



# 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](mailto: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, J. Edwards, 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, P. Widdowson.

You are hereby summoned to attend a meeting of the **Sandhurst Town Council** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 3rd March 2022 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)

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## 1. Book of Remembrance

To stand in silence for the turning of a page in the Book of Remembrance.

## 2. 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.*

## 3. Apologies for absence

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

## 4. Members' interests

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

**5. Minutes of Town Council meeting**

To receive and confirm the Minutes of the proceeding of the Town Council Meetings held on 6th January 2022 (pages 1203-1206) and 3<sup>rd</sup> February 2022 (page 1226) as a true and correct record.

**6. 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).

**7. Strategy and Policy Committee Meeting**

To receive and adopt the minutes and any recommendations of the Strategy and Policy Committee meeting held on 27th January 2022 (pages 1218-1221).

**8. Leisure Committee Meeting**

To receive and adopt the minutes and any recommendations of the Leisure Committee meeting held on 20th January 2022 (pages 1213-1217).

**9. Environment Committee Meeting**

To receive and adopt the minutes and any recommendations of the Environment Committee meeting held on 13th January 2022 (pages 1209-1210).

**10. Planning Committee Meeting**

To receive and adopt the minutes and any recommendations of the Planning Committee meetings held on: 20th December 2021 (pages 1201-1202) and 31st January 2022 (pages 1222-1225) and the Planning Extraordinary Meeting held on 10<sup>th</sup> January 2022 (pages 1207-1208).

**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 (Annexe 2).  
(Decision item)

**12. Councillor absence**

To consider the approval of absence for Cllr R McKenzie and Cllr Mrs P McKenzie.  
(Decision Item)

**13. Annual Town Meeting**

To discuss and consider whether the Annual Town Meeting will be held face to face this year or published online as per 2020 & 2021. (Decision item)

**14. Councillors' Reports**

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

**15. Executive Officer Report**

To receive the report. (Annexe 3) (Information item)

**16. Balance at Bank**

To receive the balances at the bank as at 31st January 2022.

Current account	£2,000
Business reserve	£1,039,950
Capital reserve	£376,002
Mayors Charity	£1447

(Information item)

**17. Accounts**

To receive and authorise the schedule of payments and receipts for December 2021(62 payments totalling £,44,994.77) and January 2022 (37 payments totalling £48,428.86) (Annexe 4). (Decision item)

**18. Date of next meeting (Procedural item)**

To confirm the date of the next meeting as 5th May 2022.  
(Procedural item)

**19. 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 2021/2022.  
(Decision item)

**20. Salary Increase & Performance Awards 2021/2022**

a) To receive the information that the Local Government Pay Award was settled on 28/2/22 for 2021/22, a pay increase of 1.75% has been agreed with the unions. STC are requested to consider increasing all staff salaries to reflect this increase. Any increase will be backdated to April 2021.  
(Decision item)

b) To receive the recommendation as referred by the Strategy and Policy Committee from the Personnel Sub-Committee in relation to Performance Awards. (Confidential Annexe 5). Please note that should the above pay increase be approved the figures will be recalculated on the increased salary.  
(Decision item)

**ANNEXE 1 (For information only)**

Report: Mayoral Engagements	
Meeting: Town Council	Date: 3 March 2022
Agenda item: 5	Author: Cllr Mrs Davenport

<b>MAYORS OFFICIAL ENGAGEMENTS – January 2022 to February 2022</b>		
Date	Engagements	Notes
2/2/2022	Salon 31 20 Year Anniversary Celebration	

**Final audit report & Risk Assessment of financial systems' internal controls for Sandhurst Town Council 2021/22  
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No	Internal Control Tests	Findings
<b>1</b>	<b>Proper Bookkeeping</b>	
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 2021. 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>
<b>2a</b>	<b>Standing Orders and Financial Regulations</b>	
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 6 May 2021 Minute ref 2355.</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>

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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><b>Payments for Utilities:</b> 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 2021 for £10,930.13 covering the period 1 July 2021 to 30 September 2021 paid into Nat West Bank Current Account 474066682 on 25 October 2021</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 14,720 Electors in the Sandhurst Town Council area.</p> <p>Section 137 amount allowed per elector for 2021-22 is £8.41.</p>

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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 2021/2022 at the Strategy and Policy Committee 27th January 2022.
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 11 <sup>th</sup> March 2021. 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 April 2021. 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 2021 to 30 September 2022. Fidelity Guarantee cover is now showing £750,000.
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, Rialtas Business Solutions top procedures are used to support the processes used for payments/bank reconciliations and income. <b><i>Audit Note: These should be reviewed if there is a change in key staff or an introduction on a replacement financial system.</i></b>
3.5	Risk Assessments and action plans have been completed to ensure that the Business of Council is continued during the Covid 19 pandemic.	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 are now meeting face to face since 7 May 2021.

