

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 10 March 2020 at 7.15 pm at Lyndhurst Community Centre.

Present: Councillors C Willsher (Chair), S Se-Upara (Vice Chair), G Bisson, T Dunning, F Green, B Preddy, C Read, M Rollé, B Stratford and A Wiltshire.

In Attendance: Mrs M Weston (Clerk to the Council)
Mrs C Gibbs (Finance Officer)
Mrs C Griffith (Press)
Three members of the public

168. Disclosures of Interest

Disclosures of interest to be registered as they occurred during the meeting.

Minute 175 – the Chairman declared a non prejudicial interest as a Trustee of the Community Centre where the Library is housed.

169. Apologies for Absence

Written apologies for absence were received from Councillor G Reeve who was on holiday and Councillor Revd Dr Caroline Wilkins due to illness of her horse and dog. The Chair asked Councillors present if they were willing to accept the reasons for absence. All Councillors indicated that reasons for absence were acceptable in the case of Councillor Reeve but there was one vote against acceptance of Councillor Wilkins reason for absence.

170. Public Participation

None.

171. Minutes

RESOLVED: That the minutes of the Parish Council Meeting held on 11 February 2020 are approved as a true and accurate record.

172. Matters Arising from the Minutes

None.

173. Planning Committee Meeting

The minutes of the Planning Committee meeting held on 25 February 2020 were received, endorsed and noted with no matters arising.

174. Lyndhurst Park Hotel

Owners of the site Hoburne had held an independent consultation with residents at which Councillor Reeve had conducted an exit poll the results of which, in Councillor Reeve's absence, are submitted below:

- A bus layby had been requested.
- In general retail units were considered unnecessary as these were catered for in the High Street where there are empty shops.
- Parking concerns within the development were expressed as the parking was not considered to be adequate for the number of dwelling units and was not allocated.
- Concern was expressed regarding the density, ie number of dwellings on the site.
- The proportion of affordable housing is considered to be too low.

It was noted that these were the views of members of the public attending the consultation and Councillors would not be expressing an opinion until a formal planning application was submitted.

RESOLVED: That there was no need for further discussion at this stage.

175. Lyndhurst Library

The Chairman declared a non prejudicial interest as a Trustee of the Community Centre.

A Community Centre Trustee, Mike Weston said the HCC discussion period was nearly at an end and he felt that the library was unlikely to survive unless action could be taken. He reported that the Community Centre, where the Library is housed, has a profit of approximately £1 per day and rent paid by the Library Service was not adequate to cover the space they occupied and the ancillary services they enjoyed by way of maintenance, utilities, caretaking, etc. The Library Head at HCC is looking to save money at Lyndhurst. The suggestion is that LPC move their office into a portion of the Library and have a self contained unit with a separate entrance and pay a sum of rent equal to the present Library rent. The Library Service would then be asked to pay a peppercorn rent. The library could also, with a minimum of rearrangement be used as a meeting room which the Community Centre could rent out when not in use as a Library. The Community Centre would also be able to supply additional storage space elsewhere in the building if this proved necessary. Councillor Stratford felt there was an obligation on the part of LPC particularly in view of the fact that the Community Centre were prepared to take a financial hit and it would be good for public perception. It was considered that it would be helpful if the Library could be brought up to a higher standard and restocked more frequently.

RESOLVED: To pursue consideration to take up an office in the building and to inform the current landlord of the possibility with a definite decision being taken by February 2021.

176. District Councillor's Report

None.

177. Finance

(a) *To receive the Finance Officer's Report to Councillors including budget recommendations for the financial year 2020/21*

The Finance Officer reported that estimated reserves brought forward would be £120,000, with the Precept (£90,000) and the Lengthsman scheme (£1,000) built in. Estimates had been allowed for the Cemetery and Allotment income giving a total estimated income of £259,000.

Office rent was likely to be similar to the current year and had been built in as had the Central costs plus £3,000 for an event similar to Picnic on the Pitch. There was likely to be an increase in staff costs with £2,500 allowed for grant allocations. Office costs were likely to be similar with some increases of 3% allocated. Cemetery costs have increased from £17 to £20 per hour. A 3% increase

had been allowed for business rates. Allotment costs are stable but have increased slightly. Recreation ground costs have increased and a sum of money for Great Mead play area has been approved.

