Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace
Gainsborough, Lincolnshire, DN21 2RJ
Telephone: 01427 811573
Website: gainsborough-tc.gov.uk

Dear Councillor,

Wednesday, 23 November 2022

You are hereby summoned to attend a meeting of the **Finance and Strategy Committee** which will be held on **Monday 28 November 2022** commencing at **7.00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

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

Belina Boyer
Town Clerk

Committee members: Cllr M Boles (C) - ex officio, Cllr R Craig, Cllr D Dobbie, Cllr P Key (VC), Cllr C Lambie, Cllr J Musonda, Cllr P O'Connor – ex officio, Cllr K Panter, Cllr J Plastow

Agenda no	Agenda item title	Power/Regulation
FS23/070	To **note** apologies for absence.	*Local Government Act 1972, s85 (1) & Sch 12, p40.*
FS23/071	To **receive** any declarations of interest in accordance with the requirements of the Localism Act 2011.	*Localism Act 2011, s31.*
FS23/072	To **consider** any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	*Localism Act 2011, s33.*

Agenda no	Agenda item title	Power/Regulation
FS23/073	To receive the minutes of the previous Finance Committee meeting(s) and **resolve** to sign these as a true record of the meeting(s). **Paper A** Finance and Strategy Committee 27 July 2022 **Paper B** Finance and Strategy Committee 18 October 2022	*Local Government Act 1972, Sch 12, p41 (1).*
FS23/074	To receive and **consider for approval** the following financial reports: **Paper C** Unpaid Expenditure Transactions for 24 November 2022 **Paper D** Cashbook Summary (including due and unpaid transactions) for 24 November 2022 **Paper E** Budget Comparison Report (including due and unpaid transactions) for 24 November 2022	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/075	To approve and **resolve** to sign the monthly bank reconciliation for 31 October as per the paragraph 2.2 in Financial Regulations. **Paper F**	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/076	To **consider** current ear marked reserves and recommending to Full Council to make amendments. **Paper G**	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/077	To **consider** draft proposed budget for 2023/24 and consider and agree precept estimate for submission to WLDC. **Paper H**	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/078	To note CIL payment received and details of the Middlefield Lane S106 agreement and consider what further action to take. **Paper I**	
FS23/079	To receive correspondence from the Council's solicitor and **consider** further action required**.** **Exclusion of public and press recommended for legal privilege reasons.** **Paper J**	
FS23/080	To consider joining the Rural Market Town Group. **Paper K**	

Agenda no	Agenda item title	Power/Regulation
FS23/081	To receive an interim report to the extent that the requirements of the local Council Awards Scheme have been met and **consider** what further action is required to obtain Quality Standard. **Paper L**	
FS23/082	To receive any items for notification to be included on a future agenda – for information only	*N/A*
FS23/083	To note the date and time of the next Finance and Strategy committee is scheduled for **Tuesday 20 December 2022** at **7:00pm.**	*Local Government Act 1972, Sch 12, p10 (2)(a)*

PAPER A

Gainsborough Town Council

DRAFT Minutes of the Finance & Strategy Committee Meeting 27 July 2022

held in the Reading Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough

Councillors Present

Matt Boles (Chairman)	Paul Key	Pat O'Connor
Richard Craig		

Councillors Absent

	Chris Lambie	Keith Panter
David Dobbie	Julie Musonda	James Plastow

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC & RFO)	

Also present:

Agenda no	Agenda item title	Resolution	Action	Power
FS23/033	**Apologies for absence** To **note** apologies for absence.	The committee **noted** apologies for absence from Cllrs Dobbie, Lambie, Musonda, Plastow		*Local Government Act 1972, s85 (1) & Sch 12, p40.*
FS23/034	**Declarations of interest** To **receive** any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	*Localism Act 2011, s31.*
FS23/035	**Dispensation requests** To **consider** any dispensation requests received by the Clerk in	None received.	N/A	*Localism Act 2011, s33.*

Agenda no	Agenda item title	Resolution	Action	Power
	relation to personal and/or disclosable pecuniary interests, not previously recorded.			
FS23/036	**Minutes of the previous meeting** To receive the minutes of the previous Gainsborough Town Council meeting(s) and **resolve** to sign these as a true record of the meeting(s). **Paper A** Finance and Strategy Committee 21 June 2022	The Committee **resolved** to sign the minutes of the meeting 21 June 2022 as a true record of that meeting. Cllrs Craig abstained from voting.	**DC** to publish on the website.	*Local Government Act 1972, Sch 12, p41 (1).*
FS23/037	**Financial reports** To receive and **consider for approval** the following financial reports: **Paper B** Unpaid Expenditure Transactions for 14 July 2022 **Paper C** Cashbook Summary (including due and unpaid transactions) for 14 July 2022 **Paper D** Budget Comparison Report (including due and unpaid transactions) for 14 July 2022	The Committee **resolved** to note and approve the following reports: • Unpaid Expenditure Transactions for 14 July 2022 • Cashbook Summary (including due and unpaid transactions) for 14 July 2022 • Budget Comparison Report (including due and unpaid transactions) for 14 July 2022	**DC** to make bank transfer payments once signed off by signatories.	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/038	**Monthly bank reconciliation** To approve and **resolve** to sign the monthly bank reconciliations for 30 June 2022 as per the paragraph 2.2 in Financial Regulations. **Paper E**	The Committee **resolved** to approve and sign the monthly bank reconciliation.	**RFO** to file.	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*

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Agenda no	Agenda item title	Resolution	Action	Power
FS23/039	**Debt Recovery Policy** To review and readopt the Council's Debt Recovery Policy. **Paper F**	The Committee **resolved** to adopt the amended Debt Recovery Policy will the additional amendment to remove the words 'exist which' under the Debts Arising under Leases or Tenancy Agreements section.	**TC** to update the website.	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/040	To **consider** the following motion: At the Finance & Strategy Committee Meeting of 16 February 2022 it was resolved to instruct the Council Solicitor to advise the Lease is in breach and the debts need to be cleared, The Town Clerk to contact the Solicitor to write a letter to the debtor. I do not know if this was done, if not why not. We sign and agree leases and they need to be honoured so I am asking this committee to seriously look into why nothing appears to have been done. I so move YOURS CLLR PAUL M KEY **Paper G**	The Committee **resolved** to change the order of the agenda and discuss this item before item FS23/039. Cllr Craig seconded to motion. The Committee **noted** that the solicitors letter had been sent dated 15 July and that the solicitor's were awaiting a response before advising the Council on further steps to take. Their recommendation would be brought to this committee once received.		
FS23/041	To note a temporary phone message. **Paper H**	The Committee **resolved** to continue with the new message and review the situation once a permanent member of staff has been appointed but would consider retaining the new format.		

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Agenda no	Agenda item title	Resolution	Action	Power
FS23/042	**Items for notification** To receive any items for notification to be included on a future agenda – for information only	• Response if received from GTF	**TC** to include on future agenda.	*N/A*
FS23/043	**Time and date of next meeting** To note the date and time of the next Finance and Strategy committee is scheduled for **Tuesday 16 August 2022** at **7:00pm.**	The committee **noted** the date and time of the next Finance and Strategy committee: Tuesday 16 August 2022 at 7:00pm at Richmond House.		*Local Government Act 1972, Sch 12, p10 (2)(a)*

Meeting concluded at 19.42

Signed as a true record of the Meeting: _____ Dated_____
Presiding chairman of approving meeting

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PAPER B

Gainsborough Town Council

DRAFT Minutes of the Finance & Strategy Committee Meeting 18 October 2022

held in the Reading Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough

Councillors Present

	Paul Key	
		Keith Panter
David Dobbie		

Councillors Absent

Matt Boles (Chairman)	Chris Lambie	Pat O'Connor
Richard Craig	Julie Musonda	James Plastow

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	

Also present:

Agenda no	Agenda item title	Resolution	Action	Power
FS23/056	To **note** apologies for absence.	The committee **noted** apologies for absence from Cllrs Boles, Craig, Lambie, O'Connor & Plastow	N/A	*Local Government Act 1972, s85 (1) & Sch 12, p40.*
FS23/057	To **receive** any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	*Localism Act 2011, s31.*
FS23/058	To **consider** any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	*Localism Act 2011, s33.*

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
FS23/059	To receive the minutes of the previous Finance and Strategy Committee meeting(s) and **resolve** to sign these as a true record of the meeting(s). **Paper A** Finance and Strategy Committee 27 July 2022 **Paper B** Finance and Strategy Committee 16 August 2022	The Committee **resolved** to defer until the next meeting due to only one Member of the Committee being present from the meeting of 27 July 2022. The Committee **resolved** to sign the minutes of the meeting 16 August 2022 as a true record of that meeting.	**DC&RFO** to include on next agenda. **ASO** to publish on the website.	*Local Government Act 1972, Sch 12, p41 (1).*
FS23/060	To receive and **consider for approval** the following financial reports: **Paper B** Unpaid Expenditure Transactions for 12 October 2022 **Paper C** Cashbook Summary (including due and unpaid transactions) for 12 October 2022 **Paper D** Budget Comparison Report (including due and unpaid transactions) for 12 October 2022	The Committee **resolved** to note and approve the following reports: • Unpaid Expenditure Transactions for 12 October 2022 • Cashbook Summary (including due and unpaid transactions) for 12 October 2022 • Budget Comparison Report (including due and unpaid transactions) for 12 October 2022	**DC&RFO** to make bank transfer payments once signed off by signatories.	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/061	To approve and **resolve** to sign the monthly bank reconciliations for: **Paper E** 31 August 2022 **Paper F** 30 September 2022 as per the paragraph 2.2 in Financial Regulations.	The Committee **resolved** to approve and sign the monthly bank reconciliations for 31 August 2022 and 30 September 2022.	**DC&RFO** to file.	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*

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Agenda no	Agenda item title	Resolution	Action	Power
FS23/062	To **consider** and **approve** the draft revised budget for 2022/2023. **Paper H**	The Committee **resolved** to approve the draft revised budget for 2022/2023.	**DC&RFO** to update the database.	*Joint Panel on Accountability and Governance Practitioners Guide 2021.*
FS23/063	To **consider** and **approve** updated insurance figures to be reimbursed from Gainsborough Trinity Foundation. **Paper I**	The Committee **resolved** to approve updated insurance figures to be reimbursed from Gainsborough Trinity Foundation.	**DC&RFO** to communicate with GTF regarding the invoices for insurance for 2021/22 & 22/23.	
FS23/064	To receive and **note** a breakdown of S106 and CIL moneys available to the Town Council**.** **Paper J**	The Committee **noted** the breakdown of S106 and CIL moneys available to the Town Council**.**	**TC** to obtain agreement of the S106 agreement for 138733 – Middlefield Lane.	
FS23/065	To **consider** budget requirements for 2023/24 for this committee. The following specific budgetary areas are considered as part of the Committee's remit: • Administration **Paper K**	The Committee **noted** the need for consideration for the 2023/24 budget requirements.	**DC&RFO** to include on next agenda.	
FS23/066	To **consider** a request to support a neighbourhood clean-up initiative on 21/10/2022. **Verbal Report**	The Committee **resolved** not to delegate members of staff to support the neighbourhood clean-up event.	**TC** to inform Acis.	
FS23/067	To receive correspondence from the Council's solicitor and **consider** further action required**.**	The Committee **resolved** to contact E Gibson at the WLDC legal department whether an earlier sinking fund document had been superseded by a later one and	**TC** to contact WLDC legal department.	

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Agenda no	Agenda item title	Resolution	Action	Power
	Exclusion of public and press recommended for legal privilege reasons. **Paper L**	return back to Finance and Strategy Committee.		
FS23/068	To **receive** any items for notification to be included on a future agenda – for information only	Response re item FS23/067 2023/24 Budget requirements S106 agreement for app 138733.	**TC** to include on future agenda.	*N/A*
FS23/069	To **note** the date and time of the next Finance and Strategy committee is scheduled for Tuesday 15 November 2022 at 7:00pm.	The committee **noted** the date and time of the next Finance and Strategy committee: Tuesday 15 November 2022 at 7:00pm at Richmond House.		*Local Government Act 1972, Sch 12, p10 (2)(a)*

