

# UPTON GREY PARISH COUNCIL

## Minutes of the Upton Grey Parish Council meeting held remotely on 16 July 2020 at 7.00pm

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**In attendance: - Cllr C Holroyd, Cllr N Ralls, Cllr A Barker, Cllr P Barnes and Cllr T Harman**

Also in attendance-Beverley Bridgman (Parish Clerk), George Hillier (Parish Lengthsman) , PC Andy Reid and 3 members of the public

### Draft minutes subject to confirmation

**1. Receive and accept apologies for absence**

None received

**2. Receive and note any declarations of interest relevant to the Agenda**

Cllr Holroyd declared an interest in agenda item 11

**3. The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 18 June 2020**

The minutes of the Parish Council meeting held on 18 June 2020 were approved and will be signed at the next available opportunity

**4. Open the meeting to members of the public**

3 connections to the meeting by members of the public

**5. Receive reports**

Reports were received from the Clerk, the Lengthsman and PC Andy Reid. These can be found in Appendix A

**6. Consider and discuss the following planning applications:**

**a) Erection of part single/part two storey front extension and erection of porch Green Hedges, Weston Road, Upton Grey, RG25 2RJ**

**Reference 20/01371/HSE**

The Parish Council discussed the application and it was agreed to submit a comment of **no objection**

**b) T1 Ash: tidy up broken branch. T2 Conifer: tidy up. T3 Ash: cut back. T4: Cherry: raise crown by no more than 2m**

**Blackberry House, Cleves Lane, Upton Grey, RG25 2RG**

**Reference T/00279/20/TCA**

The Parish Council discussed the application and it was agreed to submit a comment of **no objection**

**c) Extension of existing block paved driveway to add an additional space for one car**

**Fairfield House, 4 South Hill, Upton Grey, RG25 2SH**

**Reference 20/01566/HSE**

The Parish Council discussed the application and it was agreed to submit a comment of **no objection**

**d) T1 Lime: re-pollard to previous points. T2 Lime: fell. T3, T4, T5 Rowan: fell Romney House, Cleves Lane, Upton Grey, RG25 2RG**

**Reference T/00304/20/TCA**

The Parish Council discussed the application. It was agreed Councillors will visit the property to view the trees in question, and will use the Upton Grey Planning Protocol to submit comments to the Clerk for submission to Basingstoke and Deane Borough Council (BDBC)

**e) Development of an Energy Recovery Facility and Associated Infrastructure Alton Materials Recovery Facility, A31, Alton, GU34 4JD**

**Reference 20/01719/OOBC**

The Parish Council discussed the application and it was agreed to submit a comment of **objection**. Cllr Barnes will prepare a letter for Hampshire County Council advising of the reasons for objection

## **7. Update on previous planning applications**

Since the last Parish Council meeting on 18 June a comment of no objection (using the Upton Grey Planning Protocol) has been sent to BDBC for the following tree works application:

T/00234/20/TCA Old Barn House

## **8. Approve the Electronic Payment request for July**

The Electronic payment request as shown below was approved for July. This will be physically signed at the next available opportunity. Payments will be set up by the Clerk and authorised by a Councillor on Friday 17 July

### Upton Grey Parish Council July 2020 Electronic Payment Request

To	Item	Amount
Staff	Salary July 2020	
	Home office expenses July 2020	
	Total	<b>£618.00</b>
Staff	Expenses July 2020	<b>£259.92</b>
Staff	Salary July 2020	<b>£48.84</b>
HMRC	Tax & NI July 2020	<b>£12.20</b>
Saunders Landscape	Maintenance July 2020	<b>£222.00</b>
Chairmans Signature and date:		

## **9. Note the current financial situation and sign bank statements**

The current financial situation was noted and can be found in Appendix B

The bank statements will be physically signed at the next opportunity.

The current balances are:

Current Account £10918.80

Savings Account: £15298.53

#### **10. Q1 accounts**

The Q1 accounts were presented and can be found in Appendix C

#### **11. Discuss and confirm renewal of the tennis club insurance**

As Chairman of the Tennis Committee Cllr Holroyd did not take part in this discussion.

