Village Hall, Arford Road, Headley, Bordon, Hampshire, GU35 8LJ
Tel: (01428) 713132 - e-mail: clerk@headleyparish.gov.uk
www.headleyparish.gov.uk

8th September 2026

Dear Councillor

You are hereby summoned to attend a meeting of Full Council at the Pavilion, Mill Lane, Headley on **Monday 14th September 2026** at **7.30pm**.

Yours sincerely

Rachel Audsley

Rachel Audsley
Clerk & Executive Officer

A G E N D A

1. **Apologies for absence**
2. **Public Participation**

   An open session for members of the public and Councillors to propose items for discussion on a future Agenda, raise questions* on Parish Council matters and to express their point of view on items for discussion on this Agenda**. Session limited to 15 minutes, 3 minutes per speaker.

3. **Declaration of Interests**

   To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting.

   The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.

4. **Council Minutes**
   To confirm the minutes of the last meeting of Full Council held on 13th July 2026.

5. **Committee Minutes**
   To receive the minutes of the Planning Committee held on 3rd August 2026.
   To receive the minutes of the Planning Committee held on 7th September 2026.

6. Chairmans Report

7. Hampshire County Council matters

a. To receive the County Councillor's Report
b. To note any Highways Orders for information

8. East Hampshire District Council

To receive the District Councillor's Report

9. Council Representatives

To receive any important reports from Council representatives

Headley Allotment Association	Lesley Coombes
Headley Village Hall	Sally Laker Lesley Coombes
EHAP & TC	Rebecca Hudson Stephen Thair
HALC AGM	Anthony Williams
Headley Sports Association	Mark Dickens
River Wey Trust	Anthony Williams Neville Merritt
Policing	Mark Dickens Tony Williamson
Headley Twinning Association	Mark Dickens Rebecca Hudson
Transport	Tony Williamson Ben Daunter
Parish Enhancement Group	Tony Williamson Neville Merritt Lesley Coombes Stephen Thair Rebecca Hudson Ben Daunter

10. Financial matters

a. To receive and sign as approved bank reconciliations as of 30th June 2026 and accompanying Trial Balance
b. To receive and sign as approved bank reconciliations as of 31st July 2026 and accompanying Trial Balance
c. To receive and approve the list of payments for July 2026
d. To receive and approve the list of payments for August 2026
e. To receive and approve the list of credit card payments for July 2026
f. To receive and approve the list of credit card payments for August 2026
g. To receive and approve the list of receipts for July 2026

h. To receive and approve the list of receipts for August 2026

i. To receive and approve income and expenditure to 31st July 2026
j. To receive and approve income and expenditure to 31st August 2026
k. To receive and approve the list of payments and receipts for The Pavilion
l. To note any payments made outside of meetings under the Scheme of Delegation.
   - Posts around defibrillator at Allotments.

11. To receive the External Auditor Report for 25/26

12. Internal Matters

a. To note Data Audit Review
b. To appoint Internal Auditor

13. Open Spaces & Sport

a. To receive the minutes and recommendations from the Parish Enhancement Group
b. To note Village Green water/electric mole issue and subsequent quotations for works.
c. To consider quotation for replacement of bollards and repairs around Standford Green.
d. To consider installation of bench and re-siting of bin on Standford Green and associated costs.
e. To consider quotation to repair Arford Common steps.
f. To consider quotation for tree works on Arford Common and Standford Green.
g. To receive report on Traffic Calming for parish and associated next steps.
h. County and District Cllr grant pots – consider priorities for applications.

14. Pavilion

a. To consider air conditioning quotation for The Balcony and Brodrick Room
b. To consider power pole quotation for Brodrick Room
c. To consider revised quote for fencing outside air conditioning until at pavilion.
d. Consider clubs usage of bar update
e. Consider quotation for accessible path to Tennis Courts for £4.950
f. To consider quote to repair uneven path behind pavilion

15. Exclusion of Press and Public

To consider that the press and public be excluded from the remaining part of the meeting pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

16. To review Parish Council office refurbishment, lease and options moving forward.

17. Staffing – salary reviews

18. Expression of interest Headley Down Nature Reserve

19. To note HPC Councillor structure for September to November meetings

Headley Parish Council 2026/2027

Bank - Cash and Investment Reconciliation as at 31 July 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2026	Nat West Current A/c	26,832.20	
31/07/2026	Direct Reserve	213,179.47	
31/07/2026	CCLA Deposit	120,880.86	
31/07/2026	Credit Card	0.00	
31/07/2026	Unity Trust Bank	671.60	
30/06/2026	Nationwide Building Society	0.00	
31/07/2026	Unity Trust Instant	913.69	
31/07/2026	Pavilion Account	3,985.53	
			366,463.35

Receipts not on Bank Statement

	0.00
Closing Balance	**366,463.35**

All Cash & Bank Accounts

1	Current Bank & Reserve A/c	26,832.20
3	Direct Reserve	213,179.47
4	CCLA Deposit	120,880.86
5	Credit Card	0.00
6	Unity Trust	671.60
7	Nationwide Building Society	0.00
8	Unity Trust Instant	913.69
9	Pavilion Account	3,985.53
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**366,463.35**

Headley Parish Council 2026/2027

Credit Card

List of Payments made between 01/07/2026 and 31/07/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
31/07/2026	HC Slingsby PLC	CC	61.79		Frosted window dots
31/07/2026	Amazon	CC	15.98		HDMI cable
31/07/2026	Microsoft	CC	28.80		Microsoft 365
31/07/2026	Microsoft	CC	64.40		Microsoft 365
31/07/2026	Microsoft	CC	12.40		Microsoft 365
31/07/2026	Amazon	CC	22.07		Combination key safe
31/07/2026	Lebara Mobile Ltd	CC	9.00		Mobile phone contracts
		Total Payments	214.44		

Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income Council							
1076	Precept	111,500	223,000	111,500			50.0%	
1090	Bank Interest	2,007	5,000	2,993			40.1%	
1101	Grants Received	14,940	0	(14,940)			0.0%	
1103	Other Income	13	0	(13)			0.0%	
	Income Council :- Income	**128,461**	**228,000**	**99,539**			**56.3%**	**0**
	Net Income	**128,461**	**228,000**	**99,539**				
6001	less Transfer to Earmarked Reserv	7,350	0	(7,350)				
	Movement to/(from) Gen Reserve	**121,111**	**228,000**	**106,889**				
101	Administration							
4011	Councillors MMA/Expenses	0	100	100		100	0.0%	
4015	Christmas Lights Maintenance	0	500	500		500	0.0%	1,708
4016	Advertising	0	100	100		100	0.0%	
4018	Audit Fee	475	1,500	1,025		1,025	31.7%	
4019	Bank Charges	196	500	304		304	39.3%	
4020	Books & Publications	0	50	50		50	0.0%	
4021	Insurance	3,571	3,700	129		129	96.5%	
4022	Legal Fees	0	1,500	1,500		1,500	0.0%	
4023	Councillor Training & Seminars	0	400	400		400	0.0%	
4024	Subscriptions	1,218	1,500	282		282	81.2%	
4025	Grants Agreed	9,763	12,000	2,237		2,237	81.4%	
4026	Meeting Room Hire	(4)	200	204		204	(2.0%)	
4047	Admin Contingency	522	1,000	478		478	52.2%	
4048	IT Support & Licences	1,640	2,200	560		560	74.6%	
4064	Chairman's Expenses	0	100	100		100	0.0%	
4066	SLR Deployments	325	900	575		575	36.1%	
4067	Community Engagement	0	500	500		500	0.0%	
4068	General Power of Competence	0	100	100		100	0.0%	
4076	Online Digital Mapping	0	300	300		300	0.0%	
4079	Office Refurbishment	0	10,000	10,000		10,000	0.0%	
	Administration :- Indirect Expenditure	**17,706**	**37,150**	**19,444**	**0**	**19,444**	**47.7%**	**1,708**
	Net Expenditure	**(17,706)**	**(37,150)**	**(19,444)**				
6000	plus Transfer from Earmarked Reserv	1,708	0	(1,708)				
	Movement to/(from) Gen Reserve	**(15,998)**	**(37,150)**	**(21,152)**				

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Parish Office							
4035	Parish Office Rent	1,472	6,500	5,028		5,028	22.6%	
4037	Electricity	400	1,600	1,200		1,200	25.0%	
4038	Telephone & Internet	251	800	549		549	31.4%	
4039	Fire Extinquishers	0	300	300		300	0.0%	
4040	Stationery	74	200	127		127	36.8%	
4041	Postage	0	50	50		50	0.0%	
4042	Photocopying	81	300	219		219	27.1%	
4043	Office Maintenance	50	600	550		550	8.3%	
	Parish Office :- Indirect Expenditure	**2,327**	**10,350**	**8,023**	**0**	**8,023**	**22.5%**	**0**
	Net Expenditure	**(2,327)**	**(10,350)**	**(8,023)**				
103	Staffing Costs							
4000	Salaries	15,680	48,740	33,060		33,060	32.2%	
4001	Additional Staff Hours	0	10,000	10,000		10,000	0.0%	
4002	HPC NI Contribution	2,100	6,436	4,336		4,336	32.6%	
4003	Superannuation	3,570	11,234	7,664		7,664	31.8%	
4004	Staff Mileage	0	300	300		300	0.0%	
4005	Staff training	0	800	800		800	0.0%	
4007	Eye Tests	0	40	40		40	0.0%	
4008	Outsourcing Salaries	0	600	600		600	0.0%	
	Staffing Costs :- Indirect Expenditure	**21,350**	**78,150**	**56,800**	**0**	**56,800**	**27.3%**	**0**
	Net Expenditure	**(21,350)**	**(78,150)**	**(56,800)**				
200	Income Open Spaces & PE							
1156	Village Green Hire	0	300	300			0.0%	
1158	Football Clubs	(755)	0	755			0.0%	
	Income Open Spaces & PE :- Income	**(755)**	**300**	**1,055**			**(251.7%)**	**0**
	Net Income	**(755)**	**300**	**1,055**				
201	Expenditure Open Spaces & PE							
4080	Liphook Road Allotment Hedge	0	266	266		266	0.0%	
4081	Village Green	1,269	2,000	731		731	63.5%	
4097	Standford Green	214	445	231		231	48.1%	
4098	Other Grass Cutting	67	202	135		135	33.2%	
4105	Play Equipment Maintenance	0	2,000	2,000		2,000	0.0%	
4110	Litter & Refuse Collections	416	3,000	2,584		2,584	13.9%	
4113	Village Repairs & Enhancements	0	5,500	5,500		5,500	0.0%	

