



## Carterton Town Council

**A MEETING of the TOWN COUNCIL was held on 20 JANUARY 2026 at 7.00pm  
in Carterton Town Hall and was attended by the following:**

Chair:	Cllr M Mead
Vice-Chair:	Cllr S Watson
Members:	Cllr R Brooks, Cllr R Crapper, Cllr K Godwin, Cllr J Guest, Cllr N Leverton, Cllr N King, Cllr C Lincoln, Cllr M McBride, Cllr S Vaughan, Cllr K Wood, Cllr L Wood
Officers:	Mrs C Evans (Deputy Clerk/RFO)
County Councillors:	Cllr T Overton (Brize Norton and Carterton East)
In attendance:	7 members of the public

ITEM	MINUTE	VOTE / ACTION
<b>C106/25-26/1</b>	<b>APOLOGIES</b>	
	<p><b>Apologies were received from the following:</b></p> <p>Mr S Garwood (Town Clerk) Cllr E Hatton, Cllr D Melvin Cllr T Fenton, Cllr N Field-Johnson (County Councillors)</p> <p>There is currently a Town Councillor vacancy in Rock Farm ward.</p>	
<b>C107/25-26/2</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda, Members are reminded of their responsibility to declare interests and update their Register of Interests accordingly. Members were reminded to declare any further interests should they arise during the meeting.</b></p> <p>Cllr K Wood declared an interest in Item 8 as an allotment holder. Cllr Lincoln declared an interest relating to the grant application for Carterton Food Angels. Cllr Leverton declared an interest relating to the grant application for Carterton WI Hall as he had awarded them some funding from his County Councillor fund.</p>	

<b>C108/25-26/3</b>	<b>CHAIR'S OPENING REMARKS</b>	
	<p>The Chair welcomed all present and confirmed the meeting was being recorded for openness and transparency.</p> <p>The Chair reported that all Section 106 funding applications submitted by the Council had been successful, including funding for:</p> <ul style="list-style-type: none"> <li>• Five bus shelters</li> <li>• Garden works outside The Golden Eagle</li> <li>• Directional fingerposts</li> <li>• Event marquees</li> <li>• Town Hall signage</li> <li>• Noticeboard for Carterton Recreation Ground</li> <li>• Pothole repairs at Burford Road car park</li> </ul> <p>Members were advised of upcoming consultations by Bloor Homes at Elderbank Hall in Brize Norton.</p>	
<b>C109/25-26/4</b>	<b>PUBLIC PARTICIPATION</b>	
	<p><b>Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, maximum of three minutes per person, and will be under the direction of the Chair.</b></p> <p>The members of the public present did not wish to speak.</p>	
<b>C110/25-26/5</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>IT WAS RESOLVED</b> that the Minutes of the Town Council meeting held on 9 December 2025 be approved as an accurate record and were signed by the Chair.</p>	<p>Proposed: KW Seconded: KG All in favour</p>
<b>C111/25-26/6</b>	<b>MONTHLY REPORTS</b>	
	<p><b>Council to note the following monthly reports from the Mayor; Town Clerk; and County and District Councillors.</b></p> <p>The Deputy Clerk highlighted the following from the Clerk's report:</p> <ul style="list-style-type: none"> <li>• The land purchase adjacent to Swinbrook Recreation Ground has been completed.</li> <li>• The Local Plan response has been submitted.</li> <li>• Six Councillors are trialling new .gov.uk email addresses. All Councillors need to be using the new email addresses by 31 March 2026 for compliance with Section 10 of the AGAR.</li> <li>• The Allandale Centre roof is leaking and this is currently being inspected.</li> </ul>	<p>Noted</p>

