



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
SANDHURST, BERKSHIRE
GU47 9BJ

Tel: 01252 879060 (24hr answer phone)
Fax: 01252 860070

Email: stc@sandhurst.gov.uk

All Town Council Meetings are open to the Public and Press.

Dear Councillors Mrs S. Davenport (Mayor), N. Allen, Mrs J. Bettison, P. Bettison, D. Birch, A. Blatchford, B. Brooks, M. Brossard, Mrs H Hill, P. Hodge, Ms G. Kennedy, R. Limbu, Mrs P. McKenzie, R. McKenzie, Mrs M. Mossom, R. Mossom, P. Panesar, J. Porter, M. Sanderson (Deputy Mayor), S. Thomas, M. Vandersluis, P. Wallington, Mrs N. York.

You are hereby summoned to attend a meeting of the **Sandhurst Town Council** to be held via **ZOOM** on **Thursday 4th March 2021** at **7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey (Executive Officer)

To join the video conference please use –

Join Zoom Meeting

<https://us02web.zoom.us/j/85242121595?pwd=dWF3d2FjOHpyOS90UGNZQIBGdVhhUT09>

Meeting ID: 852 4212 1595

Passcode: 857847

1. Questions from Members of the Public (Information item, to which a maximum of 15 minutes is allocated)

An opportunity is provided for the people of Sandhurst to ask questions of, and make comments to, the Town Council.

To speak at the meeting please raise a hand when the Chairman asks 'Are there any questions from the public?'

Members of the Public will be invited to speak in turn by the Chairman and are requested to restrict their question or comment to three minutes.

Questions which are not answered at this meeting will be answered in writing to the person asking the question.

For the avoidance of doubt, whilst the meeting will occur in the presence of the public it is not a public meeting.

Public participation is not permitted on any agenda item outside of this initial opportunity to receive public questions / comments.

2. Apologies for absence

To receive and accept apologies for absence.
(Information item)

3. Members' interests

To receive any declaration of interests from Members on the business to be transacted.

4. Minutes of Town Council meeting

To receive and confirm the Minutes of the proceeding of the Town Council Meetings held on 7th January 2021 (pages 1087-1089) and 4th February 2021 (page 1104) as a true and correct record.

5. Mayor's Report

To receive any communications or announcements from the Mayor and the list of engagements attended since the last Council meeting (Annexe 1).

6. Strategy and Policy Committee Meeting

To receive and adopt the minutes and any recommendations of the Strategy and Policy Committee meeting held on 28th January 2021 (pages 1101-1103).

7. Leisure Committee Meeting

To receive and adopt the minutes and any recommendations of the Leisure Committee meeting held on 21st January 2021 (pages 1093-1097).

8. Environment Committee Meeting

To receive and adopt the minutes and any recommendations of the Environment Committee meeting held on 14th January 2021 (pages 1090-1091).

9. Planning Committee Meeting

To receive and adopt the minutes and any recommendations of the Planning Committee meetings held on 21st December 2020 (pages 1081-1083) and 25th January 2021 (pages 1098-1100).

10. Delegated Decisions during Coronavirus Pandemic

To receive a list of the delegated decisions that have been made from 25th January 2021 to 23rd February 2021 (Annexe 2). (Information item)

11. Financial Risk Assessment

To receive the recommendation from the Strategy & Policy Committee to accept the Audit Report & Risk Assessment of financial systems and internal controls. However, the recommendation from the internal auditor to increase the precept is not accepted due to the current positive account projection for 2021/22 despite the pandemic. This is positively affected by any lost income being offset by underspend on events. (Annexe 3)
(Decision item)

12. Mayor & Deputy Mayor Appointment 2021/22

The following motion has been received for consideration –
Sandhurst Town Council to approve the extension of the current mayoral year for another year due to the extreme circumstances and limitations during the current year.
(Decision item)

13. Community Fund

The following motion has been received for consideration –
Sandhurst Town Council to set up and manage a Community fund for improvements in the town using monies from the Community Infrastructure Levy (CIL).
(Decision item)

14. Retail Areas in Sandhurst

To consider ideas to support local retail reopening following the lockdown with support from BFC. (Decision item)

15. Councillors' Reports

To receive any reports from members serving on the Borough Council or members who represent the Town Council on Outside Bodies.