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116	Bus Shelter Maintenance	0	500	500		500	0.0%	
4129	Arford Common	0	500	500		500	0.0%	
4130	Tree Maintenance	4,015	6,000	1,985		1,985	66.9%	
4132	Priority Footpath Maintenance	0	200	200		200	0.0%	
4143	Flower Meadow	0	500	500		500	0.0%	
4162	Parish Lengthsman	0	2,000	2,000		2,000	0.0%	
4164	Headley Hill Woods	0	500	500		500	0.0%	
4165	Cleft Knee Rail	1,366	0	(1,366)		(1,366)	0.0%	
	Expenditure Open Spaces & PE :- Indirect Expenditure	**7,347**	**23,613**	**16,266**	**0**	**16,266**	**31.1%**	**0**
	Net Expenditure	**(7,347)**	**(23,613)**	**(16,266)**				
301	Allotment Association							
1301	Allotment Income	100	0	(100)			0.0%	
	Allotment Association :- Income	**100**	**0**	**(100)**				**0**
4501	Allotment Expenditure	627	0	(627)		(627)	0.0%	
	Allotment Association :- Indirect Expenditure	**627**	**0**	**(627)**	**0**	**(627)**		**0**
	Net Income over Expenditure	**(527)**	**0**	**527**				
308	Allotment Deposits							
5308	Allotment Deposits	125	0	(125)			0.0%	
	Allotment Deposits :- Income	**125**	**0**	**(125)**				**0**
	Net Income	**125**	**0**	**(125)**				
400	Pavilion Operating Receipts							
1403	Additional CIL Awards	95,496	95,496	0			100.0%	
1413	Other Income	1,706	0	(1,706)			0.0%	
1415	Bowling Club	0	2,445	2,445			0.0%	
1416	Cricket Club	0	2,119	2,119			0.0%	
1417	Men's Football	0	2,397	2,397			0.0%	
1418	Youth Football Club	0	3,857	3,857			0.0%	
1419	Petanque	0	855	855			0.0%	
1420	Table Tennis	0	1,305	1,305			0.0%	
1421	Tennis Club	0	2,343	2,343			0.0%	
1422	Club Electric Recharged	0	800	800			0.0%	
1423	Community/Third Party Hire	183	2,000	1,817			9.2%	
1424	Bar Operating Surplus	0	4,000	4,000			0.0%	
1425	Brodrick Room Rental	0	3,000	3,000			0.0%	

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1426	Sports Clubs Contributions	0	1,800	1,800			0.0%	
	Pavilion Operating Receipts :- Income	**97,385**	**122,417**	**25,033**			**79.6%**	**0**
	Net Income	**97,385**	**122,417**	**25,033**				
401	Pavilion Operating Expenditure							
4222	Professional Fees	7,470	0	(7,470)		(7,470)	0.0%	
4226	Additional Groundworks	12,225	0	(12,225)		(12,225)	0.0%	
4301	Business Rates	4,192	240	(3,952)		(3,952)	1746.5%	
4302	Water	0	1,400	1,400		1,400	0.0%	
4303	Electric (General)	687	3,000	2,314		2,314	22.9%	
4304	Electric (Tennis) Recharged	0	400	400		400	0.0%	
4305	Electric (Front of Pavilion)	0	200	200		200	0.0%	
4306	Gas Central Heating/Hot Water	986	2,500	1,514		1,514	39.5%	
4307	Gas Showers	0	500	500		500	0.0%	
4308	Insurance	0	2,000	2,000		2,000	0.0%	
4309	TV/Other Licences	33	200	167		167	16.5%	
4310	Cleaning	2,340	10,000	7,660		7,660	23.4%	
4311	Electrical Tests	0	211	211		211	0.0%	
4312	Telephone/Broadband	154	700	546		546	22.0%	
4313	Fire Extinguisher Servicing	0	300	300		300	0.0%	
4314	Fire Alarm	0	190	190		190	0.0%	
4315	Intruder Alarm	0	250	250		250	0.0%	
4316	Refuse Disposal	194	1,970	1,776		1,776	9.8%	
4317	Maintenance	1,336	3,000	1,664		1,664	44.5%	
4318	Barrier Maintenance	0	1,000	1,000		1,000	0.0%	
4319	Boiler and M&E Servicing	0	1,200	1,200		1,200	0.0%	
4320	Other Costs (Contingency)	15,287	1,000	(14,287)		(14,287)	1528.7%	
4326	Facilities Manager	6,657	22,000	15,343		15,343	30.3%	
4327	Casual Bar Staff	0	4,000	4,000		4,000	0.0%	
4329	Liquor Licencing	0	250	250		250	0.0%	
4330	Diary Management Software	0	500	500		500	0.0%	
4331	Grasstex Costs	3,712	20,829	17,117		17,117	17.8%	
4337	HPC Bowling	0	436	436		436	0.0%	
4338	HPC Cricket	0	2,803	2,803		2,803	0.0%	
4339	HPC Football	0	3,626	3,626		3,626	0.0%	
4340	Mill Lane Overheads	0	3,000	3,000		3,000	0.0%	
4341	Land Rental	0	2,875	2,875		2,875	0.0%	
4342	PWLB Loan Repayment	8,968	18,000	9,032		9,032	49.8%	
	Pavilion Operating Expenditure :- Indirect Expenditure	**64,240**	**108,580**	**44,340**	**0**	**44,340**	**59.2%**	**0**
	Net Expenditure	**(64,240)**	**(108,580)**	**(44,340)**				

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**225,315**	**350,717**	**125,402**			**64.2%**	
Expenditure	**113,598**	**257,843**	**144,245**	**0**	**144,245**	**44.1%**	
Net Income over Expenditure	**111,717**	**92,874**	**(18,843)**				
plus Transfer from Earmarked Reserv	**1,708**	0	(1,708)				
less Transfer to Earmarked Reserv	**7,350**	0	(7,350)				
Movement to/(from) Gen Reserve	**106,075**	**92,874**	**(13,201)**				

