

Item 7 - Next four pages

26 April 2024 (2023-2024)

**Stansfield Parish Council**

Prepared by: DAVID LINDSAY  
Name and Role (Clerk/RFO etc)

Date: 26/4/24

Approved by: CHAIR  
Name and Role (RFO/Chair of Finance etc)

Date: 8/5/24

Bank Reconciliation at 31/03/2024			
	Cash in Hand 01/04/2023		8,366.54
	<b>ADD</b>		
	Receipts 01/04/2023 - 31/03/2024		8,268.26
			16,634.80
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 31/03/2024		11,016.65
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>5,618.15</b>
	Cash in hand per Bank Statements		
	Petty Cash 01/04/2023	0.00	
	Barclays current account 31/03/2024	1,744.67	
	Barclays reserve account 31/03/2024	3,047.69	
	Unity Trust 31/03/2024	1,549.59	
			6,341.95
	Less unrepresented payments		723.80
			5,618.15
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>5,618.15</b>
<b>A = B Checks out OK</b>			

**Stansfield Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

30 April 2024 (2023-2024)

**A. Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Locality grant WSC					500.00	-500.00	-500.00 (N/A)
15	Locality grant SCC							(N/A)
18	Other receipts		50.00	50.00				50.00 (N/A)
20	Precept	8,182.00	8,182.00					(0%)
26	Bank interest	20.00	36.26	16.26				16.26 (81%)
<b>SUB TOTAL</b>		<b>8,202.00</b>	<b>8,268.26</b>	<b>66.26</b>		<b>500.00</b>	<b>-500.00</b>	<b>-433.74 (-5%)</b>

**B. Administration - Staff**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				3,500.00	1,730.09	1,769.91	1,769.91 (50%)
2	PAYE & NI							(N/A)
3	Pension costs							(N/A)
43	Home Working Allowance					45.00	-45.00	-45.00 (N/A)
<b>SUB TOTAL</b>					<b>3,500.00</b>	<b>1,775.09</b>	<b>1,724.91</b>	<b>1,724.91 (49%)</b>

**C. Administration - Office**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Clerk's expenses				150.00		150.00	150.00 (100%)
8	Insurance				200.00	264.00	-64.00	-64.00 (-32%)
9	Village hall hire				180.00		180.00	180.00 (100%)
11	Website				950.00	999.00	-49.00	-49.00 (-5%)
12	Stationery				20.00	64.32	-44.32	-44.32 (-221%)
19	Phone costs				23.00	19.99	3.01	3.01 (13%)
23	Training - clerk and councillors				200.00	300.00	-100.00	-100.00 (-50%)
34	Other					95.00	-95.00	-95.00 (N/A)
36	EE Mobile subscription				250.00	373.22	-123.22	-123.22 (-49%)
38	Mileage					32.40	-32.40	-32.40 (N/A)
39	Email monthly fees				350.00	344.16	5.84	5.84 (1%)
40	IT Support							(N/A)
<b>SUB TOTAL</b>					<b>2,323.00</b>	<b>2,492.09</b>	<b>-169.09</b>	<b>-169.09 (-7%)</b>

**D. Admin - Audit and Accounti**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Internal audit fees				170.00	169.00	1.00	1.00 (0%)
42	Annual Licence					138.00	-138.00	-138.00 (N/A)
<b>SUB TOTAL</b>					<b>170.00</b>	<b>307.00</b>	<b>-137.00</b>	<b>-137.00 (-80%)</b>

**Stansfield Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

30 April 2024 (2023-2024)

**E. Administration - Other**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Subscriptions				270.00	188.40	81.60	81.60 (30%)
10	GDPR				35.00		35.00	35.00 (100%)
25	Election costs				50.00	81.91	-31.91	-31.91 (-63%)
37	Locum Fees				2,800.00	3,280.00	-480.00	-480.00 (-17%)
41	Annual Fees					35.00	-35.00	-35.00 (N/A)
44	Bank fees					27.20	-27.20	-27.20 (N/A)
<b>SUB TOTAL</b>					<b>3,155.00</b>	<b>3,612.51</b>	<b>-457.51</b>	<b>-457.51 (-14%)</b>

**F. Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Other grants							(N/A)
28	Donations to charitable causes				50.00		50.00	50.00 (100%)
29	Stansfield village Hall				600.00	600.00		(0%)
30	Stansfield village Hall Broadband				168.00	403.00	-235.00	-235.00 (-139%)
<b>SUB TOTAL</b>					<b>818.00</b>	<b>1,003.00</b>	<b>-185.00</b>	<b>-185.00 (-22%)</b>

**G. Community Services**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Verge cutting							(N/A)
17	Other payments				100.00	500.00	-400.00	-400.00 (-400%)
24	Hedge cutting							(N/A)
27	Chapel ground maintenance - str							(N/A)
31	Village project				100.00		100.00	100.00 (100%)
32	Emptying of dog bins				85.00	91.52	-6.52	-6.52 (-7%)
35	Wildlife project							(N/A)
45	Equipment				100.00	200.70	-100.70	-100.70 (-100%)
<b>SUB TOTAL</b>					<b>385.00</b>	<b>792.22</b>	<b>-407.22</b>	<b>-407.22 (-105%)</b>

