



NEW WALTHAM

PARISH COUNCIL

Clerk/RFO Monthly Report

Sept/Oct 2024

Presented at Council Meeting: 2 October 2024

Pavilion Play Area

- **The Pavilion play area** is currently closed due to health and safety concerns. Currently there are large holes and the old play equipment loosely placed within. We are currently seeking a contractor/individual to complete the works. Playdale were contacted and quoted approx. £3k for them to install. Other play equipment companies will not install equipment that is not theirs. Playdale have however, given us the 'installation instructions' for each piece and as long as we install fully to their specifications we can then get inspected and should be covered. Alternatively, we shall await Cllr Keys return. It was agreed that the park cannot re-open until confident that the area is safe.
- **Play equipment Annual Inspection** is due – I am going to book this in as soon as possible. As the other equipment may not be installed before this takes place we will potentially need to pay for 2 inspections.

Pavilion Hall & Events

- **Halloween Party** planned for the 25th October has currently sold 38 tickets at £10 each giving a total income of £380 to date. Total number of 40 tickets can be sold/ 2 tickets remain. Hotdogs/buns to be purchased closer to the time. Juice, tea and coffee complimentary to all attending (also to purchase closer to the time).
- **Wreath Making** class planned for 30th November has sold out, 18 places booked at £20 per person, income of £360. Additional date added due to demand of 6th December – currently 6 places booked onto this one to date, total of £120 income so far. It has been provisionally agreed that a portion of takings from the second class will go to Cllr Simpson for her time and effort gathering all materials and taking the classes.
- **Christmas Party** still considering entertainment choices. Movie night needs further discussion with Council to check logistics/if can work before anything is agreed.
- **Brown Bin** purchased for pavilion hall has still not been received. I will chase.

Football Pitches

- Solicitor has been sought (Wilkin Chapman) and Deed of Variation and SLA are currently with them. Awaiting further updates, nothing from NELC.

Priors Green

- Joiner contacted us and advised available. However, upon attempting to contact him was unable to get hold of the person. Still attempting to find another joiner to do works on the gate.
- Resident contacted us regarding tree growth overhanging into the garden – Cllrs attended property and advised it could easily be removed. Believe Cllr Keys will look at this upon his return.
- SLA seems to be failing re priors – NELC do not seem to be maintaining the area as per our instructions. Chair and myself have attempted to contact NELC for update. Suggest Council consider look into a private firm to maintain the area as NELC not proving reliable.

Peaks Avenue Verges

- Cllr Harness assisted with getting us an answer re this one. Originally Council wanted to request getting either the road widened or the verge tarmac'd. However, NELC have advised that neither is possible and the verge will be re-grassed and put right once weather permits. Email response from NELC was sent to resident.

Allotments

- Plot 4a has still not been maintained and remains in an unacceptable state. A letter will be sent to tenant stating that a 14 days eviction notice is in place due to breach of tenancy agreement. Awaiting full Council confirmation.

Financial Information:

Bank Balances





(as of 30 September 2024)

Main Account: £13,228.99

Pavilion Account: £38,412.80

Reserve: £6,610.54

Evidence:

		Balance information 
	SLA NEW WALT PC CL Business Reserve Account 05148472 52-21-38	£6,610.54 Available: £6,610.54
+ Your interest rate		View transactions View account details
	SLA NEW WALTHAM PARI Business Current 05124174 52-21-38 Account balance: £13,228.99	£13,228.99
		Make a payment View transactions View account details
	SLA PAVILION MANAGEM Business Current 26138816 52-21-38 Account balance: £38,412.80	£38,412.80
		Make a payment View transactions View account details

Bank Reconciliation:

30 September 2024 (2024-2025)

New Waltham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/09/2024			
	Cash in Hand 01/04/2024			57,169.10
	ADD			
	Receipts 01/04/2024 - 30/09/2024			54,602.72
				111,771.82
	SUBTRACT			
	Payments 01/04/2024 - 30/09/2024			53,519.49
A	Cash in Hand 30/09/2024 (per Cash Book)			58,252.33
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2024	0.00	
	Main Account - NWPC	30/09/2024	13,228.99	
	Pavilion Account - NWPC	30/09/2024	38,412.80	
	Reserve	30/09/2024	6,610.54	
				58,252.33
	Less unrepresented payments			
				58,252.33
	Plus unrepresented receipts			
B	Adjusted Bank Balance			58,252.33
	A = B Checks out OK			

Budget Monitoring:

As of 30/09/2024 the below were over budget:

Allotments -£428.86

This was due to installation of wooden gate/fence that came in significantly higher than Council expected after the works had already been carried out.

Community Events -£98.03

Overspend due to the Music Festival, more accurate budgeting will be put in place for the next financial year (now Council better understands the scale the event has become). Other events this financial year have been Halloween, Wreath making workshop and Christmas party. (Wreath making provisions and Christmas party have not yet been accounted for. Therefore, I suggest to Council to vire some funds over to the community events budget).

Pavilion Hall -£1,505.09

Overspend within the hall – mainly due to new projector and screen installation. Suggest to Council that they transfer funds to this if any further works/ improvements are needed for the hall this financial year.

The below are under budget and could be considered for virement of funds:

Greenlands Field/BMX £3,831.59

Due to the amount that is currently available within this budget heading, I suggest to Council that some of the above is used for virement to one or more of the above.

Play Area £418.00

Although the play area is under budget, there are works needed and this amount will not cover the cost of installation of the old equipment. Also, equipment inspection is due and will be taken from this budget amount. Suggest Council also look at this area as monies may be needed here also.

Report created by: Anneka Ottewell-Barrett

Date: 30 September 2024