

Clerk's Report for Burley Parish Council Meeting

Wednesday 8th March 2023

Website

The new website development is underway.– see <https://burley.pcwpreview.co.uk/>

Memorial Bench (Agenda item 9)

Application received from Alexandra Ferentinos re commissioning a memorial bench in honour of her grandparents. Douglas and Barbara Jarvis. Application circulated. I have consulted the internal auditor to confirm the VAT on a bench can be recovered without charging the donor VAT (which would have required VAT registration) as it falls below the £1000 minimis.

Village Enhancements and Greening (Agenda item 11)

The decision to purchase a thermal imaging camera was deferred from February. Cllr Bramley now recommends a newer model which is also cheaper ([flir one edge pro](#)), £479 (exc VAT). The greening budget has £831.50 remaining unspent.

Finance

Payments List (Agenda Item 12a)

New payments occurring since the last report:

Payee	Description	Cost Centre	Cost Code	Type	Net	Vat	Gross	Pwr	Approved Contract Delegated	Status
Burley WI	Hall hire	Admin	Hall hire	BnkL	24.00	0.00	24.00	4	Contract	
Microsoft	MS365	Admin	Software	DC	4.50	0.90	5.40	4	Contract	
T Brindley	Salary	Salary	Salaries	BnkL	568.60	0.00	568.60	5	Contract	
T Brindley	Expenses	Admin	Clerk x's	BnkL	48.08	0.42	48.50	5	Contract	
GiffGaff	Wi-Fi	Admin	Software	DC	8.33	1.67	10.00	5	Contract	
Total					710.91	2.99	713.9			

Method: DC (Debit card) IB (Internet banking) DD (Direct Debit) BnkL (Bankline) **Powers:** 1 Grass cutting: Open Spaces Act 1906 s.10, 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19, 3 HALC membership: LGA 1972 s.143, 4 Audit, Insurance, Training: LGA 1972 s.111, 5 Salary/expenses: LGA 1972 s.112(2), 6 Other, Localism Act 2011, 7 Information: LGA 1972 s.114 8 War Memorials Local Government Act 1948, s.133.

Account Reconciliation (Agenda Item 12b)

Balance of accounts 28th February 2023 (Checked by Cllr Egerton, [see attached reconciliation](#)).

War memorial 28/02/2023	1,370.08
Deposit 28/02/2023	21,412.37
Current 28/02/2023	2,259.26
Total 28/02/2023	25,041.71
Uncleared payments	00.00
Uncleared receipts	00.00
Adjusted	25,041.71

Income

We received £15 interest in February on the deposit account.

Review of BPC four year strategy (Agenda Item 14)

Review of BPC four year strategy (strategy has been circulated). The inclusion of this item is to agree a summary for presentation at the Annual Meeting in April

Clerk Recruitment(Agenda Item 15)

I have been offered, and have accepted the position of clerk and RFO to Highcliffe and Walkford parish council in Dorset, which comes under BCP Unitary authority. This means I will stand down as clerk to Burley. I have advised the chairman that I am prepared to stay on until a new clerk is in post (for a maximum period of 6 months). This will guarantee continuity through the year end accounts and the May elections.

Tom Brindley
 1st March 2023

Reconciliation Feb 2023

Burley Parish Council		1 March 2023 (2023)	
Prepared by	Name and Role (Printed Name)	Date	
Approved by	(Signature)	Date	1.3.23
Bank Reconciliation at 28/02/2023			
Cash in Hand 01/04/2022			27,865.61
ADD			
Receipts 01/04/2022 - 28/02/2023		18,770.96	
			47,636.57
SUBTRACT			
Payments 01/04/2022 - 28/02/2023		22,865.94	
A	Cash in Hand 28/02/2023		25,041.71
	per Cash Book		
Cash in Hand per Bank Statements			
Fully Cash	28/02/2023	0.00	
Non-represented	28/02/2023	1,371.08	
Deposited	28/02/2023	21,412.27	
Current	28/02/2023	2,258.26	
			25,041.71
Less unrepresented payments			
			25,041.71
Plus unrepresented receipts			
B	Adjusted Bank Balance		25,041.71
A = B Checks out OK			