**Summary**

<b>NET TOTAL</b>	<b>8,202.00</b>	<b>8,268.26</b>	<b>66.26</b>	<b>10,351.00</b>	<b>10,481.91</b>	<b>-130.91</b>	<b>-64.65 (-0%)</b>
<b>V.A.T.</b>					534.74		
<b>GROSS TOTAL</b>		<b>8,268.26</b>			<b>11,016.65</b>		

# Payments in excess of £100 (excluding salaries)

## Stansfield Parish Council PAYMENTS LIST

30 April 2024 (2023-2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
21	Stansfield village Hall	14/06/2023		Barclays current acc		Grant	Stansfield Village Hall	E	600.00		600.00
22	Stansfield village Hall Broadbar	14/06/2023		Barclays current acc		Grant	Stansfield Village Hall	E	235.00		235.00
27	Website	15/06/2023		Barclays current acc		Website (new)	Aubergine	S	849.00	169.80	1,018.80
29	Internal audit fees	15/06/2023		Barclays current acc		Internal audit fee	Suffolk Association of Local	S	169.00	33.80	202.80
32	Locum Fees	15/06/2023		Barclays current acc		Locum Fees	Town and Parish Advisory :	X	596.00		596.00
36	Locum Fees	14/07/2023		Barclays current acc		Locum Fees	Town and Parish Advisory :	X	596.00		596.00
41	Locum Fees	30/08/2023		Barclays current acc		Locum Fees	Town and Parish Advisory :	X	596.00		596.00
44	Annual Licence	13/09/2023		Barclays current acc		Scribe accounting software 1/6	Starboard Systems Ltd	S	138.00	27.60	165.60
45	Locum Fees	13/09/2023		Barclays current acc		Locum Fees	Town and Parish Advisory :	X	516.00		516.00
47	Stansfield village Hall Broadbar	13/09/2023		Barclays current acc		Broadband for village hall	Stansfield Village Hall	X	168.00		168.00
49	Locum Fees	16/10/2023		Barclays current acc		Locum Fees	Town and Parish Advisory :	X	280.00		280.00
52	Insurance	11/11/2023		Barclays current acc		Insurance	Zurich Municipal	X	264.00		264.00
53	Subscriptions	11/11/2023		Unity Trust		Membership subscription	Suffolk Association of Local	X	144.15		144.15
56	Locality grant WSC	06/12/2023	23.07.02 7d)	Barclays current acc	100362	Good Neighbour Scheme transt	Stansfield GN Group	X	500.00		500.00
58	Locum Fees	19/12/2023		Unity Trust		Locum Fees	Town and Parish Advisory :	X	696.00		696.00
80	Training - clerk and councillors	18/03/2024		Unity Trust		TRAINING	SLCC	S	120.00	24.00	144.00
82	Other payments	20/03/2024		Unity Trust		Good Neighbour Scheme transt	Unity Trust	E	500.00		500.00
84	Equipment	31/03/2024		Unity Trust		Defib Supplies	Community Heartbeat Trus	S	136.50	27.30	163.80
<b>Total</b>									<b>7,103.65</b>	<b>282.50</b>	<b>7,386.15</b>

5 May 2024 (2023-2024)

## Stansfield Parish Council SUMMARY OF VAT POSITION AS AT 05/05/2024

Brought Forward	£-359.21
Receipts	_____
Sub Total	£359.21
Payments	£534.74
<b>Bal. carry/fwd.</b>	<b>-£175.53</b>

## Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

### Stansfield Parish Council

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24: **£8,268**

Total annual gross expenditure for the authority 2023/24: **£11,017**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.


By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2024.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	08/05/2024
	05/05/2024		
Signed by Chair	Date	as recorded in minute reference:	
	08/05/2024		

Generic email address of Authority  
[stansfieldpc@outlook.com](mailto:stansfieldpc@outlook.com)

Telephone number  
07496 851198

\*Published web address

[www.stansfield.onesuffolk.net](http://www.stansfield.onesuffolk.net)

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Stansfield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

08/05/2024

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

[www.stansfield.onesuffolk.net](http://www.stansfield.onesuffolk.net)

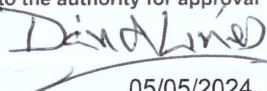
## Section 2 – Accounting Statements 2023/24 for

### Stansfield Parish Council

	Year ending		Notes and guidance	
	31 March 2023 £	31 March 2024 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	3,735	8,367	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	5,768	8,182	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	4,000	86	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	1,181	1,730	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	3,955	9,287	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	8,367	5,618	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	8,367	5,618	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	6,611	6,611	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
<b>For Local Councils Only</b>	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

05/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

08/05/2024

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Item 12 a)