List of Payments made between 01/07/2026 and 31/07/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/07/2026	British Gas Lite	BACS	46.59		Parish Office electricity
14/07/2026	Castle Water	BACS	119.68		Allotment water bill
14/07/2026	Grasstex Ltd	BACS	1,445.18		June maintenance
14/07/2026	Castle Water	BACS	151.19		Allotment water bill
14/07/2026	Sam Standing	BACS	25.00		Office window cleaning
14/07/2026	Trusted PC Man	BACS	62.56		Remote labour for PEG
15/07/2026	Nat West	DD	30.80		Bankline
15/07/2026	British Gas Lite	DD	22.62		Pavilion gas
17/07/2026	Direct Reserve	Trfr	5,000.00		Trfr of funds went other way
17/07/2026	Direct Reserve	Trfr	5,000.00		Trfr back to Direct Reserve
21/07/2026	British Gas Lite	DD	187.31		Pavilion electricity
22/07/2026	Maxwell & Co	BACS	150.00		Payroll services May/June
22/07/2026	HM Revenue & Customs	BACS	1,260.56		PAYE/NI June
22/07/2026	Hampshire Pension Fund	BACS	1,206.02		Superannuation July
22/07/2026	Salaries	SO	4,753.90		July
28/07/2026	Credit Card	Trfr	214.44		Credit card payment
31/07/2026	Nat West	DD	5.25		Bank charges
31/07/2026	Onecom Ltd	DD	82.45		Telephone and internet
	Total Payments		19,763.55		

Pavilion Account

List of Payments made between 01/07/2026 and 31/07/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
14/07/2026	Veolia Environmental Services	BACS	31.93		Wheelie bin emptying
14/07/2026	Veolia Environmental Services	BACS	71.04		Wheelie bin emptying 2
14/07/2026	Gordon Kerr & Associates	BACS	2,997.00		Construction stage
22/07/2026	A1 Security Systems Ltd	BACS	662.40		Pavilion smoke detector
31/07/2026	Nat West	DD	0.70		Bank charges
		Total Payments	3,763.07		

Cash Received between 01/07/2026 and 31/07/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
17/07/2026	Direct Reserve	Trfr	Transfer of funds	5,000.00
29/07/2026	[redacted]eserve	Trfr	Transfer of funds	17,000.00
14/07/2026	[redacted]		Remainder of Pavilion hire	83.00
13/07/2026	Hampshire County Council		Bus shelter grant	14,940.00
31/07/2026	HM Revenue & Customs		VAT repayment	2,896.66
23/07/2026	Setfords Solicitors		Return office lease balance	13.10
16/07/2026	Youth Football Club		End of season contribution	2,265.00
			Total Receipts	**42,197.76**

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control A/c			945.95	
200	Current Bank & Reserve A/c			26,832.20	
203	Direct Reserve			213,179.47	
204	CCLA Deposit			120,880.86	
206	Unity Trust			671.60	
208	Unity Trust Instant			913.69	
209	Pavilion Account			3,985.53	
310	General Reserves				174,091.66
321	Election Fund				5,000.00
322	Christmas Tree Lights				3,507.40
324	Devolution of Services				2,000.00
328	Pension Deficit				12,000.00
329	Fuller's Vale Wildlife Pond				439.00
331	Deposits Held				40.00
332	Tennis Court Repairs/Renewals				10,900.00
333	Arford Common				4,900.00
334	Pavilion Maintenance				2,000.00
335	War Memorial				2,510.00
337	Mill Lane Playground Refurbish				16,405.11
340	Headley Hill Woods				12,040.00
346	Fete Committee Grant				1,500.00
505	Allotments Charity Fund				14,001.35
1076	Precept	100	Income Council		111,500.00
1090	Bank Interest	100	Income Council		2,007.47
1101	Grants Received	100	Income Council		14,940.00
1103	Other Income	100	Income Council		13.10
1158	Football Clubs	200	Income Open Spaces & PE	755.00	
1301	Allotment Income	301	Allotment Association		100.00
1403	Additional CIL Awards	400	Pavilion Operating Receipts		95,496.00
1413	Other Income	400	Pavilion Operating Receipts		1,705.50
1423	Community/Third Party Hire	400	Pavilion Operating Receipts		183.00
4000	Salaries	103	Staffing Costs	15,680.31	
4002	HPC NI Contribution	103	Staffing Costs	2,099.51	
4003	Superannuation	103	Staffing Costs	3,570.49	
4018	Audit Fee	101	Administration	475.00	
4019	Bank Charges	101	Administration	196.25	
4021	Insurance	101	Administration	3,570.92	
4024	Subscriptions	101	Administration	1,218.00	
4025	Grants Agreed	101	Administration	9,763.00	
4026	Meeting Room Hire	101	Administration		3.96
4035	Parish Office Rent	102	Parish Office	1,471.70	
4037	Electricity	102	Parish Office	399.88	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4038	Telephone & Internet	102	Parish Office	250.99	
4040	Stationery	102	Parish Office	73.50	
4042	Photocopying	102	Parish Office	81.17	
4043	Office Maintenance	102	Parish Office	50.00	
4047	Admin Contingency	101	Administration	521.68	
4048	IT Support & Licences	101	Administration	1,640.26	
4066	SLR Deployments	101	Administration	324.80	
4081	Village Green	201	Expenditure Open Spaces & PE	1,269.00	
4097	Standford Green	201	Expenditure Open Spaces & PE	214.00	
4098	Other Grass Cutting	201	Expenditure Open Spaces & PE	67.00	
4110	Litter & Refuse Collections	201	Expenditure Open Spaces & PE	416.00	
4130	Tree Maintenance	201	Expenditure Open Spaces & PE	4,015.00	
4165	Cleft Knee Rail	201	Expenditure Open Spaces & PE	1,366.42	
4222	Professional Fees	401	Pavilion Operating Expenditure	7,470.00	
4226	Additional Groundworks	401	Pavilion Operating Expenditure	12,225.00	
4301	Business Rates	401	Pavilion Operating Expenditure	4,191.60	
4303	Electric (General)	401	Pavilion Operating Expenditure	686.50	
4306	Gas Central Heating/Hot Water	401	Pavilion Operating Expenditure	986.36	
4309	TV/Other Licences	401	Pavilion Operating Expenditure	33.00	
4310	Cleaning	401	Pavilion Operating Expenditure	2,340.00	
4312	Telephone/Broadband	401	Pavilion Operating Expenditure	153.97	
4316	Refuse Disposal	401	Pavilion Operating Expenditure	193.71	
4317	Maintenance	401	Pavilion Operating Expenditure	1,335.81	
4320	Other Costs (Contingency)	401	Pavilion Operating Expenditure	15,287.27	
4326	Facilities Manager	401	Pavilion Operating Expenditure	6,656.80	
4331	Grasstex Costs	401	Pavilion Operating Expenditure	3,712.28	
4342	PWLB Loan Repayment	401	Pavilion Operating Expenditure	8,967.98	
4501	Allotment Expenditure	301	Allotment Association	626.59	
5308	Allotment Deposits	308	Allotment Deposits		125.00
6000	Transfer from Earmarked Reserv	101	Administration		1,707.50
6001	Transfer to Earmarked Reserv	100	Income Council	7,350.00	
			Trial Balance Totals :	**489,116.05**	**489,116.05**
			Difference	**0.00**	