The Parish Clerk had obtained a quotation of £168.11 for the tennis club insurance. This reflected an increase of £6.11. Agreement that cover provided by the quote was sufficient had been received from the Chairman of the Tennis Committee. As renewal date of the Policy was on 15 July the Parish Clerk had obtained authorisation from the Vice Chairman to process this payment

#### **12. To confirm the re-opening of Upton Grey playground**

Following Government advice that Playgrounds could re-open on 4 July BDBC inspected the playground on Friday 3 July and installed signs stating the following:

- Give other people space in line with the current social distancing guidance
- Wash hands before and after visiting
- Use hand sanitiser gel or wipes to clean hands
- No food or drink on the equipment or in the play area
- Put tissues or rubbish in the bins provided
- Help to keep yourself and others safe and do not use the facility if it is busy or you have coronavirus or symptoms of coronavirus

BDBC will continue to inspect the playground weekly with reports provided via PSS Live

#### **13. Consider jobs for the July visit of the County Council Lengthsman**

The County Council Lengthsman will be visiting Upton Grey on Wednesday 22 July it was agreed to add the following to the schedule of works for the July visit:

- Clean telephone box
- Clean and remove foliage from all street signs/road names
- Weed killer in and around the playground
- Weed killer along the kerb edge at the pond
- Weed killer on the gravel path at the pond
- Fix bolts in the bin next to the shelter in the playground
- Cut back overgrown shrub over the 30mph sign on Church Street

#### **14. Discuss maintenance work in the village**

A number of maintenance issues in the village had been reported by villagers:

- All posts on the green at Cleves Lane are rotten
- Pane of broken glass in the telephone box
- Fallen tree branches over the road sign at the bottom of Lees Hill

The following was agreed:

- The Lengthsman will purchase glass and putty and will repair the broken glass
- Cllr Barnes will check the posts and report back to the Parish Clerk. If necessary the Clerk will obtain quotes to replace these posts

- Cllr Holroyd thinks the tree branches may have been cut back, if not, he will arrange for this to be done

### **15. Review and, if appropriate, approve all Upton Grey Policies, the Standing Orders and Financial Regulations**

The Parish Clerk had updated the Upton Grey Risk Assessment to include Covid-19 assessments in respect of the Lengthsman and the playground. This was approved and will be signed at the next available opportunity. There had been no change in any other Policies, Standing Orders or the Financial Regulations. These were also approved and will be signed at the next available opportunity

### **16. Update on potential sites for a Speed Indicator Device in the village**

Councillors will prepare a proposal for the next Parish Council meeting in September

### **17. Update on the installation of kissing gates on footpath 12**

Cllr Holroyd confirmed a meeting had recently taken place with the land owner and the Community Engagement Ranger from HCC. This meeting resulted in verbal agreement to proceed with the installation of kissing gates (with the added addition of rubber on the gate closures to reduce noise of the gates closing) from the land owner, plus agreement and encouragement from the Community Engagement Ranger. There is a grant available for up to 50% of the total cost of this work from the Rural Community Fund however, due to recent funding cuts there is no guarantee the Parish Council will get this grant.

A quote of £720 inc VAT had been received for installation of the kissing gates

A quote of £939.54 inc VAT and delivery had been received for the kissing gates

It was discussed and the following agreed:

- Cllr Holroyd will complete the grant application form for HCC
- If the Parish Council receive a grant this work will definitely go ahead
- If a grant is not received the Parish Council will more than likely go ahead with the work as it will aid accessibility for villagers, however a further discussion will need to take place at the next Parish Council meeting

### **18. Update on quotations received for playground improvements using S106 payments**

Cllr Barker has obtained quotes for adult outdoor gym equipment and a multi purpose ball wall at the recreation ground. A variety of quotes has been received ranging from £10544 - £14663 ex VAT for the gym equipment and £8608 to £14938 ex VAT for the multi purpose ball wall.

There is a question on how S106 money would be paid to the Parish Council i.e. would BDBC transfer the fund to us which means the Parish Council can reclaim VAT from invoices? Or, do BDBC pay the invoices which would mean no VAT reclaim for the Parish Council?

