

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

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MEETING AGENDA

16 December 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance & Strategy Committee** which will be held on **Wednesday 22 December 2021** at **6pm** at **7pm** at **Marshalls Sports Ground**, Middlefield Lane, Gainsborough.

The business of the meeting is set out in the agenda below.

From 10 December 2021 until further notice it is mandatory that face coverings be worn in most indoor public places in England, including community centres and village halls.

A handwritten signature in black ink, appearing to read 'Belina Boyer'.

Belina Boyer
Town Clerk

Committee members: Cllr M Boles - ex officio (C), Cllr R Craig – ex officio, Cllr T Davies (VC), Cllr D Dobbie, Cllr J Plastow, Cllr P Key, Cllr C Lambie, Cllr D Schofield and Cllr B Velan

Agenda

No	Agenda Item
	<u>Procedural items</u>
1	Apologies for absence Committee note apologies received.
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.
3	Minutes of the previous meeting Committee to confirm as a correct record the minutes of the Finance and Strategy Committee meeting held on Tuesday 16 November 2021. PAPER A

	Committee to confirm as a correct record the minutes of the Finance and Strategy Committee meeting held on Thursday 25 November 2021. PAPER B
	<u>Committee business items</u>
4	Financial Reports Committee to receive and consider the following reports: <ul style="list-style-type: none"> i. Unpaid Expenditure Transactions for 17 December 2021 ii. Cashbook Summary (including due and unpaid transactions) for 17 December 2021 iii. Budget Comparison Report (including due and unpaid transactions) for 17 December 2021 PAPERS C, D and E
5	Monthly Bank Reconciliation Committee to verify and sign off monthly bank reconciliation for 30 November 2021 as per the paragraph 2.2 in Financial Regulations. PAPER F
6	2022 / 2023 Budget Committee to consider budget requirements for 2022/23 and recommend to Full Council. PAPER G
7	Internal Audit Report Committee to consider action to be taken to address issues raised in the internal audit report. PAPER H
8	Co-Option Application Committee to approve Co-option application form PAPER I
9	Annual Review of Data Protection Policy Pack The committee to review the current raft of Data Protection Policies and Procedures and consider adding papers and making changes. PAPER J

PAPER A

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Finance and Strategy Committee held in the Meeting Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough on Tuesday 16 November 2021 at 7.00pm

Present:
Councillor Matt Boles (Chairman) – ex officio
Councillor Tim Davies (Vice Chairman)
Councillor David Dobbie
Councillor Paul Key
Councillor James Plastow
Councillor Denise Schofield
Councillor Baptiste Velan

In Attendance:

Belina Boyer Town Clerk
Rachel Allbones Deputy Clerk & RFO

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor Richard Craig – ex officio

2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION

Councillor Plastow declared a personal interest in agenda item 8 as a member of the Salvation Army.

3. MINUTES FROM THE PREVIOUS MEETING (Papers A)

i. Minutes of the meeting of Finance and Strategy Committee held Tuesday 19 October 2021

Councillor Boles raised he had received another complaint regarding fires on Showfield allotments.

RESOLVED that the minutes of the Finance and Strategy Committee meeting held on Tuesday 19 October 2021 be confirmed and signed as a correct record.

Note: Councillors Dobbie and Velan abstained from the above resolution.

4. FINANCIAL REPORTS (Papers B, C & D)

Committee received and considered the following reports:

- i. Unpaid Expenditure Transactions for 11 November 2021
- ii. Cashbook Summary (including due and unpaid transactions) for 11 November 2021
- iii. Budget Comparison Report (including due and unpaid transactions) for 11 November 2021

A question was raised regarding a revised / reviewed budget, and Committee was advised that due staff shortages a revised budget would be presented to Committee later than usual. The 2022/23 estimate precept request was due with West Lindsey District Council on Friday 26 November so forecasting the 2022-23 budget had taking priority. Committee was advised that no major changes between the agreed and a reviewed budget were anticipated.

RESOLVED that Members accept and approve the following reports: -

- Unpaid Expenditure Transactions for 11 November 2021
- Cashbook Summary (including due and unpaid transactions) for 11 November 2021
- Budget Comparison Report (including due and unpaid transactions) for 11 November 2021

RESOLVED that the reviewed budget be prepared after the 2022-23 budget had been finalised.

5. **MONTHLY BANK RECONCILIATIONS** (Papers E)

Committee considered sign off of the monthly bank reconciliations for the months of for 31 October 2021 as per the paragraph 2.2 in Financial Regulations.

RESOLVED to accept and sign off the Bank Reconciliation for 31 October 2021.

6. **2022 / 2023 BUDGET** (Papers F)

Committee considered budget requirements for 2022/23 and considered the budget estimate and precept level for WLDC.

The following specific budgetary areas are considered as part of the Committee's remit:

- Administration

A motion to increase the Council's budget requirements by 2% was not carried.

Some Members felt they had had insufficient information to provide WLDC with a budget estimate.

A recorded vote was called.

RESOLVED to hold an extraordinary Finance and Strategy Committee meeting on 25 November 2021 at 19.00 to consider the full draft proposed budget and agree the estimate precept level in time for the 26 November deadline.

Votes in favour: Cllrs Boles, Davies, Key, Plastow, Schofield, Velan

Votes against: Cllr Dobbie

7. **INTERNAL AUDIT REPORT** (Papers G)

Committee considered the internal audit report.

RESOLVED to NOTE the internal audit report.

8. CHRISTMAS LIGHTS SWITCH ON

Committee received an update from the Chairman regarding the filming of school choirs and lights switch on.

Meeting concluded at 8.10pm

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PAPER B

GAINSBOROUGH TOWN COUNCIL

MINUTES of an extraordinary Meeting of the Finance & Strategy Committee held in the Meeting Room, Richmond House, Richmond Park, Gainsborough on Thursday 25 November 2021 at 7.00pm.

Present: Councillor Tim Davies (Chair)

Councillor Paul Key
Councillor James Plastow
Councillor Denise Schofield
Councillor Baptiste Velan

In Attendance:

Belina Boyer Town Clerk
Rachel Allbones Deputy Clerk & Responsible Finance Officer

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor Matthew Boles – ex-officio

2. DECLARATIONS OF INTEREST

None declared.

3. 2022 / 2023 BUDGET (Paper A)

Committee considered the draft proposed budget for 2022/23 and considered the precept estimate for submission to WLDC.

Following an in-depth discussion of the proposed draft, two proposals were made and put to the vote:

Councillor Schofield proposed a submission based on a 5% increase on the 2021/22 overall budget, seconded by Councillor Velan.

Councillor Key propose a submission based on a 4% increase on the overall 2021/22 budget, seconded by Councillor Davies.

Councillor Schofield's proposal saw 3 votes in favour and 2 votes against, so it was

RESOLVED that an estimate precept submission based on a 5% increase on the 2021/22 budget be made to WLDC. Thus the estimate precept request would be £554,358.

Meeting concluded at 7.43pm

PAPER C

Expenditure Transactions - Approval List

ExpNo	Cheque	Ledger date	Gross	Vat	Net	Chg / Trans Total	Transaction Details	Heading	Occurrence
18957	BP211112	11/11/2021	£288.00	£48.00	£240.00	288.00	Ranskill Hire Ltd - Strump grinder hire	Machinery hire	
18958	BP211126V	08/11/2021	£882.00	£147.00	£735.00	882.00	Rigby Taylor - Line marker paint	Marshalls & Levellings	
18959	BP211126W	11/10/2021	£125.00	£0.00	£125.00	125.00	Sir E C Bacon Settlement 1951 Residual Fund - Additional rent	Foxyby Hill & Love Lane allotments	
18960	BP211126X	08/11/2021	£10.50	£1.75	£8.75	10.50	Jackson Building Centres - Lock for outside gents	Richmond Park	
18961	BP211126Y	07/10/2021	£4,500.00	£750.00	£3,750.00	4,500.00	Gower Consultants Ltd - Data Extract	Cemetery burial software	
18962	BP211126K	15/11/2021	£750.00	£0.00	£750.00	750.00		Grave Digging	
18963	BP211126Z	13/11/2021	£66.00	£11.00	£55.00	66.00	The National Allotment Society - Membership renewal	Subscriptions	
18964	BP211126BB	31/10/2021	£35.00	£0.00	£35.00	35.00	All Saints' Parish Church - Hire of church	Annual Public Meeting	
18965	BP211126AA	15/11/2021	£1,173.60	£195.60	£978.00	1,173.60	Croft Building Solutions Ltd - Drain clearance and survey	Richmond Park	
18966	BP211126DD	15/11/2021	£1,927.80	£321.30	£1,606.50	1,927.80	Business Video Experts - Choir video and lights switch on	Xmas lights switch on	
18970	BP211105	23/11/2021	£240.00	£40.00	£200.00		Ranskill Hire Ltd - Mini digger hire	Machinery hire	
18978	BP2111	19/11/2021	£297.98	£48.48	£249.50	537.98	Ranskill Hire Ltd - Wood chipper hire	Machinery hire	
18975	BP2111	21/11/2021	£78.00	£13.00	£65.00		Chantry Agricultural Engineers - Kubota repair	Equipment maintenance	
18976	BP2111	21/11/2021	£55.20	£9.20	£46.00		Chantry Agricultural Engineers - Stihl FS400 repair	Equipment maintenance	
19018	BP2112	04/12/2021	£99.42	£16.57	£82.85	232.62	Chantry Agricultural Engineers - Repair to Kubota G26-II	Equipment maintenance	
18977	BP2111	19/11/2021	£420.00	£70.00	£350.00	420.00	Retford Memorials - War memorial cleaning	War Memorial	
18989	BP2112	15/11/2021	£1,927.80	£321.30	£1,606.50	1,927.80	Business Video Experts - Contra 18966, Choir video and lights switch on	Xmas lights switch on	

Expenditure Transactions - Approval List

19007	BP2112	26/11/2021	£198.00	£33.00	£165.00	198.00	DS Heating & Plumbing - Repaired repressurisation chamber, expansion vessel and combustion control	Marshalls Pavilion	
19008	BP2112	08/12/2021	£1,000.00	£0.00	£1,000.00	1,000.00	Friends of St George's School Association - Covid recovery grant	Covid Recovery Grant	
19009	BP2112	25/10/2021	£250.00	£41.67	£208.33	250.00	Gainsborough Skip Hire - Skip hire	Showfield Allotments	
19010	BP2112	23/11/2021	£33.15	£5.53	£27.62	33.15	Peacock and Birmingham - Blade mounting kit for strimmers	Equipment maintenance	
18982	BP2111	22/11/2021	£279.40	£46.57	£232.83		Trade UK - x20 Combi padlocks	All sites	
19011	BP2112	24/11/2021	£31.98	£5.33	£26.65		Trade UK - x2 first aid kits	Marsalls	
19012	BP2112	02/12/2021	£34.99	£5.83	£29.16	346.37	Trade UK - Wireless door bell	Richmond House	
19013	BP2112	30/11/2021	£1,852.48	£308.75	£1,543.73	1,852.48	Continental Landscapes Ltd - Cut 9	Highway Verge Cutting	
19014	BP2112	24/11/2021	£213.60	£35.60	£178.00		F5 Computing Ltd - Monitor for Admin support officer	IT Services	
19015	BP2112	29/11/2021	£402.72	£67.12	£335.60	616.32	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
19016	BP2112	01/12/2021	£1,500.00	£0.00	£1,500.00	1,500.00	West Lindsey District Council - Maintenance works to Ping roundabout	Roundabouts	
19017	BP2112	06/12/2021	£1,550.00	£0.00	£1,550.00		Kyle Holiday Grave Digger - Grave digging - GRC 59X & LNC 21X	Grave Digging	
19028	BP2112	13/12/2021	£1,350.00	£0.00	£1,350.00	2,900.00	Kyle Holiday Grave Digger - Grave digging - JCO 88X, CCO 269 & KNC 54X	Grave Digging	
19020	BP2112	30/11/2021	£161.14	£26.86	£134.28	161.14	A Price Electrical Ltd - Supply and install new 24 hour timer to outside and car park lighting	Marshalls	
19021	BP2112	01/12/2021	£60.12	£10.02	£50.10	60.12	Integrating Solutions Ltd - Copier charges	Printing charges	
19022	BP2112	29/11/2021	£1,110.00	£185.00	£925.00	1,110.00	G. Miles Engineering Ltd - Hedge Cutting	Foxyby Hill, Love Lane, Spital Hill & Marshalls	
19023	BP2112	30/11/2021	£578.39	£96.39	£482.00	578.39	High Street Garage - Red diesel and petrol	Fuel	
19029	BP2112	15/12/2021	£78.00	£0.00	£78.00	78.00	Sleaford Town Council - x2 Event tickets	Mayoral Expenses	

Expenditure Transactions - Approval List

19030	BP2112	09/12/2021	£1,704.00	£284.00	£1,420.00	1,704.00	Ross Davy Associates - Works carried out March / April 2021	Richmond House Conservatory	
19031	BP2112	15/07/2021	£2,337.42	£389.57	£1,947.85	2,337.42	Satelines Ltd - Emergency light remedial works	Marshalls, Levelings & Richmond House	
19032	BP2112	13/12/2021	£2,100.00	£0.00	£2,100.00	2,100.00	Richard Lancaster - Tree safety assessment and report	Tree safety survey - all sites	
19036	BP2112	01/12/2021	£360.00	£60.00	£300.00	360.00	Ibwest Ltd - Key holding and alarm response	Richmond House Security	2/12/21 - 1/12/22
19037	BP2112	03/12/2021	£62.50	£0.00	£62.50	62.50	West Lindsey District Council - Recharges for uncontested by-election	Election Costs	
19024	CC2201	02/12/2021	£109.00	£18.17	£90.83	109.00	UPC Distribution Ltd - PDF Architect Pro + OCR Advanced	IT Services	
18969	CC2112	18/11/2021	£144.00	£24.00	£120.00	144.00	SLCC Enterprises Ltd - Qualification fee - FILCA (RA)	Staff Training	
18983	CC2112	24/11/2021	£16.92	£2.82	£14.10	16.92	Amazon EU SARL - HDMI Cables	IT Services	
18981	CC2112	22/11/2021	£14.39	£2.40	£11.99	14.39	Zoom Video Communications Inc - Standard Pro Monthly	IT Services	Monthly
19025	CC2201	28/11/2021	£15.17	£2.53	£12.64	15.17	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
18985	DD21124	24/11/2021	£90.00	£15.00	£75.00	90.00	Stallard Kane Associates Ltd - HR Services	HR Services	Monthly
18971	DD2112	01/12/2021	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
18972	DD2112	01/12/2021	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	General Cemetary	Monthly
18973	DD2112	01/12/2021	£47.66	£0.00	£47.66		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
18974	DD2112	01/12/2021	£36.83	£0.00	£36.83	379.15	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
19003	DD2112	01/12/2021	£69.00	£0.00	£69.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetary	Monthly
19004	DD2112	01/12/2021	£530.00	£0.00	£530.00		West Lindsey District Council - Non-Domestic Rates	General Cemetary	Monthly
19005	DD2112	01/12/2021	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
19006	DD2112	01/12/2021	£245.00	£0.00	£245.00	1,780.00	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly

Expenditure Transactions - Approval List

18980	DD2112	12/11/2021	£311.50	£51.91	£259.59	311.50	British Gas Business - Gas usage	Richmond House	1/11/2021 - 10/11/21
18968	DD2111	16/11/2021	£21.36	£1.02	£20.34		Opus Energy - Gas usage	Levellings	1/7/10/21 - 15/11/21
18967	DD2111	16/11/2021	£103.69	£4.94	£98.75		Opus Energy - Gas usage	Marshalls Main Pavilion	1/7/10/21 - 15/11/21
18990	DD2111	26/11/2021	£176.90	£8.42	£168.48		Opus Energy - Electricity Usage	Marshalls Main Pavilion	27/10/21 - 25/11/21
18995	DD2112	01/12/2021	£11.35	£0.54	£10.81		Opus Energy - Electricity Usage	Marshalls Bowls Pavilion	0/11/1/21 - 30/11/21
18996	DD2112	01/12/2021	£47.87	£2.28	£45.59		Opus Energy - Electricity Usage	General Cemetery	0/11/1/21 - 30/11/21
18997	DD2112	06/12/2021	£394.80	£65.80	£329.00	755.97	Opus Energy - Electricity usage	Richmond House Main House	6/11/21 - 5/12/21
18998	DD2112	07/12/2021	£45.25	£2.15	£43.10		E.ON Next Energy Ltd - Electricity usage	Richmond House Flat	1/11/21 - 30/11/21
18993	DD2112	01/12/2021	£26.61	£1.27	£25.34		E.ON Next Energy Ltd - Electricity usage	Marshalls External Changing	1/11/21 - 30/11/21
19002	DD2112	06/12/2021	£33.95	£1.62	£32.33		E.ON Next Energy Ltd - Electricity usage	Richmond Park Greenhouse	1/11/21 - 30/11/21
19001	DD2112	01/12/2021	£18.14	£0.86	£17.28	123.95	E.ON Next Energy Ltd - Electricity usage	Levellings	1/11/21 - 30/11/21
18999	DD2112	03/12/2021	£199.46	£0.00	£199.46		Anglian Water - Water charges	Richmond Park	3/9/21 - 2/12/21
19000	DD2112	03/12/2021	£16.96	£0.00	£16.96		Anglian Water - Water charges	Levellings	3/9/21 - 2/12/21
19033	DD2112	06/12/2021	£27.43	£0.00	£27.43		Anglian Water - Water charges	General Cemetery	6/9/21 - 5/12/21
19034	DD2112	06/12/2021	£97.74	£0.00	£97.74	341.59	Anglian Water - Water charges	Marshalls	6/9/21 - 5/12/21
19019	BP2112	04/12/2021	£15.20	£0.00	£15.20	15.20	Water Plus Ltd - Used water & surface water drainage	Levellings	1/9/21 - 1/12/21
18984	DR2112	16/11/2021	£11.08	£0.00	£11.08	11.08	HSBC - Bank charges	Bank Charges	1/7/10/21 - 16/11/21
19027	DD2112	09/12/2021	£119.69	£19.95	£99.74	119.69	British Telecommunications Plc - Phone line and broadband services	Richmond House	Monthly
19026	DD2112	09/12/2021				286.50	Unicom - Landline, broadband & electricity charges		
			£40.49	£6.75	£33.74		Alarm line	Richmond House	
			£75.69	£3.60	£72.09		Electricity (Lewis Street) (estimate)	Xmas light Electricity	1/11/21 - 1/12/21
			£47.25	£2.25	£45.00		Electricity (Trinity Street) (estimate)	Xmas light Electricity	1/11/21 - 1/12/21
			£59.74	£9.96	£49.78		CCTV Broadband & Phoneline	Richmond House	
			£63.33	£10.55	£52.78		CCTV Broadband & Phoneline	Marshalls	
18991	DD2111	16/11/2021	£510.06	£85.01	£425.05	510.06	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/12/21 - 1/1/22
19035	DD2112	01/12/2021	£359.98	£59.99	£299.99	359.98	Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/12/21 - 14/1/22

PAPER D

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/21 and 16/12/21 inclusive. This may include transactions with ledger dates outside this period. Includes current debtors and creditors.

