

# Harden Village Council



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE  
[clerk@hardenvillagecouncil.gov.uk](mailto:clerk@hardenvillagecouncil.gov.uk) 07850 049 487

Dear Councillor,

You are summoned to attend the next meeting of Harden Village Council, to be held on **Thursday 11<sup>th</sup> April, 2024** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**

7<sup>th</sup> April, 2024

## AGENDA

**1. Election of Chair**

To elect a Chair to the Council following the resignation of Gerwyn Bryan.

**2. Apologies for Absence**

To consider apologies offered.

**3. Disclosure of Interest**

To receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting.

- a) To receive declarations of interest from councillors on items on the agenda;
- b) To receive written requests for dispensations for disclosable pecuniary interest;
- c) To grant any requests for dispensation as appropriate.

**4. Minutes of Meetings (previously circulated to Members)**

- a) To approve minutes of the Village Council meeting held on 14<sup>th</sup> March, 2024.
- b) To note the Outstanding Issues Report (information only, see appendix 1).

**5. Public Representation**

Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.

**6. Planning Matters**

To formulate observations relating to the following application: -

- a) 24/00885/HOU - Roof raise and rear dormer at 39 Moor Edge, Harden.

(Planning applications can be viewed via Bradford Council's online system <https://planning.bradford.gov.uk/online-applications/>)

**7. Village Warden**

To receive an update from the Clerk and Village Warden. To note the Village Warden's report (see appendix 2).

**8. Council Vacancy**

To discuss the councillor vacancies and to consider any requests for co-option.

**9. Community Newsletter**

To agree arrangements for providing content for inclusion in the next edition of Tittle Tattle. To note content submission deadline of 26<sup>th</sup> April, 2024.

**10. Exchange of Information**

To consider any concerns which may have been passed to the Village Council by residents.

**11. Correspondence (see appendix 3)**

To receive the following correspondence and to formulate a response, if appropriate: -

- a) Email from the Rural Services Network re. invitation to join the Rural Village Services Group.
- b) Email from National Allotment Society, Yorkshire Branch re. quarterly meeting.
- c) Email re. flower festival at Harden Congregational Church on the 7, 8 & 9<sup>th</sup> June, 2024.
- d) Email from St Ives resident re. incidents at the Mansion House.
- e) Email from Keighley Area Coordinator re. Local Councils' Liaison Group meeting.
- f) Email from PKF Littlejohn re. 2023/24 external audit arrangements.

**12. Financial Matters**

- a) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£2,789.53	Payroll
Ken Eastwood	£13.50	Mileage expenses
Quinten Crossland	£3.60	Mileage expenses
Association of Local Council Clerks (ALCC)	£50.00	Annual membership
Yorkshire Local Councils Associations (YLCA)	£613.00	Annual membership

- b) To note receipt of the 2024/25 Payroll Service Level Agreement from Bradford Council and to authorise subscription to the Payroll & Pension Liaison Service, at a cost of £600. To agree Council contacts and payroll authorisation arrangements and to sign related paperwork.

- c) To note a verbal quote received from Carlton Nurseries of £600 for the supply of compost, mulch and plants for 2 x planters and 4 x barrier baskets. To authorise the Warden and Clerk to place an order and proceed on the terms outlined.
- d) To note the balances and bank reconciliation reports in appendix 4.

**13. Minor Items and Items for Next Agenda**

To note minor items and items for the next agenda.

**14. Next Meeting**

To confirm the date of the Annual Village Council meeting, as 9<sup>th</sup> May 2024, at 7.15pm.

**THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME**

(A full version of the agenda with appendices is available at <https://hardenvillagecouncil.gov.uk>)

## Appendix 1: Outstanding Issues

<b>Subject</b>	<b>Issues</b>	<b>Responsibility</b>	<b>Date of last action</b>	<b>Notes</b>
Allotments	Written representations received on the need for allotments.	Clerk & Members	April 2024	Clerk contacted Bradford Council and Ward Members re. site within St Ives.
Traffic & Transport	20 MPH Scheme and Active Travel.	Cllr Kirkham & Clerk	April 2024	Update requested from Highways following attendance at Council meeting in February.
Climate	Climate emergency actions and projects.	Cllr Cavanagh	December 2023	Cllrs Cavanagh and Smith developing action plan and re-launching Green Action Group.  Clerk circulated relevant documents and supporting information.
Emergency Plan	To develop an emergency plan for Harden.	Clerk	April 2024	Final version to be circulated for comment.
Park Tree Species Information	To provide information on tree species within the Memorial Park.	Cllr Cavanagh & Clerk	July 2023	Cllr Cavanagh to identify tree species in the Spring.
D Day 80	Exhibition following further research into Harden residents' involvement in WW2.	Cllr Kirkham & Clerk	December 2023	Planning to hold an exhibition in the Memorial Hall.