Cllr Barker has visited the Old Basing recreation ground to observe some outdoor gym equipment and plans to visit other sites to observe previous installations.

There is a question as to whether a cricket net could be included within the multi purpose ball wall.

The following was agreed:

- Cllr Barker will speak to BDBC regarding payment of S106 funds
- Cllr Barker and another Councillor, or the Clerk, will view other outdoor gym equipment installations

- Cllr Barker and the Clerk will prepare a survey to obtain villagers thoughts on what gym equipment they would like installed. The survey will be circulated via email with a notice also included in the Parish magazine and noticeboard for those who do not use email
- Cllr Barker will obtain a quote for a cricket net
- A further update will be provided at the next Parish Council meeting

### **19. Discuss the Parish Councils approach to a potential planning application at Cemetery Lane**

The Chairman has received a number of requests from villagers for the Parish Council to support the creation of an independent villagers committee which would represent the diverse interests of the village in respect of this potential application. The Chairman had been asked if a Parish Councillor could be part of such a committee

The Clerk had taken advice from Hampshire Association of Local Councils (HALC) who advised that should a Councillor wish to be part of this committee they will need to reconsider their interests and consider whether they will be able to attend a Parish Council meeting, to discuss the topic, unbiased and partake in any vote or forgo a vote, as the remaining public may perceive the councillor to be pre-determined.

HALC recommend the Councillor discuss with the Democratic Services Manager at BDBC before making a decision.

Cllr Ralls expressed an interest in being part of a committee and will speak to Democratic Services at BDBC

### **20. Discuss accessibility requirements for the Parish Council website**

The Parish Council website will need to comply with The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018 (“Regulations”) by 23 September 2020. The Directive is designed to allow citizens, particularly those with disabilities, to gain better access to public services by making public sector bodies’ websites and mobile applications more accessible

The National Association of Local Councils have produced an action plan and a detailed document to help Parish Councils with this work. The first part of the action plan is to ensure all Councillors have read the document. All Councillors confirmed this point. Part two is to decide who will look at the website to determine what work is needed to meet the new requirements. The Clerk confirmed she had looked at the website using the recommended tools however it was not clear to her what needed to be done to correct any flagged warnings. It was agreed the Clerk will look at the website again and ask IT qualified villagers if they could help with this work.

A follow up report will be provided at the next meeting but in the meantime the Clerk will add an accessibility statement to the website prior to 23 September. This will advise the Parish Council are working on correcting the accessibility of their website

### **21. End of year presentation by Upton Grey Educational Trust**

Report can be found in Appendix D

### **22. End of year presentation by the Village Hall Committee**

Report can be found in Appendix D

### **23. End of year presentation by the Tennis Club Committee**

Report can be found in Appendix D

### **24. Discuss a grant request from Victim Support**

A grant request to the sum of £50 had been received from Victim Support

It was discussed and agreed that it was not clear the application meets the following criteria of the Upton Grey Grant Policy:

- The benefit will be to all or part of the area of Upton Grey Parish
  - The benefit will be to all or some of the residents of the Upton Grey Parish
  - Applicants must be based in the Parish or proven to benefit the residents of the Parish
- In view of this it was agreed the requested grant will not be provided

**25. Confirm the date and time of the next meeting**

The next Parish Council meeting will be held at 7pm on Thursday 24 September. A decision will be made nearer the time as to whether this will be a remote meeting

**26. To agree that under the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting whilst confidential business is discussed**

It was resolved to close the meeting to the press and public under the Public Bodies (Admission to meetings) Act 1960

**27. To discuss confidential business regarding roles within the Parish Council Information under Confidential Minutes**

**There being no other business the meeting finished at 9.13pm**

## **Appendix A**

### Parish Clerk Report July 2020

#### Footpaths

Hampshire Countryside Team have arranged for the Basingstoke Canal Authority to cut vegetation on the requested paths in the Upton Grey parish. These footpaths are:

Footpath 7

Footpath 8

Footpath 9

Footpath 12

Footpath 14

Vegetation cutting generally starts in July so should be anytime soon

#### Post Office

The results of 2 surveys which were sent to villagers by email and via the Parish magazine showed very strong support to close the Post Office and give the space over to the village shop. Discussions are being held with the Post Office to finalise details and arrange for disconnection of the internet. The shop keeper will stock stamps and gradually include more items that would be sold by the post office

#### Weston Road Flooding

At the end of June I had a meeting with Hampshire Highways, County Councillor Anna McNair Scott, a representative from the Lead Local Flood Authority (LLFA) a resident and the land agent for the land owner regarding the clearing of the ditches on Weston Road (from Weston Close-just past Hunts). With the help of Hampshire Highways an agreement as below has now been reached;

- The landowner is to clear/dig new ditches along their land. They will use the spoil to create a 2nd barrier where appropriate i.e past hunts access road where the field height is above the road
- Hampshire Highways will then repair/put in grips. They will put the ditches/grips on their asset register so they are maintained going forward, or recognised if people wish to carry out works
- The drain outside April cottage will be cleared underneath the road and the ditch cleared on the opposite side of the road
- The trees that were cut down will be cleared and burnt in the autumn: this cannot be done until after harvest
- The trees/hedgerow will be maintained at less than 2 metres going forward

#### Weston Road Development

At the end of June I had a meeting with a representative from the LLFA, the Planning Officer, Borough Councillor Mark Ruffell, and a villager, regarding the planning application for foul water at Holme Hill. The LLFA agreed to review documentation regarding this application and may re-consider their views. The planning application has been targeted

## Appendix A

for a committee at Basingstoke and Deane on 12 August 2020 subject to the final response from the LLFA

### Weight Restrictions on Church Street

I am in communication with the Safer Roads Team at Hampshire County Council and will report further at the next Parish Council meeting

### Lengthsman Report July 2020

#### Litter

No fly tipping reported

Normal patrols completed and gloves, mask and litter-picker utilised

#### Highways

Cleves Lane potholes were repaired at the start of July

Bidden Road has been completely resurfaced

#### Footpaths

Footpath 12 by the side of the vicarage was blocked by an overgrown bush. This was reported to Hampshire County Council (HCC) but has now been cut back by Cllr Harman  
A signage problem on footpath 10 has been reported to HCC, no reference available

#### Cleves Lane Green

A villager has reported the wooden posts outlining the green at Cleves Lane are rotten and need replacing

### PC Andy Reid Report July 2020

Non dwelling burglary at the Holme Hill Site on 23 June. Two youths were seen on CCTV driving a road sweeper around the site which they eventually tipped over

Wood reported as stolen from The Hoddington Arms just prior to 4 July

2 assault allegations on the Bidden Road. Whilst the road was closed a vehicle is alleged to have driven at workers through the road closed signs

Resident reported a couple of suspicious vehicles. The registration numbers indicate active criminals, this information's been passed onto our Intelligence Unit

Still receiving calls regarding a nuisance motorbike in the area

Reports of travellers racing up and down on quad bikes at the Black Barn, Manor Farm



## Upton Grey Parish Council Monthly Sheet for July 2020 (Appendix B)

### Lloyds Current Account

Balance as at 12 June 2020

£12984.28 (agrees statement dated 30 June 2020)

#### Payments

<b>Date</b>	<b>To</b>	<b>Amount</b>
16 June 2020	Came & Company (Insurance renewal)	£472.05
19 June 2020	HMRC Tax & NI June	£12.20
19 June 2020	Dick Randall Ltd (Playground repairs)	£678.00
19 June 2020	Saunders Landscape (Invoice 1378)	£222.00
19 June 2020	Staff Salary June	£48.84
19 June 2020	Staff Salary & Home Office Allowance June	£618.00
19 June 2020	Expenses June	£14.39

#### Receipts

<b>Date</b>	<b>From</b>	<b>Amount</b>
		£0.00

**Balance as at 10 July 2020**

**£10918.80** (agrees on line statement dated 10 July 2020)

### Lloyds Savings Account

Balance as at 12 June 2020

£15297.90 (agrees statement dated 1 July 2020)