Balances at the start of the year

Ordinary Accounts

HSBC Current/ Deposit Account	£369,301.77
Petty Cash	£100.00
Total	<u>£369,401.77</u>

RECEIPTS	Net	Vat	Gross
Cemetery	£39,443.00	£0.00	£39,443.00
Administration	£58,254.00	£0.00	£58,254.00
Grounds Maintenance	£5,393.76	£0.00	£5,393.76
Richmond Park & House	£7,283.40	£0.00	£7,283.40
Sports Grounds	£27,828.00	£0.00	£27,828.00
Allotments	£7,792.82	£0.00	£7,792.82
Public Realm	£25,667.00	£0.00	£25,667.00
Precept	£527,960.00	£0.00	£527,960.00
Total Receipts	<u>£699,621.98</u>	<u>£0.00</u>	<u>£699,621.98</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£36,911.68	£3,435.36	£40,347.04
Administration	£36,884.05	£2,337.33	£39,221.38
Events	£20.00	£4.00	£24.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Employee Costs	£179,335.92	£186.93	£179,522.85
Grounds Maintenance	£47,080.08	£9,915.97	£56,996.05
Richmond Park & House	£13,632.92	£1,614.06	£15,246.98
Sports Grounds	£20,148.29	£1,758.64	£21,906.93
Play Areas	£1,667.00	£159.40	£1,826.40
Allotments	£3,859.08	£330.52	£4,189.60
Public Realm	£29,721.85	£5,565.94	£35,287.79
Christmas Lights	£6,382.38	£1,164.48	£7,546.86
Ear Marked Reserves	£46,011.77	£5,658.94	£51,670.71
Total Payments	<u>£421,655.02</u>	<u>£32,131.57</u>	<u>£453,786.59</u>

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£615,137.16
Petty Cash	£100.00
Total	<u>£615,237.16</u>

Not all the accounts have been reconciled exactly to the end date on this summary.

Signed _____

Chair

Clerk / Responsible Financial Officer

PAPER E

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Precept Income			
100 Precept	£527,860.00	£527,860.00	£0.00
105 WLDC Precept Contribution	£100.00	£100.00	£0.00
Total Income	<u>£527,960.00</u>	<u>£527,960.00</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Employee Costs			
Income			
110 Furlough Payments	£0.00	£0.00	£0.00
Total Income	£0.00	£0.00	£0.00
Expenditure			
1000 Payroll			
1000/1 Gross Salary	£230,000.00	£142,949.75	£87,050.25
1000/2 Employer NI Contribution	£19,000.00	£11,783.88	£7,216.12
1000/3 Employer Pension Contribution	£45,000.00	£22,978.76	£22,021.24
1000 Total	£294,000.00	£177,712.39	£116,287.61
1010 Travel and Training			
1010/1 Staff Travel	£200.00	£142.60	£57.40
1010/2 Staff Training	£3,000.00	£215.00	£2,785.00
1010/3 Staff Car Business Insurance Reimbursement	£0.00	£0.00	£0.00
1010 Total	£3,200.00	£357.60	£2,842.40
1020 Workwear & ID			
1020/1 Staff Workwear	£1,200.00	£627.08	£572.92
1020/2 H&S / First Aid	£0.00	£93.41	-£93.41
1020/3 Staff ID Badge	£0.00	£0.00	£0.00
1020 Total	£1,200.00	£720.49	£479.51
Total Expenditure	£298,400.00	£178,790.48	£119,609.52

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

2021/22

Actual Net

Balance

Administration

Income

205	Bank Interest	£400.00	£4,851.41	£4,451.41
210	Insurance Reimbursement	£3,428.00	£3,428.00	£0.00
215	Legal Fee Reimbursement	£0.00	£0.00	£0.00
220	Subject Access Request / FOI	£0.00	£0.00	£0.00
225	Insurance Claims	£0.00	£8,800.00	£8,800.00
	Total Income	£3,828.00	£17,079.41	£13,251.41

Expenditure

2000	Office Supplies & Telecom		£3,084.63	£1,715.37
2000/1	IT Services & Maintenance		£805.36	£994.64
2000/2	Printing		£749.32	£250.68
2000/3	Postage and Stationery		£192.99	£307.01
2000/4	Office Equipment		£600.00	£309.38
2000/5	Telephone and Broadband		£500.00	£500.00
2000/6	Mobiles		£100.00	£100.00
2000/7	Shredding			
2000	Total	£9,300.00	£5,741.68	£3,558.32
2010	Publicity		£120.00	£60.56
2010/1	Annual Public Meeting		£0.00	£0.00
2010/2	Sponsorship		£120.00	-£40.00
2010/3	Website		£0.00	£0.00
2010/4	Publicity		£240.00	£20.56
2010	Total			
2020	Subscriptions			

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
2020/1	LALC	£2,800.00	£0.00
2020/2	The National Allotment Society	£55.00	£55.00
2020/3	Local Council Advisory Service (LCAS)	£0.00	£0.00
2020/4	Institute of Cemetery and Crematorium Management (ICCM)	£95.00	£95.00
2020/5	Publications	£0.00	£39.00
2020/6	Information Commissioner's Office	£55.00	£55.00
2020	Total	£3,005.00	£2,761.00
2030	Democratic & Civic		
2030/1	Civic Service	£1,550.00	£0.00
2030/2	Civic Regalia & Past Mayors Badge	£200.00	£0.00
2030/3	Citizen of the Year Award	£0.00	£0.00
2030/4	WW2 Veteran Recognition Award	£0.00	£0.00
2030/5	Mayoral Allowance	£500.00	£333.36
2030/6	Mayoral Expenses	£1,500.00	£332.96
2030/7	Mayors Cadet	£100.00	£0.00
2030/8	Elections Costs	£14,000.00	£7,474.57
2030/9	Councillor Training	£200.00	£170.00
2030/10	Councillor Travel	£200.00	£0.00
2030/11	Councillor ID	£0.00	£0.00
2030/12	Miscellaneous expenses	£50.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
2030 Total	£18,300.00	£8,310.89	£9,989.11
2040 Grants			
2040/1 S137	£80.00	£18.50	£61.50
2040/2 Community Grants	£2,000.00	£1,040.00	£960.00
2040 Total	£2,080.00	£1,058.50	£1,021.50
2060 Insurance			
2060/1 Zurich Municipal	£16,500.00	£10,953.42	£5,546.58
2060/2 Claims	£0.00	£3,600.00	-£3,600.00
2060/3 Valuations	£0.00	£0.00	£0.00
2060 Total	£16,500.00	£14,553.42	£1,946.58
2070 HR & Finances			
2070/1 Internal Auditor	£1,700.00	£1,661.00	£39.00
2070/2 External Auditor	£1,300.00	£1,300.00	£0.00
2070/3 Accountant - Payroll Services	£540.00	£270.00	£270.00
2070/4 Edge Design - Finance Software	£800.00	£0.00	£800.00
2070/5 Bank Charges	£450.00	£168.40	£281.60
2070/6 HR Provider	£1,100.00	£600.00	£500.00
2070/7 Occupational Health	£500.00	£0.00	£500.00
2070/8 Recruitment	£500.00	£689.00	-£189.00
2070 Total	£6,890.00	£4,688.40	£2,201.60
2080 Legal Fees			
2080/1 General	£1,500.00	£60.00	£1,440.00
2080/2 Roses Legal Fees	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
2080 Total	£1,500.00	£60.00	£1,440.00
Total Expenditure	£57,815.00	£34,876.33	£22,938.67

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

2021/22

Actual Net

Balance

Grounds Maintenance

Income

300	Vehicle Hire	£0.00	£0.00	£0.00
310	LCC Contribution towards Highway Verge Cutting	£5,200.00	£5,248.76	£48.76
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00
330	Scrap	£0.00	£145.00	£145.00
	Total Income	£5,200.00	£5,393.76	£193.76

Expenditure

3000	Vehicle Costs			
3000/1	Ford Transit D/Cab Tipper	£5,150.00	£3,410.40	£1,739.60
3000/2	Ford Transit Van	£3,600.00	£2,709.91	£890.09
3000/3	Citroen Berlingo	£2,720.00	£2,043.28	£676.72
3000/4	Vehicle Maintenance	£300.00	£75.84	£224.16
3000/5	Fuel	£3,500.00	£2,419.01	£1,080.99
3000/6	Red Diesel	£1,600.00	£1,041.22	£558.78
3000/7	Trailer Maintenance	£300.00	£376.50	-£76.50
3000	Total	£17,170.00	£12,076.16	£5,093.84
3010	Grounds Maintenance - All Sites			
3010/1	Miscellaneous	£800.00	£862.45	-£62.45
3010/2	Equipment Service and Maintenance	£7,000.00	£2,133.33	£4,866.67
3010/3	New Grounds Equipment	£13,000.00	£10,841.61	£2,158.39
3010/4	Footpath Maintenance	£5,000.00	£0.00	£5,000.00
3010/5	Tree Maintenance	£2,900.00	£1,800.00	£1,100.00
3010/6	Weed Killing (spraying)	£713.50	£0.00	£713.50

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
3010/7	Green Waste Removal	£1,400.00	£449.50
3010/8	Hedge Cutting	£0.00	£950.50
3010/9	Grit	£200.00	£0.00
3010/10	Tree Safety Survey	£2,000.00	£200.00
3010/11	Highway Verge Cutting	£16,000.00	£2,100.00
3010/12	Wildflower Verges	£0.00	-£100.00
3010	Total	£49,013.50	£14,199.50
3020	Cleaning Products		£0.00
3020/1	Cleaning Products and Refuse Bags	£1,200.00	£32,386.39
3020	Total	£1,200.00	£16,627.11
	Total Expenditure	£67,383.50	£45,221.95
			£22,161.55

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

2021/22

Actual Net

Balance

Richmond Park & House

Income

400	Richmond Park				
400/1	Office Rent (Registrar)	£4,035.00	£2,017.50	-£2,017.50	
400/2	Registrar Service Recharge	£4,500.00	£0.00	-£4,500.00	
400/3	Room Hire	£0.00	£0.00	£0.00	
400	Total	£8,535.00	£2,017.50	-£6,517.50	

Total Income

£8,535.00

£2,017.50

-£6,517.50

Expenditure

4000	Richmond Park & House			
4000/1	Rates	£3,000.00	£2,209.10	£790.90
4000/2	House & Buildings Maintenance	£10,000.00	£252.70	£9,747.30
4000/3	Gas	£2,200.00	£1,171.99	£1,028.01
4000/4	Electricity - Main House	£2,600.00	£2,113.87	£486.13
4000/5	Electricity - Flat	£500.00	£250.14	£249.86
4000/6	Electricity - Greenhouse	£400.00	£230.95	£169.05
4000/7	Anglian Water (Wave)	£900.00	£479.38	£420.62
4000/8	WaterPlus	£450.00	£269.67	£180.33
4000/9	PAT Testing	£300.00	£355.00	-£55.00
4000/10	Fire Extinguisher & Emergency Light Service	£600.00	£1,122.79	-£522.79
4000/11	Security & Fire Alarm Service & Maintenance	£450.00	£233.42	£216.58
4000/12	Security & Fire Alarm Response	£500.00	£450.00	£50.00
4000/13	Alarm Phone Line	£400.00	£309.51	£90.49
4000/14	Legionella Monitoring	£948.00	£0.00	£948.00

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
4000/15	Premises Licence Fee	£180.00	£180.00
4000/16	Boiler Service & Repairs	£200.00	£137.50
4000/17	Fixed Electrical Testing	£0.00	£0.00
4000/18	Ground Maintenance	£2,000.00	£318.37
4000/19	Waste Management	£1,800.00	£474.03
4000/20	Aviary & Bird Feed	£300.00	£127.47
4000/21	Bedding Plants	£500.00	£379.56
4000/22	Outdoor Toilet Renovations & Maintenance	£0.00	£140.56
4000/23	Tree Maintenance	£0.00	£0.00
4000/24	Footpath / Road Maintenance	£5,000.00	£5,000.00
4000/25	New / maintenance of Litter Bins	£0.00	£0.00
4000/26	Fountain Maintenance & Repairs	£250.00	£250.00
4000/27	Flag Pole Maintenance & Repairs	£100.00	£100.00
4000/28	New Grounds Furniture	£0.00	£0.00
4000/29	Play Equipment Maintenance	£0.00	£0.00
4000/30	Wet Pour Repairs	£0.00	£0.00
4000/31	CCTV, Fibre broadband and line rental	£4,600.00	£4,151.98
4000/32	Replacement Conservatory	£0.00	£0.00
4000/33	First Aid & Defibrillator	£0.00	£62.50
4000	Total	£38,178.00	£24,715.33
	Total Expenditure	£38,178.00	£24,715.33

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Sports Grounds			
Income			
500	Roses		
500/1	Football (Grass)	£0.00	£0.00
500/2	Rugby	£0.00	£0.00
500/3	Cricket	£0.00	£0.00
500/4	Bowls	£0.00	£0.00
500/5	All Weather Pitch	£0.00	£0.00
500/6	Room Hire	£0.00	£0.00
500/7	Training Pitch	£0.00	£0.00
500/8	Key Deposit	£0.00	£0.00
500/9	Sinking Fund	£7,750.00	£7,750.00
500	Total	£7,750.00	£7,750.00
510	Marshalls		
510/1	Football	£2,928.00	-£1,572.00
510/2	Cricket	£696.00	-£204.00
510/3	Bowls	£1,200.00	£0.00
510/4	Room Hire	£6,374.50	-£2,625.50
510/5	Training Pitch	£374.00	-£26.00
510/6	Key Deposit	£0.00	£0.00
510	Total	£11,572.50	-£4,427.50
520	Levellings		
520/1	Football	£569.50	-£430.50
520/2	Key Deposit	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22		Actual Net	Balance
520	Total	£1,000.00		£569.50	-\$430.50
	Total Income		£17,000.00	£19,892.00	£2,892.00
	Expenditure				
5000	Roses				
5000/1	Rates	£0.00		£0.00	£0.00
5000/2	Main Pavilion Maintenananc	£0.00		£0.00	£0.00
5000/3	Bowls Pavilion Maintenance	£0.00		£0.00	£0.00
5000/4	Hygiene Services	£0.00		£0.00	£0.00
5000/5	Gas	£0.00		£0.00	£0.00
5000/6	Electricity	£0.00		£0.00	£0.00
5000/7	Anglian Water (Wave)	£0.00		£0.00	£0.00
5000/8	Water Plus	£0.00		£0.00	£0.00
5000/9	PAT Testing	£0.00		£0.00	£0.00
5000/10	Fire Extinguisher & Emergency Light Service	£0.00		£0.00	£0.00
5000/11	Security / Fire Alarm	£0.00		£0.00	£0.00
5000/12	Legionella Monitoring	£0.00		£0.00	£0.00
5000/13	Premises Licence Fee	£0.00		£0.00	£0.00
5000/14	Boiler Service & Repairs	£0.00		£0.00	£0.00
5000/15	Fixed Electrical Testing	£0.00		£0.00	£0.00
5000/16	Ground Maintenance & Renovations - Cricket	£0.00		£0.00	£0.00
5000/17	Ground Maintenance & Renovations - Bowls	£0.00		£0.00	£0.00
5000/18	Ground Maintenance & Renovations - Football	£0.00		£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
5000/19	Ground Maintenance & Renovations - General	£0.00	£0.00
5000/20	All Weather Pitch & Light Maintenance	£0.00	£0.00
5000/21	All Weather Pitch Reserves	£0.00	£0.00
5000/22	Tree Maintenance	£0.00	£0.00
5000/23	External Light Maintenance	£0.00	£0.00
5000/24	Waste Management	£0.00	£0.00
5000/25	CCTV	£0.00	£0.00
5000/26	First Aid & Defibrillator	£0.00	£0.00
5000	Total	£0.00	£0.00
5010	Marshalls		
5010/1	Rates	£8,419.50	£2,980.50
5010/2	Main Pavilion Maintenance	£165.00	£335.00
5010/3	Bowls Pavilion Maintenance	£0.00	£500.00
5010/4	Hygiene Services	£111.66	£108.34
5010/5	Gas - Main Pavilion	£1,189.46	£1,110.54
5010/6	Gas - Bowls Pavilion	£0.00	£0.00
5010/7	Electricity - Main Pavilion	£1,391.43	£908.57
5010/8	Electricity - External Changing	£229.46	£30.54
5010/9	Electricity - Bowls Pavilion	-£123.25	£263.25
5010/10	Anglian Water (Wave)	£198.43	£201.57
5010/11	Waterplus	£42.84	£757.16
5010/12	PAT Testing	£25.00	£0.00
5010/13	Fire Extinguisher & Emergency Light Service	£1,572.10	-£822.10