Meeting concluded at 8.56pm

Signed as a true record of the Meeting: _____ Dated_____

Presiding chairman of approving meeting

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PAPER C

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19804	BP221024S	16/10/2022	£12.00	£2.00	£10.00	**12.00**	Lincolnshire Associastion of Local Councils - LALC AGM & Conference 12.10.22	Staff Training	
19805	BP221024T	17/10/2022	£1,000.00	£0.00	£1,000.00	**1,000.00**	West Lindsey District Council - Contribution towards Illuminate 2022	Events Support	
19806	BP221024U	18/10/2022	£720.00	£120.00	£600.00	**720.00**	Stallard Kane Associates Ltd - Manual Handling, Working at Height & COSHH, 1 day of training.	Staff Training	
19807	BP221017	17/10/2022	£144.00	£24.00	£120.00	**144.00**	SLCC Enterprises Ltd - ILCA for NG	Staff Training	
19809	BP2211	18/10/2022	£865.20	£95.20	£770.00	**865.20**	Ashby Grass Care - Year end renovation	Marshalls Cricket	
19812	BP2211	20/10/2022	£2,880.48	£0.00	£2,880.48	**2,880.48**	Council HR & Governance Support - Organisational review, report, travel, accomodation and zoom meeting	Governance Support	
19813	BP2211	19/10/2022	£399.00	£0.00	£399.00	**399.00**	Rotary Club of Gainsborough - Supply of flowers for the Queens Jubilee	Queens Jubilee	
19826	BP2211	17/10/2022	£315.08	£52.52	£262.56		Travis Perkins Trading Company Ltd - Toilet door & fixings	Richmond Park Toilets	
19863	BP2211	28/10/2022	£31.08	£5.18	£25.90		Travis Perkins Trading Company Ltd - Sand bags	Remembrance Sunday	
19871	BP2211	04/11/2022	£18.90	£3.15	£15.75		Travis Perkins Trading Company Ltd - Lock for tool store	Richmond Park Outbuilding maintenance	
19896	BP2211	10/11/2022	£80.45	£13.41	£67.04	**445.51**	Travis Perkins Trading Company Ltd - Wood and drill bit - Cemetery bin fire	Insurance Claims	
19827	BP2211	17/10/2022	£250.00	£41.67	£208.33	**250.00**	Gainsborough Skip Hire - Skip hire	Richmond Park	
19828	BP2211	19/10/2022	£116.41	£19.40	£97.01	**116.41**	Howden Joinery Ltd - Tool shed door	Richmond Park Outbuilding maintenance	
19829	BP2211	20/10/2022	£28.92	£4.82	£24.10	**28.92**	Huws Gray Limited - Electric plane hire	Richmond Park Outbuilding maintenance	
19868	BP2211	28/10/2022	£1,164.00	£194.00	£970.00	**1,164.00**	Huws Gray Limited - X2 Flamable cabinets	Fuel storage	
19831	BP2211	04/10/2022	£600.00	£0.00	£600.00		Kyle Holliday Grave Digger - Grave digging - XKNC0065	Grave Digging	
19859	BP2211	09/11/2022	£800.00	£0.00	£800.00	**1,400.00**	Kyle Holliday Grave Digger - Grave digging - XKNC0065	Grave Digging	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19832	BP2211	24/10/2022	£91.20	£15.20	£76.00	**91.20**	Edge IT Systems Limited - Training (NG)	Staff Training	
19833	BP2211	28/10/2022	£60.00	£10.00	£50.00	**60.00**	DS Heating & Plumbing - Repaired 2 ladies toilets	Richmond Park Toilets	
19834	BP2211	21/10/2022	£6.06	£1.02	£5.04	**6.06**	Lincolnshire Bearings and Fasteners Ltd - Door screws	Richmond Park Outbuilding maintenance	
19835	BP2211	21/10/2022	£550.65	£91.78	£458.87	**550.65**	Russel (Kirkbymoorside) Ltd - AL300 Battery, HLA86 Hedge cutter	New Grounds Equipment	
19836	BP2211	13/10/2022	£230.40	£38.40	£192.00	**230.40**	Chubb Fire & Security Ltd - x5 new fobs and programming	Richmond house	
19838	BP2211	31/10/2022	£1,020.00	£170.00	£850.00	**1,020.00**	SGS UK Ltd - Conduct an asbestos sampling survey to the 5 No. allotment sites	Allotments	
19841	BP2211	31/10/2022	£453.72	£75.62	£378.10	**453.72**	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
19846	BP2211	31/10/2022	£1,036.74	£172.79	£863.95	**1,036.74**	Glendale Managed Services Ltd - PO1997 - Grass verge cutting we 5.10.22	Grass verge cutting	
19847	BP2211	31/10/2022	£408.42	£68.07	£340.35	**408.42**	High Street Garage - Fuel	Vehicles	
19848	BP2211	31/10/2022	£71.42	£11.90	£59.52	**71.42**	Generation (UK) Ltd - Heras fencing hire (32 grippers, 16 panels) 31 days	Aisby Walk Skate park	
19849	BP2211	01/11/2022	£24.00	£4.00	£20.00	**24.00**	Gainsborough Motaquip Ltd - Rear light lense	Vehicle maintenance	
19851	BP2211	02/11/2022	£1,344.00	£224.00	£1,120.00	**1,344.00**	Electrical Testing Ltd - BSEN 40 Design and Structural Inspection and Electrical Testing	Xmas lights	
19852	BP2211	03/11/2022	£104.02	£17.34	£86.68	**104.02**	Cleaning Supplies 4U - Bathroom, kitchen, hard surface cleaner, bin bags and xl disposable gloves	Cleaning supplies	
19853	BP2211	02/11/2022	£254.76	£42.46	£212.30		Viking Direct - Stationery assorted	Stationery	
19894	BP2211	11/11/2022	£100.77	£11.13	£89.64	**355.53**	Viking Direct - Stamps, white board and pens	Stationery	
19858	BP2211	08/11/2022	£125.00	£0.00	£125.00		Burton & Dyson Solicitors - Half years rent	Love Lane & Foxby Hill Allotments	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19887	BP2211	10/11/2022	£388.80	£64.80	£324.00	**513.80**	Burton & Dyson Solicitors - Legal services	Legal fees	
19860	BP2211	02/11/2022	£38.28	£6.38	£31.90		Elite Workwear UK - Hi-Viz bomber Coat (PM)	Staff Workwear	
19861	BP2211	04/11/2022	£124.32	£20.72	£103.60	**162.60**	Elite Workwear UK - Workwear, grounds staff	Staff Workwear	
19862	BP2211	04/11/2022	£47.67	£7.95	£39.72	**47.67**	Integrating Solutions Ltd - Copier charges	Printing charges	
19866	BP2211	04/11/2022	£210.00	£35.00	£175.00	**210.00**	A Price Electrical Ltd - Replace damaged anti corrosive light fitting and wiring with LED anti corrosive batten.	Levellings pavilion maintenance	
19867	BP221110	08/11/2022	£49.20	£8.20	£41.00	**49.20**	Ritelite (Systems) Ltd - Lucy feeder pillar key x2	Xmas lights	
19870	BP221031	31/10/2022	£2,168.56	£361.43	£1,807.13	**2,168.56**	Northern Powergrid - Disconnection of Trinity Street electric boxes	Trinity Street electric	
19873-83	PC103953	18/10/2022	£93.89	£2.61	£91.28	**93.89**	Petty Cash - Itemised on separate sheet		
19893	BP2211	07/09/2022	£37.40	£0.40	£37.00	**37.40**	SLCC Enterprises Ltd - Town and Parish Councils VAT Guide	Publications	
19895	BP2211	13/11/2022	£66.00	£11.00	£55.00	**66.00**	The National Allotment Society - Membership renewal	Subscriptions	
19897	BP2211	31/10/2022	£192.00	£32.00	£160.00	**192.00**	Institute of Cemetery and Crematorium Management - Sexton duties training (SC & GW)	Staff Training	
19898	BP2211	11/11/2022	£3,343.20	£557.20	£2,786.00	**3,343.20**	Hall Macadam Ltd - Remedial resurfacing of car park area following bin fire	Insurance Claims	
19899	BP2211	11/10/2022	£53.76	£8.96	£44.80	**53.76**	Lyons of Gainsborough Ltd - Kubota repair parts	Equipment service & maintenance	
19904	BP2211	15/11/2022	£41.35	£0.00	£41.35	**41.35**	Trade UK - Work boots (GW)	Staff Workwear	
19910	BP2211	17/11/2022	£1,248.00	£208.00	£1,040.00	**1,248.00**	Birkdale Doors (Lincolnshire) Ltd - Supply and install industrial roller garage door	Marshalls Garge door	
19912	BP2211	16/11/2022	£200.00	£0.00	£200.00	**200.00**	P.C's - Alterations to main gate at Levellings	Levelings boundary maintenance	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19914	BP2211	15/11/2022	£360.00	£60.00	£300.00	**360.00**	Lincolnshire Associastion of Local Councils - 1st Aid Training (BB, CT, NG, JB, PM)	Staff Training	
19915	BP2211	19/11/2022	£269.52	£44.92	£224.60	**269.52**	Chantry Agricultural Engineers - Repair of snapped PTO drive belts on Kubota G26	Equipment Maintenance	
19917	BP2211	11/11/2022	£280.97	£46.83	£234.14	**280.97**	Chubb Fire & Security Ltd - Call to train of fire alarm	Richmond House, Fire Alarm	
19918	BP2211	18/11/2022	£109.95	£0.00	£109.95	**109.95**	Elite Workwear UK - Work boots (JB & CF)	Staff Workwear	
19890	CC2212	15/11/2022	£73.18	£12.20	£60.98	**73.18**	Key Signs UK Ltd - Hazard signs for fuel storage	Fuel storage	
19891	CC2212	13/11/2022	£19.16	£3.20	£15.96	**19.16**	Amazon EU SARL - Highlighters	Stationery	
19892	CC2212	13/11/2022	£4.99	£0.83	£4.16	**4.99**	Amazon Services Europe S.A.R.L. - Cupboard lock	Fire Alarm	
19888	CC2212	10/11/2022	£5.98	£1.00	£4.98	**5.98**	Westcountry Fire Protection Ltd - Meniver old style call point test key x2	Fire Alarm	
19889	CC2212	10/11/2022	£9.68	£1.62	£8.06	**9.68**	Aquarius Fire & Security Ltd - Honeywell gent call point test key x2	Fire Alarm	
19872	CC2212	09/11/2022	£37.14	£6.19	£30.95	**37.14**	City Electrical Factors Ltd - x2 Column key	Xmas lights	
19839	CC2211	26/10/2022	£24.25	£4.04	£20.21	**24.25**	Wilkinson - Bulbs and window cleaning set	Richmond park planters & Cleaning supplies	
19840	CC2211	31/10/2022	£9.99	£1.67	£8.32	**9.99**	Viaan Enterprise Ltd - X2 Academic year planner	Stationery	
19810	CC2211	17/10/2022	£3.00	£0.00	£3.00	**3.00**	HM Land Registry - General Cemetery title register		
19850	CC2212	29/10/2022	£15.17	£2.53	£12.64	**15.17**	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
19811	DD2211	01/11/2022	£212.11	£35.35	£176.76	**212.11**	CF Corporate Finance Ltd - Photocopier lease rental	Photocopier	
19814	DD221024B	24/10/2022	£93.50	£15.58	£77.92	**93.50**	Stallard Kane Associates Ltd - HR Services	HR Services	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19815	DD2211	01/11/2022	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
19816	DD2211	01/11/2022	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
19817	DD2211	01/11/2022	£47.66	£0.00	£47.66		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
19818	DD2211	01/11/2022	£36.83	£0.00	£36.83	**379.15**	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
19900	DD2212	01/12/2022	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
19901	DD2212	01/12/2022	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
19902	DD2212	01/12/2022	£47.66	£0.00	£47.66		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
19903	DD2212	01/12/2022	£36.83	£0.00	£36.83	**379.15**	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
19820	DD2211	01/11/2022	£69.00	£0.00	£69.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
19821	DD2211	01/11/2022	£530.00	£0.00	£530.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
19822	DD2211	01/11/2022	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
19823	DD2211	01/11/2022	£245.00	£0.00	£245.00	**1,780.00**	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
19824	DD221031	12/10/2022	£107.97	£5.14	£102.83		British Gas Business - Gas usage	Richmond House	11/9/22 - 10/10/22
19856	DD2211	08/11/2022	£11.26	£0.54	£10.72		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	5/10/22 - 5/11/22
19857	DD2211	08/11/2022	£31.46	£1.50	£29.96	**150.69**	British Gas Business - Electricity usage	General Cemetery	5/10/22 - 5/11/22
19916	DD2212	15/11/2022	£261.58	£43.59	£217.99	**261.58**	British Gas Business - Gas usage	Richmond House	11/10/22 - 10/11/22
19802	DD2210	17/10/2022	£260.47	£12.40	£248.07		Opus Energy - Gas usage	Marshalls Main Pavilion	16/9/22 - 16/10/22
19803	DD2210	17/10/2022	£34.93	£1.66	£33.27		Opus Energy - Gas usage	Levellings	16/9/22 - 16/10/22
19844	DD2211	27/10/2022	£226.22	£10.77	£215.45		Opus Energy - Electricity Usage	Marshalls Main Pavilion	26/9/22 - 26/10/22
19886	DD2211	06/11/2022	£270.32	£45.05	£225.27		Opus Energy - Electricity Usage	Richmond House Main House	6/10/22 - 5/11/22
19908	DD2211	18/11/2022	-£34.93	-£1.66	-£33.27		Opus Energy - Gas usage	Marshalls Main Pavilion	16/9/22 - 16/10/22
19909	DD2211	18/11/2022	-£260.47	-£12.40	-£248.07	**496.54**	Opus Energy - Gas usage	Levellings	16/9/22 - 16/10/22
19906	DD2211	17/11/2022	£425.13	£20.24	£404.89		Opus Energy - Gas usage	Marshalls Main Pavilion	16/9/22 - 16/11/22
19907	DD2211	17/11/2022	£81.73	£3.89	£77.84	**506.86**	Opus Energy - Gas usage	Levellings	16/9/22 - 16/11/22

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19842	BP2211	01/11/2022	£23.87	£1.14	£22.73		E.ON Next Energy Ltd - Electricity usage	Marshalls External Changing	1/10/22 - 31/10/22
19843	DD2211	01/11/2022	£47.85	£2.28	£45.57		E.ON Next Energy Ltd - Electricity usage	Richmond House Flat	1/10/22 - 31/10/22
19905	DD2212	17/11/2022	£28.99	£1.38	£27.61		E.ON Next Energy Ltd - Electricity usage	Richmond Park Greenhouse	1/10/22 - 15/11/22
19855	DD2211	01/11/2022	£14.75	£0.70	£14.05	**115.46**	E.ON Next Energy Ltd - Electricity usage	Levellings	1/10/22 - 31/10/22
19837	BP2211	28/10/2022	£75.31	£0.00	£75.31		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/9/22 - 26/10/22
19864	BP2211	03/11/2022	£16.26	£0.00	£16.26		Water Plus Ltd - Used water & surface water drainage	Marshalls	1/10/22 - 1/11/22
19865	BP2211	03/11/2022	£4.39	£0.00	£4.39		Water Plus Ltd - Used water & surface water drainage	Levellings	1/10/22 - 1/11/22
19911	BP2211	03/11/2022	£44.67	£0.00	£44.67	**140.63**	Water Plus Ltd - Used water & surface water drainage	Richmond Park	1/10/22 - 1/11/22
19869	DR221107	16/10/2022	£16.73	£0.00	£16.73	**16.73**	HSBC - Bank charges	Bank Charges	17/9/22 - 16/10/22
19884	BP2211	09/11/2022	£126.00	£21.00	£105.00	**126.00**	British Telecommunications Plc - Phone line and broadband services	Richmond House	Monthly
19885	DD2211	09/11/2022				**£400.99**	Unicom - Landline, broadband & electricity charges		
		1	£49.86	£8.31	£41.55		Alarm line	Richmond House	
		2	£162.90	£7.76	£155.14		Electricity (Lewis Street) (estimate)	Xmas light Electricity	1/10/22 - 1/11/22
		3	£97.65	£4.65	£93.00		Electricity (Trinity Street) (estimate)	Xmas light Electricity	1/10/22 - 1/11/22
		4	46.26	7.71	38.55		CCTV Broadband & Phoneline	Richmond House	
		5	£44.32	£7.39	£36.93		CCTV Broadband & Phoneline	Marshalls	
19825	DD2211	17/10/2022	£510.06	£85.01	£425.05	**510.06**	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/11/22 - 1/12/22
19854	DD2211	01/11/2022	£359.98	£59.99	£299.99	**359.98**	Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/11/22 - 14/12/22
19845	DD2211	01/11/2022	£271.10	£45.18	£225.92	**271.10**	Novuna Vehicle Solutions - Citreon Berlingo Lease	Vehicle Expenses	23/11/22 - 22/12/22
19808	DD221013	03/10/2022	£225.26	£37.54	£187.72	**225.26**	Fuelgenie - Fuel usage	Vehicle Expenses	1/9/22 - 30/9/22
19819	BP221024	01/10/2022				**23,136.51**	Rigel Wolf Ltd - October Payroll		
		1	£19,249.13	0.00	£19,249.13		October Payroll	Gross Salary	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
		2	£1,823.38	0.00	£1,823.38		October Payroll	Employer NI	
		3	£2,011.09	0.00	£2,011.09		October Payroll	Employer Pension Cont	
		4	£41.66	0.00	£41.66		October Payroll	Mayoral Allowance	
		5	£11.25	0.75	£10.50		October Payroll	Staff Travel	
19913	BP2211	01/11/2022				**34,826.37**	Rigel Wolf Ltd - November Payroll		
		1	£28,342.05	0.00	£28,342.05		November Payroll	Gross Salary	
		2	£2,640.99	0.00	£2,640.99		November Payroll	Employer NI	
		3	£3,801.67	0.00	£3,801.67		November Payroll	Employer Pension Cont	
		4	£41.66	0.00	£41.66		November Payroll	Mayoral Allowance	
				£3,511.18	**£85,709.58**	**89,220.76**			
Chairman Signature _____						RFO Signature _____		Date _____	

