



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 19th April 2021 at 7.00pm online via ZOOM.

Yours faithfully,

Lisa Clements
Clerk to the Council

Online agenda

1. TO RECEIVE APOLOGIES FOR ABSENCE
2. MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS
3. PUBLIC COMMENT ON ITEMS ON THE AGENDA
4. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 19th OCTOBER AND SUMMARY NOTES FROM 25th JANUARY 2021 AND THE CHAIRMAN TO SIGN THEM
5. TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.
6. REVIEW OF CURRENT BUDGET POSITION 2020/21 (4th quarter/End of Year) AND DISCUSSION OF ANY AMENDMENTS FORESEEN. (Please note that as this is an election year decision on changes or amendments to spending not already agreed for after 6th May should not be made)

Mawnan Parish Council – how to participate in our online meeting.

This meeting will take place online on Monday 19th April starting at 7.00pm.

The Parish Council have agreed a planning presentation before this meeting so the ZOOM waiting room will not be open until 6.55pm on the evening of the meeting, anyone trying to join earlier will stay in the waiting room until then. Comments from the public will be taken at the chairman's discretion.

This meeting is recorded, but not streamed via facebook.

Join Zoom Meeting <https://zoom.us/j/3877928865?pwd=eVBESkVsZDNld1ZqY2ZOcmR3TEtJdz09>
Meeting ID: 387 792 8865

Associated papers:

Item 6: includes the End of Year bank reconciliation. We would usually review the new years budget at this point but given that the majority of this committee will not be carried over after the May elections it does not seem appropriate and a new meeting of the O&F committee will be called as soon as is practicable.

Annual internal audit process are underway with materials collected by Steve Hudson for review on Thursday 15th April.



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 25th JANUARY 2021 AT 7.00PM ONLINE VIA ZOOM.

PRESENT: Cllrs Marsden (chair), Faiers, Nash & Toland

ALSO PRESENT: Mrs L Clements, clerk + Cllr Bradley

342.21F **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr Moyle

343.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

344.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

345.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 19th OCTOBER AND SUMMARY NOTES FROM 9TH DECEMBER 2020 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Faiers seconded by Cllr Nash and

RESOLVED that the minutes of the meeting held on 19th October 2020 be approved and signed by the Chair. It was also agreed that the summary notes from 9th December were acceptable

on a vote being taken the matter was approved unanimously

346.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN** –none noted

347.21F **TO AMEND THE NUMBER OF COUNCILLORS NEEDED ON THE O&F COMMITTEE**

It was agreed to recommend that the number of members required on the O&F committee be returned to 5 (as per May 2018) with a quorate number of 3.

348.21F **REVIEW OF CURRENT BUDGET POSITION 2020/21 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES**

The clerk explained the noted issues; Admin/Rent – unexpected rates bill for parish office; Misc – line by line explanation included; Donations/grants – overspend due to pending Solar transfers. It was explained that previous agreements would see the Shortfall Grant spend of £2227.00 come from General Reserves and that there was £8948 to come back in from the Solar Grant by bank transfer.

It was proposed by Cllr Faiers seconded by Cllr Marsden and

RESOLVED that the funding for the CET would be recommended to come from the Solar Grant funds as an extremely positive sustainable project for the wider community

on a vote being taken the matter was approved unanimously

349.21F **ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**

The clerk explained that both the Internal Financial Controls and the Financial Risk Assessment had been amended to include sections relating to the limitations and restrictions posed by COVID working practices. She also explained that in some instances there was no realistic way to mitigate against those points noted as high risk, other than by keeping them in mind when undertaking regular work. She did point out that the loss of Cllr Prasad did mean that these documents were not regularly being assessed by anyone other than the clerk and that there should be a specific 'named councillor' appointed rather than leaving this catchall in place for too long.

It was proposed by Cllr Toland seconded by Cllr Marsden and
RESOLVED that the Internal Financial Controls & Risk Assessment be adopted with regular in year review by 'a named councillor' to occur

on a vote being taken the matter was approved unanimously

COVID restrictions are still placing a burden on the H&S functions of the parish, but are being dealt with as they happen. The clerk said because of the wider audience she now as thanks to more use of social media/ online meetings she is getting greater contact with the community to report minor issues and is able to get them dealt with before them become a problem. The toilets have been reopened and regularly cleaned and water consumption is being monitored weekly.

