Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503
counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Finance and General Purposes Committee

Chairman: Cllr. A Haywood **Vice-Chairman:** Cllr. S Beechey
Cllr. K Ahmed, Cllr. P Allen, Cllr. J MacDonald & Cllr. J Riordan.

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

HELD AT 7PM ON WEDNESDAY 14TH JANUARY 2026 AT ARDEN HALL

Members Present:	Cllr. A Haywood, , Cllr. K Ahmed, Cllr. Pauline Allen, Cllr. J MacDonald & Cllr. J Riordan.
Guests in Attendance:	Cllr. D Pearce & Cllr. J Ward.
Public in Attendance:	None
Officer:	Clerk: Gemma Burgess (minute-taker)

Actior

F26-001 **Chairman's Welcome:** Cllr. A Haywood welcomed everyone to the meeting.

F26-002 **Apologies:** Apologies were received and noted from Cllr. S Beechey.

F26-003 **Declarations of Interest:** None.

F26-004 **Minutes:** The minutes of the previous meeting held on Wednesday 12th November 2025 were agreed as a true record by those who had been present.

F26-005 **Public Question Time:** None

F26-006 **Finance:**

a) The bank reconciliation for November 2025 was approved; the bank statements for December 2025 had not yet been received, but the accounts are reconciled to 31st December (att pp4-5).
b) Provision for payments to be made to the end of the financial year was considered. **RESOLVED:** That £90, 000 be transferred from Lloyds to Unity Trust Disbursements.
c) The 02/12/2025; 02/01/2026 Unity Bank Mastercard statements were noted. (pp6-7)
d) The 05/12/25 & 05/01/26 Trade UK Account Card statements were noted. (pp8-11)
e) The list of direct debit payments for November and December 2025, with corresponding invoices, was noted. (att pp12-14)
f) The receipts and payments report for November and December was noted. (attached at pp15-29)
g) **RESOLVED:** That petty cash be topped up as per financial regulations.
h) The confidential aged debtors report was noted. It was noted that an additional payment plan had been made with a football team for seasonal pitch hire which had not been adhered to.
RESOLVED: That the football team be removed from playing at Arden Hall Playing Fields due to non-payment.

i) The budget performance year-to-date was noted (attached at pp30-37).
RESOLVED: That the follow budget reallocation be made:

	FROM					TO				
AMOUNT				OLD BUDGET	REVISED BUDGET				OLD BUDGET	REVISED BUDGET
100	DS	4405	Printing/Copier	1000	900	AH	4405	Printing/Copier	800	900

j) **Signage:** It was noted that several sign makers for signage across the Council's facilities had failed to attend meetings therefore only one quote had been returned. A comprehensive list of options was considered.
RESOLVED: That J .Connor Signs be instructed to install a large aluminium with vinyl sign on the Pavilion (car park end) with the Council's logo and approved text at a cost of £1215.00.

k) CiLCA training for the Clerk was considered.
RESOLVED: That the training course fees of £450, payable to WALC be approved from the 2025-26 Training budget and the registration fee of £495 payable to SLCC be approved from the 2026-27 budget.

l) Payment run 2026-01-14 was considered. ***A mistake was noticed after the meeting on V4808 – the schedule was annotated and the invoice was paid correctly***
RESOLVED: That payment run 2026-01-14 be approved. (att at pp38-39)

F26-007 **Planning & Licensing:**

a. The following comment, made under delegated authority, was noted.

Reference	Address	Proposal
APP/2025/00052 /COND PL/2025/00408 /PPFL	28-30 The Green Castle Bromwich B36 9AL	Retrospective conversion of existing large dwelling to two houses. (Appeal of condition of no permitted change to House of Multiple Occupation)

PL/2025/00408/PPFL Original Comment:
Castle Bromwich Parish Council has received a number of complaints about this property being turned into an HMO and that this application is to create two smaller HMOs that would not require planning permission. The Parish Council trusts that SMBC Officers will stringently assess the licence application. This consultation, specifically the internal conversion works to separate the properties, should be subject to neighbours comment, compliance with regulations and building control. We have concerns that the existing infrastructure cannot support these dwellings. There is insufficient parking in the area already and the location plan suggests that cars can be parked at a junction and blocking access for the mowing team to the Little Green.

APP/2025/00052/COND
Castle Bromwich Parish Council supports the conditions imposed in the planning approval so that these two dwellings may not be turned into HMOs. The parking provision would not be suitable, the local highway is already stretched and the Highway consultation was on the original application for two dwellings. We would also like to clarify that although the Village Green has bollards, including by the memorial, these are regularly knocked out through collisions with vehicles. We have not reported these incidents as we have no details, just the litter of bumpers, smashed lights etc and the repair works we need to undertake. The original floor plans submitted with the application led us to believe there would be significant communal space included in each dwelling such as lounges and study rooms but we fear these will just be used to provide additional bedroom occupancy. If allowed to become HMOs, we fear antisocial behaviour will become a problem – these very small, cramped units will attract the lowest rent and not provide the quality Houses of Multiple Occupation we have witnessed elsewhere in the borough. Solihull's 2018 HMO Amenities & Facilities Guide suggests that these units would become Category A2 Units where occupiers are often allocated the property with little or no choice to where they live which is often the case of groups of asylum seekers. The Village Green does not have the infrastructure to support such occupiers on this scale. We do not believe the plan is to scale and that 3 cars could fit into the tight allocated space to the rear.

b. The following application was considered and comment was agreed as below:

Reference	Address	Proposal	Comment
PL/2025/02369 /MINFHO	86 Elmfield Road Castle Bromwich Solihull B36 0HN	Two storey side/rear and single storey rear extension.	Castle Bromwich Parish Council supports the objections of the community that 2-storey extensions are negatively impacting the street-scene and changing the character of Castle Bromwich. Removing the garage at the front of the house will negatively impact the street-scene. As per P15i & P16ii of the Local Plan, removing the garage will remove the distinctiveness of this estate of semi-detached houses with integral garages in a mature suburban area.

F26-008 **Small Grants Fund:** No applications received.

F26-009 **WMPF Provisional 2025 Valuation:** It was noted that the provisional actuarial valuation is for a 9.8% contribution from the Council towards staff pensions; this is a considerable reduction and the situation will be monitored closely.

F26-010 **Risk Management Policy:** Amendments to the policy, following positive control measures were considered. Training is to be organised for councillors.
RESOLVED: That the revised 2026-01-14 Risk Management Policy be approved.
(attached at pp40-48)

F26-011 **Reserves and Investments:** The Clerk presented detail confirming rating of CCLA investments, Debt Management Agency Deposit Facility (DMADF), other Money Market Funds and notice accounts. It was agreed that the DMADF would not be suitable due to the minimum deposit and associated fees. The Clerk was directed to present options on Blackrock MMF.

1.

F26-012 **Councillors' reports and items for future agendas:**
- Cllr. J MacDonald shared some details from a recent Solihull Area Meeting but will provide a full report.

F26-013 **Action Log:**
*Card Payment services quotes
* Petty cash equivalent system
✓Risk Management
✓CCLA & investment advice
1. Options with Blackrock

F26-014 **Confirmed Meetings:** Finance and General Purposes Committee 7pm Windsor Rm: March 11th 2026, May 13th 2026, July 15th 2026

This meeting ended at 8:04pm

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Signed as a true record of the business transacted
Chairman, Finance and General Purposes Committee

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Dated

Castle Bromwich Parish Council

Bank Account Latest Reconciliations

Start of year 01/04/25

up to 31/12/25

Bar Float

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
64	£1,058.00	£1,058.00	£1,058.00	01/12/25	31/12/25

Uncleared and unpresented effects

	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

CCLA

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
69	£251,000.00	£251,000.00	£251,000.00	01/12/25	31/12/25

Uncleared and unpresented effects

	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

Chairman's Charity Fund

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
58	£0.00	£0.00	£0.00	01/12/25	31/12/25

Uncleared and unpresented effects

	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

Lloyds disbursements

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
69	£17,404.26	£11,349.61	£11,349.61	01/12/25	31/12/25

Uncleared and unpresented effects

	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

Lloyds General

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
70	£217,419.26	£198,361.58	£198,361.58	01/12/25	31/12/25

Uncleared and unpresented effects

	Debit (£)	Credit (£)	Balance (£)

Bank Account Latest Reconciliations

Start of year 01/04/25

up to 31/12/25

	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

Petty Cash

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
69	£321.69	£284.82	£284.82	01/12/25	31/12/25

Uncleared and unpresented effects

	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

UTB Disbursements

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
72	£54,173.07	£44,410.47	£44,410.47	01/12/25	31/12/25

Uncleared and unpresented effects

	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unpresente	0.00	0.00	

LLOYDS BANK

unitytrust

%%eyeball1

CASTLE BROMWICH PARISH COUNCIL
GEMMA BURGESS
CASTLE BROMWICH PARISH COUNCIL
ARDEN HALL, WATER ORTON ROAD
CASTLE BROMWICH
B36 9PB

Programme Administrator Helpline
0345 030 6270
+44 1908 544 059 (from abroad)
www.lloydsbank.com/commercialbanking/

Corporate Purchasing Card - Sterling Account

Cardholder details

Statement date	02-12-2025
Account number	4484-4514-9526-3685
Credit Limit	£2,500.00

Your account at a glance

Previous balance	£671.01	Transaction refunds	£4.25
Payments received	£671.01	Account charges	£0.00
Purchases	£1,165.78	Annual Card Fees	£3.00
Cash advances	£0.00	Current balance	£1,164.53

Transaction date	Reference	Description				Amount
17-11-2025		DIRECT DEBIT PAYMENT - THANK YOU				£671.01 CR
XXXX-XXXX-XXXX-9326 BURGESS, GEMMA						£1,164.53
V4748 04-11-2025	85383905309500032941085	AMAZON* DE9SV84V5	LONDON	LND	GBR	£4.25 CR
V4734 04-11-2025	74255185308543962670588	LIDL GB ERDINGTON	LIDL GB ERDIN		GB	£9.98
V4735 07-11-2025	74579165312782446236609	ALDI STORES LTD	ERDINGTON		GB	£87.50
V4736 08-11-2025	74255185313544069957640	COSTCO WHOLESALE #115	BIRMINGHAM		GB	£446.73
V4737 11-11-2025	74208475316100012052672	AMAZON* 8Q13U0HY5	LONDON		GB	£24.97
V4738 11-11-2025	74208475315100049815936	AMAZON* HI5NY3NO5	LONDON		GB	£8.87
V4739 13-11-2025	74208475317100027878896	AMAZON* C65821LN5	LONDON		GB	£11.99
V4740 18-11-2025	74985405322101488611965	AMZNMktplace*DD4323MH5	amazon.co.uk		GB	£14.94
V4741 18-11-2025	74208475322100044929758	SP FERRARISCOFFEENFG	PONTYCLUN		GB	£108.00
V4742 18-11-2025	74208475322100046746374	SP VENDINGSUPERSTORE	HINCKLEY		GB	£128.93
V4743 19-11-2025	74085325324025510059389	WWWJGPESTCONTROLCOUK	UXBRIDGE		GB	£75.00
V4744 24-11-2025	74208475328100043534595	AMAZON UK* ZL0KI7HH4	LONDON		GB	£59.92
V4745 26-11-2025	74875305330001415744084	Etsy.com*CustomGiftCoUK	London		GB	£16.99
V4746 28-11-2025	74208475334100032625158	AMAZON* ZX67Z7424	LONDON		GB	£3.99
V4747 01-12-2025	74208475335100069020355	LIQUORLIBRARY.CO.UK	LONDON		GB	£167.97
V4192 02-12-2025		MONTHLY FEE				£3.00

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Payment is due by 16 December 2025	Balance	£1,164.53

Payment will be collected by direct debit on 16 December 2025.

LLOYDS BANK

unitytrust bank

%%eyeball1

CASTLE BROMWICH PARISH COUNCIL
GEMMA BURGESS
CASTLE BROMWICH PARISH COUNCIL
ARDEN HALL, WATER ORTON ROAD
CASTLE BROMWICH
B36 9PB

Programme Administrator Helpline
0345 030 6270
+44 1908 544 059 (from abroad)
www.lloydsbank.com/commercialbanking/

Corporate Purchasing Card - Sterling Account

Cardholder details

Statement date	02-01-2026
Account number	4484-4514-9526-3685
Credit Limit	£2,500.00

Your account at a glance

Previous balance	£1,164.53	Transaction refunds	£0.00
Payments received	£1,164.53	Account charges	£0.00
Purchases	£1,436.38	Annual Card Fees	£3.00
Cash advances	£0.00	Current balance	£1,439.38

Transaction date	Reference	Description			Amount
16-12-2025		DIRECT DEBIT PAYMENT - THANK YOU			£1,164.53 CR
XXXX-XXXX-XXXX-9326 BURGESS, GEMMA					£1,439.38
V4812 02-12-2025	74579165337789786277771	ALDI 11 772	CASTLE BROMWI	GB	£17.57
V4813 03-12-2025	74875305337000202892091	PBSL GROUP LTD	COLCHESTER	GB	£102.00
V4814 10-12-2025	74208475344100049264940	AMAZON* Z901R8DB4	LONDON	GB	£5.99
V4815 11-12-2025	74208475345100026743576	HIGH SPEED TRAINING	ILKLEY	GB	£156.00
V4816 11-12-2025	24021215345166157333164	eBay O*20-13944-37702	INTERNET	GB	£23.99
V4817 11-12-2025	74163615346792398323327	W M MORRISON STORE	BIRMINGHAM	GB	£314.94
V4835 16-12-2025	74208475350100048567799	GET LICENSED	LONDON	GB	£139.99
V4818 16-12-2025	74208475350100021197994	AMAZON* ZP9O86OH4	LONDON	GB	£8.99
V4819 17-12-2025	74007065352920056286150	ASDA SUPERSTORE	MINWORTH	GB	£394.94
V4793 28-12-2025	74463655362523638982289	IKEA LTD 142 BIRMINGHAM E	WEDNESBURY	GB	£104.00
V4494 29-12-2025	74208475363100039519028	LIQUORLIBRARY.CO.UK	LONDON	GB	£167.97
V4793 02-01-2026		MONTHLY FEE			£3.00

%%eyeball2

Payment is due by 16 January 2026 — **Balance** £1,439.38

Payment will be collected by direct debit on 16 January 2026.

Trade Account Card
Statement

CASTLE BROMWICH PARISH
COUNCIL
ARDEN HALL
WATER ORTON ROAD
CASTLE BROMWICH
SOLIHULL
B36 9PB

Month: 11

Statement Date: 05/12/2025

Account Number: 6331640025491846

Credit Limit: £5,000

Important Information

Payment Method
You can make payments to your Trade UK Account by the following means:

Direct Debit - If you are currently paying by Direct Debit, your due amount will be collected automatically. If you wish to set up a new Direct Debit, please contact us on our Customer Services Helpline.