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<b>4</b>	<b>Budgetary Controls</b>	
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 2021/2022 the notification was sent in February 2021.
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Budget to actual comparisons is 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 2021/2022.	All committees have been provided with an up-to-date budget position in their November 2021 meetings for information.
<b>5</b>	<b>Income Controls</b>	
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 2021/22 of £298,740.96 was received on 30/04/2021 and paid direct into Nat West Bank Current Account no 47406682. The second half year Precept payment of £298,740.96 was received on 30/09/2021 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.



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<b>6</b>	<b>Petty Cash Procedures</b>	
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.
<b>7</b>	<b>Payroll Controls</b>	
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 approved by the Council?	The Executive Officer confirmed she continues to overview the performance of staff 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.
<b>8</b>	<b>Assets Controls</b>	

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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 e.g., 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 2021.
8.3	Do asset insurance valuations agree with those in the asset register?	Yes, Asset Register does currently show any insured values.
<b>9</b>	<b>Bank Reconciliation</b>	
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.
<b>10</b>	<b>Year-end Procedures</b>	
10.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Income & Expenditure basis. <b>Audit Note: The Chairman of Strategy and Policy Committee should conduct the Executive checklist at year-end as part of self-assessment controls.</b>
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.

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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 31/03/2021 and anticipated at £277,480.00 for general reserves and £794,364.00 for all earmarked reserves at the end of 2021/22.
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Signed \_\_\_Tim Light FMAAT\_\_\_\_\_

Date \_\_\_29/11/2021\_\_\_\_\_

*Internal Auditor*

Signed \_\_\_\_\_ RFO Date \_\_\_\_\_  
RFO



ANNEXE 3: Executive Officer's Report	
Meeting: Town Council	Date: 3rd March 2022
Agenda item: 15	Author: Angela Carey

**1. Purpose of report**

To appraise the Sandhurst Town Council of any important operational matters in the period January to February 2022 and to update regarding work ongoing from previous decisions of the Town Council.

**2.** BFC have informed us that the Electoral Boundary review is out for consultation. The Strategy & Policy Committee have formed a working group to formulate a response to the document on behalf of STC.

**3.** The Little Sandhurst Community Hall remains unresolved. Bloor homes have failed to fix the issues with the ventilation system. BFC have been advised of the ongoing issues.