(b) To note accounts for the financial year to 29 February 2020

The Finance Officer reported that she was predicting a carry forward of £120,000 by the end of the financial year. Major factors would be more VAT refunds to be claimed and an increased Cemetery income which had led to a healthy carry forward. Office costs had been more than predicted, largely due to the need for additional office equipment. The Parish Council are in a strong position in terms of where we started the next financial year.

(c) To authorise payment of invoices paid or due for payment at today's date

(d) To note and authorise January 2020 bank reconciliation

(e) To note internal auditor's second interim report

The internal auditor had conducted a second interim audit and would be returning on 1 June to complete the audit for the current financial year. The second interim audit had proved very satisfactory with no items outstanding.

RESOLVED: To authorise items (a) to (e) above and to approve online banking. Required signatories would also be reduced to two in number. Enquiries would be made as to whether it would be prudent to move some money into a deposit account and the Finance Officer would seek information from the Community Centre Treasurer in the first instance.

178. Report from Cemetery Portfolio Holder

The Cemetery Committee Portfolio Holder had submitted a report detailing the following items prior to the meeting.

Item requiring attention	Proposal
Chapel - floor	To clean and repaint the Chapel floor
Chapel – walls flaking paintwork around windows, lintels, etc	To prepare and repaint as necessary
Chapel	Purchase seats to enable larger numbers of people to be accommodated at funerals
Lych gate	Requires repainting and remedial work to gate and lych gate. Also rehangings.
Lych gate	Install electric light
Lych gate	Replace seats on either side
Small gate	Consider repair but probably new gate
Cemetery shed roof	Leaking roof requires attention
Chapel porch	Possible supply/reinstatement of bench seats on either side inside porch
Car park	Resurface car park in drier weather as surface has deteriorated due to use
Exterior signage on open forest	Repair/replace as necessary

RESOLVED: That the work was considered necessary and authorised.

It was noted that the NFDC Corporate Tree Officer had said that Lyndhurst Cemetery was of a gold standard and he would be using it as an example for their cemetery maintenance team.

179. Annual Parish Meeting and Annual Report

All arrangements were in hand, invitations had been issued and following the meeting the Parish Champion Awards would take place.

Resolved: That the Annual Parish Report as distributed previously to all Councillors be approved.

180. Updated Information

(a) *Welcome to Lyndhurst Signage*

Councillor Bisson reported that he had no further information at the present time.

(b) *Gales Green/Pikes Hill issues*

The Clerk reported that she commenced enquiries with regard to the installation of dragon's teeth and would report back when she had more information.

(c) *Tourist Information Kiosk*

The Vice Chairman stated that he felt the best position for the kiosk would be near to the Heritage Centre and further enquiries would be made.

(d) *Pavement obstructions*

The Clerk reported that she had made enquiries from HCC regarding statutory removal of A boards, tables/chairs, bicycles, etc obstructing pavements and had this could not be done on an ad hoc basis but the only course of action would be blanket coverage so that they were all removed. It had been confirmed that it was an offence to obstruct a pavement and there could be serious legal implications whereby should there be an accident involving a member of the public that person could sue the owner of the obstruction. It was noted that the Mad Hatter Tearooms had recently changed hands and the new owners were not only displaying A boards outside their premises but also further down the road and also on the public open space in the car park.

RESOLVED: That in the first instance a letter be sent to all traders requesting that they remove any item causing an obstruction of the pavement and that the Chairman speak to the owner of the Mad Hatter Tearooms regarding their signs.

181. Website

Councillor Bisson reported that he was concerned that LPC might not be getting best value from their present providers and that we should look at other companies, bearing in mind what we would like them to do and what they could do. We should also look at the service being given by our present provider to ensure this was best value. Councillor Rollé said it was important to be clear on exactly what service we did require. It was agreed that we would like a blog and the opportunity to upload files when required.

RESOLVED: That Councillor Stratford and the Chair discuss this subject with the Finance Officer who would take the matter forward.

182. Roles and Responsibilities

The Chairman reported that he had prepared a document containing what he considered to be the roles and responsibilities of the Chairman, Vice Chairman, Portfolio Holders and Councillors and asked for consideration to be given to adopting this as a working document.

RESOLVED: That the Roles and Responsibilities document be accepted as a working draft.