BACS - When making an electronic transfer from your bank, please remember to use your Trade UK account number (found at the top of any invoice) as a reference for the payment. Our bank details are below:
Payee Name: Screwfix Direct Limited
Account Number: 31354760
Sort Code: 40-11-60

Your Payment Remittance - Please send your payment remittance, detailing the invoices you are paying to remittances@contact.trade.co.uk

Debit and Credit Card Payments - You can make a payment using a debit/credit card via our online account management service at https://directory.trade.co.uk

Summary

NB. if any invoices are in dispute, they will not be included in this summary statement until resolved

Your total account balance is	£542.58	
Balance due 31/12/2025	£542.58	
Overdue balance	£ 0.00	Payment required immediately

The statement balance of £542.58 will be collected by direct debit on the due date

Payments received on your account before the 28th of this month will be deducted from the direct debit amount

Please send your payment remittance by email to remittances@contact.trade.co.uk

Trade Account Card
Statement

CASTLE BROMWICH PARISH
COUNCIL
ARDEN HALL
WATER ORTON ROAD
CASTLE BROMWICH
SOLIHULL
B36 9PB

Month: 11

Statement Date: 05/12/2025

Account Number: 6331640025491846

Credit Limit: £5,000

	Date	Type	Reference / Store	Card Number	Purchase Order Number	Gross Amount	TAX
V4672	03/11/2025	S	2008334479/B	63316400****3842	70047-01-1	15.00	2.50
V4764	04/11/2025	S	2008398213/S	63316400****3842		55.98	9.33
V4765	04/11/2025	S	2008398140/S	63316400****3842		16.99	2.83
V4766	11/11/2025	S	2008550872/B	63316400****3859	11.11.25	30.60	5.11
V4767	14/11/2025	S	2008658895/B	63316400****3859	14.11.25	143.90	23.98
V4768	14/11/2025	S	2008677391/S	63316400****3859	14/11/2025	15.96	2.66
V4769	21/11/2025	S	2008842219/B	63316400****3859	211125	87.75	14.68
V4770	26/11/2025	S	2008957757/B	63316400****3859	26 11 25	83.25	13.88
V4771	28/11/2025	S	2009026639/B	63316400****3859	25	93.15	15.53
					Totals	542.58	90.50

* S=Sale, P=Payment, C=Credit, A=Adjustment/charges
** B=B&Q TradePoint, S=Screwfix

Please send your payment remittance by email to remittances@contact.trade.co.uk

Trade UK is a trading name of Screwfix Direct Ltd, Registered Office: Trade House, Mead Avenue, Yeovil BA22 8RT. Registered in England No. 3006378

Trade Account Card
Statement

CASTLE BROMWICH PARISH
COUNCIL
ARDEN HALL
WATER ORTON ROAD
CASTLE BROMWICH
SOLIHULL
B36 9PB

Month: 12

Statement Date: 05/01/2026

Account Number: 6331640025491846

Credit Limit: £5,000

Important Information

Payment Method
You can make payments to your Trade UK Account by the following means:

Direct Debit - If you are currently paying by Direct Debit, your due amount will be collected automatically. If you wish to set up a new Direct Debit, please contact us on our Customer Services Helpline.

BACS - When making an electronic transfer from your bank, please remember to use your Trade UK account number (found at the top of any invoice) as a reference for the payment. Our bank details are below:
Payee Name: Screwfix Direct Limited
Account Number: 31354760
Sort Code: 40-11-60

Your Payment Remittance - Please send your payment remittance, detailing the invoices you are paying to remittances@contact.trade.co.uk

Debit and Credit Card Payments - You can make a payment using a debit/credit card via our online account management service at https://directory.trade.co.uk

Summary

NB. if any invoices are in dispute, they will not be included in this summary statement until resolved

Your total account balance is	£549.59	
Balance due 31/01/2026	£549.59	
Overdue balance	£ 0.00	Payment required immediately

The statement balance of £549.59 will be collected by direct debit on the due date

Payments received on your account before the 28th of this month will be deducted from the direct debit amount

Please send your payment remittance by email to remittances@contact.trade.co.uk

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Trade Account Card
Statement

CASTLE BROMWICH PARISH
COUNCIL
ARDEN HALL
WATER ORTON ROAD
CASTLE BROMWICH
SOLIHULL
B36 9PB

Month: 12

Statement Date: 05/01/2026

Account Number: 6331640025491846

Credit Limit: £5,000

Date	Type	Reference / Store	Card Number	Purchase Order Number	Gross Amount	TAX
03/12/2025	S V4826	2009139453/B	63316400****3859	3.12.25	102.99	17.17
05/12/2025	S V4827	2009209107/B	63316400****3859	12/12/25	52.95	8.83
08/12/2025	S V4828	2009250082/B	63316400****3859	08.12.25	113.16	18.86
15/12/2025	S V4829	2009427601/B	63316400****3859	15.12.25	180.28	30.06
16/12/2025	S V4830	2009459920/B	63316400****3859	16.12.25	58.50	9.75
17/12/2025	S V4831	2009493648/B	63316400****3859	17/12/25	41.71	6.95
				Totals	549.59	91.62

* S=Sale, P=Payment, C=Credit, A=Adjustment/charges
** B=B&Q TradePoint, S=Screwfix

Please send your payment remittance by email to remittances@contact.trade.co.uk

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DIRECT DEBIT

Expenditure Transactions

Showing only Account type All
Supplier
Type All

Ledger Date before
Paid date before 01/01/26
Payment type Direct Debit

Ledger Date after
Paid date after 31/10/25
Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross	Due	Payment Reference	Paid
4778	16/12/25	MMSL437 2	Marketplace Merchant Solutions Ltd	Card Machine 150-0063437-000	4556	£17.00	Reverse VAT	£0.00	£17.00	15/01/26	DD251216MMSL2	16/12/25
4774	03/11/25	0350586	Booker Limited	Bar & Remembrance Supplies		£171.80		£34.36	£206.16	03/12/25	DD251215BOOKER	15/12/25
4773	30/11/25	202	Unity Trust Bank	UTB Account Charges 01/11/25-30/11/25	4550	£15.60	Outside the s	£0.00	£15.60	30/12/25	DD251231UNITY	31/12/25
4772	10/11/25	471557730	Lloyds Bank	Account Charges 10.10.25-09.11.25	4553	£5.29	Vat Exempt	£0.00	£5.29	10/12/25	DD251216LLOYDS	16/12/25
4762	20/10/25	0000068657	Nationwide Capital Finance Limited	Agreement B1354910323CAS012		£155.67		£31.13	£186.80	19/11/25	DD251215NATIONWIDE	15/12/25
4760	01/12/25	2512001951	Mainstream Digital	Phone & Internet		£144.51		£28.90	£173.41	31/12/25	DD251218MAINSTREAM	18/12/25
4757	30/11/25	IW1776971	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection AW16637		£263.90		£52.78	£316.68	30/12/25	DD251222BAGNALL	22/12/25
4756	30/11/25	IW1778580	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Hob Farm	4157	£33.70	20% Standard	£6.74	£40.44	30/12/25	DD251222BAGNALL	22/12/25
4755	30/11/25	IW1778579	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Bradford gardens - including overweight charge	4157	£37.86	20% Standard	£7.57	£45.43	30/12/25	DD251222BAGNALL	22/12/25
4752	23/10/25	116572	Justice Security Systems Limited	Personal Alarms Installation Charge	4175	£252.00	20% Standard	£50.40	£302.40	22/11/25	DD251217JUSTICE	17/12/25
4751	03/12/25	IN00032943	Corona Energy	Heating & Lighting AH	4120	£1,269.07	20% Standard	£253.81	£1,522.88	02/01/26	DD251215CORONA	15/12/25
4750	03/12/25	IN00032943	Corona Energy	Heating & Lighting CO	4120	£46.46	5%	£2.33	£48.79	02/01/26	DD251215CORONA	15/12/25
4749	03/12/25	IN00032943	Corona Energy	Heating & Lighting Pav	4120	£206.69	5%	£10.33	£217.02	02/01/26	DD251215CORONA	15/12/25
4733	01/12/25		First Data Europe Limited T/A Clover	Card Processing Statement 01.11.25-30.11.25		£42.65		£0.00	£42.65	31/12/25	DD251212FDMS	12/12/25
4724	28/11/25	INV1098868	WaterPlus	Charges for water supply & drainage 27.10-22.11.25	4115	£290.87	Zero Rated	£0.00	£290.87	28/12/25	DD251218WATERPLUS	18/12/25

4708	18/11/25	U005307437	Peninsula	HR support	4587	£241.44	20% Standard	£45.60	£287.04	18/12/25	DD251202PENINSULA	02/12/25
4706	11/10/25	026426	Booker Limited	Bar Purchases		£540.46		£108.09	£648.55	10/11/25	DD251117BOOKER	17/11/25
4702	01/11/25	2511001927	Mainstream Digital	Phone & Internet		£144.33		£28.87	£173.20	01/12/25	DD251120MAINSTREAM	20/11/25
4698	31/10/25	201	Unity Trust Bank	UTB Account Charges 01/10/25-31/10/25	4550	£15.30	Outside the s	£0.00	£15.30	30/11/25	DD251130UNITY	30/11/25
4697	07/11/25	8073567730	Sharp Business Systems	AH Copier - Meter Copies 30.09.25-28.10.25	4405	£24.40	20% Standard	£4.88	£29.28	07/12/25	DD251231SBSUK	31/12/25
4696	04/11/25	IN00032253	Corona Energy	Heating & Lighting AH	4120	£1,292.66	20% Standard	£258.53	£1,551.19	04/12/25	DD251114CORONA	14/11/25
4695	05/11/25	IN00032303	Corona Energy	Heating & Lighting CO	4120	£46.46	5%	£2.33	£48.79	05/12/25	DD251117CORONA	17/11/25
4694	05/11/25	IN00032303	Corona Energy	Heating & Lighting Pav	4120	£605.82	20% Standard	£121.17	£726.99	05/12/25	DD251117CORONA	17/11/25
4693	10/10/25	469083855	Lloyds Bank	Account Charges 10.09.25-09.10.25	4553	£6.26	Vat Exempt	£0.00	£6.26	09/11/25	DD251118LLOYDS	18/11/25
4692	31/10/25	IW1745695	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection AW16637		£315.90		£63.18	£379.08	30/11/25	DD251120B&MWASTE	20/11/25
4691	31/10/25	IW1745701	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Bradford gardens	4157	£92.31	20% Standard	£18.46	£110.77	30/11/25	DD251120B&MWASTE	20/11/25
4690	31/10/25	IW1747710	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Hob Farm	4157	£64.75	20% Standard	£12.95	£77.70	30/11/25	DD251120B&MWASTE	20/11/25
4688	20/10/25	0000067379	Nationwide Capital Finance Limited	Agreement B1354910323CAS012		£155.67		£31.13	£186.80	19/11/25	DD251113NATIONWIDE	13/11/25
4683	28/10/25	INV1069302	WaterPlus	Charges for water supply & drainage 27.09-22.10.25	4115	£345.96	Zero Rated	£0.00	£345.96	27/11/25	DD251117WATERPLUS	17/11/25
4682	01/11/25		First Data Europe Limited T/A Clover	Card Processing Statement 01.10.25-31.10.25		£58.89		£0.00	£58.89	01/12/25	DD251114FDMS	14/11/25
4631	24/10/25	CR19519	Bagnall & Morris (Waste Services) Ltd t/a Panda	Credit Note for incorrect frequency of Collections IW1605386, IW1644910,IW1677537	4157	-£36.80	20% Standard	-£7.36	-£44.16	23/11/25	DD251120B&MWASTE	20/11/25
4625	23/10/25	001/26/8507	Siemens Financial Services	Lease Rental - Sharp MX2651FK 22.11.25-21.02.26	4405	£76.53	20% Standard	£15.31	£91.84	22/11/25	DD251125SIEMENS	25/11/25
4621	18/10/25	U005250324	Peninsula	HR support	4587	£241.44	20% Standard	£45.60	£287.04	17/11/25	DD251103PENI	03/11/25

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4565	06/10/25	8081268098	Sharp Business Systems	AH Copier - Meter Copies 30.08.25-28.09.25	4405	£38.18	20% Standard	£7.64	£45.82	05/11/25	DD251128SBS UK	28/11/25
4545	10/09/25	INV-35383	Leap IT	Wireless Network for Arden Hall		£2,239.93		£447.99	£2,687.92	10/10/25	DD251110LEA PIT	10/11/25
4205	11/12/25	1170919570	3 - Hutchinson 3G UK LTd	Monthly Mobile Phones		£18.60		£3.72	£22.32	10/01/26	DD251230H3G	30/12/25
4204	30/11/25	1170919570	3 - Hutchinson 3G UK LTd	Monthly Mobile Phones		£18.60		£3.72	£22.32	30/12/25	DD251201H3G	01/12/25
4181	15/12/25	MMSL174 2	Marketplace Merchant Solutions Ltd	Card Machine 150-0063174-000	4556	£17.00	Reverse VAT	£0.00	£17.00	14/01/26	DD251216MMS L1	16/12/25
4180	15/11/25	MMSL174 2	Marketplace Merchant Solutions Ltd	Card Machine 150-0063174-000	4556	£17.00	Reverse VAT	£0.00	£17.00	15/12/25	DD251118MMS L-A	18/11/25
4172	15/11/25	MMSL437 2	Marketplace Merchant Solutions Ltd	Card Machine 150-0063437-000	4556	£17.00	Reverse VAT	£0.00	£17.00	15/12/25	DD251118MMS L-C	18/11/25
4160	01/12/25	INV-36303	Leap IT	IT Support		£174.54		£34.91	£209.45	31/12/25	DD251210LEA PIT	10/12/25
4159	01/11/25	INV-35925	Leap IT	IT Support		£174.15		£34.82	£208.97	01/12/25	DD251110LEA PIT	10/11/25
4150	01/12/25		SMBC	NNDR Rates	4110	£786.00	Outside the s	£0.00	£786.00	31/12/25	DD251201SMB C	01/12/25
4149	01/11/25		SMBC	NNDR Rates	4110	£786.00	Outside the s	£0.00	£786.00	01/12/25	DD251103SMB C	03/11/25
44	Transactions				Total	£11,471.85		£1,759.89	£13,231.74			