Headley Parish Council 2026/2027

Bank - Cash and Investment Reconciliation as at 30 June 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2026	Nat West Current A/c	4,397.99	
30/06/2026	Direct Reserve	231,513.20	
30/06/2026	CCLA Deposit	120,501.60	
30/04/2026	Credit Card	0.00	
30/06/2026	Unity Trust Bank	678.60	
30/06/2026	Nationwide Building Society	0.00	
30/06/2026	Unity Trust Instant	913.69	
30/06/2026	Pavilion Account	1,248.60	
			359,253.68

Receipts not on Bank Statement

	0.00
Closing Balance	**359,253.68**

All Cash & Bank Accounts

1	Current Bank & Reserve A/c	4,397.99
3	Direct Reserve	231,513.20
4	CCLA Deposit	120,501.60
5	Credit Card	0.00
6	Unity Trust	678.60
7	Nationwide Building Society	0.00
8	Unity Trust Instant	913.69
9	Pavilion Account	1,248.60
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**359,253.68**

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control A/c			2,896.66	
200	Current Bank & Reserve A/c			4,397.99	
203	Direct Reserve			231,513.20	
204	CCLA Deposit			120,501.60	
206	Unity Trust			678.60	
208	Unity Trust Instant			913.69	
209	Pavilion Account			1,248.60	
310	General Reserves				174,091.66
321	Election Fund				5,000.00
322	Christmas Tree Lights				3,507.40
324	Devolution of Services				2,000.00
328	Pension Deficit				12,000.00
329	Fuller's Vale Wildlife Pond				439.00
331	Deposits Held				40.00
332	Tennis Court Repairs/Renewals				10,900.00
333	Arford Common				4,900.00
334	Pavilion Maintenance				2,000.00
335	War Memorial				2,510.00
337	Mill Lane Playground Refurbish				16,405.11
340	Headley Hill Woods				12,040.00
346	Fete Committee Grant				1,500.00
505	Allotments Charity Fund				14,001.35
1076	Precept	100	Income Council		111,500.00
1090	Bank Interest	100	Income Council		1,461.94
1158	Football Clubs	200	Income Open Spaces & PE	3,020.00	
1301	Allotment Income	301	Allotment Association		100.00
1403	Strategic CIL	400	Pavilion Operating Receipts		95,496.00
1413	Other Income	400	Pavilion Operating Receipts		1,705.50
1423	Community/Third Party Hire	400	Pavilion Operating Receipts		100.00
4000	Salaries	103	Staffing Costs	11,626.72	
4002	HPC NI Contribution	103	Staffing Costs	1,551.59	
4003	Superannuation	103	Staffing Costs	2,635.82	
4018	Audit Fee	101	Administration	475.00	
4019	Bank Charges	101	Administration	152.50	
4021	Insurance	101	Administration	3,570.92	
4024	Subscriptions	101	Administration	1,218.00	
4025	Grants Agreed	101	Administration	9,763.00	
4026	Meeting Room Hire	101	Administration		3.96
4035	Parish Office Rent	102	Parish Office	1,471.70	
4037	Electricity	102	Parish Office	355.51	
4038	Telephone & Internet	102	Parish Office	182.28	
4040	Stationery	102	Parish Office	73.50	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4042	Photocopying	102	Parish Office	81.17	
4043	Office Maintenance	102	Parish Office	25.00	
4047	Admin Contingency	101	Administration	521.68	
4048	IT Support & Licences	101	Administration	1,357.53	
4066	SLR Deployments	101	Administration	324.80	
4081	Village Green	201	Expenditure Open Spaces & PE	1,098.00	
4097	Standford Green	201	Expenditure Open Spaces & PE	183.00	
4098	Other Grass Cutting	201	Expenditure Open Spaces & PE	59.00	
4110	Litter & Refuse Collections	201	Expenditure Open Spaces & PE	416.00	
4130	Tree Maintenance	201	Expenditure Open Spaces & PE	4,015.00	
4165	Cleft Knee Rail	201	Expenditure Open Spaces & PE	1,366.42	
4222	Professional Fees	401	Pavilion Operating Expenditure	4,972.50	
4226	Additional Groundworks	401	Pavilion Operating Expenditure	12,225.00	
4301	Business Rates	401	Pavilion Operating Expenditure	4,191.60	
4303	Electric (General)	401	Pavilion Operating Expenditure	508.11	
4306	Gas Central Heating/Hot Water	401	Pavilion Operating Expenditure	964.82	
4309	TV/Other Licences	401	Pavilion Operating Expenditure	24.00	
4310	Cleaning	401	Pavilion Operating Expenditure	2,340.00	
4312	Telephone/Broadband	401	Pavilion Operating Expenditure	153.97	
4316	Refuse Disposal	401	Pavilion Operating Expenditure	107.90	
4317	Maintenance	401	Pavilion Operating Expenditure	783.81	
4320	Other Costs (Contingency)	401	Pavilion Operating Expenditure	15,204.07	
4326	Facilities Manager	401	Pavilion Operating Expenditure	4,972.50	
4331	Grasstex Costs	401	Pavilion Operating Expenditure	2,763.96	
4342	PWLB Loan Repayment	401	Pavilion Operating Expenditure	8,967.98	
4501	Allotment Expenditure	301	Allotment Association	309.72	
5308	Allotment Deposits	308	Allotment Deposits		125.00
6000	Transfer from Earmarked Reserv	101	Administration		1,707.50
6001	Transfer to Earmarked Reserv	100	Income Council	7,350.00	
			Trial Balance Totals :	**473,534.42**	**473,534.42**
			Difference	**0.00**	