#### Receipts

<b>Date</b>	<b>From</b>	<b>Amount</b>
9 July 2020	Bank Interest	£0.63

**Balance as at 10 July 2020**

**£15298.53** (agrees on line statement dated 10 July 2020)

#### **Total Balance as at 10 July 2020**

Lloyds Current Account	£10918.80
Lloyds Savings Account	£15298.53
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£26217.33</b>

**Chairmans Signature and date:**

**Upton Grey Parish Council First Quarter Accounts 30 June 2020**

**Incoming Payments**

	Predicted 2020-2021	Already received	Payments due
Precept	£18667.00	£9333.50	£9333.50
Bank Interest	£5.00	£1.93	
VAT refund	£0.00	£101.16	£142.80
Other B & D payments	£1254.00	£1254.00	£0.00
Grants & Donations	£0.00	£0.00	£0.00
S106 money	£0.00	£0.00	£0.00
Tennis subs	£800.00	£0.00	£800.00
<b>Totals</b>	<b>£20726.00</b>	<b>£10690.59</b>	<b>£10276.30</b>

**Outgoing Payments**

	Budget 2020-2021	Already paid	Agreed but not yet paid	What's left in the budget
Salaries inc Office Allowance	£8002.00	£2000.52	£6001.48	£0.00
Clerk's Expenses	£100.00	£0.00	£0.00	£100.00
HMRC	£143.00	£36.60	£106.40	£0.00
Pension	£0.00	£0.00	£0.00	£0.00
Administration	£500.00	£201.99	£0.00	£298.01
Insurance	£650.00	£472.05	£0.00	£177.95
Training	£270.00	£0.00	£0.00	£270.00
S137	£0.00	£0.00	£0.00	£0.00
Subscriptions	£625.00	£278.75	£0.00	£346.25
Chairmans Allowance	£20.00	£0.00	£0.00	£20.00
Repairs and Maintenance	£6000.00	£1472.51	£137.00	£4390.49
Publications	£0.00	£0.00	£0.00	£0.00
Grants and Donations	£3000.00	£0.00	£0.00	£3000.00
Shop	£1200.00	£0.00	£1200.00	£0.00
Misc	£250.00	£0.00	£0.00	£250.00
Contingency	£0.00	£0.00	£0.00	£0.00
VAT		£142.80		
<b>Totals</b>	<b>£20760.00</b>	<b>£4605.22</b>	<b>£7444.88</b>	<b>£8852.70</b>

Balance Carried forward 01/04/20 £20131.33

**ADD** Total Receipts (as above) £10,690.59

**LESS** Total payments (as above) £4,605.22

**Balance Carried forward 30/6/2020** £26,216.70

Current Account as at 30 June 2020 £10,918.80

Savings Account as at 30 June 2020 £15,297.90

**Total** £26216.70

## UPTON GREY EDUCATIONAL TRUST

July 2020

The Trust was formed in August 1991 by the Diocesan Council, with some of the proceeds from the sale of the Upton Grey Village School. The first grants were made in June 1992 and over the twenty nine years since, a total of approximately £95K has been distributed by way of grants, benefiting more than 100 different applicants and 20 groups in addition to Long Sutton School.

The income from the Trust can be used twice yearly for "the advancement of education". The Trustees meet twice a year, in June and December, to consider applications for assistance with educational needs from any age group. This is primarily open to residents of UPTON GREY, but consideration may also be given to applicants from other parishes **within the Benefice** – funds permitting.

During the year ended December 2019 the Trustees received 25 applications for consideration and granted awards to the majority of applicants.

The Grants awarded included a variety of educational areas with contributions towards tennis coaching in Upton Grey, Upton Grey Drama Group, Long Sutton School as well as several primary/secondary school children and university students.

Adverts are placed twice yearly in the Parish Magazine to encourage applications.

Debbie Bridle ([debbie@debbie-bridle.com](mailto:debbie@debbie-bridle.com))

The Secretary to the Trustees  
Upton Grey Educational Trust

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# Annual Report to the UGPC From Upton Grey Village Hall Management Committee.