## Appendix 2: Village Warden's Report

<b>Harden Village Council</b>	<b>Warden Work Activity Mid March 24 - Mid April 24.</b>
<b>Litter Picking</b>	Thorough litter picking carried as detailed below- Wilsden Road, Harden Lane to Cuckoo Nest, Long Lane to the school, Parry Lane to the rear of the Golden Fleece, Keighley Road from the village centre to the bend above the Lodge, Narrow Lane, The Narrows, Ferrands Park Way, Old Wilsden Road, Firbeck, the park and around the playground. The unmade lane to St Ives by the football pitch. Substantial amount collected. Cleared the bus stop verge by Village Info Sign.
<b>Football Club</b>	Given lack of response from football club I cleared all litter from the football ground, the culvert to the rear of the changing room and the parking area. 5 bags of litter collected. Large pile of broken and discarded material and equipment left at side of changing room. Arranged removal by Bradford Council. (Confirmed 2/4/24). Photographic record retained on file - before and after photos.
<b>Park</b>	Removed larger waste items by lodge. Volunteers from Sunny Mount helped out!
<b>War Memorial</b>	Edged the lawn, weeded the beds and along the rear walls. Removed dead laurel leaves which had built up over the years. Removed discarded bottles.
<b>Raised Beds</b>	Weeded the beds and removed litter. Cleared weeds from base of walls.
<b>Phone/Info point</b>	Cleaned phone box internally and externally in preparation for new shelving.
<b>Liason with Bradford Council</b>	Liaised with Councillor Sullivan re remedial work plans for street lights. Some response noted as per issues reported to Bradford.
<b>Grit Bin -Parry Lane</b>	Placed order to fill bin to rear of Golden Fleece. No response. To chase up.
<b>Daffodils on Verges</b>	Inspected and report issued. Possible additional planting in Autumn.
<b>Defibrillator</b>	Monitored on weekly basis.
<b>Residents Requests</b>	None to report - but plenty of positive feedback!
<b>Planters</b>	Designed planting scheme and selected plants. Carlton Nurseries to provide quotation for plants and compost. Plants and materials inspected. Chased Carlton 4/4/24 for quote and account details.

## Observations & Recommendations

### **The unpleasant issue of dog waste and rubbish around local shops.**

Would it be possible to encourage residents and shop owners to address the issues of dog waste and rubbish? Locals tend to blame traffic for rubbish at the roadside but people walking dogs are also responsible. The football field and the hedgerow to fenced section were full of dog mess bags - often the same distinctive bags left by some local dog walkers. Some locals are creatures of habit-leaving the same bags on the walls on Wilsden Road and in one specific place on Long Lane.

The area around Harden Spice and the recently refurbished convenience store are problematic. Waste/rubbish is piling up to the side of Harden Spice and is visible from Wilsden Road. There is an unhealthy amount of rubbish to the side of the convenience store - concealed by parcel deposit point - but likely to attract vermin etc. Would be better for business if it was cleared up.

### Works Planned for April/May

Litter picking throughout village.

Arrange/coordinate planters.

Gardening on raised beds and war memorial.

Clean village signs at Ryecroft and Long Lane.

### Works reported to Bradford Council

Date Reported	Issues	Response	Comments
21/12/2023	1/Loose/Uneven Paving 21, Narrow Lane 2/Paving at Ferrands Park Way, Meadows Close, Ferrands Close - trip hazards. 3/Broken/Defaced street signs- South Walk, Glen View, Valley View, Sunny Mount. 4/Tarmac uneven/Lifting on Wilsden Road by convenience store 5/ Wilsden Old Road surface breaking at inspection lids-by the Barn	Nil Nil Nil Nil Nil	Suggested joint inspection Suggested joint inspection Suggested joint inspection Suggested joint inspection Suggested joint inspection
21/12/2023	1/ Hole in footpath by playground, Harden Road 2/Missing copings on wall by Park Lodge, Harden Road	Nil Nil	Suggested joint inspection Suggested joint inspection
21/12/2023	1/Ground water from school affecting Long Lane, Sunny Mount and Wilsden Road. <b>Improved along Long Lane.</b>		Suggested joint inspection
15/01/2024	Serious litter issue along Keighley Road to Long Lee	Due 22/1	Offered to assist.
31/03/2024	<b>Reported concerns re street light installation works-making good verges and green areas. Several posts sloping etc. Initial report to Councillor Sullivan as per procedure. Bradford Council now carrying out remedial work in village.</b>		<b>Offered joint inspection.</b>

## Appendix 3: Correspondence

**From:** Sally Sargent

**Date:** Thursday, 4 April 2024

**Subject:** Invitation to join the Rural Village Services Group

Dear Ken

We are the [Rural Services Network](#), a membership organisation that provides a national campaigning voice for rural communities.

