

Financial Report for Sandon Parish Council Meeting

27th March 2025

a) To Note receipt of Income

Financial Highlights for the current year to date (3rd March 2025):

- Total receipts : full precept payment 9321.94
- HMRC VAT reclaim 212.76

Total payments received for current year to date (3rd March 2025): £9534.70

b) To receive summary report of receipts and payments against

25 03 Budget & Management report

Double Entry Accounts Book

Sandon PC 2024-25 Q4 Summary Report

c) To receive bank reconciliation – [Statement attached](#) to check against above Budget Management report

d) [To consider a playground maintenance quote](#)

Broadmead Leisure have recommended maintenance work around the playground, mostly new rubber matting as the pre-existing matting is no longer obvious.

Matting total would be £ 2,964.00,

there are two recommendations for adjustments to chains at a total of £120.00.

e) Bank Mandate: The Council's Financial Procedures require the Council to review its banking authorisation processes annually. Current authorised signatories are Councillors JdeU, MvW, JD and NH, 2 of which must sign to authorise all payments. The RFO is authorised to access details of all bank transactions electronically.

f) Financial Reserves: In accordance with the Council's Financial Reserves Policy a minimum of 12 months of operational expenditure should be held in the bank at all times plus an amount to meet any contractual commitments and forecast claims or emergency expenditure that the Council has made or anticipates. The current free reserve exceeds this minimum requirement and hence meets the [General Reserves Policy](#).

g) Clerk's salary

Clerk & RFO's hours April 6th 2024-March 9th 2025

	2024-25 £/hr	Total paid wk 26 24-25	total hrs/year	Annual total	To pay March 2025
Clerk	15.33	1264.73	128.45	1969.14	704.41
RFO	15.33	1264.73	168.77	2587.24	1322.51
			297.22	4556.38	<u>2026.92</u>

Hours worked

h) To authorise payments made in accordance with the budget

- Broadmead Leisure Ltd ([Feb, March & April inspections](#)) 234.00
- Clerk salary (£1948.61+£79.31 NIC) 2026.92
- Linards Ltd (Invoice 2231, VE Day invitations) 72.00

2332.92

Financial Report for Sandon Parish Council Meeting

27th March 2025

i) **To consider broadband prices**

	Package 1	Package 2	Package 3
Supplier:	Daisy Communications	Focus Group	BT Business
Package Details:	1 Super-Fast Fibre Broadband	2 Super-Fast Fibre Broadband	1 Digital Phone Line & 1 Fibre Broadband as well as (guest Wi-Fi)
Contract Length:	36 Months,	36 / 48 / 60 Months	36 Months
Installation Fee:	Free of Charge	Free of Charge	£49.95
Broadband Connections:	1	1	1
Broadband Type:	1 Super-Fast Fibre Broadband	1 Super-Fast Fibre Broadband	Fibre Broadband
Router Price:	Free of Charge	Free of Charge	Free of Charge
Broadband Speeds:	Up To 80 mbps	Up To 80 mbps	Up To 80 mbps
	£37 + vat	£35 + vat	£29.95 + vat
			increasing by £4 every April
36 months	£ 1,332.00	£ 1,260.00	£ 1,272.15
48 months	£ 1,776.00	£ 1,680.00	£ 1,775.55
60 months	£ 2,220.00	£ 2,100.00	£ 2,326.95

- j) **Available Balance** to SPC after proposed March payments: (Bank £20821.98 less uncleared Cheques (£660) less reser'd (£4344.13) less Assumed March 2025 payments (£2332.92))
£13,484.93

- k) **To consider changing website domain** to sandonherts-pc.gov.uk
Parish Councils are being encouraged to move to a .gov.uk website.
This is not compulsory yet and there are stipulations on how this happens and the website must include “parishcouncil” or “pc” as seen above.

