



# TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council  
in Tutbury Village Hall held on Monday 17<sup>th</sup>  
November 2025 at 7.30 p.m.

Present Chair Cllr F Crossley  
Cllr. G Hough  
Cllr L. Crossley  
Cllr. K. England  
Cllr A Hall  
Cllr D Bull  
Cllr. C. Smedley (Borough and Parish Cllr)

Also present: Mrs K. Duffill – Parish Clerk  
(Borough Cllr Russell Lock)

## 11/2025 1.0 Apologies for absence

Vice Chair Cllr. D. Morris  
Cllr M Upton  
Cllr P Steadman

## 11/2025 2.0 Minutes

### RESOLVED

Members confirmed the minutes of the Meetings were accurate.  
Tutbury Parish Full Council, 20<sup>th</sup> October 2025  
Planning committee 2025,  
Open Space Committee 3<sup>rd</sup> November 2025  
Staffing Committee Minutes 27<sup>th</sup> October 2025  
Cllrs voted in favour of approval.

## 11/2025 3.0 Declarations of Interest

None received.

Signature

Date

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## **11/2025 4.0 Public Participation**

A Fauld resident attended the meeting to update other residents on the measures the Parish Council is taking to address speeding through Fauld.

The Clerk confirmed that funding has been allocated for a Traffic Regulation Order (TRO) to reduce the speed limit to 40mph from Tutbury through Fauld to Marchington, and that Staffordshire Highways has secured additional funding to progress the order. The scheme remains in the design stage and will be subject to public consultation. Implementation of new signage is not expected until summer next year.

The Parish Council is also exploring additional speeding initiatives, including the installation of a Speed Indicator Device (SID) on Park Lane to monitor the speed of vehicles entering and exiting the village en route to Fauld. Other measures being considered include gateway features to help remind drivers of the speed restrictions when entering residential areas.

The resident also enquired about a defibrillator for Fauld. The Council advised that a unit has already been installed on the Fauld Industrial Estate and is available for 24/7 community use.

## **11/2025 5.0. To adjourn the meeting for the Borough and County Councillor report**

5.1 Borough Cllr Smedley reported that several streetlights have recently been upgraded. As a result, some litter bins previously mounted on lampposts have been removed. The Borough Council has confirmed that bins can no longer be attached to lampposts due to structural protection requirements. If the Parish Council provides the locations of missing bins, the Borough Council will install free-standing replacements.

A bin previously attached to a lamppost on Ferrers Avenue will be reinstated as a free-standing unit near the store. A member also reported that a bin on Chatsworth Drive had been left on the ground.

A tree on Holts Lane is overgrowing a resident's garage and blocking access. The Borough Council's Open Spaces Team is aware of the issue but has not yet removed the tree. The Clerk will chase this matter.

Cllr Smedley is aware of leaves accumulating on Monk Street and Wakefield Ave. She will enquire when the road sweeper is scheduled to remove them and will request that this work be carried out promptly.

Signature

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- 5.2 Borough Cllr Lock reported the Heritage Garden project is currently underway. Work on trees and boulevard planting is included, but no detailed plan is available at present. Cllr Lock will provide the Parish Council with any further information and plans as they become available.

## **11/2025 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.**

6.1 The Clerk re-opened the meeting and presented their report, including recent correspondence:

- **PCSO Review:** Staffordshire Police are reviewing the PCSO role to modernise it, strengthen visible policing, and align resources to demand. Coverage would extend until 9pm, focusing on daytime and early evening. No final decisions have been made; a stakeholder briefing will be held in November.
- **Tutbury Police Officer:** PC Tom Sloan has been appointed as Tutbury's new neighbourhood officer. He will attend a council meeting in 2026 once dates are confirmed and invites councillors to share local priorities. He has already acted on drug concerns at Tutbury Mill.
- **Super Cars Event:** A car event is planned for 3rd May, with road closures arranged.
- **Hatton Heritage Project:** Hatton Parish Council is installing heritage boards at key locations, including Hatton/Tutbury Railway Station.
- **SPCA Membership Fees:** Fees will increase from 1 April 2026 to support additional services, training, and specialist advice.
- **Christmas Tree:** The tree will be delivered and erected on 27th November. Members will meet at 11am on Thursday, 27th November to decorate ahead of the lights festival on 28th November.
- **Permissive Footpath:** The Clerk has reported misleading signage on Public Rights of Way Tutbury routes 3, 4, and 7 to Staffordshire Public Rights of Way.