PAPER D

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 23/11/22 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	£456,691.57
Petty Cash	£100.00
Total	£456,791.57

RECEIPTS	Net	Vat	Gross
Cemetery	£40,634.65	£0.00	£40,634.65
Administration	£66,582.17	£0.00	£66,582.17
Mayors Charity	£338.00	£0.00	£338.00
Events	£1,150.06	£0.00	£1,150.06
Grounds Maintenance	£5,307.66	£0.00	£5,307.66
Richmond Park & House	£2,017.50	£0.00	£2,017.50
Sports Grounds	£25,727.50	£0.00	£25,727.50
Allotments	£3,498.93	£0.00	£3,498.93
Precept	£554,358.00	£0.00	£554,358.00
Community Infrastructure Levy	£19,203.15	£0.00	£19,203.15
Total Receipts	£718,817.62	£0.00	£718,817.62

PAYMENTS	Net	Vat	Gross
Cemetery	£15,988.19	£56.13	£16,044.32
Administration	£42,729.72	£3,700.51	£46,430.23
Mayors Charity	£338.00	£0.00	£338.00
Events	£1,045.90	£9.18	£1,055.08
Employee Costs	£188,092.82	£652.06	£188,744.88
Grounds Maintenance	£29,377.37	£5,914.32	£35,291.69
Richmond Park & House	£18,926.98	£2,757.80	£21,684.78
Sports Grounds	£22,810.96	£2,622.25	£25,433.21
Play Areas	£1,305.53	£261.10	£1,566.63
Allotments	£5,070.95	£470.42	£5,541.37
Public Realm	£15,085.05	£2,889.95	£17,975.00
Christmas Lights	£20,359.69	£3,862.98	£24,222.67
Ear Marked Reserves	£28,694.61	£3,150.31	£31,844.92
Total Payments	£389,825.77	£26,347.01	£416,172.78

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£759,336.41
Petty Cash	£100.00
Total	£759,436.41

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

Signed _____ _____

Chair Clerk / Responsible Financial Officer

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Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Precept				
Income				
100	Precept	£554,258.00	£554,258.00	£0.00
105	WLDC Precept Contribution	£100.00	£100.00	£0.00
Total Income		£554,358.00	£554,358.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	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	£318,941.00	£183,770.34	£135,170.66
1010	Travel and Training	£3,200.00	£2,931.50	£268.50
1020	Workwear & ID	£1,200.00	£965.99	£234.01
Total Expenditure		£323,341.00	£187,667.83	£135,673.17

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Administration				
Income				
205	Bank Interest	£400.00	£351.45	-£48.55
210	Insurance Reimbursement (GTF)	£1,574.00	-£424.47	-£1,998.47
215	Legal Fee Reinbursement	£0.00	£0.00	£0.00
220	Subject Access Request / FOI	£0.00	£0.00	£0.00
225	Insurance Claims	£0.00	£27,076.36	£27,076.36
Total Income		£1,974.00	£27,003.34	£25,029.34
Expenditure				
2000	Office Supplies & Telecom	£10,200.00	£5,330.05	£4,869.95
2010	Publicity	£590.00	£120.00	£470.00
2020	Subscriptions	£3,285.00	£491.80	£2,793.20
2030	Democratic & Civic	£27,250.00	£567.44	£26,682.56
2040	Grants	£2,080.00	£1,500.00	£580.00
2060	Insurance	£11,400.00	£18,328.89	-£6,928.89
2070	HR & Finances	£10,615.00	£5,904.67	£4,710.33
2080	Legal Fees	£1,500.00	£1,057.80	£442.20
Total Expenditure		£66,920.00	£33,300.65	£33,619.35

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Grounds Maintenance				
Income				
300	Vehicle Hire	£0.00	£0.00	£0.00
310	LCC Contribution towards Highway Verge Cutting	£5,307.00	£5,307.66	£0.66
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00
330	Scrap	£0.00	£0.00	£0.00
Total Income		£5,307.00	£5,307.66	£0.66
Expenditure				
3000	Vehicle Costs	£19,254.00	£11,258.06	£7,995.94
3010	Grounds Maintenance - All Sites	£30,670.00	£13,875.19	£16,794.81
3020	Cleaning Products	£1,200.00	£708.16	£491.84
Total Expenditure		£51,124.00	£25,841.41	£25,282.59

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Richmond Park & House				
Income				
400	Richmond Park	£8,635.00	£2,017.50	-£6,617.50
Total Income		£8,635.00	£2,017.50	-£6,617.50
Expenditure				
4000	Richmond Park & House	£40,015.00	£15,140.80	£24,874.20
Total Expenditure		£40,015.00	£15,140.80	£24,874.20

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Sports Grounds				
Income				
500	Roses	£0.00	£0.00	£0.00
510	Marshalls	£16,441.00	£8,969.45	-£7,471.55
520	Levellings	£1,500.00	£473.55	-£1,026.45
Total Income		£17,941.00	£9,443.00	-£8,498.00
Expenditure				
5000	Roses	£0.00	£0.00	£0.00
5010	Marshalls	£36,804.00	£18,139.66	£18,664.34
5020	Levellings	£2,306.00	£875.63	£1,430.37
Total Expenditure		£39,110.00	£19,015.29	£20,094.71

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Cemetery				
Income				
600	General Cemetery	£43,198.00	£38,786.45	-£4,411.55
610	North Warren Cemetery	£0.00	-£235.80	-£235.80
Total Income		£43,198.00	£38,550.65	-£4,647.35
Expenditure				
6000	General Cemetery	£61,311.00	£14,615.15	£46,695.85
6010	North Warren Cemetery	£1,323.00	£547.35	£775.65
Total Expenditure		£62,634.00	£15,162.50	£47,471.50

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Play Areas				
Expenditure				
7000	Play Equipment Maintenance	£4,000.00	£281.24	£3,718.76
7005	Wet Pour Maintenance	£2,000.00	£0.00	£2,000.00
7010	Levellings	£0.00	£0.00	£0.00
7020	Aisby Walk	£2,000.00	£292.29	£1,707.71
7030	Danes Road	£0.00	£0.00	£0.00
7040	Mayflower Close	£0.00	£0.00	£0.00
7050	Sandsfield Lane North	£0.00	£0.00	£0.00
7080	St Georges	£0.00	£0.00	£0.00
7090	Play Area Inspections	£1,043.00	£732.00	£311.00
Total Expenditure		£9,043.00	£1,305.53	£7,737.47

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Allotments				
Income				
800	Allotments	£8,876.00	£1,139.33	-£7,736.67
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00
Total Income		£10,126.00	£1,139.33	-£8,986.67
Expenditure				
8000	Foxby Hill	£2,825.00	£1,870.37	£954.63
8010	Love Lane	£2,000.00	£1,159.43	£840.57
8020	North Warren	£1,025.00	£51.99	£973.01
8030	Showfield	£3,025.00	£0.00	£3,025.00
8040	Spital Hill	£1,500.00	£822.61	£677.39
8050	Love Lane Garage Site	£200.00	£0.00	£200.00
8060	All Sites	£1,252.00	£909.96	£342.04
Total Expenditure		£11,827.00	£4,814.36	£7,012.64

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Public Realm				
Income				
900	Corringham Road Roundabout	£0.00	£0.00	£0.00
910	War Memorial Project	£0.00	£0.00	£0.00
920	Bus Shelters	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00
Expenditure				
9000	Roundabouts / Islands	£0.00	£0.00	£0.00
9010	Street Furniture	£2,640.00	£961.00	£1,679.00
9020	War Memorial	£385.00	£0.00	£385.00
9030	Gainsborough in Bloom	£0.00	£0.00	£0.00
9040	Community Rail Partnership	£0.00	£0.00	£0.00
Total Expenditure		£3,025.00	£961.00	£2,064.00

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Events				
Income				
1000	Richmond Park	£0.00	£0.00	£0.00
1010	Marshalls Sports Ground	£0.00	£150.06	£150.06
1020	Roses Sports Ground	£0.00	£0.00	£0.00
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00
1040	Aisby Walk Playing Field	£500.00	£0.00	-£500.00
Total Income		£1,500.00	£1,150.06	-£349.94
Expenditure				
10010	Mayflower 400 (Illuminate)	£1,000.00	£1,000.00	£0.00
10030	Queen's Platinum Jubilee	£0.00	£0.00	£0.00
10040	Remembrance Sunday	£300.00	£45.90	£254.10
10050	Local Event Support	£3,000.00	£0.00	£3,000.00
Total Expenditure		£4,300.00	£1,045.90	£3,254.10

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Christmas Lights				
Income				
1100	Shop Christmas Tree Scheme	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00
Expenditure				
11000	Switch On Event	£5,000.00	£0.00	£5,000.00
11010	Anchor Point / Electrical Testing	£2,500.00	£1,191.95	£1,308.05
11020	Electrical Contractor - Main Lights	£0.00	£0.00	£0.00
11030	Electrical Contractor - Shop Trees	£0.00	£0.00	£0.00
11040	Market Place Christmas Tree	£0.00	£0.00	£0.00
11050	New Decorations	£21,000.00	£15,967.43	£5,032.57
11060	Trinty Street Electricity	£3,000.00	£3,200.31	-£200.31
11070	Church Street Lamp Post Electricity	£200.00	£0.00	£200.00
Total Expenditure		£31,700.00	£20,359.69	£11,340.31

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Community Infrastructure Levy				
Income				
14000	CIL	£0.00	£19,203.15	£19,203.15
Total Income		£0.00	£19,203.15	£19,203.15

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Ear Marked Reserves				
Expenditure				
12000	Ear Marked Reserves	£464,094.18	£28,379.71	£435,714.47
Total Expenditure		£464,094.18	£28,379.71	£435,714.47

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	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 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Actual Net	Balance
Mayors Charity				
Income				
1200	Events & Donations	£0.00	£338.00	£338.00
Total Income		£0.00	£338.00	£338.00
Expenditure				
14000	Mayor Events (HSBC)	£0.00	£0.00	£0.00
14010	Mayors Charity Donation (HSBC)	£0.00	£338.00	-£338.00
Total Expenditure		£0.00	£338.00	-£338.00

Financial Budget Comparison

Comparison between 01/04/22 and 23/11/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Actual Net	Balance
Total Income	£643,039.00	£658,510.69	
Total Expenditure	£1,107,133.18	£353,332.67	
Total Net Balance	**-£464,094.18**	**£305,178.02**	

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Bank Account Reconciled Statement

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

Statement Number	117	Bank Statement No.	117
Statement Opening Balance	£786,399.47	Opening Date	01/10/22
Statement Closing Balance	£757,328.12	Closing Date	31/10/22
True/ Cashbook Closing Balance	£757,328.12		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/10/22	DD221001	Novuna Vehicle Solutions	271.10	0.00	786,128.37
01/10/22	DD221001B	West Lindsey District Council	36.83	0.00	786,091.54
01/10/22	DD221001C	West Lindsey District Council	47.66	0.00	786,043.88
01/10/22	DD221001D	West Lindsey District Council	147.33	0.00	785,896.55
01/10/22	DD221001E	West Lindsey District Council	147.33	0.00	785,749.22
01/10/22	DD221001F	Opus Energy	220.71	0.00	785,528.51
01/10/22	DD221001G	Lex Autolease Limited	510.06	0.00	785,018.45
04/10/22	CC221004	Multiple Suppliers/ Customers	120.03	0.00	784,898.42
05/10/22	CR221005	Handel House Preparatory School	0.00	138.60	785,037.02
05/10/22	CR221005B	Friendship FC	0.00	86.10	785,123.12
05/10/22	CR221008	Cliff Bradley & Sons Ltd	0.00	724.50	785,847.62
06/10/22	DD221006	Anglian Water Business (National) Ltd	100.21	0.00	785,747.41
07/10/22	CR221007	Slimming World	0.00	158.02	785,905.43
07/10/22	CR221007B	Zurich Muncipal	0.00	4,182.72	790,088.15
07/10/22	CR221007C	Elm Cottage FC	0.00	215.25	790,303.40
08/10/22	DR221008	HSBC	8.00	0.00	790,295.40
11/10/22	BP221011	SLCC Enterprises Ltd	0.00	0.00	790,295.40
11/10/22	CR221011	[redacted]	0.00	33.60	790,329.00
11/10/22	DD221011	Opus Energy	202.25	0.00	790,126.75
12/10/22	BP221012	Burton & Dyson Solicitors	505.44	0.00	789,621.31
13/10/22	DD221013	Fuelgenie	225.26	0.00	789,396.05
14/10/22	CR221014	Slimming World	0.00	158.02	789,554.07
17/10/22	BP221017	SLCC Enterprises Ltd	144.00	0.00	789,410.07
17/10/22	DD221017	Arval UK Ltd	359.98	0.00	789,050.09
17/10/22	DD221017B	West Lindsey District Council	69.00	0.00	788,981.09
17/10/22	DD221017C	West Lindsey District Council	530.00	0.00	788,451.09
17/10/22	DD221017D	West Lindsey District Council	936.00	0.00	787,515.09

