



## Briercliffe with Extwistle Parish Council

**Tuesday, 20<sup>th</sup> June 2023**

**Present:** Councillor Steven Wilkinson (in the Chair), Councillors Ben Eastwood, Roger Frost, Michael Greenwood, Gordon Lishman, Pippa Lishman, John Stewart and Pam Vincent.

**Others:** Steve Watson (Clerk) plus 8 residents.

Councillor Wilkinson opened the Meeting and welcomed everyone.

<b><u>Parish Council Agenda.</u></b>	
<b>23/24/018</b>	<b>Announcement.</b>
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only.	
The Chair read out a statement about Standing Orders and conduct at the meeting.	
<b>23/24/019</b>	<b>Suspension of Standing Order 10a(i) – Amendments to Minutes</b>
<b>RESOLVED: That Standing Order 10a(i) is suspended for this meeting.</b>	
<b>23/24/020</b>	<b>Apologies for absence.</b>
Apologies for absence were submitted by Councillor Adam Dack who was unwell.	
<b>23/24/021</b>	<b>Declarations of Interest / Code of Conduct.</b>
Councillor Michael Greenwood declared an Interest in item 6.3(b) Contractor Cost Comparisons on the Agenda.	
<b>23/24/022</b>	<b>Working Groups and Lead Roles – Chair’s Report – Terms of Reference</b>
The Chair circulated a Report.	
<b>RESOLVED: That the Working Group and Lead Roles report and Terms of Reference are approved.</b>	

<b>RESOLVED: That access to the Scribe system will be an agenda item at the next meeting.</b>
<b>23/24/023 To receive reports and recommendations from Working Groups/Lead Roles.</b>
<b>Planning Working Group.</b>
a. FUL/2023/0299 b. Appeal HOU/2023/0009
<b>RESOLVED: That the Council had no comments on either the application or the appeal.</b>
<b>Communications Working Group.</b>
It was proposed that a resident's request to cut the grass behind 135 Burnley Road is added to the Contractors Annual Schedule of Works.
<b>RESOLVED: That grass cutting the piece of land behind 135 Burnley Road is added to the Contractors Annual Schedule of Works.</b>
Councillor Greenwood left the meeting.
<b>Contractor Working Group.</b>
It was agreed to move Contractor items to the next meeting. Councillor Greenwood returned to the meeting.
<b>Projects Working Group.</b>
It was proposed that the Flower Show judging will commence week beginning 17 <sup>th</sup> July and will be judged by last year's winner, if they are not competing this year, Elliott from G.S.A. and Councillors Pam Vincent and Pippa Lishman.
<b>RESOLVED: That the flower show judging will commence week beginning 17<sup>th</sup> July and Judges will be last year's winner if they are not competing, Elliott from G.S.A. and Councillors Pam Vincent and Pippa Lishman.</b>
It was proposed that the name of the Allotment Noticeboard is changed to the Environmental Noticeboard so funding to replace it can be secured.
<b>RESOLVED: That the name of the Allotment noticeboard is changed to the Environmental Noticeboard.</b>
<b>23/24/024 Updates and Reports (for information only).</b>
There were no resolutions.
<b>23/24/025 Formally adjourn the meeting to allow for public participation.</b>
<b>RESOLVED: That the meeting is adjourned to allow for Public Participation.</b>
<b>Public Participation</b>
<b>Police Report.</b>
PCSO Jody Hudson had sent a report which is attached.

<b>Public Questions submitted 3 days in advance in writing.</b>			
There were 2 Public Questions submitted in advance which could not be replied to due to the investigation.			
<b>Public Questions at the meeting.</b>			
It was reported that the Garage list had been redacted. CCTV is to be checked with regards to vandalism. A resident has removed the graffiti from the Woodland Walk information board. Todmorden Road has not been resurfaced and Councillor Greenwood volunteered to be Allotment Deputy.			
<b>County Councillor Report.</b>			
There was no report.			
<b>Borough Council Report.</b>			
The Borough Council Report is attached.			
<b>Other Organisations.</b>			
There was no report.			
<b>23/24/026 Formally reconvene the Parish Council Meeting.</b>			
<b>RESOLVED: That the meeting is formally reconvened for Parish Council Business.</b>			
<b>23/24/027 Finance</b>			
1. Accounts to be approved for payment. Additional bills included Affordable Skip Hire.			
10.1.1	Clerk Salary	£457.82	SO Paid
10.1.2	HMRC	£114.44	#001741
10.1.3	G.S.A. Contractor	£1,050.00	#001740
10.1.5	Guardian Angel Auditors	£225.00	#001742
10.1.6	Affordable Skip Hire	£384.00	#001743
10.2	Income		
10.2.1	Council Owned garages	£524.38	
10.2.2	Allotment Rents	£15.50	
10.2.3	Bank Interest	£13.60	
10.3.	Bank Balances		
	▪ Current a/c –	£ 21,613.21	
	▪ Reserves a/c –	£ 14,007.26	
	▪ Petty Cash -	£ 18.70	
	▪ Garages -	£ 4,574.13	
	Total	£ 40,213.30	
<b>RESOLVED: That the above financial figures are approved and the invoices are paid. The traffic light system is to be returned, therefore Petty Cash will not be returned to £100.</b>			
<b>RESOLVED: That the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are approved.</b>			
<b>RESOLVED: That the Internal Audit Report is approved and Pressnet Zoom is cancelled. The Civic Regalia is to be added to the insurance.</b>			
<b>RESOLVED: That the Annual Governance Statement and Annual Return 2023 are approved.</b>			