<b>PAYMENTS - DECEMBER 2021</b>			
Date Paid		Cheque/Ref	Amount Paid
15/12/2021	Petty Cash	014984	£250.00
01/12/2021	AHC (Camberley) Limited	BACS	£14.31
01/12/2021	Bracknell Forest Borough Council	BACS	£2,272.00
01/12/2021	Trade UK Limited	BACS	£60.40
01/12/2021	Caloo Limited	BACS	£354.00
01/12/2021	Hampshire Association of Local Councils	BACS	£54.00
01/12/2021	King & Sons (Sandhurst) Limited	BACS	£479.17
01/12/2021	Local Government Association	BACS	£2,400.00
01/12/2021	Lightatouch Internal Audit Services	BACS	£947.92
01/12/2021	Live Trakway	BACS	£348.74
01/12/2021	Peninsula Business Services Limited	BACS	£197.34
01/12/2021	Perfect fit Technologies Limited	BACS	£406.51
01/12/2021	Bracknell Printroom Group	BACS	£98.00
01/12/2021	Society of Local Council Clerks	BACS	£406.00
01/12/2021	Berkshire Lowland Rescue	BACS	£170.00
01/12/2021	H Gough	BACS	£250.00
09/12/2021	R Limbu	BACS	£250.00
09/12/2021	A Evans	BACS	£250.00
09/12/2021	V Nuttall	BACS	£250.00
09/12/2021	Berkshire Pension Fund	BACS	£1,310.87
09/12/2021	Seldram Supplies Limited	BACS	£202.87
09/12/2021	Bracknell Forest Borough Council	BACS	£323.43
09/12/2021	EG Distribution Services Limited	BACS	£520.00
09/12/2021	Rice Associates Limited	BACS	£490.80
09/12/2021	Hampshire County Council	BACS	£42.07
09/12/2021	IBS Office Solutions Limited	BACS	£422.60
09/12/2021	JCR Stage Light & Sound	BACS	£456.00
09/12/2021	Suez Recycling & Recovery Limited	BACS	£489.78
09/12/2021	SETON Limited	BACS	£55.46
09/12/2021	Thamesway Limited	BACS	£179.97
14/12/2021	Perfect fit Technologies Limited	BACS	£202.80
14/12/2021	Recognition Express	BACS	£51.60
14/12/2021	Lister Wilder Limited	BACS	£656.09
14/12/2021	Sandhurst Silver Band	BACS	£250.00
14/12/2021	College Town Montessori	BACS	£250.00
14/12/2021	Z Chowdhury	BACS	£250.00
14/12/2021	H Lee	BACS	£30.00
15/12/2021	Seldram Supplies Limited	BACS	£116.12
15/12/2021	Bracknell Forest Borough Council	BACS	£2,491.00
20/12/2021	Seldram Supplies Limited	BACS	£19.51
20/12/2021	Clearwater Technology Limited	BACS	£1,116.00
20/12/2021	IBS Office Solutions Limited	BACS	£295.50
20/12/2021	Local Government Association	BACS	£1,200.00
20/12/2021	Screwfix Direct Limited	BACS	£297.09
31/12/2021	Rigby Taylor Limited	BACS	£1,656.00
01/12/2021	Thamesway Limited	DD	£216.00
01/12/2021	Bracknell Forest Borough Council	DD	£185.00
10/12/2021	B&CE Holdings UK Limited	DD	£900.22
14/12/2021	Mainstream Digital Limited	DD	£57.60
14/12/2021	Mainstream Digital Limited	DD	£43.56
14/12/2021	Mainstream Digital Limited	DD	£43.56
14/12/2021	Mainstream Digital Limited	DD	£43.56
14/12/2021	Mainstream Digital Limited	DD	£114.86
14/12/2021	Right Fuelcard Limited	DD	£2.44
14/12/2021	British Gas	DD	£829.57
14/12/2021	British Gas	DD	£168.18
14/12/2021	British Gas	DD	£22.84
15/12/2021	HMRC PAYE	DD	£5,168.20
17/12/2021	Vodafone Limited	DD	£64.36
17/12/2021	British Gas	DD	£593.72
31/12/2021	NatWest Autopay	DD	£13,603.39
31/12/2021	British Gas	DD	£103.76
		<b>Total</b>	<b>£44,994.77</b>

**PAYMENTS - JANUARY 2022**

<u>Date Paid</u>		<u>Cheque/Ref</u>	<u>Amount Paid</u>
20/01/2022	Petty Cash	014986	£176.07
10/01/2022	Mayors Account	BACS	£11.29
10/01/2022	AG Solutions	BACS	£280.00
10/01/2022	GA Butler & Sons Limited	BACS	£1,501.20
10/01/2022	Clearwater Technologies Limited	BACS	£510.00
10/01/2022	Full Circle Leisure Limited	BACS	£18,282.99
10/01/2022	King & Sons (Sandhurst) Limited	BACS	£213.47
10/01/2022	Peninsula Business Servies Limited	BACS	£21.60
10/01/2022	Perfect Fit Technologies Limited	BACS	£508.51
10/01/2022	Bracknell Printroom Group	BACS	£849.80
10/01/2022	Rialtas Business Solutions Limited	BACS	£355.20
10/01/2022	Smith & Howard Limited	BACS	£248.00
10/01/2022	Suez Recycling & Recovery UK Limited	BACS	£480.11
10/01/2022	Lister Wilder Limited	BACS	£299.40
10/01/2022	King & Sons (Sandhurst) Limited	BACS	£86.93
21/01/2022	Berkshire Pension Fund	BACS	£1,310.87
21/01/2022	Seldram Supplies Limited	BACS	£237.79
21/01/2022	Chubb Fire & Security Limited	BACS	£778.53
21/01/2022	Guardwell Securities Limited	BACS	£151.56
21/01/2022	SCS Automation UK Limited	BACS	£132.00
21/01/2022	Lister Wilder Limited	BACS	£811.31
10/01/2022	Mainstream Digital Limited	DD	£0.34
10/01/2022	Mainstream Digital Limited	DD	£93.60
10/01/2022	Right Fuelcard Limited	DD	£2.44
10/01/2022	South East Water Limited	DD	£48.97
14/01/2022	British Gas	DD	£820.20
14/01/2022	British Gas	DD	£225.79
14/01/2022	British Gas	DD	£22.91
14/01/2022	Bracknell Forest Borough Council	DD	£185.00
14/01/2022	Thamesway Limited	DD	£216.00
14/01/2022	B&CE Holdings Limited	DD	£868.02
20/01/2022	NatWest Autopay	DD	£12,898.85
21/01/2022	NatWest Autopay	DD	£18.15
21/01/2022	British Gas	DD	£541.39
21/01/2022	British Gas	DD	£131.42
21/01/2022	Vodafone Limited	DD	£64.36
24/01/2022	HMRC PAYE	DD	£5,044.79
		<b>Total</b>	<b>£48,428.86</b>