183. Community Emergency Plan

A member of the public had drawn the Clerk's attention to a Community Emergency Plan prepared by Minstead Parish Council which had largely been drawn up as a result of very bad weather conditions a few years ago. The Chairman had used this document to provide the beginnings of a working document for LPC and asked for consideration to be given to taking this forward.

RESOLVED: To liaise with other authorities and services to find out their emergency plans and to ascertain from NFDC how their emergency plan filters down to Parish and Town Councils as LPC could provide local knowledge.

184. Parish Survey

The Chairman asked Councillors if they felt there was now a need for another Parish Survey.

RESOLVED: That surveys on specific items would be conducted as and when there were needed.

185. Parish Action Plan

The Chairman reported that an update of the previous plan had been circulated to all Councillors and it was now time to consider projects for next year's plan.

One topic raised was the fact that the village needed tidying up by regular preventative cleaning. Other ideas were the condition of Cemetery Road and its further erosion due to cars parking all along the side. Another idea was a planning heritage document. Councillor Bisson reported that a new planning document would take into account climate change and the reasons for heritage designation.

Village tidying – raise with NFDC. Church Lane an example. We need regular preventative cleaning. Could go in letter about the A boards. Compile a list of work required. It was noted that a mirror in the bus shelter would add vision to people waiting for a bus.

RESOLVED: That all Councillors alert Portfolio Holders to any ideas which would then be fed back to the Clerk and onward in a document to all Councillors.

186. Reports from representatives of outside bodies

Meeting with Mark Bursey, NFDC tree officer, 4 oak trees, hazel trees, cobnuts, filberts. Approx 16 sq M wildflower meadow on ditch side in two sections. Fruit trees up at the allotments. Talked about fruit trees but not practical and high maintenance.

Councillor Green reported that there would be A Policing in the Community event would be held at St Michaels Church on 18 March at 7.00 pm

Councillor Dunning reported that there would be a senior and Junior football club match to be held on 21 May on senior pitch.

187. Dates for Future Meetings

APM/Parish Champion Awards – Tuesday 17 March 2020 – 7.30 pm – Lyndhurst Community Centre

VE Day Commemoration meeting – Thursday 19 March 2020 – 7.00 pm – Lyndhurst Community Centre

Planning Committee – Tuesday 24 March 2020 – 7.15 pm – Lyndhurst Community Centre

LPC Meeting – Tuesday 14 April 2020

188. Items for Discussion at the Next Meeting

Items brought forward from the March Agenda

Items brought to the Clerk's attention by Monday 6 April 2020

Expressions of Interest in the position of Chair for the ensuing year

Expressions of Interest in the position of Vice Chair for the ensuing year

Annual Meeting content

189. Exclusion of the Press and Public

In accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Coucillors are invited to resolve that the Press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information. This exclusion relates to Agenda Item 22 only.

190. Staffing

The Chair advised that he needed to raise two issues:

(a) *Payment for additional hours worked by RFO*

The Chair reported that the RFO had accrued 7.5 additional hours since starting her employment in January and asked for the authority to pay her. Cllr Bisson asked whether the additional hours had been needed as a result of the RFO getting to grips with the role or whether the 5 hours attached to the post were inadequate. The Chair advised that it was probably a little bit of both. He said he would investigate further when he undertook the FRO's appraisal and hoped to be able to report back to the April meeting.

RESOLVED UNANIMOUSLY: That the RFO's additional hours should be paid and that the Chair should discuss hours needed to undertake the RFO role when he undertook the RFO's appraisal.

(b) Hours allocated to the Clerk

The Chair reported that the Clerk had asked that her hours not be reduced from 25 to 20 as previously agreed because of the amount of work required of her. He added that, because the RFO was not aware of the proposed reduction in hours, 25 hours had already been built into the budget. Cllr Bisson said that the Clerk had requested to reduce her hours in order to adopt a phased approach towards retirement and said that the Council should respect that wish and not increase her hours. The Chair reported that he believed the reason the Clerk had originally offered to reduce hours had been made principally to avoid additional costs to the Council. Cllr Rollé agreed. Cllr Green said that because the request to increase hours had come from the Clerk, the Council should honour that request. The Chair said that he believed that the Clerk's role should be a full-time post not 20 or 25 hours and that we should not rely on the goodwill of an employee to work additional unpaid hours. Cllr Stratford agreed, emphasising that this was an ethical issue. Cllr Wiltshire said that the cemetery records had been left in a terrible state prior to the current Clerk returning to post and

that she had worked hard to re-establish the Council's previously accurate records. He added that this was one example of her excellent work and that the Council should pay her for the hours she worked. Cllr Dunning said that the Council relied on the excellent work of the Clerk and should agree to her request. Cllr Se-Upara said that the Council should consider employing an assistant Clerk to manage the workload. Cllrs Preddy and Read agreed. The Chair said that he would explore this suggestion when he undertook the Clerk's appraisal and hoped to be able to report back to the April meeting.