## **11/2025 7.0 To receive the Chair's Report**

### **7.1**

- **Litter Pick:** The chair collected and returned equipment from the Brewhouse. Five volunteers, two councillors, and the Clerk completed eight routes (two per group). Heritage Park and Green Lane were not covered. A total of ten bags of litter were collected.
- **Cornmill Lane Playing Field:** The ramp has been completed and a bollard installed.

Signature

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- **Coffee Connect:** A Meeting will be held 11.30am–1pm on 20th November members were requested to attend to engage with the public.
- **Charity House:** Building works by the adjacent property have placed earth above the damp course level, which will need to be removed. Tutbury Parish Charities will resolve this.
- **Remembrance:** The service was well attended. The Parish Council funded a piper who led the parade, the chair laid the parish council wreath. The service was conducted by a member of the Parochial Church Council.
- **Changing Rooms Refurbishment:** One quote received from a sister company of the surveyor at £37,700. The Clerk will seek two further quotes.
- **Civic Society / Glassworks:** The chair attended a meeting on the history of the glassworks. Consideration of a plaque on the former glassworks building on Ludgate Street will be added to a future agenda. The chair will enquire who owns the building to progress this.

## **11/2025 8.0. Approve Accounts for Payment**

8.1 Accounts for payment were reviewed and approved. Outstanding projects will be authorised upon completion. Payment details are listed in the appendices.

## **11/2025 9.0 To receive a draft budget and review required changes for financial year 2026\_2027**

9.1 The Clerk distributed the draft budget, including the current reserves position, a five-year reserves forecast, and an end-of-year financial projection. The proposed budget remains largely in line with the current financial year, with increases allocated for the Clerk's salary and the changing rooms maintenance budget.

A member proposed increasing the changing rooms budget to £15,000 to provide a contingency for the planned refurbishment works. All other cost centres remain consistent with previous years, with incremental increases applied where higher costs are anticipated. A member requested that a budget allocation be considered for a bench on the High Street. The clerk agreed to consider this.

### **Resolution:**

Members voted in favour of approving the draft budget, including the increase of the changing rooms budget to £15,000 and an allocation of £3,000 for the purchase of a defibrillator. The precept will be set at the next meeting.

## **11/2025. 10.0 To receive a devolution update**

Signature

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10.1 The Chair joined the live-streamed ESBC meeting on proposals for a Staffordshire Unitary Council. Five models were presented, with four discounted. Option A—dividing Staffordshire into two unitary authorities (North and South)—is the preferred option. A final decision will be made by central government, with the submission deadline on 28th November. Each unitary council would require a population of around 500,000, with Staffordshire’s total population being 1.1 million.

Under Option A, East Staffordshire would fall within the Southern and Mid Staffordshire area, alongside Cannock Chase, Lichfield, South Staffordshire, Stafford, and Tamworth. The projected net financial benefit after five years is £92.7m, compared with £18.2m for Option B.

Concerns were expressed about:

- Lack of public engagement, as the County Council developed its proposal without public consultation.
- Future of public assets, including the Town Hall, as no clarity has been provided.
- Neighbourhood Area Committees, which may replace some local functions but currently have no defined budgets or membership structure.
- Service accessibility, as the headquarters would be based in Stafford, increasing the distance to key services for East Staffordshire residents.
- A Shadow Council would be formed ahead of elections in April 2028.