Bank Account Reconciled Statement

17/10/22	DD221017E	West Lindsey District Council	245.00	0.00	787,270.09
18/10/22	DD221018	E.ON Next Energy Ltd	37.10	0.00	787,232.99
18/10/22	DD221018B	E.ON Next Energy Ltd	30.37	0.00	787,202.62
18/10/22	DD221018C	E.ON Next Energy Ltd	21.51	0.00	787,181.11
18/10/22	DD221018D	E.ON Next Energy Ltd	21.85	0.00	787,159.26
18/10/22	DD221018E	Unicom	310.32	0.00	786,848.94
18/10/22	WRITE OFF-62	Gainsborough Trinity Foundation	0.00	0.00	786,848.94
19/10/22	CR221019	Marshalls Bowls Club	0.00	1,285.20	788,134.14
19/10/22	CR221019B	Blues Club FC	0.00	86.10	788,220.24
19/10/22	CR221019C	HJM Memorials	0.00	241.50	788,461.74
19/10/22	CR221019D	Zurich Muncipal	0.00	17,895.00	806,356.74
20/10/22	BP221020	Kyle Holliday Grave Digger	400.00	0.00	805,956.74
20/10/22	BP221020B	Blachere Illumination UK Limited	13,912.20	0.00	792,044.54
20/10/22	BP221020C	PKF Littlejohn LLP	1,560.00	0.00	790,484.54
20/10/22	BP221020D	Sir E C Bacon Settlement 1951 Residual Fund	875.00	0.00	789,609.54
20/10/22	BP221020E	High Street Garage	762.00	0.00	788,847.54
20/10/22	BP221020F	F5 Computing Ltd	453.72	0.00	788,393.82
20/10/22	BP221020G	Generation (UK) Ltd	67.89	0.00	788,325.93
20/10/22	BP221020H	Cleaning Supplies 4U	95.83	0.00	788,230.10
20/10/22	BP221020I	V king Direct	63.64	0.00	788,166.46
21/10/22	CR221021	Slimming World	0.00	158.02	788,324.48
21/10/22	DD221021	Opus Energy	152.04	0.00	788,172.44
24/10/22	BP221024	Rigel Wolf Ltd	23,136.51	0.00	765,035.93
24/10/22	BP221024B	Howden Joinery Ltd	311.22	0.00	764,724.71
24/10/22	BP221024C	Huws Gray Limited	51.38	0.00	764,673.33
24/10/22	BP221024D	Trade UK	395.68	0.00	764,277.65
24/10/22	BP221024E	Integrating Solutions Ltd	49.52	0.00	764,228.13
24/10/22	BP221024F	Glendale Managed Services Ltd	1,036.74	0.00	763,191.39
24/10/22	BP221024G	Farnells Pest Control	65.00	0.00	763,126.39
24/10/22	BP221024H	Russel (Kirkbymoorside) Ltd	1,057.36	0.00	762,069.03
24/10/22	BP221024I	Peacock and Binnington	101.65	0.00	761,967.38
24/10/22	BP221024J	Ashby Grass Care	1,176.00	0.00	760,791.38
24/10/22	BP221024K	The Florist By Blush	50.00	0.00	760,741.38
24/10/22	BP221024L	Lincoln Security	50.00	0.00	760,691.38
24/10/22	BP221024M	Water Plus Ltd	76.78	0.00	760,614.60
24/10/22	BP221024N	Water Plus Ltd	14.92	0.00	760,599.68

Bank Account Reconciled Statement

24/10/22	BP221024O	Water Plus Ltd	4.24	0.00	760,595.44
24/10/22	BP221024P	Water Plus Ltd	43.26	0.00	760,552.18
24/10/22	BP221024Q	British Telecommunications Plc	126.08	0.00	760,426.10
24/10/22	BP221024R	Anglian Water Business (National) Ltd	372.68	0.00	760,053.42
24/10/22	BP221024S	Lincolnshire Associastion of Local Councils	12.00	0.00	760,041.42
24/10/22	BP221024T	West Lindsey District Council	1,000.00	0.00	759,041.42
24/10/22	BP221024U	Stallard Kane Associates Ltd	720.00	0.00	758,321.42
24/10/22	CR221024	Slimming World	0.00	119.18	758,440.60
24/10/22	DD221024	British Gas Business	52.34	0.00	758,388.26
24/10/22	DD221024B	Stallard Kane Associates Ltd	93.50	0.00	758,294.76
25/10/22	BP221025	[redacted]	0.00	-450.00	757,844.76
26/10/22	PC103953	Multiple Suppliers/ Customers	93.89	0.00	757,750.87
27/10/22	CR221027	Gainsborough Bowmen Archery Club	0.00	127.05	757,877.92
27/10/22	CR221027B	Lincolnshire Co-operative Funeral Service	0.00	1,607.55	759,485.47
31/10/22	BP221031	Northern Powergrid	2,168.56	0.00	757,316.91
31/10/22	CR221031	Slimming World	0.00	119.18	757,436.09
31/10/22	DD221031	British Gas Business	107.97	0.00	757,328.12

Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	55956.94	26885.59

Reconciled by Rachel Allbones

Signed _____ _____

Clerk / Responsible Financial Officer Chair

Date _____ _____

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Your Statement

Mrs Belina Boyer
Gainsborough Town Council
Richmond House
Morton Terrace
Gainsborough
DN21 2RJ

Account Summary	
Opening Balance	10,000.00
Payments In	66,724.26
Payments Out	66,724.26
Closing Balance	10,000.00

International Bank Account Number
GB60HBUK40220151418890

Branch Identifier Code
HBUKGB4131T

29 September to 28 October 2022

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	748

Your BUSINESS CURRENT ACCOUNT details

Date	*Payment type and details*		*Paid out*	*Paid in*	*Balance*
28 Sep 22		**BALANCE BROUGHT FORWARD**			**10,000.00**
30 Sep 22	DD	BG BUSINESS	26.74		
	CR	[redacted]			
		SLIMMING WORLD REN		158.02	
	CR	[redacted]			
		OTTER FC		129.15	
	BP	SAMUEL JACOB			
		4039		428.40	
	BP	SAMUEL JACOB			
		4032		937.65	
	TFR	TRANSFER 03662918	1,626.48		10,000.00
03 Oct 22	DD	NOVUNA	271.10		
	DD	WEST LINDSEY DISTR	36.83		
	DD	WEST LINDSEY DISTR	47.66		
	DD	WEST LINDSEY DISTR	147.33		
	DD	WEST LINDSEY DISTR	147.33		
	DD	OPUS ENERGY GAS SU	220.71		
	DD	LEX AUTOLEASE	510.06		
	TFR	TRANSFER 03662918		1,381.02	10,000.00
04 Oct 22	DD	COMMERCIAL CARD	120.03		
	TFR	TRANSFER 03662918		120.03	10,000.00
05 Oct 22	CR	CHQ IN AT 402201		138.60	
	BP	THE FRIENDSH			
		FRIENDSHIP 3638		86.10	
	TFR	TRANSFER 03662918	224.70		10,000.00
06 Oct 22	DD	ANGLIAN WATER BUSI	100.21		
	TFR	TRANSFER 03662918		100.21	10,000.00
		BALANCE CARRIED FORWARD			**10,000.00**

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29 September to 28 October 2022

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	749

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**10,000.00**
07 Oct 22	CR	[redacted]			
		SLIMMING WORLD REN		158.02	
	CR	ZURICH INS PLC/REC			
		27220022506		4,182.72	
	CR	CASH IN AT HSBC BANK PLC			
		GAINSBOROUGH		215.25	
	TFR	TRANSFER 03662918	4,555.99		10,000.00
08 Oct 22	DR	TOTAL CHARGES			
		TO 16SEP2022	8.00		
	CR	C BRDLEY+SNS LTD			
		INVOICE C35		724.50	
	TFR	TRANSFER 03662918	716.50		10,000.00
11 Oct 22	DD	OPUS ENERGY LTD	202.25		
	CR	[redacted]			
		Inv 23[redacted]		33.60	
	TFR	TRANSFER 03662918		168.65	10,000.00
12 Oct 22	BP	Burton & Dyson			
		47192	505.44		
	TFR	TRANSFER 03662918		505.44	10,000.00
13 Oct 22	DD	ATOS RE FUELGENIE	225.26		
	TFR	TRANSFER 03662918		225.26	10,000.00
14 Oct 22	CR	[redacted]			
		SLIMMING WORLD REN		158.02	
	TFR	TRANSFER 03662918	158.02		10,000.00
17 Oct 22	DD	ARVAL	359.98		
	DD	WEST LINDSEY DC	69.00		
	DD	WEST LINDSEY DC	530.00		
	DD	WEST LINDSEY DC	936.00		
	DD	WEST LINDSEY DC	245.00		
	BP	SLCC Enterprises L			
		[redacted]	144.00		
	TFR	TRANSFER 03662918		2,283.98	10,000.00
18 Oct 22	DD	E.ON NEXT	37.10		
	DD	E.ON NEXT	30.37		
	DD	E.ON NEXT	21.51		
	DD	E.ON NEXT	21.85		
	DD	UNICOM	310.32		
	TFR	TRANSFER 03662918		421.15	10,000.00
19 Oct 22	CR	CASH IN AT HSBC BANK PLC			
		GAINSBOROUGH		86.10	
	CR	HJM MEMORI T/AS			
		HJM - 4033		241.50	
	TFR	TRANSFER 03662918	327.60		10,000.00
20 Oct 22	CR	CHQ IN AT 402201		1,285.20	
		BALANCE CARRIED FORWARD			**11,285.20**

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29 September to 28 October 2022

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	750

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**11,285.20**
	TFR	402201 03662918			
		INTERNET TRANSFER		20,000.00	
	BP	MR [redacted]			
		115	400.00		
	BP	Blachere Illuminat			
		CGAINTC	13,912.20		
	BP	PKF Littlejohn LLP			
		LI0139	1,560.00		
	BP	1951 RESIDUAL FUND			
		GAINS TOWN COUNCIL	875.00		
	BP	High Street Garage			
		Gains Town Council	762.00		
	BP	F5 COMPUTING LTD			
		GAINS TOWN COUNCIL	453.72		
	BP	Generation UK Ltd			
		GAI006	67.89		
	BP	CLEANING SUPPLIES			
		ITGAIN00	95.83		
	BP	Office Depot Inter			
		1354765	63.64		
	TFR	TRANSFER 03662918	3,094.92		10,000.00
21 Oct 22	DD	OPUS ENERGY LTD	152.04		
	CR	[redacted]			
		SLIMMING WORLD REN		158.02	
	TFR	TRANSFER 03662918	5.98		10,000.00
24 Oct 22	DD	BRITISH GAS TRADIN	52.34		
	DD	STALLARD KANE ASSO	93.50		
	CR	[redacted]			
		SLIMMING WORLD REN		119.18	
	TFR	402201 03662918			
		INTERNET TRANSFER		30,000.00	
	BP	RIGEL WOLF CLIENT			
		GTC PAYROLL	23,136.51		
	BP	Howden Joinery Ltd			
		1102068949	311.22		
	BP	Huws Gray Limited			
		727628	51.38		
	BP	Screwfix Direct Lt			
		6331640014561849	395.68		
	BP	Integrating Soluti			
		G066	49.52		
	BP	Glendale Countrysi			
		11402	1,036.74		
		BALANCE CARRIED FORWARD			**14,992.29**

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29 September to 28 October 2022

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	751

Your BUSINESS CURRENT ACCOUNT details

Date	*Payment type and details*	*Paid out*	*Paid in*	*Balance*
	BALANCE BROUGHT FORWARD			**14,992.29**
	BP Mr [redacted]			
	Gains Town Council	65.00		
	BP RUSSELLS LTD			
	P75499	1,057.36		
	BP PEACOCK & BINNINGT			
	6159	101.65		
	BP ASHBY GRASS CARE			
	GTC1	1,176.00		
	BP Belina E Boyer			
	Gains Town Council	50.00		
	BP [redacted]			
	Gains Town Council	50.00		
	BP WATER PLUS			
	0880007483	76.78		
	BP WATER PLUS			
	7001587165	14.92		
	BP WATER PLUS			
	7001679673	4.24		
	BP WATER PLUS			
	0229006916	43.26		
	BP BT BUSINESS			
	GP00831391	126.08		
	BP Anglian Water Busi			
	88888970792	372.68		
	BP LALC			
	GAINSBOROUGH	12.00		
	BP WEST LINDSEY DC			
	1907006170	1,000.00		
	BP SKA Online Ltd			
	17340	720.00		
	TFR TRANSFER 03662918	122.32		10,000.00
25 Oct 22	BP [redacted]			
	Gains Town Council	225.00		
	BP [redacted]			
	Gains Town Council	225.00		
	TFR TRANSFER 03662918		450.00	10,000.00
26 Oct 22	CHQ 103953 CASH 402201	93.89		
	TFR TRANSFER 03662918		93.89	10,000.00
27 Oct 22	CR CHQ IN AT 402201		127.05	
	CR LINCS COOP		1,607.55	
	TFR TRANSFER 03662918	1,734.60		10,000.00
28 Oct 22	**BALANCE CARRIED FORWARD**			**10,000.00**

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29 September to 28 October 2022

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	752

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

Credit Interest Rates	*balance*	*AER variable*
Credit interest is not applied		

Debit Interest Rates	*balance*	*EAR variable*
Debit interest		21.34%

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 ciiom.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 **ciiom.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.**

HSBC UK Bank plc
Registered in England and Wales with registration number 09928412
Registered office: 1 Centenary Square, Birmingham B1 1HQ,
United Kingdom

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HSBC UK

Gainsborough Town Council

40-22-01 51418890
Business C/A · Gains Twn Cn

GBP 10,000.00

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All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	28 Oct 2022 to 31 Oct 2022

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

Date	Type	Description	Paid out	Paid in	Balance
31 Oct 2022		Balance carried forward			10,000.00
31 Oct 2022	TFR	TRANSFER 03662918		2,157.35	10,000.00
31 Oct 2022	BP	Northern Powergrid ENQ23083750	2,168.56		7,842.65
31 Oct 2022	CR	[redacted]ORLD REN		119.18	10,011.21
31 Oct 2022	DD	BG BUSINESS	107.97		9,892.03
28 Oct 2022		Balance brought forward			10,000.00

Last updated 08 Nov 2022 14:04

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Your Statement

Mrs Belina Boyer
Gainsborough Town Council
Richmond House
Morton Terrace
Gainsborough
DN21 2RJ