Credit Card

List of Payments made between 01/08/2026 and 31/08/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
31/08/2026	Amazon	CC	63.99		Mops, sprays, bags, bands
31/08/2026	Microsoft	CC	64.40		Microsoft 365
31/08/2026	Microsoft	CC	12.40		Microsoft 365
31/08/2026	Microsoft	CC	28.80		Microsoft 365
31/08/2026	Nisbets Ltd	CC	81.37		Cleaning fluid & cloths
31/08/2026	Amazon	CC	38.45		Cleaning supplies
31/08/2026	Grove Products Ltd	CC	54.99		Water container
31/08/2026	Credit card	CC	-33.21		Obscure difference in balance
31/08/2026	Lebara Mobile Ltd	CC	9.00		Mobile phone contracts
		Total Payments	320.19		

Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income Council							
1076	Precept	111,500	223,000	111,500			50.0%	
1090	Bank Interest	2,522	5,000	2,478			50.4%	
1101	Grants Received	14,940	0	(14,940)			0.0%	
1103	Other Income	13	0	(13)			0.0%	
	Income Council :- Income	**128,975**	**228,000**	**99,025**			**56.6%**	**0**
	Net Income	**128,975**	**228,000**	**99,025**				
6001	less Transfer to Earmarked Reserv	7,350	0	(7,350)				
	Movement to/(from) Gen Reserve	**121,625**	**228,000**	**106,375**				
101	Administration							
4011	Councillors MMA/Expenses	0	100	100		100	0.0%	
4015	Christmas Lights Maintenance	0	500	500		500	0.0%	1,708
4016	Advertising	0	100	100		100	0.0%	
4018	Audit Fee	475	1,500	1,025		1,025	31.7%	
4019	Bank Charges	234	500	266		266	46.8%	
4020	Books & Publications	0	50	50		50	0.0%	
4021	Insurance	3,571	3,700	129		129	96.5%	
4022	Legal Fees	0	1,500	1,500		1,500	0.0%	
4023	Councillor Training & Seminars	0	400	400		400	0.0%	
4024	Subscriptions	1,218	1,500	282		282	81.2%	
4025	Grants Agreed	9,763	12,000	2,237		2,237	81.4%	
4026	Meeting Room Hire	(4)	200	204		204	(2.0%)	
4047	Admin Contingency	522	1,000	478		478	52.2%	
4048	IT Support & Licences	1,871	2,200	329		329	85.0%	
4064	Chairman's Expenses	0	100	100		100	0.0%	
4066	SLR Deployments	585	900	315		315	65.0%	
4067	Community Engagement	0	500	500		500	0.0%	
4068	General Power of Competence	0	100	100		100	0.0%	
4076	Online Digital Mapping	0	300	300		300	0.0%	
4079	Office Refurbishment	0	10,000	10,000		10,000	0.0%	
	Administration :- Indirect Expenditure	**18,234**	**37,150**	**18,916**	**0**	**18,916**	**49.1%**	**1,708**
	Net Expenditure	**(18,234)**	**(37,150)**	**(18,916)**				
6000	plus Transfer from Earmarked Reserv	1,708	0	(1,708)				
	Movement to/(from) Gen Reserve	**(16,527)**	**(37,150)**	**(20,623)**				

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Parish Office							
4035	Parish Office Rent	1,472	6,500	5,028		5,028	22.6%	
4037	Electricity	428	1,600	1,172		1,172	26.7%	
4038	Telephone & Internet	320	800	480		480	40.0%	
4039	Fire Extinquishers	0	300	300		300	0.0%	
4040	Stationery	74	200	127		127	36.8%	
4041	Postage	0	50	50		50	0.0%	
4042	Photocopying	81	300	219		219	27.1%	
4043	Office Maintenance	223	600	377		377	37.2%	
	Parish Office :- Indirect Expenditure	**2,597**	**10,350**	**7,753**	**0**	**7,753**	**25.1%**	**0**
	Net Expenditure	**(2,597)**	**(10,350)**	**(7,753)**				
103	Staffing Costs							
4000	Salaries	19,556	48,740	29,184		29,184	40.1%	
4001	Additional Staff Hours	0	10,000	10,000		10,000	0.0%	
4002	HPC NI Contribution	2,622	6,436	3,814		3,814	40.7%	
4003	Superannuation	4,505	11,234	6,729		6,729	40.1%	
4004	Staff Mileage	0	300	300		300	0.0%	
4005	Staff training	0	800	800		800	0.0%	
4007	Eye Tests	0	40	40		40	0.0%	
4008	Outsourcing Salaries	0	600	600		600	0.0%	
	Staffing Costs :- Indirect Expenditure	**26,682**	**78,150**	**51,468**	**0**	**51,468**	**34.1%**	**0**
	Net Expenditure	**(26,682)**	**(78,150)**	**(51,468)**				
200	Income Open Spaces & PE							
1156	Village Green Hire	780	300	(480)			260.0%	
1158	Football Clubs	(755)	0	755			0.0%	
	Income Open Spaces & PE :- Income	**25**	**300**	**275**			**8.3%**	**0**
	Net Income	**25**	**300**	**275**				
201	Expenditure Open Spaces & PE							
4080	Liphook Road Allotment Hedge	0	266	266		266	0.0%	
4081	Village Green	1,440	2,000	560		560	72.0%	
4097	Standford Green	245	445	200		200	55.1%	
4098	Other Grass Cutting	75	202	127		127	37.1%	
4105	Play Equipment Maintenance	0	2,000	2,000		2,000	0.0%	
4110	Litter & Refuse Collections	884	3,000	2,116		2,116	29.5%	
4113	Village Repairs & Enhancements	1,177	5,500	4,323		4,323	21.4%	