	<ul style="list-style-type: none"> <li>Boiler replacement works at the Town Hall are underway and should be completed by Wednesday this week.</li> <li>Boardwalk replacement at Willow Meadows will be completed this week. It was raised that the boardwalks at Willow Meadows were completely under water during December 2025; and also whether a more sustainable material could be looked at for future replacements and how this would affect the wildlife. Cllr Lincoln said that the Green Spaces working group were looking at the boardwalks.</li> <li>Play park funding exploration is underway for the Recreation Ground.</li> <li>Dates have been set for a Saturday market trial at Shilton Park commencing at the end of January. A poster has been put on social media that give dates for the whole year, and this was queried because it was understood that this would be for a six month trial. The Deputy Clerk explained that the markets were looking to hire Carterton Community Centre to use as an indoor space as well.</li> </ul>	
<b>C112/25-26/7</b>	<b>COMMITTEE AND WORKING GROUP MEETING MINUTES / NOTES</b>	
	<p><b>Council noted the following draft minutes:</b></p> <p>(a) Grants Committee meeting held on 16 December 2025.</p> <p>(b) Recreation and Amenities Committee meeting held on 6 January 2026.</p>	<p>Noted</p> <p>Noted</p>
<b>C111/25-26/8</b>	<b>RECOMMENDATIONS FROM THE RECREATION AND AMENITIES COMMITTEE</b>	
	<p><b>To consider the following recommendations from the Recreation and Amenities Committee:</b></p> <p>(a) <b>Set up of an Allotments lease working group</b>  The current lease expires in June 2026 and the existing arrangements are being reviewed to ensure they are clear, fair and in line with good practice.</p> <p>Membership of the working group would be the Town Clerk, Cllr Guest (Outside Bodies representative for allotments) and two members of the Recreation and Amenities Committee. The working group would report back to the Recreation and Amenities Committee in April before signing off the new lease at full Council in May 2026.</p> <p><b>IT WAS RESOLVED</b> to set up a working group consisting the Town Clerk, Cllr Guest and two members of the Recreation and Amenities Committee, together with three members of the Allotment Committee, to discuss and agree the new Allotments lease.</p>	<p>All in Favour</p>

	<p><b>(b) Consider future Allotment utilities funding</b> Following the advice of the National Allotments Society, Members discussed whether toilet facilities or water should be funded from the public purse.</p> <p>Last financial year, the cost of water was £793.70 and toilets £1,887.28, and so far this year, water has cost £1,464.36 and toilets £1,252.80.</p> <p><b>IT WAS RESOLVED</b> that the Council continue to pay water and toilet costs until June 2026, at which point responsibility will transfer in line with the new lease arrangements.</p> <p><b>(c) Sports provision survey</b> Members discussed consulting residents on what is needed in Carterton in terms of sports provision, which could be part of a wider town survey that included funding from S106 from new developments.</p> <p><b>IT WAS RESOLVED</b> to undertake a town-wide survey to gather information on residents' views regarding sports provision. Results to be reported and further discussed at the Annual Town Meeting in May 2026.</p> <p><b>(d) Set up a Swinbrook Recreation Ground working group</b> The Council has recently purchased a small parcel of land adjacent to the Recreation Ground, which offers the possibility of improvements to the layout of the site, including the option to alleviate current parking issues. A number of longer term ideas have been discussed for S106 funding for sports provision that could also be considered.</p> <p>Members were invited to discuss setting up a working group to discuss the overall masterplan for the area. Members of the public would also be welcome and it was noted that representatives from the Squash Club and Boxing Club had expressed an interest in being part of the group.</p> <p><b>IT WAS RESOLVED</b> to establish a Swinbrook Recreation Ground working group to begin development of a masterplan for the area and that the Council representatives would be Cllr King, Cllr Lincoln and Cllr Vaughan.</p>	<p>Proposed: CL Seconded: KW Majority in Favour 1 Against</p> <p>Proposed: McB Seconded: KG All in favour</p> <p>Proposed: SW Seconded: KG All in favour</p>
<b>C112/25-26/09</b>	<b>GRANT APPLICATIONS</b>	
	<p><b>To consider the following recommendations of the Grants Committee:</b></p> <p><b>(a) Carterton Food Angels</b> Carterton Food Angels seek a grant of £2,000 towards the cost of a dishwasher and cooker.</p>	

