

ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT
Tel: 020 8207 1382



All Committee Members are hereby summoned to attend a meeting of the
GENERAL MANAGEMENT COMMITTEE

which will be held on

Thursday 26 May 2022 at 7.00pm

in Fairway Hall, Brook Close, Borehamwood, WD6 5BT

[Meeting Open to Press & Public]

AGENDA

Agenda Open to Press and Public (Items 1-12)

1. **Apologies:** To receive and approve apologies for absence. At the time of agenda despatch there were none.
2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.

3. **Public Participation:** To receive questions/statements from the public in relation to items on the agenda (one 3-minute slot for up to 3 Members of the Public).

At the Chairman's discretion, this item may be considered at the end of the agenda. This period may also be used by Members with an interest in an item to make a statement concerning that issue (e.g. grant application).

4. **Minutes:** To confirm and sign the minutes of the meeting held on 28 April 2022.

- Attached

5. **Financial Report:** To consider and receive:

- (i) Income and Expenditure Report to 18 May 2022;
- **Attached**
- (ii) consider Appointment of “In House Auditors” for 2022/23 (2 positions) (previously Cllr C Butchins and Cllr J Newmark); and
- (iii) update report on integrated cloud-based Finance package with greater user access for Council services.

6. Community Grant Applications: To consider approval of the following applications:

Community Grants of £500 or less may be determined by the General Management Committee without reference to Full Council.

	Applicant	Amount Sought	Purpose of Grant and Notes
(i)	Penniwells Riding for Disabled Centre	£500	Safety and Cleaning Equipment

- **Attached (i)**

7. Special Grants: To consider request from Monksmead School (11 May 2022) for reissuing of Covid IT Special Grant (£1,124.60).

- **Attached**

8. Budgeted Grants: To determine Budgeted Grant applications for 2022/23 (supporting documentation to follow):

	Applicant	Amount Sought	Purpose of Grant and Notes
(i)	BETTA	£1,500	Running Costs (Year End Accounts to be supplied)

9. **Mayor's Charity:** To consider and agree for 2022/23 a designated Town Council Charity (The Mayor's Charity) to be the principal charity to make collections at Council events (Proposed by the Mayor: The Food Bank benefitting residents of Elstree and Borehamwood).
10. **International Affairs:** To receive any reports, if available, from the International Affairs Sub-Committee.
11. **Policies and Procedures:** To note that Policy and Procedure updates will be considered at the Committee meeting on 14 July 2022 and for the Committee to consider at this meeting any new policies and procedures that may be required/advantageous for the Town Council.
12. **Exclusion of Press and Public:** The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst draft proposals for premises development and staffing matters are discussed.

Excluded Agenda (Items 13-16)

13. **Fairway Hall Development:** To consider update report on Fairway Hall development following Pre-application meeting with architects and HBC Officers on 16 May 2022.
14. **Staff and Member Training (Conferences and Courses) :** To receive update report on Staff training and to consider any training options in 2022/23 for Members.
15. **Staffing Report:** To receive:
 - (i) Staffing Update on Recruitment/Retention;
 - (ii) Outstanding cases/insurance claims; and
 - (iii) Staffing not covered under remit of Staffing Committee.

16. **Close of Meeting:** To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for Thursday 14 July 2022 at 7.00pm.



H R O Jones
Town Clerk
17 May 2022

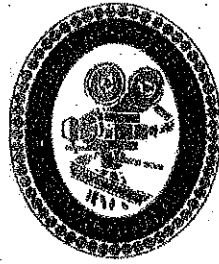
(email) clerk@elstreeborehamwood-tc.gov.uk

(telephone) 0208 207 1382

(postal address) Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr S Rubner – Brookmeadow	EBTC Committee Member		X	X
Cllr Mrs S Parnell – Hillside (Mayor)	EBTC – Chair of Committee		X	X
Cllr C Butchins – Hillside	EBTC Committee Member		X	X
Cllr Rebecca Challice - Shenley Road	EBTC		X	
Cllr Richard Butler - Cowley Hill	EBTC Committee Member		X	X
Cllr A Collins - Cowley Hill	EBTC		X	
Cllr V Eni – Brookmeadow	EBTC		X	
Cllr P Kaza - Kenilworth South	EBTC		X	
Cllr S Lawrence - Kenilworth North	EBTC		X	
Cllr J Newmark - Kenilworth South	EBTC Committee Member		X	X
Cllr Mrs P Strack – Hillside	EBTC		X	X By request
Cllr Mrs F Turner – Elstree (Town Mayor)	EBTC		X	
Cllr M Vince - Cowley Hill	EBTC		X	
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		



Elstree and Borehamwood Town Council

Grants Awarded to Local Organisations (Application)

Application for a Grant 2021/22

1. Name of the Organisation & Address where your activities are normally based:

ORGANISATION NAME AND POSTAL ADDRESS:

PENNIWELLS RIDING FOR DISABLED CENTRE
 EDGWARESBURY LANE
 ELSTREE
 HERTS
 WD6 3QG

IMPORTANT: PLEASE INCLUDE BELOW:

The Name of The Bank Account PENNIWELLS RIDING CENTRE
 Sort Code 23-05-80
 Account Number 10801249
 Name And Address of Bank METRO BANK
UNIT 3E, BOREHAMWOOD SHOPPING PARK,
BOREHAMWOOD, HERTS. WD6 4PR

IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:

Constitution/Regulations Included Accounts/Financial Statement Included

2. Name, address, daytime telephone / fax number and email of individual we should contact about this application:

SARAH HEALING
PENNIWELLS RDA CENTRE
EDGWAREBURY LANE
ELSTREE
HERTS
07798841311

3. Amount requested: Grant or Loan:

£500.00 GRANT

4. Please explain why financial assistance is requested:

Penniwells RDA Centre is still recovering from having been closed for Covid over the last 2 years.