RSN have over 500 organisations in membership through a number of groups, and support both rural local authorities, rurally based organisations and rural towns and now through this initiative rural parish councils.

I think you or one of your people has been in contact with us recently enquiring about our services and certainly we would very much like to work with you.

We would like to invite your Council to join our Rural Village Services Group, a grouping of Parish Councils in England where we aim to share best practice and enable the group to contribute to our national campaigning work.

Rural Local Authorities have been underfunded by successive Governments, leaving rural residents in rural communities like those in your Parish, receiving less in Government funding, paying higher council tax, whilst receiving less services which cost more to provide. It is vital that across rural areas we can present the rural position and the more support we have, the better we can show a united rural voice.

Whilst our primary aim is to campaign for fairer funding for rural areas, we also work on key issues such as rural affordable housing, the rural economy, access to health and care services and rural public transport.

The services we provide include: -

- Weekly Rural Bulletin delivered to your inbox setting out key rural news stories
- Monthly Funding Digest highlighting potential sources of funding and grants for you and your local organisations.
- Share your news and good practice with the RVSG group and the wider RSN
- Dedicated Rural Village Service Group newsletter six times a year
- A bespoke annual meeting for Councillors and Clerks of the group to share best practice and contribute to RSN campaigning work

We are currently offering membership at £50 + VAT a year to those joining the group.

If you'd like to take us up on the offer to join and continue with us, please do contact us at [sally.sargent@sparse.gov.uk](mailto:sally.sargent@sparse.gov.uk).

Alternatively, if you'd welcome a chat to find out more, let us know and we can arrange a time that suits.

Best wishes

**Kerry Booth**

Chief Executive

RURAL SERVICES NETWORK



# Rural Village Services Group

Part of the Rural Services Network

## Membership Benefits

### Informing

**We will keep you up to date with key issues impacting rural communities by:**

- Providing a weekly Rural Bulletin direct to your inbox which includes key rural news stories and commentary.
- Providing a monthly Funding Digest and Government Consultations publication direct to your inbox which sets out a range of grant opportunities that may be of interest to your community, along with relevant rural consultations the Government is holding.
- Providing a Rural Village Services Group newsletter six times a year which focuses on key issues for rural parishes and villages, examples of subjects covered include rural net zero, affordable housing, transport and broadband connectivity.

### Sharing

**We will enable you to share best practice with like-minded rural parishes by:**

- Hosting an annual meeting of all parish councils in membership (on zoom) to bring together discussion on the RSN national campaigns and enable you to share best practice.
- Enabling you to share case studies and best practice experiences on our website and in the RSVG newsletter, enabling you to learn from rural experiences across the country.

### Influencing

**We will enable you to influence our national campaigning work by:**

- Contributing to our wider national campaigns and work through the sharing of your experiences and best practice.
- An annual rural poll of member organisations of the RSVG to explore key issues impacting your communities.
- Exploring key issues impacting both younger and older people within your community to ensure their concerns are represented.

**The cost of RSVG membership for the 2024/25 financial year is £50 plus VAT.**

Jan 2024

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**From:** Tony Urwin  
**Date:** Thursday, 4 April 2024  
**Subject:** NAS Yorkshire Branch Quarterly Meeting via Zoom 13/04/2024

Good Morning,

Our next Quarterly Meeting will be held **via Zoom** on Saturday 13<sup>th</sup> April 2024, 09:45 for a 10:00am start, latest finish 12:30pm

As agreed at the last meeting, Quarterly Meetings can be held at a local venue at the invitation of Members if the facility for those outside the area to conveniently attend in person or via Zoom is also possible

The meeting Chair will be Mike Farrell

**[Zoom link, ID and password redacted]**

Any problems on the day please give Mike ([0780 219 6688](tel:07802196688)) or myself a call

A copy of this letter, the draft Agenda for the meeting and the draft Minutes of the last Quarterly Meeting held via Zoom on 20<sup>th</sup> January 2024 are attached to the emailed invitation

