

Castle Bromwich Parish Council

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Chairman: Cllr. P Allen, **Vice-Chairman:** Cllr. K Shaw

Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald,

Cllr. M Rashid, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh Ahmed, Cllr. M Strong, Cllr. J Ward + 4 vacancies

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING

HELD ONLINE WEDNESDAY 13TH JANUARY 2021

Members Present:	Cllr. P Allen (Chair), Cllr. K Shaw (Vice-Chair), Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald, Cllr. M Rashid, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh Ahmed, Cllr. M Strong & Cllr. J Ward
Guests in Attendance:	SMBC Cllr. G E Richards
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

C21-001 **Chairman's Welcome:** Cllr. P Allen welcomed everyone to the meeting. A Christmas card was received from Park Hall Academy and good wishes had been received from some residents.

C21-002 **Apologies for Absence:** None

C21-003 **Declarations of Interests:** Cllr. P Allen declared a non-prejudicial interest as the Council's representative on Castle Bromwich Hall Gardens Trust in item C21-009.

C21-004 **Public Question Time:** None present.

C21-005 **Borough Councillors:** SMBC Cllr. Richards reported that although Birmingham City Council has permitted a Sch17 request for HS2 heavy traffic through Castle Bromwich village, discussions were underway with individual contractors to vary the routes used.

Defective street lighting in Parkfield Drive will be reported. An incident of fly tipping on a verge in Water Orton Road is being investigated. Cllr. Richards reported that prosecution in such matters can be difficult as evidence is needed but that SMBC seeks to hold offenders accountable. Trees have been planted on verges to discourage parking, but this may be limited by utilities or residents' views.

C21-006 **Minutes:** The minutes of the Council meeting held on 16th December 2020 were agreed as a true record with a correction to the date of the next Finance and General Purposes Committee meeting.

C21-007 **Finance:** (Cllr. M Strong joined the meeting at 6:49pm)

- a) The bank reconciliations for December were noted.
- b) The list of payments for December was noted. (attached at p4)
- c) The list of payments for January was approved (attached at p5). It was noted that £2000 had been received as the National Lockdown Business Grant application was successful. A further £2000 has been received from SMBC, though it is unclear as to what application this funding relates.

RESOLVED: To transfer £13 000 from UTB General Fund to UTB Disbursements.

- d) The current financial position and predicted spend against budget to the end of the financial year was noted. (attached at p6)
- e) The supporting evidence of one example of why the AGAR figures for 19-20 are wrong was discussed. The Clerk reported that the way forward is to find as accurate an opening position as possible to present to Council (which may mean the Council writing off historic debts), then the restated figures can be agreed by Full Council. The new software creating a better link between facilities and finance plus bringing bookkeeping in-house means that the RFO will have greater control and awareness of the finances which can be more closely monitored by the Finance and General Purposes Committee and Full Council. It was therefore noted that the AGAR 19-20 figures will need to be restated.
- f) The appropriateness of Ear Marked Reserves for future spending plans was debated. Cllr. K Shaw proposed that the EMR-IT Works of £11 000 be reassigned to EMR-Playgrounds, seconded by Cllr. P Allen. A recorded vote was requested by Cllr. K Shaw.

RESOLVED (by majority): That the Ear Marked Fund for IT Works (£11 000) be transferred to Playgrounds, therefore ring-fencing the sum of £17 093 for Playgrounds

FOR:

Cllr. M Rashid
Cllr. R Shaikh
Cllr. A Shaikh-Ahmed
Cllr. P Allen
Cllr. J Ward
Cllr. K Shaw

AGAINST:

Cllr. A Haywood
Cllr. J Macdonald

ABSTAIN:

Cllr. J Riordan
Cllr. S Beechey
Cllr. M Strong

The remaining Ear Marked Reserves were considered.

RESOLVED: To Ear Mark Reserves as below:

EMR	Closing Balance	31.03.21
OS/PV R&R	£14 999.68	
Tree Maintenance	£20 000.00	
Playgrounds	£17 093.00	
Youth Council	250.00	
Capital Projects	£30 000.00	
Election Costs	£500.00	
TOTAL:	£82 842.68	

C21-008 **Budget:**

- a) Budget lines were reviewed and amended in order to decrease budgeted spend to balance the increase in EMR and therefore the projected decrease in General Reserves.