Receipts and Payments Cash book

on or after 01/11/25 and on or before 31/12/25

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
1489	03/11/25	£3,432.27	£0.00	£3,432.27	Supplier	Pavilion - £3,432.27 + Vat accrued from 2021-22 but not progressed
4149	03/11/25	£786.00	£0.00	£786.00	SMBC	NNDR Rates
4541	03/11/25	£24,000.00	£4,000.00	£20,000.00	Camlec	Pavilion Re-wire - Part Balance Payment
4566	03/11/25	£63.64	£10.62	£53.02	B&Q Limited	Materials for Pavilion Refurb
4567	03/11/25	£171.00	£28.52	£142.48	B&Q Limited	Materials for Pavilion Refurb
4568	03/11/25	£13.57	£2.26	£11.31	B&Q Limited	Erbauer Tct wood 165x20 16 Coarse24T
4569	03/11/25	£27.75	£4.63	£23.12	B&Q Limited	OSP Materials
4621	03/11/25	£287.04	£45.60	£241.44	Peninsula	HR support
4759	03/11/25	-£3,432.27	£0.00	-£3,432.27	Supplier	Contra 1489, Pavilion - £3,432.27 + Vat accrued from 2021-22 but not progressed
6347	03/11/25	£15.00	£0.00	£15.00	Castle Bromwich Theatre Group	Facilities Booking Invoice
6348	03/11/25	£623.45	£0.00	£623.45	Hirer	Facilities Income, Vendor Pitch, bookings 14372, 14371, 14322
6351	03/11/25	-£50.00	£0.00	-£50.00	Hirer	Facilities Income, Spencer Hall, 27/10/25, 14216
6371	03/11/25	£302.00	£0.00	£302.00	Hirer	Facilities Booking Invoice
6375	03/11/25	£97.45	£16.24	£81.21	Hirer	Bar 31/10 Childrens Birthday Party
6376	03/11/25	£89.10	£14.85	£74.25	Hirer	Bar 01/11 Table Topm Refreshments
6380	03/11/25	-£97.45	-£16.24	-£81.21	Hirer	Contra (part receipt) for tn 6375, Bar 31/10 Childrens Birthday Party
6381	03/11/25	£71.15	£11.86	£59.29	Hirer	Part receipt, tn 6375 - Card Payments, Bar 31/10 Childrens Birthday Party
6383	03/11/25	-£89.10	-£14.85	-£74.25	Hirer	Contra (part receipt) for tn 6376, Bar 01/11 Table Topm Refreshments
6384	03/11/25	£23.60	£3.93	£19.67	Hirer	Part receipt, tn 6376 - Card Payments, Bar 01/11 Table Topm Refreshments
6349	04/11/25	£545.67	£0.00	£545.67	Starliners	Facilities Income, Spencer Hall, bookings 10587, 10586, 10585, 10584, 10538, 10537, 10536, 10535, 10
6350	04/11/25	£854.13	£0.00	£854.13	CCLA	Dividend from 0662670001PC
6352	04/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 31/10/25, 14235
6353	04/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 01/11/25, 14161
6356	04/11/25	£8.00	£0.00	£8.00	Hirer	Facilities Income, Windsor Room, bookings 14376
6354	05/11/25	£100.00	£0.00	£100.00	U3A	Facilities Income, bookings 10155, 10144
6355	05/11/25	£350.00	£0.00	£350.00	Hirer	Facilities Booking Invoice
6357	06/11/25	£360.00	£0.00	£360.00	Hirer	Facilities Booking Invoice
4623	07/11/25	£4,510.99	£0.00	£4,510.99	HMRC Cumbernauld	HMRC Contributions M7

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
4624	07/11/25	£4,767.80	£0.00	£4,767.80	West Midlands Pension Fund	Month 07 Pensions
6358	07/11/25	£125.00	£0.00	£125.00	Zumba	Facilities Income, Spencer Hall, bookings 10198, 10197, 10196, 10195, 10194
6377	07/11/25	£38.00	£6.33	£31.67	Hirer	Bar 06/11 Coffee Morning
6386	07/11/25	-£38.00	-£6.33	-£31.67	Hirer	Contra (part receipt) for tn 6377, Bar 06/11 Coffee Morning
6387	07/11/25	£8.00	£1.33	£6.67	Hirer	Part receipt, tn 6377 - Card Payments, Bar 06/11 Coffee Morning
4159	10/11/25	£208.97	£34.82	£174.15	Leap IT	IT Support
4545	10/11/25	£2,687.92	£447.99	£2,239.93	Leap IT	Wireless Network for Arden Hall
6359	10/11/25	£132.94	£0.00	£132.94	Lloyds Bank	Interest (Gross)
6378	10/11/25	£110.35	£18.39	£91.96	Hirer	Bar 09/11 Remembrance
6389	10/11/25	-£110.35	-£18.39	-£91.96	Hirer	Contra (part receipt) for tn 6378, Bar 09/11 Remembrance
6390	10/11/25	£105.40	£17.57	£87.83	Hirer	Part receipt, tn 6378 - Card Payments, Bar 09/11 Remembrance
6331	11/11/25	£46.50	£7.75	£38.75	Hirer	Balance due, tn 6328 - Bar 23/10 Coffee Morning
6346	11/11/25	£40.50	£6.75	£33.75	Hirer	Balance due, tn 6343 - Bar 30/10 Coffee Morning
6360	11/11/25	£337.50	£0.00	£337.50	Slimming World	Facilities Income, Spencer Hall, bookings 10339, 10338, 10337, 10336, 10335
6361	11/11/25	£153.75	£0.00	£153.75	Hirer	Facilities Income, Lounge bar, bookings 14379
6362	11/11/25	£525.00	£0.00	£525.00	Friends in Retirement	Facilities Income, bookings 14318, 12858, 10294, 10293, 10292, 10291, 10082, 10081, 10079, 10078
6363	11/11/25	£155.00	£0.00	£155.00	Bouncing Bunnies Stay & Play	Facilities Income, bookings 12834, 11239, 10429
6364	11/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6365	11/11/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 01/11/25, 9687
6366	11/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6367	11/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6368	11/11/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6369	11/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Lounge bar, 11/04/26, 14351
6370	11/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 10/10/26, 14347
6372	11/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6373	11/11/25	£250.00	£0.00	£250.00	Hirer	Facilities Income, Spencer Hall, 31/01/26, 14321
6374	11/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 08/11/25, 14173
6379	11/11/25	£243.88	£40.65	£203.23	Hirer	Bar 10/11 Wake
6382	11/11/25	£26.30	£4.38	£21.92	Hirer	Balance due, tn 6375 - Bar 31/10 Childrens Birthday Party
6385	11/11/25	£65.50	£10.92	£54.58	Hirer	Balance due, tn 6376 - Bar 01/11 Table Topm Refreshments

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6388	11/11/25	£30.00	£5.00	£25.00	Hirer	Balance due, tn 6377 - Bar 06/11 Coffee Morning
6391	11/11/25	£4.95	£0.82	£4.13	Hirer	Balance due, tn 6378 - Bar 09/11 Remembrance
6392	11/11/25	-£243.88	-£40.65	-£203.23	Hirer	Contra (part receipt) for tn 6379, Bar 10/11 Wake
6393	11/11/25	£225.83	£37.64	£188.19	Hirer	Part receipt, tn 6379 - Card Payments, Bar 10/11 Wake
6394	11/11/25	£18.05	£3.01	£15.04	Hirer	Balance due, tn 6379 - Bar 10/11 Wake
6395	12/11/25	£325.00	£0.00	£325.00	Hirer	Facilities Booking Invoice
6396	12/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Windsor Room, 28/03/26, 14383
4688	13/11/25	£186.80	£31.13	£155.67	Nationwide Capital Finance Limited	Agreement B1354910323CAS012
6397	13/11/25	£111.00	£0.00	£111.00	Age UK Solihull	Facilities Income, bookings 12822, 12810, 10051, 10050
6398	13/11/25	-£50.00	£0.00	-£50.00	Hirer	Facilities Income, Lounge bar, 10/11/25, 14343
4137	14/11/25	£2,573.63	£428.94	£2,144.69	Fairways Contracting Ltd	Monthly Installment Grounds Maintenance
4645	14/11/25	£44.99	£0.00	£44.99	Sports Direct	AG EXP: Safety boots
4676	14/11/25	£894.48	£149.08	£745.40	Horizon Soft Drinks Ltd	Bar order- Delivery 17/10
4677	14/11/25	£69.20	£11.53	£57.67	Online Playgrounds	Wetpour for Playground
4678	14/11/25	£42.00	£7.00	£35.00	Warwickshire and West Midlands Association of Local Councils	Councillor Training for Cllr Ahmed
4679	14/11/25	£90.90	£0.00	£90.90	Monthly Paid Staff	Mileage Oct
4680	14/11/25	-£4.74	-£0.79	-£3.95	Viking Office UK Limited	Credit note for Invoice 811190 - Insurance
4681	14/11/25	£247.31	£41.22	£206.09	Viking Office UK Limited	Dehumidifier 50l for Dance Studio + Insurance
4682	14/11/25	£58.89	£0.00	£58.89	First Data Europe Limited T/A Clover	Card Processing Statement 01.10.25-31.10.25
4684	14/11/25	-£32.88	-£5.48	-£27.40	Horizon Soft Drinks Ltd	Return Guinness x2 dozen
4685	14/11/25	£299.63	£49.94	£249.69	Horizon Soft Drinks Ltd	Bar Order- New draught trial
4686	14/11/25	£8.00	£1.33	£6.67	B&Q Limited	DFH EXP: window squeegee bucket (water ingress at Arden Hall)
4687	14/11/25	£2,500.00	£0.00	£2,500.00	Sports and Play Consulting Limited	Procurement Support for Outdoor Fitness Facilty
4689	14/11/25	£107.64	£17.94	£89.70	Viking Office UK Limited	Everyday A4 Printer Paper white pack 5 x 6
4696	14/11/25	£1,551.19	£258.53	£1,292.66	Corona Energy	Heating & Lighting AH
4699	14/11/25	£19.99	£3.33	£16.66	Sound As A Pound	EXP MZ: Replacement nightlatch for WR external door.
4700	14/11/25	£180.00	£30.00	£150.00	School Gym Floors Ltd	Call Out to Address Wooden Floor Expanded in Corridor
4701	14/11/25	-£12.84	-£2.14	-£10.70	Horizon Soft Drinks Ltd	Credit note for 625671 As incorrect amount originally sent for Return of Guinness x2 dozen

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6399	14/11/25	£320.00	£0.00	£320.00	Hirer	Facilities Income, Windsor Room, bookings 14388
6408	14/11/25	£32.00	£5.33	£26.67	Hirer	Bar 13/11 Coffee Morning
6409	14/11/25	-£32.00	-£5.33	-£26.67	Hirer	Contra (part receipt) for tn 6408, Bar 13/11 Coffee Morning
6410	14/11/25	£4.00	£0.67	£3.33	Hirer	Part receipt, tn 6408 - Card Payments, Bar 13/11 Coffee Morning
4191	17/11/25	£3.00	£0.00	£3.00	Lloyds Bank	Monthly Credit Card Fee
4646	17/11/25	£38.58	£6.43	£32.15	Dongguan Zhicheng Trading Co Ltd	Lumbar Support Cushion Memory Foam x2
4647	17/11/25	£5.99	£1.00	£4.99	Amazon EU SARL UK Branch	Fluorescent Light Starter Switches 6pcs
4648	17/11/25	£14.69	£0.00	£14.69	Aldi Stores Limited	Refreshments for Arden Hall
4649	17/11/25	£7.99	£1.33	£6.66	Amazon EU SARL UK Branch	Floor Squeegee Professional Foam Water 53in handle
4650	17/11/25	£17.99	£3.00	£14.99	Amazon EU SARL UK Branch	Office Chair Mat For Hard Floors
4651	17/11/25	£38.90	£0.00	£38.90	2Door24 Ltd	Milfresh Silver Granulated Milk Blend
4652	17/11/25	£11.04	£0.00	£11.04	Sweet Addicts Limited	Lakeland Semi-skimmed Milk Pots
4653	17/11/25	£83.96	£13.99	£69.97	Cater-Kwik	Classeq 500x500mm Tall Glasswasher Basket & delivery charge
4654	17/11/25	£7.99	£1.33	£6.66	Amazon EU SARL UK Branch	Extra Long Zip Ties 500mmx4.8mm 100 pieces
4655	17/11/25	£14.58	£2.44	£12.14	Amazon EU SARL UK Branch	For Poppy cascase: 100 Pack Black Cable Ties 300mmx7.6mm & 1000 Pack Black Cable 100mm x 2.5mm
4656	17/11/25	£36.05	£6.35	£29.70	Amazon EU SARL UK Branch	Black Cable Ties x 5
4657	17/11/25	£9.98	£1.66	£8.32	Matthew Robert Freeman	Henry Wet/Dry Hetty Hoover Floor Tool Vacuum Cleaner Brush x2
4658	17/11/25	£8.20	£1.37	£6.83	Fasttrackproducts Limited	Reliance Medical Large HSE ressing Bandage - Sterile pack of 10
4659	17/11/25	£10.98	£0.00	£10.98	JAMS Solutions & Services Ltd	100 x Enviro Wooden Forks x2
4660	17/11/25	£31.97	£5.33	£26.64	Vivo Technologies Ltd	Vivo Technologies 500 Pack of 7" & 9" disposable paper plates
4661	17/11/25	£12.90	£2.15	£10.75	Nyalkaran Limited	Paper Serviettes Soft Napkins 33x33cm 100 pack x3
4662	17/11/25	£50.32	£6.41	£43.91	Aldi Stores Limited	Rembrance Refreshments
4673	17/11/25	£58.65	£9.78	£48.87	Amazon EU SARL UK Branch	Body Camera
4674	17/11/25	£21.24	£3.54	£17.70	Amazon EU SARL UK Branch	Sandisk 256GB Extreme Pro Micro SD Card + SD adapter
4675	17/11/25	£186.01	£31.00	£155.01	Wood Finishes Direct Ltd	Crown Trade Clean Extreme Stain Resistanr Scrubbable matt. Steam Engine 5l x4
4683	17/11/25	£345.96	£0.00	£345.96	WaterPlus	Charges for water supply & drainage 27.09- 22.10.25
4694	17/11/25	£726.99	£121.17	£605.82	Corona Energy	Heating & Lighting Pav
4695	17/11/25	£48.79	£2.33	£46.46	Corona Energy	Heating & Lighting CO
4706	17/11/25	£648.55	£108.09	£540.46	Booker Limited	Bar Purchases
6400	17/11/25	£450.00	£0.00	£450.00	Hirer	Facilities Income, Spencer Hall, bookings 14393