It was noted that the current Mayor wears regalia from the former Tutbury Rural District Council. A member queried whether historically significant assets, such as the regalia, could be preserved locally—potentially at the new museum at Old Bass House, which offers stronger security—while other historic items could remain at Tutbury Museum.

No guidance has yet been issued on how parish councils should utilise their precepts to prepare for taking on additional assets or responsibilities under a unitary structure.

## **11/2025 11.0 To consider and approve permission for an additional container at Cornmill Lane Playing Fields.**

11.1 The Football Club has asked the Parish Council to assist with submitting a planning application for an additional 20ft steel shipping container so they can benefit from the 50% fee reduction available to parish councils. The container, donated by Pirelli for community use, will be mostly black with some yellow and will be placed next to the existing container to maintain a tidy appearance. It will provide additional storage for training equipment and potentially grounds maintenance machinery. The club will prepare the site with a Type 1 sub-base.

Signature

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Members requested that the container be painted to blend in better with the surroundings. A majority voted in favour of this proposal, which will be put to the Football Club before the Parish Council approaches the Charities for landlord permission.

The Football Club will be required to complete the planning application and supply a heritage statement, plans, and location details. The concrete base must match that of the existing container.

### **Resolution:**

A majority voted in favour of granting permission for the additional container and assisting with the planning application, subject to the yellow sections of the container being painted to blend in with the surrounding area.

## **11/2025 12.0 To consider and approve purchasing a defibrillator and necessary solar panel power supply.**

- **12.1 Option 1: DIY Solar-Powered AED Cabinet (Recommended for Lowest Cost)**
  - AED: £760–£925
  - 12V heated cabinet: £575
  - Solar panel, battery, controller and installation: £750–£1,170
  - **Total estimated cost:** £2,085–£2,670
  - Most cost-effective but requires coordination of components and installation.
- **Option 2: Fully Integrated Solar Cabinet**
  - Factory-built solar cabinet: £2,659–£3,200 (cabinet alone)
  - AED cost additional.
  - Highest capital cost but simplest installation.

### **Funding Opportunities**

- **BHF Free Defibrillator Scheme:** Potential free AED + 10 years consumables (requires council-funded 12V cabinet).
- **AEDdonate:** Support with fundraising for cabinet/solar costs.

### **Resolution:**

Members voted to explore installing a solar-powered panel to heat the low voltage cabinet option and to seek grant funding, in partnership with relevant organisations, to support the project costs.

## **11/2025 13.0 To provide an update on utilities at the changing rooms**

Signature

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13.1 The Open Spaces Committee previously delegated to the Clerk the review and renewal of the existing energy contracts. Due to market changes and the upcoming winter period, it was recommended that tariffs be reviewed ahead of the April price cap announcement. As the Council is a low-usage site, a zero standing charge tariff would offer better value. The Council is also considering a future switch to a heat pump as part of the changing room refurbishment.

The current YU contract ends in March 2026. By agreeing a new tariff now, the Council will automatically move onto the new rate at the end of the existing contract.

**Tariff Comparison:**

- **YU:** 28.7p/day standing charge, 7.7575p/kWh, fixed to 27 March 2026
- **EDF:** 0p/day standing charge, 7p/kWh

**R Resolution:**

*Members voted to switch to the lower EDF tariff, to take effect when the current contract ends in March or relevant supplier that is less expensive than the existing contract and fix for one year.*

**11/2025 14.0 To exclude the public and receive a report from the staffing committee regarding updating the clerk contract, annual leave and salary.**

14.1 The Staffing Committee reported that the Clerk's contract, originally issued in 2016, had been reviewed against the current NALC/SLCC model contract. Key changes included updating annual leave entitlement to reflect the Clerk's 21-hour working week and increased entitlement after 10 years' service, and introducing incremental salary progression, which was not included in the existing contract.

Members resolved to adopt the NALC/SLCC model contract, update the holiday entitlement, and incorporate future salary progression into budget and precept planning. An appraisal was completed, and Members agreed the Clerk exceeded expectations. The next salary increment will take effect from April 2026.