RESOLVED: To approve the 21-22 budget (attached at p7-9).

- b) The deficit between budgeted income and expenditure was considered. The Clerk had distributed the JPAG Practitioners' Guide March 2020 before the meeting and made specific reference to 5.32 General Reserve. The Clerk's recommendation was that the Council project to hold between £110 900 and £86 050 as a minimum in General Reserve at 31.03.22. The Council noted that this was guidance for best practice, rather than a legal requirement and that the Council had the ability to draw on EMR funds should it be absolutely necessary. It was also noted that there was a healthy contingency budgeted for. There was a desire to keep increases in precept to the taxpayer to a minimum and fund the majority of the deficit from reserves.

RESOLVED: Cllr. S Beechey proposed that the precept be increased by 3% with the remaining deficit being funded from General Reserves which may mean 3 months NRE was not held in General Reserves at 31/03/22; seconded by Cllr. P Allen and agreed by all except Cllr. K Shaw who abstained.

- c) **RESOLVED:** to authorise the Clerk to serve a precept demand of £347 576 to SMBC on behalf of Castle Bromwich Parish Council.

C21-009 **Planning:** The following applications were considered with comments being agreed as per table.

Reference	Address	Proposal	CBPC Comment
PL/2020/03049/PPFL PL/2020/03050/LBC	Castle Bromwich Hall Garden Trust Chester Road Solihull B36 9BT	[Listed building consent for] demolition/removal of temporary cabins and for erection of a new gazebo and associated visitor facilities at the main entrance. Compost toilet with disabled access for visitors to the far side of the gardens.	No objections.

C21-010 **Banking:** The Clerk had circulated information with the agenda stating that the Council has resolved for the Clerk to get a debit card on behalf of the Council but that a debit card was not offered with the chosen "current" account with Unity Bank. Instead a credit card linked to the bank account for £3 a month could be provided. The other option would be to designate the current account with Lloyds which could provide a debit card.

RESOLVED: Cllr. S Beechey proposed that the Clerk be authorised to apply for a credit card with Unity Bank from the "current" account, seconded by Cllr. A Haywood and agreed by all present.

C21-011 a) Councillors reports: none
b) Items for Future Agendas:

- To consider closing the park for bank holidays again for Christmas and New Year 21-22.
- To refine a Council reserves policy in line with JPAG guidance.

C21-012 Date and time of the next meetings were confirmed as:

Leisure Services Committee:	3 rd February 2021
Finance and General Purposes Committee:	10 th February 2021
Parish Council:	27 th January 2021.

This meeting ended at 8:59pm.

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Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