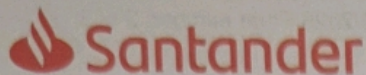
Month 1 - to 31 March 2025

	2023 - 2024 Actual	2024-2025 Budget	£ Actual YTD paid (excl'g VAT)	£ Actual YTD VAT paid	Forecast to 31 March 2025
Balance in Santander Bank a/c at prior year end	14192.41	17683.16	17683.16		
Cash and cheques in hand	0.00				
Less value of uncleared cheques as at prior year end	-280.00	-2150.56	-1990.56		
Less Creditors (money owed by SPC) - at prior year end	0.00				
Plus Debtors (money owed to SPC) - at prior year end	0.00				
Net balance at start of current year		15532.60	15692.60		
Receipts					
Precept	8750	9,000.00	9321.94		9,000.00
Grants	374.67				
VAT	24.8		212.76		
Other receipts	1619.21				
TOTAL	10,768.68	9,000.00	9,534.70	0.00	9,000.00
Expenditure					
Operating expenses					
Employment costs (including PAYE)	4632.22	4,600.00	2529.45		2,070.55
Insurance	498.82	500.00	464.00		36.00
Playground Management (annual ROSPA inspection)	75.00	95.00	78.00	15.60	17.00
Audit Commission (Audit fee)	175.00	175.00	187.25		-12.25
Village Hall rent	120.00	150.00			150.00
Clerk's expenses		37.50			37.50
Financial Officer's expenses		37.50			37.50
Other operating expenses (incl IT)		503.00	152.84	16.40	350.16
Parish Council Election expenses (in allocated PC reserves)					0.00
Councillor & Officer Training (HAPTC)	405.00	694.00	60.00	12.00	634.00
Subscriptions - (HAPTC, SLCC, ICO)	298.98	408.00	419.08		-11.08
Professional services (VAT on legal fees)					0.00
Other admin and general expenses	81.91		72.00		-72.00
Total operating expenses		7,200.00	3,962.62	44.00	3,237.38
Section 137 Grants awarded by Sandon PC		1,500.00			1,500.00
Sandon PCC	800.00				0.00
Friends of Sandon School					0.00
Sandon Gardeners Club	40.00		100.00		-100.00
Sandon Sports Club	280.00				0.00
Sandon Cygnets	200.00				0.00
Sandon Strollers Cricket Club	160.00				0.00
Herts Air Ambulance	180.00				0.00
D-Day celebration			219.50		-219.50
Total grants awarded		1,500.00	319.50	0.00	1,180.50
Village projects					0.00
New General Equipment					0.00
Village Hall Improvements & Equipment					0.00
Other Village projects	988.80	1,140.00			1,140.00
Total village projects		1,140.00	0.00	0.00	1,140.00
Maintenance of assets & miscellaneous					0.00
Repairs & maintenance					0.00
Capital replacements					0.00
Other costs			79.20		-79.20
Total maintenance & miscellaneous expenditure		0.00	79.20	0.00	-79.20
Earmarked reserves					0.00
Parish Council Election expenses		1,744.13			1,744.13
Capital Replacements		1,000.00			1,000.00
Repairs and Maintenance		600.00			600.00
New equipment		500.00			500.00
Village Hall improvements		500.00			500.00
					0.00
TOTAL EXPENDITURE	8,935.73	9,840.00	4,361.32	44.00	5,478.68
TOTAL INCOME	10,768.68	9,000.00	9,534.70		9,000.00
Spending from Reserves (- denotes use of reserve)	1,832.95	-840.00	5,173.38		3,521.32
Total year to date receipts less total year to date payments (incl. VAT)				5,129.38	
Net actual balance (excluding creditors & debtors)				20,161.98	
memo: Total payments incl. VAT				4,405.32	
Application of funds at 03 March 2025					
Balance in Santander bank a/c		20,821.98		Reconciled:	yes
Less unrepresented cheques		660.00			
Less committed funds					
Plus cash / cheques to pay-in		0.00			
Plus Debtors (HMRC is not included as debtor for unclaimed VAT)		0.00			
Net funds available to Sandon Parish Council at 3rd March 2025		20161.98			
Free Reserves (funds available less unspent budget)		15844.66			
Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)		44.00			