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
5010/14	Security / Fire Alarm	£210.00	£215.78
5010/15	Legionella Monitoring	£474.00	£0.00
5010/16	Premises Licence Fee	£180.00	£0.00
5010/17	Boiler Service & Repairs	£300.00	£1,032.76
5010/18	Solar Panel Service & Repairs	£0.00	£0.00
5010/19	Water Tank Service and Repair	£0.00	£0.00
5010/20	Fixed Electrical Testing	£0.00	£0.00
5010/21	Ground Maintenance & Renovations - Cricket	£1,200.00	£1,047.35
5010/22	Ground Maintenance & Renovations - Bowls	£1,200.00	£780.00
5010/23	Ground Maintenance & Renovations - Football	£0.00	£682.30
5010/24	Ground Maintenance & Renovations - General	£0.00	£0.00
5010/25	Tree & Hedge Maintenance	£600.00	£300.00
5010/26	Ditch Clearance	£7,400.00	£0.00
5010/27	External Light Maintenance	£500.00	£134.28
5010/28	Car Park Maintenance	£500.00	£400.00
5010/29	Waste Management	£1,100.00	£428.94
5010/30	CCTV Broadband & Phoneline	£2,600.00	£475.02
5010/31	First Aid & Defibrillator	£50.00	£255.15
5010	Total	£35,909.00	£18,973.21
5020	Levellings		
5020/1	Pavilion Maintenance	£0.00	£12.49
5020/2	Gas	£250.00	£103.50
			£16,935.79

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
5020/3 Electricity	£200.00	£148.10	£51.90
5020/4 Anglian Water (Wave)	£100.00	£46.79	£53.21
5020/5 WaterPlus	£150.00	£47.26	£102.74
5020/6 PAT Testing	£0.00	£0.00	£0.00
5020/7 Fire Extinguisher & Emergency Light Service	£150.00	£225.25	-£75.25
5020/8 Legionella Testing	£474.00	£0.00	£474.00
5020/9 Boiler Service & Repair	£150.00	£62.50	£87.50
5020/10 Fixed Electrical Testing	£0.00	£0.00	£0.00
5020/11 Ground Maintenance & Renovations - Football	£0.00	£135.00	-£135.00
5020/12 Ground Maintenance & Renovations - General	£0.00	£0.00	£0.00
5020/13 Tree Maintenance	£0.00	£0.00	£0.00
5020/14 Fence Maintenance	£300.00	£0.00	£300.00
5020/15 First Aid & Defibrillator	£50.00	£0.00	£50.00
5020 Total	£1,824.00	£780.89	£1,043.11
Total Expenditure	£37,733.00	£19,754.10	£17,978.90

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

2021/22

Actual Net

Balance

Cemetery Income				
600	General Cemetery			
600/1	Burial - Full Interment	£24,480.00	£11,413.00	-£13,067.00
600/2	Burial - Cremation Interment	£5,100.00	£4,928.00	-£172.00
600/3	Exclusive Rights of Burial	£8,160.00	£8,035.00	-£125.00
600/4	Use of Chapel	£0.00	£0.00	£0.00
600/5	Memorial Applications	£5,100.00	£4,847.00	-£253.00
600/6	Exhumations	£0.00	£0.00	£0.00
600/7	EDF Energy	£600.00	£600.00	£0.00
600	Total	£43,440.00	£29,823.00	-£13,617.00
610	North Warren Cemetery			
610/1	Burials - Full Interments	£0.00	£0.00	£0.00
610/2	Burials - Cremation Interments	£0.00	£0.00	£0.00
610/3	Exclusive Right of Burial	£0.00	£0.00	£0.00
610/4	Memorial Applications	£0.00	£0.00	£0.00
610	Total	£0.00	£0.00	£0.00
	Total Income	£43,440.00	£29,823.00	-£13,617.00
	Expenditure			
6000	General Cemetery			
6000/1	Rates	£6,450.00	£4,772.25	£1,677.75
6000/2	Chapel Maintenance	£200.00	£66.65	£133.35
6000/3	Electricity	£600.00	£256.99	£343.01
6000/4	Anglian Water (Wave) & stand pipe repairs	£1,750.00	£917.62	£832.38

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
6000/5	WaterPlus	£700.00	£700.00
6000/6	Fire Extinguisher & Emergency Light Service	£100.00	£10.00
6000/7	Burial Software	£5,000.00	-£852.75
6000/8	Fixed Electrical Testing	£0.00	£0.00
6000/9	Ground & Building Maintenance	£1,600.00	£716.90
6000/10	Waste Management	£1,768.00	£442.03
6000/11	Grave Digging	£15,000.00	£4,700.00
6000/12	Toilet Maintenance	£200.00	£200.00
6000/13	Tree Maintenance	£0.00	£0.00
6000/14	Boundary Fence Maintenance	£500.00	£500.00
6000/15	Footpath Repairs	£7,000.00	£7,000.00
6000/16	Produce Woodland Burial & Memorial Wall	£0.00	£0.00
6000/17	Extenson B Burial Land Sinking Fund	£10,000.00	£7,950.00
6000/18	Drainage	£0.00	£0.00
6000/19	Memorial Topple Testing	£0.00	£0.00
6000/20	New / Maintenance of Litter Bins	£0.00	£0.00
6000	Total	£50,868.00	£24,352.67
6010	North Warren Cemetery		
6010/1	Rates	£840.00	£223.65
6010/2	Boundary Fence Maintenance	£500.00	£500.00
6010/3	Tree Maintenance	£0.00	£0.00
6010/4	Memorial Topple Testing	£0.00	£0.00
6010/5	Ground Maintenance / Repairs	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
6010/6 Grave Digging	£0.00	£0.00	£0.00
6010 Total	£1,340.00	£616.35	£723.65
Total Expenditure	£52,208.00	£27,131.68	£25,076.32

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Actual Net	Balance
Play Areas				
Expenditure				
7000	Play Equipment Maintenance	£4,000.00	£26.00	£3,974.00
7005	Wet Pour Maintenance	£4,000.00	£0.00	£4,000.00
7010	Levellings			
7010/1	New Play Equipment	£0.00	£0.00	£0.00
7010/2	Play Equipment Maintenance	£0.00	£0.00	£0.00
7010/3	Skate Park Maintenance	£0.00	£0.00	£0.00
7010/4	Ground Surface Repairs	£0.00	£0.00	£0.00
7010/5	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00
7010/6	Dog Walk	£0.00	£0.00	£0.00
7010/7	General All Site Repairs	£0.00	£0.00	£0.00
7010	Total	£0.00	£0.00	£0.00
7020	Aisby Walk			
7020/1	Playing Field	£0.00	£0.00	£0.00
7020/2	New Play Equipment	£0.00	£0.00	£0.00
7020/3	Play Equipment Maintenance	£0.00	£0.00	£0.00
7020/4	Skate Park Maintenance	£1,000.00	£800.00	£200.00
7020/5	Ground Surface Repairs	£0.00	£0.00	£0.00
7020/6	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00
7020/7	Boundary & Tree Maintenance	£0.00	£70.00	-£70.00
7020	Total	£1,000.00	£870.00	£130.00
7030	Danes Road			

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
7030/1	New Play Equipment	£0.00	£0.00
7030/2	Play Equipment Maintenance	£0.00	£0.00
7030/3	Ground Surface Repairs	£0.00	£0.00
7030/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00
7030/5	Boundary Maintenance	£0.00	£0.00
7030	Total	£0.00	£0.00
7040	Mayflower Close		
7040/1	New Play Equipment	£0.00	£0.00
7040/2	Play Equipment Maintenance	£0.00	£0.00
7040/3	Ground Surface Repairs	£0.00	£0.00
7040/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00
7040/5	Boundary Maintenance	£0.00	£600.00
7040	Total	£0.00	£600.00
7050	Sandsfield Lane North		
7050/1	New Play Equipment	£0.00	£0.00
7050/2	Play Equipment Maintenance	£0.00	£0.00
7050/3	Ground Surface Repairs	£0.00	£0.00
7050/4	New Benches / Litter Bins Maintenance	£0.00	£0.00
7050/5	Boundary Maintenance	£0.00	£0.00
7050	Total	£0.00	£0.00
7080	St Georges		
7080/1	New Play Equipment	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
7080/2	Play Equipment Maintenance	£0.00	£0.00
7080/3	Ground Surface Repairs	£0.00	£0.00
7080/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00
7080/5	Boundary Maintenance	£0.00	£0.00
7080	Total	£0.00	£0.00
7090	External Play Area Inspections	£771.00	£-771.00
	Total Expenditure	£1,667.00	£8,633.00

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

2021/22

Actual Net

Balance

Allotments

Income

800	Allotments				
800/1	Foxby Hill	£3,400.00	£3,331.92	-£68.08	
800/2	Love Lane	£1,320.00	£1,379.80	£59.80	
800/3	North Warren	£562.00	£885.60	£323.60	
800/4	Showfields	£845.00	£870.20	£25.20	
800/5	Spital Hill	£864.00	£786.30	-£77.70	
800	Total	£6,991.00	£7,253.82	£262.82	
815	Garage Space Ropery Road	£1,250.00	£100.00	-£1,150.00	
	Total Income	£8,241.00	£7,353.82	-£887.18	

Expenditure

8000	Foxby Hill				
8000/1	Site Rent	£750.00	£812.50	-£62.50	
8000/2	Skip Hire	£525.00	£0.00	£525.00	
8000/3	Asbestos Management	£0.00	£0.00	£0.00	
8000/4	Hedge Cutting	£375.00	£175.00	£200.00	
8000/5	Miscellaneous Expenditure	£400.00	£45.97	£354.03	
8000	Total	£2,050.00	£1,033.47	£1,016.53	
8010	Love Lane				
8010/1	Site Rent	£750.00	£812.50	-£62.50	
8010/2	Skip Hire	£525.00	£0.00	£525.00	
8010/3	Asbestos Management	£0.00	£0.00	£0.00	
8010/4	Hedge Cutting	£100.00	£300.00	-£200.00	
8010/5	Miscellaneous Expenditure	£400.00	£112.29	£287.71	

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
8010	Total	£1,775.00	£550.21
8020	North Warren		
8020/1	Site Rent	£0.00	£0.00
8020/2	Skip Hire	£525.00	£525.00
8020/3	Asbestos Management	£0.00	£0.00
8020/4	Miscellaneous Expenditure	£400.00	£362.20
8020	Total	£925.00	£887.20
8030	Showfield		
8030/1	Site Rent	£0.00	£0.00
8030/2	Skip Hire	£525.00	£316.67
8030/3	Asbestos Management	£0.00	£0.00
8030/4	Wall Maintenance	£0.00	£0.00
8030/5	Miscellaneous Expenditure	£400.00	£400.00
8030	Total	£925.00	£716.67
8040	Spital Hill		
8040/1	Site Rent	£250.00	£0.00
8040/2	Skip Hire	£450.00	£118.53
8040/3	Asbestos Management	£0.00	£0.00
8040/4	Miscellaneous Expenditure	£400.00	£226.78
8040	Total	£1,100.00	£345.31
8050	Love Lane Garage Site	£200.00	£200.00
8060	All Sites		
8060/1	Edge IT Management Software	£301.50	£301.50

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
8060 Total	£301.50	£0.00	£301.50
Total Expenditure	£7,276.50	£3,259.08	£4,017.42

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Public Realm			
Income			
900	Corringham Road Roundabout	£1,500.00	£0.00
910	War Memorial Project	£0.00	£0.00
920	Bus Shelters	£0.00	£0.00
	Total Income	£1,500.00	£25,667.00
Expenditure			
9000	Roundabouts / Islands	£0.00	£0.00
9000/1	Thorndike Way Roundabout	£0.00	£0.00
9000/2	Corringham Road Roundabouts	£1,500.00	£0.00
9000/3	Morton Corner Traffic Island	£0.00	£0.00
9000	Total	£1,500.00	£0.00
9010	Street Furniture	£0.00	£0.00
9010/1	Notice Boards	£0.00	£0.00
9010/2	Benches	£0.00	£0.00
9010/3	Bus Shelters	£1,000.00	£25,617.00
9010/4	Millennium Clock	£800.00	£2,254.85
9010/5	Silver Street Sculpture	£0.00	£0.00
9010/6	Community Speed Watch Applications	£0.00	£0.00
9010	Total	£1,800.00	£27,871.85
9020	War Memorial	£350.00	£350.00
9020/1	Maintenance	£0.00	£0.00
9020/2	Future Project	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
9020	Total	£350.00	-£50.00
9030	Gainsborough in Bloom	£0.00	£0.00
9040	Community Rail Partnership	£0.00	£0.00
	Total Expenditure	£29,721.85	-£26,121.85

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Events Income			
1000 Richmond Park	£0.00	£0.00	£0.00
1010 Marshalls Sports Ground			
1010/1 Armed Forces & Community Day 2019	£0.00	£0.00	£0.00
1010 Total	£0.00	£0.00	£0.00
1020 Roses Sports Ground	£0.00	£0.00	£0.00
1030 Levellings Playing Field	£0.00	£0.00	£0.00
1040 Aisby Walk Playing Field	£500.00	£0.00	-\$500.00
1050 Armed Forces & Community Day 2020	£0.00	£0.00	£0.00
Total Income	£500.00	£0.00	-\$500.00
Expenditure			
10010 Mayflower 400	£0.00	£0.00	£0.00
10020 Armed Forces & Community Day 2019	£0.00	£0.00	£0.00
10021 Armed Forces & Community Day 2020	£0.00	£0.00	£0.00
10022 Armed Forces & Community Day 2022	£0.00	£0.00	£0.00
10030 Queen's Platinum Jubilee	£3,000.00	£0.00	£3,000.00
10040 Remembrance Sunday	£300.00	£20.00	£280.00
10050 Local Event Support	£2,500.00	£0.00	£2,500.00
Total Expenditure	£5,800.00	£20.00	£5,780.00

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Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Christmas Lights			
Income			
1100 Shop Christmas Tree Scheme	£1,500.00	£0.00	-£1,500.00
Total Income	£1,500.00	£0.00	-£1,500.00
Expenditure			
11000 Switch On Event	£5,000.00	£3,213.00	£1,787.00
11010 Anchor Point Testing	£2,700.00	£2,422.88	£277.12
11020 Electrical Contractor - Main Lights	£0.00	£0.00	£0.00
11030 Electrical Contractor - Shop Trees	£2,000.00	£0.00	£2,000.00
11040 Market Place Christmas Tree	£1,500.00	£0.00	£1,500.00
11050 New Decorations	£26,830.00	£0.00	£26,830.00
11060 Trinity Street Lamp Post Electricity	£850.00	£746.50	£103.50
11070 Church Street Lamp Post Electricity	£130.00	£0.00	£130.00
Total Expenditure	£39,010.00	£6,382.38	£32,627.62

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Community Infrastructure Levy			
Income			
14000 CIL	£0.00	£0.00	£0.00
Total Income	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Ear Marked Reserves			
Expenditure			
12000	Ear Marked Reserves		
12000/1	General Fund	£104,326.40	£4,000.00
12000/2	Mayors Charity Account	£2,254.65	£0.00
12000/3	Roses AWP Sinking Fund	£59,500.00	£0.00
12000/4	Roses Key Deposits	£950.00	£0.00
12000/5	Marshalls Key Deposits	£700.00	£0.00
12000/6	Levellings Key Deposit	£0.00	£0.00
12000/7	Staff Training	£1,100.00	£0.00
12000/8	Community Grants	£5,880.00	£0.00
12000/9	Community Sesilence Grant	£5,000.00	£2,500.00
12000/10	Building Valuations	£1,100.00	£0.00
12000/11	Richmond House Maintenance	£21,000.00	£0.00
12000/12	Richmond House Conservatory	£15,160.32	£5,137.33
12000/13	Richmond Park Toilet Renovation	£2,630.00	£378.67
12000/14	Richmond Park Compound Fence	£3,500.00	£0.00
12000/15	Richmond Park Drainage	£1,725.00	£1,725.00
12000/16	Marshalls Pavilion Maintenance (Electrics, Boiler, Solar)	£5,000.00	£0.00
12000/17	Grounds Maintenance & Renovations (Marshalls & Levellings)	£2,000.00	£0.00
12000/18	General Tree Maintenance & Survey	£8,000.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
12000/19 General Play Equipment Maintenance	£2,550.00	£0.00	£2,550.00
12000/20 Wet Pour Repairs	£9,000.00	£0.00	£9,000.00
12000/21 Mayflower Close Boundary Maintenance	£600.00	£0.00	£600.00
12000/22 General Footpath Maintenance	£17,000.00	£0.00	£17,000.00
12000/23 General Litter Bin Refurb / Replace	£2,000.00	£0.00	£2,000.00
12000/24 Aisby Walk Skate Park Maintenance	£6,000.00	£6,000.00	£0.00
12000/25 King Ramps Event Aisby Walk	£500.00	£0.00	£500.00
12000/26 Levellings Future Development	£20,888.50	£3,943.00	£16,945.50
12000/27 Levellings Pavilion Maintenance	£2,900.00	£0.00	£2,900.00
12000/28 Levellings Defibrillator	£400.00	£0.00	£400.00
12000/29 Cemetery Topple Testing	£23,225.00	£4,134.00	£19,091.00
12000/30 Cemetery Boundary Fence Maintenance	£4,000.00	£0.00	£4,000.00
12000/31 Cemetery Woodland Burial	£8,000.00	£0.00	£8,000.00
12000/32 Cemetery Extension B Land Sinking Fund	£20,000.00	£0.00	£20,000.00
12000/33 Cemetery Drainage & Taps	£2,087.00	£535.00	£1,552.00
12000/34 Cemetery Burial Software	£4,000.00	£0.00	£4,000.00
12000/35 General Green Waste Removal	£2,500.00	£0.00	£2,500.00
12000/36 Street Furniture - Benches	£1,720.00	£0.00	£1,720.00
12000/37 Street Furniture - Notice Board	£450.00	£0.00	£450.00
12000/38 Millenium Clock Refurb	£528.00	£528.00	£0.00
12000/39 Silver St Sculpture Maintenance	£1,000.00	£0.00	£1,000.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
12000/40 Allotment Site Maintenance	£850.00	£0.00	£850.00
12000/41 Showfield Allotment Wall Maintenance	£4,000.00	£0.00	£4,000.00
12000/42 WW2 Veteran Acknowledgement Award	£225.00	£0.00	£225.00
12000/43 Armed Forces & Community Day 2020	£0.00	£0.00	£0.00
12000/44 Armed Forces & Community Day 2021	£0.00	£0.00	£0.00
12000/45 Community Rail Partnership Travelguide	£2,350.00	£0.00	£2,350.00
12000/46 Neighbourhood Plan	£1,000.00	£777.11	£222.89
12000/47 CIL	£206.90	£0.00	£206.90
12000/48 Gainsborough in Bloom	£2,000.00	£0.00	£2,000.00
12000/49 Queen's Platinum Jubilee	£3,082.00	£0.00	£3,082.00
12000 Total	£382,888.77	£25,524.72	£357,364.05
Total Expenditure	£382,888.77	£29,658.11	£353,230.66