	<p><b>IT WAS RESOLVED</b> to award a grant of £2,000 towards kitchen equipment.</p> <p><b>(b) Carterton WI</b> Carterton WI has undergone a programme of refurbishment and the kitchen is the last area to be done. They seek a grant of £5,000 towards the cost of refurbishing the kitchen, but would welcome any amount offered.</p> <p>The new Grants Policy states that there is a limited of £2,000, unless there are exceptional circumstances. That being the case, the Grants Committee recommended that a grant of £2,000 is awarded.</p> <p><b>IT WAS RESOLVED</b> to award a grant of £2,000 towards the refurbishment of the kitchen.</p>	<p>Proposed: LW Seconded: SW All in favour</p> <p>Proposed: KW Seconded: CL Majority in Favour 1 Abstained</p>
<b>C113/25-26/10</b>	<b>INTERNAL AUDIT REPORT</b>	
	<p><b>To discuss the findings and recommendations of the Internal Audit Report.</b></p> <p>The Internal Audit Report was received and its findings noted. The report did not highlight any issues and found that overall the Council's systems and procedures are fit for purpose, and whilst the report highlights some areas for improvement, these are pointers to further improve systems rather than failings.</p> <p>The Deputy Clerk went through the report, as follows:</p> <ul style="list-style-type: none"> <li>• Acceptance of Office forms should be amended to show formal consent for electronic papers.</li> <li>• Publish Members' Register of Interests on the Council's website. Currently the Council website has a link to the information on WODC website, but this is no longer sufficient. The Deputy Clerk would seeking advice on whether any personal information should be redacted.</li> <li>• Ensure Councillors use email addresses linked to the Council's own domain (eg cllrx@carterton-tc.gov.uk). As previous stated, six Councillors are currently using the new email addresses and the remainder should be moved over by March.</li> <li>• Adopt and publish an IT Policy, which is a new requirement on the AGAR. This is currently being drafted and will go to the next Finance and Governance Committee on 3 February 2026.</li> <li>• Update website with Accessibility Statement. This has been completed.</li> <li>• Consider increasing the Clerk's delegated spending limit. This will be looked at with the Financial Regulations in May 2026.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Review and update the Investment Policy. This will be taken to the Finance and Governance Committee in February 2026.</li> <li>• Enhance Risk Assessment using a risk matrix (likelihood, severity, mitigation). The current Risk Register is sufficient, but could be updated to make it stronger.</li> <li>• Monitor internal crime insurance cover to ensure it covers maximum balances. This is reviewed regularly.</li> <li>• Align burial fees with annual budget-setting process. This means reviewing the fees in November instead of April each year. This will go to the Finance and Governance Committee in February.</li> <li>• Check newly acquired assets against invoices for correct net purchase price. The Asset Register will be updated ready for the end of year.</li> <li>• Publish Statement of Accounts and Annual Governance Statement on the website.</li> <li>• Review general reserves.</li> </ul> <p>Council formally thanked the Deputy Town Clerk for the high standard of work reflected in the audit.</p>	
<b>C114/25-26/11</b>	<b>ANNUAL TOWN MEETING AND TOWN SURVEY</b>	
	<p><b>To consider and agree an approach to consulting residents on the needs of the town in relation to proposed future development, including the potential commissioning of a town-wide survey and holding a workshop as part of the Annual Town Meeting in May.</b></p> <p>It was suggested that the survey should state what the Town Council is responsible for. Any matters that fall under the remit of WODC or OCC can be raised with them. It is important to reach all demographics within the town and be available both online and in paper form. Any specific questions for the survey should be emailed to the Clerk.</p> <p><b>IT WAS RESOLVED</b> to proceed with a town-wide survey, both online and paper-based, to inform future priorities and form part of a workshop-style Annual Town Meeting in May 2026.</p>	All in favour
<b>C115/25-26/12</b>	<b>TOWN COUNCIL FLAG</b>	
	<p><b>To agree the final design and colours for the new Town Council flag.</b></p> <p><b>IT WAS RESOLVED</b> that revised flag designs in red, green and blue be circulated electronically for Councillor consideration, with a majority decision to be taken by email.</p>	All in favour