Sandon Parish Council - Annual Accounts for year ending 31st March 2025														
Income					Outgoings									
Date	receipts	Reference	£	£	Exp Code	Date	Description	Payee	Cheque ref	£ Net	£ VAT	VAT refund	£ Total	
31/3/2024	Santander Bank		17,683.16		LGA 1972 s	08/05/2024	Annual subscription	HAPTC	780	307.08			£ 307.08	
31/3/2024	Less unpresented cheques		-2150.56			08/05/2024	Moneysoft	C Scott	781	82.00	16.40		£ 98.40	
Opening Balance Brought Forward				15532.6		08/05/2024	Printing	Linards Ltd	782	72.00			£ 72.00	
Plus Receipts for the year						08/05/2024	Internal Audit	HAPTC	783	187.25			£ 187.25	
						08/05/2024	insurance	Zurich	784	464.00			£ 464.00	
09/04/2024	NHDC 1st Precept Payment		4660.97		S.137	08/05/2024	Fish & Chips	L Armstron	785	219.50			£ 219.50	
9/5/2024	HMRC VAT repaid		212.76			10/07/2024	Playsafety	ROSPA	786	78.00	15.60		£ 93.60	
10/9/2024	NHDC 2nd Precept Payment		4660.97			10/07/2024	Defib pads	Defibstore	787	66.00	13.20		£ 79.20	
						10/07/2024	website	Namechea	788	29.65			£ 29.65	
						26/09/2024	Clerk Salary	C Scott		2027.57			£ 2,027.57	
						26/09/2024	national insurance	HMRC	791	85.18			£ 85.18	
						26/09/2024	SLCC Membership	SLCC	793	72.00			£ 72.00	
						26/09/2024	ICO data protection fee renewal	ICO	789	40.00			£ 40.00	
						26/09/2024	ILCA training	SLCC	794	60.00	12.00		£ 72.00	
						13/11/2024	Clerk Salary	C Scott	796	416.70			£ 416.70	
						10/12/2024	website hosting	Namechea	797	41.19			£ 41.19	
						S.137	13/01/2025	grant	gardeners	798	100.00			£ 100.00
						S.137	13/01/2025	grant	foss	799	500.00			£ 500.00
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Sandon Parish Council
Quarterly Summary Information Report – Covering 2024/24 Quarters 1-4 (i.e. 12 months to 31st March 2024)

Ref	Information Title	PC Approval Date	Beneficiary	Purpose	£ Excl. VAT	£ VAT not yet recovered	Merchant category of expenditure / Explanatory notes on Parish Council (PC) activities
1	Expenditures exceeding £100	8/5/2024 8/5/2024 8/5/2024 8/5/2024 26/9/2024 13/11/2024 27/03/2025 27/03/2025	HAPTC BHIB HAPTC L. Armstrong C. Scott C.Scott Broadmead Leisure Ltd C.Scott	Annual subscription Annual premium Audit Fish & Chips Clerk Salary Clerk Salary Playground inspections Clerk Salary	307.08 464.00 187.25 219.50 2027.57 416.70 234.00 2026.92		Association of Parish & Town Councils Insurance underwriters Audit s.137 D-Day celebrations 6 month Clerk & RFO Salary Backdated salary pay increase Playground inspections 6 month Clerk & RFO Salary +PAYE
2	Govern't Procurement Card transactions						None
3	Procurement Tenders issued over £5,000						None
4	PC Land & Buildings owned.	Village Hall (13/12/1960)	Village residents	Meetings & Social events	(Rebuild Insurance value £507k)		This Community Asset was conveyed to the Parish Council by St Albans Diocesan Board of Finance and Elizabeth Faure Walker in 1960 in consideration of funds raised by donations, subscriptions and gifts from the inhabitants of the Parish, and cannot be sold by the Council and is hence valued at a nominal £1 on the PC Asset Register
5	Social Housing Asset Value						None
6	Grants paid to voluntary, community and social enterprise organisations	10/02/2025	Gardening Club	Engraving and trophies	100.00		Section 137
7	Organisation Chart						The PC comprises 6 councillors, who elect a Chair and Deputy from their number. Both Clerk and RFO report to the PC.
8	Trade Union Facility Time						There are no trade union representatives and no paid time is allocated for trade union activities
9 & 10	Parking Account & Parking Spaces						The Council has no parking spaces and hence no parking account
11	Senior Salaries						No employee earns over £50,000 p.a.
12	Constitution						Standing Orders and Code of Conduct are regularly reviewed and published on the Sandon Parish Council website
13	Pay multiple						1:0 – M & F employees are paid the same hourly rate
14	Fraud						No instances of fraud and no ongoing fraud investigations
15	Waste Contracts						No waste contracts are appointed by Sandon PC



Business Account



Santander Business Banking
Operations
Sunderland
SR43 4FW

SANDON PARISH COUNCIL
LYE END FARM
MILL END
SANDON
BUNTINGFORD
UNITED KINGDOM
SG9 0RS



For all Business Banking enquiries,
please call 0330 123 9860

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customer service we may monitor or
record your calls.

If you're hard of hearing, or your
speech is impaired, you can get Relay
UK services at 18001 0330 123 9860



Online Banking service and information
available at www.santander.co.uk

Your account summary for

4 February 2025 to 3 March 2025

Account name: SANDON PARISH COUNCIL
Account number: 80109709 Sort code: 090152
BIC: ABBYGB2LXXX IBAN: GB93ABBY09015280109709
Statement number: 002/2025

Page 1 of 3

Balance brought forward from 3rd February statement	£20,921.98
Total credits:	£0.00
Total debits:	-£100.00
Your balance at close of business 3 March 2025	£20,821.98

Credit interest rate: No credit interest is paid on this account.