Financial Year October 2018 to September 2019

An important activity this year was adding to the shop security. Steel bars, bolts, alarm and CCTV, paid for by a village collection, were fixed. We raised and paid out £4,007, including a donation from the Flower Club. A detailed statement is available.

HMRC finally concluded that the 100 Club no longer attracts charity tax relief, which results in a loss of annual Income of around £300. Electricity (£458), oil (£580), insurance (£879), licences (£280) and cleaning/caretaking (£1,170) were the chief expenditures.

Main income for the hall was the 100 Club (£1,450), hall hire (£2,510) and shop rent (£1,200). Overall, we dipped into our reserves by £651. The income from the cessation of the HCC-subsidised “Hog the Limelight” scheme needs to be replaced.

Detailed accounts and balance sheets are available. Assets at 30 Sept 2019 were: cash (£247), Santander (£810), and Barclays (£7,203).

Current assets at 12 July 2020 are: cash (£1,490), Santander (£5,189) and Barclays (£14,706). These amounts include a one-off payment of £10,000 by BD&DC to help offset the lack of income through hire charges because of the coronavirus pandemic.

Liabilities are around £2,000, which include future 100 Club prize payments. We predict a loss this year due to a reduction in the number of hirers.

Hugh Chevallier Chairman & Brian Thrussell Treasurer      12 July 2020

**UPTON GREY TENNIS COURT MANAGEMENT COMMITTEE**  
**Report to the Upton Grey Tennis Court AGM on Tuesday 12<sup>th</sup> May 2020**  
**Report to the Upton Grey Parish Council on Thursday 21<sup>st</sup> May 2020**

**Introduction**

The tennis court is owned by the Upton Grey Parish Council (“PC”), which in July 2004 appointed the Upton Grey Tennis Court Management Committee (“Tennis Committee”) as its agent to manage the court on its behalf.

This report covers the operations of the Upton Grey Village Tennis Court Club in the tennis-playing year 1<sup>st</sup> May 2019 to 30<sup>th</sup> April 2020, the twenty-first year of the court’s existence. It reviews playing fees, children’s’ tennis, coaching, the mixer, maintenance, fund raising and finances.

Many events for 2020 have alas been cancelled due to the coronavirus pandemic, and the court is currently closed until further notice.

**Playing Fees**

To promote tennis in the village and to encourage people to use the court, playing fees are kept at very modest levels and commensurate with meeting the financial goal. The current playing fee rates are £30 per family, £20 for individuals over 18 and £5 for individuals under 18. These have been unchanged since 2006. Opportunities for occasional use of the court can also be provided although these are small relative to annual subscriptions.

37 membership fees were received in the 2019/20 season, mostly for families, compared with 29 in the preceding year. Playing fee income was £1,015 which was up on the prior year’s £805.

**Tennis Coaching**

With the Tennis Court on a firm financial footing through fund-raising activities by the membership and committee over many years, we continue to give emphasis to the use of the Tennis Committee’s generated funds to encourage increased activities for adults’ and childrens’ tennis in Upton Grey.

For the past five years the Tennis Committee has arranged two sets of coaching for village children aged from five to 14 years old, one in the Easter and one in the Summer holidays. In the Summer there were a record 51 children, compared to 45 in 2018. The Easter 2020 session has sadly had to be cancelled due to the pandemic. 41 children had coaching in Easter 2019. This coaching is hugely popular with parents and children and engenders a strong feeling of local community. It is organised by Susannah Livingston Booth, and run by Andrew Ridgers and his assistant Antonia MacPhee from Odiham Tennis Club. Andrew is a level 4 certified LTA Coach. The Upton Grey Educational Trust generously contributed £200 towards each of the coaching sessions, which allowed the cost per child per week to be kept to an affordable £16.

**Tennis Mixer**

We held a social tennis mixer evening on the 27<sup>th</sup> June, arranged by James Acheson-Gray. Many members joined in for what is one of the high points of the social calendar and ended up at James’ house where he and Annabel were wonderful hosts for the evening. The Committee hopes to hold another mixer this year, subject to prevailing pandemic constraints.