The Centre requires some new equipment for volunteers, riders and horses to benefit from.

For the riders to continue show jumping we need to ~~buy~~ purchase new safety caps for the jumps.

New forks + Booms are required to keep stables + yards clean + tidy.

Tanya, one of our ponies has problems with the saddle slipping with riders - we have been trialling a special pad to help which has been fantastic and so would like to be able to purchase one.

5. Briefly describe the aims of your organisation:

Peniwells provides riding & stable management sessions to riders of all ages & ability. Physical & learning disabilities benefit hugely from contact with the ponies.

6. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

140 riders and over 60 volunteers every week across all centres. Around 30% are from Elstree/Borehamwood.

7. Where do the funds come from to pay your current expenses?

All riders pay a fee to ride, the rest is made up from donations, applying for grants and holding fundraising events.

8. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?

If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

NO


9. Please summarise your financial position from the latest accounts as below:

Year ending.....2021.....

Total reserves at start of year:	99,292.76	
Total income for the year:	184,746.16	(+ 2310.42)
Sub-Total:	286,349.34	
Expenditure for the year:	179,059.21	(+ 7621.00)
Total reserves at end of year:	99,669.13	

10. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

Signed:  Position in Organisation: Centre Manager

Print name: SARAH HEALD. Date: 23/03/2022

PENNIWELLS RIDING CENTRE FOR THE DISABLED

Registered Charity Number: 1120263
Company Registered Number: 6237059

ACCOUNTS FOR THE YEAR ENDING
31st MARCH 2021

Penniwells Riding Centre
Profit and Loss
 April 2020 - March 2021

	2021	2020
Income		
membership		
Donations	154,344.60	43,061.13
Donations and legacies	1,032.00	16,542.00
Fundraising		1,740.00
HMRC JRS	7,595.41	
Riding fees	21,199.15	118,998.17
Uncategorised Income	575.00	
Total Income	£ 184,746.16	£ 180,361.30
Gross Profit	£ 184,746.16	£ 180,361.30
Expenses		
Establishment Costs		
Insurances	3,727.42	5,274.63
maintenance	31,295.53	13,357.03
Phone Costs	1,172.92	1,090.21
Property Cost	6,402.27	6,790.36
Rent	222.30	
Total Establishment Costs	£ 42,820.44	£ 26,512.23
General Expenses		
Accountancy	3,255.00	2,550.00
Advertising/Promotional		32.12
clothing		336.33
Fundraising		855.76
Office/General Administrative Expenses	5,056.72	5,807.00
Printing, Postage and Stationery	86.60	128.55
Travel		19.20
Vehicles	3,378.23	4,584.39
Total General Expenses	£ 11,776.55	£ 14,313.35
Interest Payable		1.86
Payroll Expenses		
Pension	1,567.69	1,599.97
Taxes	2,475.63	4,025.88
Wages	84,619.46	98,012.49
Total Payroll Expenses	£ 88,662.78	£ 103,638.34
Pony Upkeep	35,799.44	30,970.29
Total Expenses	£ 179,059.21	£ 175,436.07
Net Operating Income	£ 5,686.95	£ 4,925.23
Other Income		
Interest Earned	48.42	143.53
Rent Income	2,262.00	4,176.00
Total Other Income	£ 2,310.42	£ 4,319.53
Other Expenses		
Depreciation expense	7,621.00	10,162.00
Total Other Expenses	£ 7,621.00	£ 10,162.00
Net Other Income	-£ 5,310.58	(5,842.47)
Net Income	£ 376.37	(917.24)

Penniwells Riding Centre
Balance Sheet
As of March 31, 2021

	notes	<u>As of Mar 31, 2021</u>	<u>As of Mar 31, 2020</u>
Fixed Asset			
Tangible assets			
Fixtures and Fittings Cost		39,604.00	39,604.00
Fixtures and Fittings Depreciation		-17,326.00	-9,901.00
Tack		1,044.00	1,044.00
Tack Depreciation		-457.00	-281.00
Total Tangible assets		£ 22,865.00	£ 30,466.00
Total Fixed Asset	4	£ 22,865.00	£ 30,466.00
Cash at bank and In hand			
Bank		29,413.37	5,894.85
Cash on hand		20.00	20.00
Savings	5	43,087.92	48,039.50
Total Cash at bank and in hand		£ 72,521.29	£ 53,954.35
Debtors			
Debtors		973.80	14,527.00
Total Debtors		£ 973.80	£ 14,527.00
Current Assets			
Prepayment- Insurance	6	1,377.27	1,346.00
Stock Asset		2,000.00	2,000.00
Total Current Assets		£ 3,377.27	£ 3,346.00
Net current assets		£ 76,872.36	£ 71,827.35
Creditors: amounts falling due within one year			
Trade Creditors			
Creditors		0.00	0.00
Total Trade Creditors		£ 0.00	£ 0.00
Current Liabilities			
HMRC		1,187.80	2,904.22
VAT Control		-1,119.57	116.37
Total Current Liabilities	7	£ 68.23	£ 3,020.59
Total Creditors: amounts falling due within one year		£ 68.23	£ 3,020.59
Net current assets (liabilities)		£ 76,804.13	£ 68,806.76
Total assets less current liabilities		£ 99,669.13	£ 99,292.76
Total net assets (liabilities)		£ 99,669.13	£ 99,292.76
Capital and Reserves			
Restricted Funds			
Equipment Funds		17,310.00	17,310.00
Competition Funds		901.00	901.00
Pony Funds		28,986.00	28,986.00
Total Restricted Funds	8	£ 47,197.00	£ 47,197.00
Retained Earnings			
Unrestricted Funds		52,095.76	53,013.00
Profit for the year		376.37	-917.24
Total Capital and Reserves		£ 99,669.13	£ 99,292.76

The directors confirm that:

1. For the financial year ending 31 March 2021 the company was entitled to exemption under section 477(2)

of the Companies Act 2006,

2. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting periods and preparation of the accounts.