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6401	17/11/25	£60.00	£0.00	£60.00	Hirer	Facilities Booking Invoice
6433	17/11/25	£12.50	£0.00	£12.50	Hirer	Facilities Booking Invoice
4172	18/11/25	£17.00	£0.00	£17.00	Marketplace Merchant Solutions Ltd	Card Machine 150-0063437-000
4180	18/11/25	£17.00	£0.00	£17.00	Marketplace Merchant Solutions Ltd	Card Machine 150-0063174-000
4693	18/11/25	£6.26	£0.00	£6.26	Lloyds Bank	Account Charges 10.09.25-09.10.25
4707	18/11/25	£1,894.37	£315.73	£1,578.64	Paradigm Office Interiors Limited	Structure works for AC units as per email 13.11.25
6402	18/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 04/04/26, 13161
6403	18/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6404	18/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6405	18/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6406	18/11/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6412	19/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 15/11/25, 14294
6413	19/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 16/11/25, 14329
6414	19/11/25	£1,597.00	£0.00	£1,597.00	Castle Bromwich Cricket & Sports Club	Facilities Income, bookings 11756, 11765, 11766, 11767, 11768, 12436, 11747, 11748, 11764, 11750, 12
4631	20/11/25	-£44.16	-£7.36	-£36.80	Bagnall & Morris (Waste Services) Ltd t/a Panda	Credit Note for incorrect frequency of Collections IW1605386, IW1644910,IW1677537
4690	20/11/25	£77.70	£12.95	£64.75	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Hob Farm
4691	20/11/25	£110.77	£18.46	£92.31	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Bradford gardens
4692	20/11/25	£379.08	£63.18	£315.90	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection AW16637
4702	20/11/25	£173.20	£28.87	£144.33	Mainstream Digital	Phone & Internet
6415	20/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Windsor Room, 09/05/26, 14292
4634	21/11/25	£60.00	£0.00	£60.00	Royal British Legion	3 x 'B' Wreaths for Remembrance (paid by chq)
6429	21/11/25	£26.00	£4.33	£21.67	Hirer	Bar 20/11 Coffee Morning
6430	21/11/25	-£26.00	-£4.33	-£21.67	Hirer	Contra (part receipt) for tn 6429, Bar 20/11 Coffee Morning
6431	21/11/25	£8.00	£1.33	£6.67	Hirer	Part receipt, tn 6429 - Card Payments, Bar 20/11 Coffee Morning
6418	24/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 20/06/26, 14392
6419	24/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 22/11/25, 14108
6420	24/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Windsor Room, 23/11/25, 14388
6421	24/11/25	£375.00	£0.00	£375.00	Hirer	Facilities Income, Spencer Hall, bookings 14405

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6422	24/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 29/03/26, 14404
6423	24/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 15/05/26, 14399
4625	25/11/25	£91.84	£15.31	£76.53	Siemens Financial Services	Lease Rental - Sharp MX2651FK 22.11.25-21.02.26
6424	25/11/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 31/05/26, 14341
6425	25/11/25	£100.00	£0.00	£100.00	Atherstone Taekwondo	Facilities Income, Spencer Hall, bookings 10479, 10478, 10477, 10476
6426	25/11/25	£160.00	£0.00	£160.00	Maggie's Movers	Facilities Income, Windsor Room, bookings 11130, 11129, 10131, 10130
6427	26/11/25	£1,263.50	£0.00	£1,263.50	MS Dance	Facilities Income, bookings 10677, 10764, 10763, 10762, 10720, 10719, 10635, 10717, 10808, 10676, 10
6428	27/11/25	£111.00	£0.00	£111.00	Age UK Solihull	Facilities Income, bookings 12823, 12811, 10053, 10052
4565	28/11/25	£45.82	£7.64	£38.18	Sharp Business Systems	AH Copier - Meter Copies 30.08.25-28.09.25
4602	28/11/25	-£39.07	-£1.86	-£37.21	ESPO	Credit Note for Gas Supply at Council Office 31.07.2025 - 31.08.25 G1326171
4603	28/11/25	-£39.51	-£1.88	-£37.63	ESPO	Credit Note for Gas Supply at Council Office 30.06.2025 - 31.07.25 G1324996
4604	28/11/25	-£40.07	-£1.91	-£38.16	ESPO	Credit Note for Gas Supply at Council Office 31.05.2025 - 30.06.25 G1321121
4605	28/11/25	-£50.43	-£2.40	-£48.03	ESPO	Credit Note for Gas Supply at Council Office 30.04.2025 - 31.05.25 G1317068
4606	28/11/25	-£70.00	-£3.33	-£66.67	ESPO	Credit Note for Gas Supply at Council Office 31.03.2025 - 30.04.25 G1315828
4607	28/11/25	-£178.19	-£29.70	-£148.49	ESPO	Credit Note for Gas Supply at Council Office 28.02 - 31.03.25 G1311865
4608	28/11/25	-£183.02	-£30.50	-£152.52	ESPO	Credit Note for Gas Supply at Council Office 31.01 - 28.02.25
4609	28/11/25	£100.08	£16.68	£83.40	ESPO	Gas Supply at Council Office 31.01.2025 - 31.03.25
4610	28/11/25	£281.21	£13.39	£267.82	ESPO	Gas Supply at Council Office 31.03.2025 - 30.09.25
4611	28/11/25	-£342.48	-£57.08	-£285.40	ESPO	Credit Note for Gas Supply at Arden Hall 28.02 - 31.03.25 G1311865
4612	28/11/25	-£94.25	-£4.49	-£89.76	ESPO	Credit Note for Gas Supply at Arden Hall 31.03.2025 - 30.04.25 G1315827
4613	28/11/25	-£86.15	-£4.10	-£82.05	ESPO	Credit Note for Gas Supply at Arden Hall 30.04.2025 - 31.05.25
4614	28/11/25	-£82.53	-£3.93	-£78.60	ESPO	Credit Note for Gas Supply at Arden Hall 31.05.2025 - 30.06.25 G1321120
4615	28/11/25	-£85.28	-£4.06	-£81.22	ESPO	Credit Note for Gas Supply at Arden Hall 31.07.2025 - 31.08.25 G1326170
4616	28/11/25	-£85.28	-£4.06	-£81.22	ESPO	Credit Note for Gas Supply at Arden Hall 30.06.2025 - 31.07.25 G1324995
4617	28/11/25	-£590.53	-£98.42	-£492.11	ESPO	Credit Note for Gas Supply at Arden Hall 31.01 - 28.02.25
4618	28/11/25	£932.82	£155.47	£777.35	ESPO	Gas Supply at Arden Hall 31.01.2025 - 31.03.25
4619	28/11/25	£516.96	£24.62	£492.34	ESPO	Gas Supply at Arden Hall 31.03.2025 - 30.09.25
4633	28/11/25	£2,912.17	£485.36	£2,426.81	Paradigm Office Interiors Limited	Ceiling for Pavilion 50% Balance on completion
4704	28/11/25	£50.00	£0.00	£50.00	Mr N D Thomas (Window Cleaner)	Window Cleaning Nov 2025
4705	28/11/25	£584.44	£97.41	£487.03	Ace P.A Hire	PA Hire for Remebrance Parade 1 x DL32R DIGITAL MIXER

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
						4 x MARTIN F15 500W CAB 4 x SPEAKER TRIPOD STAND 4 x 20m speakon - speakon lead 1 x DAP AUDIO STAGE AMP 4 1 x 50M EXTENTION CABLE 1 x 8M CABLE TRACK 1 x MICROPHONES AS REQUIRED 1 x DENNO
4709	28/11/25	£141.28	£6.73	£134.55	ESPO	Gas Supply at Arden Hall 30.09.2025 - 31.10.25
4710	28/11/25	£73.35	£3.49	£69.86	ESPO	Gas Supply at Council Office 30.09.2025 - 31.10.25
4711	28/11/25	£100.00	£0.00	£100.00	Supplier	Bugler for Last post at Remembrance 09.11.25 (JS)
4712	28/11/25	£1,365.54	£227.59	£1,137.95	Horizon Soft Drinks Ltd	Bar Order- Delivery 21.11.25 (no gas available)
4713	28/11/25	£989.70	£164.95	£824.75	RCHelectrical Services Ltd	Installation of 7 x No. LED round bulkheads to replace existing fluorescent type luminaires to Windsor toilets. (Gents 3xNo.) (Ladies 4x No.).
4714	28/11/25	£50.33	£8.39	£41.94	SMBC	Cleaning materials for the Pavilion - Bleach to follow
4715	28/11/25	£9.12	£1.52	£7.60	SMBC	Follow on for PO1524 Bleach
4716	28/11/25	£34.68	£5.78	£28.90	SMBC	1st Aid Kit Items
4717	28/11/25	£151.89	£25.31	£126.58	SMBC	Cleaning materials for A/H
4718	28/11/25	£15.05	£2.51	£12.54	SMBC	Cleaning materials for A/H
4719	28/11/25	£180.00	£0.00	£180.00	SMBC	Annual in advance License Fee for Arden Hall
4721	28/11/25	£17,125.55	£0.00	£17,125.55	Monthly Paid Staff	Month 8 Pay
6416	28/11/25	£200.00	£0.00	£200.00	Hirer	Facilities Income, Spencer Hall, 22/11/26, 14406
6417	28/11/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 23/11/25, 11934
6434	28/11/25	£60.00	£0.00	£60.00	Hirer	Facilities Booking Invoice
6437	28/11/25	£29.30	£4.88	£24.42	Hirer	Bar 27/11 Coffee Morning
6440	28/11/25	-£29.30	-£4.88	-£24.42	Hirer	Contra (part receipt) for tn 6437, Bar 27/11 Coffee Morning
6441	28/11/25	£4.00	£0.67	£3.33	Hirer	Part receipt, tn 6437 - Card Payments, Bar 27/11 Coffee Morning
6449	28/11/25	£245.00	£0.00	£245.00	Hirer	Facilities Booking Invoice
4698	30/11/25	£15.30	£0.00	£15.30	Unity Trust Bank	UTB Account Charges 01/10/25-31/10/25
4725	30/11/25	£3.95	£0.66	£3.29	The Plumbers Shop	1 AJM Internal F/Pipe Cones
4726	30/11/25	£12.64	£1.00	£11.64	Morrisons	Mixed items for bar
4727	30/11/25	£2.77	£0.00	£2.77	Aldi Stores Limited	Fruit for Bar
4728	30/11/25	£3.28	£0.55	£2.73	Sound As A Pound	Wasp Killer & Snow Spray
4729	30/11/25	£10.04	£1.67	£8.37	Sound As A Pound	Materials for Christmas Dec set up

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
4150	01/12/25	£786.00	£0.00	£786.00	SMBC	NNDR Rates
4204	01/12/25	£22.32	£3.72	£18.60	3 - Hutchinson 3G UK LTd	Monthly Mobile Phones
4663	01/12/25	£109.25	£18.22	£91.03	B&Q Limited	Materials for Pavilion Refurb
4664	01/12/25	£1,270.91	£211.82	£1,059.09	B&Q Limited	Materials for Pavilion Refurb
4665	01/12/25	£178.12	£29.69	£148.43	B&Q Limited	Pine Rounded Skirting 15mmx94mmx2.4m x4
4666	01/12/25	£99.99	£16.66	£83.33	B&Q Limited	Titan 210mm Sliding Mitre Saw
4667	01/12/25	£67.83	£11.32	£56.51	B&Q Limited	Tools for Arden hall
4668	01/12/25	£95.40	£15.91	£79.49	B&Q Limited	Pavilion Refurb
4669	01/12/25	£135.00	£22.50	£112.50	B&Q Limited	EKO Loft Roll x6
4670	01/12/25	£23.40	£3.90	£19.50	B&Q Limited	Polycell MP RM Filler White 5kg
4671	01/12/25	£30.18	£5.03	£25.15	B&Q Limited	Materials for Pavilion Refurb
6435	01/12/25	£374.00	£0.00	£374.00	Castle Bromwich Theatre Group	Facilities Income, bookings 14286, 12846, 10937, 10936, 10935, 10934, 10933, 10932, 10931, 10930, 10
6436	01/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 31/07/26, 14424
6438	01/12/25	£598.10	£98.85	£499.25	Hirer	Bar 28/11 18th Birthday Party
6439	01/12/25	£2,303.25	£381.79	£1,921.46	Hirer	Bar 29/11Tribute Night Mick Miller
6443	01/12/25	-£598.10	-£98.85	-£499.25	Hirer	Contra (part receipt) for tn 6438, Bar 28/11 18th Birthday Party
6444	01/12/25	£500.75	£83.46	£417.29	Hirer	Part receipt, tn 6438 - Card Payments, Bar 28/11 18th Birthday Party
6446	01/12/25	-£2,303.25	-£381.79	-£1,921.46	Hirer	Contra (part receipt) for tn 6439, Bar 29/11Tribute Night Mick Miller
6447	01/12/25	£1,780.30	£296.72	£1,483.58	Hirer	Part receipt, tn 6439 - Card Payments, Bar 29/11Tribute Night Mick Miller
4708	02/12/25	£287.04	£45.60	£241.44	Peninsula	HR support
6411	02/12/25	£28.00	£4.66	£23.34	Hirer	Balance due, tn 6408 - Bar 13/11 Coffee Morning
6432	02/12/25	£18.00	£3.00	£15.00	Hirer	Balance due, tn 6429 - Bar 20/11 Coffee Morning
6442	02/12/25	£25.30	£4.21	£21.09	Hirer	Balance due, tn 6437 - Bar 27/11 Coffee Morning
6445	02/12/25	£97.35	£15.39	£81.96	Hirer	Balance due, tn 6438 - Bar 28/11 18th Birthday Party
6448	02/12/25	£522.95	£85.07	£437.88	Hirer	Balance due, tn 6439 - Bar 29/11Tribute Night Mick Miller
6450	02/12/25	£344.45	£57.41	£287.04	Hirer	Bar 01/12 Wake
6451	02/12/25	-£344.45	-£57.41	-£287.04	Hirer	Contra (part receipt) for tn 6450, Bar 01/12 Wake
6452	02/12/25	£250.50	£41.75	£208.75	Hirer	Part receipt, tn 6450 - Card payments, Bar 01/12 Wake
6453	02/12/25	£93.95	£15.66	£78.29	Hirer	Balance due, tn 6450 - Bar 01/12 Wake
6454	02/12/25	£821.27	£0.00	£821.27	CCLA	Dividend from 0662670001PC
6455	02/12/25	£270.00	£0.00	£270.00	Slimming World	Facilities Income, Spencer Hall, bookings 10343, 10342, 10341, 10340

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6456	02/12/25	£444.41	£0.00	£444.41	Starliners	Facilities Income, Spencer Hall, bookings 14226, 10591, 10590, 10589, 10588, 10542, 10539
6457	02/12/25	£100.00	£0.00	£100.00	U3A	Facilities Income, bookings 10156, 10145
6458	02/12/25	-£50.00	£0.00	-£50.00	Hirer	Facilities Income, Lounge bar, 01/12/25, 14379
6459	02/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 28/11/25, 14323
6460	02/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 30/11/25, 14232
6461	02/12/25	-£522.95	-£85.07	-£437.88	Hirer	Contra (part receipt) for tn 6448, Balance due, tn 6439 - Bar 29/11Tribute Night Mick Miller
6462	02/12/25	£522.75	£87.12	£435.63	Hirer	Part receipt, tn 6448 - Cash Payments, Balance due, tn 6439 - Bar 29/11Tribute Night Mick Miller
6464	03/12/25	£219.60	£0.00	£219.60	Hirer	Facilities Income, Vendor Pitch, bookings 14423
6465	03/12/25	£100.00	£0.00	£100.00	Zumba	Facilities Income, Spencer Hall, bookings 10202, 10201, 10200, 10199
6466	04/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 22/02/26, 14389
6467	04/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6473	05/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 12/01/26, 14427
6474	05/12/25	£39.90	£6.65	£33.25	Hirer	Bar 04/12 Coffee Morning
6475	05/12/25	-£39.90	-£6.65	-£33.25	Hirer	Contra (part receipt) for tn 6474, Bar 04/12 Coffee Morning
6476	05/12/25	£6.60	£1.10	£5.50	Hirer	Part receipt, tn 6474 - Card payments, Bar 04/12 Coffee Morning
4722	08/12/25	£5,004.28	£0.00	£5,004.28	HMRC Cumbernauld	HMRC Contributions M8
4723	08/12/25	£4,768.21	£0.00	£4,768.21	West Midlands Pension Fund	Month 08 Pensions
6478	08/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 22/03/26, 14431
6479	08/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 15/02/26, 14429
6480	08/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6481	08/12/25	£113.70	£17.28	£96.42	Hirer	Bar 06/12 Table Top Refreshments
6482	08/12/25	£722.95	£120.49	£602.46	Hirer	Bar 06/12 Tribute Night - Phil Collins
6483	08/12/25	-£113.70	-£17.28	-£96.42	Hirer	Contra (part receipt) for tn 6481, Bar 06/12 Table Top Refreshments
6484	08/12/25	£28.75	£4.79	£23.96	Hirer	Part receipt, tn 6481 - Card payments, Bar 06/12 Table Top Refreshments
6486	08/12/25	-£722.95	-£120.49	-£602.46	Hirer	Contra (part receipt) for tn 6482, Bar 06/12 Tribute Night - Phil Collins
6487	08/12/25	£373.95	£62.33	£311.62	Hirer	Part receipt, tn 6482 - Card payments, Bar 06/12 Tribute Night - Phil Collins
6533	08/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6469	09/12/25	-£161.00	£0.00	-£161.00	Hirer	2.12.25 Carol concert ticket money for St M&M CE School
6470	09/12/25	-£161.00	£0.00	-£161.00	Hirer	2.12.25 Carol concert ticket money for CBJS
6472	09/12/25	£121.05	£0.00	£121.05	Lloyds Bank	Interest (Gross)