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Neighbourhood Plan			
Income			
1300 Neighbourhood Plan	£0.00	£0.00	£0.00
Total Income	£0.00	£0.00	£0.00
Expenditure			
13000 Neighbourhood Plan	£0.00	£0.00	£0.00
Total Expenditure	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Actual Net	Balance
Mayors Charity				
Income				
1200	Events & Donations			
1200/1	Fundraising Events	£0.00	£0.00	£0.00
1200/2	Civic Service Collection	£0.00	£0.00	£0.00
1200	Total	£0.00	£0.00	£0.00
	Total Income	£0.00	£0.00	£0.00
Expenditure				
14000	Mayor Events (HSBC)	£0.00	£0.00	£0.00
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00
	Total Expenditure	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 16/12/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Actual Net	Balance
Total Income	£617,704.00	£635,186.49	
Total Expenditure	£1,000,592.77	£389,945.63	
Total Net Balance	-£382,888.77	£245,240.86	

PAPER F

Bank Account Reconciled Statement

HSBC Current/ Deposit Account 51418890+036629 40-22-01

Statement Number	106	Bank Statement No.	106
Statement Opening Balance	£646,944.37	Opening Date	01/11/21
Statement Closing Balance	£617,475.22	Closing Date	30/11/21
True/ Cashbook Closing Balance	£617,358.22		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/11/21	CR211101	████████████████████	0.00	40.00	646,984.37
01/11/21	DD211101	Hitachi Capital (UK) Plc	271.10	0.00	646,713.27
01/11/21	DD211101B	CF Corporate Finance Ltd	212.11	0.00	646,501.16
01/11/21	DD211101C	West Lindsey District Council	36.83	0.00	646,464.33
01/11/21	DD211101D	West Lindsey District Council	47.66	0.00	646,416.67
01/11/21	DD211101E	West Lindsey District Council	147.33	0.00	646,269.34
01/11/21	DD211101F	West Lindsey District Council	147.33	0.00	646,122.01
01/11/21	DD211101G	Opus Energy	94.45	0.00	646,027.56
01/11/21	DD211101H	Lex Autolease Limited	510.06	0.00	645,517.50
02/11/21	CR211102	HMRC	0.00	8,105.07	653,622.57
03/11/21	CC211103	Multiple Suppliers/ Customers	192.33	0.00	653,430.24
05/11/21	BP211105	Ranskill Hire Ltd	500.00	0.00	652,930.24
05/11/21	CR211105	Chris Farrar	0.00	32.00	652,962.24
05/11/21	CR211105B	Zurich Municipal	0.00	3,500.00	656,462.24
05/11/21	CR211105C	Cliff Bradley & Sons Ltd	0.00	3,214.00	659,676.24
05/11/21	CR211105D	Marshalls FC	0.00	145.00	659,821.24
06/11/21	CR211106	Love Lane Allotments	0.00	14.00	659,835.24
07/11/21	CR211107	Marie Allbones (Slimming World)	0.00	150.50	659,985.74
07/11/21	DR211107	HSBC	6.50	0.00	659,979.24
11/11/21	DD211111	Opus Energy	187.23	0.00	659,792.01
12/11/21	BP211112	Ranskill Hire Ltd	288.00	0.00	659,504.01
12/11/21	CR211112	████████████████████ (Slimming World)	0.00	150.50	659,654.51
15/11/21	DD211115	Arval UK Ltd	359.98	0.00	659,294.53
15/11/21	DD211115B	West Lindsey District Council	69.00	0.00	659,225.53
15/11/21	DD211115C	West Lindsey District Council	530.00	0.00	658,695.53
15/11/21	DD211115D	West Lindsey District Council	936.00	0.00	657,759.53
15/11/21	DD211115E	West Lindsey District Council	245.00	0.00	657,514.53

Bank Account Reconciled Statement

15/11/21	DD211115F	Fuelgenie	149.44	0.00	657,365.09
16/11/21	DD211116	E.ON Next Energy Ltd	22.52	0.00	657,342.57
16/11/21	DD211116B	E.ON Next Energy Ltd	23.15	0.00	657,319.42
19/11/21	CR211119	■■■■■■■■■■s (Slimming World)	0.00	150.50	657,469.92
19/11/21	CR211119B	Scott Spencer	0.00	32.00	657,501.92
19/11/21	CR211119C	Handel House Preparatory School	0.00	208.00	657,709.92
19/11/21	CR211119D	Foxby Hill Allotments	0.00	28.00	657,737.92
19/11/21	CR211119E	■■■■■■■■■■	0.00	88.00	657,825.92
19/11/21	DD211119	E.ON Next Energy Ltd	27.11	0.00	657,798.81
22/11/21	DD211122	Opus Energy	297.26	0.00	657,501.55
23/11/21	BP211123	Rigel Wolf Ltd	22,309.05	0.00	635,192.50
23/11/21	CR211123	Gainsborough and District Primary Schools Sports Association	0.00	26.00	635,218.50
23/11/21	DD211123	Unicom	248.08	0.00	634,970.42
24/11/21	CR211124	Lincolnshire Co-operative Funeral Service	0.00	624.00	635,594.42
24/11/21	CR211124B	Samuel Jacob Memorials Ltd	0.00	993.00	636,587.42
24/11/21	CR211124C	Samuel Jacob Memorials Ltd	0.00	281.00	636,868.42
24/11/21	CR211124D	Samuel Jacob Memorials Ltd	0.00	77.00	636,945.42
24/11/21	DD211124	Stallard Kane Associates Ltd	90.00	0.00	636,855.42
26/11/21	BP211126	Dexel Tyre Co Ltd (Gainsborough)	18.00	0.00	636,837.42
26/11/21	BP211126AA	Croft Building Solutions Ltd	1,173.60	0.00	635,663.82
26/11/21	BP211126B	Lincs Electrical Wholesalers Ltd	58.34	0.00	635,605.48
26/11/21	BP211126BB	All Saints' Parish Church	35.00	0.00	635,570.48
26/11/21	BP211126C	Ashby Grass Care	1,774.00	0.00	633,796.48
26/11/21	BP211126CC	■■■■■■■■■■	133.39	0.00	633,663.09
26/11/21	BP211126D	Trade UK	59.98	0.00	633,603.11
26/11/21	BP211126DD	Business Video Experts	1,927.80	0.00	631,675.31
26/11/21	BP211126E	Cleaning Supplies 4U	136.66	0.00	631,538.65
26/11/21	BP211126F	Lyons of Gainsborough Ltd	187.50	0.00	631,351.15
26/11/21	BP211126G	DS Heating & Plumbing	72.00	0.00	631,279.15
26/11/21	BP211126H	F5 Computing Ltd	434.76	0.00	630,844.39
26/11/21	BP211126I	High Street Garage	424.56	0.00	630,419.83
26/11/21	BP211126J	Integrating Solutions Ltd	41.25	0.00	630,378.58
26/11/21	BP211126K	Kyle Holiday Grave Digger	1,150.00	0.00	629,228.58
26/11/21	BP211126L	P.C's	110.00	0.00	629,118.58

Bank Account Reconciled Statement

26/11/21	BP211126M	Elite Workwear UK	45.00	0.00	629,073.58
26/11/21	BP211126N	Landscape Supply	135.53	0.00	628,938.05
26/11/21	BP211126O	Viking Direct	208.20	0.00	628,729.85
26/11/21	BP211126P	Ibwest Ltd	60.00	0.00	628,669.85
26/11/21	BP211126Q	A J Douce Roofing	3,600.00	0.00	625,069.85
26/11/21	BP211126R	Burton & Dyson Solicitors	125.00	0.00	624,944.85
26/11/21	BP211126S	Smith of Derby Ltd	2,078.40	0.00	622,866.45
26/11/21	BP211126T	Portland Towing Centre Ltd	451.80	0.00	622,414.65
26/11/21	BP211126U	British Telecommunications Plc	118.43	0.00	622,296.22
26/11/21	BP211126V	██████████	882.00	0.00	621,414.22
26/11/21	BP211126W	Sir E C Bacon Settlement 1951 Residual Fund	125.00	0.00	621,289.22
26/11/21	BP211126X	Jackson Building Centres	10.50	0.00	621,278.72
26/11/21	BP211126Y	Gower Consultants Ltd	4,500.00	0.00	616,778.72
26/11/21	BP211126Z	The National Allotment Society	66.00	0.00	616,712.72
26/11/21	CR211126	Marie Allbones (Slimming World)	0.00	150.50	616,863.22
29/11/21	CR211129	██████████	0.00	612.00	617,475.22

Uncleared and unrepresented effects

20/12/19	103932	Age UK	58.50		617,416.72
20/12/19	103933	White Unicorn Project	58.50		617,358.22
		Total uncleared and unrepresented	117.00	0.00	
		Total debits / credits	48207.22	18621.07	

Reconciled by Rachel Allbones

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Your Statement

Mr T Clay
 Gainsborough Town Council
 Richmond House
 Morton Terrace
 Gainsborough
 Lincolnshire
 DN21 2RJ



Account Summary	
Opening Balance	636,026.37
Payments In	18,251.20
Payments Out	46,802.35
Closing Balance	607,475.22

Interest Rate - Valid as at end date of the statement period
 0.01% AER

30 October to 30 November 2021

International Bank Account Number

GB04HBUK40220103662918

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

03662918 265

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
29 Oct 21	BALANCE BROUGHT FORWARD			636,026.37
31 Oct 21	TFR TRANSFER 51418890		918.00	636,944.37
01 Nov 21	TFR TRANSFER 51418890	1,426.87		635,517.50
02 Nov 21	TFR TRANSFER 51418890		8,105.07	643,622.57
03 Nov 21	TFR TRANSFER 51418890	192.33		643,430.24
05 Nov 21	TFR TRANSFER 51418890		6,391.00	649,821.24
06 Nov 21	TFR TRANSFER 51418890		14.00	649,835.24
07 Nov 21	TFR TRANSFER 51418890		144.00	649,979.24
11 Nov 21	TFR TRANSFER 51418890	187.23		649,792.01
12 Nov 21	TFR TRANSFER 51418890	137.50		649,654.51
15 Nov 21	TFR TRANSFER 51418890	2,289.42		647,365.09
16 Nov 21	TFR TRANSFER 51418890	45.67		647,319.42
19 Nov 21	TFR TRANSFER 51418890		155.39	647,474.81
22 Nov 21	TFR TRANSFER 51418890		26.74	647,501.55
23 Nov 21	TFR 402201 51418890			
	INTERNET TRANSFER	22,000.00		
	TFR TRANSFER 51418890	531.13		624,970.42
24 Nov 21	TFR TRANSFER 51418890		1,885.00	626,855.42
26 Nov 21	TFR 402201 51418890			
	INTERNET TRANSFER	18,000.00		
	TFR TRANSFER 51418890	1,992.20		606,863.22
29 Nov 21	TFR TRANSFER 51418890		612.00	607,475.22
30 Nov 21	BALANCE CARRIED FORWARD			607,475.22

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

30 October to 30 November 2021

Your Statement

Account Name
Gainsborough Town Council

Sortcode	Account Number	Sheet Number
40-22-01	03662918	266

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Effective from 1 August 2017

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.

Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk (UK customers) or ciom.hsbc.com (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel Islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

The following references apply to all customers

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to hsbc.co.uk (UK customers) or ciom.hsbc.com (Channel Islands and Isle of Man customers).

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.

Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

40-22-01 51418890

Business C/A · Gains Twn Cn



GBP 10,096.00

Make a payment

Print

Balance details

Recent transact...

Next working d...

Statements

All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	01 Nov 2021 to 30 Nov 2021
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Advanced search

Items posted may still be reversed, returned, or recalled.

Date	Type	Description	Paid out	Paid in	Balance
30 Nov 2021		Balance carried forward			10,000.00
29 Nov 2021	TFR	TRANSFER 03662918	612.00		10,000.00
29 Nov 2021	CR	rave		612.00	10,612.00
26 Nov 2021	TFR	TRANSFER 03662918		1,992.20	10,000.00
26 Nov 2021	BP	506	1,927.80		8,007.80
26 Nov 2021	BP	91	133.39		9,935.60
26 Nov 2021	BP	All Saints Distric 1002	35.00		10,068.99
26 Nov 2021	BP	Croft Building Sol Gains Town Council	1,173.60		10,103.99

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Date	Type	Description	Paid out	Paid in	Balance
26 Nov 2021	BP	NATIONAL ALLOTMENT S4426A	66.00		11,277.59
26 Nov 2021	BP	Gower Consultants 35305	4,500.00		11,343.59
26 Nov 2021	BP	JACKSON BUILDBASE 727628	10.50		15,843.59
26 Nov 2021	BP	1951 RESIDUAL FUND GAINS TOWN COUNCIL	125.00		15,854.09
26 Nov 2021	BP	[REDACTED]	882.00		15,979.09
26 Nov 2021	BP	BT BUSINESS GP00831391	118.43		16,861.09
26 Nov 2021	BP	Portland Towing Ce 30787	451.80		16,979.52
26 Nov 2021	BP	Smith of Derby Ltd G0055P	2,078.40		17,431.32
26 Nov 2021	BP	Burton & Dyson ROS018-0009	125.00		19,509.72
26 Nov 2021	BP	A J Douce 210719	3,600.00		19,634.72
26 Nov 2021	BP	IBWEST SECURITY SE GAINSBORO TOWN COU	60.00		23,234.72
26 Nov 2021	BP	VIKING DIRECT 1354765	208.20		23,294.72
26 Nov 2021	BP	LANDSCAPE SUPPLY C GAI001	135.53		23,502.92
26 Nov 2021	BP	ELITE WORKWEAR UK GAINS TOWN COUNCIL	45.00		23,638.45
26 Nov 2021	BP	PCS GAINS TOWN COUNCIL	110.00		23,683.45
26 Nov 2021	BP	MR KYLE A HOLLIDAY 83/85	1,150.00		23,793.45
26 Nov 2021	BP	Integrating Soluti G066	41.25		24,943.45

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Date	Type	Description	Paid out	Paid in	Balance
26 Nov 2021	BP	High Street Garage Gains Town Council	424.56		24,984.70
26 Nov 2021	BP	F5 COMPUTING LTD GAINS TOWN COUNCIL	434.76		25,409.26
26 Nov 2021	BP	[REDACTED]	72.00		25,844.02
26 Nov 2021	BP	LYONS OF GAINSBORO GAINS TOWN COUNCIL	187.50		25,916.02
26 Nov 2021	BP	CLEANING SUPPLIES ITGAIN00	136.66		26,103.52
26 Nov 2021	BP	TRADE UK/SCREWFIX 6331640014561849	59.98		26,240.18
26 Nov 2021	BP	ASHBY GRASS CARE GTC1	1,774.00		26,300.16
26 Nov 2021	BP	Lincs Electrical W 1296	58.34		28,074.16
26 Nov 2021	BP	DEXEL TYRE CO LTD GAI TOW	18.00		28,132.50
26 Nov 2021	TFR	402201 03662918 INTERNET TRANSFER		18,000.00	28,150.50
26 Nov 2021	CR	[REDACTED] SLIMMING WORLD REN		150.50	10,150.50
24 Nov 2021	TFR	TRANSFER 03662918	1,885.00		10,000.00
24 Nov 2021	BP	[REDACTED]		77.00	11,885.00
24 Nov 2021	BP	[REDACTED]		281.00	11,808.00
24 Nov 2021	BP	[REDACTED]		993.00	11,527.00
24 Nov 2021	DD	STALLARD KANE ASSO	90.00		10,534.00
24 Nov 2021	CR	LINCS COOP		624.00	10,624.00
23 Nov 2021	TFR	TRANSFER 03662918		531.13	10,000.00

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Date	Type	Description	Paid out	Paid in	Balance
23 Nov 2021	BP	RIGEL WOLF CLIENT GTC PAYROLL	22,309.05		9,468.87
23 Nov 2021	TFR	402201 03662918 INTERNET TRANSFER		22,000.00	31,777.92
23 Nov 2021	CR	GAINSBOROUGH PRIMA Gainsboro Schools		26.00	9,777.92
23 Nov 2021	DD	UNICOM	248.08		9,751.92
22 Nov 2021	TFR	TRANSFER 03662918	26.74		10,000.00
22 Nov 2021	DD	OPUS ENERGY LTD	297.26		10,026.74
22 Nov 2021	CR	CHQ IN AT 402201		324.00	10,324.00
19 Nov 2021	TFR	TRANSFER 03662918	155.39		10,000.00
19 Nov 2021	BP			32.00	10,155.39
19 Nov 2021	CR			150.50	10,123.39
19 Nov 2021	DD	E.ON NEXT	27.11		9,972.89
16 Nov 2021	TFR	TRANSFER 03662918		45.67	10,000.00
16 Nov 2021	DD	E.ON NEXT	23.15		9,954.33
16 Nov 2021	DD	E.ON NEXT	22.52		9,977.48
15 Nov 2021	TFR	TRANSFER 03662918		2,289.42	10,000.00
15 Nov 2021	DD	ATOS RE FUELGENIE	149.44		7,710.58
15 Nov 2021	DD	WEST LINDSEY DC	245.00		7,860.02
15 Nov 2021	DD	WEST LINDSEY DC	936.00		8,105.02
15 Nov 2021	DD	WEST LINDSEY DC	530.00		9,041.02
15 Nov 2021	DD	WEST LINDSEY DC	69.00		9,571.02
15 Nov 2021	DD	ARVAL	359.98		9,640.02

