021, venue to be confirmed. There is no meeting in August.	

There being no further business, the meeting closed at 8.32 pm

Signed by Chair.....

Appendix 1 – Agenda Item 062107

Centre Report/Update 23rd June 2021

Reopening & hirers update

Since Monday 17th May when Step 3 of roadmap out of lockdown got the go-ahead more groups and classes, as of June we have approximately 70% of regular groups returned. This also includes a new class, Broadway Boogie.

We have lost SP Boxing Club, who had returned to training outside twice a week, we are unable accommodate inside and they have secured venue from June.

Following BDBC CAM Training had a review of the timetable & availability resulting in Friday evenings being allocated to Community groups, Centre events, parties & one-off bookings.

Pending enquiries/bookings: Yoga & U3A

The Hub - Youth Club

Finally resumed on Wednesday 7th June! Following loss of sessional worker, LG to cover until recruit. Without external promoting attendance has been great 30+ children for the last two weeks! Word of mouth and newsletter expecting numbers to increase.

As the weather has been good, managing to hold sessions outdoors, with craft activities, table tennis, football, cricket and badminton etc.

Charity Commission Open Online Query

Due to receive reply by 19th May contacted CC for update, huge backlog due to COVID further 4/5 weeks before likely response by end of June?

BandD Community Lottery update:

29 draws since launched 28th November 2020:

10 supporters winning 3 free tickets

4 supporters winning £25

1 lucky resident has won £250

£527.50 funds raised to date (including winner who donated her £25 winnings back to Centre!) from only 18 supporters, big push in this month's newsletter/FB.

Events

Pencilled in & confirmed dates:

- **Wednesday 30th June** – SPCA AGM @8pm
- **Saturday 4th September** - Community Picnic/belated birthday celebration, confirmed stalls/entertainment: secured a band, ice cream van, Bramley Bakery for Hog Roast, Ro's On The Go (coffee van) Waffle Wagon & Routine Riots - Face Painting & Balloon Modelling, COVID dependant.
- **Fridays 25th June & 23rd July – Pop Up Pub & Pizza Night**
- *Friday 15th or Saturday 16th October – Quiz Night Steve run? Live or Zoom.*
- *Saturday 20th November – Christmas Shopping Event*
- *Saturday 4th or 11th December (depends on which Sunday Christingle Service is on) to make weekend of 'activities.'*

Health & Safety

- No accidents or incidents to report

Signed by Chair.....

- COVID-19 policies and procedures still in place following Step 3, revised Covid capacity in line with guidance for indoor sporting/fitness activities.

Maintenance / Security

- Several sections of playing fields boundary fence damaged, caretaker secured reported to BDBC await repair/chasing for contractor details to repair section damaged last July NISA carpark.
- Quote for Bollards updated £2910, grant funding applications submitted to Cllr Still & SPPC. Confirmation from HCC £1000 to be awarded.
- Notice received from Roots last maintenance end of April – New contractor commenced 2nd June
- Moveable Wall Service due July 2021 - Pro Servicing 3 contract approved
- Main Hall Floor - maintenance due provisionally holiday half term in October - £2,980 +VAT hall out of action for week – to be discussed at next meeting
- Fire Skills quote £450+VAT for updated fire risk assessment & training to be discussed at next meeting
- ABC plant and machinery works to approve inc. decommission commercial boiler, association pipe work an installation of hot water heaters (see quotes) as changing room showers etc never used:
 - Shower Insolation Works £1452.95
 - Installation of hot water heaters & electric shower, associated pipework £4229.87
- Decorating of lower section to uplighters in the Main Hall - Caretaker will undertake work after discussion ref prep work with decorated and purchase of paint
- Boot Cleaners - to be installed prior to winter of next football season 2021/22

Kitchen appliances replacement

- Cooker - struggling with oven last service didn't improve 1 oven not working cheapest like for like replacement £620 Currys plus fitting & disposal cost – Trustees approved.
- Dishwasher - contacted repair Centre due to age not worth callout/repair bill, replacement approx. cost £200 - approved

Signed by Chair.....

Appendix 2 – Agenda Item 062108

Date: 14/06/2021
Time: 11:28

Sherfield Park Parish Council
Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

Page 1
User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	31/05/2021		29,759.90
			29,759.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			29,759.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			29,759.90
		Balance per Cash Book is :-	29,759.90
		Difference is :-	0.00

Date: 14/06/2021
Time: 11:30

Sherfield Park Parish Council
Bank Reconciliation Statement as at 31/05/2021
for Cashbook 2 - HSBC

Page 1
User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/05/2021	48	76,399.72
			76,399.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			76,399.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			76,399.72
		Balance per Cash Book is :-	76,399.72
		Difference is :-	0.00

Signed by Chair.....