16. Executive Officer Report

To receive the report. (Annexe 4) (Information item)

17. Balance at Bank

To receive the balances at the bank as at 31st January 2021.

Current account	£2,000
Business reserve	£965,862
Capital reserve	£375,963
Mayors Charity	£4.30

(Information item)

18. Accounts

To receive and authorise the schedule of payments and receipts for December 2020 (49 payments totalling - £38,142.86) and January 2021 (41 payments totalling £50,170.05) (Annexe 5). (Decision item)

19. Date of next meeting (Procedural item)

To confirm the date of the next meeting as 6th May 2021. (Procedural item)

20. Exclusion of Press and Public

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for a discussion of confidential business relating to staff performance awards 2020/2021.

(Decision item)

21. Performance Awards 2020 / 2021

Receive the recommendation as referred by Strategy and Policy Committee from the Personnel Sub-Committee in relation to Performance Awards. (Confidential Annexe 6).

(Decision item)

ANNEXE 1 (For information only)

Report: Mayoral Engagements	
Meeting: Town Council	Date: 04 March 2021
Agenda item: 5	Author: Cllr Mrs Davenport

MAYORS OFFICIAL ENGAGEMENTS – January 2021 to February 2021		
Date	Engagements	Notes

THERE HAVE NOT BEEN ANY MAYORAL ENGAGEMENTS IN 2021 TO DATE.

ANNEXE 2 (For information only)

Report: Delegated Decisions 25th January 2021– 23rd February 2021	
Meeting: Town Council	Date: 4 th March 2021
Agenda item: 10	Author: Angela Carey

1. 25/1/21.
Lateral flow testing to take place in the community hall, five days a week for ten weeks.
A fee will be charged to BFC.
Decision: Agreed – Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
2. 9/2/21.
Civic Service 2021 to be postponed. A church service may be possible depending on restrictions.
Decision: Agreed - Cllr Mrs S Davenport, Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
3. 9/2/21.
Annual Town Council Meeting to be cancelled due to current restrictions and the reports published online.
Decision: Agreed - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
4. 23/2/21.
Permission for Bracknell Town FC to use the pitch at bottom meadow for one season whilst they secure a new home ground is requested. An agreement for one months' notice within this term is suggested, should there be any issues STC will inform STFC and one month will be given to rectify the issue or terminate the sub-let.
Decision: Agreed - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
5. 23/2/21.
The cancellation of the planned Music Festival 3rd July 2021 due to the current pandemic.
Decision: Agreed - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