**11/2025 15.0. Items for the Next Agenda**

15.1

- To confirm the budget and precept request.

Signature

Date

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- Solar Defibrillator update
- Speed Indicator Sign update
- Changing room refurbishment update.
- Fault and highways matters.
- Speed watch recruitment.
- Co-option of Council member

## **11/2025 16. 0 Dates of Next Meetings**

- **Full Parish Council 15<sup>th</sup> December 2025 Village Hall.**

Meeting ended at 9.20pm



5 year plan Reserves		<u>CurrentBalance</u> 2024_2025	25/26 Budget	26/27 Forecast bal	27/28	28/29	29/30	30/31	
Capital									
Street Furniture		1,584.83	754.49	754.49	0.00	0.00		0.00	
Total		348.42	754.49	754.49	0.00	0.00	0.00	0.00	
Capital									
Earmarked									
Election		-32.24	2000.00	2000.00	4000.00	5000.00	1000.00	3000.00	4000.00
Road Safety		4,000.00	8000.00	8000.00	2000.00	4000.00	6000.00	8000.00	10000.00
Boiler replacement		0.00	2500.00	2500.00	2500.00	0.00	0.00	0.00	0.00
TOSCA comminuty pledge		1,500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00
Additional bus shelter		0.00	4000.00	10000.00	20000.00				
Footpath Development		1,000.00	1000.00	1000.00	500.00	500.00	500.00	500.00	
Defibrilator and cabinet					3000.00				0.00
Church wall maintenance		9,500.00	9500.00	6,984.00	4000.00	0.00	0.00	0.00	
Parish Plan projects		0.00	10000.00	3500.00	10000.00	10000.00	10000.00	14000.00	
Total									
Earmarked		16,316.18	39254.49	36238.49	47500.00	21000.00	19000.00	27000.00	
Contingency reserve		21,198.16	45000.00	45000.00	50000.00	50000.00	50000.00	50000.00	
TOTAL RESERVE		37,514.34	84,254.49	81,238.49	97,500.00	71,000.00	69,000.00	77,000.00	
GENERAL FUND		36,289.71	66765.00	30000.00	75000.00	75000.00	80000.00	85000.00	
TOTAL FUNDS		73,804.05	151019.49	111238.49	172500.00	146000.00	149000.00	162000.00	
20.1.25		Income	98027.52						
		forecast bal	53500.00						
			151527.52						

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2025 and 31/03/2026)

Last Year 2024-2025						Current Year 2025-2026								Next Year 2026-2027	
Administration		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
7	Clerk's Salary			14,500.00	14,486.83					17,000.00	7,927.88	6,473.20	14,401.08		15,200.00
8	Clerk's Expenses			380.00	372.00					380.00	196.42	196.42	392.84		400.00
10	Employer's National In			1,350.00	1,463.90					2,730.00	1,637.63	1,331.40	2,969.03		3,100.00
11	Employees Pension			2,200.00	2,134.78					2,200.00	1,581.14	1,484.30	3,065.44		3,600.00
12	Pension			4,040.00	4,010.91					4,450.00	2,264.33	1,886.95	4,151.28		4,500.00
13	Clerk's Overtime			500.00											
14	Insurance			1,800.00	1,996.70					1,800.00		2,000.00	2,000.00		200.00
15	Stationery			120.00	54.52					560.00	137.59	500.00	637.59		600.00
16	Advertisements/Printir			2,000.00	1,123.17					1,000.00					1,000.00
17	Printing/Photocopying				57.09					100.00		15.00	15.00		
18	Hire of Premises			770.00	933.00					770.00	150.00	800.00	950.00		1,000.00
19	Audit Charges			600.00	498.40					500.00	187.90	312.00	499.90		500.00
20	Bank Charges/Legal F				4.25						30.25	21.25	51.50		60.00
21	Subscriptions			900.00	883.00					900.00	808.95		808.95		850.00
22	Publications			100.00						100.00					
23	Cllr's Expenses														
24	Cllr Training			300.00	30.00					300.00	70.00		70.00		250.00
25	Clerk's Training			250.00	35.00					250.00	70.00	200.00	270.00		250.00
26	IT Maintenance/Websti			300.00	237.49					500.00	368.05		368.05		150.00
27	Accounts Software			400.00	345.60					400.00		345.60	345.60		485.00
28	Neighbourhood Develo														
64	Refund														
68	Payroll Service			200.00	146.40					165.00	146.40		146.40		150.00
SUB TOTAL				30,710.00	28,813.04					34,105.00	15,576.54	15,566.12	31,142.66		32,295.00



Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2025 and 31/03/2026)

30	Bus Shelter Maintenar	3,000.00	300.00		1,000.00				1,000.00
31	Rights of Way Mainter	2,000.00	650.00		1,000.00	250.00	100.00	350.00	700.00
32	Planter Maintenance	1,800.00	1,642.08		1,800.00	845.67	1,015.00	1,860.67	2,000.00
SUB TOTAL		12,800.00	7,916.76		9,300.00	4,285.67	3,535.00	7,820.67	9,500.00

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
Income		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	73,396.53	73,396.53			96,026.52	96,026.52		96,026.52					96,026.52	
2	ESBC Tax Support	2,001.00	2,001.00			2,001.00	2,001.00		2,001.00					2,001.00	
3	Interest	132.00	245.16			200.00	87.56		87.56					100.00	
4	Playing Fields Charge														
5	Other Grants/Donatior		12,722.00		2,721.81		26,594.00		26,594.00	12,600.00	28,954.00		28,954.00		
6	VAT Reclaim														
SUB TOTAL		75,529.53	88,364.69		2,721.81	98,227.52	124,709.08		124,709.08	12,600.00	28,954.00		28,954.00	98,127.52	

		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
Parks & Open Spaces		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
33	Playing Fields Rents			1,430.00	1,255.00					1,430.00	250.00	1,000.00	1,250.00		1,430.00
34	Playing Field Maintene			1,000.00	1,804.15					1,000.00	1,581.48		1,581.48		1,000.00
35	Playing Fields Mowing			2,700.00	2,325.00					2,700.00	1,550.00	620.00	2,170.00		2,700.00
36	Changing Room Mainl			1,000.00	1,442.84					1,000.00	2,158.53		2,158.53		12,500.00
37	Defibrillator maintenar			1,000.00	774.77					300.00	220.00	80.00	300.00		
38	Changing Room Powe			1,500.00	1,413.19					1,500.00	1,129.77	500.00	1,629.77		1,500.00
39	Closed Church Yard M			1,760.00	1,137.50					1,760.00	912.50	325.00	1,237.50		1,700.00
40	Churchyard Maintenar			2,000.00	709.15					3,000.00	120.00	790.00	910.00		2,000.00

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2025 and 31/03/2026)

41	Elm Lane	220.00	36.00		220.00	7.45		7.45	200.00
42	Triangle Maintenance	250.00			250.00	380.00		380.00	250.00
67	Parks and Open Spac	1,100.00			1,100.00				1,000.00
SUB TOTAL		13,960.00	10,897.60		14,260.00	8,309.73	3,315.00	11,624.73	24,280.00

Section Charities & 137		Last Year 2024-2025				Current Year 2025-2026								Next Year 2026-2027	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
43	Grants			3,000.00	2,620.00					3,000.00	420.00	500.00	920.00		3,000.00
44	Flower & Bulb Planting														
45	Christmas Decorations			300.00	200.00					300.00		220.00	220.00		300.00
46	Tutbury Events/Comm			500.00	240.49					1,000.00					
47	Remembrance Day			500.00	400.00					500.00		320.00	320.00		400.00
48	Town Twinning LGA 19														
51	Best Kept Village														
SUB TOTAL				4,300.00	3,460.49					4,800.00	420.00	1,040.00	1,460.00		3,700.00