Account Summary	
Opening Balance	776,399 .47
Payments In	28,835 63
Payments Out	57,906.98
Closing Balance	747,328.12

Interest Rate - Valid as at end date of the statement period
0.54% AER

International Bank Account Number
GB04HBUK40220103662918

Branch Identifier Code
HBUKGB4131T

1 October to 31 October 2022

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	287

Your Business Money Manager details

Date	*Payment type and details*		*Paid out*	*Paid in*	*Balance*
30 Sep 22		**BALANCE BROUGHT FORWARD**			**776,399.47**
03 Oct 22	TFR	TRANSFER 51418890	1,381.02		775,018.45
04 Oct 22	TFR	TRANSFER 51418890	120.03		774,898.42
05 Oct 22	TFR	TRANSFER 51418890		224.70	775,123.12
06 Oct 22	TFR	TRANSFER 51418890	100.21		775,022.91
07 Oct 22	TFR	TRANSFER 51418890		4,555.99	779,578.90
08 Oct 22	TFR	TRANSFER 51418890		716.50	780,295.40
11 Oct 22	TFR	TRANSFER 51418890	168.65		780,126.75
12 Oct 22	TFR	TRANSFER 51418890	505.44		779,621.31
13 Oct 22	TFR	TRANSFER 51418890	225.26		779,396.05
14 Oct 22	TFR	TRANSFER 51418890		158.02	779,554.07
17 Oct 22	TFR	TRANSFER 51418890	2,283.98		777,270.09
18 Oct 22	TFR	TRANSFER 51418890	421.15		776,848.94
19 Oct 22	CR	MYI LIMITED			
		INSCLAIM AISBYWALK		17,895.00	
	TFR	TRANSFER 51418890		327.60	795,071.54
20 Oct 22	TFR	402201 51418890			
		INTERNET TRANSFER	20,000.00		
	TFR	TRANSFER 51418890		3,094.92	778,166.46
21 Oct 22	TFR	TRANSFER 51418890		5.98	778,172.44
24 Oct 22	TFR	402201 51418890			
		INTERNET TRANSFER	30,000.00		
	TFR	TRANSFER 51418890		122.32	748,294.76
25 Oct 22	TFR	TRANSFER 51418890	450.00		747,844.76
26 Oct 22	TFR	TRANSFER 51418890	93.89		747,750.87
27 Oct 22	TFR	TRANSFER 51418890		1,734.60	749,485.47
		BALANCE CARRIED FORWARD			**749,485.47**

HSBC UK

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

1 October to 31 October 2022

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	288

Your Business Money Manager details

Date	*Payment type and details*		*Paid out*	*Paid in*	*Balance*
		BALANCE BROUGHT FORWARD			**749,485.47**
31 Oct 22	TFR	TRANSFER 51418890	2,157.35		747,328.12
31 Oct 22		**BALANCE CARRIED FORWARD**			**747,328.12**

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

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 ciiom.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 **ciiom.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.**

HSBC UK Bank plc
Registered in England and Wales with registration number 09928412
Registered office: 1 Centenary Square, Birmingham B1 1HQ,
United Kingdom

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Earmarked Reserves Review

		31/03/2022	Acutal Net	Balance	Recommendation
1	General Fund	161,468.07	10,750.00	150,718.07	
2	Mayors Charity Account	2,254.65	0.00	2,254.65	Cllr Panter to award Charity funds before YE
3	Roses AWP Sinking Fund	59,500.00	0.00	59,500.00	Retain
4	Roses Key Deposits	950.00	0.00	950.00	Retain
5	Marshalls Key Deposits	700.00	0.00	700.00	Retain
6	Levellings Key Deposit	0.00	0.00	0.00	N/A
	EMPLOYEE COSTS				
7	Staff Training	2,500.00	0.00	2,500.00	Retain
	ADMINISTRATION				
8	Community Grants	6,840.00	0.00	6,840.00	Retain
~~9~~	~~Coronavirus Recovery Grant~~	~~2,500.00~~	~~0.00~~	~~2,500.00~~	Release EMR
~~41~~	~~WW2 Veteran Acknowledgement Award~~	~~225.00~~	~~0.00~~	~~225.00~~	Release EMR
~~10~~	~~Building Valuations~~	~~1,500.00~~	~~1,250.00~~	~~250.00~~	Release EMR
48	Elections	0.00	0.00	0.00	Include as new EMR at YE
	RICHMOND HOUSE & PARK				
11	Richmond House Maintenance	25,000.00	0.00	25,000.00	Retain
12	Richmond House Conservatory	10,022.99	0.00	10,022.99	Retain
13	Richmond Park Toilet Renovations	2,500.00	380.43	2,119.57	Retain
14	Richmond Park Compound Fencing	3,500.00	0.00	3,500.00	Retain
	GROUNDS MAINTENANCE				
15	New Grounds Equipment	2,000.00	0.00	2,000.00	Retain until YE as budget spent then remove
19	General Tree Maintenance & Survey	9,000.00	0.00	9,000.00	Retain as no budget
23	General Footpath Maintenance	13,650.00	0.00	13,650.00	Need to move forward with further works needed
24	General Litter Bin refurb / replacement	2,000.00	0.00	2,000.00	Retain as no budget
33	General Green Waste Removal	2,500.00	0.00	2,500.00	Retain as no budget
	SPORTS GROUNDS				
16	Marshalls Pavilion Maint (Electrics, Boiler, Solar & Water Tank)	7,000.00	1,513.68	5,486.32	Retain as issues with boiler and electrics still not 100% resolved.
17	Marshalls Ditch Clearence	7,810.00	0.00	7,810.00	Retain, ditch needs clearing
18	Ground Maintenance & Renovations (Marsh, Levs)	1,200.00	831.10	368.90	Remove at YE if not spent

Earmarked Reserves Review

	CEMETERY				
29	Cemetery Topple Testing	19,091.00	0.00	19,091.00	Contractor instructed, unsure of end figure
30	Cemetery Boundary Fence Maintenance	4,000.00	0.00	4,000.00	??????????????????????
31	Cemetery Woodland Burial	6,700.00	0.00	6,700.00	??????????????????????
32	Cemetery Extension B Land Sinking Fund	34,000.00	0.00	34,000.00	Retain for future development
	PLAY AREAS				
20	General Play Equipment Maintenance	6,500.00	0.00	6,500.00	Retain as repairs highlighted in RoSPA report
21	Wet Pour Maintenance	13,000.00	0.00	13,000.00	Release £1,060EMR once approved works complete
22	Mayflower Close Boundary Maintenance	600.00	0.00	600.00	To be spent prior to YE then release/remove
~~25~~	~~King Ramps Event Aisby Walk~~	~~500.00~~	~~0.00~~	~~500.00~~	Release EMR
26	Levellings Future Development	16,945.50	0.00	16,945.50	Retain for future development
27	Levellings Changing Room Maintenance	2,900.00	0.00	2,900.00	Retain for future development
28	Levellings Difibrillator	400.00	0.00	400.00	Retain for installation of Defib
	PUBLIC REALM				
~~34~~	~~Street Furniture - Benches~~	~~1,720.00~~	~~0.00~~	~~1,720.00~~	Release EMR
~~35~~	~~Street Furniture - Notice Boards~~	~~450.00~~	~~0.00~~	~~450.00~~	Release EMR
36	Silver Street Sculpture Maintenance	1,000.00	0.00	1,000.00	Retain for any maintenance works, no budget
~~42~~	~~Community Rail Partnership~~	~~2,350.00~~	~~0.00~~	~~2,350.00~~	Release EMR
~~44~~	~~Gainsborough in Bloom~~	~~2,000.00~~	~~0.00~~	~~2,000.00~~	Release EMR
	ALLOTMENTS				
37	Allotment Site Maintenance	5,000.00	1,145.00	3,855.00	Retain
~~38~~	~~Showfield Allotment Wall Maintenance~~	~~10,000.00~~	~~10,000.00~~	~~0.00~~	~~Remove EMR~~
39	North Warren Allotment Fence Replacement	5,200.00	0.00	5,200.00	Retain, awaiting contractor
40	Foxby Hill Allotment Association Funds	108.07	0.00	108.07	Retain
	EVENTS				
45	Queens Platinum Jubilee	6,082.00	521.49	5,560.51	Change EMR to Kings Coronation
	COMMUNITY INFRASTRUCTURE LEVY				
43	CIL	206.90	0.00	206.90	Retain & add further funds awarded
	NEIGHBOURHOOD PLAN				
~~46~~	~~Neighbourhood Plan~~	~~100.00~~	~~0.00~~	~~100.00~~	Release EMR

Earmarked Reserves Review

	MAYORAL EXPENSES					
~~47~~	~~Mayors Expenses 21/22~~	~~620.00~~	~~594.12~~	~~25.88~~		Release EMR
		464,094.18	**26,985.82**	**437,108.36**		

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DRAFT Budget 2023 / 2024

23/11/2022

	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted 22/23 year end as of 22/11/22	Proposed Budget 2023/24
	£	£	£	£	£
EMPLOYEE COSTS	270,945	323,341	187,558	297,374	448,850
ADMINISTRATION	34,674	64,946	6,297	37,262	40,810
GROUNDS MAINTENANCE	59,438	45,817	20,534	38,774	60,500
RICHMOND HOUSE & PARK	20,004	31,380	12,599	21,274	44,213
SPORTS GROUNDS	5,403	21,169	9,572	10,350	16,767
CEMETERY	-6,793	19,436	-17,838	-10,305	7,985
PLAY AREAS	2,044	9,043	1,306	5,063	4,700
ALLOTMENTS	-11,549	1,701	3,675	-39	13,135
PUBLIC REALM	5,567	3,025	961	3,025	3,040
EVENTS	20	2,800	-104	-1,051	5,300
CHRISTMAS LIGHTS	30,018	31,700	20,360	34,923	28,900
CIL	0	0	-19,203	-19,203	0
TOTALS	**409,771**	**554,358**	**225,716**	**417,446**	**674,200**
Net Operating Cost	**409,771**	**554,358**	**225,716**	**417,446**	**674,200**
WLDC Council Tax Support Grant	0	0	0	0	0
WLDC Precept Contribution	100	100	100	100	100
Precept Request to WLDC	527,860	554,258	554,258	554,258	674,100
(Deficit)/Surplus	118,189	0	328,642	136,912	0
Tax Base	**4,649.71**	**4,774.09**			**4,774.09**
Precept (Council Tax Charge)	**£113.53**	**£116.10**			**£141.20**
Band D Per week	£2.18	£2.23			£2.72
Council Tax Increase / Decrease	**3.00%**	**2.27%**			**21.62%**

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)

DRAFT Budget 2023 / 2024

23/11/2022

Code	EMPLOYEE COSTS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
1000	**Payroll**	**268,684**	**318,941**	**183,770**	**293,124**	**440,000**	
1000/1	Gross Salary	217,259	257,020	150,013	235,129	350,000	x15 Members of staff as per recommended new structure
1000/2	Employer NI Contribution	18,350	21,921	13,880	21,778	35,000	as above
1000/3	Employer Pension Contribution	33,075	40,000	19,878	36,217	55,000	23.9% - currently x6 Members of staff
1000/3	Overtime	0	0	0	0	0	
1000/4	Additional Remuneration	0	0	0	0	0	
1000/5	Redundancy	0	0	0	0	0	
1000/6	Agency Staff	0	0	0	0	0	
1010	**Travel and Training**	**1,425**	**3,200**	**2,932**	**3,050**	**5,600**	
1010/1	Staff Travel	155	200	11	50	1,000	Estimated staff travel costs
1010/2	Staff Training	1,270	3,000	2,921	3,000	4,500	£2,500 in earmarked reserves
1010/3	Staff Car Business Insurance Reimbursement	0	0	0	0	100	For car business insurance for Ops Man and Allotments Officer
1020	**Workwear & ID**	**836**	**1,200**	**856**	**1,200**	**3,250**	
1020/1	Staff Workwear	718	1,200	856	1,200	3,200	Workwear costs
1020/2	H & S Workwear	93	0	0	0	0	
1020/3	Staff ID Badge	25	0	0	0	50	
	GROSS EXPENDITURE	**270,945**	**323,341**	**187,558**	**297,374**	**448,850**	
110	**INCOME**	**0**	**0**	**0**	**0**	**0**	
110	Furlough Payments	0	0	0		0	
	GROSS INCOME	**0**	**0**	**0**	**0**	**0**	
	NET EXPENDITURE	**270,945**	**323,341**	**187,558**	**297,374**	**448,850**	

DRAFT Budget 2023 / 2024

Code	ADMINISTRATION	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
2000	**Office Supplies & Telecom**	**8,879**	**10,200**	**5,330**	**7,566**	**11,200**	Building reserve for new laptops
2000/1	IT Services and Maintenance	4,664	5,500	2,764	4,275	5,500	Email services and maintenance, provision for new computers
2000/2	Printing	1,163	1,500	904	1,398	1,600	Photocopier printing charges
2000/3	Postage and Stationery	1,522	1,000	738	100	1,000	
2000/4	Office Equipment	285	500	3	5	500	
2000/6	Telephone & Broadband	1,245	1,200	832	1,287	1,300	Office phoneline & broadband charges
2000/7	Mobiles	0	0	0	0	800	Potential x4 mobile contracts
2000/8	Shredding	0	500	88	500	500	Confidential shredding
2010	**Publicity**	**227**	**590**	**120**	**240**	**640**	
2010/1	Annual Public Meeting	67	120	0	120	120	Room hire & refreshment costs
2010/2	Sponsorship	0	0	0	0	0	
2010/3	Website	160	250	120	120	300	Website hosting and maintenance fees
2010/4	Publicity (newsletter etc)	0	220	0	0	220	Potential newsletter or other publicity
2020	**Subscriptions**	**2,828**	**3,285**	**492**	**3,092**	**3,005**	
2020/1	LALC	2,534	2,800	0	2,600	2,800	Estimated annual subscription
2020/2	The National Allotment Society	55	55	55	55	55	Annual subscription
2020/3	LCAS	0	0	0	0	0	No longer charge for subscription
2020/4	ICCM	95	95	95	95	95	Annual subscription
2020/5	Publications	39	230	237	237	0	Not expecting to purchase any publications
2020/6	Information Commissioners Office	55	55	55	55	55	Annual subscription
2020/7	NALC	50	50	50	50	0	Local Council Award Scheme
2030	**Democratic & Civic**	**15,394**	**27,250**	**567**	**1,492**	**4,825**	
2030/1	Civic Service	0	1,600	0	0	1,600	Estimated cost
2030/2	Civic Regalia & Past Mayor badge	0	200	0	200	200	Mayoral chain repairs
2030/3	Citizen of the Year Award	0	0	0	0	0	x4 Medals purchased 2020
2030/4	WW2 Veteran Acknowledgement Award	0	0	0	0	0	£225 in earmarked reserves
2030/5	Mayors Allowance	500	500	333	500	500	As set out in Members Allowances Policy
2030/6	Mayors Expenses	655	1,500	42	200	1,500	As set out in Members Allowances Policy
2030/7	Mayors Cadet	0	100	0	0	100	Estimated expenses if a cadet is appointed
2030/8	Election Costs	13,616	22,500	0	0	0	Ear mark unspent budget of £22,500
2030/9	Councillor Training	170	200	180	180	200	LALC annual training scheme
2030/10	Councillor Travel	0	200	0	0	200	Travels allowance to training events
2030/11	Councillor ID	0	0	0	0	75	In with election costs
2030/12	Miscellaneous Expenses	53	50	12	12	50	Meeting refreshments
2030/13	AdvantEDGE Admin+ & Asset Manager	399	400	0	400	400	Annual contract
2040	**Grants**	**1,059**	**2,080**	**1,500**	**2,000**	**2,080**	
2040/1	S137 - GPC	19	80	0	0	80	Poppy wreath purchase
2040/2	Community Grants	1,040	2,000	1,500	2,000	2,000	£6,840 in earmarked reserves