No	Internal Control Tests	Findings
1	Proper Bookkeeping	
1.1.	Is the cashbook maintained and up to date? Format used?	The cashbook is maintained on the RBS Omega system and was prepared up to 31 October 2020. It was up to date and accurate.
1.2	Is the cashbook arithmetically correct?	The cashbook is analysed into Budget head codes for both receipts and payments and these were arithmetically correct.
1.3	Is the cashbook regularly balanced?	<p>The Cashbook is balanced monthly for both the Current and Deposit accounts. Daily transactions are input by the Deputy Executive Officer and the Accountant will support monthly closedown of the accounts shown in the cashbook. The Accountant will sign the bank statements to confirm that a full Bank Reconciliation has been carried out and agreed to the cashbook.</p> <p>We are pleased to report that the Executive Officer now signs and dates the cash book reconciliation sheet to confirm that the totals agree to the monthly bank reconciliations for both the current and deposit accounts. We also note that the Chairman of Strategy and Policy Committee now signs and dates these Reconciliations on at least a quarterly basis to confirm they are accurate as part of the governance and monitoring role.</p>
2a	Standing Orders and Financial Regulations	
2.1	Has the Council formally adopted Standing Orders and Financial regulations, & dates approved?	<p>Standing Orders and Financial Regulations were approved and adopted by the Town Council on the 7 May 2020 Minute ref 2136.</p> <p><i>Audit Note: Financial Regulations and Standing Orders should be reviewed by the Executive Officer every year and should be submitted for approval by Town Council. The approval should be detailed in the Town Council minutes.</i></p>
2.2	Has an RFO been appointed with specific duties noted in both contract & Fin./Regs?	The Executive Officer is the Responsible Finance Officer (RFO), and the duties are detailed in the Financial Regulations.
2.3	Have items or services above a de minimis amount been competitively purchased?	<p>The Executive Officer has as delegated power for emergency needs. In the reviewed Financial Regulations, the Executive Officer is always required to obtain value for money quotations, usually by obtaining 3 quotations or estimates. Where the value is above £5000 the Executive Officer shall obtain 3 quotations.</p> <p>A £60k level applies for obtaining three tenders for project work shown in the new Financial Regulations.</p> <p><i>Audit note: Any Town Council project should be confirmed in the minutes of the Town Council and the funds used during the agreed financial years. (Projects and spending/allocation of funds are approved at the time.</i></p>

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

2b	Payments Controls	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	<p>Any full-time member of staff can be responsible for raising purchase orders. Purchase orders are completed and held at the Town Council Offices and matched with invoices. Where part deliveries are received this is noted on the original order to ensure that subsequent delivery information is correct.</p> <p>All contracts with Suppliers/Contractors are held and are signed off as accurate by the Executive Officer or Deputy Executive Officer if required.</p> <p>Payments for Utilities: All invoices are passed to the Deputy Executive Officer for checking and confirmation of contract information before payment is made. If required consultation will take place with the Utility Company and the Caretaker re the consumption totals before they are passed for payment.</p> <p>Proper invoices support all on-line payments. Monthly payment schedules are prepared by the Deputy Executive Officer for the Executive Officer who will present this for retrospective approval at the Town Council meeting. This is approved by resolution and decision will be noted in the minutes of the meeting. Currently seven Councillors are appointed as bank signatories to sign cheques and on-line payments to confirm that details for payment are correct. The Executive Officer and Deputy Executive Officer are also signatories on the bank account mandate.</p>
2.5	Has VAT on payments been checked, recorded and reclaimed? Frequency, & refunds into which A/c?	<p>Proper VAT invoices are provided, when relevant, with VAT checked and entered in VAT column in Cashbook. VAT elements for reimbursement are listed in the Omega system and will be checked on a monthly basis by the Accountant. Reimbursement is made on a quarterly basis and paid direct into the Current Account.</p> <p>The last VAT claim reimbursement was submitted in October 2019 for £11,629.78 covering the period 1 July 2020 to 30 September 2020 paid into Nat West Bank Current Account 474066682 on 22 October 2020</p>
2.6	Is S.137 expenditure separately recorded & in limit?	<p>The Executive Officer will obtain committee approval for all grant payments. These are coded separately and shown in the cash book.</p> <p>There are 15,169 Electors in the Sandhurst Town Council area.</p> <p>Section 137 amount allowed per elector for 2020-21 is £8.32.</p>