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116	Bus Shelter Maintenance	14,939	500	(14,439)		(14,439)	2987.9%	
4129	Arford Common	0	500	500		500	0.0%	
4130	Tree Maintenance	4,015	6,000	1,985		1,985	66.9%	
4132	Priority Footpath Maintenance	0	200	200		200	0.0%	
4143	Flower Meadow	0	500	500		500	0.0%	
4162	Parish Lengthsman	0	2,000	2,000		2,000	0.0%	
4164	Headley Hill Woods	195	500	305		305	39.0%	
4165	Cleft Knee Rail	1,366	0	(1,366)		(1,366)	0.0%	
	Expenditure Open Spaces & PE :- Indirect Expenditure	**24,337**	**23,613**	**(724)**	**0**	**(724)**	**103.1%**	**0**
	Net Expenditure	**(24,337)**	**(23,613)**	**724**				
301	Allotment Association							
1301	Allotment Income	100	0	(100)			0.0%	
	Allotment Association :- Income	**100**	**0**	**(100)**				**0**
4501	Allotment Expenditure	1,203	0	(1,203)		(1,203)	0.0%	
	Allotment Association :- Indirect Expenditure	**1,203**	**0**	**(1,203)**	**0**	**(1,203)**		**0**
	Net Income over Expenditure	**(1,103)**	**0**	**1,103**				
308	Allotment Deposits							
5308	Allotment Deposits	125	0	(125)			0.0%	
	Allotment Deposits :- Income	**125**	**0**	**(125)**				**0**
	Net Income	**125**	**0**	**(125)**				
400	Pavilion Operating Receipts							
1403	Additional CIL Awards	0	95,496	95,496			0.0%	
1413	Other Income	1,706	0	(1,706)			0.0%	
1415	Bowling Club	0	2,445	2,445			0.0%	
1416	Cricket Club	0	2,119	2,119			0.0%	
1417	Men's Football	0	2,397	2,397			0.0%	
1418	Youth Football Club	0	3,857	3,857			0.0%	
1419	Petanque	0	855	855			0.0%	
1420	Table Tennis	0	1,305	1,305			0.0%	
1421	Tennis Club	0	2,343	2,343			0.0%	
1422	Club Electric Recharged	0	800	800			0.0%	
1423	Community/Third Party Hire	223	2,000	1,777			11.1%	
1424	Bar Operating Surplus	0	4,000	4,000			0.0%	
1425	Brodrick Room Rental	0	3,000	3,000			0.0%	

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1426	Sports Clubs Contributions	0	1,800	1,800			0.0%	
1427	Headley Sports Association	8,796	0	(8,796)			0.0%	
	Pavilion Operating Receipts :- Income	**10,724**	**122,417**	**111,693**			**8.8%**	**0**
	Net Income	**10,724**	**122,417**	**111,693**				
401	Pavilion Operating Expenditure							
4222	Professional Fees	9,945	0	(9,945)		(9,945)	0.0%	
4226	S106 Transport 2	28,673	0	(28,673)		(28,673)	0.0%	16,448
4301	Business Rates	4,192	240	(3,952)		(3,952)	1746.5%	
4302	Water	664	1,400	736		736	47.4%	
4303	Electric (General)	903	3,000	2,097		2,097	30.1%	
4304	Electric (Tennis) Recharged	0	400	400		400	0.0%	
4305	Electric (Front of Pavilion)	0	200	200		200	0.0%	
4306	Gas Central Heating/Hot Water	1,873	2,500	627		627	74.9%	
4307	Gas Showers	0	500	500		500	0.0%	
4308	Insurance	0	2,000	2,000		2,000	0.0%	
4309	TV/Other Licences	42	200	158		158	21.0%	
4310	Cleaning	3,510	10,000	6,490		6,490	35.1%	
4311	Electrical Tests	0	211	211		211	0.0%	
4312	Telephone/Broadband	154	700	546		546	22.0%	
4313	Fire Extinguisher Servicing	0	300	300		300	0.0%	
4314	Fire Alarm	0	190	190		190	0.0%	
4315	Intruder Alarm	0	250	250		250	0.0%	
4316	Refuse Disposal	247	1,970	1,723		1,723	12.5%	
4317	Maintenance	1,336	3,000	1,664		1,664	44.5%	
4318	Barrier Maintenance	0	1,000	1,000		1,000	0.0%	
4319	Boiler and M&E Servicing	0	1,200	1,200		1,200	0.0%	
4320	Other Costs (Contingency)	17,240	1,000	(16,240)		(16,240)	1724.0%	
4321	Consumables	259	0	(259)		(259)	0.0%	
4326	Facilities Manager	8,347	22,000	13,653		13,653	37.9%	
4327	Casual Bar Staff	0	4,000	4,000		4,000	0.0%	
4329	Liquor Licencing	0	250	250		250	0.0%	
4330	Diary Management Software	0	500	500		500	0.0%	
4331	Grasstex Costs	4,567	20,829	16,262		16,262	21.9%	
4337	HPC Bowling	0	436	436		436	0.0%	
4338	HPC Cricket	0	2,803	2,803		2,803	0.0%	
4339	HPC Football	0	3,626	3,626		3,626	0.0%	
4340	Mill Lane Overheads	0	3,000	3,000		3,000	0.0%	
4341	Land Rental	0	2,875	2,875		2,875	0.0%	
4342	PWLB Loan Repayment	8,968	18,000	9,032		9,032	49.8%	