RESOLVED (9-1): That the Clerk's hours should remain at 25 hours per week and the Chair should explore future staffing needs with the Clerk when he undertook her appraisal.

Chairman _____

Date _____

Action Points

Minute	Action required	By whom	By when
175	Inform current landlord that LPC may wish to vacate office by June 2021	The Clerk	April 2020
177	Banking arrangements – decrease number of signatories to two	Finance Officer/Clerk	April/May 2020
177	Set up online banking	Finance Officer/Clerk	April/May 2020
178	Authorised work to Cemetery and Chapel	Cemetery Portfolio Holder/Clerk	June/July 2020
180	Welcome signage	Amenities Portfolio Holder/Clerk	May 2020
180	Bollards at Gales Green and Pikes Hill	Clerk	May 2020
180	Tourist Information Kiosk	Vice Chairman	May/June 2020
180	Pavement obstruction letters	Clerk	April 2020
181	Website enquiries	Finance Officer/Cllr Stratford	May 2020
184	Parish Action Plan	All	May 2020

Lyndhurst Parish Council Budget Report

2020/21

BUDGET TO MONTH % =	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%)	Budget vs. forecast
INCOME							
A0 - Reserves carried over			-	120,000.00	120,000.00	0.00 %	
A1 - HMRC VAT refund				8000.00	8000.00	0.00 %	Based on 19-20
A2 - Precept				100,000.00	100,000.00	0.00 %	April and October
A3 - HCC Lengthsman scheme				1,000.00	1,000.00	0.00 %	matched funding
A4 - Burials & grave purchases				23,000.00	23,000.00	0.00 %	Estimate
A5 - Allotment rents				2,500.00	2,500.00	0.00 %	Based on 19-20 income
A6 - Central				4,300.00	4,300.00	0.00 %	Calendar sales; Ineos donation; £3K grant for picnic on pitch
Total INCOME	-			258,800.00	258,800.00	0.00 %	
EXPENDITURE							
B Central Costs							
B1 - HALC - Fee/NALC Levy				750.00	750.00	0.00 %	
B2- LCDA room hire, adverts, etc				1,600.00	1,600.00	0.00 %	
B3 - Lengthsman				2,000.00	2,000.00	0.00 %	£1K funded by HCC grant
B4 - Payroll costs				33,000.00	33,000.00	0.00 %	Retains current clerking hours; includes 2% increase
B5 - Expenses				6,300.00	6,300.00	0.00 %	£1K refreshments for events; miscellaneous; £5K for picnic on pitch
B6 - Grant allocations				2,500.00	2,500.00	0.00 %	donations for local causes
Total Central Expenditure				46,150.00	46,150.00	0.00 %	
C Office Costs							
C1 - Landlord: rent/insurance/utilities				10,350.00	10,350.00	0.00 %	based on 19-20 costs
C2- NFDC rates				6,145.00	6,145.00	0.00 %	19-20 plus 3%
C3 - Telephone				500.00	500.00	0.00 %	