Approved by the Board of Directors on

Signed on behalf of the Board of Directors on

Patricia Summerfield
Chairman

Matthew Wise
Director and Company Sec

Penniwells Year End 31/03/21
Fixed Assets Schedule 3

	<u>b/f31/03/19</u>	<u>Additions</u>	<u>Transfers</u>	<u>Depreciation</u>	<u>c/f31/03/2</u>	<u>Additions</u>	<u>Transfers</u>	<u>Depreciation</u>	<u>c/f31/03/2</u>
Fixture & Fittings									
Equipment	244			61	183			46	137
Merc Horse	27,095			6,774	20,321			5,080	15,241
New Traller	4,272			1,068	3,204			801	2,403
Messey Tractor	620			155	465			116	349
Horse Box	5,809			1,452	4,357			1,089	3,268
Field (Road)	1,564			391	1,173			293	880
	<u>39,604</u>			<u>9,901</u>	<u>29,703</u>			<u>7,426</u>	<u>22,277</u>
Tack	1,044			261	783			196	587
Ponies	1			-	1			-	1
	<u>40,649</u>			<u>10,162</u>	<u>30,487</u>			<u>7,622</u>	<u>22,866</u>

Tack Nominal value
Ponies nominal value
Others 25% reducing viaue

PENNIWELLS RIDING CENTRE FOR THE DISABLED
Notes to the Accounts

Note 1. Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with Accounting and Reporting by Charities-SORP 2005 and with Accounting Standards and with the Charities Act 1993.

1.2 Change in basis of accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous accounts

No changes have been made to accounts for the previous years.

Note 2. Accounting policies

This standard list of accounting policies has been applied by the charity.

2.1 INCOMING RESOURCES

Recognition of incoming resources

These are included in the accounts when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included when the charity has unconditional entitlement to the resources.

Contractual income and performance related grants

This is only included in the accounts once the related goods or services have been delivered.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

2.2 EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised when there is a legal or constructive obligation committing the charity to pay out resources.

2.3 ASSETS

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or reasonable value on receipt. Some assets are retained as a nominal sum.

Penniwells Building

The Penniwells building was completed in November 2007 at a cost of £264,349 from monies donated from the Hair Weald Fund. Given the use of this special fund, the Trustees have decided not to capitalise the costs of the building therefore no depreciation is charged.

Note 3 Staff and Trustees.

Trustees

3.1 During the year no Trustees of the charity received remuneration in respect of their duties.

3.2 No Trustees of Penniwells asked for payment of expenses incurred.

Staff

3.3 Staff costs

Staff Remuneration was £ 88,663.

3.4 The staff numbers have reduced this year from 6 to 4.

3.5 All staff employed work on charitable activities providing the service which covers the charity's objectives.

PENNIWELLS RIDING CENTRE FOR THE DISABLED
Notes to the Accounts (continued)

Note 4. Tangible fixed assets.

4.1 Cost or valuation

These assets are shown on Schedule 3 in the accounts.

4.2 Accumulated depreciation and impairment provisions

The depreciation provisions, disposals and additions are shown on Schedule 3 in the accounts.

Note 5. Investment income

The Charity has an investment account at the Metro bank where its funds are held.

Note 6. Prepayments

This figure of £1,377 is made up of prepaid insurance the policies run from August.

Note 7. Creditors and accruals

HMRC is a creditor £1187.8 as is VAT £-1119.57

Note 8. Endowment and restricted income funds

Funds held and Fund movements

Restricted funds are shown on in the accounts.

8.1 Pony Fund-money given with the specific purpose of purchasing ponies and their tack etc for use by Penniwells.

It was requested that money donated be For the electric Horse

8.2 Competition Funds- this is money raised specifically for Para Equestrian competition. There was a shortfall which was met from general donations.

8.3 Equipment-money allocated for equipment for the charity.

Note 9. Unrestricted funds

Reserves policy

Under present and foreseeable circumstances the Trustees believe it is prudent to seek to hold an Emergency Fund (unrestricted and undesignated) for Penniwells, derived from accumulated income sufficient to meet up to 12 months expenditure. For 2020/21 this would amount to approximately £179,000 compared with the Emergency / General Fund of £52,095 at 31st March 2021.

Company Registration Number 6237059
Charity No. 1120263

The Companies Acts 1985 to 1989

A COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

MEMORANDUM AND ARTICLES OF ASSOCIATION

of

PENNIWELLS RIDING CENTRE FOR THE DISABLED
(Incorporated on 3rd May 2007)

The Companies Acts 1985 to 1989

COMPANY NOT FOR PROFIT AND LIMITED BY GUARANTEE

MEMORANDUM OF ASSOCIATION

of

PENNIWELLS RIDING CENTRE FOR THE DISABLED

1. The name of the Company is "Penniwells Riding Centre for the Disabled"
2. The Registered Office of the Company will be situate in England.
3. The objects for which the Company is established are to promote the objects of the Riding for the Disabled Association incorporating Carriage Driving a charity registered under Charity Number 244108 ("RDA") by providing disabled people with the opportunity to ride and/or to carriage drive to benefit their health and well being in the *Greater London* Area And in furtherance of these objects but not further or otherwise the Company shall have the following powers
 - (i) To provide disabled people with the means to ride and or carriage drive at the level of their ability choice and ambition
 - (ii) To encourage disabled people to occupy positions of responsibility within the Company
 - (iii) To co-operate with RDA and with other bodies
 - (iv) To purchase, take on lease or in exchange hire or otherwise acquire and hold any real or personal property and rights or privileges which the Company may think necessary or convenient for the purposes of the Company, and in particular any lands, buildings or works, and to construct, maintain and alter any buildings or

of such property in the same manner and to the same extent as would such Committee of Management have been if no incorporation had been effected, and the incorporation of the Company shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over such Committee of Management but they shall as regards any such property be subject jointly and separately to such control or authority as if the Company were not incorporated. In case the Company shall take or hold any property which may be subject to any trusts, the Company shall deal only with or invest the same in such manner as allowed by law having regard to such trusts.