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6489	09/12/25	£307.60	£51.27	£256.33	Hirer	Bar 08/12 CB Ladies Xmas Party
6490	09/12/25	-£307.60	-£51.27	-£256.33	Hirer	Contra (part receipt) for tn 6489, Bar 08/12 CB Ladies Xmas Party
6491	09/12/25	£300.15	£50.02	£250.13	Hirer	Part receipt, tn 6489 - Card Payments, Bar 08/12 CB Ladies Xmas Party
6493	09/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
4160	10/12/25	£209.45	£34.91	£174.54	Leap IT	IT Support
6477	10/12/25	£33.30	£5.55	£27.75	Hirer	Balance due, tn 6474 - Bar 04/12 Coffee Morning
6485	10/12/25	£84.95	£12.49	£72.46	Hirer	Balance due, tn 6481 - Bar 06/12 Table Top Refreshments
6488	10/12/25	£349.00	£58.16	£290.84	Hirer	Balance due, tn 6482 - Bar 06/12 Tribute Night - Phil Collins
6492	10/12/25	£7.45	£1.25	£6.20	Hirer	Balance due, tn 6489 - Bar 08/12 CB Ladies Xmas Party
6494	10/12/25	£155.00	£0.00	£155.00	Bouncing Bunnies Stay & Play	Facilities Income, bookings 12835, 10432, 10431
6495	10/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6496	10/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6497	10/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 04/04/26, 13161
6498	10/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6499	10/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6500	10/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6501	10/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6502	10/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6503	10/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6504	10/12/25	£25.00	£0.00	£25.00	Hirer	Facilities Booking Invoice
6505	10/12/25	£1.00	£0.20	£0.80	Age UK Solihull	Facilities Booking Invoice
6506	10/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6507	10/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6508	10/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6509	10/12/25	£470.00	£0.00	£470.00	Friends in Retirement	Facilities Income, bookings 14380, 12859, 10298, 10297, 10296, 10295, 10086, 10085, 10084, 10083
6510	10/12/25	-£349.00	-£58.16	-£290.84	Hirer	Contra (part receipt) for tn 6488, Balance due, tn 6482 - Bar 06/12 Tribute Night - Phil Collins
6511	10/12/25	£340.35	£56.73	£283.62	Hirer	Part receipt, tn 6488 - Cash Payments, Balance due, tn 6482 - Bar 06/12 Tribute Night - Phil Collins
6513	10/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 25/04/26, 14432
6514	11/12/25	£600.00	£0.00	£600.00	Hirer	Facilities Income, Spencer Hall, bookings 10059
4138	12/12/25	£2,573.63	£428.94	£2,144.69	Fairways Contracting Ltd	Monthly Installment Grounds Maintenance

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
4581	12/12/25	£8,855.66	£1,475.94	£7,379.72	Camlec	Pavilion Re-wire - 3rd payment
4703	12/12/25	£996.00	£166.00	£830.00	Highway Traffic Management Ltd	Road Closures For Remembrance 09.11.25
4720	12/12/25	£210.60	£35.10	£175.50	PB Sports	Uniform for Arden Hall Staff
4730	12/12/25	£1,176.00	£196.00	£980.00	Midland Forestry Ltd	The Village Green, The Grn, Castle Bromwich, B36 9AR. Remove G12.1 in terminal decline with Honey fungus at the base and Oyster fungus at approx. 1.3m, remove all arisings from site. Grind out stump.
4731	12/12/25	£22.91	£0.00	£22.91	Monthly Paid Staff	Mileage November
4732	12/12/25	£93.15	£0.00	£93.15	Monthly Paid Staff	Mileage Nov
4733	12/12/25	£42.65	£0.00	£42.65	First Data Europe Limited T/A Clover	Card Processing Statement 01.11.25-30.11.25
4758	12/12/25	£1,000.00	£0.00	£1,000.00	MAC Roofing Services (Castle Bromwich)	Urgent repair to Pavilion felt roof over clubroom. To replace worn materials with 5 vertical strips and cap.
4775	12/12/25	-£996.00	-£166.00	-£830.00	Highway Traffic Management Ltd	Contra (part payment) for tn 4703, Road Closures For Remembrance 09.11.25
4776	12/12/25	£966.00	£161.00	£805.00	Highway Traffic Management Ltd	Part payment , tn 4703 - Incorrect amount paid short £30, Road Closures For Remembrance 09.11.25
6515	12/12/25	£300.00	£0.00	£300.00	Hirer	Facilities Booking Invoice
6525	12/12/25	£40.85	£6.81	£34.04	Hirer	Bar 11/12 Coffee Morning
6526	12/12/25	-£40.85	-£6.81	-£34.04	Hirer	Contra (part receipt) for tn 6525, Bar 11/12 Coffee Morning
6527	12/12/25	£11.00	£1.83	£9.17	Hirer	Part receipt, tn 6525 - Card Payments, Bar 11/12 Coffee Morning
4749	15/12/25	£217.02	£10.33	£206.69	Corona Energy	Heating & Lighting Pav
4750	15/12/25	£48.79	£2.33	£46.46	Corona Energy	Heating & Lighting CO
4751	15/12/25	£1,522.88	£253.81	£1,269.07	Corona Energy	Heating & Lighting AH
4762	15/12/25	£186.80	£31.13	£155.67	Nationwide Capital Finance Limited	Agreement B1354910323CAS012
4774	15/12/25	£206.16	£34.36	£171.80	Booker Limited	Bar & Remembrance Supplies
6516	15/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 02/04/26, 14434
6517	15/12/25	-£50.00	£0.00	-£50.00	Hirer	Facilities Income, Spencer Hall, 25/09/25, 14233
6529	15/12/25	£408.95	£68.16	£340.79	Hirer	Bar 12/12 Starliners Christmas Party
6530	15/12/25	-£408.95	-£68.16	-£340.79	Hirer	Contra (part receipt) for tn 6529, Bar 12/12 Starliners Christmas Party
6531	15/12/25	£134.75	£22.46	£112.29	Hirer	Part receipt, tn 6529 - Card Payments, Bar 12/12 Starliners Christmas Party
6534	15/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6535	15/12/25	£259.10	£42.55	£216.55	Hirer	Bar 13/12 1st Birthday Party
6536	15/12/25	£2,490.40	£413.03	£2,077.37	Hirer	Bar 13/12 Tribute night - George Michael
6537	15/12/25	£451.85	£75.31	£376.54	Hirer	Bar 13/12 Childrens Christmas Party

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6538	15/12/25	-£259.10	-£42.55	-£216.55	Hirer	Contra (part receipt) for tn 6535, Bar 13/12 1st Birthday Party
6539	15/12/25	£237.80	£39.63	£198.17	Hirer	Part receipt, tn 6535 - Card Payments, Bar 13/12 1st Birthday Party
6541	15/12/25	-£2,490.40	-£413.03	-£2,077.37	Hirer	Contra (part receipt) for tn 6536, Bar 13/12 Tribute night - George Michael
6542	15/12/25	£1,751.50	£291.92	£1,459.58	Hirer	Part receipt, tn 6536 - Card Payments, Bar 13/12 Tribute night - George Michael
6544	15/12/25	-£451.85	-£75.31	-£376.54	Hirer	Contra (part receipt) for tn 6537, Bar 13/12 Childrens Christmas Party
6545	15/12/25	£327.95	£54.66	£273.29	Hirer	Part receipt, tn 6537 - Card Payments, Bar 13/12 Childrens Christmas Party
6547	15/12/25	£25.00	£0.00	£25.00	Hirer	Facilities Booking Invoice
4181	16/12/25	£17.00	£0.00	£17.00	Marketplace Merchant Solutions Ltd	Card Machine 150-0063174-000
4192	16/12/25	£3.00	£0.00	£3.00	Lloyds Bank	Monthly Credit Card Fee
4734	16/12/25	£9.98	£0.00	£9.98	Lidl	Emergency flood clean up - nappies
4735	16/12/25	£87.50	£0.96	£86.54	Aldi Stores Limited	Refreshments for Remembrance
4736	16/12/25	£446.73	£0.00	£446.73	Costco Wholesale UK Limited	Buffet food for Remembrance
4737	16/12/25	£24.97	£4.16	£20.81	Amazon EU SARL UK Branch	Tower extension Lead 2m 12 way
4738	16/12/25	£8.87	£1.48	£7.39	Amazon EU SARL UK Branch	Cellophane Wrap Clear Wrapping Paper Roll 80cmx30cm
4739	16/12/25	£11.99	£2.00	£9.99	Home Goods Limited	Polypropylene Measuring Jug 5.0l
4740	16/12/25	£14.94	£2.49	£12.45	We Can Source It Ltd	5L heavy duty degreaser
4741	16/12/25	£108.00	£0.00	£108.00	Nashville Food Group	Siena 6x1 Beans
4742	16/12/25	£128.93	£0.00	£128.93	Automatic Refreshments Ltd T/A Vending Superstore	Purchases for Coffee Machine
4743	16/12/25	£75.00	£0.00	£75.00	JG Pest Control	Investigation Wasp Nest at rear of Arden Hall
4744	16/12/25	£59.92	£9.99	£49.93	Amazon EU SARL UK Branch	Fellowes paper shredder for home office use
4745	16/12/25	£16.99	£0.00	£16.99	Custom Gift Company	Personalised Engraved Jade Glass Oblivion Award /Trophy - Park Hall
4746	16/12/25	£3.99	£0.67	£3.32	Amazon EU SARL UK Branch	Lanyard for personal Alarm
4747	16/12/25	£167.97	£28.00	£139.97	Liquor Library Ltd	Bar Purchases
4748	16/12/25	-£4.25	-£4.25	£0.00	Sister VIVI Limited	REFUND of VAT charged in error
4772	16/12/25	£5.29	£0.00	£5.29	Lloyds Bank	Account Charges 10.10.25-09.11.25
4777	16/12/25	£30.00	£5.00	£25.00	Highway Traffic Management Ltd	Balance due, tn 4703 - Road Closures For Remembrance 09.11.25
4778	16/12/25	£17.00	£0.00	£17.00	Marketplace Merchant Solutions Ltd	Card Machine 150-0063437-000
6468	16/12/25	£322.00	£0.00	£322.00	Hirer	2.12.25 Carol concert ticket money for CBJS & ST M&M
6471	16/12/25	£161.00	£0.00	£161.00	Hirer	2.12.25 Carol concert ticket money for Chairmans Charity Fund
6518	16/12/25	£170.00	£0.00	£170.00	Castle Bromwich Ladies Club	Facilities Income, bookings 12871, 10030, 10029, 10028, 10027

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6519	16/12/25	£10.00	£0.00	£10.00	Castle Bromwich Ladies Club	Facilities Income, Committee Room 1, bookings 14236
6520	16/12/25	£184.50	£0.00	£184.50	Starliners	Facilities Booking Invoice
6521	16/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 04/04/26, 13161
6522	16/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6523	16/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6524	16/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 04/04/26, 13161
6528	16/12/25	£29.85	£4.98	£24.87	Hirer	Balance due, tn 6525 - Bar 11/12 Coffee Morning
6532	16/12/25	£274.20	£45.70	£228.50	Hirer	Balance due, tn 6529 - Bar 12/12 Starliners Christmas Party
6540	16/12/25	£21.30	£2.92	£18.38	Hirer	Balance due, tn 6535 - Bar 13/12 1st Birthday Party
6543	16/12/25	£738.90	£121.11	£617.79	Hirer	Balance due, tn 6536 - Bar 13/12 Tribute night - George Michael
6546	16/12/25	£123.90	£20.65	£103.25	Hirer	Balance due, tn 6537 - Bar 13/12 Childrens Christmas Party
6548	16/12/25	-£274.20	-£45.70	-£228.50	Hirer	Contra (part receipt) for tn 6532, Balance due, tn 6529 - Bar 12/12 Starliners Christmas Party
6549	16/12/25	£274.15	£45.69	£228.46	Hirer	Part receipt, tn 6532 - Cash Payments, Balance due, tn 6529 - Bar 12/12 Starliners Christmas Party
6551	16/12/25	-£21.30	-£2.92	-£18.38	Hirer	Contra (part receipt) for tn 6540, Balance due, tn 6535 - Bar 13/12 1st Birthday Party
6552	16/12/25	£17.50	£2.92	£14.58	Hirer	Part receipt, tn 6540 - Cash Payments, Balance due, tn 6535 - Bar 13/12 1st Birthday Party
6554	16/12/25	-£123.90	-£20.65	-£103.25	Hirer	Contra (part receipt) for tn 6546, Balance due, tn 6537 - Bar 13/12 Childrens Christmas Party
6555	16/12/25	£120.05	£20.01	£100.04	Hirer	Part receipt, tn 6546 - Cash Payments, Balance due, tn 6537 - Bar 13/12 Childrens Christmas Party
4752	17/12/25	£302.40	£50.40	£252.00	Justice Security Systems Limited	Personal Alarms Installation Charge
4724	18/12/25	£290.87	£0.00	£290.87	WaterPlus	Charges for water supply & drainage 27.10- 22.11.25
4760	18/12/25	£173.41	£28.90	£144.51	Mainstream Digital	Phone & Internet
6558	18/12/25	£340.00	£0.00	£340.00	Hirer	Facilities Income, Windsor Room, 03/01/26, 14438
6559	18/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 04/04/26, 13161
6560	18/12/25	£10.00	£0.00	£10.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6577	18/12/25	£24.80	£4.13	£20.67	Hirer	Bar 17/12 CBPC drinks
4309	19/12/25	£147.60	£24.60	£123.00	DM Payroll Services Ltd	Administration of Payroll Services 25-26 Q3
4761	19/12/25	£184.20	£30.70	£153.50	Horizon Soft Drinks Ltd	Bar Order- Delivery 5/12
4780	19/12/25	£557.17	£92.86	£464.31	Horizon Soft Drinks Ltd	Bar Order- For delivery 12/12
4782	19/12/25	£125.00	£0.00	£125.00	A & R Venue Ltd	6.25 hours for Bar Services on Saturday 13th December 2025 6:15pm - 24.30am