C116/25-26/13	<b>FINANCE AND ACCOUNTS</b>	
	<p>(a) <b>To approve expenditure for December 2025, as detailed in the tables below.</b></p> <p><b>IT WAS RESOLVED</b> that the expenditure for December 2025 is approved.</p> <p>(b) <b>To approve the bank reconciliation for December 2025.</b></p> <p><b>IT WAS RESOLVED</b> that the bank reconciliation for December 2025 is approved.</p>	<p>Proposed: NK Seconded: KW All in favour</p> <p>Proposed: CL Seconded: SW All in favour</p>
C117/25-26/14	<b>WORKS FOR AUTHORISATION</b>	
	<p>(a) <b>S106 works at the Crossroads</b> The verge on the corner of Brize Norton Road and Black Bourton Road at the crossroads, outside The Golden Eagle, has been identified for improvements using the remainder of the S106 money, at a cost of just under £4,000. Quotes were sought with a brief to include removing the existing vegetation, lay seed/grass and mulch, create beds planted with a variety of shrubs and plants, and a 3ft high picket fence. Members were asked to consider the proposals and approve these works to go ahead.</p> <p><b>IT WAS RESOLVED</b> that the works to improve the verge on the corner of Brize Norton Road and Black Bourton Road be approved, with the exception of the picket fence.</p> <p>(b) <b>Removal of trees at Speyside Close and Scholars Acre</b> An Ash tree in Scholars Acre has been identified as high risk and another Ash tree in Speyside Close identified as a safety concern. Both trees were inspected and recommended for felling. It was suggested that notices be published to inform the public of the works.</p> <p><b>IT WAS RESOLVED</b> that McCracken and Sons carry out the works to remove the trees at Speyside Close and Scholars Acre at a cost of £1,385 + VAT.</p> <p>(c) <b>Works under Clerk's Authority</b> The Clerk had authorised the following works:</p> <ul style="list-style-type: none"> <li>• Azura Networks to carry out remedial works at the Town Hall following on from the six monthly fire alarm/emergency lighting testing, at a cost of £612.20 + VAT.</li> <li>• Oxyplumb Ltd were called out at a cost of £164.00 + VAT due to heating system failure at the Town Hall. An interim solution was needed prior to installation of a new boiler on 19-21 January 2026, as various groups used the building on a daily basis.</li> </ul>	<p>Proposed: KW Seconded: KG All in favour</p> <p>Proposed: KW Seconded: CL All in favour</p> <p>Noted</p> <p>Noted</p>

<b>C118/25-26/15</b>	<b>CLOSURE OF THE MEETING TO THE PRESS AND PUBLIC</b>	
	<p><b>IT WAS RESOLVED</b> that pursuant to s1(s) of the Public Bodies (Admissions to Meetings) Act 1960, and Standing Order 3d, Council approve the meeting to be closed to the press and public in order to consider the next agenda items due to confidentiality and commercial sensitivity.</p> <p>The meeting was closed to the press and public at 8.07pm.</p>	All in favour
<b>C119/25-26/16</b>	<b>PURCHASE OF LAND FOR NEW CEMETERY</b>	
	<p><b>(a) Appointment of a land agent to act on the Council's behalf.</b> At the December meeting of full Council, it was agreed to explore the acquisition of land to meet future cemetery needs and that a working group be set up to take this forward. Initial work has begun and Members were asked to consider the appointment of a land agent to act on the Council's behalf.</p> <p>An area of land is currently being explored. If the land is found not to be suitable for a cemetery, there are other uses that could be looked at. A cemetery would generate income via burial fees and so far this year income from burial fees is £15,205.</p> <p><b>IT WAS RESOLVED</b> that Council appoint a land agent to act on the Council's behalf for the potential purchase of the land, and agreed a maximum limit of the asking price.</p> <p><b>(b) Budget for the purchase of land and legal costs</b></p> <p>IT WAS RESOLVED to defer this item until the land agent is appointed.</p>	<p>Proposed: NK Seconded: SW All in favour</p> <p>All in favour</p>
<b>C120/25-26/17</b>	<b>DATE OF NEXT MEETING</b>	
	<b>Council to note the date of the next meeting as Tuesday 17 February 2026 at 7.00pm.</b>	

The meeting closed at 8.29pm

Chair: .....

Date: .....

