

Staple Parish Council
SPC Meeting 9/4/25
Clerk's report – 3/4/25

Cash and banking

Staple Parish Council **Printed: 03/04/2025**

With effective date up to 03/04/25
 Showing Payments In and Payments Out

Nominal code : 150 Nominal name : Bank current account
 Unreconciled entries

<u>Date</u>	<u>Type</u>	<u>Reference</u>	<u>Reference 2</u>	<u>Debit</u>	<u>Credit</u>	<u>R.</u>
06/03/2025	Expenditure	Sophie Gaskain	Clerk		356.10	N
12/03/2025	Expenditure	St James PCC	staple leaflet		72.50	N
03/04/2025	Expenditure	Art Software	PCA Accounts		119.88	N
03/04/2025	Expenditure	HMRC	PAYE		226.20	N
03/04/2025	Expenditure	KALC	Subscription		279.32	N
03/04/2025	Expenditure	Sophie Gaskain	Clerk Wages		386.32	N
03/04/2025	Expenditure	St James PCC	Mower		414.50	N
				0.00	1,854.82	

Summary:	Balance on a/c 150	6,332.39
	Reconciled payments in	0.00
	Reconciled payments out	0.00
	Unreconciled payments in	0.00
	Unreconciled payments ou	-1,854.82
	Predicted bank statement	8,187.21
	Entered bank statement value	8,187.21
	Difference	0.00

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With effective date up to 03/04/25
 Showing Payments In and Payments Out
 Reconciliation reference: 3/4/25

Nominal code : 160 Nominal name : Deposit account
 All entries

<u>Date</u>	<u>Type</u>	<u>Reference</u>	<u>Reference 2</u>	<u>Debit</u>	<u>Credit</u>	<u>R.</u>
01/04/2024	Journal	OB		2,167.62		Y
03/06/2024	Income	Interest	Mar to Jun	7.82		Y
02/09/2024	Income	Interest	Jun to Sept	8.13		Y
03/04/2025	Income	Interest	Sept - Dec	8.17		Y
03/04/2025	Income	Interest	Dec - March25	7.75		Y
				2,199.49	0.00	

Summary:	Previous reconciled balance	0.00
	Reconciled payments in	2,199.49
	Reconciled payments out	0.00
	Unreconciled payments in	0.00
	Unreconciled payments ou	0.00
	Reconciled total	2,199.49
	Entered bank statement value	2,199.49
	Difference	0.00

Date	Cheque	Payable to:	Value	For:
3/4/25	464	St James PCC	414.50	Mower
3/4/25	465	KALC	279.32	Subs
3/4/25	466	Sophie Gaskain	386.32	Wages
3/4/25	467	HMRC	226.20	PAYE
3/4/25	468	Art Software	119.88	Accounts package annual subs – this is working well.

Correspondence

Number	Date	Who From	About	Status
1	13/3/25	DDC	VE Day celebrations town parties free of charge	
2	17/3/25	KALC	Section 137 now at £11.10 per elector from £10.81	
3	24/3/25	Stephen Laslett	Re-installation of footpath	
4	March Report	DDC Councillors	March report	Forwarded
5	3/4/25	DDC Planning	Consultation for planning	Forwarded
6	3/4/25	PCA software	Renewal of software – this has been very good – would like to continue	

Planning to consider

Reference	25/00377
Application Received	Fri 28 Mar 2025
Application Validated	Sat 29 Mar 2025
Address	Land At Staple Farm Durlock Road Staple Kent
Proposal	Erection of 4 dwellings with associated landscaping and parking (existing building demolished)
Status	Awaiting decision
Appeal Decision	Not Available

Other

- **Policies / Documents**

New version of financial regs – please sign off if happy.

- **Asset Register:**

New version of Asset Regs – please sign off if happy.

- **Year end report –**

Please find attached the Year end report for your consideration and (hopefully) acceptance. The most interesting is the Income and Expenditure which tells you what you spent – including a £5752 surplus! If you are happy with this I can then send the AGAR report and form to the Internal auditor to start the process of audit.

AGAR Box	Value
Box 1 - Balances b/f	£ 0.00
Box 2 - Precept income	£ 12,735.00
Box 3 - Total other receipts	£ 1,015.95
Box 4 - Staff costs	£ 1,689.10
Box 5 - Loan interest	£ 0.00
Box 6 - All other payments	£ 6,309.39
Box 7 - Balances c/f	£ 9,942.18
Box 8 - Total balance	£ 9,942.18
Box 9 - Assets	£ 9,000.00
Box 10 - Total borrowings	£ 0.00

Meetings

325 Hall hire	25.00		0.00
		<u>(25.00)</u>	<u>0.00</u>

Councillors

350 Insurance	1,396.80		0.00
		<u>(1,396.80)</u>	<u>0.00</u>

Subs / Fees

365 Auditors	100.00		0.00
380 Website / domain	246.75		0.00
		<u>(346.75)</u>	<u>0.00</u>

Assets

390 Asset purchase	324.00		0.00
395 Asset maintenance & repair	612.78		0.00
		<u>(936.78)</u>	<u>0.00</u>

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Year to March 2025

All Reserves consolidated

	<u>Turnover year to date</u>	<u>Turnover last year to date</u>
Maintenance		
405 Churchyard/War Memorial Maint	8.00	0.00
420 Village Hall Maintenance	1,160.00	0.00
	-----	-----
	(1,168.00)	0.00
Parish Magazine		
330 Parish magazine	72.50	0.00
	-----	-----
	(72.50)	0.00
VAT		
X900 Input VAT recoverable	437.92	0.00
	-----	-----
	(437.92)	0.00
TOTAL SURPLUS/DEFICIT	-----	-----
	5,752.46	0.00