<b>23/24/028 Minutes of the last Parish Council meeting.</b>
To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 18 <sup>th</sup> April 2023.
<b>RESOLVED: That the Minutes, as amended, of the meeting held on Tuesday 18<sup>th</sup> April are approved as a correct record.</b>
To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 16 <sup>th</sup> May 2023. Councillor Gordon Lishman requested that it be recorded that 14 proposed amendments to the minutes had been dismissed as they did not correct an inaccuracy in the minutes. He also requested it is minuted that he did not imply, state or use the word disinformation, what he actually said was “we got the information in the bits and pieces pile of stuff ... what the Council receives is a whole pile of detailed information, which in order to make full sense of, you have to work through, and reconcile. ... it is not normal to provide people with a large quantity of differential information.”. The ‘whole pile of differential information’ is attached for comparison purposes.
<b>RESOLVED: That the Minutes of the meeting held on Tuesday 16<sup>th</sup> May are approved as a correct record.</b>
<b>22/23/029 Matters outstanding from the minutes.</b>
There were no matters outstanding. It was proposed under SO 10a(vii) to proceed to the next business on the agenda.
<b>RESOLVED: That the Council would proceed to the next business on the agenda.</b>
<b>22/23/030 Clerk’s Report including Administration – for information only.</b>
The Clerk’s report was noted.
<b>22/23/031 Updates, Policies and Projects.</b>
The items were deferred to the next meeting.
<b>RESOLVED: That the Grievance procedure is debated via emails and deferred to the next meeting along with the Staffing Committee.</b>
<b>22/23/032 Date of next meeting:</b>
<b>It was agreed that the next meeting of the Parish Council will be held on Tuesday 18<sup>th</sup> July 2023 at the Community Centre, Jubilee Street at 7:30pm.</b>
<b>The Chair thanked everyone for attending.</b>

<b>BRIERCLIFFE AREA 14<sup>th</sup> May – 19<sup>th</sup> June 2023</b>			
<b>INCIDENTS REPORTED - 109</b>			
<b>NO</b>	<b>TYPE OF INCIDENT</b>	<b>LOCATION</b>	<b>DETAILS</b>
0	Burglary		

Minutes of the Briercliffe with Extwistle Parish Council Meeting 20<sup>th</sup> June 2023

2	Criminal damage	Hallam Street Burnley Road	Isolated incident Isolated incident
6	Theft	Hallam Street Burnley Road StandanHall Drive Widow Hill Balderstone Lane Holgate Street	Isolated incident Offender has selected items from the shop and took the goods without paying. Bike stolen whilst child playing on playground. Vehicle parks up near to scrap metal skip and removes items and puts them in their vehicle. Inft has apprehended a male stealing car batteries. Isolated incident
0	Vehicle crime		
0	Theft of vehicle/UTMV		
10	Nuisance	Widow Hill Road Burnley Road Halifax Road Lydgate Burnley Road Queen Street Atkinson Street Hallam Street Queen Street	Large group of school leavers having a party within the wooded area. Neighbour issue Two males in a vehicle firing a BB type gun towards people. Children riding up and down Lydgate on a electric scooter Naked male intoxicated causing a nuisance within a shop. Two dirt bikes on the football pitch churning the grass up. Car alarm sounding Isolated incident 6 Youths on the roof of Queen Street Mill

		Christleton Close	Reports of loud music and possible house party.
Many thanks Jody Hudson PCSO 7738.			