C4 - Photocopier				1,600.00	1,600.00	0.00 %	<i>lease and rental charges</i>
C5 - Window cleaning				300.00	300.00	0.00 %	<i>3 weekly</i>
C6 - Miscellaneous				2,000.00	2,000.00	0.00 %	<i>Office stationery and maintenance</i>
Total Office Expenditure	-	-	-	20,895.00	20,895.00	0.00 %	
D Cemetery Costs							
D1 - Electricity				750.00	750.00	0.00 %	<i>Electricity, rates</i>
D2 - Grounds maintenance				21,000.00	21,000.00	0.00 %	<i>Mint Gardens Limited includes increase to £20 ph</i>
D3 - NFDC rates				2,125.00	2,125.00	0.00 %	<i>includes 3% increase</i>
D3 - Miscellaneous				2,000.00	2,000.00	0.00 %	<i>Flowers & general maintenance for chapel</i>
Total Cemetery Expenditure	-	-	-	25,875.00	25,875.00	0.00 %	
E Allotment Costs							
E1 - Utilities				520.00	520.00	0.00 %	<i>water costs</i>
E2- Grounds maintenance				3,200.00	3,200.00	0.00 %	<i>Mint Gardens including lengthsman</i>
E3 - Miscellaneous				550.00	550.00	0.00 %	<i>ie Ground rent</i>
Total Allotments Expenditure	-	-	-	4,270.00	4,270.00	0.00 %	
F Recreation Costs							
F1 - Forestry Commission rent				650.00	650.00	0.00 %	
F2- Grounds maintenance				7,000.00	7,000.00	0.00 %	
F3 - Miscellaneous				350.00	350.00	0.00 %	<i>annual inspections</i>
F4 - Great Mead Playground				27,000.00	27,000.00	0.00 %	<i>Taken from reserves</i>
Total Recreation Expenditure	-	-	-	35,000.00	35,000.00	0.00 %	
G Amenities Costs							
G1 - Grounds maintenance				3,520.00	3,520.00	0.00 %	<i>Mint Gardens Limited includes increase to £20 ph</i>
G2- Village Walks				200.00	200.00	0.00 %	
G3 - NFDC dog bins				620.00	620.00	0.00 %	
G4 - Miscellaneous				500.00	500.00	0.00 %	
G5 - Football ground				6,000.00	6,000.00	0.00 %	<i>Legal costs and fencing</i>
Total Amenities Expenditure	-	-	-	10,840.00	10,840.00	0.00 %	
Total EXPENDITURE				143,030.00	143,030.00	0.00 %	
Surplus balance				115,770.00	115,770.00		

Lyndhurst Parish Council Accounts Report

2019/20: February (Month 11)

BUDGET TO MONTH 10: 2019 % = 91.66%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 91.66	Budget vs. forecast
INCOME							
A0 - Reserves carried over	102,015.37	102,015.37	-	102,015.37	102,015.37	100.00 %	
A1 - HMRC VAT refund	7459.9	9,166.67	1,706.77	4,299.83	10,000.00	74.60 %	twice yearly claims
A1 - Precept	90,000.00	90,000.00	-	90,000.00	90,000.00	100.00 %	All payments made
A2 - HCC Lengthsman scheme	1,100.00	1,000.00	(100.00)	1,000.00	1,100.00	100.00 %	Includes £100 payable to Clerk for administration
A3 - Burials & grave purchases	27,437.25	25,666.67	(1,770.58)	11,250.00	28,000.00	97.99 %	Income greater than expected
A4 - Allotment rents	2,764.50	2,535.04	(229.46)	2,000.00	2,765.50	99.96 %	
A5 - Training Event	1,000.00				1,000.00		Unexpected income
A5 - Calendar	1,000.00	1,000.00	-	1,000.00	1,000.00	100.00 %	Ineos grant for calendar
A6 - Miscellaneous	755.80	-	(755.80)	-	756.00	99.97 %	
Total INCOME	233,532.82	231,383.75	(1,149.08)	211,565.20	236,636.87	98.69 %	above target
EXPENDITURE							
B - Office Costs							
B1 - Landlord: rent/insurance/utilities	10,151.24	10,083.33	(67.91)	11,500.00	11,000.00	92.28 %	Expenditure as expected
B2- NFDC rates (office)	5,421.15	5,467.00	45.85	6,169.15	5,964.00	90.90 %	Expenditure as expected
B3 - Telephone	506.05	513.33	7.28	675.00	560.00	90.37 %	Expenditure as expected
B4 - Photocopier	2,989.27	2,108.33	(880.94)	460.00	2,300.00	129.97 %	Expenditure more than expected
B5 - Window cleaning	462.00	438.17	(23.83)	478.00	478.00	96.65 %	Expenditure as expected
B6 - Stationery/Miscellaneous items	1,267.60	1,191.67	(75.93)		1,300.00	97.51 %	
Total Office Expenditure	20,797.31	19,801.83	(919.54)	19,282.15	21,602.00	96.27 %	
C - Central Costs							