**PAYMENTS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
	Administration	Administration	£12,438.31	£0.00	£12,438.31
	OCC	December Pension Contributions	£4,530.18	£0.00	£4,530.18
	HMRC	PAYE / NI December	£4,833.61	£0.00	£4,833.61
1T1X-91HT-LFMM	Amazon	Wooden arrow signs for Christmas Fayre	£8.75	£0.00	£8.75
GB50055N09W9PI	Amazon	TORK Toilet rolls (pack of 6)	£36.42	£7.28	£43.70
GB52PMDNABEY	Amazon	TORK Hand towels (pack of 6)	£68.83	£13.77	£82.60
GB6000CLNV11XI	Amazon	Conqueror A4 copy paper	£47.65	£9.53	£57.18
GB6000QIQ4GWBI	Amazon	Henry Cordless Vacuum Cleaner	£124.99	£25.00	£149.99
130385	Azura	6 monthly fire alarm/emergency lighting service	£195.00	£39.00	£234.00
MI/1738783	Cathedral Leasing Ltd	Annual - supply of Hygiene Services	£499.92	£99.98	£599.90
INV-D-10072	Cloudy IT	IT Services	£332.99	£66.60	£399.59
INV-7743	Cloudy IT	Microsoft 365 Business Basic January	£10.43	£2.09	£12.52
26514	DCK Payroll Solutions	Payroll December	£83.85	£16.77	£100.62
146546	SA's Tool & Plant Hire	hire of lighting tower	£175.40	£35.08	£210.48
KS645224	Kingdom Signs	Town Hall signs on Town Hall building	£965.20	£0.00	£965.20
266097	Kompan Ltd	ARRG - Witches Hat	£928.58	£185.71	£1,114.29
1285	McCracken & Sons Ltd	Work at Blackthorn Mews (remove and replace sleepers x 10)	£375.00	£75.00	£450.00
1299	McCracken & Sons Ltd	Work at Blackthorn Mews (cut and clear damaged tree)	£85.00	£17.00	£102.00
16103	McCracken & Sons Ltd	Work at Blackthorn Mews (mound repair)	£375.00	£75.00	£450.00
INV-4115	Parish Council Websites	Website hosting 02/02/26-01/02/27	£228.00	£45.60	£273.60
SIN011982	Proludic Ltd	Trampoline at Stanmore Crescent	£2,460.20	£492.04	£2,952.24
314568	Qik Group Ltd	Chemical Toilets - Kilkenny Lane	£82.80	£16.56	£99.36
314569	Qik Group Ltd	Chemical Toilets - Elmhurst Way	£82.80	£16.56	£99.36
94588	ROSPA (PlaySafety Ltd)	Annual play inspections	£765.00	£153.00	£918.00
paperwork provided	Katie Zasada	Staff Expenses - purchase of large postage box for posting of Mayoral regalia	£4.50	£0.00	£4.50
60077376	UBICO	Work at Christmas Lights	£400.00	£80.00	£480.00
33654706	WODC	Lot1 Grass Cutting/Lot2 Litter	£6,615.96	£1,323.18	£7,939.14
33655946	WODC	Annual Small Lottery Permit	£20.00	£0.00	£20.00
33655060	WODC	Playground inspections -November	£602.33	£120.47	£722.80
paperwork provided	S J Wells Window Cleaning	External cleaning of Town hall windows	£25.00	£0.00	£25.00
<b>TOTALS</b>			<b>£37,401.70</b>	<b>£2,915.22</b>	<b>£40,316.92</b>

**INTERNAL TRANSFERS AND CHARGES**

From	To	Description	Net	VAT	Gross
Saving account	Current account	December payments	£14,458.52	£0.00	£14,458.52
savings account	Current account	December Payments	£20,000.00	£0.00	£20,000.00
savings account	Current account	December admin payments	£10,000.00	£0.00	£10,000.00
savings account	Wages Account	December salaries	£12,438.31	£0.00	£12,438.31
savings account	Current account	December payments	£20,000.00	£0.00	£20,000.00
	Current account charges	December Service Charge	£17.10	£0.00	£17.10
	Current account Charges	December Manual Handling Charge	£7.80	£0.00	£7.80
<b>TOTALS</b>			<b>£76,921.73</b>	<b>£0.00</b>	<b>£76,921.73</b>

**PAYMENTS MADE UNDER CLERKS AUTHORITY**

Number	Name	Description	Net	VAT	Gross
1809	Mulberry Local Authority Services	Internal Audit 2025-2026	£411.75	£82.35	£494.10
paperwork provided	Rachael Youd - Flowers You'd Love	Wreath for Repatriation	£45.00	£0.00	£45.00
<b>TOTALS</b>			<b>£456.75</b>	<b>£82.35</b>	<b>£539.10</b>