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

3	Risk Management Arrangements	
3.1	Does a scan of the minutes identify any unusual financial activity, projects, events etc.?	All projects and events are risk assessed and minuted accordingly by Town Council or the relevant committee. It is noted that the formal review of risks will be completed for 2020/2021 at the Strategy and Policy Committee 26 January 2021.
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/skateparks regularity of checks & documentation?	The Executive Officer oversees the risk management process and will report to the Strategy and Policy Committee once a year in order to generate a recommendation for the Town Council. A full Play area and the Skatepark check is carried out by the Play Inspection Company and was last carried out on the March 2020. An additional yearly check (for the Skatepark only) is also undertaken by Full-Circle Leisure Ltd trading as Evolution Skateparks and this was carried out in May 2020. This continues to greatly assist the Council with any litigation claims brought for accidents.
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG cover level correct?	Standard local council policy held with Hiscox policy number 1891376 covering from 1 October 2020 to 30 September 2021. Fidelity Guarantee cover is now showing £500,000.
3.4	Are internal financial controls documented and reviewed regularly?	This initial risk assessment for financial systems' internal controls was prepared for 2018/19 and will be updated annually. Also, RBS desk top procedures are used to support the processes used for payments/bank reconciliations and income. <i>Audit Note: These should be reviewed if there is a change in key staff or an introduction on a replacement financial system.</i>
3.5	Risk Assessments and action plans have been completed to ensure that the Business of Council is continued during the Covid 19 pandemic. A business continuity plan has been produced to ensure that the Council can operate during unexpected or tragic circumstances.	Risk Assessments have been completed for all areas to enable staff to return to work. Risk Assessments for hirers have been completed and each hirer has been asked to complete their own RA and to give us a copy. All outside clubs (football, cricket & tennis) have been asked to complete a Risk Assessment and to give us a copy. Council Meetings have been conducted via zoom. The Executive Officer is in the process of producing at new business continuity plan and this will be introduced during 2020/2021

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

4	Budgetary Controls	
4.1	Has the Council prepared an annual budget in support of its precept? Council minute & date?	The Executive Officer prepares the draft total budget for the Town Council following closedown in December which is prepared and discussed with relevant committees to ensure that the budget preparation and bids are accurate. This will be finalised by Strategy and Policy Committee each January, with a recommendation made to the Town Council, where the precept and budget will be approved in February. Bracknell Forest District Council will be notified of precept requirements in February. For 2020/2021 the notification was sent in February 2020.
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Budget to actual comparisons are reviewed continually by the Town Council staff and reported quarterly to the Strategy and Policy Committee by the Executive Officer. Appropriate action is taken by the Strategy and Policy Committee and if required a recommendation will be made to the Town Council.
4.3	Are there any significant and unexplained variances on budget?	A process is in place to carry out budget monitoring and to report significant variations to the spending committees. Any action required will be assessed by the Executive Officer and approval will be obtained from Strategy and Policy Committee for any additional funds required or other action to be taken.
4.4	Any potential loss of income to the Town Council is known and action has been taken to adjust the budget for 2020/2021. Budget setting for 2021/2022 has considered the continuation of the Covid 19 pandemic.	The current financial position has been discussed with the delegated decisions committee and will be included in all budget meetings. All committees have been provided with an up to date budget position in their November meetings for information. Budget setting will include reduced income figures in case the pandemic prevents hires. Events will be included in the budget setting as some are not until late 2021. As with this year, the loss of income and the saving from not having events just about balance each other out. Recommendation: We recommend that the Council should consider an increase in its Precept for 2021/2022.

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

5	Income Controls	
5.1	Is income properly recorded and promptly banked?	Income sources from Precept, Grants, football pitches, tennis courts, cricket pitches. Also, income from the Flat, hire of the community hall and room, plus the cafe rental.
5.2	Does the precept recorded in the cashbook agree to the DC's notification? Yearly review of scale of fees?	The first half Precept for 2020/21 of £296,488.16 was received on 30/04/2020 and paid direct into Nat West Bank Current Account no 47406682. The second half year Precept payment of £296.498.16 was received on 30/09/2020 and paid direct to the Nat West Bank Current Account.
5.3	Are security controls over cash adequate and effective?	Very little cash income is received by the Town Council.
6	Petty Cash Procedures	
6.1	Is all petty cash spent noted in book /sheets with pro forma &/or voucher to support, esp. those with VAT? Imprest basis used?	The Town Council office holds £250 Imprest/petty cash (cashbook 4). Vouchers are completed and attached to the receipts for reimbursement. The vouchers are signed by the claimant and countersigned by the Deputy Executive Officer or Executive Officer to agree the transactions. Arrangements are in place to protect the Executive Officer and Deputy Executive Officer and ensure they do not have to sign for their own petty cash claims.
6.2	Is petty cash reported to each Council meeting?	At present there is no formal reporting of Imprest Account expenditure detail to the Town Council.
6.3	Is petty cash reimbursement carried out regularly?	All Petty Cash is reconciled on a monthly basis.
7	Payroll Controls	
7.1	Do staff salaries/wages paid agree with those approved by the Council & what is review frequency?	It was noted that the Town Council do not use the NALC/SLCC model template or use the Local Government NJC Pay Scales but have decided to use their own supported by the services of a Personnel Organisation; Peninsula.
7.2	Are other expenses to the Clerk/staff reasonable and	The Executive Officer confirmed she continues to overview the performance of staff