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Headley Parish Council 2026/2027

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4343	Planters and Screening	4,342	0	(4,342)		(4,342)	0.0%	4,342
	Pavilion Operating Expenditure :- Indirect Expenditure	**95,261**	**108,580**	**13,319**	**0**	**13,319**	**87.7%**	**20,790**
	Net Expenditure	**(95,261)**	**(108,580)**	**(13,319)**				
6000	plus Transfer from Earmarked Reserv	20,790	0	(20,790)				
	Movement to/(from) Gen Reserve	**(74,471)**	**(108,580)**	**(34,109)**				
	Grand Totals:- Income	**139,949**	**350,717**	**210,768**			**39.9%**	
	Expenditure	**168,314**	**257,843**	**89,529**	**0**	**89,529**	**65.3%**	
	Net Income over Expenditure	**(28,365)**	**92,874**	**121,239**				
	plus Transfer from Earmarked Reserv	**22,497**	0	(22,497)				
	less Transfer to Earmarked Reserv	**7,350**	0	(7,350)				
	Movement to/(from) Gen Reserve	**(13,218)**	**92,874**	**106,092**				

List of Payments made between 01/08/2026 and 31/08/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/08/2026	Quality Land Services Ltd	BACS	561.60		Bin emptying Jun-Jul
04/08/2026	Quality Land Services Ltd	BACS	311.81		SLR movements Jun-Jul
04/08/2026	UK Safety Management Ltd	BACS	207.59		PAT testing
04/08/2026	Grasstex Ltd	BACS	1,308.38		July maintenance
04/08/2026	GW Shelter Solutions Ltd	BACS	17,927.33		Bus shelter renovations
04/08/2026	John Dorans	BACS	890.00		Village Green knee rail
05/08/2026	British Gas Lite	DD	29.37		Parish Office electricity
17/08/2026	Nat West	DD	25.40		Bankline
17/08/2026	British Gas Lite	DD	931.05		Pavilion gas
18/08/2026	Martin Cashmore	BACS	89.25		Allotment defib posts/mix
18/08/2026	Castle Water	DD	227.16		Allotment water bill
18/08/2026	Castle Water	DD	236.94		Allotment water bill
18/08/2026	Maxwell & Co	BACS	150.00		Payroll services
18/08/2026	PBA Consulting Solutions	BACS	234.00		Headley Hill Woods bamboo
18/08/2026	Farnham Tool & Plant Hire	BACS	14.20		Allotment tap valve
18/08/2026	HM Revenue & Customs	BACS	1,234.68		PAYE/NI August
18/08/2026	Hampshire Pension Fund	BACS	1,206.02		Superannuation August
21/08/2026	British Gas Lite	DD	227.66		Pavilion electricity
22/08/2026	Salaries	SO	4,581.40		August
28/08/2026	Nat West	DD	5.25		Bank charges
28/08/2026	Onecom Ltd	DD	82.45		Telephone and internet
28/08/2026	Credit Card	Trfr	320.19		Credit card payment
		Total Payments	30,801.73		

Pavilion Account

List of Payments made between 01/08/2026 and 31/08/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/08/2026	Cluskeys CCP Ltd	BACS	163.32		Air freshener, mops/handles
04/08/2026	Amberol Ltd	BACS	289.20		2 x barrel planters
04/08/2026	RJS Services	BACS	1,170.00		Pavilion cleaning
04/08/2026	John Dorans	BACS	9,885.00		Pavilion footpath
04/08/2026	Everflow	BACS	501.10		Pavilion water bill
04/08/2026	Amberol Ltd	BACS	5,210.40		Self-watering baskets/ivy
04/08/2026	Just For Schools	BACS	2,343.17		Tables and trollies
04/08/2026	Gordon Kerr & Associates	BACS	2,970.00		Construction services
04/08/2026	Auto Mate Systems Ltd	BACS	3,372.00		Automatic barrier deposit
05/08/2026	Start Traffic Ltd	BACS	582.48		Parking bay tape
18/08/2026	Veolia Environmental Services	BACS	63.98		Wheelie bin emptying
18/08/2026	Everflow Utilities	BACS	162.73		Water bill
18/08/2026	John Dorans	BACS	3,267.52		Car park lining
		Total Payments	29,980.90		

Cash Received between 01/08/2026 and 31/08/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
03/08/2026	Direct Reserve	Trfr	Pavilion transfer	5,500.00
03/08/2026	Direct Reserve	Trfr	Pavilion transfer	21,000.00
04/08/2026	Direct Reserve	Trfr	Pavilion transfer	1,000.00
21/08/2026	Headley Sports Association		Donation	8,796.11
			Total Receipts	**36,296.11**

Cash Received between 01/08/2026 and 31/08/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
17/08/2026	Direct Reserve	Trfr	Transfer of funds	8,000.00
06/08/2026	Headley All Saints		Pavilion hire	47.50
18/08/2026	HM Revenue & Customs		VAT repayment July	945.95
10/08/2026	Tricketts Fun Fair		Village Green hire	780.00
			Total Receipts	**9,773.45**