C1 - HALC - Fee/SLCC/NALC Levy	1,332.00	652.67	(679.33)	712.00	712.00	187.08 %	<i>Expenditure as expected</i>
C2- LCDA room hire, adverts, printing, IT etc	682.00	1,375.00	693.00	1,500.00	1,500.00	45.47 %	<i>Expenditure as expected</i>
C3 - Lengthsman	780.00	916.67	136.67	2,000.00	1,000.00	78.00 %	<i>£1K funded by HCC grant</i>
C4 - Misc (Inspections, servicing, repairs etc)	5,327.69	9,166.67	3,838.98	10,000.00	10,000.00	53.28 %	<i>training refunds/plans/calendar</i>
C5 - Staffing costs	26,737.50	26,262.50	(475.00)	24,570.00	28,650.00	93.32 %	<i>Appointment of RFO</i>
Total Central Expenditure	34,859.19	38,373.50	3,514.31	38,782.00	41,862.00	83.27 %	
D - Allotment Costs							
D1 - Utilities, ground rent	1,031.00	971.67	(59.33)	900.00	1,060.00	97.26 %	<i>Expenditure as expected</i>
D2- MINT Grounds maintenance	2,785.00	2,658.33	(126.67)	2,500.00	2,900.00	96.03 %	
Total Allotments Expenditure	3,816.00	3,630.00	(186.00)	3,400.00	3,960.00	96.36 %	
E Cemetery Costs							
E1 - Utilities	654.45	825.00	170.55	900.00	900.00	72.72 %	<i>Expenditure as expected</i>
E2- MINT Grounds maintenance	17,105.77	17,416.67	310.90	19,000.00	19,000.00	90.03 %	<i>Burial costs difficult to predict; costs largely covered by income</i>
E3 - NFDC rates (cemetery)	2,054.56	1,883.35		2,054.56	2,054.56	100.00 %	
E4 - Miscellaneous	378.79				378.00	100.21 %	
Total Cemetery Expenditure	20,193.57	20,125.01	481.45	21,954.56	22,332.56	90.42 %	
F - Planning	175.00	-		-	175.00		
Total Planning Expenditure	175.00	-	-	-	175.00	-	
G - Recreation Costs							
G1 - Forestry Commission: rent	650.00	595.83	(54.17)	650.00	650.00	100.00 %	<i>Expenditure as expected</i>
G2- MINT Grounds maintenance	6,696.97	6,875.00	178.03	10,500.00	7,500.00	89.29 %	
G3 - Miscellaneous	189.86				190.00		
Total Recreation Expenditure	7,536.83	7,470.83	123.86	11,150.00	8,340.00	90.37 %	
H - Amenities Costs							
H1 - MINT Grounds maintenance	2,378.00	2,383.33	5.33	2,000.00	2,600.00	91.46 %	<i>Expenditure as expected</i>
H2- Misc (Village Walks, expenses)	6,843.92	6,274.58	(569.34)	200.00	6,845.00	99.98 %	<i>bus shelter</i>
H3 - NFDC (G Mead and dog bins)	1,106.00				1,106.00		
Total Amenities Expenditure	10,327.92	8,657.92	(564.00)	2,200.00	10,551.00	97.89 %	
I - VAT to be reclaimed	8,442.52				8,442.52		
Total VAT	8,442.52	-	-	-	8,442.52	-	

Total EXPENDITURE	106,148.34	98,059.10	2,450.07	96,768.71	117,265.08	90.52 %	
Expenditure - Income (excl. carry forward)					119,371.79		

Accounts due for payment	Amount	VAT	Total
Homewright			
Office electrical work	47.00	0.00	47.00
ADH Cleaning Services			
Office window cleaning	66.00	0.00	66.00
Lyndhurst & District Community Association			
Room bookings	75.00	0.00	75.00
Salaries			
C Gibbs	312.00	0.00	312.00
M Weston	1673.90	0.00	1673.90
Lightatouch			
Interim audit	240.00	0.00	240.00
K Read			
Vase arrangements	36.00	0.00	36.00
TLC online			
Website maintenance	100.00	0.00	100.00
Elancity UK			
Speed camera mounting bar	108.00	0.00	108.00
ITEC			
Photocopier charges	32.76	6.55	39.31
Total	2690.66	6.55	2697.21

Bank Reconciliation - 01.02.2020 - 29.02.2020	
Opening Balance - 01.02.2020	139,184.05
New Income	10433.60
Sub-total	149,617.65
Payments made	21,637.17
Total	127980.48
Balance at 31.01.2020	127980.48