News and information

Beyond banking

Did you know that as a Santander Business
customer, there are more services that could
help you grow your business?

To find out more, visit
santander.co.uk/business and click
'Beyond banking'.

We continue important information on the back of this page.

Please keep this statement if you need it in future. To query an item contact the office shown above. VAT registration
number 466 2647 24

Continued on reverse...



Account Name: SANDON PARISH COUNCIL
Account number: **80109709** (Sort Code 090152)
Statement number: 002/2025 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			20,921.98
10th Feb	PAYMENT BY CHEQUE WITH SERIAL NO 000798		100.00	20,821.98
10th Feb	Current statement balance			20,821.98



	Package 1	Package 2	Package 3
Supplier:	Daisy		
	Communica	Focus Group	BT Business
Package Details:	1 Super-Fast Fibre Broadband	2 Super-Fast Fibre Broadband	1 Digital Phone Line & 1 Fibre Broadband as well as (guest wifi)
Contract Length:	36 Months,	36 / 48 / 60 Months	36 Months
Installation Fee:	Free of Charge	Free of Charge	£49.95
Broadband Connections:	1	1	1
Broadband Type:	1 Super-Fast Fibre Broadband	1 Super-Fast Fibre Broadband	Fibre Broadband
Router Price:	Free of Charge	Free of Charge	Free of Charge
Broadband Speeds:	Up To 80 mbps	Up To 80 mbps	Up To 80 mbps
	£37 + vat	£35 + vat	£29.95 + vat increasing by £4 every April
36 months	£ 1,332.00	£ 1,260.00	£ 1,272.15
48 months	£ 1,776.00	£ 1,680.00	£ 1,775.55
60 months	£ 2,220.00	£ 2,100.00	£ 2,326.95

Broadmead Leisure Limited
17 Stanstead Road
Hoddesdon
Hertfordshire
EN11 0PF
07974465351
VAT Registration No.: 894940961

INVOICE TO
Sandon Parish Council

VAT Invoice 2894

DATE 12/03/2025 TERMS 14 days

DUE DATE 26/03/2025

DESCRIPTION	AMOUNT
To carry out Monthly inspection to village playground. February/March and April 2025	195.00
SUBTOTAL	195.00
VAT TOTAL	39.00
TOTAL	234.00
TOTAL DUE	£234.00

BACS Payments: Lloyds
Sort :30-99-86
A/C No. 01024221

Sandon Parish Council 2024-25

RTI Full Payment Submission (FPS)

Mar-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C Scott	2,026.92		78.31	1,948.61	175.11
Total	2,026.92	0.00	78.31	1,948.61	175.11

Employer Totals:

	PAYE Month
Total Net Pay	1,948.61
TAX:	
NIC:	
Employee NIC	78.31
Employer NIC	175.11
NIC Employment Allowance	-175.11 ** EPS item
Total NIC Due	78.31
Total Tax & NIC Due	78.31
HMRC ACCOUNT:	
Tax & NIC due for Mar-2025	78.31
Payment for Mar-2025	78.31
Amount due at year end	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	2,026.92

** The NIC Employment Allowance is reported once on an RTI Employer Payment Summary (EPS) at the beginning of the year.

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.

Linards Ltd

16 Mead Business Centre, Mead Lane
Hertford, Hertfordshire, SG13 7BJ
United Kingdom

Website linards.co.uk
Telephone: 01992 526170
Email debbie@linards.co.uk



Invoice To:

Caroline Wornham
Sandon Village Hall
Committee
Mill End Farmhouse
Sandon
SG9 0RP

Invoice Date 19/03/2025
Due Date 18/04/2025
Reference 42949
Invoice Number 5531

SALES INVOICE

Description	Qty	Total	VAT %	Net
VE Day flyers x260 copies	1.00	72.00	0.00	72.00

VAT Rate	Net	VAT	Total Net	Total VAT	TOTAL
Exempt 0.00% (0.00%)	£72.00	£0.00	72.00	0.00	£72.00

Registered in England and Wales No. 6308624 , VAT Registration Number GB 916204841
Registered Address 16 Mead Business Centre, Mead Lane, Hertford, Hertfordshire, SG13 7BJ, United Kingdom

BACS Payments to:
Sort Code: 60-23-07
A/C 73060984
BIC: NWBK GB2L