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Date	Type	Description	Paid out	Paid in	Balance
12 Nov 2021	TFR	TRANSFER 03662918		137.50	10,000.00
12 Nov 2021	BP	Ranskill Hire Ltd Gains Town Council	288.00		9,862.50
12 Nov 2021	CR	[REDACTED] EN		150.50	10,150.50
11 Nov 2021	TFR	TRANSFER 03662918		187.23	10,000.00
11 Nov 2021	DD	OPUS ENERGY LTD	187.23		9,812.77
07 Nov 2021	TFR	TRANSFER 03662918	144.00		10,000.00
07 Nov 2021	CR	[REDACTED] SlimW rent w/e5/11		150.50	10,144.00
07 Nov 2021	CHG	TOTAL CHARGES TO 16OCT2021	6.50		9,993.50
06 Nov 2021	TFR	TRANSFER 03662918	14.00		10,000.00
06 Nov 2021	CR	APPLEBEE JM LOVE LANE ALLOTMEN		14.00	10,014.00
05 Nov 2021	TFR	TRANSFER 03662918	6,391.00		10,000.00
05 Nov 2021	BP	[REDACTED]		145.00	16,391.00
05 Nov 2021	CR	[REDACTED]		3,214.00	16,246.00
05 Nov 2021	BP	Ranskill Hire Ltd Gains Town Council	500.00		13,032.00
05 Nov 2021	CR	ZURICH INS PLC/REC 27210000488		3,500.00	13,532.00
05 Nov 2021	CR	[REDACTED]		32.00	10,032.00
03 Nov 2021	TFR	TRANSFER 03662918		192.33	10,000.00
03 Nov 2021	DD	COMMERCIAL CARD	192.33		9,807.67
02 Nov 2021	TFR	TRANSFER 03662918	8,105.07		10,000.00

Date ▼	Type ▼ ⓘ	Description	Paid out ▼	Paid in ▼	Balance
02 Nov 2021	CR	HMRC VTR		8,105.07	18,105.07
01 Nov 2021	TFR	TRANSFER 03662918		1,426.87	10,000.00
01 Nov 2021	BP	XXXXXXXXXX		40.00	8,573.13
01 Nov 2021	DD	LEX AUTOLEASE	510.06		8,533.13
01 Nov 2021	DD	OPUS ENERGY GAS SU	94.45		9,043.19
01 Nov 2021	DD	WLDC RECEIPTS ACCO	147.33		9,137.64
01 Nov 2021	DD	WLDC RECEIPTS ACCO	147.33		9,284.97
01 Nov 2021	DD	WLDC RECEIPTS ACCO	47.66		9,432.30
01 Nov 2021	DD	WLDC RECEIPTS ACCO	36.83		9,479.96
01 Nov 2021	DD	CF CORPORATE FINAN	212.11		9,516.79
01 Nov 2021	DD	HITACHI	271.10		9,728.90
01 Nov 2021		Balance brought forward			10,000.00

Last updated 07 Dec 2021 12:11 

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PAPER G

Proposed Budget 2022 / 2023

16/12/2021

	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23
	£	£	£	£	£	£
EMPLOYEE COSTS	266,240	298,400	178,790	253,160	333,880	335,900
ADMINISTRATION	41,999	53,987	17,798	36,992	60,322	60,622
GROUNDNS MAINTENANCE	44,715	62,184	39,828	52,096	51,880	54,880
RICHMOND HOUSE & PARK	12,910	29,643	11,445	14,156	30,263	31,265
SPORTS GROUNDNS	15,764	20,733	-138	10,596	18,097	18,097
CEMETERY	-4,797	8,768	-2,691	-3,957	17,396	25,896
PLAY AREAS	690	10,300	1,667	2,034	8,700	8,700
ALLOTMENTS	2,480	-965	-4,095	-4,823	101	101
PUBLIC REALM	816	2,100	4,055	4,708	2,520	2,520
EVENTS	1,602	5,300	20	20	2,300	2,300
CHRISTMAS LIGHTS	15,714	37,510	6,382	30,436	28,900	28,900
CIL	-207	0	0	0	0	0
TOTALS	397,926	527,960	253,062	395,419	554,358	569,180
Net Operating Cost	397,926	527,960	253,062	395,419	554,358	569,180
WILDC Council Tax Support Grant	0	0	0	0	0	0
WILDC Precept Contribution	100	100	100	100	100	100
Precept Request to WILDC	511,680	527,860	527,860	527,860	554,258	569,080
(Deficit)/Surplus	113,854	0	274,898	132,541	0	0

Tax Base	4,642,54	4,649,71	4,774,09	4,774,09
Precept (Council Tax Charge)	£110,22	£113,53	£116,10	£119,20
Band D Per week	£2.12	£2.18	£2.23	£2.29
Council Tax Increase / Decrease	3.75%	3.00%	2.27%	5.00%

The council tax base is the total number of Band D equivalent dwellings liable for council tax after discounts, exemptions and premia (the total number of dwellings on the valuation list is subject to a range of discounts and exemptions that reduce the effective tax base)

Code	EMPLOYEE COSTS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
1000	Payroll	263,615	294,000	177,712	250,444	329,480	331,500	Lack of full compliment of staff
1000/1	Gross Salary	206,985	230,000	142,950	201,454	262,480	262,500	x1 Members of staff + seasonal grounds worker
1000/2	Employer NI Contribution	17,010	19,000	11,784	16,607	22,000	22,000	as above (9 paying employer NI + seasonal grounds worker)
1000/3	Employer Pension Contribution	39,620	45,000	22,979	32,383	45,000	47,000	22.5% - currently x5 Members of staff
1000/3	Overtime	0	0	0	0	0	0	
1000/4	Additional Remuneration	0	0	0	0	0	0	
1000/5	Redundancy	0	0	0	0	0	0	
1000/6	Agency Staff	0	0	0	0	0	0	
1010	Travel and Training	3,255	3,200	358	1,701	3,200	3,200	
1010/1	Staff Travel	55	200	143	201	200	200	Estimated staff travel costs
1010/2	Staff Training	3,200	3,000	215	1,500	3,000	3,000	£1,100 in earmarked reserves
1010/3	Staff Car Business Insurance Reimbursement	0	0	0	0	0	0	For car business insurance
1020	Workwear & ID	1,165	1,200	720	1,015	1,200	1,200	
1020/1	Staff Workwear	945	1,200	627	884	1,200	1,200	Estimated workwear costs
1020/2	H & S Workwear	220	0	93	132	0	0	
1020/3	Staff ID Badge	0	0	0	0	0	0	
	GROSS EXPENDITURE	268,036	298,400	178,790	253,160	333,880	335,900	National agreement outstanding and increase in minimum wage
110	INCOME	1,795	0	0	0	0	0	
110	Furlough Payments	1,795	0	0	0	0	0	
	GROSS INCOME	1,795	0	0	0	0	0	
	NET EXPENDITURE	266,240	298,400	178,790	253,160	333,880	335,900	

Proposed Budget 2022 / 2023

16/12/2021

Code	ADMINISTRATION	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
2000	Office Supplies & Telecom	9,239	9,300	5,743	8,093	9,800	10,100	
2000/1	IT Services and Maintenance	5,530	4,800	3,085	4,347	5,500	5,500	Building reserve for new laptops
2000/2	Printing	1,009	1,800	805	1,135	1,500	1,800	Email services and maintenance, provision for new computers
2000/3	Postage and Stationery	995	1,000	749	1,056	1,000	1,000	Photocopier printing charges
2000/4	Office Equipment	0	500	194	273	500	500	
2000/6	Telephone & Broadband	1,616	600	909	1,282	1,200	1,200	Office phoneline & broadband charges
2000/7	Mobiles	89	500	0	0	0	0	None required now using VoIP system
2000/8	Shredding	0	100	0	0	100	100	
2010	Publicity	2,000	240	219	285	500	500	
2010/1	Annual Public Meeting	0	120	59	59	120	120	Addition for potential publicity
2010/2	Sponsorship	0	0	0	0	0	0	Room hire & refreshment costs
2010/3	Website	2,000	120	160	225	160	160	Possible DN21 Award sponsorship
2010/4	Publicity (newsletter etc)	0	0	0	0	220	220	Website hosting and maintenance fees
								Potential newsletter or other publicity
2020	Subscriptions	2,712	3,005	244	2,965	3,005	3,005	
2020/1	LALC	2,507	2,800	0	2,600	2,800	2,800	Estimated annual subscription
2020/2	The National Allotment Society	55	55	55	55	55	55	Annual subscription
2020/3	LCAS	0	0	0	0	0	0	No longer charge for subscription
2020/4	ICCM	95	95	95	95	95	95	Annual subscription
2020/5	Publications	0	0	39	160	0	0	Not expecting to purchase any publications
2020/6	Information Commissioners Office	55	55	55	55	55	55	Annual subscription
2030	Democratic & Civic	8,432	18,300	8,311	13,193	26,850	26,850	
2030/1	Civic Service	0	1,550	0	1,550	1,600	1,600	Increase for 3 possible election costs
2030/2	Civic Regalia & Past Mayor badge	244	200	0	0	200	200	Estimated cost
2030/3	Citizen of the Year Award	271	0	0	0	0	0	Mayor/ral chain repairs
2030/4	WW2 Veteran Acknowledgement Award	0	0	0	0	0	0	x4 Medals purchased 2020
2030/5	Mayors Allowance	500	500	333	470	500	500	£225 in earmarked reserves
2030/6	Mayors Expenses	0	1,500	333	469	1,500	1,500	As set out in Members Allowances Policy
2030/7	Mayors Cadet	0	100	0	0	100	100	As set out in Members Allowances Policy
2030/8	Election Costs	7,201	14,000	7,475	10,534	22,500	22,500	Estimated Expenses plus ID cards
2030/9	Councillor Training	215	200	170	170	200	200	LALC annual training scheme
2030/10	Councillor Travel	0	200	0	0	200	200	Travel allowance to training events
2030/11	Councillor ID	0	0	0	0	0	0	In with election costs
2030/12	Miscellaneous Expenses	0	50	0	0	50	50	Meeting refreshments
2040	Grants	916	2,080	1,059	1,492	2,080	2,080	
2040/1	S137 - GPC	19	80	19	26	80	80	Poppy wreath purchase
2040/2	Community Grants	897	2,000	1,040	1,466	2,000	2,000	Community Grant Scheme plus £5,880 in earmarked reserves

Code	ADMINISTRATION	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
2060	Insurance	16,060	16,500	14,553	19,753	13,000	13,000	Reduced insurance costs in 2021/22 and 3 year deal
2060/1	Zurich Municipal	16,060	16,500	10,953	10,953	13,000	13,000	Estimated Annual cost
2060/2	Claims expenses	0	0	3,600	8,800	0	0	
2060/3	Valuations	0	0	0	0	0	0	£1,100 in earmarked reserves
2070	HR & Finances	4,286	6,890	4,688	8,245	7,215	7,215	Increase in internal auditor costs
2070/1	Internal Auditor	0	1,700	1,661	3,585	2,000	2,000	Estimated charge
2070/2	External Auditor	1,300	1,300	1,300	1,300	1,300	1,300	Estimated annual return charge
2070/3	Accountant - Payroll Services	620	540	270	540	560	560	Estimated annual charge
2070/4	Edge Design - Finance Software	805	800	0	766	805	805	Annual charge for software
2070/5	Bank Charges	186	450	168	237	450	450	Estimated annual charge
2070/6	HR Provider	1,050	1,100	600	846	1,100	1,100	Annual charge for service + possible extras
2070/7	Occupational Health	325	500	0	0	500	500	Budget if needed
2070/8	Recruitment	0	500	689	971	500	500	Budget if needed
2080	Legal Fees	2,091	1,500	60	95	1,500	1,500	
2080/1	General	2,091	1,500	60	95	1,500	1,500	Estimated annual charge
2080/2	Roses Legal Fees	0	0	0	0	0	0	
	GROSS EXPENDITURE	45,735	57,815	34,877	54,120	63,950	64,250	
	INCOME	3,737	3,828	17,079	17,128	3,628	3,628	
205	Bank Account Interest	309	400	4,851	4,900	200	200	
210	Insurance Claims & Reimbursement	3,428	3,428	12,228	12,228	3,428	3,428	
215	Legal Fee Reimbursement	0	0	0	0	0	0	
220	Subject Access Request / FOI	0	0	0	0	0	0	
	GROSS INCOME	3,737	3,828	17,079	17,128	3,628	3,628	
	NET EXPENDITURE	41,999	53,987	17,798	36,992	60,322	60,622	

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Code	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
	£	£	£	£	£	£	
GROUNDS MAINTENANCE							
3000	16,681	17,170	12,076	17,019	19,180	20,180	
3000/1	Vehicle Costs						
3000/1	Ford Transit Tipper	6,124	5,150	3,410	4,806	5,150	Increase in fuel costs and no longer able to use Red diesel
3000/2	Ford Transit Custom Van	4,085	3,600	2,710	3,819	3,610	Annual lease costs - Ends 01/7/2023
3000/3	Citroen Berlingo Van	2,813	2,720	2,043	2,880	2,720	Annual lease costs - Ends 14/9/2023
3000/4	Vehicle Maintenance	35	300	76	107	300	Annual lease costs - Ends 22/9/2023
3000/5	Fuel	2,464	3,500	2,419	3,409	7,000	Estimated maintenance costs
3000/6	Red Diesel	1,130	1,600	1,041	1,467	0	Estimated fuel costs, no longer use red and increase fuel costs No longer can use red diesel
3000/7	Trailer Maintenance	30	300	377	531	400	Estimated trailer service cost
3010	31,892	49,014	32,386	39,486	36,750	38,750	
3010	Grounds Maintenance - All Sites						
3010/1	Miscellaneous	673	800	862	1,215	800	Less new equipment needed Tape, paddlocks, cable ties, drill bits etc
3010/2	Equipment Service & Maintenance	6,988	7,000	2,133	6,000	7,000	Estimated maintenance and services costs for all equipment
3010/3	New Grounds Equipment	7,328	13,000	10,842	11,000	3,000	Long reach hedge trimmer and x2 strimmers
3010/4	Footpath/Roadway Maintenance	0	5,000	0	0	5,000	Possible works for Levelings, plus £17,000 in earmarked reserves plus £8,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
3010/5	Tree Maintenance	0	2,900	1,800	2,537	2,000	All site weed killing
3010/6	Weed Killing (spraying)	821	714	0	0	750	£2,500 in ear marked reserves
3010/7	Green Waste Removal	1,175	1,400	450	633	0	No hedge cutting envisaged by a contractor
3010/8	Hedge Cutting	0	0	0	0	0	Winter grit purchase for all sites
3010/9	Grit	289	200	0	0	200	Annual tree inspection survey
3010/10	Tree Safety Survey	0	2,000	2,100	2,100	2,000	Estimate for 10 cuts
3010/11	Highway Verge Cutting	14,619	16,000	14,200	16,000	16,000	
3010/12	Wildflower Verges	0	0	0	0	0	
3020	1,325	1,200	759	1,070	1,200	1,200	
3020/1	Cleaning Products						
3020/1	Cleaning Products & Refuse Bags	1,325	1,200	759	1,070	1,200	For Marshalls, Richmond House, Levelings & Gen Cem
	GROSS EXPENDITURE	49,898	67,384	45,222	57,574	57,130	60,130
INCOME							
	5,183	5,200	5,394	5,478	5,250	5,250	
300/1	Vehicle Hire, Grass Verges and Sales						
300/1	Vehicle Hire	0	0	0	0	0	
300/2	LCC Contribution towards Highway Verge Cutting	5,183	5,200	5,249	5,249	5,250	
320	Sale of Grounds Equipment	0	0	0	0	0	
330	Scrap	0	0	145	229	0	
	GROSS INCOME	5,183	5,200	5,394	5,478	5,250	5,250
	NET EXPENDITURE	44,715	62,184	39,828	52,096	51,880	54,880

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Code	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
	£	£	£	£	£	£	
4000	22,211	38,178	13,463	22,691	39,298	40,300	
4000/01	2,944	3,000	2,209	2,940	3,000	3,000	Increase in utility charges Estimated annual non-domestic rates bill To include repair and decorate windows, plus £21,000 in earmarked reserves.
4000/02	25	10,000	253	356	9,000	10,000	
4000/03	2,607	2,200	1,172	2,000	3,000	3,000	Estimated annual charge
4000/04	2,810	2,600	2,114	2,979	3,000	3,000	Estimated annual charge
4000/05	393	500	250	353	600	600	Estimated annual charge
4000/06	275	400	231	325	500	500	Estimated annual charge
4000/07	596	900	479	676	900	900	Estimated annual charge
4000/08	1,960	450	270	380	450	450	Estimated annual charge
4000/09	0	300	355	355	400	400	Estimated annual charge
4000/10	224	600	1,123	1,123	1,000	1,000	Estimated annual service costs
4000/11	453	450	233	329	450	450	Annual service & maintenance costs
4000/12	350	500	450	634	500	500	Potential contractor call out charges
4000/13	372	400	310	436	400	400	Estimated annual charge
4000/14	1,043	948	0	0	1,043	1,045	Annual testing costs
4000/15	180	180	0	180	180	180	WLDc licence charge
4000/16	113	200	63	88	200	200	Annual service costs
4000/17	0	0	0	0	0	0	Fixed electrical testing due 2024
4000/18	940	2,000	1,682	2,370	2,000	2,000	For general ground repairs & maintenance £3,500 in ear marked reserves for compound fence
4000/19	1,768	1,800	1,326	1,869	1,800	1,800	WLDc charge for bin collections
4000/20	466	300	173	243	300	300	For any aviary repairs and bird feed
4000/21	58	500	120	170	500	500	Summer and winter bedding plants
4000/22	0	0	141	198	0	0	£2,251 in earmarked reserves see 3010/5 plus £8,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
4000/23	0	0	0	0	0	0	Further resurfacing near rose garden
4000/24	0	5,000	0	0	5,000	5,000	None envisaged
4000/25	0	0	0	0	0	0	For any repairs required
4000/26	0	250	0	0	250	250	For any repairs required
4000/27	54	100	0	0	100	100	None envisaged
4000/28	0	0	0	0	0	0	Refer to code 7000
4000/29	0	0	0	0	0	0	Refer to code 7005
4000/30	0	0	0	0	0	0	WLDc charge for CCTV monitoring + phonline & fibre
4000/31	4,579	4,600	448	4,600	4,600	4,600	£11,442.99 in earmarked reserves for remaining project
4000/32	0	0	0	0	0	0	WLDc Defibrillator scheme
4000/33	0	0	63	88	125	125	
	22,211	38,178	13,463	22,691	39,298	40,300	Richmond House maintenance underspend to be earmarked
GROSS EXPENDITURE	22,211	38,178	13,463	22,691	39,298	40,300	