Appendix 2 – Agenda Item 062109

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/06/2021
Clerks Expenses	Mobile Phone		EP	£6.50	
SSE	Electricity	2405418415	SO	£15.00	DD 21/06/2021
Greenhouse Graphics	Banners	24061	EP	£410.40	
Viking	Office Supplies	613829	EP	£36.52	
Viking	Office Supplies	495187	EP	£79.88	
Roots	April and May Grass Cut	2063	EP	£48.00	
ICO	Annual Renewal		DD	£35.00	DD 16/06/2021
Staff salaries & associated costs	Staff salaries, Tax & NI	June	EP	£1,019.38	Staff salaries & associated costs
			PAYMENT	£1,696.82	
			TOTALS		

Signed by Chair.....

Signed by Chair.....



Agenda Item 072108 – Financial Update

Lloyds Bank Reconciliation
Lloyds Receipts and Payments
HSBC Bank Reconciliation
HSBC Receipts and Payments
Q1 Spend Against Budget
Q1 Vat Claim

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	30/06/2021		26,103.08
			<u>26,103.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,103.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,103.08
		Balance per Cash Book is :-	26,103.08
		Difference is :-	0.00

Time: 10:18

Bank Reconciliation up to 30/06/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/06/2021	DD	46.14		46.14		R <input type="checkbox"/>	BT
16/06/2021	DD	35.00		35.00		R <input type="checkbox"/>	ICO
21/06/2021	SO	15.00		15.00		R <input type="checkbox"/>	Southern Electric
23/06/2021	BACS	185.46		185.46		R <input type="checkbox"/>	Richard Oats
23/06/2021	BACS	86.95		86.95		R <input type="checkbox"/>	HMRC
23/06/2021	BACS	746.97		746.97		R <input type="checkbox"/>	Tracy Hamer
24/06/2021	BACS	410.40		410.40		R <input type="checkbox"/>	Greenhouse Graphics
24/06/2021	BACS	48.00		48.00		R <input type="checkbox"/>	Roots Basingstoke
24/06/2021	BACS	1,910.00		1,910.00		R <input type="checkbox"/>	Sherfield Park Community Assoc
24/06/2021	BACS	6.50		6.50		R <input type="checkbox"/>	Tracy Hamer
24/06/2021	BACS	50.00		50.00		R <input type="checkbox"/>	Victim Support
24/06/2021	BACS	36.52		36.52		R <input type="checkbox"/>	Viking
24/06/2021	BACS	79.88		79.88		R <input type="checkbox"/>	Viking
		<u>3,656.82</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/06/2021	49	76,400.37
			<u>76,400.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,400.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,400.37
		Balance per Cash Book is :-	76,400.37
		Difference is :-	0.00

Bank Reconciliation up to 30/06/2021 for Cashbook No 2 - HSBC

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/06/2021			0.65	0.65		R ■	Receipt(s) Banked
		<u>0.00</u>	<u>0.65</u>				

Detailed Receipts & Payments by Budget Heading 30/06/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Litter Warden Grant	2,317	2,267	(50)			102.2%	
1076 Precept	19,610	39,220	19,610			50.0%	
1090 Bank Interest	2	75	73			2.6%	
Income :- Receipts	21,929	41,562	19,633			52.8%	0
Net Receipts	21,929	41,562	19,633				
200 Expenditure							
4000 Salaries & Allowances	3,190	13,000	9,810		9,810	24.5%	
4025 Clerks Expenses	0	400	400		400	0.0%	
4060 Stationery	156	0	(156)		(156)	0.0%	
4070 Administration	0	1,200	1,200		1,200	0.0%	
4075 Chairman's Allowance	0	100	100		100	0.0%	
4080 Repairs & Maintenance	40	10,000	9,960		9,960	0.4%	
4085 Insurance	510	520	10		10	98.2%	
4090 Grants & Donations	1,960	15,000	13,040		13,040	13.1%	
4100 Training	442	1,500	1,058		1,058	29.5%	
4105 Hall Hire	0	150	150		150	0.0%	
4110 Audit Fees	0	500	500		500	0.0%	
4115 Subscriptions	759	1,000	241		241	75.9%	
4120 Publications	342	600	258		258	57.0%	
4125 Traffic control equipment	0	3,500	3,500		3,500	0.0%	
4130 Office Equipment	0	1,000	1,000		1,000	0.0%	
4135 Miscellaneous	0	500	500		500	0.0%	
4145 IT-inc Website	130	400	270		270	32.5%	
4150 Electricity	45	522	477		477	8.6%	
4155 Broadband	115	600	485		485	19.2%	
4160 Office Mobile Phone	20	78	59		59	25.0%	
Expenditure :- Indirect Payments	7,710	50,570	42,860	0	42,860	15.2%	0
Net Payments	(7,710)	(50,570)	(42,860)				
999 VAT Data							
115 VAT on Receipts	116	0	(116)			0.0%	
VAT Data :- Receipts	116	0	(116)				0
515 VAT on Payments	192	0	(192)		(192)	0.0%	
VAT Data :- Indirect Payments	192	0	(192)	0	(192)		0
Net Receipts over Payments	(76)	0	76				