## **Maintenance**

Maintenance of the Court is looked after by Rosie Ralls. The court was chemically cleaned and treated twice and was given a jet wash. It remains in good condition for its age. Small areas of external wear such as to the steps were repaired by John Smith. The county lengthsman were tasked with treating the notice board and with weed-killing around the court.

When originally constructed, the builder forecast 16 years before the court would need a complete resurfacing. It has had 21 years.

## **Fund Raising and Overall Finance**

The agreed overall aim of the Tennis Committee has been to generate a capital reserve by achieving a net cash surplus each year. The Tennis Committee has over several years and through fund-raising activities built up a capital reserve, accumulated within the Parish Council accounts, to pay for what will eventually be an expensive re-surfacing of the tennis court.

Surplus cash is held as a contingency against unexpected court problems, significant maintenance requirements, and to provide support for the playing of other sports in the village, particularly amongst its younger people.

The Tennis Committee's funds and accounts are managed by the Treasurer, Julia Harker. Cheque payments from the Tennis Committee account require two signatories. Amounts over £100 are paid through the Parish Council.

Revenues in the 2019/20 season were £2,517.00. Expenditure was £2,192.50, giving an increase in the capital reserves of £324.50. This compared to a £837.01 fall in reserves in the prior year.

Revenues for 2019/20 included £320.00 of payments for Easter 2020 coaching, which will need either to be returned or allocated to Summer 2020 coaching.

The closing Balance Sheet as at 30<sup>th</sup> April 2020 shows a positive position of £19,320.97.

A copy of the profit and loss statement and balance sheet is attached.

## **LTA - Wimbledon 2019**

The club is a member of the LTA. As such it has benefited from advice, a low insurance premium, and tickets to Wimbledon. In 2019 the club received four pairs of Wimbledon tickets, which were allocated in a blind draw to club members who registered for the competition.

## **Committee**

The members of the Tennis Committee for 2019/20 were James Acheson-Gray, Julia Harker (Treasurer), Charles Holroyd (Chairman), Ant Langly-Smith (Marketing), Susannah Livingston Booth (Coaching), Claire Overton (Club Secretary, our much appreciated 'seccy' who retired from the Committee in October 2019), Rosie Ralls (Maintenance), and Jamie Thomson (Club Secretary from 13<sup>th</sup> February 2020). As Chairman I would like to thank all the members of the Committee for the time they give, and for being such a well organised and enthusiastic team.

We also thank the Parish Council and the Upton Grey Educational Trust for their continuing encouragement and support.

Charles Holroyd  
Chairman, Upton Grey Tennis Court Committee  
11<sup>th</sup> May 2020