Summary

TOTAL	75,529.53	88,364.69	64,570.00	54,904.04	98,227.52	124,709.08		124,709.08	77,865.00	58,523.94	23,456.12	81,980.06	98,127.52	72,775.00
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**Tutbury Parish Council**  
**Reserves Balance**  
**2025-2026**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Street Furniture	754.49				754.49
<b>Total Capital</b>	<b>754.49</b>				<b>754.49</b>
<b>Earmarked</b>					
Laptop					0.00
Election	-32.24	2,000.00			1,967.76
Road Safety	4,000.00	4,000.00			8,000.00
Changing room boiler		2,500.00			2,500.00
TOSCA community pledge	1,500.00				1,500.00
New Bus Shelter		10,000.00			10,000.00
parish project		10,000.00			10,000.00
Footpath Development	1,000.00				1,000.00
Admin Contingency	21,198.16	23,801.84			45,000.00
Church wall maintenance	9,236.00		2,252.00		6,984.00
Planter purchase					0.00
<b>Total Earmarked</b>	<b>36,901.92</b>	<b>52,301.84</b>	<b>2,252.00</b>		<b>86,951.76</b>
<b>TOTAL RESERVE</b>	<b>37,656.41</b>	<b>52,301.84</b>	<b>2,252.00</b>		<b>87,706.25</b>
<b>GENERAL FUND</b>					35,626.89
<b>TOTAL FUNDS</b>					123,333.14

Voucher	Date	Description	Supplier	Net	VAT	Total
158	15/11/2025	Clerks Salary	Karen Duffill			
159	15/11/2025	Clerks Expenses	Karen Duffill			
161	15/11/2025	Employee Pension Contribution	Staffordshire County Pension Fund			
160	15/11/2025	Clerks Employer Pension	Staffordshire County Pension Fund			
143	17/11/2025	Scribe accounts	Starboard Systems Limited	345.60	69.12	414.72
154	17/11/2025	Insurance	Gallagher	25.69	0.00	25.69
145	17/11/2025	Street cleaning and maintenance	Art Quality Cleaning Services	440.00	88.00	660.00
147	17/11/2025	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20
151	17/11/2025	Planter Maintenance	Firs Farm Nursery	1,014.80	202.96	1,217.76
142	17/11/2025	Playing Fields rent	Duchy of Lancaster	750.00	150.00	900.00
146	17/11/2025	Playing field maintenance		522.50	62.00	627.00
165	17/11/2025	Playing field maintenance		580	0	580
<b>Direct Debits</b>						
148	17/11/2025	Changing Room Electricity Sup	Octopus Energy	26.17	1.31	27.48
162	15/11/2025	National Insurance	HMRC	266.28	0	266.28
164	03/11/2025	Changing room gas	Yu Energy	44.78	2.24	47.02
<b>card payments</b>						
155	20/10/2025	Printer paper	Amazon	14.99	3.00	17.99
163	10/11/2025	First aid kit	Amazon	9.62	1.92	11.54

## Tutbury Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 23/10/2025</b>		
	Cash in Hand 01/04/2025		73,599.74
	<b>ADD</b> Receipts 01/04/2025 - 23/10/2025		131,374.04
	<b>SUBTRACT</b> Payments 01/04/2025 - 23/10/2025		204,973.78
			79,504.41
	<b>Cash in Hand 23/10/2025</b> (per Cash Book)		<b>125,469.37</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 28/09/2023	0.00	
	Current Account 23/10/2025	132,327.73	
	Business Instant Account 23/10/2025	19,618.61	
	Business Burial Account 23/10/2025	2,702.11	
			<b>154,648.45</b>
	Less unrepresented payments		29,179.08
			125,469.37
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>125,469.37</b>
	<b>A = B Checks out OK</b>		