4. The income and property of the Company whencesoever derived, shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the Members of the Company. PROVIDED THAT nothing herein shall prevent the payment, in good faith:
- (i) of reasonable and proper remuneration to any officer or servant of the Company, or to any Member of the Company for any services rendered to the Company;
 - (ii) of interest at a rate not exceeding the base lending rate prescribed for the time being by a clearing bank selected by the Committee on money lent or reasonable and proper rent for premises demised or let by any Member of the Company, but so that no Member of the Committee of Management of the Company shall be appointed to any salaried office of the Company or any office of the Company paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Company to any Member of the Committee of Management except:-
 - (a) repayment of out of pocket expenses;
 - (b) the payment of insurance premiums payable and policy proceeds received in respect of any policy effected within the provisions of clause 3(xvi)(b), and
 - (c) interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Company provided that the provision last aforesaid shall not apply to any company of which a member of the Committee of Management may be a member holding not more than a one hundredth part of the capital of such company, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
5. No addition, alteration or amendment shall be made to or in:
- (i) The Memorandum of Association or any provision in the Articles of Association which is a provision which directs or restricts the manner in which the property of the Company may be used or applied without the prior written consent of the Charity Commission, and

- works necessary or convenient for the purposes of the Company.
- (v) To draw, make, accept, indorse, discount, execute, and issue promissory notes, bills of exchange and other negotiable or transferable instruments and to operate bank accounts in the name of the Company.
 - (vi) Subject to such consents as may be required by law to sell, let, mortgage, dispose or turn to account, all or any of the property or assets of the Company.
 - (vii) To equip any buildings upon any land held by or belonging to the Company, of any estate or interest, with all proper and necessary fixtures, furniture, fittings, apparatus, appliances, conveniences and accommodation necessary for the purposes of the Company.
 - (viii) In accordance with the provisions of the Charities Act 1993 ("the Act") to take such steps by personal or written appeals, public meetings or otherwise as may from time to time be expedient for the purpose of procuring contributions to the funds of the Company, in the shape of donations, annual subscriptions or otherwise provided that in raising funds the Company shall not undertake any permanent substantial trading activities and shall conform to any relevant statutory regulations.
 - (ix) Subject to such consents as may be required by law to borrow or raise money for the purposes of the Company on such terms and on such security as may be thought fit.
 - (x) To invest the moneys of the Company not immediately required for its purposes, in or upon such investments, securities or property as may be thought fit, and subject as hereinafter provided.
 - (xi) To employ as a professional investment manager any person who is entitled to carry on investment business under the provisions of the Financial Services Act 1986 (as amended or re-enacted) and to delegate to any such manager ("the Investment Manager") the exercise of all or any of its powers or investment or such terms and at such reasonable remuneration as the Committee think fit but subject always to the following conditions:-
 - (a) The delegated powers shall be exercisable only within clear policy guidelines drawn up in advance by the Committee and within the powers of investment conferred hereby;
 - (b) Every transaction carried out by the Investment Manager under delegated powers shall be reported to the Chairman or other designated Member of the Committee within fourteen days;
 - (c) The Investment Manager shall report at regular intervals upon the current state past performance and future prospects of the investments of the Company; and

- (d) The Committee shall be entitled at any time and without notice to review revoke or alter the terms of the delegation of its powers.
- (xii) To effect and maintain such insurances as the Committee thinks fit and in particular (but without limitation):-
- (a) To insure and arrange insurance cover for and to indemnify the officers, employees and voluntary workers and the Company's Members from and against all such risks incurred in the course of the performance of their duties as may be thought fit;
- (b) To effect insurance by or on behalf of the Committee Members or any of them against their liability in respect of acts which are undertaken by them in the administration of the Company either properly or in breach of trust but in the bona fide that they were not in breach of trust but excluding liability for wilful and individual fraud, wrong doing or wrongful omission on the part of the Committee Member who is sought to be made liable and to bear the cost of effecting and maintaining such insurance from the funds of the Company or its income;
- (c) To apply capital or income in insuring any buildings or other property to their full value.
- (xiii) To employ and pay and provide training for any person or persons not being members of the Committee of Management of the Company to supervise, organise and carry on the work of and advise the Company.
- (xiv) Subject to the provisions of clause 4 to pay reasonable annual sums or premiums for or towards the provision of pensions for officers or servants for the time being of the Company or their dependents.
- (xv) Not without the prior written consent of the Charity Commissioners to amalgamate with any companies, institutions, societies or associations which are charitable at law and have objects substantially similar to those of the Company and prohibit the payment of any dividend or profit to, and the distribution of any of its assets amongst its Members at least to the same extent as such payments or distributions are prohibited in the case of Members of the Company by this Memorandum of Association
- (xvi) To do all such other lawful things as will further the objects of the Company.