<b>RECEIPTS DECEMBER 2021</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
01/12/2021	V Butler	£250.00
02/12/2021	S Vessey	£60.00
02/12/2021	A Evans	£250.00
03/12/2021	L Murray	£63.00
03/12/2021	College Town Montessori Nursery	£250.00
03/12/2021	College Town Montessori Nursery	£45.50
09/12/2021	D Ruddick	£1,200.00
10/12/2021	Playball	£130.00
14/12/2021	Duck food income	£2.00
14/12/2021	Slimming World	£250.00
15/12/2021	ELB Enterprises	£164.00
15/12/2021	Sandhurst WI	£51.50
15/12/2021	Brown Garden Waste Sacks	£60.00
15/12/2021	Tennis Income	£90.00
16/12/2021	Sandhurst Cricket Club	£372.00
16/12/2021	Sandhurst Boys & Girls Football Club	£920.50
16/12/2021	Sandhurst Boys & Girls Football Club	£743.00
17/12/2021	Weightwatchers	£250.00
17/12/2021	Vodafone	£875.00
23/12/2021	Sandhurst Tennis Club	£6.00
29/12/2021	Short Mat Bowls	£214.50
31/12/2021	Sandhurst Tennis Club	£6.00
	<b>Total</b>	<b>£6,253.00</b>



<b>RECEIPTS JANUARY 2022</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
04/01/2022	Sandhurst Finest Football Club	£65.00
05/01/2022	R Hopkins	£22.50
06/01/2022	Sandhurst & District Corps of Drums	£250.00
06/01/2022	Sandhurst & District Corps of Drums	£92.15
07/01/2022	P Martin	£152.00
10/01/2022	Sandhurst Tennis Club	£6.00
11/01/2022	NCT - Mums & Monsters	£97.50
12/01/2022	S Vessey	£140.00
12/01/2022	S Brame	£75.00
12/01/2022	Yateley & District U3A	£75.00
13/01/2022	N Paeizi	£112.52
14/01/2022	Sandhurst Town Football Club	£752.00
17/01/2022	D Brock	£40.00
17/01/2022	Sandhurst WI	£51.50
18/01/2022	J Tymko	£337.50
19/01/2022	A Pinto	£33.18
20/01/2022	H Mott	£22.50
20/01/2022	R Yapp	£13.00
20/01/2022	Sandhurst Tennis Club	£6.00
21/01/2022	S Chemjong	£67.50
24/01/2022	K Kenward	£26.25
24/01/2022	S Brame	£250.00
24/01/2022	K Roberts	£123.75
25/01/2022	S Vessey	£250.00
25/01/2022	Playball	£52.00
25/01/2022	HMRC VAT Repay	£9,943.34
26/01/2022	Old notes paid in	£120.00
27/01/2022	Slimming World	£250.00
31/01/2022	ELB Enterprises	£100.00
31/01/2022	Yateley & District U3A	£75.00
	<b>Total</b>	<b>£13,601.19</b>