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Dated

December Payments and Receipts

Transaction #	Gross	Vat	Net	Organisation	Details
V413	£1,372.00	£0.00	£1,372.00	SMBC	Rates - Dec
V493	£630.00	£105.00	£525.00	Fairways Contracting	Additional Grounds Maintenance
V533	£28.00	£4.67	£23.33	B&Q Limited	RG EXP: 2 x Black gloss paint for stage
V537	£30.00	£5.00	£25.00	and West Midlands Association of	Understand Employment Responsibilities 03/12 ASA
V539	£1,940.50	£323.42	£1,617.08	Fairways Contracting	Grounds Maintenance December
V547	£705.60	£117.60	£588.00	Tranter Training	Defib batteries & pads
V548	£98.40	£16.40	£82.00	EE	mobile phones
V550	£277.14	£46.19	£230.95	Microshade Business	IT Service & Support
V555	£90.13	£0.00	£90.13	Solihull MBC	Balance due, tn 510 - Annual Alcohol Licence AH 24/11-23/11/21
V558	£37.59	£1.79	£35.80	Corona Energy	Pc Office Elec 01/11-30/11/20
V559	£164.92	£7.86	£157.06	Corona Energy	AH 2 Elec 01/11-30/11/20
V560	£475.43	£79.24	£396.19	Corona Energy	Pavilion Elec 01/11-30/11/20
V567	£854.40	£0.00	£854.40	WaterPlus	Balance due, tn 536 - Water 28/08-28/11
V578	£15.54	£2.59	£12.95	Retail Merchant	2101627735 Terminal Rental
V556	£11.87	£1.98	£9.89	Mainstream	PC Office Phone
V557	£11.48	£1.92	£9.56	Mainstream	Landline Phones
V576	-£0.99	-£0.99	£0.00	Elavon Merchant Services	2101610990 Card Terminal VAT Refund
V577	-£0.99	-£0.99	£0.00	Elavon Merchant Services	2101627735 Card Terminal VAT Refund
V579	£15.54	£2.59	£12.95	Retail Merchant	2101610990 Terminal Rental
V572	£392.50	£0.00	£392.50	DM Payroll	Payroll services Q3
V581	£391.59	£62.21	£329.38	Peninsula	HR support
V593	£43.20	£7.20	£36.00	HSQE Ltd	3 X Fire warden training
V603	£92.23	£15.37	£76.86	Konica Minolta	PC Printer Hire 28.12.20-27.03.21
V605	£741.41	£123.57	£617.84	Corona Energy	AH 1 Elec 01/11-30/11/20
V569	£26.70	£0.00	£26.70	Unity Trust Bank	Bank Charges 04/09-04/12 Gen Fund
V570	£18.66	£0.00	£18.66	Unity Trust Bank	Bank Charges 04/09-04/12 Disbursements
V571	£18.00	£0.00	£18.00	Unity Trust Bank	Bank Charges 04/09-04/12 Salaries
	£18,242.84	£0.00	£18,242.84	CONFIDENTIAL	Employment Costs
R198	-£7.71	£0.00	-£7.71	CCLA	Dividends November
R212	£50.00	£0.00	£50.00	HIRER	Cancellation refund
R213	£50.00	£0.00	£50.00	HIRER	Cancellation refund
R214	£245.00	£0.00	£245.00	HIRER	Cancellation refund
R210	-£1,121.20	£0.00	-£1,121.20	HIRER	Pavilion Hire Income
R209	-£0.80	£0.00	-£0.80	Lloyds Bank	Bank Interest
R211	-£10.00	£0.00	-£10.00	HIRER	Pavilion Hire Income
NET EXPENDITURE	£25,928.98	£922.62	£25,006.36		

Castle Bromwich Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
589		£11.99	£0.00	£11.99	13/12/20	Zoom - GB EXP: Zoom 13/12-12/01	
594		£280.20	£0.00	£280.20	11/12/20	Kings Fire & Electrical - PAT testing	
604		£545.64	£90.94	£454.70	22/12/20	Camlec - Electrical Installation	
606		£98.76	£16.46	£82.30	21/12/20	Solihull MBC -	
607		£92.23	£15.37	£76.86	27/09/19	Konica Minolta - PC Printer Hire 28.09.19-27.12.19	
608		£83.32	£13.89	£69.43	22/12/20	Konica Minolta - PC Printer Usage 28.09-27.12.20	
609		£1,940.50	£323.42	£1,617.08	01/01/21	Fairways Contracting Ltd - Grounds Maintenance January	
612		£237.00	£39.50	£197.50	06/01/21	Premier Group Recycling Limited - Collection & destruction of approx 65 archive boxes	
613		£30.00	£5.00	£25.00	07/01/21	Warwickshire and West Midlands Association of Local Councils - PA Training: 25/01 Understanding the Planning System	
614		£112.70	£5.37	£107.33	09/12/20	ESPO - Gas 31/10 - 30/11/20 AH	
615		£25.11	£1.20	£23.91	09/12/20	ESPO - Gas 31/10-30/11 PC Office	
622		£277.14	£46.19	£230.95	01/01/21	Microshade Business Consultants Ltd - IT Service & Support	
633		£557.96	£92.99	£464.97	31/12/20	Suez Recycling and Recovery UK - Waste collection 01-31/12/20	
634		£189.00	£31.50	£157.50	05/01/21	Barriers Direct - 6 x Bollards Mild Steel - 750mm above ground - Fixed & Removable	
		£5,467.11	£0.00	£5,467.11		Confidential	
Total		£9,948.66	£681.83	£9,266.83			

Signature

AM Burgess

Signature

Date

12/01/21

C21-007d

Financial Statement - Cashbook

Statement between 01/04/20 and 31/12/20 inclusive.