DRAFT Budget 2023 / 2024

Code	ADMINISTRATION	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
2060	**Insurance**	**14,553**	**11,400**	**18,329**	**11,347**	**13,000**	
2060/1	Zurich Municipal	10,953	11,400	11,347	11,347	13,000	Estimated Annual cost
2060/2	Claims expenses	3,600	0	6,982	0	0	
2060/3	Valuations	0	0	0	0	0	
2070	**HR & Finances**	**8,053**	**10,615**	**5,905**	**10,050**	**6,535**	
2070/1	Internal Auditor	3,624	2,000	0	1,000	1,200	Estimated charge, changed provider
2070/2	External Auditor	1,300	1,300	1,300	1,300	1,300	Estimated annual return charge
2070/3	Accountant - Payroll Services	540	560	280	560	580	Estimated annual charge
2070/4	Edge Design - Finance Software	766	805	0	805	805	Annual charge for software
2070/5	Bank Charges	228	450	199	450	450	Estimated annual charge
2070/6	HR Provider	906	1,100	545	935	1,200	Annual charge for service + possible extras
2070/7	Occupational Health	0	500	0	0	500	Budget if needed
2070/8	Recruitment	689	500	0	0	500	Budget if needed
2070/9	Governance Support	0	3,400	3,580	5,000	0	
2080	**Legal Fees**	**795**	**1,500**	**1,058**	**1,500**	**1,500**	
2080/1	General	795	1,500	1,058	1,500	1,500	Estimated annual charge
2080/2	Roses Legal Fees	0	0	0	0	0	
	GROSS EXPENDITURE	**51,788**	**66,920**	**33,301**	**37,287**	**42,785**	
	INCOME	**17,114**	**1,974**	**27,003**	**26**	**1,975**	
205	Bank Account Interest	4,886	400	351	450	400	
210	Insurance Claims	8,800	0	27,076	0	1,575	
215	Legal Fee Reimbursement	0	0	0	0	0	
220	Subject Access Request / FOI	0	0	0	0	0	
225	Insurance Reimbursement (GTF)	3,428	1,574	-424	-424	0	
	GROSS INCOME	**17,114**	**1,974**	**27,003**	**26**	**1,975**	
	NET EXPENDITURE	**34,674**	**64,946**	**6,297**	**37,262**	**40,810**	

DRAFT Budget 2023 / 2024

Code	GROUNDS MAINTENANCE	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
3000	**Vehicle Costs**	**16,178**	**19,254**	**11,258**	**17,412**	**30,700**	
3000/1	Ford Transit Tipper	5,111	5,150	3,000	4,640	12,000	Annual lease costs - Ends 01/7/2023, initial quote received £1,200 per month
3000/2	Ford Transit Custom Van	3,610	3,650	2,425	3,750	8,000	Annual lease costs - Ends 14/9/2023, initial quote received £800 per month
3000/3	Citroen Berlingo Van	2,721	2,754	1,832	2,834	2,000	Annual lease costs - Ends 22/9/2023, not replacing
3000/4	Vehicle Maintenance	76	300	20	31	300	Estimated maintenance costs
3000/5	Fuel	2,963	7,000	3,980	6,156	8,000	Estimated fuel costs, no longer use red and increase fuel costs
3000/6	Red Diesel	1,321	0	0	0	0	No longer can use red diesel
3000/7	Trailer Maintenance	377	400	0	0	400	Estimated trailer service cost
3010	**Grounds Maintenance - All Sites**	**47,702**	**30,670**	**13,875**	**25,470**	**33,950**	
3010/1	Miscellaneous	915	1,000	904	1,000	1,000	Tape, padlocks, cable ties, drill bits etc
3010/2	Equipment Service & Maintenance	5,612	7,000	2,886	7,000	7,000	Estimated maintenance and services costs for all equipment
3010/3	New Grounds Equipment	15,041	3,000	3,000	3,000	4,000	New equipment
3010/4	Footpath/Roadway Maintenance	5,000	5,000	0	0	5,000	Possible works for Levellings, plus £13,650 in earmarked reserves
3010/5	Tree Maintenance	1,800	2,000	0	2,000	1,000	plus £9,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
3010/6	Weed Killing (spraying)	801	750	80	750	750	All site weed killing
3010/7	Green Waste Removal	690	0	0	0	0	£2,500 in ear marked reserves
3010/8	Hedge Cutting	0	0	0	0	0	No hedge cutting envisaged by a contractor
3010/9	Grit	0	200	0	0	200	Winter grit purchase for all sites
3010/10	Tree Safety Survey	2,100	2,000	0	2,000	2,000	Annual tree inspection survey
3010/11	Health & Safety & First Aid	0	1,120	1,044	1,120	1,000	
3010/12	Highway Verge Cutting	15,743	8,600	5,962	8,600	12,000	Estimate for 10 cuts
3010/13	Wildflower Verges	0	0	0	0	0	
3020	**Cleaning Products**	**951**	**1,200**	**708**	**1,200**	**1,200**	
3020/1	Cleaning Products & Refuse Bags	951	1,200	708	1,200	1,200	For Marshalls, Richmond House, Levellings & Gen Cem
	GROSS EXPENDITURE	**64,831**	**51,124**	**25,841**	**44,082**	**65,850**	
	INCOME						
	Vehicle Hire, Grass Verges and Sales	**5,394**	**5,307**	**5,308**	**5,308**	**5,350**	
300/1	Vehicle Hire	0	0	0	0	0	
300/2	LCC Contribution towards Highway Verge Cutting	5,249	5,307	5,308	5,308	5,350	
320	Sale of Grounds Equipment	0	0	0	0	0	
330	Scrap	145	0	0	0	0	
	GROSS INCOME	**5,394**	**5,307**	**5,308**	**5,308**	**5,350**	
	NET EXPENDITURE	**59,438**	**45,817**	**20,534**	**38,774**	**60,500**	

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Code	RICHMOND HOUSE & PARK	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
4000	**Richmond Park & House**	**28,730**	**40,015**	**14,616**	**29,809**	**52,748**	
4000/1	Rates	2,944	2,944	1,964	2,994	3,000	Estimated annual non-domestic rates bill
4000/2	House & Buildings Maintenance	6,015	9,000	3,075	4,755	10,000	To include repair and decorate windows, plus £25,000 in earmarked reserves
4000/3	Gas	2,727	3,500	742	3,500	3,500	Estimated annual charge
4000/4	Electricity - Main House	3,203	4,000	1,698	4,000	4,000	Estimated annual charge
4000/5	Electricity - Flat	498	700	306	700	700	Estimated annual charge
4000/6	Electricity - Greenhouse	322	600	215	333	500	Estimated annual charge
4000/7	Anglian Water	616	900	360	557	700	Estimated annual charge
4000/8	WaterPlus	430	600	360	557	500	Estimated annual charge
4000/9	PAT Testing	355	393	393	393	450	Estimated annual charge
4000/10	Fire Extinguisher & Emergency Light Service	1,123	600	596	596	1,000	Estimated annual service costs
4000/11	Security / Fire Alarm Service & Maintenance	467	670	443	700	500	Annual service & maintenance costs
4000/12	Security / Fire Alarm Response	450	500	100	500	500	Annual charge plus potential contractor call out charges
4000/13	Alarm Phone Line	424	400	321	496	500	Estimated annual charge
4000/14	Legionella Monitoring	1,043	1,043	0	1,043	1,043	Annual testing costs
4000/15	Premises Licence Fee	180	180	0	180	180	WLDC licence charge
4000/16	Boiler Service & Repairs	63	200	63	63	200	Annual service costs
4000/17	Fixed Electrical Testing	0	0	0	0	0	Fixed electrical testing due 2024
4000/18	Ground Maintenance	2,995	2,000	631	2,000	2,000	For general ground repairs & maintenance £3,500 in ear marked reserves for compound fence
4000/19	Waste Management	1,768	1,800	1,179	1,800	1,800	WLDC charge for bin collections
4000/20	Aviary & Bird Feed	183	100	0	100	100	No longer have birds in the aviary, bird feed for external bird feeders
4000/21	Bedding Plants	120	250	152	214	500	Summer and winter bedding plants
4000/22	Outdoor Toilet Renovations & Maintenance	141	0	0	0	2,000	£1,857 in earmarked reserves
4000/23	Tree Maintenance	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
4000/24	Footpath / Road Maintenance	0	5,000	44	44	5,000	Further resurfacing near rose garden
4000/25	New / maintenance of Litter Bins	0	0	0	0	1,000	Replacement bins needed
4000/26	Fountain Maintenance & Repairs	0	250	0	0	250	For any repairs required
4000/27	Flag pole maintenance & repairs	0	100	0	0	100	For any repairs required
4000/28	New Grounds Furniture	0	0	0	0	0	None envisaged
4000/29	Play Equipment Maintenance	0	0	0	0	0	Refer to code 7000
4000/30	Wet pour Repairs	0	0	0	0	0	Refer to code 7005
4000/31	CCTV, fibre broadband & line	2,600	2,600	333	2,600	2,600	WLDC charge for CCTV monitoring + phoneline & fibre
4000/32	Replacement Conservatory	0	0	0	0	10,000	£10,022.99 in earmarked reserves for remaining project
4000/33	First Aid & Defibrillator	63	125	83	125	125	WLDC Defibrillator scheme
4000/34	Cleaning Contractor	0	1,560	1,560	1,560	0	Temporary whilst didn't have a cleaner
	GROSS EXPENDITURE	**28,730**	**40,015**	**14,616**	**29,809**	**52,748**	

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Code	RICHMOND HOUSE & PARK	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
	INCOME						
	Richmond Park & House	**8,726**	**8,635**	**2,018**	**8,535**	**8,535**	
400/1	Office Hire (Registrar)	4,035	4,035	2,018	4,035	4,035	Current lease charge
400/2	Registrar Service Recharge	4,691	4,600	0	4,500	4,500	Estimate service recharge
400/3	Room Hire	0	0	0	0	0	
	GROSS INCOME	**8,726**	**8,635**	**2,018**	**8,535**	**8,535**	
	NET EXPENDITURE	**20,004**	**31,380**	**12,599**	**21,274**	**44,213**	

DRAFT Budget 2023 / 2024

Code	SPORTS GROUNDS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
5000	**Roses**	**0**	**0**	**0**	**0**	**0**	
5010	**Marshalls**	**30,242**	**36,804**	**18,140**	**33,669**	**38,976**	
5010/1	Rates	11,228	11,228	7,484	11,228	11,500	Estimated annual non-domestic rates bill
5010/2	Main Pavilion Maintenance	948	1,000	53	1,000	2,000	Essential maintenance costs & possible decoration plus £5,486 in earmarked reserves for pavilion maintenance
5010/3	Bowls Pavilion / Outbuilding Maintenance	0	2,000	1,237	1,237	1,000	Estimated maintenance costs
5010/4	Hygiene Services	217	220	106	223	220	phs service charge
5010/5	Gas - Main Pavilion	2,432	3,500	1,292	3,500	3,500	Estimated annual charge
5010/6	Gas - Bowls Pavilion	300	0	0	0	0	Estimated annual charge
5010/7	Electricity - Main Pavilion	2,077	3,000	1,510	3,000	3,000	Estimated annual charge
5010/8	Electricity - External Changing	316	1,000	552	1,000	1,000	Estimated annual charge
5010/9	Electricity - Bowls Pavilion	600	300	169	300	350	Estimated annual charge
5010/10	Anglian Water	265	400	145	400	400	Estimated annual charge
5010/11	WaterPlus	113	800	139	300	500	Estimated annual charge
5010/12	PAT Testing	25	25	25	25	25	Estimated annual charge
5010/13	Fire Extinguisher & Emergency Light Service	2,032	750	120	500	750	Estimated annual service & maintenance costs
5010/14	Security / Fire Alarm	454	1,400	1,077	1,077	1,000	Annual service & maintenance costs
5010/15	Legionella Monitoring	521	521	0	521	521	Estimated annual testing costs
5010/16	Premises Licence Fee	180	180	0	180	180	WLDC licence charge
5010/17	Boiler Service and Repairs	1,453	1,000	75	1,000	1,000	Annual service costs
5010/18	Solar Panel Service & Repairs	0	0	0	0	0	Estimated annual maintenance costs
5010/19	Water Tank Service & Repair	0	0	0	0	0	Estimated annual maintenance costs
5010/20	Fixed Electrical Testing	0	0	0	0	0	Fixed electrical testing due 2024
5010/21	Ground Maintenance & Renovations - Cricket	1,459	1,350	1,350	1,350	1,400	Estimate for renovations
5010/22	Ground Maintenance & Renovations - Bowls	1,126	1,200	1,198	1,198	1,300	Estimate for renovations
5010/23	Ground Maintenance & Renovations - Football	0	1,200	812	1,200	3,500	Deep fine aeration and herbicide
5010/24	Ground Maintenance & Renovations - General	0	500	0	500	500	
5010/25	Tree & Hedge Maintenance	300	600	0	300	600	see 3010/5 plus £9,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5010/26	Ditch Clearance	0	0	0	0	0	Will need clearing again in 2021/22 £7,810 in ear marked reserves
5010/27	External Light Maintenance	134	500	0	0	500	Estimated annual maintenance costs
5010/28	Car Park Maintenance	400	500	0	0	500	Any essential repairs
5010/29	Waste Management	1,052	1,000	381	1,000	1,100	WLDC charge for bin collections
5010/30	CCTV Broadband & Phone line	2,136	2,200	332	2,200	2,200	WLDC charge for CCTV monitoring + phoneline & fibre
5010/31	First Aid & Defibrillator	255	200	83	200	200	Possible replacement first aid box and WLDC Defibrillator scheme
5010/32	AdvantEDGE Facilities	220	230	0	230	230	Bookings software