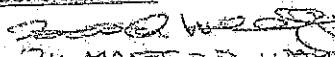
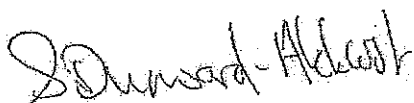
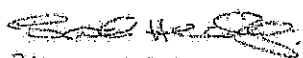
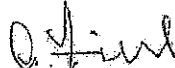
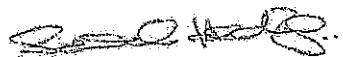
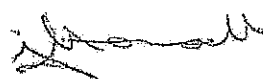
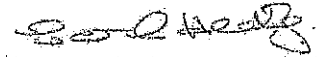
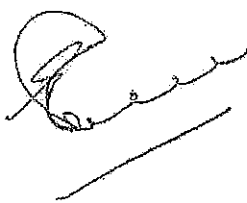
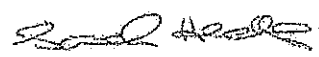
PROVIDED ALWAYS that in case the Company shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Company shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Committee of Management of the Company shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration

of such property in the same manner and to the same extent as would such Committee of Management have been if no incorporation had been effected, and the incorporation of the Company shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over such Committee of Management but they shall as regards any such property be subject jointly and separately to such control or authority as if the Company were not incorporated. In case the Company shall take or hold any property which may be subject to any trusts, the Company shall deal only with or invest the same in such manner as allowed by law having regard to such trusts.

4. The income and property of the Company whencesoever derived, shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the Members of the Company.
PROVIDED THAT nothing herein shall prevent the payment, in good faith:
- (i) of reasonable and proper remuneration to any officer or servant of the Company, or to any Member of the Company for any services rendered to the Company;
 - (ii) of interest at a rate not exceeding the base lending rate prescribed for the time being by a clearing bank selected by the Committee on money lent or reasonable and proper rent for premises demised or let by any Member of the Company, but so that no Member of the Committee of Management of the Company shall be appointed to any salaried office of the Company or any office of the Company paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Company to any Member of the Committee of Management except:-
 - (a) repayment of out of pocket expenses;
 - (b) the payment of insurance premiums payable and policy proceeds received in respect of any policy effected within the provisions of clause 3(xvi)(b), and
 - (c) interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Company provided that the provision last aforesaid shall not apply to any company of which a member of the Committee of Management may be a member holding not more than a one hundredth part of the capital of such company, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
5. No addition, alteration or amendment shall be made to or in:
- (i) The Memorandum of Association or any provision in the Articles of Association which is a provision which directs or restricts the manner in which the property of the Company may be used or applied without the prior written consent of the Charity Commission, and

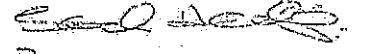
- (ii) The Memorandum and Articles of Association of the Company unless the same shall have been previously submitted in writing to and approved in writing by RDA.
6. The liability of the Members is limited.
 7. Every Member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up during the time that he is a Member, or within one year afterwards, for payment of the debts and liabilities of the Company contracted before the time at which he ceases to be a Member and of the costs, charges and expenses of winding up the same and the adjustment of the rights of the contributions amongst themselves such amount as may be required not exceeding £1.
 8. If upon the winding up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Company, but shall be given or transferred to the RDA provided that if such association shall have ceased to exist or shall have ceased to be a registered charity then such remaining property shall be given or transferred or with the prior consent of the Charity Commissioners for England and Wales to some other charitable institution or institutions having objects similar to the objects of the Company, and which shall prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Company under or by virtue of clause 4 hereof, such institution or institutions to be determined by the Members of the Company at or before the time of dissolution, or in default thereof by such Judge of the High Court of Justice as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to such provision, then to some charitable object.
 9. True accounts shall be kept in accordance with the Charities Act 1993 of the sums of money received and expended by the Company, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the Company; and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Company for the time being, shall be open to the inspection of the Members. Once at least in every year the accounts of the Company shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

<u>Name, address and description of</u>	<u>Signature of Subscriber</u>	<u>Signature and address of witness to Subscriber's signature</u>
Janet Brooks (Company Secretary) 34 Kent Gardens, Suislip, Middlesex HA4 8RX.		 24 MASEFIELD WAY ROYSTON, HERTS. SG8 5UN
Susan Durward-Akhurst (Director) 49 Alexandra Road, Well End, Hertfordshire WD6 5PB.		 24 MASEFIELD WAY ROYSTON HERTS. SG8 5UN
Arthur Field (Director) Maescote, 28 Bucks Avenue, Watford, Hertfordshire WD19 4AS.		 24 MASEFIELD WAY ROYSTON HERTS. SG8 5UN
Jenny Hounsell (Director) Sturminster House, Pegmike Lane, Patchetts Green, Radlett, Hertfordshire WD25 8DR.		 24 MASEFIELD WAY ROYSTON, HERTS. SG8 5UN
Ernie Pearce (Director) 70 Bellamy Drive, Stanmore, Middlesex HA7 2DA.		 24 MASEFIELD WAY ROYSTON HERTS. SG8 5UN

Patricia Summerfield (Director)
The Coach House,
Barnet Lane,
Elstree,
Hertfordshire WD6 3RA