Closing Balances

Ordinary Accounts

Bar Float	£1,055.00
Lloyds disbursements	£952.65
Lloyds General	£98,637.40
Petty Cash	£206.50
UTB Disbursements	£8,720.38
UTB General	£49,445.11
UTB Salaries	£58,297.77

Short Term Investment Accounts

CCLA	£151,000.00
Total	<u>£368,314.81</u>

Uncleared and Unpresented effects

UTB Disbursements	£20.55
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Statement Closing Balances

Ordinary Accounts

Bar Float	£1,055.00
Lloyds disbursements	£952.65
Lloyds General	£98,637.40
Petty Cash	£206.50
UTB Disbursements	£8,699.83 ★
UTB General	£49,445.11
UTB Salaries	£58,297.77

Short Term Investment Accounts

CCLA	£151,000.00
Total	<u>£368,294.26</u>

Payment run 15/01/21 £9266.83 - 5467.11 - Salaries Acc
 \ 3799.72 - UTB D.

Clerk recommends £15000 transferred from UTB General to Disbursement.

Fixed, committed spending already at £10 828.67 to Year End.

14/01/2021

Castle Bromwich PC 2021-22 Draft

Annual Budget - By Centre

		This Year 2020/21			Next Year 2021/22	
		Budget	YTD	Pred. Yr End	Budget	to EMR
ARDEN HALL						
1000	Hall Hire Income	£ 65,000	£ 7,791	£ 8,553.40	£ 30,000	
1050	Hall Hire Sundry Income	£ -	£ -		£ -	
1800	Sundry Income	£ -	£ 3,447	£ 3,447	-	
	Total Income	£ 65,000	£ 11,238	£ 12,000	£ 30,000	
4000	Wages	£ 75,000	£ 31,489	£52,639	£ 69,000	
4001	NI (ER's)	£ 6,500	£ 5,322	£6,516	£ 10,000	
4003	Pension (ER's)	£ 10,000	£ 9,533	£14,727	£ 18,000	
4110	NNDR	£ 11,000	£ 9,606	£12,350	£ 13,500	
4115	Rates-Water	£ 5,000	£ 1,844	£2,452	£ 5,000	
4120	Heating and Lighting	£ 15,000	£ 6,027	£8,016	£ 15,750	
4130	Insurance	£ 4,000	£ 3,700	£3,700	£ 4,000	
4155	Cleaning Materials	£ 1,500	£ 525	£700	£ 1,500	
4157	Waste / Large Area Clean Up	£ 4,000	£ 2,191	£2,914	£ 4,000	
4170	Repairs and Maintenance	£ 13,000	£ 1,974	£4,974	£ 13,000	
4175	CCTV System/Security	£ 1,500	£ 225	£300	£ 500	
4185	Furniture	£ 2,500	£ 1,546	£1,546	£ 2,000	
4400	Stationery	£ 500	£ -	-	£ 300	
4405	Copying	£ 800	£ 471	£627	£ 500	
4415	Postage	£ 100	£ -	-	£ 100	
4417	Telephone	£ 1,500	£ 1,485	£1,975	£ 1,200	
4422	IT	£ 1,000	£ 792	£792	£ 1,000	
4435	Marketing/Promotions	£ 1,000	£ -	£0	£ 1,000	
4585	Professional Fees	£ 5,000	£ 2,000	£2,000	£ 2,500	
4701	Refreshment for Funerals	£ 100	£ -	£0	£ 100	
4710	Music (PRS/PPL)	£ 4,500	£ -	£2,000	£ 2,000	
4750	Function Licenses	£ 300	£ 180	£180	£ 200	
4751	Hire Cancellations/Bonds	£ -	£ -	£0	£ -	
4899	Miscellaneous	£ 500	£ 58	£58	£ 200	
4940	Capital Projects	£ 32,500	£ 3,265	£60,000	£ 30,000	
4942	Capital Projects (IT)	£ -	£ -	£0		
	Expenditure	£ 196,800	£ 82,233	£178,466	£ 195,350	
AH	Net income	-£131,800	-£70,994	-£166,466	-£165,350	£0
		This Year 2020/21			Next Year 2021/22	
		Budget	YTD	PRED YR END	Budget	to EMR
103	BAR					
1420	Bar Sales	£ 25,000	£ -		£ 15,000	
	Total Income	£ 25,000	£ -		£ 15,000	
4700	Bar Purchases	£ 15,000	£ -		£ 7,000	
	Direct Expenditure	£ 15,000	£ -		£ 7,000	
4000	Wages	£ 6,000	£ 7,710	0	£ 5,000	
4001	NI (ER's)	£ 30	£ 430	0	£ 150	
4003	Pension (ER's)	£ 500	£ 2,076	0	£ -	
4155	Cleaning Materials	£ 100	£ -	0	£ 200	
4170	Repairs and Maintenance	£ 200	£ 26	26	£ 200	
4585	Professional Fees	£ 1,500	£ -	0	£ 1,000	
4705	Bar Other	£ -	£ 560	10	-	