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

	approved by the Council?	through annual appraisals. Where appropriate she will recommend to the Strategy and Policy Committee each year any performance bonus payments to be made to their salary.
7.3	Have PAYE/NIC/ Pensions been properly operated by Council as an employer? Payment frequencies/method?	The Executive Officer will ask the Payroll Provider (Rice Associates) to provide them with the figures for PAYE and NI Contributions and these will be paid to HMRC by the Council. To meet the requirements of the Pension Auto Enrolment Legislation for all staff the Town Council have put in place arrangements a Pension Provider (Peoples Pension) that commence on the 1 April 2017.
8	Assets Controls	
8.1	Does Council keep an asset register of all assets owned incl. serial nos.? Annual physical check noted?	The Council's Maintenance and Grounds Maintenance teams maintain excel spreadsheets showing asset locations, serial numbered. Property and equipment are subject to recorded, regular check by these teams at least annually (and sometimes more depending on item eg play areas more often than annually). The list now includes insured values.
8.2	Are the Asset/Investments registers up to date, incl. disposals? Note all Investments held with a/c nos.	Yes, the asset register does show all the current asset items and was last updated in 2020.
8.3	Do asset insurance valuations agree with those in the asset register?	Yes, Asset Register does currently show any insured values.
9	Bank Reconciliation	
9.1	Is there a Bank reconciliation for each account held? Note each A/c with bank/branch & a/c no. If relevant, review Money Market transfers & documentation.	Yes, for Nat West Bank Current Account 47406682(cashbook 1), Nat West Bank Capital Reserve Account 474278841 (cashbook 2), Nat West Bank Business Reserve Account 47406690 (cashbook 3), Nat West Bank Mayors Charity Account 22121781 (cashbook 5). Also, a separate cashbook is held to reconcile the Indemnity Deposit cashbook (cashbook 6)
9.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	All bank accounts are reconciled monthly on receipt of the bank statements.
9.3	Are there any unexplained balancing entries in any reconciliation?	No, all entries were recorded correctly in the cash books.

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

10	Year-end Procedures	
10.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Income & Expenditure basis. Audit Note: The Chairman of Strategy and Policy Committee should conduct the Executive checklist at year-end as part of self-assessment controls.
10.2	Do the accounts agree with the cashbook codings?	Yes, RBS Omega Final year-end accounts confirm that entries made in cashbook are accurate & agree to Bank accounts held. 2019/20 balances confirm that entries made in the cash book are accurate and agree to all bank accounts held by the Town Council.
10.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	On-line information for payments, and bankings using paying in slip details to show in the cash book with separate analysis of budget heading for budget monitoring purposes.
10.4	Where appropriate, have debtors and creditors been properly recorded? Are the year-end, General and Earmarked reserves held at reasonable levels?	Debtors, creditors & accruals are all accounted for in the Balance Sheet. Reserves held at year-end were satisfactory, general reserves at £ 228,207.00 as at 31/03/2020 and anticipated at £128,054.00 for general reserves and £456,418.00 for all earmarked reserves at the end of 2020/21.