### Briercliffe Parish Council Borough Councillors' Report – June 2023

**Fly-tipping:** As usual we have had a lot of reports of fly tipping around the Parish. Streetscene do respond quickly and clear any rubbish and usually look through it for any clues about who may have dumped it. We have reported over 15 occurrences this month. Some of the back streets are regular problems; back of Atkinson St is reported every couple of weeks and so the council intends to visit and leaflet the houses involved. Some large-scale fly tipping has been over Thursden on the top road which is difficult for the vans and lorries to access.

**Garden waste bins:** Some bins were being missed in the regular collection; they have now been restored to the collection route.

**Litter:** We have been having discussions with businesses and potential volunteers about litter-picking throughout Briercliffe ward. Does the Parish Council want to work with us on this for a collective effort? As well as the problems areas in the village, there are issues around some roads in rural areas, notably Robin House Lane.

**Ginnels:** A regular problem is the pathways between roads and streets, including between Saxifield Street and Standen Hall Close. This one has been cleared recently and litter removed, but it's a continuing problem.

**Drains:** We have been watching anxiously over the last few days of heavy rain, but the grates and drains appear to be coping so far. It would be helpful to know as quickly as possible if there are any blockages so they can be cleared before the next downpour.

**Potholes and Roads:** We regularly report potholes which are usually filled within a few days but many of our streets really need a proper resurfacing job and we continue to press the County Council.

**Verges:** We've had reports of high shrubs on verges especially on the road from Haggate to Roggerham making sight lines very difficult. Apparently, these are the responsibility of the landowners and they will be contacted by LCC.

**Maggie Lishman** is pleased that she has been successful in getting major improvements at Burnley Crematorium, which were stimulated by attendance at recent funerals of local people. She has also completed a major review of Allotments in the Borough.

**Anne Kelly** was re-elected to Burnley Borough Council and thanks the residents of the ward of Briercliffe for their continued support. She will serve on the Planning and Licensing Committees.

**Festival:** All the best to the Festival organisers for this year's event and fingers crossed for the weather.

**Cllr Anne Kelly**

**Cllr Gordon Lishman**

**Cllr Maggie Lishman**

**07753 253040**

**07778 271177**

**07977 218622**

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Minutes of the Briercliffe with Extwistle Parish Council Meeting 20<sup>th</sup> June 2023

15 June 2023 (2023-2024)

**Briercliffe Parish Council**  
**RECONCILIATION - Current**

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From Accounts .....	£21,417.77
Payments not cashed ..... Add .....	£195.44
Receipts not entered ..... Subtract .....	
<b>Statement should be .....</b>	<b>£21,613.21</b>

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15 June 2023 (2023-2024)

**Briercliffe Parish Council**  
**RECONCILIATION - Garages**

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From Accounts .....	£4,574.13
Payments not cashed ..... Add .....	
Receipts not entered ..... Subtract .....	
<b>Statement should be .....</b>	<b>£4,574.13</b>

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15 June 2023 (2023-2024)

**Briercliffe Parish Council**  
**RECONCILIATION - Business Reserve**

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From Accounts .....	£14,020.86
Payments not cashed ..... Add .....	
Receipts not entered ..... Subtract .....	
<b>Statement should be .....</b>	<b>£14,020.86</b>

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**Briercliffe Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 15/06/2023</b>		
	Cash in Hand 01/04/2023		22,681.39
	<b>ADD</b> Receipts 01/04/2023 - 15/06/2023		21,871.17
			44,552.56
	<b>SUBTRACT</b> Payments 01/04/2023 - 15/06/2023		4,521.10
<b>A</b>	<b>Cash in Hand 15/06/2023</b> (per Cash Book)		<b>40,031.46</b>
	Cash in hand per Bank Statements		
	Petty Cash	15/06/2023	18.70
	Business Reserve	15/06/2023	14,020.86
	Garages	15/06/2023	4,574.13
	Current	15/06/2023	21,613.21
			<b>40,226.90</b>
	Less unrepresented payments		195.44
			40,031.46
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>40,031.46</b>
	<b>A = B Checks out OK</b>		

**Briercliffe Parish Council**  
**Summary of Receipts and Payments**

All Cost Centres and Codes

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
1	Maintenance Grant	258.00	258.00					(0%)
2	Precept	20,000.00	20,000.00					(0%)
3	Bank Interest	15.00	24.53	9.53				9.53 (63%)
5	Electricity North West	21.00		-21.00				-21.00 (-100%)
6	External Grants							(N/A)
64	Uncashed Cheques							(N/A)
69	VAT Return	2,000.00		-2,000.00				-2,000.00 (-100%)
<b>SUB TOTAL</b>		<b>22,294.00</b>	<b>20,282.53</b>	<b>-2,011.47</b>				<b>-2,011.47 (-9%)</b>