	Overhead expenditure (bar)	£ 8,330	£ 10,802	£ 36	£ 6,550	
	TOTAL EXPENDITURE	£ 23,330	£ 10,802	£ 36	£ 13,550	
	Net income	£1,670	-£10,802	-£36	£1,450	£0
		This Year 2020/21			Next Year 2021/22	
		Budget	YTD	PRED YR END	Budget	to EMR
	OPEN SPACES & PAVILION					
1060	Facilities Hire	£ 10,000	£ 7,782	£ 11,630	£ 10,600	
1065	Pitches-Tennis	£ 200	£ -	-	£ 200	
1066	Pitches-Football	£ 1,893	£ 1,785	£ 1,785	£ 2,000	
1067	Pitches-Cricket	£ 2,000	£ 515	£ 515	£ 2,000	
	Total income	£ 14,093	£ 10,082	£ 13,930	£ 14,800	
4000	Wages	£ 54,000	£ 33,512	37,823	£ 48,000	
4001	NI (ER's)	£ 2,100	£ 4,488	4,860	£ 5,000	
4003	Pension (ER's)	£ 7,000	£ 8,498	10,460	£ 12,000	
4120	Heating and Lighting	£ 6,000	£ 3,194	4,248	£ 6,000	
4130	Insurance	£ 1,400	£ 1,477	1,477	£ 1,500	
4155	Cleaning Materials	£ 1,000	£ 658	876	£ 1,000	
4157	Waste / Large Area Clean Up	£ 3,500	£ 2,276	3,027	£ 3,500	
4170	Repairs and Maintenance	£ 7,000	£ 1,275	2,500	£ 3,000	
4175	CCTV System/Security	£ 1,000	£ 14	14	£ 500	
4180	Defibrillators	£ -	£ 1,381	1,381	£ -	
4185	Furniture	£ 1,500	£ 857	857	£ 2,000	
4417	Communication-Telephone	£ 50	952.33	1,267	£ 600	
4422	Communication-IT	£ 1,000	£ -	0	£ 250	
4208	War Memorial Maintenance	£ 2,000	£ 406	2,000	£ 4,000	
	Open Spaces Grounds Maintenance	£ 21,000	£ 18,453	20,189	£ 21,000	
4224	Tennis Court- Maintenance	£ -	£ -	-	£ -	
4230	Playground Safety Works	£ 600	£ 121	500	£ 300	
4250	Tree Maintenance	£ 2,000	£ 2,900	2,900	£ 3,000	
4940	Capital Projects	£ 18,000	£ -	0	£ 25,000	
	Overhead expenditure	£ 129,150	£ 80,463	£ 94,378	£ 136,650	
	Net income	-£115,057	-£70,381	-£80,448	-£121,850	£0
		This Year 2020/21			Next Year 2021/22	
		Budget	YTD	PRED YR END	Budget	to EMR
	201 DEMOCRATIC SERVICES					
1805	Youth Council Income	£ -	£ -	-	-	
	Photocopying	£ 50	-	-	-	
1870	Interest	£ 900	£ 143	£160	£ 300	
1900	Precept	£ 337,453	£ 337,452	£337,452	£ 347,576	
1901	Support Grant (via SMBC)	£ -	£ 34,241	£36,241	-	
	Investment Income	£ -	£ 159	£200	£ -	
	Insurance income				£ -	
	Total income	£ 338,403	£ 371,995	£374,053	£ 347,876	
4000	Wages	£ 64,000	£ 22,043	£35,383	£ 70,000	
4001	NI (ER's)	£ 8,000	£ 8,333	£9,566	£ 8,000	
4003	Pension (ER's)	£ 10,000	£ 11,501	£14,594	£ 15,000	
4030	Staff Training	£ 3,200	£ 590	£640	£ 3,200	
4040	Staff Travel	£ 300	£ 46	£46	£ 300	
4070	Staff Uniforms	£ 1,600	£ 404	£404	£ 1,000	
4120	Heating and Lighting	£ -	£ 474	£631	£ 1,000	
4130	Insurance	£ 1,300	£ 1,300	£1,300	£ 1,500	
4155	Cleaning Materials	£ 250	£ 150	£200	£ 250	

