

SANDON PARISH COUNCIL 2025-26 BUDGET & MANAGEMENT ACCOUNTS

Month 1 - to 31 March 2026

	2024-2025 Actual	2025-2026 Budget	£ Actual YTD paid (excl'g VAT)	£ Actual YTD VAT paid	Forecast to 31 March 2026
Balance in Santander Bank a/c at prior year end	17683.16	17683.16	18723.06		
Cash and cheques in hand					
Less value of uncleared cheques as at prior year end	-2150.56	-2150.56			
Less Creditors (money owed by SPC) - at prior year end					
Plus Debtors (money owed to SPC) - at prior year end					
Net balance at start of current year	15532.60	15532.60	18723.06		
Receipts					
Precept	9321.94	8,500.00	4399.37		9,000.00
Grants					
VAT	212.76				
Other receipts (uncleared and returned cheque)	160.00				
TOTAL	9,694.70	8,500.00	4,399.37	0.00	9,000.00
Expenditure					
Operating expenses					
Employment costs (including PAYE)	4634.68	5,300.00	983.88		4,316.12
Insurance	464.00	500.00	464.00		36.00
Playground Management (annual ROSPA inspection)	78.00	95.00	96.00		-1.00
Audit Commission (Audit fee)	187.25	200.36	200.36		0.00
Village Hall rent		150.00	150.00		0.00
Clerk's expenses		37.50			37.50
Financial Officer's expenses					0.00
Other operating expenses (incl IT)	152.84		86.00	17.20	-86.00
Parish Council Election expenses (in allocated PC reserves)					0.00
Councillor & Officer Training (HAPTC)	60.00	500.00	69.00		431.00
Subscriptions - (HAPTC, SLCC, ICO, Focus broadband)	419.08	423.00	511.55	35.52	-88.55
Professional services (VAT on legal fees)					0.00
Other admin and general expenses	72.00				0.00
Total operating expenses	6,067.85	7,205.86	2,560.79	52.72	4,645.07
Section 137 Grants awarded by Sandon PC		1,500.00			1,500.00
Sandon PCC					0.00
Friends of Sandon School	500.00		500.00		-500.00
Sandon Gardeners Club	100.00				0.00
Sandon Sports Club					0.00
Sandon Cygnets					0.00
Sandon Strollers Cricket Club					0.00
Herts Air Ambulance					0.00
D-Day celebration	291.50		313.23		-313.23
Total grants awarded	891.50	1,500.00	813.23	0.00	686.77
Village projects					0.00
New General Equipment					0.00
Village Hall Improvements & Equipment		450.00			450.00
Other Village projects		300.00			300.00
Total village projects	0.00	750.00	0.00	0.00	750.00
Maintenance of assets & miscellaneous					0.00
Repairs & maintenance (regular payment to Broadmead Leisure)	195.00		3,330.00	78.00	-3,330.00
Capital replacements					0.00
Other costs	79.20				0.00
Total maintenance & miscellaneous expenditure	274.20	0.00	3,330.00	78.00	-3,330.00
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	14,467.10	9,455.86	6,704.02	130.72	2,751.84
TOTAL INCOME	9,694.70	8,500.00	4,399.37		9,000.00
Spending from Reserves (- denotes use of reserve)	-4,772.40	-955.86	-2,304.65		6,248.16
Total year to date receipts less total year to date payments (incl. VAT)				-2,435.37	
Net actual balance (excluding creditors & debtors)				16,287.69	
memo: Total payments incl. VAT				6,834.74	
Application of funds at 13th June 2025					
Balance in Santander bank a/c		16,287.69		Reconciled:	yes
Less unrepresented cheques		0.00			
Less committed funds		0.00			
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 September 2025		16287.69			
Free Reserves (funds available less unspent budget)		13535.85		Date:	
Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)		130.72		Prepared by CFGS 03/09/2025	

Councillor Signature confirming Balance reconciliation to Bank Statement.