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Code	SPORTS GROUNDS	Actual	Budget	Net Expenditure	Predicted	Proposed Budget	Proposed Budget	Explanatory / Justification Notes
		2020/21	2021/22	to 15/12/21	Outturn	as per estimate	2022/23	
		£	£	£	£	£	£	
5000	Roses	3,633	0	0	0	0	0	
5000/1	Rates	0	0	0	0	0	0	
5000/2	Main Pavilion Maintenance	1,406	0	0	0	0	0	
5000/3	Bowls Pavilion Maintenance	1,680	0	0	0	0	0	
5000/4	Hygiene Services	0	0	0	0	0	0	
5000/5	Gas	77	0	0	0	0	0	
5000/6	Electricity	32	0	0	0	0	0	
5000/7	Anglian Water	-3	0	0	0	0	0	
5000/8	Severn Trent	225	0	0	0	0	0	
5000/9	PAT Testing	0	0	0	0	0	0	
5000/10	Fire Extinguisher & Emergency Light Service	0	0	0	0	0	0	
5000/11	Security / Fire Alarm	0	0	0	0	0	0	
5000/12	Legionella Monitoring	0	0	0	0	0	0	
5000/13	Premises Licence Fee	180	0	0	0	0	0	
5000/14	Boiler Service and Repairs	0	0	0	0	0	0	
5000/15	Fixed Electrical Testing	0	0	0	0	0	0	
5000/16	Ground Maintenance & Renovations - Cricket	0	0	0	0	0	0	
5000/17	Ground Maintenance & Renovations - Bowls	0	0	0	0	0	0	
5000/18	Ground Maintenance & Renovations - Football	0	0	0	0	0	0	
5000/19	Ground Maintenance & Renovations - General	0	0	0	0	0	0	
5000/20	All Weather Pitch & Light Maintenance	0	0	0	0	0	0	
5000/21	All Weather Pitch Reserves	0	0	0	0	0	0	
5000/22	Tree Maintenance	0	0	0	0	0	0	
5000/23	External Light Maintenance	0	0	0	0	0	0	
5000/24	Waste Management	37	0	0	0	0	0	
5000/25	CCTV	0	0	0	0	0	0	
5000/26	First Aid & Defibrillator	0	0	0	0	0	0	
5000/27	Sports Equipment	0	0	0	0	0	0	
5010	Marshalls	23,528	35,909	18,973	35,331	32,766	32,766	
5010/1	Rates	11,228	11,400	8,420	11,226	11,500	11,500	Increase utility charges, but no ditch clearance
5010/2	Main Pavilion Maintenance	117	500	165	233	1,000	1,000	Estimated annual non-domestic rates bill
5010/3	Bowls Pavilion Maintenance	63	500	0	0	500	500	Essential maintenance costs & possible decoration plus £5,000 in earmarked reserves for pavilion maintenance
5010/4	Hygiene Services	211	220	112	223	220	220	Estimated maintenance costs
5010/5	Gas - Main Pavilion	1,649	2,300	1,189	1,676	2,800	2,800	plus service charge
5010/6	Gas - Bowls Pavilion	0	0	0	0	0	0	Estimated annual charge
5010/7	Electricity - Main Pavilion	1,528	2,300	1,391	1,961	2,800	2,800	Estimated annual charge
5010/8	Electricity - External Changing	278	260	229	323	400	400	Estimated annual charge
5010/9	Electricity - Bowls Pavilion	311	140	-123	-174	150	150	Estimated annual charge
5010/10	Anglian Water	152	400	198	280	400	400	Estimated annual charge
5010/11	WaterPlus	493	800	43	60	800	800	Estimated annual charge
5010/12	PAT Testing	0	25	25	25	25	25	Estimated annual charge
5010/13	Fire Extinguisher & Emergency Light Service	132	750	1,572	1,572	750	750	Estimated annual service & maintenance costs
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Code	SPORTS GROUNDS	Actual	Budget	Net Expenditure	Predicted	Proposed Budget	Proposed Budget	Explanatory / Justification Notes
		2020/21	2021/22	to 15/12/21	Outturn	as per estimate	2022/23	
		£	£	£	£	£	£	
5010/14	Security / Fire Alarm	210	210	216	216	220	220	Annual service & maintenance costs
5010/15	Legionella Monitoring	521	474	0	521	521	521	Estimated annual testing costs
5010/16	Premises Licence Fee	180	180	0	180	180	180	WLDC licence charge
5010/17	Boiler Service and Repairs	100	300	1,033	1,455	1,000	1,000	Annual service costs
5010/18	Solar Panel Service & Repairs	0	0	0	0	0	0	Estimated annual maintenance costs
5010/19	Water Tank Service & Repair	0	0	0	0	0	0	Estimated annual maintenance costs
5010/20	Fixed Electrical Testing	0	0	0	0	0	0	Fixed electrical testing due 2024
5010/21	Ground Maintenance & Renovations - Cricket	1,002	1,200	1,047	1,476	1,200	1,200	Estimate for renovations
5010/22	Ground Maintenance & Renovations - Bowls	1,436	1,200	780	1,099	1,200	1,200	Estimate for renovations
5010/23	Ground Maintenance & Renovations - Football	0	0	682	961	1,200	1,200	Estimate for renovations £2,000 in earmarked reserves for Marshalls and Levellings
5010/24	Ground Maintenance & Renovations - General	0	0	0	0	500	500	Estimate for renovations £2,000 in earmarked reserves for Marshalls and Levellings
5010/25	Tree & Hedge Maintenance	300	600	300	300	600	600	see 3010/5 plus £8,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5010/26	Ditch Clearance	0	7,400	0	7,400	0	0	Will need clearing again in 2021/22
5010/27	External Light Maintenance	0	500	134	189	500	500	Estimated annual maintenance costs
5010/28	Car Park Maintenance	0	500	400	564	500	500	Any essential repairs
5010/29	Waste Management	1,004	1,100	429	604	1,000	1,000	WLDC charge for bin collections
5010/30	CCTV Broadband & Phone line	2,615	2,600	475	2,600	2,600	2,600	WLDC charge for CCTV monitoring + phonline & fibre
5010/31	First Aid & Defibrillator	0	50	255	360	200	200	Possible replacement first aid box
5020	Levellings	1,463	1,824	781	1,100	2,331	2,331	Increase utility charges, plus renovation budget as reserve spent
5020/1	Pavilion Maintenance	95	0	12	18	0	0	External works & internal decoration required, plus £2,900 in earmarked reserves
5020/2	Gas	244	250	104	146	350	350	Estimated annual charge
5020/3	Electricity	184	200	148	209	250	250	Estimated annual charge
5020/4	Anglian Water	64	100	47	66	100	100	Estimated annual charge
5020/5	WaterPlus	99	150	47	67	150	150	Estimated annual charge
5020/6	PAT Testing	0	0	0	0	0	0	No longer any electrical goods in side
5020/7	Fire Extinguisher & Emergency Light Service	104	150	225	317	160	160	Annual service costs
5020/8	Legionella Testing	521	474	0	0	521	521	Annual testing charges
5020/9	Boiler Service & Repair	63	150	63	88	150	150	Annual boiler service
5020/10	Fixed Electrical Testing	0	0	0	0	0	0	Fixed electrical testing due 2024
5020/11	Ground Maintenance & Renovations - Football	0	0	135	190	300	300	Estimate for renovations £2,000 in earmarked reserves for Marshalls and Levellings
5020/12	Ground Maintenance & Renovations - General	90	0	0	0	0	0	Estimate for renovations £2,000 in earmarked reserves for Marshalls and Levellings
5020/13	Tree Maintenance	0	0	0	0	0	0	see 3010/5 plus £8,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5020/14	Fence Maintenance	0	300	0	0	300	300	Estimated maintenance costs
5020/15	First Aid & Defibrillator	0	50	0	0	50	50	Possible replacement first aid box, plus £400 in earmarked reserves for defibrillator
5020/16	Sports Equipment	0	0	0	0	0	0	None envisaged
GROSS EXPENDITURE		28,624	37,733	19,754	36,432	35,097	35,097	

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Code	SPORTS GROUNDS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
	INCOME							
500	Roses	7,700	0	7,750	7,750	0	0	
500/1	Football (Grass)	0	0	0	0	0	0	
500/2	Rugby	0	0	0	0	0	0	
500/3	Cricket	0	0	0	0	0	0	
500/4	Bowls	0	0	0	0	0	0	
500/5	All Weather Pitch	0	0	0	0	0	0	
500/6	Room Hire	0	0	0	0	0	0	
500/7	Training Pitch	0	0	0	0	0	0	
500/8	Key Deposit	-50	0	0	0	0	0	
500/9	Sinking Fund	7,750	0	7,750	7,750	0	0	
510	Marshalls	4,512	16,000	11,573	17,186	16,000	16,000	
510/1	Football	1,403	4,500	2,928	4,626	4,500	4,500	Estimated annual income
510/2	Cricket	223	900	696	696	900	900	Estimated annual income
510/3	Bowls	480	1,200	1,200	1,200	1,200	1,200	Estimated annual income
510/4	Room Hire	2,312	9,000	6,375	10,072	9,000	9,000	Estimated annual income
510/5	Training Pitch	95	400	374	591	400	400	Estimated annual income
510/6	Key Deposits	0	0	0	0	0	0	
520	Levellings	648	1,000	570	900	1,000	1,000	
520/1	Football	648	1,000	570	900	1,000	1,000	Estimated annual income
520/2	Key Deposit	0	0	0	0	0	0	
	GROSS INCOME	12,860	17,000	19,892	25,836	17,000	17,000	
	NET EXPENDITURE	15,764	20,733	-138	10,596	18,097	18,097	

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Code	CEMETERY	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
6000	General Cemetery	47,007	50,868	26,515	37,005	61,148	69,648	
6000/1	Rates	6,362	6,450	4,772	6,363	6,450	6,450	Increase reserve for extension and footpath/roadway repairs
6000/2	Chapel Maintenance	0	200	67	94	200	200	Estimated annual non-domestic rates bill
6000/3	Electricity	536	600	257	362	650	650	Estimated maintenance costs
6000/4	Anglian Water & standpipe repairs	1,437	1,750	918	1,293	1,750	1,750	Estimated annual charge
6000/5	WaterPlus	21	700	0	0	700	700	Estimated annual charge
6000/6	Fire Extinguisher & Emergency Light Service	24	100	90	127	100	100	Annual service costs
6000/7	Burial Software	7,955	5,000	5,853	8,248	330	330	Annual hosting charge plus £4,000 in earmarked reserves
6000/8	Fixed Electrical Testing	0	0	0	0	0	0	Fixed electrical testing due 2024
6000/9	Ground & Building Maintenance	2,637	1,600	883	1,245	2,000	2,000	Estimated maintenance costs
6000/10	Waste Management	1,768	1,768	1,326	1,869	1,768	1,768	W/LDC charge for bin collections
6000/11	Grave Digging	18,886	15,000	10,300	14,515	18,000	18,000	External contractor grave digging charges
6000/12	Toilet Maintenance & service charges	0	200	0	0	200	200	Estimated annual charge
6000/13	Tree Maintenance	0	0	0	0	0	0	see 3010/5 plus £8,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6000/14	Boundary Fence Maintenance	680	500	0	0	500	500	Essential maintenance works plus £4,000 in earmarked reserves for codes 6000/14 & 6010/2
6000/15	Footpath/Roadway Repairs	0	7,000	0	0	15,000	15,000	Repair works
6000/16	Produce woodland burial and memorial wall	0	0	0	0	0	0	£8,000 in earmarked reserves
6000/17	Extension B Burial Land Sinking Fund	6,700	10,000	2,050	2,889	13,500	22,000	Extension B sinking fund for future burial land plus £20,000 in earmarked reserves
6000/18	Drainage	0	0	0	0	0	0	£1,552 in earmarked reserves
6000/19	Memorial Topple Testing	0	0	0	0	0	0	Approx 8,000 memorials to be tested in old side. £19,091 in earmarked reserves
6000/20	New / maintenance of Litter Bins	0	0	0	0	0	0	
6010	North Warren Cemetery	1,057	1,340	616	821	1,340	1,340	
6010/1	Rates	823	840	616	821	840	840	Estimated annual non-domestic rates bill
6010/2	Boundary Fence Maintenance	233	500	0	0	500	500	Essential maintenance works plus £4,000 in earmarked reserves for codes 6000/14 & 6010/2
6010/3	Tree Maintenance	0	0	0	0	0	0	see 3010/5 plus £8,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6010/4	Memorial Topple Testing	0	0	0	0	0	0	Carried out in house
6010/5	Ground Maintenance / Repairs	0	0	0	0	0	0	
6010/6	Grave Digging	0	0	0	0	0	0	
GROSS EXPENDITURE		48,063	52,208	27,132	37,826	62,488	70,988	

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Code	CEMETERY	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outurn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
INCOME								
600	General Cemetery	52,660	43,440	29,823	41,783	45,092	45,092	
600/1	Burial - Full Interments	31,130	24,480	11,413	16,084	24,480	24,480	Estimated income (40x £612)
600/2	Burial - Cremation Interments	4,330	5,100	4,928	6,945	5,750	5,750	Estimated income (25x £230)
600/3	Exclusive Right of Burial	11,550	8,160	8,035	11,323	8,262	8,262	Estimated income (18x £459)
600/4	Use of chapel	100	0	0	0	0	0	Estimated income
600/5	Memorial Applications	4,950	5,100	4,847	6,831	6,000	6,000	Estimated income
600/6	Exhumations	0	0	0	0	0	0	Estimated income
600/7	EDF Energy	600	600	600	600	600	600	Use of chapel for air quality monitoring equipment
610	North Warren Cemetery	200	0	0	0	0	0	
610/1	Burial - Full Interments	0	0	0	0	0	0	Estimated income
610/2	Burial - Cremation Interments	0	0	0	0	0	0	Estimated income
610/3	Exclusive Right of Burial	0	0	0	0	0	0	Estimated income
610/4	Memorial Applications	200	0	0	0	0	0	Estimated income
	GROSS INCOME	52,860	43,440	29,823	41,783	45,092	45,092	
	NET EXPENDITURE	-4,797	8,768	-2,691	-3,957	17,396	25,896	

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Proposed Budget 2022 / 2023

16/12/2021

Code	PLAY AREAS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
7000	All Site	0	8,000	26	37	6,000	6,000	To be spent on all sites
7000	Play Equipment Maintenance	0	4,000	26	37	4,000	4,000	For repairs of codes 7010 - 7080, plus £2,550 in earmarked reserves
7005	Weipour Maintenance	0	4,000	0	0	2,000	2,000	For repair works Richmond Park & Sandsfield Lane North £9,000 in ear marked reserves
7010	Levellings	0	0	0	0	0	0	
7010/1	New Play Equipment	0	0	0	0	0	0	Refer to 7000
7010/2	Play Equipment Maintenance	0	0	0	0	0	0	Refer to 7000
7010/3	Skate Park Maintenance	0	0	0	0	0	0	Skate park now removed
7010/4	Ground Surface Repairs	0	0	0	0	0	0	Refer to 7000
7010/5	New Benches / Litter Bins & Maintenance	0	0	0	0	0	0	New litter bin provision
7010/6	Dog Walk	0	0	0	0	0	0	Refer to 7000
7010/7	Future Development Project	0	0	0	0	0	0	£16,945.50 in earmarked reserves
7020	Aisby Walk	0	1,000	870	1,226	2,000	2,000	For the skatepark
7020/1	Playing Field	0	0	0	0	0	0	Refer to 7000
7020/2	New Play Equipment	0	0	0	0	0	0	Refer to 7000
7020/3	Play Equipment Maintenance	0	0	0	0	0	0	Refer to 7000
7020/4	Skate Park Maintenance	0	1,000	800	1,127	2,000	2,000	For repair works
7020/5	Ground Surface Repairs	0	0	0	0	0	0	Refer to 7000
7020/6	New Benches / Litter Bins & Maintenance	0	0	0	0	0	0	Refer to 7000
7020/7	Boundary & Tree Maintenance	0	0	70	99	0	0	Refer to 7000
7030	Play Areas - Danes Road	0	0	0	0	0	0	
7030/1	New Play Equipment	0	0	0	0	0	0	Refer to 7000
7030/2	Play Equipment Maintenance	0	0	0	0	0	0	Refer to 7000
7030/3	Ground Surface Repairs	0	0	0	0	0	0	Refer to 7000
7030/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	0	Refer to 7000
7030/5	Boundary Maintenance	0	0	0	0	0	0	Refer to 7000
7040	Play Areas - Mayflower Close	0	600	0	0	0	0	
7040/1	New Play Equipment	0	0	0	0	0	0	Refer to 7000
7040/2	Play Equipment Maintenance	0	0	0	0	0	0	Refer to 7000
7040/3	Ground Surface Repairs	0	0	0	0	0	0	Refer to 7000
7040/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	0	Refer to 7000
7040/5	Boundary Maintenance	0	600	0	0	0	0	£600 in ear marked reserves
7050	Play Areas - Sandsfield Lane North	0	0	0	0	0	0	
7050/1	New Play Equipment	0	0	0	0	0	0	Refer to 7000
7050/2	Play Equipment Maintenance	0	0	0	0	0	0	Refer to 7000
7050/3	Ground Surface Repairs	0	0	0	0	0	0	Refer to 7000
7050/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	0	Refer to 7000
7050/5	Boundary Maintenance	0	0	0	0	0	0	Refer to 7000
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Proposed Budget 2022 / 2023