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
4783	19/12/25	£50.00	£0.00	£50.00	Mr N D Thomas (Window Cleaner)	Window Cleaning Dec 2025
4784	19/12/25	£47.04	£7.84	£39.20	T & J Widerange Snacks	Bar Purchases
4785	19/12/25	£302.59	£50.43	£252.16	ESPO	Gas Supply at Arden Hall 31.10.2025 - 30.11.25
4786	19/12/25	£99.65	£16.61	£83.04	ESPO	Gas Supply at Council Office 31.10.2025 - 30.11.25
6557	19/12/25	£244.00	£0.00	£244.00	NHSBT	Facilities Booking Invoice
6561	19/12/25	£20.00	£0.00	£20.00	Hirer	Facilities Income, Spencer Hall, 07/02/26, 9680
6562	19/12/25	£15.00	£0.00	£15.00	Hirer	Facilities Income, Spencer Hall, 07/03/26, 9681
6564	19/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 14/12/25, 12909
6565	19/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Windsor Room, 13/12/25, 14295
6566	19/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Windsor Room, 13/12/25, 14330
6567	19/12/25	£75.00	£0.00	£75.00	Atherstone Taekwondo	Facilities Income, Spencer Hall, bookings 10482, 10481, 10480
6578	19/12/25	£26.40	£4.40	£22.00	Hirer	Bar 18/12 Coffee Morning
6582	19/12/25	-£26.40	-£4.40	-£22.00	Hirer	Contra (part receipt) for tn 6578, Bar 18/12 Coffee Morning
6583	19/12/25	£6.60	£1.10	£5.50	Hirer	Part receipt, tn 6578 - CARD PAYMENT , Bar 18/12 Coffee Morning
4755	22/12/25	£45.43	£7.57	£37.86	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Bradford gardens - including overweight charge
4756	22/12/25	£40.44	£6.74	£33.70	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection From Hob Farm
4757	22/12/25	£316.68	£52.78	£263.90	Bagnall & Morris (Waste Services) Ltd t/a Panda	Waste Collection AW16637
6568	22/12/25	£120.00	£0.00	£120.00	Maggie's Movers	Facilities Income, Windsor Room, bookings 10134, 10133, 10132
6569	22/12/25	£445.00	£0.00	£445.00	Hirer	Facilities Booking Invoice
6571	22/12/25	£302.00	£0.00	£302.00	Hirer	Facilities Booking Invoice
6576	22/12/25	£451.10	£74.77	£376.33	Hirer	Bar 19/12 Family Party
6579	22/12/25	-£451.10	-£74.77	-£376.33	Hirer	Contra (part receipt) for tn 6576, Bar 19/12 Family Party
6580	22/12/25	£244.55	£40.76	£203.79	Hirer	Part receipt, tn 6576 - CARD PAYMENT , Bar 19/12 Family Party
4779	23/12/25	£15,780.92	£0.00	£15,780.92	Monthly Paid Staff	Month 9 Pay
6563	24/12/25	£430.00	£0.00	£430.00	Hirer	Facilities Booking Invoice
6572	24/12/25	£260.00	£0.00	£260.00	Hirer	Facilities Booking Invoice
6570	29/12/25	£80.00	£0.00	£80.00	U3A	Facilities Booking Invoice
6573	29/12/25	£50.00	£0.00	£50.00	Hirer	Facilities Income, Spencer Hall, 12/04/26, 14476
4205	30/12/25	£22.32	£3.72	£18.60	3 - Hutchinson 3G UK LTd	Monthly Mobile Phones
6574	30/12/25	£360.00	£0.00	£360.00	Hirer	Facilities Income, Windsor Room, bookings 13975, 13974, 13973

Transaction no.	Rec/Paid Date	Gross	Vat	Net	Customer/Supplier	Details
6575	30/12/25	£131.00	£0.00	£131.00	Hirer	Facilities Income, Lounge bar, bookings 14477
4697	31/12/25	£29.28	£4.88	£24.40	Sharp Business Systems	AH Copier - Meter Copies 30.09.25-28.10.25
4773	31/12/25	£15.60	£0.00	£15.60	Unity Trust Bank	UTB Account Charges 01/11/25-30/11/25
4797	31/12/25	£4.16	£0.00	£4.16	Aldi Stores Limited	Lemons & Limes for Bar Functions
4798	31/12/25	£1.19	£0.00	£1.19	Aldi Stores Limited	Lemons
4799	31/12/25	£4.15	£0.00	£4.15	Sainsbury's Supermarkets Ltd	Fruit for Functions
4800	31/12/25	£24.60	£4.10	£20.50	Morrisons	Bar Purchases
4801	31/12/25	£2.77	£0.00	£2.77	Aldi Stores Limited	Fruit for Bar Functions
6585	31/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 21/12/25, 14271
6586	31/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Spencer Hall, 20/12/25, 14237
6587	31/12/25	-£200.00	£0.00	-£200.00	Hirer	Facilities Income, Lounge bar, 19/12/25, 12103
6588	31/12/25	£333.49	£0.00	£333.49	Castle Bromwich Theatre Group	Facilities Income, bookings 14353, 12847, 10945, 10944, 10942, 10941, 10940, 10939, 10938
Total Receipts		£24,828.34	£1,511.26	£23,317.08		
Total Payments		£125,325.33	£10,855.69	£114,469.64		
Net Payments		£100,496.99	£100,496.99	£9,344.43		

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Actual Net	Balance
INCOME					
Democratic Services					
1010	Chairman's Charity Income	£1,000.00	£1,000.00	£1,021.76	£21.76
1805	Youth Council	£200.00	£200.00	£0.00	-£200.00
1870	Interest	£1,000.00	£1,000.00	£1,075.52	£75.52
1900	Precept	£403,684.00	£403,684.00	£403,684.00	£0.00
1940	CIL Funding	£0.00	£0.00	£0.00	£0.00
1950	Support grants	£0.00	£0.00	£108.83	£108.83
2011875	Investment income	£10,000.00	£10,000.00	£7,966.85	-£2,033.15
Total Democratic Services		£415,884.00	£415,884.00	£413,856.96	-£2,027.04
Arden Hall					
1000	Hall hire	£65,000.00	£65,000.00	£51,466.33	-£13,533.67
1005	Hirer Storage	£1,000.00	£1,000.00	£555.00	-£445.00
1020	Music Licence (Recharge)	£500.00	£500.00	£274.66	-£225.34
1050	Hall hire sundry	£250.00	£250.00	£100.00	-£150.00
1100	CBPC Function Income	£5,000.00	£5,000.00	£2,766.86	-£2,233.14
1800	Sundry	£2.00	£2.00	£0.00	-£2.00
2000	Suspense	£0.00	£0.00	£0.00	£0.00
4752	Refundable Bonds	£0.00	£0.00	£2,625.00	£2,625.00
4753	Bond Deductions	£0.00	£0.00	£275.00	£275.00
Total Arden Hall		£71,752.00	£71,752.00	£58,062.85	-£13,689.15
Bar					
1420	Bar sales	£60,000.00	£60,000.00	£39,710.35	-£20,289.65
1425	Coffee Machine Sales - Spencer	£4,000.00	£4,000.00	£2,378.42	-£1,621.58

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Actual Net	Balance
Total Bar		£64,000.00	£64,000.00	£42,088.77	-£21,911.23
Open Spaces & Pavilion					
1060	Facilities hire	£15,000.00	£15,000.00	£11,468.50	-£3,531.50
1061	Hirer Storage	£2,250.00	£2,250.00	£1,220.00	-£1,030.00
1065	Pitches / tennis	£300.00	£300.00	£125.00	-£175.00
1066	Pitches / football	£4,330.00	£4,330.00	£2,410.00	-£1,920.00
1067	Pitches / cricket	£2,060.00	£2,060.00	£2,060.00	£0.00
4122	Electricity Recharge	£0.00	£0.00	£43.05	£43.05
Total Open Spaces & Pavilion		£23,940.00	£23,940.00	£17,326.55	-£6,613.45
Total Income		£575,576.00	£575,576.00	£531,335.13	-£44,240.87

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Actual Net	Balance
EXPENDITURE					
Democratic Services					
4000	Wages	£94,000.00	£75,000.00	£52,533.89	£22,466.11
4001	Employers'NI	£11,500.00	£8,500.00	£6,698.98	£1,801.02
4003	Employers' Pension	£21,620.00	£17,250.00	£11,483.71	£5,766.29
4010	Chairman's Charity Fund Grant	£1,000.00	£1,000.00	£134.23	£865.77
4030	Staff training	£2,500.00	£2,500.00	£1,686.07	£813.93
4040	Staff travel	£1,200.00	£1,200.00	£832.48	£367.52
4070	Staff uniforms	£1,000.00	£1,000.00	£543.23	£456.77
4120	Heating and lighting	£2,500.00	£2,500.00	£815.95	£1,684.05
4130	Insurance	£1,100.00	£1,100.00	£951.29	£148.71
4155	Cleaning materials	£100.00	£100.00	£14.11	£85.89
4160	H&S Supplies	£0.00	£1,000.00	£106.36	£893.64
4170	Repairs and maintenance	£10,000.00	£10,000.00	£242.58	£9,757.42
4185	Furniture & Equipment	£1,500.00	£700.00	£115.62	£584.38
4400	Stationery	£300.00	£300.00	£119.07	£180.93
4405	Printer/Copier	£1,000.00	£1,000.00	£489.57	£510.43
4415	Postage	£50.00	£50.00	£25.71	£24.29
4417	Telephone & Internet	£3,120.00	£3,120.00	£1,515.25	£1,604.75
4421	Website	£350.00	£350.00	£0.00	£350.00
4422	IT	£15,000.00	£15,000.00	£5,941.40	£9,058.60
4436	Advertising - statutory	£500.00	£500.00	£0.00	£500.00

Work to start on Council office kitchen if facilities team have capacity

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Actual Net	Balance
4460	Subscriptions	£2,150.00	£2,150.00	£1,816.00	£334.00
4500	Chairmans Allowance	£1,300.00	£1,300.00	£1,300.00	£0.00
4510	Councillor Allowances	£2,800.00	£2,800.00	£0.00	£2,800.00
4520	Councillor expenses	£200.00	£200.00	£0.00	£200.00
4525	Councillor training	£500.00	£500.00	£35.00	£465.00
4550	Bank charges - UTB Disbursements	£320.00	£320.00	£163.95	£156.05
4553	Bank charges - Lloyds Disbursements	£120.00	£120.00	£54.95	£65.05
4556	Card Payment Fees	£1,200.00	£1,200.00	£809.01	£390.99
4580	Audit fees	£2,500.00	£2,500.00	£2,136.20	£363.80
4585	Professional fees	£9,000.00	£6,500.00	£532.00	£5,968.00
4587	Professional advice, staffing	£6,000.00	£6,000.00	£3,502.96	£2,497.04
4600	Events - civic service	£250.00	£280.00	£279.96	£0.04
4601	Events - Remembrance parade	£3,000.00	£3,000.00	£2,280.22	£719.78
4610	Events - special events	£1,500.00	£1,500.00	£0.00	£1,500.00
4615	Events - Party in the Park	£3,000.00	£2,970.00	£2,145.11	£824.89
4630	Events - Christmas tree, concert	£100.00	£100.00	£16.82	£83.19
4640	Election costs	£0.00	£0.00	£0.00	£0.00
4650	Parish Plan actions	£0.00	£0.00	£0.00	£0.00
4720	Section 137 spend	£500.00	£500.00	£0.00	£500.00
4752	Refundable Bonds	£0.00	£0.00	£0.00	£0.00
4800	Grant aid	£500.00	£500.00	£0.00	£500.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Actual Net	Balance
4805	Community Support	£0.00	£0.00	£0.00	£0.00
4810	Youth Parish Council	£200.00	£200.00	£24.15	£175.85
4899	Miscellaneous expenditure	£500.00	£500.00	£0.00	£500.00
4940	Capital projects	£0.00	£0.00	£0.00	£0.00
4998	Staffing Contingency	£10,000.00	£5,000.00	£0.00	£5,000.00
4999	Contingency	£20,000.00	£20,000.00	£0.00	£20,000.00
8888	Accounting Corrections	£0.00	£0.00	£0.00	£0.00
9000	Warm Hub Spend	£0.00	£0.00	£0.00	£0.00
Total Democratic Services		£233,980.00	£200,310.00	£99,345.83	£100,964.17
Arden Hall					
1105	CBPC Function Exp	£2,000.00	£2,000.00	£713.84	£1,286.16
4000	Wages	£56,000.00	£95,000.00	£57,535.48	£37,464.52
4001	Employers' NI	£8,000.00	£12,000.00	£6,183.98	£5,816.02
4003	Employers' Pensions	£17,480.00	£21,850.00	£13,019.25	£8,830.75
4110	NNDR	£10,000.00	£10,000.00	£7,073.25	£2,926.75
4115	Rates - water	£6,000.00	£6,000.00	£3,795.21	£2,204.79
4120	Heating and lighting	£35,000.00	£35,000.00	£17,204.69	£17,795.31
4130	Insurance	£3,800.00	£3,800.00	£3,500.00	£300.00
4150	Cleaning materials	£2,200.00	£2,200.00	£1,458.98	£741.02
4157	Waste removal	£3,500.00	£3,500.00	£2,115.95	£1,384.05
4165	Inspections & Scheduled Maintenance	£5,000.00	£5,000.00	£1,626.70	£3,373.30
4170	Repairs and maintenance	£15,000.00	£9,220.00	£4,854.39	£4,365.61