Expenses		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
7	Clerk Expenses					27.01	-27.01	-27.01 (N/A)
8	Councillor Expenses				250.00		250.00	250.00 (100%)
<b>SUB TOTAL</b>					<b>250.00</b>	<b>27.01</b>	<b>222.99</b>	<b>222.99 (89%)</b>

Administration		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
10	Postage	120.00		-120.00	200.00		200.00	80.00 (25%)
11	Gifts and Hospitality							(N/A)
12	Computer/Software				900.00	608.19	291.81	291.81 (32%)
13	Stationery				50.00	24.99	25.01	25.01 (50%)
14	Room Hire				100.00	290.00	-190.00	-190.00 (-190%)
<b>SUB TOTAL</b>		<b>120.00</b>		<b>-120.00</b>	<b>1,250.00</b>	<b>923.18</b>	<b>326.82</b>	<b>206.82 (15%)</b>

Professional Charges		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
15	Insurance				575.00		575.00	575.00 (100%)
16	Audit				450.00		450.00	450.00 (100%)
17	Subscription				800.00	649.10	150.90	150.90 (18%)
39	Legal Fees							(N/A)
47	Planning Applications							(N/A)
68	Election Costs							(N/A)
<b>SUB TOTAL</b>					<b>1,825.00</b>	<b>649.10</b>	<b>1,175.90</b>	<b>1,175.90 (64%)</b>

**Briercliffe Parish Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

Training		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
18	Clerk							(N/A)
19	Councillors							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

Allotments		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
20	Rents Received	5,400.00	15.50	-5,384.50				-5,384.50 (-99%)
23	Water				2,869.00		2,869.00	2,869.00 (100%)
27	Allotment Deposits							(N/A)
48	Skip Hire				600.00		600.00	600.00 (100%)
<b>SUB TOTAL</b>		<b>5,400.00</b>	<b>15.50</b>	<b>-5,384.50</b>	<b>3,469.00</b>		<b>3,469.00</b>	<b>-1,915.50 (-21%)</b>

Lengthsman		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
30	Lengthsman Labour				7,600.00	1,160.00	6,440.00	6,440.00 (84%)
31	Lengthsman Materials				3,200.00		3,200.00	3,200.00 (100%)
33	Lengthsman Tender Costs							(N/A)
53	Lengthsman Contingency Costs				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>					<b>11,800.00</b>	<b>1,160.00</b>	<b>10,640.00</b>	<b>10,640.00 (90%)</b>

Newsletter		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
34	Printing Costs				2,000.00		2,000.00	2,000.00 (100%)
35	Advert Income	480.00		-480.00				-480.00 (-100%)
<b>SUB TOTAL</b>		<b>480.00</b>		<b>-480.00</b>	<b>2,000.00</b>		<b>2,000.00</b>	<b>1,520.00 (61%)</b>

Projects		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
36	Christmas Hampers				160.00		160.00	160.00 (100%)
37	Hanging Baskets							(N/A)
42	Projects Contingency				2,118.00	42.15	2,075.85	2,075.85 (98%)
44	Police Landrover							(N/A)
50	Briercliffe Community Centre							(N/A)
62	Flower Show				350.00		350.00	350.00 (100%)
66	Woodland Walk							(N/A)

**Briercliffe Parish Council**

15 June 2023 (2023-2024)

**Summary of Receipts and Payments**

All Cost Centres and Codes

67 Asbestos Removal							(N/A)
70 Website	500.00			500.00			500.00 (100%)
71 New Projects	2,000.00			2,000.00			2,000.00 (100%)
<b>SUB TOTAL</b>	<b>5,128.00</b>		<b>42.15</b>	<b>5,085.85</b>			<b>5,085.85 (99%)</b>

**Salaries**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Clerk Salary				7,372.00	1,602.34	5,769.66	5,769.66 (78%)
58	Clerk Cover							(N/A)
<b>SUB TOTAL</b>					<b>7,372.00</b>	<b>1,602.34</b>	<b>5,769.66</b>	<b>5,769.66 (78%)</b>