16/12/2021

Code	PLAY AREAS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
7080	Play Areas - St Georges	0	0	0	0	0	0	
7080/1	New Play Equipment	0	0	0	0	0	0	Refer to 7000
7080/2	Play Equipment Maintenance	0	0	0	0	0	0	Refer to 7000
7080/3	Ground Surface Repairs	0	0	0	0	0	0	Refer to 7000
7080/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	0	Refer to 7000
7080/5	Boundary Maintenance	0	0	0	0	0	0	Refer to 7000
7090	External Play area Inspections	690	700	771	771	700	700	
	GROSS EXPENDITURE	690	10,300	1,667	2,034	8,700	8,700	

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Code	ALLOTMENTS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
8000	Allotments - Foxby Hill	1,125	2,050	1,033	1,252	2,350	2,350	
8000/1	Site Rent	1,125	750	813	813	875	875	Increase in skip hire costs
8000/2	Skip Hire	0	525	0	0	700	700	Annual site rent
8000/3	Asbestos Management	0	0	0	0	0	0	Cost of x3 skips
8000/4	Hedge Cutting	0	375	175	375	375	375	
8000/5	Miscellaneous expenditure	0	400	46	65	400	400	
8010	Allotments - Love Lane	1,848	1,775	1,225	1,271	2,075	2,075	
8010/1	Site Rent	750	750	813	813	875	875	Increase in skip hire costs
8010/2	Skip Hire	700	525	0	0	700	700	Annual site rent
8010/3	Asbestos Management	0	0	0	0	0	0	Cost of x3 skips
8010/4	Hedge Cutting	0	100	300	300	100	100	
8010/5	Miscellaneous expenditure	398	400	112	158	400	400	
8020	Allotments - North Warren	753	925	38	53	1,100	1,100	
8020/1	Site Rent	0	0	0	0	0	0	Increase in skip hire costs
8020/2	Skip Hire	350	525	0	0	700	700	Annual site rent - Council owned site
8020/3	Asbestos Management	0	0	0	0	0	0	Cost of x3 skips
8020/4	Miscellaneous expenditure	403	400	38	53	400	400	
8030	Allotments - Showfield	845	925	208	294	3,100	3,100	
8030/1	Site Rent	0	0	0	0	0	0	Increase in skip hire costs
8030/2	Skip Hire	525	525	208	294	700	700	Annual site rent - not invoiced by LCC would take from EMR
8030/3	Asbestos Management	0	0	0	0	0	0	Cost of x3 skips
8030/4	Wall Maintenance	0	0	0	0	2,000	2,000	
8030/5	Miscellaneous expenditure	320	400	0	0	400	400	£10,000 in ear marked & general reserves
8040	Allotments - Spital Hill	742	1,100	755	961	1,100	1,100	
8040/1	Site Rent	250	250	250	250	250	250	Annual site rent
8040/2	Skip Hire	442	450	331	467	450	450	Monthly waste management collections
8040/3	Asbestos Management	0	0	0	0	0	0	
8040/4	Miscellaneous expenditure	50	400	173	244	400	400	
8050	Allotments - Love Lane Garages	3,296	200	0	0	200	200	
8050	Garage Lane Maintenance	3,296	200	0	0	200	200	For repairs
8060	Allotments - All Sites	642	302	0	0	302	302	
8060	Edge IT Software	642	302	0	0	302	302	
	GROSS EXPENDITURE	9,251	7,277	3,259	3,831	10,227	10,227	

Proposed Budget 2022 / 2023

16/12/2021

Code	ALLOTMENTS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outurn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
	INCOME	£	£	£	£	£	£	
800	Allotments	5,571	6,991	7,254	7,254	8,876	8,876	No longer pay secretary fees
800/1	Foxy Hill	1,853	3,400	3,332	3,332	4,200	4,200	Estimated Annual Income (150)
800/2	Love Lane	1,391	1,320	1,380	1,380	1,596	1,596	Estimated Annual Income (57)
800/3	North Warren	562	562	886	886	1,008	1,008	Estimated Annual Income (36)
800/4	Showfields	873	845	870	870	980	980	Estimated Annual Income (35)
800/5	Spatial Hill	892	864	786	786	1,092	1,092	Estimated Annual Income (40)
815	Garage Space Ropery Road	1,200	1,250	100	1,400	1,250	1,250	
	GROSS INCOME	6,771	8,241	7,354	8,654	10,126	10,126	
	NET EXPENDITURE	2,480	-965	-4,095	-4,823	101	101	

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Proposed Budget 2022 / 2023

16/12/2021

Code	PUBLIC REALM	Actual	Budget	Net Expenditure	Predicted	Proposed Budget	Proposed Budget	Explanatory / Justification Notes
		2020/21	2021/22	to 15/12/21	Outturn	as per estimate	2022/23	
		£	£	£	£	£	£	
9000	Roundabouts / Islands	0	1,500	1,500	1,500	1,500	1,500	
9000/1	Thorncliffe Way Roundabout	0	0	0	0	0	0	
9000/2	Corringham Road Roundabout	0	1,500	1,500	1,500	1,500	1,500	Cost of WLDC to maintain the roundabout
9000/3	Morton Corner Traffic Island	0	0	0	0	0	0	
9010	Street Furniture	1,973	1,800	27,872	28,525	2,150	2,150	Increase in number of bus shelter to clean
9010/1	Notice Boards	0	0	0	0	0	0	£450 in earmarked reserves
9010/2	Benches	0	0	0	0	0	0	£1,720 in earmarked reserves
9010/3	Bus Shelters	1,058	1,000	25,617	26,270	1,300	1,300	Cleaning costs
9010/4	Millennium Clock	695	800	2,255	2,255	850	850	Annual service & electricity costs
9010/5	Silver Street Sculpture	0	0	0	0	0	0	£1,000 in earmarked reserves
9010/6	Community Speed Watch Application	220	0	0	0	0	0	
9020	War Memorial	743	300	350	350	370	370	
9020/1	Maintenance	319	300	350	350	370	370	Memorial cleaning prior to Remembrance Sunday
9020/2	Future Project	424	0	0	0	0	0	Project complete
9030	Gainsborough in Bloom	0	0	0	0	0	0	Towards 2022 competition, £2,000 in ear marked reserves
9030/1		0	0	0	0	0	0	
9040	Community Rail Partnership	0	0	0	0	0	0	
9040/1		0	0	0	0	0	0	£2,350 in earmarked reserves for Travel guide and support
GROSS EXPENDITURE		2,716	3,600	29,722	30,375	4,020	4,020	
INCOME								
900	Roundabouts	1,500	1,500	0	0	1,500	1,500	
900	Corringham Road	1,500	1,500	0	0	1,500	1,500	Sponsorship from PING Europe to maintain the roundabout
910	War Memorial	400	0	0	0	0	0	
910	War Memorial Project	400	0	0	0	0	0	
920	Bus Shelters	0	0	25,667	25,667	0	0	
920	New shelters and renovations	0	0	25,667	25,667	0	0	
GROSS INCOME		1,900	1,500	25,667	25,667	1,500	1,500	
NET EXPENDITURE		816	2,100	4,055	4,708	2,520	2,520	

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Proposed Budget 2022 / 2023

16/12/2021

Code	EVENTS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outurn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
10010	Mayflower 400	0	0	0	0	0	0	
10020	Community / Armed Forces Day	0	0	0	0	0	0	
1030	Queens Jubilee Event	0	3,000	0	0	0	0	Budget already allocated
10040	Remembrance Sunday	0	300	20	20	300	300	
10050	Local Town Events Support	2,308	2,500	0	0	2,500	2,500	
	GROSS EXPENDITURE	2,308	5,800	20	20	2,800	2,800	
	INCOME							
1000	Richmond Park	0	0	0	0	0	0	
1010	Marshalls	0	0	0	0	0	0	
1020	Roses	0	0	0	0	0	0	
1030	Levellings - Fair / Circus	0	0	0	0	0	0	
1040	Aisby Walk - Fair / Circus	500	500	0	0	500	500	
1050	Armed Forces & Community Day 2020	206	0	0	0	0	0	
	GROSS INCOME	706	500	0	0	500	500	
	NET EXPENDITURE	1,602	5,300	20	20	2,300	2,300	

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Code	CHRISTMAS LIGHTS	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
11000	Christmas Lights	16,932	39,010	6,382	30,436	28,900	28,900	New lights scheme and costs established
	Switch on event	75	5,000	3,213	3,213	5,000	5,000	Contribution to Marshalls Yard organising the event
11010	Anchor Point Testing (Christmas Plus)	0	2,700	2,423	2,423	2,500	2,500	Full test due 2024
11020	Electrical Contractor - Main lights	12,740	0	0	0	0	0	Main Christmas lighting electrical costs, possibly transferred to new contractor with new lights
11030	Electrical Contractor - Shop lights	1,461	2,000	0	0	0	0	Shop tree scheme electrical costs
11040	Market Place Christmas Tree	1,639	1,500	0	0	0	0	Tree and crane costs
11050	New Decorations	0	26,830	0	24,000	21,000	21,000	New christmas lighting scheme with contractor
11060	Trinity Street Lamp Post Electricity	897	850	747	800	200	200	Electricity charges - Trinity street meters removed
11070	Church Street Lamp Post Electricity	121	130	0	0	200	200	Electricity charges
	GROSS EXPENDITURE	16,932	39,010	6,382	30,436	28,900	28,900	
	INCOME							
1100	Shop Christmas Tree Scheme	1,218	1,500	0	0	0	0	No longer offering the scheme
	GROSS INCOME	1,218	1,500	0	0	0	0	
	NET EXPENDITURE	15,714	37,510	6,382	30,436	28,900	28,900	

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Proposed Budget 2022 / 2023

16/12/2021

Code	COMMUNITY INFRASTRUCTURE LEVY	Actual 2020/21	Budget 2021/22	Net Expenditure to 15/12/21	Predicted Outturn	Proposed Budget as per estimate	Proposed Budget 2022/23	Explanatory / Justification Notes
		£	£	£	£	£	£	
	INCOME							
14000	CIL	207	0	0	0	0	0	
14000	Contribution from development	207	0	0	0	0	0	£206.90 in ear marked reserves
	GROSS INCOME	207	0	0	0	0	0	
	NET EXPENDITURE	-207	0	0	0	0	0	

PAPER H

**Officer Report to
The Personnel Committee**
Report Author: Belina Boyer
Report Date: 16 December 2021



Gainsborough
TOWN COUNCIL

Staff Appraisal

1. Summary

The Internal Auditor highlighted a number of items. This report serves to show ways to address these.

2. Background

The Internal Auditor highlighted the following areas for improvement:

Risk	Rating (R-A-G)	Recommendations				
			High	Medium		Low
Governance	Medium	0		1	1	
Budget Setting	Medium	0		1	0	
Payroll	Low	0		0	0	
Pre-Employment checks	Medium	0		1	0	
Purchasing	Low	0		0	0	
Best Value	Low	0		0	0	
Bank Account	Low	0		0	1	
VAT		Low	0		0	1

In particular, they made the following recommendations:

1. The Council's risk register should be reviewed as soon as is practically possible. Risks should be scored individually using a risk matrix to evaluate likelihood vs impact (before and after controls). Scores should be included on the register which will then inform the priority.
2. We understand that due to the Clerk post being vacant this has increased the workload for the Deputy Clerk and the mid-year revised budget has not yet been completed. We would recommend that this is completed as soon as is practically possible.
3. When requesting right to work ID ensure that documentation is in line with Home Office guidance.
4. The physical check of the asset register should be completed as soon as it is practical to do so and the officer who carries out the physical check of the asset register should be completed as soon as it is practical to do so and the officer who carries out

the check should sign and date to evidence when it was carried out. This physical check should ideally be performed annually.

5. When the Clerk is in post, they should check the VAT claims for reasonableness and that the amounts claimed are supported by a valid VAT claim. The Clerk should sign the claim to evidence they have checked.
6. As the cheques noted are in excess of 12 months old, they should be written off within the finance system

7. Recommendation

Risk register:

The **Risk Register** will need reviewing and formatting as shown in Proper Practice Guidance using a suitable risk matrix:

Risk no.	Description (The risk is that...)	Impact (The impact on the authority would be...)	Likelihood score (1-3)	Impact score (1-3)	Risk rating (High, medium, low)	Response (What actions have been taken)
1	Items from the village hall may be damaged or stolen.	The cost of repair and replacement.	2	2	Medium (4)	Security arrangements reviewed and insurance in place.
2						
3						
4						

At the 16 November meeting this Committee was advised by the Responsible Finance Officer that due staff shortages a **revised budget** would be presented to Committee later than usual. The 2022/23 estimate precept request was due with West Lindsey District Council on Friday 26 November so forecasting the 2022-23 budget had taking priority. Committee was advised that no major changes between the agreed and a reviewed budget were anticipated.

With the Council's most recent appointment Committee was advised that due staff shortages a revised budget would be presented to Committee later than usual. The 2022/23 estimate precept request was due with West Lindsey District Council on Friday 26 November so forecasting the 2022-23 budget had taking priority. Committee was advised that no major changes between the agreed and a reviewed budget were anticipated.

With the most recent appointment **right to work** Home Office Guidance was followed and documented accordingly. Considering the potentially hefty fines, a review of all current staff and their **right to work status** should be carried out.

VAT claims will be reviewed and assessed for reasonableness and compliance with HMRC guidance before the next quarterly VAT claim is being submitted.

The **cheques issued in excess of 12 months** ago will need to be written back, rather than written off, since they were never cashed. This is standard practice.

PAPER I

Gainsborough Town Council
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Councillor Vacancy (Co-option) Policy

Document History

Adopted by Council 8 January 2020 – Updated 1 December 2020

To be reviewed – (INSERT DATE)

Belina Boyer

Town Clerk

1. Introduction

1.1 For the purpose of openness and transparency, Gainsborough Town Council will endeavour to fill any vacancy (vacancies) at the earliest opportunity.

1.2 Qualifications

1.3 Qualifications To be a Town Councillor, a candidate must be either:

- British;
- A Commonwealth National;
- An Irish or European Union citizen;

1.4 and

1.5 18 years of age or over, and fulfil one or more of the following criteria:

- being on and remaining on the register of electors for the Parish: or, during the whole of the twelve months preceding the nomination;
- have lived in, worked in, or lived within 3 miles of the parish boundary.

1.6 Should a candidate only meet the criteria of point 1.2 above, on the nomination form and subsequently come off the register of electors, ~~the qualification would lapse.~~ They will become disqualified.

1.7 The other three qualifications remain valid for the four-year term, so even if a successful candidate left the parish s/he would not be required to resign, although it might be considered appropriate to do so.

1.8 Resignation

1.9 A Councillor may resign at any time by giving written notice, addressed, and delivered to the Chairman of the Town Council. The Chairman must accept the resignation and there is no legal procedure for withdrawing a notice of resignation once delivered. and accepted. Resignation takes effect immediately upon receipt and cannot be post-dated.

1.10 Disqualification

1.11 Reasons for disqualification include (but not limited to) bankruptcy; being employed by or doing paid work for the Council (except as a contractor); a criminal conviction with a prison sentence of three months or more; illegal expenditure; or being found guilty of corrupt or illegal practices in election law.

1.12 Other Causes of Vacancy

- Death;
- Failure to sign a Declaration of Acceptance of Office;
- Failure to attend meetings for a period of six consecutive months.

2. Procedure for filling casual vacancies

2.1 When a vacancy arises on the Town Council following:

2.2 A Councillor's Resignation;

- Disqualification or Failure to remain qualified;
- Death
- The process to fill the vacancy is as follows:

1) The Town Clerk must notify the Returning Officer at West Lindsey District Council of the vacancy;

then, either:

2) The Town Council must display a notice informing the residents of the parish of the vacancy. The notice will run for 14 working days (excluding weekends and bank holidays) from the date it is displayed on Town Council notice boards, giving the residents of the ward the opportunity to call for an election to fill the vacancy during this period. The Town Council will also post the notice on the Town Council website, and, if the publication schedule allows the Town Council newsletter.

3) if the vacancy occurs within six months of the next scheduled elections for the Town Council, there is no option to hold an election. The Town Council may fill the vacancy by co-option, or the seat remains vacant.

3. Election

3.1 Calling an Election

3.2 During the period of fourteen days from the date the public notice of the vacancy was displayed, ten electors from the parish can call for an election to be held to fill the vacancy. They must make their request in writing to the Returning Officer.

3.3 If such a request is received within the 14 days, the Returning Officer will set a date for the election (which must be within 60 days of the date of the vacancy notice).

3.4 Notices will be displayed announcing the election and explaining how to apply to be a candidate for election. The cost of any election is borne by West Lindsey District Council. If there are not enough nominated candidates at the election to fill the vacancies, a further election must be called. Co-option is not an option.

3.5 Polling cards

3.6 In the event of an election being called, the Town Clerk or Deputy Town Clerk will inform West Lindsey District Council that polling cards are required.

3.7 If an Election is Not Called

3.8 The Town Council will be notified by the Returning Officer and it must fill the position by co-option as soon as practicable.

3.9 Vacancies after Ordinary Town Council Elections (every 4 years)

- 3.10 If fewer valid nominations were received for any ward within the Town Council boundaries at the four yearly elections, all those validly nominated will be declared elected.
- 3.11 If enough Councillors are elected to form a quorum (6), the Town Council should seek to fill any remaining vacant seats by co-option as soon as possible after the election date. Should it fail to fill the vacant seats within 35 working days (excluding bank holidays and weekends), or if not, enough Councillors were elected to form a quorum, West Lindsey District Council may order another election.