Signed ____Tim Light FMAAT _____

Date __19/11/2020_____

Internal Auditor

Signed _____ RFO Date _____
RFO

Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2020/21
prepared by the Internal Auditor, Executive Officer/RFO on 18 November 2020

Action Plan for Recommendations			
No.	Recommendations	Actioned by	Date
4.4	<i>We recommend that the Council should consider an increase in its Precept for 2021/2022</i>		

Signed ___Tim Light FMAAT_____ Internal Auditor Date ___19/11/2020_____

Signed _____RFO Date _____

ANNEXE 4: Executive Officer's Report	
Meeting: Town Council	Date: 4th March 2021
Agenda item: 16	Author: Angela Carey

1. Purpose of report

To appraise the Sandhurst Town Council of any important operational matters in the period January 2021 to February 2021 and to update with regard to work ongoing from previous decisions of the Town Council.

2. Lateral Flow Testing

The Community Hall is currently being used for lateral flow tests. It is open Monday, Tuesday, Wednesday, Friday, and Saturday and has walk in appointments available. There have been over 400 tests completed.

3. Mobile Testing Unit

The mobile testing unit will continue to operate in Pyes Acre Car Park on Thursdays, Fridays and Saturdays throughout March.

PAYMENTS - DECEMBER 2020			
<u>Date Paid</u>		<u>Cheque/Ref</u>	<u>Amount Paid</u>
21/12/2020	Petty Cash	014967	£20.39
01/12/2020	British Gas	DD	£97.99
01/12/2020	Bracknell Forest Borough Council	DD	£185.00
01/12/2020	Thamesway Limited	DD	£216.00
07/12/2020	HMRC PAYE	DD	£6,190.13
08/12/2020	Mainstream Digital	DD	£57.60
08/12/2020	Mainstream Digital	DD	£43.56
08/12/2020	Mainstream Digital	DD	£43.56
08/12/2020	Mainstream Digital	DD	£43.56
08/12/2020	Mainstream Digital	DD	£104.82
08/12/2020	British Gas	DD	£460.24
08/12/2020	British Gas	DD	£113.92
08/12/2020	British Gas	DD	£635.61
08/12/2020	British Gas	DD	£19.34
09/12/2020	Right Fuel Limited	DD	£1.82
10/12/2020	B & CE Pensions	DD	£893.67
15/12/2020	NatWest	DD	£35.55
18/12/2020	Vodafone Ltd	DD	£64.19
18/12/2020	NatWest Autopay	DD	£13,419.88
23/12/2020	NatWest Autopay	DD	£18.15
31/12/2020	NatWest	DD	£20.46
01/12/2020	Seldram Supplies (Formerly A1)	BACS	£21.84
01/12/2020	Elite Security Limited	BACS	£162.00
01/12/2020	King & Sons (Sandhurst) Ltd	BACS	£67.61
01/12/2020	Local Government Association	BACS	£1,200.00
01/12/2020	Perfect Fit Technologies	BACS	£390.77
01/12/2020	Spaldings (UK) Limited	BACS	£47.82
01/12/2020	Smith & Howard Ltd	BACS	£550.80
01/12/2020	Lister Wilder Ltd	BACS	£253.19
01/12/2020	Sandhurst Historical Society	BACS	£250.00
01/12/2020	Clearwater Technology Ltd	BACS	£1,374.00
01/12/2020	Peninsula Business Services Ltd	BACS	£197.34
01/12/2020	Suez Recycling & Recovery	BACS	£451.19
04/12/2020	Acumen Waste Services Ltd	BACS	£245.94
08/12/2020	Lister Wilder Ltd	BACS	£67.24
09/12/2020	Seldram Supplies (Formerly A1)	BACS	£28.58
15/12/2020	Trade UK	BACS	£77.88
15/12/2020	Rice Associates Ltd	BACS	£456.00
15/12/2020	IBS Office Solutions Ltd	BACS	£195.23
15/12/2020	Local Government Association	BACS	£120.00
15/12/2020	Smith & Howard Ltd	BACS	£108.77
15/12/2020	Lister Wilder Ltd	BACS	£3.61
16/12/2020	Seldram Supplies (Formerly A1)	BACS	£82.85
16/12/2020	Hooper Stonemasons	BACS	£1,260.00
21/12/2020	Berkshire Pension Scheme	BACS	£1,250.37
22/12/2020	G A Butler & Sons	BACS	£3,192.00
22/12/2020	Spaldings (UK) Limited	BACS	£29.82
22/12/2020	Lister Wilder Ltd	BACS	£3,026.25
23/12/2020	Kompan Limited	BACS	£346.32
		Total	£38,142.86