Financial Report for Sandon Parish Council Meeting

10th September 2025

a) To note receipt of income (3rd September 2025):

- Total receipts: ½ precept payment £4399.37
- Memo: VAT reclaim for £79.80 in process

Available balance (Bank a/c less uncleared chq & committed funds £16287.69) **£16,287.69**

b) [To receive summary report of receipts and payments against budget](#)

c) To receive bank reconciliation

d) To consider price quotations, charges and grant requests

Broadmead Leisure – [playground matting quote](#)

e) To authorise payments made in accordance with the budget July 2025 spend approvals / cheque release authorisations required:

- ICO Data Protection fee renewal £ 52.00
- Broadmead Leisure inv 2981 (August, Sept & Oct inspections, painting) £ 276.00
- Focus Broadband (to note inv 10837657 & 10867206 already paid) £ 88.08

Total new (Sept 2025) expenditure to be approved by PC

£416.08

Projected Balance following above Sept 2025 expenditure:

£15959.69

f) Section 137 spending and Local Grants

The 2025/26 PC budget includes the sum of £1,500 (funds to come from PC reserves) for section 137 payments. The current Department of Local Communities & Local Government Section 137 expenditure limit is £11.10 per local elector in the parish, hence with Sandon having 408 registered electors this equates to £4528.80 as the maximum total amount that can be spent on community activities including grants to village clubs.

The VE-Day celebrations held in May were funded with the s.137 power which totalled £219.50

g) Staff

The Clerk contract for 13.75hrs/month to include holiday set at SP16 set out in the NALC National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales (£15.82/hr, up from £15.33 in 2024-25).

The RFO contract for a nominal 4hrs/week to include holiday, again at a starting point of SPC16 in 2020.

As has previously been agreed, SPC calculate the salary for an estimated 165 hours for each position rather than a running total, this has been sufficient to complete tasks for both positions.

Therefore if the SPC agree to continue with this arrangement for 2025-26 the annual salaries to be paid for each position will be £2610.30 each, totalling £5220.60

- Review of hours and pay – Does the Parish Council want to continue with the estimated 165hrs per position?

h) AGAR

We have received confirmation of receipt of AGAR form and exempt status for the year ending 31 March 2025, no further action expected.

Broadmead Leisure Limited

17 Stanstead Road
Hoddesdon
Herts
EN11 0PF

Mob: 07974 465351

email: paul@broadmeadleisure.co.uk

Date. 17th August 2025

Ref. sandon 02A

Sandon Parish Council

Quote

Playground repairs

Option 1

Supply and install Bonded rubber mulch under equipment below @ 40mm thick, laid onto double terram.

Slide, 40sqm

Junior swings, 27sqm

Cradle swings, 24sqm

Climbing Frame, 34sqm

Heras fence area in for duration of works

£8180.00

Option 2, sub base.

Excavate ground in preparation to Install compacted mot hardcore @ 100mm thick, Supply and install Bonded rubber mulch under equipment as above at various thicknesses required between 40mm and 100mm thick.

Remove sub soil from site, approx. 40 ton, 2 grab lorries required

Heras fence.

£16,000.00

All prices are valid for 30 days and are subject to vat

Organisation name: Sandon Parish Council (Hertfordshire)
Order reference number: 008a9c360402
Registration reference: ZB567747

Dear Caroline Scott

GDPR/Data Protection Act 2018
Data protection fee renewal - ACTION REQUIRED BY 03/10/2025

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Under the Data Protection (Charges and Information) Regulations 2018 (as amended) (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 03/10/2025. You must now either:

- renew your registration, taking the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Based on your last assessment you are now required to pay **£52.00**. However you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

Changes to the fee

The data protection fee has recently increased for all organisations. Read more about the change to the fee here: ico.org.uk/fee-change.

How to pay

Did you know that 89% of fee payers pay on time? You can pay in any of these ways:

Direct debit - this is the best way to make sure you renew on time. Just click on the link ico.org.uk/direct-debit and follow the instructions to complete your payment online. It's really quick and easy to do. **If you pay by direct debit you will automatically receive an annual reduction of £5.** You will need your **order reference** and **registration reference** from the top of this email.