4. Co-option

- 4.1 Although the process for co-option is not prescribed in law, District Councils and Local Council Associations provide best practice advice and guidelines.
- 4.2 It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair, and transparent.
- 4.3 The co-option process adopted by Gainsborough Town Council is as follows:
- i. The Town Council will only consider any interested applicants who have gone through the nomination / election process in the first instance;
If those persons do not wish to be considered for co-option, or those candidates are considered unsuitable by the Town Council;
then: **Both SLCC and NALC advise that candidates rejected at the ballot box need not be automatically considered for co-option.**
 - ii. The Town Council will advertise the vacancy (or vacancies) on the Town Council noticeboards, the Town Council website and, if the publication schedule allows the Town Council newsletter.
- 4.4 The notices will include:
- The contact details of the Town Clerk to enable prospective co-option candidates to obtain further information on the role of a Town Councillor;
 - Details of the co-option process;
 - The closing date for all expressions of interest by completion of the co-option application form (Appendix A);
 - The date on which the Town Council intends to make a decision.
- 4.5 The Town Council (or parishioner) can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.
- i. When the applications are received, the Town Clerk will review all application details and carefully check that applicants meet the qualification requirements, and confirm that, if successful, their willingness to accept the Code of Conduct and other obligations of a Town Councillor.
 - ii. Candidates may be asked to submit a short letter with a brief CV giving reasons why they should be considered for the vacancy.

These letters will be circulated to ~~Elected~~ Councillors before the meeting at which the decision will be made.

- iii. Candidates will be informed of the date of the meeting at which the Town Council will make its decision on the co-option.

4.6 Co-option Meeting

4.7 Notice of the intention to co-opt must be given in the appropriate agenda for a meeting of the Town Council. Candidates may be invited to the meeting to introduce themselves and to provide ~~Elected~~ Councillors the opportunity to ask questions of them; the Town Council retain the right to rely on written submissions alone.

4.8 If candidates are not invited to speak at the co-option meeting, they are welcome to (but not required to) attend as members of the public.

4.9 The Town Council may only discuss each candidate's suitability for the role when ~~s/he and~~ members of the public are not present. **Under the exclusion of public and press – with exception of the candidate.**

4.10 Co-option Voting Process

4.11 If there are equal or fewer candidates than vacancies, the Town Council can vote on a composite motion, duly proposed and seconded, that all candidates be co-opted.

4.12 If there are more duly proposed and seconded candidates than seats, it will be necessary for existing Councillors present at the meeting to vote.

4.13 Arnold Baker on "Local Council Administration" (9th Edition) recommends that: **To be updated to latest (12th) edition and quoted accordingly.**

- i. A successful candidate should have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to the vote again. The process should be repeated as necessary until one candidate has an overall majority.
- ii. Each vacancy should be filled by a separate vote or series of votes. In a small council there is a distinct possibility that there could be a tie for last place in the first round of voting, leaving the candidate for elimination to be decided by lots.

4.14 After the Vote

- i. The Town Clerk will notify the candidates of the results by telephone and email, as soon as is reasonably possible (usually within 24 hours) this is not the duty of any Elected Member.
- ii. Successfully co-opted candidates become Councillors in their own right with immediate effect and are no different to any other member. As such, they must sign a Declaration of Acceptance of Office ~~no~~ **later than** at their first meeting following co-option, and complete and return a Register of Interests Form or within 28 calendar days of co-option. Their term of office runs until the next quadrennial elections for the Town Council.

5. Note

5.1 This content within this document is based upon a study of legislation and adopted practices of District and Parish / Town Councils (nationwide) and follows advice from the Lincolnshire Association of Local Councils. It is intended as a summary of the most relevant points of procedure and legislation rather than a definitive exposition. Unless specified otherwise, periods of days given in this document refer to working days, that is, they exclude weekends and public holidays. Legislation covering casual vacancies can be found at:

[The Local Elections \(Parishes and Communities\) \(England and Wales\) Rules 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/22/section/1)

5.2 Legislation covering Declarations of Interest can be found at:

[Localism Act 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2011/22/section/1)

5.3 Date calculation is given in Schedule 2 Part 1 paragraph 2 of Statutory Instrument 2006/3305 and can be found at:

<http://www.legislation.gov.uk/ukSI/2006/3305/schedule/2/made>



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

**LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR
QUALIFICATIONS**

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough?	Yes / No
Have you lived either in the ward of Gainsborough, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the ward of Gainsborough for at least a year?	Yes / No
Have you had your only or main place of work in ward of Gainsborough for at least a year?	Yes / No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No



Please briefly outline of why you are interested in being a Town Councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

Are there any questions you would like to ask the council?

Signed.....

Date:



General Data Protection Regulations (GDPR) Policies and Procedures

Document includes:

1. Data Protection Policy
2. General Privacy Notice
3. Privacy Notice for Staff*, Councillors and Role Holders**
4. Privacy Policy
5. Subject Access Request Policy
6. Data Breach Policy
7. Document Retention Policy
8. Template Data Consent Form
9. Template GDPR Awareness Form

Document History

Adopted by Council – 1 December 2020

Reviewed – 22 December 2021

Belina Boyer

Town Clerk

1.Data Protection Policy

1. Introduction

1.1 The Town Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and the Data Protection Act 2018 which regulate the use of personal data. ~~This does not have to be sensitive data~~; The term is defined in Art. 4 (1). Personal data are any information which are related to an identified or identifiable natural person. Therefore, it can be as little as a name and address.

2. General Data Protection Regulations (GDPR)

2.1 The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used.

2.2 The GDPR applies to anyone holding personal information about people, electronically or on paper. The Town Council has also notified the Information Commissioner that it holds personal data about individuals.

2.3 When dealing with personal data, Town Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner.** This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only.** This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for.** Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed.** Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals.** Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely.** There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

3. Storing and accessing data

3.1 The Town Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

- 3.2 The Town Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Town Council Office and are not available for public access.
- 3.3 All data stored on the Town Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.
- 3.4 The Town Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:
- How and to what purpose personal data is processed
 - The period the Town Council intends to process it for
 - Anyone who has access to the personal data
- 3.5 The response must be sent within 30 days and should be free of charge.
- 3.6 If a SAR includes personal data of other individuals, the Town Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.
- 3.7 Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.
- 3.8 Please see "Subject Access Request Procedure" for more details.

4. Confidentiality

- 4.1 The Town Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives **written** permission otherwise. When handling personal data, this must also remain confidential

2. General Privacy Notice

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the **Gainsborough Town Council** which is the data controller for your data.

Other data controllers the council works with:

- Gainsborough Town Council
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council, and;
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests

and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal

data and where we obtained the personal data from. Once we have received your request we will respond within one month.

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our website townclerk@gainsborough-tc.gov.uk

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints to **The Data Controller, Tom Clay**, in the following ways:

Address: **Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ**

Telephone: **01427 811573**

Email: townclerk@gainsborough-tc.gov.uk

3. Privacy Notice for Staff*, Councillors and Role Holders**

* “Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis.

** “Role Holders” includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by **Gainsborough Town Council** which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration, then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest or for official purposes.

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide

you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers

- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4. *The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
 - 5. *The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 - 6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
 - 7. *The right to lodge a complaint with the Information Commissioner's Office***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our website [townclerk@gainsborough-tc.gov.uk/](mailto:townclerk@gainsborough-tc.gov.uk).

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints to **The Data Controller, Tom Clay**, in the following ways:

Address: **Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ**

Telephone: **01427 811573**

Email: **townclerk@gainsborough-tc.gov.uk/**

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4. Privacy Policy

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

Council information

This Privacy Policy is provided to you by **Gainsborough Town Council** which is the data controller for your data.

- townclerk@gainsborough-tc.gov.uk/
- Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ

Who are the data controllers?

- Gainsborough Town Council
- Community groups
- Contractors

What personal data is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sex life or sexual orientation.
- Website data;
 - Information from syncing with other software or services
 - Interaction with social media
 - Information about payments
 - Access to social media profiles
 - Demographic information
- Information collected automatically from use of the service;
 - Device information (nature of device and/ or identifiers)
 - Log information (including IP address)

- Location information
- Device sensor information
- Site visited before arriving
- Browser type and or OS
- Interaction with email messages
- Information from other sources;
 - Referral or recommendation programmes
 - Publicly accessible sources
- Information from cookies or similar technologies;
 - Essential login/authentication or navigation
 - Functionality – remember settings
 - Performance & Analytics – user behaviour
 - Advertising/retargeting
 - Any third-party software served on users
- Nature of any outbound communications with website users;
 - Email
 - Telephone (voice)

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;

- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council, and;
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain

some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you*
- (ii) The right to correct and update the personal data we hold on you*
- (iii) The right to have your personal data erased*
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only*
- (v) The right to data portability*
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
- (vii) The right to lodge a complaint with the Information Commissioner's Office.*

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on our website townclerk@gainsborough-tc.gov.uk/.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints to **The Data Controller, Tom Clay**, in the following ways:

Address: **Richmond House, Richmond Park, Morton Terrace, Gainsborough,
Lincolnshire, DN21 2RJ**
Telephone: **01427 811573**
Email: **townclerk@gainsborough-tc.gov.uk/**

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5. Subject Access Request Policy

What must I do?

1. **MUST:** On receipt of a subject access request you must **forward** it immediately to the **Town Clerk who is the Data Controller**.
2. **MUST:** We must correctly **identify** whether a request has been made under the Data Protection legislation.
3. **MUST:** A member of staff, and as appropriate, councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** We must **respond** within one calendar month after accepting the request as valid.
6. **MUST:** Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** Where a requestor is not satisfied with a response to a SAR, the council must manage this as a **complaint**.

How must I do it?

1. Notify the **Town Clerk who is the Data Controller** upon receipt of a request.
2. We must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):
 - Current UK/EEA Passport
 - UK Photocard Driving Licence (Full or Provisional)
 - Firearms Licence / Shotgun Certificate
 - EEA National Identity Card
 - Full UK Paper Driving Licence
 - State Benefits Entitlement Document*
 - State Pension Entitlement Document*
 - HMRC Tax Credit Document*
 - Local Authority Benefit Document*
 - State/Local Authority Educational Grant Document*
 - HMRC Tax Notification Document
 - Disabled Driver's Pass
 - Financial Statement issued by bank, building society or credit card company+

- Judiciary Document such as a Notice of Hearing, Summons or Court Order
 - Utility bill for supply of gas, electric, water or telephone landline+
 - Most recent Mortgage Statement
 - Most recent council Tax Bill/Demand or Statement
 - Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address
3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.
 4. You must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. You must provide the personal data in an “intelligible form”, which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
 5. Make this clear on forms and on the council website.
 6. You should do this through the use of induction, my performance and training, as well as through establishing and maintaining appropriate day to day working practices.
 7. A database is maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
 8. When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome.

Sample letters

All letters must include the following information:

- the purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international

organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules¹ or EU model clauses²;

- where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- if the data has not been collected from the data subject: the source of such data;
- the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Replying to a subject access request providing the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Release of part of the personal data, when the remainder is covered by an exemption

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request, we asked the following areas to search their records for personal data relating to you:

¹ “Binding Corporate Rules” is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisation’s headquarters is located. In the UK, the relevant regulator is the Information Commissioner’s Office.

² “EU model clauses” are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

- [List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example, the personal data might include personal data is ‘legally privileged’ because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Council staff will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely”

6. Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

The Town Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

The Town Council’s duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach.

If the ICO is not informed within 72 hours, the Town Council must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, the Town Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the key contact
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, the Town Council must provide the individual with (ii)-(iv) above.

The Town Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform the Town Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify the Town Council without undue delay. It is then the Town Council’s responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system: <https://ico.org.uk/for-organisations/report-a-breach/>

7. Document Retention Policy

Introduction

The Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by the Town Council in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Town Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.

The person with overall responsibility for this policy is the Town Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Town Council’s records management guidelines.

Replace list below with SLCC recommended list appended.

Administrative	Minimum Retention period	Action	Reason
Minute books	Indefinite	Preserve	Archive
Signed council and committee minutes	Indefinite.	Preserve	Common practice

Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement.	Review	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement.	Review	Common practice
Councillors' declarations of office and contact information	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Byelaws and orders	Preserve one of each copy and transfer to local Archive once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement. Destroy old versions.	Review	Operational
Title deeds more than 100 years old	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Audit/Management Common practice
Title deeds less than 100 years old	Indefinite. Transfer to local Archive for review once they become inactive.	Review	Audit/Management Common practice
Property registers	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Common practice
Maps, plans, and surveys of property owned by the council	Indefinite. Transfer to local Archive once they become inactive	Preserve	Common practice
General correspondence and emails	At end of useful life	Destroy	Operational
Complaints	6 Years after resolution of complaint	Destroy	Operational

Planning applications and related papers	One copy as long as required	Review with the view to destroy	Operational
Leases, agreements, contracts and wayleaves	Indefinite	Preserve	Audit/Management
Parish council newsletter	Indefinite.	Preserve	Common practice
Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	6 years	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel	Retention period	Action	Reason
Personnel files	6 Years after termination of service	Destroy	Management
Staff payroll information	3 years	Destroy	Management
Recruitment data		Destroy	Equalities Act
Successful	Add to personnel file		
Unsuccessful	6 months after recruitment finalised plus current year		
Financial	Retention period	Action	Reason
Contracts	6 years after end of contract	Destroy	Limitation Act 1980
Scales of fees and charges	6 years	Destroy	Management
Receipt and payment accounts	6 years	Archive	VAT

Annual audited accounts	6 years.	Archive	Council financial regulations
Receipt books of all kinds	6 years	Archive	Council financial regulations
Bank statements including deposit/saving accounts	6 years	Archive	Council financial regulations
Bank paying-in books	Last completed Audit year	Destroy	Council financial regulations
Cheque book stubs	Last completed Audit year	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	VAT Council financial regulations
Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended) Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	Council financial regulations
Wage books	12 years	Destroy	Superannuation & Limitation Act 1980 (as amended)
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational

Insurance policies	6 years after policy ends	Destroy	Operational
Certificate for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed.	Preserve	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Preserve	Audit, Management
Rooms, sports grounds and facilities	Retention period	Action	Reason
Records relating to applications to: <ul style="list-style-type: none"> • Hire; • Letting diaries; • Copies of bills to hirers; • Records of tickets issued. 	6 years	Review with the view to destroy	VAT Council financial regulations
Allotments	Retention period	Action	Reason
Register & Plans	Indefinite	Preserve	Audit, Management
Burial Grounds	Retention period	Action	Reason
<ul style="list-style-type: none"> • Register of fees collected; • Register of Burials; • Register of Purchased Graves; • Register/plan of Grave Spaces; • Register of Memorials; • Applications for interment; • Applications for right to erect memorials; 	Indefinite	Preserve	Archives, Local Authorities Cemetery Order 1977 (SI. 204)

<ul style="list-style-type: none"> Disposal certificates; Copy certificates of Grant of Exclusive Right of Burial. 			
Miscellaneous	Retention period	Action	Reason
Charity papers	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to local Archive as soon as possible	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to local Archive once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review with the view to destroy	Operational

8. Template Data Consent Form

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

		<i>If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent</i>
Name		
Address		
Signature		
Date		

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the Council Offices (see header).

You can withdraw or change your consent at any time by contacting the council office.

- We may contact you** to keep you informed about what is going on in the Council’s area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you** about groups and activities you may be interested in.
- We may use** your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example Facebook or Twitter).

Keeping in touch:

- Yes please,** I would like to receive communications by email.
- Yes please,** I would like to receive communications by telephone.
- Yes please,** I would like to receive communications by mobile phone (including texts).
- Yes please,** I would like to receive communications by social media.
- Yes please,** I would like to receive communications by post.



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

**LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR
QUALIFICATIONS**

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough?	Yes / No
Have you lived either in the ward of Gainsborough, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the ward of Gainsborough for at least a year?	Yes / No
Have you had your only or main place of work in ward of Gainsborough for at least a year?	Yes / No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No



Please briefly outline of why you are interested in being a Town Councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

Are there any questions you would like to ask the council?

Signed.....

Date:

GDPR Security Compliance Checklist

All councillors should complete the security checklist below to show compliance. Records should be retained whilst they remain in office.

	Yes/No*
Computer is password protected	
Email is password protected	
Mobile devices are password protected	
Flash drives are password protected	
External hard drives are password protected	
Cloud access is password protected	
Hard copy files are held securely	
Anti-virus software is up to date	
No one outside the council has access to your council information	

*If you have put 'No' to any of the above please add that date by which you expect to have these measures in place:

Councillor name: _____

Councillor signature: _____

Date: _____

(Your Council Name) Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Town Park equipment inspection reports	21 years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the	N/A

Document	Minimum Retention Period	Reason	Disposal
		use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable
Record-keeping			
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Disposal
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Documents from legal matters, negligence and other torts

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.

Document	Minimum Retention Period	Reason	Disposal
If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Confidential waste.
Sums recoverable by statute	6 years		Confidential waste.
Personal injury	3 years		Confidential waste.
To recover land	12 years		Confidential waste.
Rent	6 years		Confidential waste.
Breach of trust	None		Confidential waste.
Trust deeds	Indefinite		N/A
For Halls, Centres, Recreation Grounds			
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and Conditions	6 years	Management	Bin

Document	Minimum Retention Period	Reason	Disposal
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments			
Register and plans	Indefinite	Audit, Management	N/A
Minutes	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
For Burial Grounds			
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
Planning Papers			
Applications	1 year	Management	Bin
Appeals	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
CCTV			
Daily notes	Daily	Data protection	Confidential waste
Radio rotas	1 week	Management	Confidential waste
Work rotas	1 month	Management	Confidential waste
Observation sheets	3 years	Data protection	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
Stats	3 years	Data protection	Confidential waste
Signing in sheets	3 years	Management	Confidential waste
Review requests	3 years	Data protection	Confidential waste
Discs – master and working	For as long as required	Data protection	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
Photographs/digital prints	31 days	Data protection	Confidential waste