24 MASEFIELD WAY
ROYSTON
HERTS - SG8 5LU

Dated this 27th day of March 2007

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
General Management						
<u>101 Precept</u>						
1176 PRECEPT	495,577	0	549,767	549,767		
Precept :- Income	<u>495,577</u>	<u>0</u>	<u>549,767</u>	<u>549,767</u>		
Net Income	<u>495,577</u>	<u>0</u>	<u>549,767</u>	<u>549,767</u>		
<u>102 Interest</u>						
1296 INTEREST	2,658	0	3,000	3,000		
Interest :- Income	<u>2,658</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>		
Net Income	<u>2,658</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>		
<u>103 Salaries</u>						
1301 SAL-STAFF SALARIES	240,258	0	290,000	290,000		290,000
1302 SAL-EMP'RS NI	23,213	0	27,662	27,662		27,662
1303 SAL-EMP'R SUPERANN	52,656	0	62,542	62,542		62,542
Salaries :- Indirect Expenditure	<u>316,127</u>	<u>0</u>	<u>380,204</u>	<u>380,204</u>	<u>0</u>	<u>380,204</u>
Net Expenditure	<u>(316,127)</u>	<u>0</u>	<u>(380,204)</u>	<u>(380,204)</u>		
<u>104 Administration</u>						
1402 MEMBERS' ALLOWANCES	3,800	0	3,600	3,600		3,600
1405 CLERK TRAINING	275	0	1,000	1,000		1,000
1407 ADM-OFFICERS TRAININ	315	0	3,000	3,000		3,000
1408 ADM-OFFICERS TRAVEL	212	0	300	300		300
1410 ADM-Kitchen Supplies	828	0	600	600		600
1411 ADM-RECRUITMENT FEE	0	0	2,000	2,000		2,000
1415 HEALTH & SAFETY	3,421	0	3,000	3,000		3,000
1420 ADM-TELEPHONES	2,743	0	2,600	2,600		2,600
1421 ADM-POSTAGE	1,656	0	1,800	1,800		1,800
1422 ADM-STATIONERY	1,970	(900)	2,000	2,900		2,900
1423 ADM-SUBS & PUBS	3,961	0	4,500	4,500		4,500
1424 ADM-INSURANCE	3,771	0	3,900	3,900		3,900
1426 ADM-HOSPITALITY	877	0	1,300	1,300		1,300
1427 FLOWERS ETC-SICKNESS/CONDOLEN	26	0	150	150		150
1430 BRITISH LEGION - R SUNDAY	255	0	500	500		500
1434 ADM-MAYORAL ALLOW	950	0	950	950		950
1435 ADM-MEMBERS TRAINING	30	0	750	750		750
1436 ADM-MEMBERS EXPENSES	0	0	300	300		300

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1438 PHOTOCOPIER & PRINTING	1,170	0	2,500	2,500		2,500
1439 I.T.SERVICES	5,283	0	4,000	4,000		4,000
1440 SOFTWARE SUPPORT	2,113	0	2,600	2,600		2,600
1441 IT Consultants	85	0	5,000	5,000		5,000
1448 HBC-PAYROLL SERVICES	333	0	500	500		500
1451 ADM-BANK CHARGES	1,828	0	1,320	1,320		1,320
1456 ADM-REP & LEGAL FEES	1,093	0	5,000	5,000		5,000
1457 ADM-AUDIT	3,225	(460)	3,000	3,460		3,460
1459 ADVERTISING-PUBLICITY	443	0	1,000	1,000		1,000
1483 CIVIC REGALIA	243	0	200	200		200
1484 PARTNERSHIP WORKING	1,478	0	2,000	2,000		2,000
1485 Neighbourhood Planning	594	(594)	0	594		594
1486 Site Development Consultants	0	0	5,000	5,000		5,000
1488 Marketing	1,600	0	1,600	1,600		1,600
Administration :- Indirect Expenditure	<u>44,380</u>	<u>(1,954)</u>	<u>65,970</u>	<u>67,924</u>	<u>0</u>	<u>67,924</u>
Net Expenditure	<u>(44,380)</u>	<u>1,954</u>	<u>(65,970)</u>	<u>(67,924)</u>		
106 Community Hall						
1681 COM-LETTINGS	24,682	3,242	30,000	26,758		
1683 COM-CAR PARK RENT	2,821	0	0	0		
Community Hall :- Income	<u>27,503</u>	<u>3,242</u>	<u>30,000</u>	<u>26,758</u>		
1612 COM-WATER RATES	714	0	800	800		800
1613 COM-ELECTRICITY	1,420	0	3,000	3,000		3,000
1614 COM-GAS	2,645	(920)	5,500	6,420		6,420
1616 CONSUMABLE SUPPLIES	1,092	(150)	1,100	1,250		1,250
1617 COM-REFUSE COLLECTIO	2,582	0	2,700	2,700		2,700
1628 COM-LICENSES	0	0	800	800		800
1637 COM-MAINTENANCE	4,425	0	4,500	4,500		4,500
Community Hall :- Indirect Expenditure	<u>12,877</u>	<u>(1,070)</u>	<u>18,400</u>	<u>19,470</u>	<u>0</u>	<u>19,470</u>
Net Income over Expenditure	<u>14,626</u>	<u>4,312</u>	<u>11,600</u>	<u>7,288</u>		
108 Cost of Elections						
1800 TO ELECTION FUND	0	0	10,000	10,000		10,000
Cost of Elections :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>		

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>109 Contingency</u>						
1900 GENERAL CONTINGENCY	2,250	0	2,500	2,500		2,500
Contingency :- Indirect Expenditure	<u>2,250</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>
Net Expenditure	<u>(2,250)</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>		
General Management :- Income	525,738	3,242	582,767	579,525		
Expenditure	375,634	(3,023)	477,074	480,097	0	480,097
Movement to/(from) Gen Reserve	<u>150,103</u>	<u>6,266</u>				