Online - pay securely with a debit or credit card at ico.org.uk/pay. You will need the **order reference** and **registration reference** from the top of this email.

Further information

You must let us know if any of the details we hold about you change. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your registration reference and security number.

If you need any more information about the fee please see ico.org.uk/fee-guide.

If you want to discuss your payment or your obligation to pay, call us on 0303 123 1113, or email dataprotectionfee@ico.org.uk. You'll need the **registration reference** from the top of this email and the **security number** we sent you when you first applied.

For information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice.

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office

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

INVOICE TO
Sandon Parish Council

VAT Invoice 2981

DATE 25/08/2025 **TERMS** 14 days

DUE DATE 08/09/2025

DESCRIPTION	AMOUNT
To carry out Monthly inspections to village playground. August, September and October 2025	195.00
Climbing frame, grind off rough edge on metal beam and paint.	35.00
SUBTOTAL	230.00
VAT TOTAL	46.00
TOTAL	276.00
TOTAL DUE	£276.00

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

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10837657	Date/Tax Point	15/07/25
-------------	--------	-------------	----------	----------------	----------

Description	Price Each	Qty	Total (£)
Service Charges	36.70	1	36.70
Subtotal			36.70
VAT at 20.00%			7.34
TOTAL DUE			44.04


Thank you for paying by Direct Debit. The amount shown will be collected on or after 29/07/2025

Let's connect. Let's grow.

Have you explored our customer portal?

Designed to put you in full control, our customer portal provides instant access to your account and enables you to quickly connect with our support team.

Let's talk | portal.focusgroup.co.uk



Let's connect. Let's grow.

Join our FREE webinars

Microsoft 365, Cyber security, PSTN switch off, Horizon and more. Our webinars are here to keep your business up to speed with the latest insight and top tips on tech.

Check out what's coming up next:
focusgroup.co.uk/resources/webinars/

For all sales enquiries please call **0330 024 2200** or email **sales@focusgroup.co.uk**

Let's connect. Let's grow.

PAYING YOUR INVOICE

Standard payment terms are 14 days from the date of this invoice. Choose how to pay from the following options:

Direct Debit

If the invoice does not confirm that you are already paying by DD, please email creditcontrol@focusgroup.co.uk and we will switch you to Direct Debit.

Electronic Payments

BACS, Internet and Telephone Banking Payments can be made to the following bank details:

Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10867206	Date/Tax Point	14/08/25
-------------	--------	-------------	----------	----------------	----------

Description	Price Each	Qty	Total (£)
Service Charges	36.70	1	36.70
Subtotal			36.70
VAT at 20.00%			7.34
TOTAL DUE			44.04


Thank you for paying by Direct Debit. The amount shown will be collected on or after 29/08/2025

Let's connect. Let's grow.

Have you explored our customer portal?

Designed to put you in full control, our customer portal provides instant access to your account and enables you to quickly connect with our support team.

Let's talk | portal.focusgroup.co.uk



Let's connect. Let's grow.

Join our FREE webinars

Microsoft 365, Cyber security, PSTN switch off, Horizon and more. Our webinars are here to keep your business up to speed with the latest insight and top tips on tech.

Check out what's coming up next:
focusgroup.co.uk/resources/webinars/

For all sales enquiries please call **0330 024 2200** or email **sales@focusgroup.co.uk**

Let's connect. Let's grow.

PAYING YOUR INVOICE

Standard payment terms are 14 days from the date of this invoice. Choose how to pay from the following options:

Direct Debit

If the invoice does not confirm that you are already paying by DD, please email creditcontrol@focusgroup.co.uk and we will switch you to Direct Debit.

Electronic Payments

BACS, Internet and Telephone Banking Payments can be made to the following bank details:

Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

24 JULY 2025

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

*Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)

11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)
17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)
23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)

31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)
36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)

51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)
60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)