350.21F **CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**

Cllr Marsden explained that the conversation with Memorial Hall on the addition of a parish office as part of the hall building (either an annex or by internal reconfiguration) had previously begun but had been curtailed with the onset of COVID restrictions last March. Tentative communications about the possibility of restarting these talks had been made just before Christmas to allow some basic design works to commence. Cllr Marsden had spoken to members of the Hall Committee and would like to ask M. Horman (architect) to draft some initial designs of a suitable office for us. £50,000 had been earmarked in the budget reserves for this project so he would like authority given to the discussion team to release limited funds from this to spend on design & planning. He would confirm costs with M. Horman and report back to the next Full parish meeting.

Cllr Toland said that the Hall already had plans for a larger project and asked if this were the case was redoing plans not a waste of money? Cllr Marsden said that this proposal was leaning towards an add-on to the existing building so was not part of their original plans but may need some agreement to incorporate it with them. Cllr Faiers then added that through his discussions with the MMH committee they were looking for financial help with their development works, some of which could be included within the design of the parish council annex (such as minor remodelling to the toilets & Rendlesham Room access).

It was agreed that Cllr Marsden, Faiers & the clerk be open to meeting with the MMH committee to discuss and the Cllr Marsden be given limited permission to funding to cover design plans from M Horman.

351.21F CLERKS TRAINING REQUEST – SLCC PRACTITIONERS CONFERENCE (3 days online @ £75) & REGIONAL TRAINING SEMINAR (1 day online @ £45)

It was proposed by Cllr Faiers seconded by Cllr Toland and

RESOLVED that the clerk should attend both events, arranging hours as necessary

on a vote being taken the matter was approved unanimously

352.21F THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.

The clerk was excused at this point and returned only to close the meeting

353.21F TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION & ANNUAL PERFORMANCE REVIEW.

Cllrs Marsden & Faiers stated that they had undertaken the clerk's annual review

It was proposed by Cllr Faiers, seconded by Cllr Marsden and

RESOLVED that the clerk received a spinal point increase (taking her to spinal point 20 + 1 extra point for additional duties) as of 1st April 2021.

a vote being taken the matter was approved unanimously

354.21F TO DISCUSS AN INCREASE TO THE PARISH PENSION PROVISION

It was agreed that the parish would increase its pension commitment to 7% as of 1st April 2021

Meeting finished at 8.15pm

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

Administration/Rent

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Office Rent + Rates				3,120.00	5,381.39	-2,261	-2,261 (-72%)
2	Office Supplies				970.00	257.18	713	713 (73%)
3	Telephone & Internet		42.00	42	800.00	666.39	134	176 (21%)
4	Land Registry Searches				10.00	6.00	4	4 (40%)
5	Books					9.99	-10	-10 (N/A)
6	Postages				100.00	176.88	-77	-77 (-76%)
SUB TOTAL			42.00	42	5,000.00	6,497.83	-1,498	-1,456 (-29%)

Insurance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Insurances				1,000.00	878.90	121	121 (12%)
SUB TOTAL					1,000.00	878.90	121	121 (12%)

Meeting Room Hire

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Meeting Room Hire				350.00	210.30	140	140 (39%)
SUB TOTAL					350.00	210.30	140	140 (39%)

Internal Audit Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Internal Audit Fee				250.00	225.00	25	25 (10%)
SUB TOTAL					250.00	225.00	25	25 (10%)

External Audit Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	External Audit Fee				450.00	300.00	150	150 (33%)
SUB TOTAL					450.00	300.00	150	150 (33%)

Parish Council Websites

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Parish Council Websites		47.39	47	100.00	94.78	5	53 (52%)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

SUB TOTAL	47.39	47	100.00	94.78	5	53 (52%)
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Publications

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Publications							(N/A)
50	footpath leaflets		300.00	300				300 (N/A)
SUB TOTAL			300.00	300				300 (N/A)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Clerks Salary (inc PAYE & NI)		845.15	845	14,280.00	13,489.88	790	1,635 (11%)
14	Parish NI contribution		100.04	100	650.00	671.45	-21	79 (12%)
15	Clerks Pension Contribution		10.01	10	350.00	331.22	19	29 (8%)
16	Parish Pension Contribution		74.08	74	650.00	690.01	-40	34 (5%)
17	Mileage & Parking		10.80	11	70.00	7.80	62	73 (104%)
SUB TOTAL			1,040.08	1,040	16,000.00	15,190.36	810	1,850 (11%)

Training & Conference Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Course/Conference fees				700.00	243.00	457	457 (65%)
19	Mileage & Parking				300.00		300	300 (100%)
SUB TOTAL					1,000.00	243.00	757	757 (75%)

Allowances

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Allowances				100.00	52.74	47	47 (47%)
SUB TOTAL					100.00	52.74	47	47 (47%)

Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Subscriptions				900.00	1,323.03	-423	-423 (-47%)
SUB TOTAL					900.00	1,323.03	-423	-423 (-47%)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

Paths & Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	SWCP		813.46	813	500.00		500	1,313 (262%)
23	Inland Footpaths		631.35	631	1,600.00	1,562.32	38	669 (41%)
24	Weeds				360.00	280.00	80	80 (22%)
25	Grass Cutting				950.00	1,264.00	-314	-314 (-33%)
26	Footpath Repairs				90.00	26.83	63	63 (70%)
SUB TOTAL			1,444.81	1,445	3,500.00	3,133.15	367	1,812 (51%)

Public Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Toilet - Cleaning & Materials				2,500.00	2,417.19	83	83 (3%)
28	Toilets - Utility Charges		19.40	19	1,000.00	1,370.00	-370	-351 (-35%)
29	Toilets - Repairs & Maintenance				730.00	714.33	16	16 (2%)
30	Rubbish Bins				170.00	723.84	-554	-554 (-325%)
31	Telephone Box				50.00		50	50 (100%)
32	Bus Shelter				50.00		50	50 (100%)
SUB TOTAL			19.40	19	4,500.00	5,225.36	-725	-706 (-15%)

Misc

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Miscellaneous Expenses		99.96	100		470.23	-470	-370 (N/A)
34	Future Office Costs		420.00	420		560.00	-560	-140 (N/A)
SUB TOTAL			519.96	520		1,030.23	-1,030	-510 (N/A)

NDP - Grant Funding

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	NDP - Grant Funding	3,182.00	3,182.00		4,875.43	4,649.05	226	226 (2%)
SUB TOTAL		3,182.00	3,182.00		4,875.43	4,649.05	226	226 (2%)

NDP - Parish Pot

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Resources				3,557.98	742.92	2,815	2,815 (79%)
37	Training							(N/A)
38	Venue Hire							(N/A)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

SUB TOTAL				3,557.98	742.92	2,815	2,815 (79%)
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S19 - Carwinion Playing Field

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	S19 - Carwinion Playing Field				6,240.92	6,240.92		(0%)
SUB TOTAL					6,240.92	6,240.92	(0%)	

S19 - Junior Playing Field

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	S19 - Junior Playing Field				5,000.00	5,000.00		(0%)
SUB TOTAL					5,000.00	5,000.00	(0%)	

S234 (PH Act) - AED Grant

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	S234 (PH act) - AED Grant				125.00	125.00		(0%)
SUB TOTAL					125.00	125.00	(0%)	

Donations & Grants

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Donations/ Grants		724.00	724	2,000.00	12,929.00	-10,929	-10,205 (-510%)
SUB TOTAL			724.00	724	2,000.00	12,929.00	-10,929	-10,205 (-510%)

Graveyard

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Training				50.00		50	50 (100%)
44	Resources (Books/Forms etc)				100.00	21.17	79	79 (78%)
45	Maintenance/ Grounds				5,150.00	4,048.64	1,101	1,101 (21%)
46	Rates				200.00	211.31	-11	-11 (-5%)
52	burial fees	4,000.00	1,700.00	-2,300				-2,300 (-57%)
SUB TOTAL		4,000.00	1,700.00	-2,300	5,500.00	4,281.12	1,219	-1,081 (-11%)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)

Precept		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Precept	48,917.00	48,917.00					(0%)
SUB TOTAL		48,917.00	48,917.00					(0%)

CTS Grant		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	CTS Grant	444.68	444.68					(0%)
SUB TOTAL		444.68	444.68					(0%)

Bank Interest		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Bank Interest		18.54	19				19 (N/A)
SUB TOTAL			18.54	19				19 (N/A)

Earmarked Reserves		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Solar Grant							(N/A)
53	Election Expenses							(N/A)
54	Graveyard Contingency							(N/A)
55	H&S					658.72	-659	-659 (N/A)
56	Helford carpark Trust							(N/A)
58	Small Business Rates Grant (toil	10,000.00	10,000.00			384.00	-384	-384 (-3%)
59	Smaller Earmarked Projects		6,000.00	6,000		6,156.85	-6,157	-157 (N/A)
SUB TOTAL		10,000.00	16,000.00	6,000		7,199.57	-7,200	-1,200 (-12%)

Reclaimed VAT		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Reclaimed VAT (126)		4,277.45	4,277				4,277 (N/A)
SUB TOTAL			4,277.45	4,277				4,277 (N/A)

Mawnan Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 April 2021 (2020 - 2021)







Summary

NET TOTAL	66,543.68	78,677.31	12,134	60,449.33	75,572.26	-15,123	-2,989 (-2%)
V.A.T.		37.87			4,345.68		
GROSS TOTAL		78,715.18			79,917.94		