4170	Repairs and Maintenance	£ 500	£ 729	£729	£ 1,500	
4185	Furniture	£ -	£ -	£0	£ -	
4400	Stationery	£ 1,400	£ 134	£331	£ 700	
4405	Copying	£ 500	£ 285	£378	£ 700	
4415	Postage	£ 600	£ 337	£450	£ 600	
4417	Telephone	£ 1,200	£ 3,110	£3,580	£ 1,200	
4421	Website	£ 1,100	£ 314	£314	£ 2,000	
4422	IT	£ 3,500	£ 3,149	£3,149	£ 3,500	
4436	Advertising	£ 100	£ 198	£198	£ 250	
4460	Subscriptions	£ 1,500	£ 1,268	£1,268	£ 2,000	
4500	Chairmans Allowance	£ 1,300	£ 1,461	£1,461	£ 1,300	
4510	Councillor Allowances	£ 1,500	£ -	£0	£ 1,500	
4520	Councillor Expenses	£ 300	£ 13	£13	£ 300	
4525	Councillor Training	£ 500	£ 180	£380	£ 500	
4550	Bank Charges	£ 700	£ 152	£200	£ 700	
4580	Audit Fees	£ 2,000	£ 2,224	£2,224	£ 3,000	
4585	Professional Fees	£ 10,000	£ 11,084	£11,084	£ 10,000	
4587	Prof Advice - Staffing	£ 5,000	£ 2,515	£2,515	£ 5,000	
4600	Events-Civic Service	£ 600	£ -	£0	£ 600	
4601	Events-Remembrance Parade	£ 2,500	£ 602	£602	£ 2,750	
4610	Events-Special Events	£ -	£ -	£0	-	
4630	Events-Christmas Tree Concert	£ 200	£ -	£0	£ 200	
4640	Election Costs	£ -	£ 500	£500	£ 500	500
4650	Parish Plan Actions	£ 500	£ -	£0	£ 500	
4720	Section 137 Spend	£ 1,500	£ -	£0	£ 500	
4810	Youth Parish Council	£ 500	£ -	£0	£ 500	
4899	Miscellaneous	£ -	£ 148	£148	£ 500	
4940	Capital Projects	£ 1,000	£ -	£0	£ 1,000	
4999	Contingency	£ 10,000	£ -	£0	£ 25,000	
	Overhead Expenditure	£ 137,150	£ 73,245	£ 92,288	£ 167,050	
	Net income	£201,253	£298,750	£281,765	£180,826	£0
	Total Budget Income	£ 442,496	£ 393,315	£ 399,983	£ 407,676	
	Expenditure	£ 486,430	£ 246,743	£ 365,169	£ 512,600	
	Net income over expenditure	-£ 43,934	£ 146,572	£ 34,815	-£ 104,924	

	Beg Q1	End Q3	PREDICTED CLOSING 20-21	PREDICTED CLOSING 21-22
Balance Brought Forward Cash & Reserves	£238,863.00	£385,435.32	£273,677.80	£168,753.36
EMR			82,842.68	82,842.68
GENERAL RESERVES			£190,835.12	£85,910.68

*The recomn