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Environment & Planning						
<u>201 Allotments</u>						
2185 ALL-RENT RECEIPTS	5,043	0	4,850	4,850		
2186 STAPLETON GARDENS s.106 FUND	6,197	0	0	0		
Allotments :- Income	11,240	0	4,850	4,850		
2112 ALL-WATER RATES	1,789	0	2,500	2,500		2,500
2116 ALL-SUPPLIES	561	0	1,000	1,000		1,000
2117 TROPHIES	78	0	200	200		200
2140 ALL-SITE IMPROVEMENT	420	0	1,000	1,000		1,000
2141 TREE MAINTENANCE	1,190	0	1,500	1,500		1,500
2142 ALL-SKIP HIRE	1,300	(466)	800	1,266		1,266
2143 ALL-MOWER MAINT	249	0	350	350		350
2155 STAPLETON GARDENS RENOVATIONS	3,073	0	0	0		0
Allotments :- Indirect Expenditure	8,659	(466)	7,350	7,816	0	7,816
Net Income over Expenditure	2,581	466	(2,500)	(2,966)		
<u>202 War Memorials</u>						
2203 WAR MEM-MAINTENANCE	3,850	0	600	600		600
War Memorials :- Indirect Expenditure	3,850	0	600	600	0	600
Net Expenditure	(3,850)	0	(600)	(600)		
<u>203 Churchyards</u>						
2377 CHU-BOROUGH GRANT	1,589	0	2,589	2,589		
2378 SECTION 106-AGREEMT	2,477	0	2,200	2,200		
Churchyards :- Income	4,066	0	4,789	4,789		
2337 TREE WORKS	2,650	(1,450)	2,000	3,450		3,450
2339 CHU-MAINTENANCE	848	0	800	800		800
Churchyards :- Indirect Expenditure	3,498	(1,450)	2,800	4,250	0	4,250
Net Income over Expenditure	569	1,450	1,989	539		
<u>205 Clocks</u>						
2538 CLO-MAINTENANCE	2,524	0	1,000	1,000		1,000
Clocks :- Indirect Expenditure	2,524	0	1,000	1,000	0	1,000
Net Expenditure	(2,524)	0	(1,000)	(1,000)		

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>206 Street Furniture</u>						
2637 STR-MAINTENANCE	1,269	0	2,000	2,000		2,000
Street Furniture :- Indirect Expenditure	<u>1,269</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>
Net Expenditure	<u>(1,269)</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>		
<u>207 Equipment</u>						
2746 EQU-NEW TOOLS/EQUIPM	462	0	1,000	1,000		1,000
Equipment :- Indirect Expenditure	<u>462</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>
Net Expenditure	<u>(462)</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>		
<u>209 Van</u>						
2943 VAN- SERVICE, MOT & REPAIR	1,433	0	2,600	2,600		2,600
2944 VAN-PETROL	860	0	200	200		200
2945 VAN- TAX & INSURANCE	915	0	2,000	2,000		2,000
2948 Electric Van Costs	0	0	1,000	1,000		1,000
Van :- Indirect Expenditure	<u>3,208</u>	<u>0</u>	<u>5,800</u>	<u>5,800</u>	<u>0</u>	<u>5,800</u>
Net Expenditure	<u>(3,208)</u>	<u>0</u>	<u>(5,800)</u>	<u>(5,800)</u>		
<u>303 Town Centre - Initiatives</u>						
3305 Teddy's Trails Book Sales	650	0	800	800		
Town Centre - Initiatives :- Income	<u>650</u>	<u>0</u>	<u>800</u>	<u>800</u>		
Net Income	<u>650</u>	<u>0</u>	<u>800</u>	<u>800</u>		
Environment & Planning :- Income	15,956	0	10,439	10,439		
Expenditure	23,470	(1,916)	20,550	22,466	0	22,466
Movement to/(from) Gen Reserve	<u>(7,513)</u>	<u>1,916</u>				

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Leisure & Entertainment</u>						
<u>301 Entertainments</u>						
3186 TICKET SALES CHRISTMAS	1,643	0	700	700		
Entertainments :- Income	<u>1,643</u>	<u>0</u>	<u>700</u>	<u>700</u>		
3110 EVENT STAFF	1,375	0	2,000	2,000		2,000
3125 ENT-PUBLICITY	450	(450)	450	900		900
3126 BAND & HALL CHRISTMAS	2,002	0	1,100	1,100		1,100
3127 EVENTS-HOSPITALITY	386	0	600	600		600
3130 ENT-FIREWORKS DISPLA	10,000	0	10,000	10,000		10,000
3131 FIREWORKS SOUND	1,258	0	1,800	1,800		1,800
3142 EQUIPMENT PURCHASE & HIRE	1,678	(362)	1,600	1,962		1,962
3143 British Red Cross-First Aider	638	0	1,500	1,500		1,500
3147 New Initiatives	3,500	(500)	5,000	5,500		5,500
Entertainments :- Indirect Expenditure	<u>21,286</u>	<u>(1,312)</u>	<u>24,050</u>	<u>25,362</u>	<u>0</u>	<u>25,362</u>
Net Income over Expenditure	<u>(19,643)</u>	<u>1,312</u>	<u>(23,350)</u>	<u>(24,662)</u>		
<u>302 Civic Festival</u>						
3287 Ticket Sales-Others	0	0	600	600		
3291 STALLS HIRE-F/DAY	0	0	800	800		
Civic Festival :- Income	<u>0</u>	<u>0</u>	<u>1,400</u>	<u>1,400</u>		
3210 EVENT STAFF	2,180	0	4,000	4,000		4,000
3225 CIV-PUBLICITY	0	0	300	300		300
3229 CIV-EVENT/ARTISTE FEES	14,001	(7,046)	29,000	36,046		36,046
3232 CIV-PRIZES/TROPHYS	82	0	400	400		400
3235 FLOATS-F/ASSISTANCE	0	0	2,025	2,025		2,025
3241 CIV-PREMISES HIRE	0	0	700	700		700
3248 ITEM PURCHASE/HIRE	256	(80)	3,000	3,080		3,080
Civic Festival :- Indirect Expenditure	<u>16,519</u>	<u>(7,126)</u>	<u>39,425</u>	<u>46,551</u>	<u>0</u>	<u>46,551</u>
Net Income over Expenditure	<u>(16,519)</u>	<u>7,126</u>	<u>(38,025)</u>	<u>(45,151)</u>		
<u>405 Town News .</u>						
4581 Town Crier Adverts	3,780	(2,093)	3,000	5,093		
Town News :- Income	<u>3,780</u>	<u>(2,093)</u>	<u>3,000</u>	<u>5,093</u>		
4566 Town Crier Production	16,295	0	25,500	25,500		25,500
4568 Town Crier Distribution	3,534	0	4,200	4,200		4,200
Town News :- Indirect Expenditure	<u>19,829</u>	<u>0</u>	<u>29,700</u>	<u>29,700</u>	<u>0</u>	<u>29,700</u>
Net Income over Expenditure	<u>(16,049)</u>	<u>(2,093)</u>	<u>(26,700)</u>	<u>(24,608)</u>		