**PRE AUTHORISED PAYMENTS MADE**

DATE	Name	Description	Net	VAT	Gross
12.12.2025	SLCC	Clerk - attendance at SLCC Conference 28 & 29 Jan 2026	£465.00	£93.00	£558.00
08.01.2026	Cloudy IT	Logitech system for Council meetings etc	£7,119.79	£1,423.96	£8,543.75
13.01.2026	Wellers Law Group	Purchase of land south side of	£7,839.28		£7,839.28
<b>TOTALS</b>			<b>£15,424.07</b>	<b>£1,516.96</b>	<b>£16,941.03</b>

**RECREATION****GROUND PAYMENTS**

Number	Name	Description	Net	VAT	Gross
10008487912	Castle Water	Water usage Pavilion	£25.49	£0.00	£25.49
10008742433	Castle Water	Water usage Pavilion December	£26.34	£0.00	£26.34
KI-160D386B-0018	EDF	Electricity charges Pavilion 1 Nov - 7 Dec 2025	£23.64	£1.18	£24.82
KI-160D386B-0019	EDF	Electricity charges Pavilion 8 Dec 25 - 31 Dec 2025	£18.81	£0.94	£19.75
	Unity Trust Bank	CRG account charge December	£6.45	£0.00	£6.45
<b>TOTALS</b>			<b>£100.73</b>	<b>£2.12</b>	<b>£102.85</b>

**MULTICARD/PAYPAL FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
receipt provided	Aldi	Milk and cleaning products	£4.05		£4.05
receipt provided	Asda	Cleaning products and gazette	£11.96		£11.96
receipt provided	The Original Factory Shop	Additional baubles for trees etc	£7.20		£7.20
receipt provided	Asda	2 small artificial trees for decorating town hall	£16.00		£16.00
receipt provided	Morrisons	Milk	£1.65		£1.65
receipt provided	Morrisons	Refreshments for after drinks post TC meetin	£17.65		£17.65
receipt provided	Aldi Stores	Milk	£1.65		£1.65
receipt provided	Morrisons	Tissues	£4.85		£4.85
WB125964784	Travelodge	Clerk accommodation - attendance at SLCC 28 Jan 2026	£32.29	£6.45	£38.74
receipt provided	Aldi	Milk and teabags	£10.58		£10.58
receipt provided	Aldi	Milk and 2 x flowers	£8.03		£8.03
receipt provided	Morrisons	Parcel tape	£2.75		£2.75
receipt provided	Post Office	postage of Mayor/Dep Mayor Regalia (next day delivery)	£32.70		£32.70
Statement	Lloyds Multipay card	December Monthly charge - Katie	£3.00	£0.00	£3.00
IEN2025061775145	Adobe Shutterstock	November Subscription	£19.99	£4.00	£23.99
IEN2025068021496	Adobe Shutterstock	December subscription	£19.99	£4.00	£23.99
BL3334023238	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
BL3331596028	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
<b>TOTALS</b>			<b>£227.62</b>	<b>£21.11</b>	<b>£248.73</b>

**DIRECT DEBITS FOR APPROVAL**

<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
M028 01	BT	Telephone/Broadband charges	£253.70	£50.74	£304.44
U003151384	Bright HR	HR Services	£90.19	£17.03	£107.22
U003183065	Bright HR	HR Services	£90.19	£17.03	£107.22
10008672887	Castle Water	Water usage - Town Hall	£93.69		£93.69
KI-07CA0479-0020	EDF	Gas charges Town Hall - December	£274.24	£13.71	£287.95
KI-0C2A52F8-0018	EDF	Electricity charges Town Hall December	£528.57	£105.71	£634.28
113023998	Grenke	Lease of photocopier	£493.20		£493.20
145884	Richard Coglán Ltd	Copy charges - upstairs	£24.51	£4.90	£29.41
145885	Richard Coglán Ltd	Copy charges - downstairs	£21.60	£4.32	£25.92
107015	Vodafone	Mobile phone charges	£23.40	£4.68	£28.08
3377055	YU Energy	Baldwin Mews December	£61.40	£3.07	£64.47
<b>TOTALS</b>			<b>£1,954.69</b>	<b>£221.19</b>	<b>£2,175.88</b>