**Upton Grey Tennis Court**  
**Consolidated PC/TC Funds for Financial Year 1st May 2019 - 30th April 2020**

**PROFIT AND LOSS**

Item	Year 1st May 2019 - 30th April 2020	Year 1st May 2018 - 30th April 2019
	£	£
<b>Income</b>		
Annual Playing Fees	1,015.00	805.00
Pre-payment of subs	30.00	50.00
Donation/one-off playing fees	15.00	0.00
Bank Interest from PC deposit account	0.00	0.00
TC Fundraising events	0.00	0.00
Junior Coaching - Subs for Summer and Easter	1,057.00	1,138.00
Donations from UG Educational Trust for Junior Coaching etc	400.00	400.00
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<b>Total Income</b>	<b>2,517.00</b>	<b>2,393.00</b>
<b>Expenses</b>		
3rd Party Liability Insurance Premium (£162 July paid by PC)	0.00	0.00
Purchase of spare court keys / padlocks / measuring stick / broom etc	0.00	21.98
Court Maintenance & Repairs (paid by PC excl. VAT)	607.00	845.00
Court Maintenance & Repairs (new net in FY 2016/17, paid from TC a/c)	165.00	115.00
Court wall repair (paid from PC a/c)	0.00	1,150.00
Purchase of dark green windbreak	0.00	184.03
AGM and meeting expenses	0.00	138.00
Junior Coaching - Easter and Summer 2019 (note Easter 2019 came in late)	1,268.50	630.00
LTA registration	110.00	110.00
Information flyers and distribution	42.00	36.00
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<b>Total Expenses</b>	<b>2,192.50</b>	<b>3,230.01</b>
<b>Net Surplus Tennis Funds</b>	<b>324.50</b>	<b>-837.01</b>
 <b>BALANCE SHEET</b>		
Opening Cash Balances as at 1st May	18,996.47	18,206.47
Represented by:		
PC Tennis Funds brought forward as at 1st May	15,632.32	17,111.35
TC Tennis Funds brought forward as at 1st May	3,364.15	2,722.13
	-----	-----
<b>Total Tennis Funds as at 1st May</b>	<b>18,996.47</b>	<b>19,833.48</b>
Add surplus for the year	324.50	-837.01
	-----	-----
<b>Total Funds as at 30th April</b>	<b>19,320.97</b>	<b>18,996.47</b>
	-----	-----
Represented by:		
PC Tennis Funds bank account as at 30th April	15,865.32	15,632.32
TC Tennis Funds bank account as at 30th April	3,455.65	3,364.15
	-----	-----
<b>Total Funds as at 30th April</b>	<b>19,320.97</b>	<b>18,996.47</b>
	-----	-----
<b>Note: Net funds transferred to PC (TC amount)</b>		
Opening	15,632.32	17,111.35
Payment by PC of court maintenance etc excl. VAT	-607.00	-2,179.03
Additions - cheques to PC for subscriptions	840.00	700.00
<b>Closing funds</b>	<b>15,865.32</b>	<b>15,632.32</b>

## Upton Grey Parish Council Monthly Sheet for September 2020 (Appendix B)

### Lloyds Current Account

Balance as at 10 July 2020

£10918.80 (agrees statement dated 31 July 2020)

#### Payments

Date	To	Amount
17 July 2020	Staff Expenses July	£259.92
30 July 2020	Staff Salary plus Office Allowance July	£618.00
30 July 2020	Staff Salary July	£48.84
30 July 2020	HMRC July	£12.20
30 July 2020	Saunders Landscape July Invoice 1393	£222.00
1 September 2020	Staff Salary plus Office Allowance August	£618.00
1 September 2020	Staff Salary August	£48.84
1 September 2020	HMRC August	£12.20
1 September 2020	Saunders Landscape August Invoice 1406	£222.00

#### Receipts

Date	From	Amount
21 July 2020	Tennis Subs	£1200.00
11 August 2020	VAT Refund	£142.80

**Balance as at 9 September 2020**

**£10199.60** (agrees on line statement dated 9 September 2020)

### Lloyds Savings Account

Balance as at 10 July 2020

£15298.53 (agrees statement dated 31 July 2020)

#### Receipts

Date	From	Amount
11 August 2020	Bank Interest	£0.54

**Balance as at 9 September 2020**

**£15299.07** agrees on line statement dated 9 September 2020)

### **Total Balance as at 9 September 2020**

Lloyds Current Account	£10199.60
Lloyds Savings Account	£15299.07
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£25498.67</b>

**Chairmans Signature and date:**



## Upton Grey Parish Council September Electronic Payment Request

To	Item	Amount	Invoice	Type
<b>Staff</b>	Salary September 2020	£600.00		
	Home Office Expenses September 2020	£18.00		
	Total	<b>£618.00</b>	9/20	SO
<b>Staff</b>	Expenses	<b>£17.52</b>	9/20	EP
<b>Saunders Landscape</b>	Maintenance September 2020	<b>£222.00</b>	September	SO
<b>CPRE</b>	Membership Renewal	<b>£36.00</b>		EP
<b>Brian Thrussell</b>	Equipment to repair glass in phone box	<b>£14.00</b>	6 Aug 20	EP
<b>Upton Grey Village Hall</b>	Shop (GPC)	<b>£600.00</b>	7 Aug 20	EP
<b>Upton Grey Village Hall</b>	Rental of village hall (2 meetings)	<b>£25.50</b>	7 Aug 20	EP
<b>Chairmans Signature and date:</b>				