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Actual Net	Balance
4175	CCTV and security	£5,000.00	£5,000.00	£798.19	£4,201.81
4185	Furniture & Equipment	£4,000.00	£1,300.00	£790.57	£509.43
4400	Stationery	£150.00	£150.00	£13.62	£136.38
4405	Printer/Copier	£800.00	£800.00	£603.68	£196.32
4415	Postage	£50.00	£50.00	£0.00	£50.00
4422	DEFUNCT FROM 2025 (IT)	£0.00	£0.00	£0.00	£0.00
4701	Refreshment Stock	£200.00	£200.00	£23.24	£176.76
4710	Music licences	£2,000.00	£2,000.00	£0.00	£2,000.00
4750	Function licences	£250.00	£250.00	£226.00	£24.00
4899	Miscellaneous	£200.00	£200.00	£0.00	£200.00
4940	Capital projects	£5,000.00	£20,780.00	£20,780.00	£0.00
Total Arden Hall		£181,630.00	£236,300.00	£142,317.02	£93,982.98
Bar					
4000	Wages	£12,000.00	£20,545.00	£11,173.28	£9,371.72
4001	Employers' NI	£0.00	£500.00	£244.02	£255.98
4002	Agency Staff	£0.00	£1,165.00	£1,165.00	£0.00
4003	Employers' Pensions	£1,725.00	£5,060.00	£0.00	£5,060.00
4155	Cleaning materials	£300.00	£300.00	£161.11	£138.89
4170	Repairs and maintenance	£1,000.00	£1,000.00	£408.23	£591.77
4190	Bar Equipment	£1,500.00	£1,500.00	£354.80	£1,145.20
4585	Professional fees	£1,000.00	£1,000.00	£600.00	£400.00
4700	Bar purchases	£20,000.00	£20,000.00	£16,104.64	£3,895.36
4705	DEFUNCT Other	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Actual Net	Balance
4710	Coffee Machine - Spencer	£2,500.00	£2,500.00	£1,651.97	£848.03
Total Bar		£40,025.00	£53,570.00	£31,863.05	£21,706.95
Open Spaces & Pavilion					
4000	Wages	£76,000.00	£76,000.00	£56,194.80	£19,805.20
4001	Employers' NI	£7,000.00	£6,500.00	£5,189.61	£1,310.39
4003	Employers' Pensions	£17,480.00	£17,480.00	£7,744.98	£9,735.02
4120	Heating and lighting	£20,000.00	£20,000.00	£6,236.72	£13,763.28
4130	Insurance	£1,800.00	£1,800.00	£1,500.00	£300.00
4155	Cleaning materials	£2,000.00	£2,000.00	£1,157.79	£842.21
4157	Waste removal	£4,000.00	£4,000.00	£1,890.00	£2,110.00
4170	Repairs and maintenance	£30,000.00	£12,000.00	£3,909.71	£8,090.29
4175	DEFUNCT CCTV and security	£0.00	£0.00	£0.00	£0.00
4180	Defibrillators	£1,000.00	£0.00	£0.00	£0.00
4185	Furniture & Equipment	£4,000.00	£7,500.00	£4,052.80	£3,447.20
4200	Grounds maintenance	£30,000.00	£30,000.00	£19,382.21	£10,617.79
4208	War Memorial maintenance	£0.00	£0.00	£0.00	£0.00
4224	Tennis courts maintenance	£1,000.00	£1,000.00	£0.00	£1,000.00
4230	Playground safety works	£2,000.00	£2,000.00	£204.00	£1,796.00
4235	Play & Exercise Equipment	£25,000.00	£27,500.00	£2,500.00	£25,000.00
4240	Pavilion Renovation 2025	£0.00	£72,709.68	£58,800.62	£13,909.06
4250	Tree maintenance	£5,000.00	£5,000.00	£980.00	£4,020.00
4417	DEFUNCT Telephone	£0.00	£0.00	£0.00	£0.00
4940	Capital projects	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Revised	Actual Net	Balance
Total Open Spaces & Pavilion	£226,280.00	£285,489.68	£169,743.24	£115,746.44
Total Expenditure	£681,915.00	£775,669.68	£443,269.14	£332,400.54
Total Income	£575,576.00	£575,576.00	£531,335.13	-£44,240.87
Total Expenditure	£681,915.00	£775,669.68	£443,269.14	£332,400.54
Total Net Balance	**-£106,339.00**	**-£200,093.68**	**£88,065.99**	

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

2026-01-14 Payment Run

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4803		£200.00	£0.00	£200.00	£200.00	01/10/25	AH013	MAH & Son - Stocktaking Q3	
4810		£154.08	£25.68	£128.40	£154.08	24/11/25	683572	SMBC - Cleaning materials AH	
4753		£3,959.04	£659.84	£3,299.20	£3,959.04	27/11/25	32670141	Nisbets PLC - Bolero Steel Banqueting Chair Oval Back with Black Plain Cloth (Pack 4) 20 X £169.96 WITH £100 Discount	
4833		£966.00	£161.00	£805.00	£966.00	27/11/25	INV-0384	Camlec - Supply and install 14w CU with surge and rcbo protection for the 8 used ways leaving 6 spare for future use for theatre workshop	
4808		£201.28 £221.10	£33.54 £36.84	£167.74 £184.26	£201.28	15/12/25	683571	SMBC - Cleaning materials for the Pavilion ☆ INCORRECT IN ACCOUNTS CORRECT AMOUNT PAID	CB 16/01/26
4788		£54.56	£3.96	£50.60	£54.56	17/12/25	25-12B T&J	T & J Widerange Snacks - Bar Purchases	
4811		£28.23	£4.71	£23.52	£28.23	17/12/25	683560	SMBC - Cleaning materials for Pavilion	
4792		£1,743.73	£290.63	£1,453.10	£1,743.73	19/12/25	627124	Horizon Soft Drinks Ltd - Bar order for NYE- Delivery 19th Dec	
4820		£82.80	£0.00	£82.80	£82.80	31/12/25	Miles 25-12AG	Monthly Paid Staff - Mileage Dec	

Signature G M Burgess

Date 9/01/26

Signature

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

2026-01-14 Payment Run

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4139		£2,573.63	£428.94	£2,144.69	£2,573.63	01/01/26	26-01-042	Fairways Contracting Ltd - Monthly Installment Grounds Maintenance	
4809		£190.25	£31.71	£158.54	£190.25	05/01/26	683561	SMBC - Cleaning materials AH	
4825		£1,362.04	£227.01	£1,135.03	£1,362.04	07/01/26	SIN3246672	PRS/PPL Ltd - Music License	
Total		£11,515.64	£1,867.02	£9,648.62	£11,515.64				

= 11535.46

Signature GM Burgess

Date 9/1/26

Signature

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
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Castle Bromwich Risk Management Policy

Status	Adopted
Date adopted	18.12.2024
Date of review	Jan-26

"Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives… Risk Management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services." (Joint Panel on Accountability and Governance Practitioners' Guide)

Castle Bromwich Parish Council believes it has a fiduciary duty to identify the risks facing the council which would inhibit the achievement of its objectives. Failure to identify and effectively manage those risks can be costly in financial terms, for service delivery and to the council's reputation.

The Council will produce a risk assessment which will be reviewed annually to:

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid, reduce or control the risk or its consequence.

This is contained in the following pages.

Having identified the risk, the Council will make a judgement about the likelihood of the risk occurring and its potential impact.

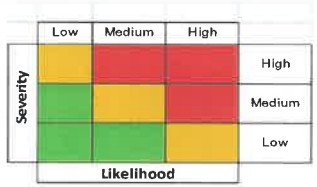
The Council will manage identified Risk by:

- Taking out insurance
- Working with another party to reduce the risk, eg contractor for alarm security; and/or
- Managing the risk itself, eg logged routine inspections

Areas of Risk	
Financial Control	Banking procedure, recording of accounts, petty cash
Financial Management	Budgeting, loss of income, unexpected costs
Governance	Legal compliance: Code of Conduct, declarations of interest, gifts and hospitality, agendas and minutes
Assets and Liabilities	Injury to the public – in playgrounds and recreation grounds, in council-owned buildings, equipment, IT
People	Councillors, staff, members of the public
Systems and Processes	Audit trail, Data Protection, Freedom of Information
Procurement	Value for money, contracts

Financial Control

Likelihood		Severity	
Low	Unlikely to occur within the next ten years	Low	limited inconvenience, no impact on reserves, no legal challenge
Medium	Likely to occur within the next ten years	Medium	Some public censure or small impact on reserves (<10%), no legal challenge
High	Likely to occur within the next two years	High	Impact on reserves of >10% or legal challenge or severe public censure



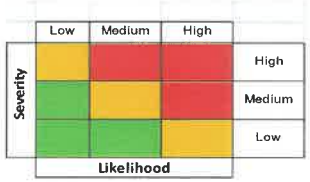
Inadequate control of finances causes the Council to make false or untimely financial transactions or act illegally

Ref	Risk	Hazard / Consequence	Process	Current Control Measures	Current Risk			Revised / further actions	Resp.	Date Completed
					L	S	RAG			
1	Risk of Paying Incorrect invoices	Financial loss due to settlement of double or false invoices	Payments	Invoices checked against numbered purchase orders, council resolutions and Full Council minutes. Evidence of delivery is sought, either through delivery note or staff assurance. Payment authorisation schedules with copies of invoices and credit card statements with copies of invoices are emailed to members ahead of Council/committee meetings. BACS & cheque payments are authorised by two councillors.	L	L				
2	Risk of incorrect payments	Financial loss due to payment made for incorrect amount or payee	Payments	Where possible, 2 Officers are involved in creating and checking each transaction. The bank signatories are notified of all payments and receive a copy of each invoice/supporting document that is to be paid. Any two of the bank signatories will authorise payment after checking the transaction against the invoice/document provided.	L	L				
3	Risk of late payments	Late payment means loss of credit rating	Payments	All invoices received are added immediately by office staff to the accounting system. Payment authorisation schedules are presented to each Council/Committee meeting. Officers inform suppliers of payment dates and take action using delegated authority to avoid any late payment penalty fees. Expected regular payments are created in batches at the start of the year to identify if any have been missed.	L	L				
4	Incorrect salaries paid	Staff over or underpaid	Payments	Salaries agreed at start of employment; payroll is contracted out to DM Payroll. Timesheets are processed and entered into a spreadsheet, a summary document is then created which is used to submit figures to external payroll. Payslips are checked by Officers to ensure as requested, then bank transactions are created. Where possible, 2 members of staff are involved in this process. The payroll summary is sent to bank signatories to authorise.	L	L				
5	Incorrect National insurance and PAYE	HMRC over or underpaid	Payments	Payroll is a professional service working within HMRC guidelines. HMRC is paid directly from CBPC, not from payroll provider. HMRC deductions are paid in full each month according to what is due in that month. There is a historic overpayment held on account at HMRC.	L	L				
6	Incorrect Pension contributions	WMPF over or underpaid	Payments	DM Payroll calculates the pension liability, submits to WMPF and reports to the Council what it needs to pay directly. This is reconciled by WMPF on an annual basis.	L	L				
7	Expenses incorrectly claimed	Members or staff over or underpaid, financial loss to Council	Payments	Itemised list of expenses is checked for authenticity by the Clerk/RFO prior to payment which is added to the payment authorisation schedule for authorisation by Council. The Clerk's expenses are scrutinised by any one councillor then added to the payment schedule to be authorised by resolution.	L	L				
8	Theft or Dishonesty, including cash and cheques,	Financial loss	Payments	Minimal cash transactions carried out, Petty Cash monitored. Cash locked in safe and accounted for. Payments checked against invoices/receipts and accounted for in EDGE. Petty Cash reconciliation included in monthly reconciliations. The Council has approved use of a credit card solely for use by the named Officer (Clerk/RFO) monthly statements including invoices are ratified by FGP. The Clerk & Facilities Officer have a credit facility at Screwfix/B&Q. The statements and invoices are checked by FGP.	L	L				

9	Receipt of rentals, fees and hire charges	Charges receivable	Receipts	The Parish Council receives income in respect of hall hires and pavilion hire. Hall and pavilion hires are evidenced by booking invoices; money, as cheques and cash, is received by bookings staff. The Council does not have the staffing resources to separate duties between the person who makes the booking and the person who receives the money. Hirers are recommended to pay by card or online. Regular checks are made. FGP monitors the credit control report and takes action - ad-hoc hirers events are cancelled without prepayment.	L	L			RFO	
10	VAT return is incorrect	loss of income, HMRC Challenge	Receipts	VAT re-claimed quarterly. Return is produced automatically from income and expenditure transactions, then checked for accuracy to ensure the correct VAT type and VAT registration numbers for all suppliers.	L	L				
11	Untimely receipt of precept/ Grants	lack of cash flow	Receipts	Precept/grants are requested in writing from SMBC by RFO prior to deadline date and paid directly into Parish account in two equal instalments (April & September). The Council aims to maintain reserves of a minimum of 3 months operating capital.	L	L				
12	Loss of cheques or cash	financial loss	Receipts	Cheques and cash received is recorded by staff on Record of Income sheets and within the facilities software. It is retained in a safe until it is banked promptly. Hirers are encouraged to pay by card or online. Bar trading analysis reports any discrepancies in expected vs actual cash/card payments.	L	L				
13	Loss of income from unpaid invoices	Financial loss	Receipts	Officers retain a list of all debtors and will issue reminders to anyone whose hire charge remains unpaid. Ad-hoc hires are cancelled if prepayment is not received. The historic backlog has been cleared. Aged debtors report is presented regularly to FGP committee. An agency has been contacted to chase any debt.	L	L				
14	Risk of inaccurate or incomplete financial records	Potential financial loss, Internal Auditor would give 'requires improvement' report	reconciliation	All financial records are kept by the RFO and internal audits are undertaken by an independent and competent internal auditor annually. End of year External Audit undertaken by externally appointed auditor. Quarterly Internal Control checks by members. FGP scrutinises reconciliations, payments and other financial records.	L	L				
15	Risk of Bank making errors, not identified	Monthly financial report would not reconcile	reconciliation	Monthly bank statements are checked by RFO upon receipt, any discrepancies would be chased up & banks would usually remedy the situation.	L	L				
16	Annual return not completed correctly	Could end up with qualified accounts	Year end processing	Annual return is completed and signed by the Council, and sent on to the External Auditor within time limit. Councillors are trained in AGAR principles and interrogate the information provided by the RFO. Section 2 of annual return is produced by accounts package, remainder by RFO. Explanations are presented to Council for approval.	L	M				
17	Annual return is not submitted within time limits	Could end up with qualified accounts	Year end processing	Monitor date by which return needs to be submitted. Councillors have received training so can also monitor. Agenda item in May, June and July to ensure submitted. Clerk and all councillors to be held accountable.	L	M				

Financial Management

Likelihood		Severity	
Low	Unlikely to occur within the next ten years	Low	limited inconvenience, no impact on reserves, no legal challenge
Medium	Likely to occur within the next ten years	Medium	Some public censure or small impact on reserves (<10%), no legal challenge
High	Likely to occur within the next two years	High	Impact on reserves of >10% or legal challenge or severe public censure



The council makes poor financial decisions or decisions are implemented incorrectly

Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk			Revised / further actions	Resp.	Date Completed
					L	S	RAG			
1	Inadequate Budget	Budget does not balance at year end	Budgeting	Budget set annually and approved by Full Council, reserves are maintained in line with reserves policy, which is reviewed annually for compliance. Budget performance is monitored through the year with reallocations made where necessary. A healthy contingency is included in the budget for unforeseen items.	L	M				
2	Precept rules change, e.g. capped, restricting delivery of required services	Either services reduced or impact on reserves	Budgeting	Keep up-to-date with legislation. Contribute to all relevant consultations. Lobby as necessary. Ensure that increases are prudent and measured.	L	M				
3	Arden Hall income does not achieve budget	Impact on reserves	Budgeting	Review fees and charges annually. Budget progress is reported to FGP and LSC is made aware of any issues. Arden Hall is heavily subsidised by precept and therefore further reserves are available.	M	L				
4	Necessary expenditure on buildings exceeds budget	Budget does not balance at year end. Council reserves depleted below recommended level.	Budgeting	Assets and access to loans if cash flow needed. Healthy contingency budgeted for, plus appropriate maintenance budgets & ear marked reserves that could be reallocated. Programme of improvements and maintenance in place. Reclassified as low likelihood due to better control of assets and maintenance in 2025.	L	M				
5	Financial Regulations are not aligned with current legislation or do not deliver best value	Council acts illegally or does not deliver best value	Governance	Reviewed annually or as legislation changes. Regulations adopted from most recent model with Scheme of Delegation incorporated. They have been published online and sent to all staff and councillors. Clerk keeps informed through WALC & SLCC membership.	L	L				
6	PC takes on more services with no supporting funding	Either increased precept or impact on reserves	Community Engagement	Consult with residents. Assess material/significant impact on reserves. Perform due diligence on liabilities arising before taking them on. No knowledge of current plans and would have to be done with enough notice to budget.	L	M				
7	Unable to recover costs from 3rd party insurers for damaged assets	Financial Loss	receipts	Negotiating with third party insurer employing expert to complete negotiations. Reserves available if needed.	M	L				
8	Lack of regular review of fees and services	Financial Loss	Budgeting	Financial Regulations state annual review of fees and services. Schedule of reviews is maintained. A full review of fees was done in 2024 and charges will be incrementally increased each year by full council.	L	L				
9	Bank Insolvency	Financial Loss	Budgeting	Monitor financial news. Review banking arrangements. Investment strategy approved and risk spread across institutions. FSCS Protection no longer relevant but prudent to spread risk. Review ratings from Fitch, Moody's and Standard and Poor.	L	M				

Governance

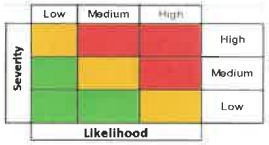
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Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk			Revised / further actions	Resp.	Date Completed
					L	S	RAG			
1	The Council acts illegally / does not comply with current regulations	The council suffers loss or reputation or legal challenge.	Decision Making	The Parish Council ensures that all activities and payments including grants permitted within its legal Powers are properly resolved and minuted at the appropriate council meeting. Minutes are approved and signed at next council meeting. Agendas and Notices are displayed in accordance with legal requirements Members allowance scheme agreed and published. Access to advice from WALC and NALC through membership subscription.	L	M		CiLCA training for Clerk. Training for councillors.	All	
2	The Council does not comply with Standing Orders	The council suffers loss or reputation or legal challenge.	Decision Making	All members of Parish Council have copies of Standing Orders, which are reviewed annually or as changes in legislation dictate. All members are provided with training schedule. All new members provided with Induction Guide. All councillors to attend training. Any discrepancies should be dealt with with transparency to ensure confidence from residents.	M	L				
3	Members act illegally or do not comply with current regulations	The Council and member(s) concerned suffer(s) loss of reputation	Decision Making	Declarations of Interest must remain on the agenda and a reminder issued at each full council Meeting. Register of Interest forms must be reviewed regularly by Councillors. Members declare relevant interests. Members sign up to the Model Code of Conduct Dispensations are requested and approved as necessary	L	M				
4	The Council does not act in a professional manner	The council suffers loss of reputation or legal challenge.	Decision Making	Standing Orders must be followed Standing Orders must be reviewed on a regular basis or as legislation changes. Members sign up to the Model Code of Conduct Dispensations are requested and approved as required	L	L				
5	Changes to legislation affect PC decision making or operations	Council not able to deliver services	Decision Making	Contribute to all relevant consultations. Lobby as necessary	L	M				

Assets and Liabilities

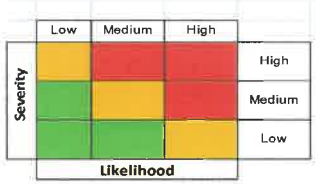
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Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk			Revised / further actions	Resp.	Date Completed
					L	S	RAG			
1	Assets are not adequately covered by insurance	Financial loss	Asset management	Annual review of assets for insurance purposes including maintenance, storage provisions. Includes street furniture. Asset register was completely updated in 2024 and updates are sent annually to insurers to rate.	L	M				
2	Liabilities are not adequately covered by insurance	Financial loss	Liability management	Public Liability, Employers liability cover and Fidelity Insurance are required as a minimum. Personal accident cover is in place, including members	L	L				
3	The Council does not meet insurance or legal buildings requirements	Financial loss, legal challenge	Asset management	Regular Maintenance of equipment. Annual PAT Testing of electrical small appliances, alarms and fire extinguishers, Gas certificates Where applicable, fire exits clearly marked, notices giving advice of what to do in case of fire displayed. Fire extinguishers in place and checked annually. Training for Facilities Officer.	M	L				
4	Civic regalia is lost. damaged or stolen	Financial loss	Asset management	Ensure Chair is aware of need to keep regalia under secure conditions. Appropriately insured & value assessed every 5 years. (Professional valuation can be prohibitively expensive - examples of replacement values would suffice.	L	L				
5	Damage injury to third parties due to lack of maintenance of council assets	Financial loss, loss of reputation, mitigated through insurance	Asset management	All business hirers are required to have own insurance cover as well as council insurance. Weekly assessments are carried out and recorded: inside all buildings and perimeter and outside at all open spaces; includes visual check of floors for uneven surfaces, carpets for tears etc. Warning signs if floor is wet/greasy Low level items not left lying around. Weekly maintenance tasks are carried out including water flushing and alarm checks. Annual maintenance checks eg PAT testing, gas boilers, play equipment. Risk Assessment inspection of Council assets calenderised. The Council accepts it doesnt have the funds or ability to remove every risk but will attempt to mitigate any new concerns in a timely fashion.	M	M		The Council accepts there will always be an element of risk.		
6	Damage injury to third parties due to health and safety risks	Financial loss, Injury to Staff or members of public, mitigated through insurance	Building management	No high storage on inadequate shelving / cabinet tops. Suitable step available for reach of upper storage areas. Staff receive manual handling training.	M	L				
7	Damage to or loss of Council assets due to poor housekeeping	Financial loss, Injury to Staff or members of public, mitigated through insurance	Building management	Rodents - No food to be left open on the premises. Any litter to be removed promptly. Any evidence/report of infestation to be dealt with promptly Intruders - Alarms are set when building not in use, building secured; some windows are barred. Money and valuables left on premises are kept in safe. Glazing - Glazing to be inspected regularly. Notice displayed on how to report damage. Broken panes boarded up until repairs can be properly completed. Prompt repair.	M	L				
8	Inappropriate meeting venue causes risk to members of Council and or public	Injury to People Loss of reputation, mitigated through insurance	Meeting management	Meetings are held at Arden Hall or Pavilion. All the premises and facilities are considered to be adequate for the Council members, staff and any Public who attend from a health and safety and comfort aspect. Number of likely attendees at public meetings are assessed and venue chosen accordingly.	L	L				
9	Assets are devalued due to lack of regular inspection / monitoring	Financial loss, not able to realise value of asset	Building management	Regular monitoring of all premises by appointed contractors and in-house staff. Regular maintenance and inspections are carried out by in-house team. This is much improved.	L	M				
10	Physical damage to one or more of our assets that cannot be covered by insurance e.g. force majeure	Financial loss, not able to realise value of asset	Building management	Retain sufficient reserves to cover instances of loss in unlikely event of self-insurance.	L	M				
11	Value of assets on asset register and real market value can vary	Financial loss, not aware of current cost if needing to replace asset	Building management	Add another column to the Asset Register to show original value, insurance value and replacement value. Ensure reserves are built up over time for large replacements.	L	L				
12	Damage or loss due to intrusion on land	Financial loss, loss of reputation, public unable to access open space	Open Space Management	Measures in place to reduce possibility including security measures, reviewing incursions and having bailiffs ready to mobilise and budget available for enforcement.	H	M		The Council is unable to control whether unauthorised encampments gain access to land, but will promptly follow the legal process to evict and clear up.		

People

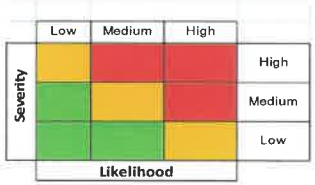
Likelihood		Severity	
Low	Unlikely to occur within the next ten years	Low	limited inconvenience, no impact on reserves, no legal challenge
Medium	Likely to occur within the next ten years	Medium	Some public censure or small impact on reserves (<10%), no legal challenge
High	Likely to occur within the next two years	High	Impact on reserves of >10% or legal challenge or severe public censure



Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk			Revised / further actions	Resp.	Date Completed
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1	Loss of Proper Officer (Clerk)	The Council is unable to fulfil its legal obligations, Financial loss	Contingency Planning	Appraisal process, informal support from Chairman and Chair of Staffing Committee. Locums can be sourced through WALC. Staff have been trained on areas under the Clerk's control to allow for continuity. Succession planning on systems, procedures and finances in place. Support from Councillors and partners i.e. IT support etc	L	M				
2	Loss of office assistance	The Council is unable to fulfil its legal obligations, Financial loss	Contingency Planning	Additional staff in Council Office, more responsibility taken by other Officers. Computerised records aid the ability of temporary/new staff to learn quickly.	L	L				
3	Loss of Licensee/DPS	Bars unable to operate	Contingency Planning	At least two members of staff should hold their personal licence with councillors agreeing to stand in when necessary. Budget available for training, registration and licence fees.	M	L		Stipulate in all new Arden Hall hospitality staff's contracts that a personal licence must be obtained.		
4	Long term sick leave - Clerk	The Council is unable to fulfil its legal obligations, Financial loss	Contingency planning	Training and shared knowledge that other members of staff can pick up duties. Different members of staff being trained on different elements of role. Staffing Committee to delegate responsibilities.	L	M		Clerk to draw up a list of duties and who to delegate to.		
5	Long term sick leave for other members of staff	The Council is unable to fulfil its legal obligations, Financial loss	Contingency planning	Training and shared knowledge that other members of staff can pick up duties.	M	L		Department heads working well, good team underneath them who can deputise in DS & OSP. In the event of the absence of the Community & Leisure Officer, the administrative tasks can be performed by DS staff, practical tasks by the rest of the team.		
7	Actions of Staff bring council into disrepute	Financial loss, loss of reputation, legal challenge	People management	Contracts of Employment, including job descriptions are to be reviewed Staff Performance appraisals are to be undertaken (including agreed objectives and development plans) Pay and conditions reviewed via Staffing Committee before agreement by Full Council on an annual basis. Social media policy. Appraisals in progress.	L	M		Better staff management now in place.		
8	Current or ex employee brings claim against Council	Financial loss due to upheld unfair or constructive dismissal claim	People management	Disagreement and Grievance arrangements in place; 5-year contract for HR Services to 2030. Insurance in place as long as advice is taken. Staffing Committee in place.	M	L				
9	Temporary staff, or contracted resources do not fulfil obligations	Financial loss, loss of services	People management	Written arrangements for all contracts agreed by council prior to appointment, 6 month probabtion.	L	M				
10	Unsafe working practices	Financial loss, loss of reputation, legal challenge	People management	Evidence training for specialist tasks. Ensure all staff complete their assigned online learning. Organise group training for certification. Risk assessments carried out for any working activities not covered by standard RA. Ensure that all staff understand their obligations, have read risk assessments and follow rules.	M	M		To ensure staff sign risk assessments and complete their online learning.		

Systems and Processes

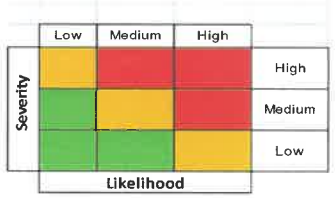
Likelihood		Severity	
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Ref	Risk	Hazard / consequence	Process	Current Control Measures	Current Risk			Revised / further actions	Resp.	Date Completed
					L	S	RAG			
1	Council not being able to continue its business due to an unexpected or tragic circumstance	suppliers not paid, services not delivered, debts not recovered	record keeping	All hardcopy files and recent records are kept at the parish council office. IT support via Leap IT/MS365 means all e-files are securely held remotely and available online at all times. Back ups run by IT/Acronis. Leap IT can reset passwords/access. Banking arrangements are online. New PCs are portable-sized but laptops could be purchased again if necessary to continue to work remotely.	L	M				
2	Loss of paper records through theft, fire or damage	suppliers not paid, services not delivered, debts not recovered	record keeping	All current records are held in digital form. Deeds and historic paperwork kept in metal box.	L	L				
3	Loss of electronic records through damage, fire or corruption of computer	suppliers not paid, services not delivered, debts not recovered	record keeping	Acronis back up, accessed through Leap IT, would restore all records. Booking and Finance software is accessed through remote software and held in the cloud.	L	L				
4	Loss of data held by the council, in any format, that could identify individuals to a third party	Loss of reputation, legal challenge	record keeping	Minimal data retained for minimal time. All personal information shredded when no longer required. Registered data protection holder. Cross reference Data Protection Risk (6)	L	M				
5	Financial or resource requirements of responding to FOI requests has material impact	Financial cost (overtime) or lack of delivery of other services	People management	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee.	L	M		Monitor and report any impacts made under Freedom of Information act		
6	Financial or resource requirements of responding to Data Subject Access Request requests has material impact	Financial cost (overtime) or lack of delivery of other services	People management	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work.Digital files are easier to compile and the Clerk has access to all hosted staff and council emails.	L	M				
7	Data protection breach	Financial loss	record keeping	Cross reference risk 4. Annual review of compliance. Training for staff & councillors.	L	M				
8	Loss of access to premises	suppliers not paid, services not delivered, debts not recovered	Contingency planning	Data is stored as above; online files can be accessed remotely. Key Officers can work from home if necessary. Financial records and online banking can be accessed from any secure terminal through the cloud.	L	L				
9	Major incident restrictions	Buildings not maintained; ill-health or injury	Contingency planning; Buildings Management	Buildings are regularly monitored to comply with Health and Safety regulations. Building not to be reopened to the public until safety can be assured.	L	L				

Procurement

Likelihood		Severity	
Low	Unlikely to occur within the next ten years	**Low**	limited inconvenience, no impact on reserves, no legal challenge
Medium	Likely to occur within the next ten years	**Medium**	Some public censure or small impact on reserves (<10%), no legal challenge
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1	Poor procurement decisions	Council makes poor financial decisions that result in financial loss or unmet requirements	Procurement	Acting in accordance with financial regulations Interview tender shortlist. Review all regular contracts, use established frameworks and consultants where appropriate.	L	M		Review all regular contracts. Seek knowledge where necessary.		
2	Contractors are not insured	Third Party liability	Procurement	Check all contractors indemnity insurance from initial engagement and then at least annually; more frequently if required.	L	L				
3	Supplier / Contractor failure	Lack of services	Procurement	Due diligence in tendering process, assigning value in decision making to stable contractors or using unitary authority.	L	L		Sharing knowledge from councillors and making checks.		

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