**Council Owned Garages**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Garage Income	6,000.00	1,105.14	-4,894.86				-4,894.86 (-81%)
60	Container Income	1,800.00	468.00	-1,332.00				-1,332.00 (-74%)
61	Garage Deposits							(N/A)
65	PWLB Repayments							(N/A)
<b>SUB TOTAL</b>		<b>7,800.00</b>	<b>1,573.14</b>	<b>-6,226.86</b>				<b>-6,226.86 (-79%)</b>

**Summary**

<b>NET TOTAL</b>	<b>36,094.00</b>	<b>21,871.17</b>	<b>-14,222.83</b>	<b>33,094.00</b>	<b>4,403.78</b>	<b>28,690.22</b>	<b>14,467.39 (20%)</b>
V.A.T.					117.32		
<b>GROSS TOTAL</b>		<b>21,871.17</b>			<b>4,521.10</b>		

15 June 2023 (2023-2024)

**Briercliffe Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13 Computer/Software	16/05/2023		Petty Cash	Cash	Computer software	Pressnet Zoom	Z	15.59		15.59
18 Subscription	16/05/2023		Current	001738	Subscription	National Allotment Society	Z	66.00		66.00
15 Clerk Salary	16/05/2023		Current	001733	Clerk Tax	HMRC	Z	114.44		114.44
17 Subscription	16/05/2023		Current	001735	Subscription	CVS	Z	15.00		15.00
16 Lengthsman Labour	16/05/2023		Current	001734	Contractors	G.S.Atkinsons	Z	780.00		780.00
14 Stationery	24/05/2023		Petty Cash	Cash	Stationery	Amazon	S	24.99	5.00	29.99
19 Clerk Salary	01/06/2023		Current	SO	Clerk Salary	Steve Watson	Z	457.82		457.82
<b>Total</b>								<b>1,473.84</b>	<b>5.00</b>	<b>1,478.84</b>

15 June 2023 (2023-2024)

**Briercliffe Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
28 Rents Received	06/05/2023		Current	DC	Allotment Rents	Various	Z	15.50		15.50
30 Bank Interest	06/05/2023		Business Reserve	DC	Bank Interest	Natwest	Z	13.60		13.60
29 Garage Income	18/05/2023		Current	DC	Council Owned Garage Rent	TC Garage 8	Z	43.34		43.34
31 Container Income	01/06/2023		Garages	Con 3	Council Owned Garage Rent	Container 3	Z	52.00		52.00
32 Garage Income	01/06/2023		Garages	Plot 7	Council Owned Garage Rent	TC Garage 07	Z	43.34		43.34
33 Garage Income	01/06/2023		Garages	Plot 7	Council Owned Garage Rent	TC Garage 05	Z	43.34		43.34
34 Garage Income	01/06/2023		Garages	Plot 11	Council Owned Garage Rent	TC Garage 11	Z	43.34		43.34
35 Garage Income	01/06/2023		Garages	Plot 6	Council Owned Garage Rent	TC Garage 06	Z	43.34		43.34
36 Garage Income	01/06/2023		Garages	Chu 4	Council Owned Garage Rent	Previous Chu 4	Z	21.66		21.66
37 Garage Income	01/06/2023		Garages	Plot 10	Council Owned Garage Rent	TC Garage 10	Z	43.34		43.34
40 Garage Income	01/06/2023		Garages	Plot 01	Council Owned Garage Rent	TC Garage 01	Z	43.34		43.34
41 Container Income	01/06/2023		Garages	Con 2	Container Rent	Container 2	Z	52.00		52.00
38 Container Income	02/06/2023		Garages	Con 1	Council Owned Garage Rent	Container 1	Z	52.00		52.00
39 Garage Income	05/06/2023		Garages	Plot 02	Council Owned Garage Rent	TC Garage 02	Z	43.34		43.34
<b>Total</b>								<b>553.48</b>		<b>553.48</b>

Signed .....

20  
Date 18<sup>th</sup> July 2023



**Briercliffe Parish Council**

**Transactions for Petty Cash**

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>(130.78)</b>	
12	12/04/2023	cash	Clerk Expenses	Clerk	-4.72	-135.50	
10	17/04/2023	cash	Computer software	Pressnet Zoom	-15.59	-151.09	
69054	17/04/2023		Transfer from Current		230.78	79.69	
11	02/05/2023	cash	Computer software	Weebly	-15.41	64.28	
13	16/05/2023	Cash	Computer software	Pressnet Zoom	-15.59	48.69	
14	24/05/2023	Cash	Stationery	Amazon	-29.99	18.70	
			<b>CLOSING BALANCE</b>			<b>18.70</b>	