If you have a topic of general interest which you would like to discuss at the meeting please let me have details by Tuesday 9<sup>th</sup> April 2024 and I will add it to the Agenda. Any other matters which you would like to raise please feel free to contact in the first instance any of the Officers of the Yorkshire Branch or staff at NAS Head Office

I would also take this opportunity to remind Members that the National AGM is to be held in Yorkshire this year at the **at Mercure Sheffield Parkway Hotel S60 5BD on Saturday 8<sup>th</sup> June 2024, 9:00am for a 10:00am start and 4:30pm finish . The hotel is most conveniently reached by road from nearby Junction 33 of the M1 or by taxi from Sheffield, Meadowhall or Rotherham Stations**

**Drawing of the raffle will be followed by lunch and in the afternoon presentations from Dr Kate Randall of Northumbria University on Microbial Soil Health and Sara Owen-Hughes entitled "What a Pest"**

If you haven't already, please contact [natsoc@nsalg.org.uk](mailto:natsoc@nsalg.org.uk) to book your place

Yours faithfully

Tony Urwin

Secretary

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**From:** [Name redacted]  
**Date:** Wednesday, 3 April 2024  
**Subject:** Flower festival at Harden Congregational church on the 7,8,9th June 2024

Hello my name is Karen and I attend the above church and we are asking all the local businesses and groups in Harden and surrounding area if they would like to do a flower display ,or supply a tub with colourful flowers for the steps up to the church ( these would be returned) if anyone is creative the theme is 'Bringing the World together.

When we get all replies in and if we have some spaces available we are going to ask the residents of

Harden (via Facebook) .

Could you please advise if you can help either way no later than 22 nd April

If you need more information please contact [personal details redacted].

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From: St Ives Resident

Date: Mon, 25 Mar 2024

Subject: Re: St Ives Estate meeting 19 March 2024.

Good morning all,

By means of a further update there were some further serious incidents yesterday at the Mansion.

Following an issue during the day in which a group of people were removed from the Mansion by police.... I heard loud banging in property at just after 22:15. I called the police (log 1862).

Police attended and could not find evidence of anyone on the site.

Shortly after Siobhan (number 5) and Jules (number 6) heard banging in their loft space! A group had obviously hidden when the police came out and made their way from the Mansion through the adjoining building and break into the loft space above number 6!

The police were again called.

Another late night. Disruption and above all worry.

Eventually three individuals were arrested (at around midnight).

So now we have the issue where the adjoining building is unsafe/unsecure.

I would appreciate an update as would the other residents. Can this issue be addressed with Mr Hussain (Mansion owner).

The Mansion is clearly not secured. Furthermore this is having a practically non stop impact on the residents. Aside from the stress for us as residents, both Bex and I have young children. Back to the point I made in the meeting on the 19<sup>th</sup> of March does someone need to be seriously hurt before Mr Hussain is compelled/forced to deal with this?

Kind Regards,

(Resident of The Cottages, St. Ives Estate, Harden)

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**From:** Keighley Area Coordinators Office

**Date:** Thursday, 21 March 2024

**Subject:** Local Councils' Liaison Group - Monday 22 April, 6.00pm, Ilkley Town Hall

Dear All,

The next Local Councils' Liaison Group meeting will be held on **Monday 22 April at 6.00pm** in person at Ilkley Town Hall.

This is a call for items for the Agenda. So far I have:

- Local Council's support for Youth Services
- Transfer of assets/services to Local Councils
- Climate Emergency (standing item)

If there are other items that you would like to suggest for the Agenda, please can you let me know by **Fri 5 April**, in order to give me time to organise for a relevant officer to attend.

Please note that this email is sent to Clerks and Chairs. If someone other than the Clerk or Chair represents your Local Council on the Liaison Group, please can Clerks forward this email to them.

Regards,

**Jonathan Hayes**

Keighley Area Co-ordinator

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**From:** PKF Littlejohn

**Date:** Monday, 18 March 2024

**To:** clerk@hardenvillagecouncil.gov.uk

**Subject:** WY0034 Harden Village Council – 2023/24 AGAR external auditor instructions

Dear Clerk/RFO

We are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2023/24 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

If you are clerk for multiple smaller authorities please accept our apologies if you receive this email more than once, these instruction emails are sent to every smaller authority for whom we act. Please note, however, that the emails are being sent out in batches over the course of this week, so if you are clerk for multiple authorities and have received this email only once, you should receive further emails over the course of the next few days.

***Completion of documentation for submission***

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review.

Please submit in excel format any documents that have been prepared in excel; pdf format is fine for all word documents.