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Code	SPORTS GROUNDS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£	£	£	£	£	
5020	**Levellings**	**1,491**	**2,306**	**876**	**1,975**	**3,581**	
5020/1	Pavilion Maintenance	62	0	0	0	0	External works & internal decoration required, plus £2,467 in earmarked reserves
5020/2	Gas	234	300	140	300	350	Estimated annual charge
5020/3	Electricity	201	300	169	300	300	Estimated annual charge
5020/4	Anglian Water	62	100	34	100	100	Estimated annual charge
5020/5	WaterPlus	63	150	36	56	150	Estimated annual charge
5020/6	PAT Testing	0	0	0	0	0	No longer any electrical goods in side
5020/7	Fire Extinguisher & Emergency Light Service	225	135	135	135	160	Annual service costs
5020/8	Legionella Testing	521	521	0	521	521	Annual testing charges
5020/9	Boiler Service & Repair	63	150	63	63	150	Annual boiler service
5020/10	Fixed Electrical Testing	0	0	0	0	0	Fixed electrical testing due 2024
5020/11	Ground Maintenance & Renovations - Football	0	300	100	300	1,000	Herbicide treatment
5020/12	Ground Maintenance & Renovations - General	0	0	0	0	500	
5020/13	Tree Maintenance	0	0	0	0	0	see 3010/5 plus £9,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5020/14	Fence Maintenance	60	300	200	200	300	Estimated maintenance costs
5020/15	First Aid & Defibrillator	0	50	0	0	50	Possible replacement first aid box, plus £400 in earmarked reserves for defibrillator
5020/16	Sports Equipment	0	0	0	0	0	None envisaged
	GROSS EXPENDITURE	**31,733**	**39,110**	**19,015**	**35,645**	**42,557**	
	INCOME						
500	**Roses**	**7,750**	**0**	**0**	**7,750**	**7,750**	
500/9	Sinking Fund	7,750	0	0	7,750	7,750	
510	**Marshalls**	**17,601**	**16,441**	**8,969**	**16,545**	**17,040**	
510/1	Football	4,969	5,000	767	5,000	5,000	Estimated annual income
510/2	Cricket	696	756	803	803	840	Estimated annual income
510/3	Bowls	1,200	1,285	1,285	1,285	1,300	Estimated annual income
510/4	Room Hire	10,230	9,000	5,976	9,242	9,500	Estimated annual income
510/5	Training Pitch	506	400	139	214	400	Estimated annual income
510/6	Key Deposits	0	0	0	0	0	
520	**Levellings**	**980**	**1,500**	**474**	**1,000**	**1,000**	
520/1	Football	980	1,500	474	1,000	1,000	Estimated annual income
520/2	Key Deposit	0	0	0	0	0	
	GROSS INCOME	**26,331**	**17,941**	**9,443**	**25,295**	**25,790**	
	NET EXPENDITURE	**5,403**	**21,169**	**9,572**	**10,350**	**16,767**	

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Code	CEMETERY	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
6000	**General Cemetery**	**46,375**	**61,311**	**14,615**	**31,834**	**51,848**	
6000/1	Rates	6,362	6,363	4,242	6,363	6,400	Estimated annual non-domestic rates bill
6000/2	Chapel Maintenance	67	200	0	0	6,000	Estimated maintenance costs following roof damage
6000/3	Electricity	400	650	348	650	650	Estimated annual charge
6000/4	Anglian Water & standpipe repairs	1,390	1,500	123	1,500	1,600	Estimated annual charge
6000/5	WaterPlus	1,698	1,200	564	1,200	1,300	Estimated annual charge
6000/6	Fire Extinguisher & Emergency Light Service	90	100	23	23	100	Annual service costs
6000/7	Burial Software	6,726	330	0	330	330	Annual hosting charge
6000/8	Fixed Electrical Testing	0	0	0	0	0	Fixed electrical testing due 2024
6000/9	Ground & Building Maintenance	1,058	2,000	87	2,000	2,000	Estimated maintenance costs
6000/10	Waste Management	1,768	1,768	1,179	1,768	1,768	WLDC charge for bin collections
6000/11	Grave Digging	14,650	18,000	8,050	18,000	18,000	External contractor grave digging charges
6000/12	Toilet Maintenance & service charges	0	200	0	0	200	Estimated annual charge
6000/13	Tree Maintenance	0	0	0	0	0	see 3010/5 plus £9,000 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6000/14	Boundary Fence Maintenance	0	500	0	0	500	Essential maintenance works plus £4,000 in earmarked reserves for codes 6000/14 & 60102
6000/15	Footpath/Roadway Repairs	7,000	15,000	0	0	0	Repair works earmark unspent budget
6000/16	Produce woodland burial and memorial wall	0	0	0	0	0	£6,700 in earmarked reserves
6000/17	Extension B Burial Land Sinking Fund	2,050	13,500	0	0	12,500	Extension B sinking fund for future burial land plus £34,000 in earmarked reserves and earmark unspent budget
6000/18	Drainage	3,116	0	0	0	0	
6000/19	Memorial Topple Testing	0	0	0	0	0	Approx 8,000 memorials to be tested in old side, £19,091 in earmarked reserves, some testing to be carried out imminently
6000/20	New / maintenance of Litter Bins	0	0	0	0	500	Replacement bins required plus £2,000 in earmarked reserves
6010	**North Warren Cemetery**	**933**	**1,323**	**547**	**823**	**1,340**	
6010/1	Rates	823	823	547	823	840	Estimated annual non-domestic rates bill
6010/2	Boundary Fence Maintenance	110	500	0	0	500	Essential maintenance works plus £4,000 in earmarked reserves for codes 6000/14 & 60102
6010/3	Tree Maintenance	0	0	0	0	0	see 3010/5 plus £9,000 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	Carried out in house
6010/5	Ground Maintenance / Repairs	0	0	0	0	0	
6010/6	Grave Digging	0	0	0	0	0	
	GROSS EXPENDITURE	**47,308**	**62,634**	**15,163**	**32,657**	**53,188**	

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Code	CEMETERY	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
	INCOME						
600	**General Cemetery**	**54,691**	**43,198**	**33,236**	**43,198**	**45,203**	
600/1	Burial - Full Interments	23,587	19,278	11,977	19,278	22,491	Estimated income (35x £642.60)
600/2	Burial - Cremation Interments	7,934	7,245	6,762	7,245	6,037	Estimated income (25x £241.5)
600/3	Exclusive Right of Burial	14,235	8,675	7,797	8,675	8,675	Estimated income (18x £481.95)
600/4	Use of chapel	0	0	0	0	0	Estimated income
600/5	Memorial Applications	8,335	8,000	6,700	8,000	8,000	Estimated income
600/6	Exhumations	0	0	0	0	0	Estimated income
600/7	EDF Energy	600	0	0	0	0	Equipment removed
610	**North Warren Cemetery**	**-590**	**0**	**-236**	**-236**	**0**	
610/1	Burial - Full Interments	0	0	0	0	0	Estimated income
610/2	Burial - Cremation Interments	230	0	0	0	0	Estimated income
610/3	Exclusive Right of Burial	-820	0	-450	-450	0	Estimated income
610/4	Memorial Applications	0	0	214	214	0	Estimated income
	GROSS INCOME	**54,101**	**43,198**	**33,000**	**42,962**	**45,203**	
	NET EXPENDITURE	**-6,793**	**19,436**	**-17,838**	**-10,305**	**7,985**	

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Code	PLAY AREAS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
7000	**All Site**	**40**	**6,000**	**281**	**4,000**	**2,000**	
7000	Play Equipment Maintenance	40	4,000	281	4,000	1,000	For repairs of codes 7010 - 7080, plus £6,500 in earmarked reserves earmark any unspent budget
7005	Wet pour Maintenance	0	2,000	0	0	1,000	Repair works carried out Nov 2022, start to build reserve
7010	**Levellings**	**0**	**0**	**0**	**0**	**0**	
7010/1	New Play Equipment	0	0	0	0	0	Refer to 7000
7010/2	Play Equipment Maintenance	0	0	0	0	0	Refer to 7000
7010/3	Skate Park Maintenance	0	0	0	0	0	Skate park now removed
7010/4	Ground Surface Repairs	0	0	0	0	0	Refer to 7000
7010/5	New Benches / Litter Bins & Maintenance	0	0	0	0	0	Refer to 7000
7010/6	Dog Walk	0	0	0	0	0	Refer to 7000
7010/7	Future Development Project	0	0	0	0	0	£16,945.50 in earmarked reserves
7020	**Aisby Walk**	**870**	**2,000**	**292**	**292**	**2,000**	
7020/1	Playing Field	0	0	0	0	0	Refer to 7000
7020/2	New Play Equipment	0	0	0	0	0	Refer to 7000
7020/3	Play Equipment Maintenance	0	0	0	0	0	Refer to 7000
7020/4	Skate Park Maintenance	800	2,000	292	292	2,000	For repair works
7020/5	Ground Surface Repairs	0	0	0	0	0	Refer to 7000
7020/6	New Benches / Litter Bins & Maintenance	0	0	0	0	0	Refer to 7000
7020/7	Boundary & Tree Maintenance	70	0	0	0	0	Refer to 7000
7030	**Play Areas - Danes Road**	**0**	**0**	**0**	**0**	**0**	
7030/1	New Play Equipment	0	0	0	0	0	Refer to 7000
7030/2	Play Equipment Maintenance	0	0	0	0	0	Refer to 7000
7030/3	Ground Surface Repairs	0	0	0	0	0	Refer to 7000
7030/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	Refer to 7000
7030/5	Boundary Maintenance	0	0	0	0	0	Refer to 7000
7040	**Play Areas - Mayflower Close**	**0**	**0**	**0**	**0**	**0**	
7040/1	New Play Equipment	0	0	0	0	0	Refer to 7000
7040/2	Play Equipment Maintenance	0	0	0	0	0	Refer to 7000
7040/3	Ground Surface Repairs	0	0	0	0	0	Refer to 7000
7040/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	Refer to 7000
7040/5	Boundary Maintenance	0	0	0	0	0	£600 in ear marked reserves
7050	**Play Areas - Sandsfield Lane North**	**0**	**0**	**0**	**0**	**0**	
7050/1	New Play Equipment	0	0	0	0	0	Refer to 7000
7050/2	Play Equipment Maintenance	0	0	0	0	0	Refer to 7000
7050/3	Ground Surface Repairs	0	0	0	0	0	Refer to 7000
7050/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	Refer to 7000
7050/5	Boundary Maintenance	0	0	0	0	0	Refer to 7000

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Code	PLAY AREAS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
7080	**Play Areas - St Georges**	**0**	**0**	**0**	**0**	**0**	
7080/1	New Play Equipment	0	0	0	0	0	Refer to 7000
7080/2	Play Equipment Maintenance	0	0	0	0	0	Refer to 7000
7080/3	Ground Surface Repairs	0	0	0	0	0	Refer to 7000
7080/4	New Benches / Litter Bins & Maintenance	0	0	0	0	0	Refer to 7000
7080/5	Boundary Maintenance	0	0	0	0	0	Refer to 7000
7090	**External Play area Inspections**	**1,133**	**1,043**	**732**	**771**	**700**	
	GROSS EXPENDITURE	**2,044**	**9,043**	**1,306**	**5,063**	**4,700**	

DRAFT Budget 2023 / 2024

Code	ALLOTMENTS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
8000	**Allotments - Foxby Hill**	**1,064**	**2,825**	**1,870**	**3,175**	**2,775**	
8000/1	Site Rent	813	875	875	875	875	Annual site rent
8000/2	Skip Hire	0	625	208	625	625	Cost of x3 skips
8000/3	Water Charges	0	550	739	900	500	Estimate for one year supply
8000/4	Asbestos Management	0	375	0	0	0	Refer to 8060/2
8000/5	Hedge Cutting	175	0	0	375	375	
8000/6	Miscellaneous expenditure	76	400	48	400	400	£108.07 in earmarked reserves from self management
8010	**Allotments - Love Lane**	**1,289**	**2,000**	**1,159**	**2,200**	**11,600**	
8010/1	Site Rent	813	875	875	875	875	Annual site rent
8010/2	Skip Hire	0	625	208	625	625	Cost of x3 skips
8010/3	Asbestos Management	0	0	0	0	0	Refer to 8060/2
8010/4	Hedge Cutting	300	100	0	300	100	
8010/5	Miscellaneous expenditure	176	400	76	400	10,000	To include pond infill
8020	**Allotments - North Warren**	**38**	**1,025**	**52**	**1,025**	**1,025**	
8020/1	Site Rent	0	0	0	0	0	Annual site rent - Council owned site
8020/2	Skip Hire	0	625	0	625	625	Cost of x3 skips
8020/3	Asbestos Management	0	0	0	0	0	Refer to 8060/2
8020/4	Miscellaneous expenditure	38	400	52	400	400	£5,200 in earmarked reserves for fence from insurance claim
8030	**Allotments - Showfield**	**353**	**3,025**	**0**	**1,025**	**1,025**	
8030/1	Site Rent	0	0	0	0	0	Annual site rent - not invoiced by LCC would take from EMR
8030/2	Skip Hire	208	625	0	625	625	Cost of x3 skips
8030/3	Asbestos Management	0	0	0	0	0	Refer to 8060/2
8030/4	Wall Maintenance	0	2,000	0	0	0	Earmark unspent budget
8030/5	Miscellaneous expenditure	144	400	0	400	400	
8040	**Allotments - Spital Hill**	**1,096**	**1,500**	**823**	**1,400**	**1,400**	
8040/1	Site Rent	250	250	250	250	250	Annual site rent
8040/2	Skip Hire	442	450	295	450	450	Monthly waste management collections
8040/3	Water Charges	167	400	194	300	300	Estimate for one year supply
8040/4	Asbestos Management	0	0	0	0	0	Refer to 8060/2
8040/5	Miscellaneous expenditure	237	400	84	400	400	
8050	**Allotments - Love Lane Garages**	**0**	**200**	**0**	**200**	**200**	
8050	Garage Lane Maintenance	0	200	0	200	200	For repairs
8060	**Allotments - All Sites**	**326**	**1,252**	**910**	**1,212**	**5,900**	
8060/1	Edge IT Software	326	302	0	302	900	Provision for 2nd tablet for inspections
8060/2	Miscellaneous	0	950	910	910	5,000	To include asbestos removal and plot clearance/preparation plus £3,855 in ear marked reserves
	GROSS EXPENDITURE	**4,165**	**11,827**	**4,814**	**10,237**	**23,925**	