PAYMENTS - JANUARY 2021

<u>Date Paid</u>		<u>Cheque/Ref</u>	<u>Amount Paid</u>
25/01/2021	Petty Cash	014968	£14.39
07/01/2021	British Gas	DD	£151.69
07/01/2021	British Gas	DD	£745.90
07/01/2021	British Gas	DD	£8.88
07/01/2021	Right Fuel Limited	DD	£1.82
08/01/2021	HMRC PAYE	DD	£4,795.78
11/01/2021	B & CE Pensions	DD	£892.69
18/01/2021	NatWest Bankline	DD	£33.95
18/01/2021	Mainstream Digital	DD	£0.37
18/01/2021	Mainstream Digital	DD	£93.60
18/01/2021	Mainstream Digital	DD	£0.48
18/01/2021	South East Water	DD	£46.26
18/01/2021	Bracknell Forest Borough Council	DD	£185.00
20/01/2021	NatWest Autopay	DD	£18.15
20/01/2021	Thamesway Limited	DD	£216.00
20/01/2021	British Gas	DD	£205.40
20/01/2021	British Gas	DD	£644.74
20/01/2021	NatWest Autopay	DD	£13,480.65
29/01/2021	Vodafone Ltd	DD	£63.50
31/01/2021	NatWest	DD	£6.09
07/01/2021	Emo Oil Ltd	BACS	£1,333.55
07/01/2021	Elite Security Limited	BACS	£162.00
07/01/2021	King & Sons (Sandhurst) Ltd	BACS	£35.93
07/01/2021	Longacres Nursery	BACS	£65.98
07/01/2021	Oxford Farm	BACS	£420.00
07/01/2021	Peninsula Business Services Ltd	BACS	£197.35
07/01/2021	Perfect Fit	BACS	£690.77
07/01/2021	PHS Group	BACS	£580.32
07/01/2021	Rialtas Business Solutions	BACS	£355.20
07/01/2021	Society of Local Council Clerk	BACS	£401.00
07/01/2021	Smith & Howard Ltd	BACS	£2,541.80
07/01/2021	Suez Recycling & Recovery	BACS	£433.73
07/01/2021	Thamesway Limited	BACS	£179.99
20/01/2021	Seldram Supplies (Formerly A1)	BACS	£166.52
20/01/2021	A.Merrills	BACS	£432.00
20/01/2021	Bowcom	BACS	£712.80
20/01/2021	Chubb Fire & Security Ltd	BACS	£750.76
20/01/2021	C Connell	BACS	£256.55
20/01/2021	Sandhurst Youth	BACS	£17,000.00
20/01/2021	Lister Wilder Ltd	BACS	£598.09
20/01/2021	Berkshire Pension Scheme	BACS	£1,250.37
		Total	£50,170.05

RECEIPTS DECEMBER 2020		
Date	Name of Payer	£ Amount
07/12/2020	Pistachios	£1,250.01
11/12/2020	Vodafone	£875.00
21/12/2020	Bracknell Forest Borough Council	£200.00
Total		£2,325.01

RECEIPTS JANUARY 2021		
Date	Name of Payer	£ Amount
08/01/2021	Sandhurst Boys & Girls Football Club	£555.00
26/01/2021	HMRC VAT REPAY	£5,971.60
	Total	£6,526.60