Detailed Receipts & Payments by Budget Heading 30/06/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	22,045	41,562	19,517			53.0%	
Payments	7,902	50,570	42,668	0	42,668	15.6%	
Net Receipts over Payments	<u>14,143</u>	<u>(9,008)</u>	<u>(23,151)</u>				
Movement to/(from) Gen Reserve	<u>14,143</u>						

Submit to HMRC On VAT Archive Completion

Date 01/07/2021

Sherfield Park Parish Council

Page 1

Time 10:27

End Date of Assessment 30/06/2021

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
01/04/2021	245719348	BT	Sherfield Park Parish Council	7.69
16/04/2021	536153357	Viking	Sherfield Park Parish Council	10.69
04/05/2021	245719348	BT	Sherfield Park Parish Council	7.69
20/05/2021	989005388	CiLCA	Sherfield Park Parish Council	68.00
01/06/2021	245719348	BT	Sherfield Park Parish Council	7.69
24/06/2021	614945725	Greenhouse Graphics	Sherfield Park Parish Council	68.40
24/06/2021	245431520	Roots Basingstoke	Sherfield Park Parish Council	8.00
24/06/2021	536153357	Viking	Sherfield Park Parish Council	3.59
24/06/2021	536153357	Viking	Sherfield Park Parish Council	10.29
Total VAT Detail from Cashbook				192.04

I
 (Full name in BLOCK LETTERS)

am claiming a refund of one hundred and ninety two pounds and 4 pence
 (Pounds in words pence in figures)

£ 192.04

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Date
 (Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.



072109 - July Payment Request

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/07/2021
Clerks Expenses	Mobile Phone		EP	£6.50	
SSE	Electricity	2405418415	SO	£15.00	DD 21/07/2021
Staff salaries & associated costs	Staff salaries, Tax & NI	July	EP	£1,019.38	Staff salaries & associated costs
			PAYMENT TOTALS	£1,696.82	



Date of Acquisition	Asset Description	Cost (ex-VAT)	Insurance Value	Replacement Value	Location of Asset	Condition of Asset	Estimated Lifespan	Custodian	Replacement Date
2020	HP 14s-dq1504sa Laptop	£499	*	£500	With the Clerk	Good	5	Clerk	2025
2016	HP Envy 4520 Printer	£35	*	£50	The Parish Office	Good	5	SPPC	2021 or when required
2018	Samsung 22" Monitor	£88	*	£100	The Parish Office	Good	10	SPPC	2028
2016	Paper Shredder	£38	*	£38	The Parish Office	Good	5	SPPC	2021 or when required
2016	A4 Laminator	£25	*	£25	The Parish Office	Good	5	SPPC	2021 or when required
2016	Noticeboards x3	£7,400	**	£8,000	Sherfield Park	Good	20	SPPC	2036
2017	Bus Shelters x6	£21,000	**	£21,000	Sherfield Park	Good	20	SPPC	2038
2018	Parish Office Building	£27,000	£27,810	£30,000 TBC April 2022	Sunwood Drive	Good	20	SPPC	2028
2018	Desks x2	£330	*	£330	The Parish Office	Good	10	SPPC	2028
2018	Drawer Stacks x2	£189	*	£190	The Parish Office	Good	10	SPPC	2028
2018	Board Table x1	£200	*	£200	The Parish Office	Good	10	SPPC	2028
2018	Desk Chairs x2	£157	*	£157	The Parish Office	Good	10	SPPC	2028
2018	Conference Chairs x16	£436	*	£436	The Parish Office	Good	10	SPPC	2028
2018	Office Cupboards x2	£298	*	£298	The Parish Office	Good	10	SPPC	2028
2017	Speed Monitor unit with stand	£2,760	£2,842.80	£2,760	Clr Parfrey's Home	Good	10	SPPC	2027
2017	Display Stand x2	£300	*	£300	The Parish Office	Good	5	SPPC	2022 or when required
2019	Projector and screen	£250	*	£250	The Parish Office	Good	5	SPPC	2024

2019	Office Security System x1	£2,000	£2,060	£2,000	The Parish Office	Good	10	SPPC	2024
2019	Bus stop bins x2	£500	**	£500	Rockbourne Road	Good	10	SPPC	2029
2020	Planters at PC Office x5	£714	*	£750	The Parish Office	Good	10	SPPC	2030
2021	SID camera and associated fittings	£TBC					10	SPPC	2031
2021	SPPC Entrance Signage	£TBC					20	SPPC	2041
TOTAL VALUE		£64,219	£64,793						

Note: Insurers recommend counting full cost price (not discounted price) for insurance purposes, plus delivery and installation, but exclude costs of uplifting, site containers or welfare facilities.

Note: Government audit regulations require that as from 2010/11, items which were donated or are of an unknown purchase cost, be shown at current value.

* Office Equipment Total Value - £2,828.38

** Street Furniture Total Value - £29,252

To be reviewed and approved July 2021, for review March 2022.