Mawnan Parish Council

Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
Administration/Rent		42.00	42	5,000.00	6,497.83	-1,498		-1,456
Insurance				1,000.00	878.90	121		121
Meeting Room Hire				350.00	210.30	140		140
Internal Audit Fees				250.00	225.00	25		25
External Audit Fees				450.00	300.00	150		150
Parish Council Websites		47.39	47	100.00	94.78	5		53
Publications		300.00	300					300
Salaries		1,040.08	1,040	16,000.00	15,190.36	810		1,850
Training & Conference Fees				1,000.00	243.00	757		757
Allowances				100.00	52.74	47		47
Subscriptions				900.00	1,323.03	-423		-423
Paths & Open Spaces		1,444.81	1,445	3,500.00	3,133.15	367		1,812
Public Services		19.40	19	4,500.00	5,225.36	-725		-706
Misc		519.96	520		1,030.23	-1,030		-510
NDP - Grant Funding	3,182.00	3,182.00		4,875.43	4,649.05	226		226
NDP - Parish Pot				3,557.98	742.92	2,815		2,815
S19 - Carwinion Playing Field				6,240.92	6,240.92			
S19 - Junior Playing Field				5,000.00	5,000.00			
S234 (PH Act) - AED Grant				125.00	125.00			
Donations & Grants		724.00	724	2,000.00	12,929.00	-10,929		-10,205
Graveyard	4,000.00	1,700.00	-2,300	5,500.00	4,281.12	1,219		-1,081
Precept	48,917.00	48,917.00						
CTS Grant	444.68	444.68						
Bank Interest		18.54	19					19
Earmarked Reserves	10,000.00	16,000.00	6,000		7,199.57	-7,200		-1,200
Reclaimed VAT		4,277.45	4,277					4,277
NET TOTAL	66,543.68	78,677.31	12,134	60,449.33	75,572.26	-15,123		-2,989
Total for ALL Cost Centres		78,677.31			75,572.26			
V.A.T.		37.87			4,345.68			
GROSS TOTAL		78,715.18			79,917.94			

Mawnan Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		102,277.55
	ADD Receipts 01/04/2020 - 31/03/2021		78,715.18
	SUBTRACT Payments 01/04/2020 - 31/03/2021		80,184.84
	Cash in Hand 31/03/2021 (per Cash Book)		100,807.89
B	Cash in hand per Bank Statements		
	Petty Cash 01/05/2020	0.00	
	95 Day Saver Account - Nationwide 20/03/2020	39,140.62	
	Deposit Account - Lloyds 31/03/2021	57,494.79	
	Current Account - Lloyds 31/03/2021	5,176.71	
			101,812.12
	Less unrepresented payments		1,004.23
			100,807.89
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		100,807.89
	A = B Checks out OK		

Mawnan Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 12-04-2021)

Cost Centre Misc

Code Number		33 Miscellaneous Expenses								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2020		Current Account - L	2855	cfw	SD Jones	X	0.00	0.00	0.00
2	01/04/2020		Current Account - L	2846	cfw	Tregaminion Farm	X	0.00	0.00	0.00
57	20/06/2020		Current Account - L		authorised payment	We Store Cornwall	S	198.00	39.60	237.60
58	20/06/2020		Current Account - L		authorised payment	We Store Cornwall	S	18.00	3.60	21.60
69	18/06/2020		Current Account - L		authorised payment	Cllr Peter Bradley	S	28.32	5.66	33.98
70	18/06/2020		Current Account - L		authorised payment	Cllr Peter Bradley	X	25.99	0.00	25.99
110	21/08/2020		Current Account - L		authorised payment	SD Jones	S	99.96	19.99	119.95
119	03/08/2020		Current Account - L		authorised payment	SD Jones	S	99.96	19.99	119.95
Subtotal for Code: Miscellaneous Expenses								£470.23	£88.84	£559.07

Code Number		34 Future Office Costs								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	15/04/2020		Current Account - L	ol35	authorised payment	DAZ Developments (Cornwall) Ltd	S	150.00	30.00	180.00
46	23/05/2020		Current Account - L		authorised payment	Stephens Scown LLP	S	350.00	70.00	420.00
149	20/07/2020		Current Account - L		authorised payment	Methodist Church	X	60.00	0.00	60.00
Subtotal for Code: Future Office Costs								£560.00	£100.00	£660.00
Subtotal for Cost Centre: Misc								1,030.23	188.84	1,219.07

TOTALS								£1,030.23	£188.84	£1,219.07
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