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
407 Coach Trips						
4787 COA-TICKET SALES	0	0	5,200	5,200		
Coach Trips :- Income	<u>0</u>	<u>0</u>	<u>5,200</u>	<u>5,200</u>		
4767 COA-COACH HIRE/ADMIN	0	0	9,400	9,400		9,400
Coach Trips :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,400</u>	<u>9,400</u>	<u>0</u>	<u>9,400</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(4,200)</u>	<u>(4,200)</u>		
408 Christmas Decorations						
4846 CHR-HIRE CHARGE	10,409	0	12,500	12,500		12,500
4847 SWITCH ON CEREMONY	4,838	(2,500)	5,500	8,000		8,000
4868 CHR-CONTRACT	14,682	0	15,000	15,000		15,000
4869 CHR-MAINT/ELECTICITY	0	0	1,000	1,000		1,000
4870 CHR-REWIRING/TIME C	1,939	0	2,500	2,500		2,500
Christmas Decorations :- Indirect Expenditure	<u>31,867</u>	<u>(2,500)</u>	<u>36,500</u>	<u>39,000</u>	<u>0</u>	<u>39,000</u>
Net Expenditure	<u>(31,867)</u>	<u>2,500</u>	<u>(36,500)</u>	<u>(39,000)</u>		
Leisure & Entertainment :- Income	5,423	(2,093)	10,300	12,393		
Expenditure	89,501	(10,938)	139,075	150,013	0	150,013
Movement to/(from) Gen Reserve	<u>(84,078)</u>	<u>8,845</u>				

Detailed Income & Expenditure by Budget Heading

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grants & Community Support						
401 Grants						
4161 Community Grant Awards	8,490	(2,010)	10,000	12,010		12,010
4190 Budgeted Grant - BETTA	1,500	0	1,500	1,500		1,500
Grants :- Indirect Expenditure	<u>9,990</u>	<u>(2,010)</u>	<u>11,500</u>	<u>13,510</u>	<u>0</u>	<u>13,510</u>
Net Expenditure	<u>(9,990)</u>	<u>2,010</u>	<u>(11,500)</u>	<u>(13,510)</u>		
403 School Swimming						
4363 SWI-TRANS & ADMITANC	21,534	0	31,000	31,000		31,000
School Swimming :- Indirect Expenditure	<u>21,534</u>	<u>0</u>	<u>31,000</u>	<u>31,000</u>	<u>0</u>	<u>31,000</u>
Net Expenditure	<u>(21,534)</u>	<u>0</u>	<u>(31,000)</u>	<u>(31,000)</u>		
404 Town Twinning						
4464 TWI-ACTIVITIES	0	0	5,500	5,500		5,500
Town Twinning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>5,500</u>	<u>0</u>	<u>5,500</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(5,500)</u>	<u>(5,500)</u>		
406 Youth Council						
4666 YOU-ACTIVITIES	0	0	500	500		500
Youth Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>		
Grants & Community Support :- Income	0	0	0	0		
Expenditure	<u>31,524</u>	<u>(2,010)</u>	<u>48,500</u>	<u>50,510</u>	<u>0</u>	<u>50,510</u>
Movement to/(from) Gen Reserve	<u>(31,524)</u>	<u>2,010</u>				
Grand Totals:- Income	<u>547,117</u>	<u>1,150</u>	<u>603,506</u>	<u>602,356</u>		
Expenditure	<u>520,130</u>	<u>(17,887)</u>	<u>685,199</u>	<u>703,086</u>	<u>0</u>	<u>703,086</u>
Net Income over Expenditure	<u>26,987</u>	<u>19,037</u>	<u>(81,693)</u>	<u>(100,730)</u>		
Movement to/(from) Gen Reserve	<u>26,987</u>	<u>19,037</u>				

Mrs Angela Hill
FAO: Chair of Friends of Monksmead
Monksmead School
Hillside Avenue
WD6 1HL

11th May 2022

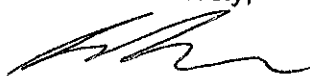
Dear Mrs Martin,

Further to my telephone conversation with your colleague Jenny, I am writing to request if the General management Committee can kindly reissue a cheque dated 26 February 2021 to Friends of Monksmead Parents Association for £1,124.60 (the cheque is enclosed).

Due to the Covid-19 restrictions at school at the time I was not allowed in the building to check our post and I was never made aware of the cheque. The letter was addressed to the Headteacher, Mrs Lisa Bub, but as it was I that actually applied for the grant on behalf of our school as the Chair of the Friends of Monksmead, the cheque was made payable to us and somehow was misplaced during the period of Covid-19 restrictions internally.

Unfortunately, as already mentioned, the cheque has only been brought to my attention and we would be most grateful if it could be reissued as we have really struggled raising funds in the last two years as you can imagine and this would be a great boost to be able to buy new IT equipment for the children at Monksmead School.

Yours sincerely,



Angela Hill
Chair of Friends of Monksmead
Monksmead School

Charity Number 1173551

07985 542 395

PREPARED
12 MAY 2022
SECRET

AGENDA ITEM 7