### ***Submission deadline***

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Monday 1 July 2024**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 31 July 2024;**
- **it will only be possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2024 providing sufficient justification explaining the exceptional need for the extension is given;**
- **we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2024 will be given under any circumstances. If you do not submit your completed and signed AGAR or exemption certificate to us by 31 July 2024 additional charges will apply for chaser letters issued.**
- **a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.**

**IMPORTANT:** If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2023/24 it will not be able to claim exemption from a limited assurance review for 2024/25, regardless of whether it meets all other criteria.

### ***Explanation of variances***

We would like to draw your attention to Paragraph 2.35 of the [Joint Panel on Accountability and Governance Practitioners' Guide](#). This states the smaller authority is required to provide 'a sufficiently detailed and meaningful analysis and explanation of the reasons for the change'.

### ***Contact details***

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

### ***Acknowledgement of receipt of information***

The first contact your smaller authority will receive will be an automated email notifying you when either the AGAR or Exemption Certificate, as appropriate, has been logged onto the authority's record on our database. This should be within six weeks of submission.

### ***Our review procedures***

Please note that we undertake our reviews in order based on the date received, i.e. authorities who submit their AGAR to us earlier will be reviewed earlier. Please note that we receive a significant amount of submissions well in advance of the submission deadline, if you are able to submit earlier this may speed up your review.

Kind regards

### **SBA Team**

For and on behalf of PKF Littlejohn LLP

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# Appendix 4: Financial Reports

## Harden Village Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	2,705.00	2,000.40	704.60 (26%)	704.60
Assets & Projects			0.00 (N/A)	12,950.00	13,631.27	-681.27 (-5%)	-681.27
Audit & Accountancy			0.00 (N/A)	800.00	745.60	54.40 (6%)	54.40
Donations			0.00 (N/A)	1,000.00	250.00	750.00 (75%)	750.00
Events			0.00 (N/A)	400.00	533.37	-133.37 (-33%)	-133.37
ICT			0.00 (N/A)	3,150.00	1,587.76	1,562.24 (49%)	1,562.24
Income	48,952.00	103,747.00	54,795.00 (111%)			0.00 (N/A)	54,795.00
Insurance			0.00 (N/A)	500.00	550.98	-50.98 (-10%)	-50.98
Maintenance & Repairs			0.00 (N/A)	4,400.00	1,900.91	2,499.09 (56%)	2,499.09
Neighbourhood Plan			0.00 (N/A)	500.00	375.00	125.00 (25%)	125.00
Newsletter			0.00 (N/A)	825.00	627.07	197.93 (23%)	197.93
Parish Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
Staff Costs			0.00 (N/A)	26,570.00	28,620.85	-2,050.85 (-7%)	-2,050.85
Training			0.00 (N/A)	250.00	357.80	-107.80 (-43%)	-107.80
Travel			0.00 (N/A)	150.00	234.90	-84.90 (-56%)	-84.90
<b>NET TOTAL</b>	<b>48,952.00</b>	<b>103,747.00</b>	<b>54,795.00 (111%)</b>	<b>54,700.00</b>	<b>51,415.91</b>	<b>3,284.09 (6%)</b>	<b>58,079.09</b>

<b>Total for ALL Cost Centres</b>	103,747.00	51,415.91
<b>V.A.T.</b>	3,105.72	2,619.20
<b>GROSS TOTAL</b>	<b>106,852.72</b>	<b>54,035.11</b>

<b>Bank Reconciliation at 31/03/2024</b>			
	Cash in Hand 01/04/2023		43,531.00
	<b>ADD</b>		
	Receipts 01/04/2023 - 31/03/2024		106,852.72
			150,383.72
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 31/03/2024		54,035.11
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>96,348.61</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Unity Trust Current Account	31/03/2024	96,348.61
			<b>96,348.61</b>
	Less unrepresented payments		
			96,348.61
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>96,348.61</b>
<b>A = B Checks out OK</b>			

## **Procurement Card**

LLOYDS BANK



COMMERCIAL BANKING

Lloyds Bank  
Commercial Card Services  
PO Box 6061  
Milton Keynes  
MK7 8LE

Tel: 0800 0964496  
Website: [www.commercialcards.co.uk/lloydsbank](http://www.commercialcards.co.uk/lloydsbank)

### Statement summary

Statement date: 4/2/2024

Card ending\*\*\*\* \* 0573

#### Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£13.36 DR
<b>Statement Balance</b>	<b>£13.36 DR</b>

#### Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
15 Mar 24	PRINTPOND.* PRINTPOND. MISCELLANEOUS PUBLISHING & PRINTING		10.36 DR
02 Apr 24	MONTHLY FEE		3.00 DR