Stansfield Parish Council  
PAYMENTS LIST

5 May 2024 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4 Subscriptions	05/05/2024		Unity Trust		Membership subscription	Suffolk Association of Local	E	151.26		151.26
5 Phone costs	05/05/2024		Unity Trust	DD	Phone costs	EE mobile	S	19.99	4.00	23.99
6 Salaries	05/05/2024		Unity Trust	SO	Clerk's salary	Annie Lines	X	259.13		259.13
7 Home Working Allowance	05/05/2024		Unity Trust		Home Working Allowance	Annie Lines	X	15.00		15.00
8 Equipment	05/05/2024		Unity Trust		Defib Supplies	Community Heartbeat Trus	S	141.50	28.30	169.80
9 Other	05/05/2024		Unity Trust		Postage	Annie Lines	E	16.14		16.14
<b>Total</b>								<b>603.02</b>	<b>32.30</b>	<b>635.32</b>

<b>A</b>	<b>Bank Reconciliation at 05/05/2024</b>		
	Cash in Hand 01/04/2024		5,618.15
	<b>ADD</b> Receipts 01/04/2024 - 05/05/2024		8,851.00
			14,469.15
	<b>SUBTRACT</b> Payments 01/04/2024 - 05/05/2024		933.44
	<b>Cash in Hand 05/05/2024</b> (per Cash Book)		<b>13,535.71</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	01/04/2023	0.00
	Barclays current account	26/04/2024	1,744.67
	Barclays reserve account	26/04/2024	3,047.69
	Unity Trust	05/05/2024	9,438.67
			<b>14,231.03</b>
	Less unrepresented payments		695.32
			13,535.71
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>13,535.71</b>
<b>A = B Checks out OK</b>			

Item 12 e)



Mr David Lines  
Stansfield Parish Council (West Suffolk)  
Elm Hall  
Stansfield  
Sudbury  
Suffolk  
CO10 8LW

## Select for Local Councils Policy Schedule (Quote)

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

**Policy Cover Declaration:**

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Policy Number	TBC
Insured	Stansfield Parish Council (West Suffolk)
Business	Parish Council
Period of Insurance	
From	01/10/2023
To	30/09/2024

and any other period for which cover has been agreed.

**Premium Breakdown:**

Package	£ 264.00
Monuments, Memorials & Statues All Risks	£ 0.00 (Cover not selected)
Playground Equipment All Risks	£ 0.00 (Cover not selected)

<b>Total Annual Premium*</b>	<b>£ 264.00</b>
------------------------------	-----------------

\*Premiums are inclusive of Insurance Premium Tax

Schedule Number	TBC
Preparation Date	27/09/2023
Policy Form Reference	MLAACG08

Item 12 f)

**Barclays Bank (both accounts)**

**Appointed**

Rex Barnes

Pat Barnes

Ann Corlett

Martin Slater

**Unity Trust Bank**

**Appointed**

Rex Barnes (View and Authorise)

Par Barnes (View and Authorise)

David Lines (View and Submit)

To **OPEN a savings account with Unity Trust (minimum three signatories)**

**30-Day Deposit**

2.96% AER\* interest rate\*\*

[Find out more](#)

**90-Day Deposit**

3.06% £85k-£10m

3.16% £10m and above  
AER\* interest rate\*\*

[Find out more](#)

**6-Month Fixed Term**

4.25% AER\* interest rate\*\*

[Find out more](#)

**Instant Access**

2.77% AER\* interest rate\*\*

[Find out more](#)

Please see specific terms and conditions of account for more information

Item 12 g)

30 April 2024 (2023-2024)

**Stansfield Parish Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
<b>Fixed assets</b>							
Village sign	2001	1,200.00	2,500.00	Plough Hill/Lower St	10 years		
Bench seat	2000	270.00	400.00	Plough Hill/Lower St	10 years		
Dog bin	2007	75.00	90.00	High Street	10 years		
Dog bin	2010	75.00	90.00	Churchyard	10 years		
Phone box	14/04/2010	1.00	2,500.00	High Street	10 years		
Chapel Burial Ground	December 2001	10.00	10.00	Upper Street	Indefinite		
Noticeboard	April 2014	720.00	800.00	Plough Hill/Lower St	10 years		
Grit bin	02/07/10	130.00	130.00	Plough Hill	10 years		
Grit bin	02/07/10	130.00	130.00	VH corner, Lower St	10 years		
Grit bin	02/07/10	130.00	130.00	Pippin Post Close	10 years		
Lock down wheelie bin	November 2016	280.00	300.00	Stansfield VH	10 years		
Memorial bench	October 2018	648.00	700.00	Stansfield VH	10 years		
Defibrillator and cabinet	30/05/19	2,545.00	2,600.00	Stansfield VH	10 years		
Bench	24/03/2021	274.17	300.00	Chapel Ground	10 years		
Camera Trap	29/03/2021	122.50	150.00	Chapel Ground	10 years		
		<b>6,610.67</b>	<b>10,830.00</b>				
<b>Grand Total:</b>		<b>6,610.67</b>	<b>10,830.00</b>				

Item 12 h)

### Standing Orders

A Lines - Salary £259.13 monthly

A Lines - Home Working Allowance £15.00 Monthly

### Direct Debits

EE—Mobile Phone charge - £19.99 + VAT Monthly