DRAFT Budget 2023 / 2024

Code	ALLOTMENTS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
	INCOME						
800	**Allotments**	**15,614**	**8,876**	**1,139**	**8,876**	**9,540**	
800/1	Foxby Hill	8,220	4,200	332	4,200	4,500	Estimated Annual Income (150)
800/2	Love Lane	2,738	1,596	126	1,596	1,710	Estimated Annual Income (57)
800/3	North Warren	1,390	1,008	308	1,008	1,080	Estimated Annual Income (36)
800/4	Showfields	1,710	980	84	980	1,050	Estimated Annual Income (35)
800/5	Spital Hill	1,556	1,092	289	1,092	1,200	Estimated Annual Income (40)
815	**Garage Space Ropery Road**	**100**	**1,250**	**0**	**1,400**	**1,250**	
	GROSS INCOME	**15,714**	**10,126**	**1,139**	**10,276**	**10,790**	
	NET EXPENDITURE	**-11,549**	**1,701**	**3,675**	**-39**	**13,135**	

DRAFT Budget 2023 / 2024

Code	PUBLIC REALM	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
9000	**Roundabouts / Islands**	**1,500**	**0**	**0**	**0**	**0**	
9000/1	Thorndike Way Roundabout	0	0	0	0	0	
9000/2	Corringham Road Roundabout	1,500	0	0	0	0	No longer maintain the roundabout
9000/3	Morton Corner Traffic Island	0	0	0	0	0	
9010	**Street Furniture**	**42,661**	**2,640**	**961**	**2,640**	**2,640**	
9010/1	Notice Boards	0	0	0	0	0	£450 in earmarked reserves
9010/2	Benches	0	0	0	0	0	£1,720 in earmarked reserves
9010/3	Bus Shelters	39,559	1,440	720	1,440	1,440	Cleaning costs
9010/4	Millennium Clock	3,102	1,200	241	1,200	1,200	Annual service & electricity costs
9010/5	Silver Street Sculpture	0	0	0	0	0	£1,000 in earmarked reserves
9010/6	Community Speed Watch Application	0	0	0	0	0	
9020	**War Memorial**	**350**	**385**	**0**	**385**	**400**	
9020/1	Maintenance	350	385	0	385	400	Memorial cleaning prior to Remembrance Sunday
9020/2	Future Project	0	0	0	0	0	Project complete
9030	**Gainsborough in Bloom**	**0**	**0**	**0**	**0**	**0**	
9030/1		0	0	0	0	0	Towards 2022 competition, £2,000 in ear marked reserves
9040	**Community Rail Partnership**	**0**	**0**	**0**	**0**	**0**	
9040/1		0	0	0	0	0	£2,350 in earmarked reserves for Travel guide and support
	GROSS EXPENDITURE	**44,511**	**3,025**	**961**	**3,025**	**3,040**	
	INCOME						
900	**Roundabouts**	**0**	**0**	**0**	**0**	**0**	
900	Corringham Road	0	0	0	0	0	No longer maintain the roundabout
910	**War Memorial**	**0**		**0**	**0**	**0**	
910	War Memorial Project	0	0	0	0	0	Project complete
920	**Bus Shelters**	**38,944**	**0**	**0**	**0**	**0**	
920	New shelters and renovations	38,944	0	0	0	0	
	GROSS INCOME	**38,944**	**0**	**0**	**0**	**0**	
	NET EXPENDITURE	**5,567**	**3,025**	**961**	**3,025**	**3,040**	

DRAFT Budget 2023 / 2024

Code	EVENTS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
10010	Mayflower 400	0	1,000	1,000	1,000	1,000	
10020	Community / Armed Forces Day	0	0	0	0	2,500	
1030	Queens Jubilee Event	0	0	0	0	0	Budget to be transferred to the Kings Coronation
1035	King Charles III Coronation	0	0	0	0	5,000	Plus £5,000 in earmarked reserves
10040	Remembrance Sunday	20	300	46	70	300	
10050	Local Town Events Support	0	3,000	0	0	3,000	
	GROSS EXPENDITURE	20	4,300	1,046	1,070	6,800	
	INCOME						
1000	Richmond Park	0	0	0	0	0	
1010	Marshalls	0	0	0	0	0	
1030	Levellings - Fair / Circus	0	1,000	1,000	1,409	1,000	
1040	Aisby Walk - Fair / Circus	0	500	0	500	500	
1050	Armed Forces & Community Day 2020	0	0	150	211	0	
	GROSS INCOME	0	1,500	1,150	2,121	1,500	
	NET EXPENDITURE	20	2,800	-104	-1,051	5,300	

DRAFT Budget 2023 / 2024

Code	CHRISTMAS LIGHTS	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
	Christmas Lights	**30,098**	**31,700**	**20,360**	**34,923**	**28,900**	
11000	Switch on event	3,213	5,000	0	5,000	5,000	Contribution to Marshalls Yard organising the event
11010	Anchor Point Testing (Christmas Plus)	2,423	2,500	1,192	2,423	2,500	Full test due 2024
11020	Electrical Contractor - Main lights	0	0	0	0	0	Blachere contract
11030	Electrical Contractor - Shop lights	0	0	0	0	0	No longer offered
11040	Market Place Christmas Tree	0	0	0	0	0	Blachere contract
11050	Blachere Contract	23,299	21,000	15,967	24,000	21,000	New Christmas lighting scheme with contractor
11060	Trinity Street Lamp Post Electricity	1,163	3,000	3,200	3,500	200	Electricity charges - Trinity street meters removed
11070	Church Street Lamp Post Electricity	0	200	0	0	200	Electricity charges
	GROSS EXPENDITURE	**30,098**	**31,700**	**20,360**	**34,923**	**28,900**	
	INCOME						
1100	**Shop Christmas Tree Scheme**	**80**	**0**	**0**	**0**	**0**	No longer offering the scheme
	GROSS INCOME	**80**	**0**	**0**	**0**	**0**	
	NET EXPENDITURE	**30,018**	**31,700**	**20,360**	**34,923**	**28,900**	

DRAFT Budget 2023 / 2024

Code	COMMUNITY INFRASTRUCTURE LEVY	Actual 2021/22	Revised Budget 2022/23	Net Expenditure to 22/11/22	Predicted Outturn	Proposed Budget 2023/24	Explanatory / Justification Notes
		£		£	£	£	
	INCOME						
14000	**CIL**	**0**	**0**	**19,203**	**19,203**	**0**	
14000	Contribution from development	0	0	19,203	19,203	0	£206.90 in ear marked reserves, earmark unspent income and YE
	GROSS INCOME	**0**	**0**	**19,203**	**19,203**	**0**	
	NET EXPENDITURE	**0**	**0**	**-19,203**	**-19,203**	**0**	

Parish of:

ESTIMATE

Estimated amounts required by the above Parish for the year commencing 1 April 2023 in respect of Parish Expenses as follows:

A. **General Expenses** £

B. **Parish Election Expenses** £

C. **ESTIMATED TOTAL BUDGET REQUIREMENT (A+B)** £

D. **Parish Annual Accounts**

Copy of the latest annual audit return attached:

Yes ☐ **No** ☐

E. **Date of formal Parish Council Meeting to set Precept** _____

Signed: ..... **Date:** .....

Please return a copy of this completed form by email and by the deadline to aid our budget setting and billing processes. Thank you.

Email: Bethany.Knight@west-lindsey.gov.uk

As soon as possible, but no later than Friday 25th November 2022

PAPER I

CONFIDENTIAL

PAPER J

Sinking fund

Financial Year	GTC Contribution	Anticipated Balance
14/15	5,000	20,750
15/16	7,750	28,500
16/17	7,750	36,250
17/18	7,750	44,000
18/19	7,750	51,750
19/20	7,750	59,500
20/21	7,750	67,250
21/22	7,750	75,000
22/23	7,750	82,750
23/24	7,750	90,500
24/25	7,750	98,250

Schedule 1

Schedule of Contributions and Anticipated Sinking Fund Balance

Sinking Fund Starting Value £27,000.00.

Initial deductions :

1. **£8,200.00 for work described at 11.1 above.**
2. **£3,050.00 for purchase of items described at 11.3 above.**

Balance of sinking fund £15,750.00 as at 31.03.2014

Financial Year	Council Contribution	Anticipated Sinking Fund Balance
14/15	5,000	£20,750.00
15/16	7,750.00	£28,500.00
16/17	7,750.00	£36,250.00
17/18	7,750.00	£44,000.00
18/19	7,750.00	£51,750.00
19/20	7,750.00	£59,500.00
21/22	7,750.00	£67,250.00
22/23	7,750.00	£75,000.00
23/24	7,750.00	£82,750.00
24/25	7,750.00	£90,500.00

Please note, Schedule 1 omits the 202/21 Financial Year.

£11,250 were taken from the fund before it transferred ti GTC.

£8,200 was explicitly permitted under s16 "carpet rejuvination".

The Sinking Fund stands at £59,500. From 2020-21 GTF has been responsible to contribute to the fund.

The GTF has not made any contribution to the Fund since taking on the sublease.

By 2024/25 the Fund should have reached £98,250.

PAPER K

Officer Report to the Finance and Strategy Committee
Report Author: Belina Boyer
Report Date: 23/11/2022

Gainsborough TOWN COUNCIL

Rural Market Town Group

1. Summary

The Town Council has been approached by the Rural Market Towns Group - which is supported by NALC and is part of the Rural Services Network to join the newly formed group.

2. Background

Background information on this newly formed group is available in the appended leaflet.

Cllr T Davies has indicated that he would be willing to represent the Council on the group.

3. Benefits

The Council would be represented in a national network of similar market towns in rural areas.
There will be free training and networking events which will accelerate understanding and learning which in turn can be introduced into council strategic planning and policy.

4. Cost

The initial cost for membership is £0.00 until the end of March 2023. After that an annual membership fee of £135 would be payable.

5. Recommendation

To join the group and make the relevant budget provision to continue membership past 31 March 2023.
To review the cost benefit of membership at the February or March meeting.

RURAL SERVICES NETWORK

Rural Market Town Group

Rural Market Towns Group + MEMBERSHIP

Working Together
for a Brighter Tomorrow

RSN working with nalc
in support of Rural Market Towns

A SHARED COLLECTIVE VOICE

ABOUT

> In increasingly uncertain times ensuring that your communities are given the chance to thrive must be one of the key objectives of any successful Town Council.

The Rural Market Towns Group - which is supported by NALC and is part of the Rural Services Network, will provide you with resources, connections, knowledge, and experience, that enables the representation of your Town to inform policy and generate improved outcomes for your residents and business communities.

Our Rural Market Towns are not afforded equal access to services and opportunities that are provided to our urban counterparts, and it is more important than ever that Rural Market Towns as a collective, have a voice to express the challenges that our constituents face every day simply by choosing a more rural location in which to live.

RSN working with nalc in support of Rural Market Towns

LEVELLING UP

a vision for the future that will see public spending on R&D increased in every part of the country; transport connectivity improving; faster broadband in every community; life expectancies rising; violent crime falling; schools improving; and private sector investment being unleashed.

"without a strong collective voice we risk being left behind…"

Many of the challenges which government seek to address through levelling up are compounded by being rurally located.

Many of our rural market towns have historic royal charters and have played a pivotal role in the economic prosperity of our country – combined with a wealth of natural capital, cultural vibrancy and stunning architecture – there is incredible potential to once again become centres of economic prosperity in a time where now more than ever we are beginning to value 'locality' and a devolution of decision making to impact the communities which we directly serve.

SO WHY DO WE NEED A RURAL MARKET TOWNS GROUP?

"Many small voices speaking individually simply creates a cacophony of noise – these small voices combined in a cultural choir can create a strong, consistent, and harmonious collective voice…."

Membership is simple and you can engage as little or as much as time and resource allow, whilst we ensure that you get the best value from the work we undertake for the Group, essentially providing you with valuable additional resource and tools.

If we are to access opportunities for funding, influence policy decisions and shine a light on the impact that our Rural Market Towns have on economic prosperity and quality of life we need to combine the voices of Rural Market Towns across England.

The successful track record of the RSN in influencing Government policy decisions and improving fairer funding demonstrates how a collective voice can improve outcomes and create impact.

The Rural Market Towns Group will provide you with resources, connections, knowledge, and experience, that enables the representation of your Town to inform policy and generate improved outcomes for your communities.

Our Rural specific resources – such as our bespoke research, newsletters, infographics, comparative data, round up of funding opportunities as well as online events can be used to facilitate better communication with your constituents, and be repurposed to increase awareness of the valuable work that the Town Council undertakes in collaboration with the Rural Market Towns Group.

VISION

The Rural Market Town Group aims to empower you to help influence the national agenda to create a more equitable distribution of funding, with the associated acknowledgement of the importance of our historic rural market towns.
Ultimately delivering impact that is felt right across your rural communities in the form of improved economic prosperity, quality of life and unrivalled community spirit.

Economic Prosperity | Cultural Vibrancy | Influence | Community

Without a strong collective consistent voice, we risk being left behind

MEMBERSHIP+ OVERVIEW

- FREE six-month trial period - see website for details and low cost fees beyond trial period
- Access to shared knowledge of over 200 Rural Market Towns
- Peer to peer networking opportunities
- Access to research and resources to aid planning
- Access to resources including, white papers, reports, statistical summaries and rural analysis
- Newsletter six times a year highlighting relevant policy developments, case studies and funding opportunities
- Opportunity to share your events and news with the Group and wider RSN
- Collective campaigning for improved rural recognition and service improvement through RSN national campaigns
- FREE attendance at any of nine online seminars held Annually
- Discounted tickets for RSN National Rural Conference
- Two bespoke meetings a year for Councillors and one for Clerks
- Weekly Rural Bulletin and Monthly RSN Funding Digest

CONTACTS

Phone

01822 851370

e-Contact

admin@sparse.gov.uk
www.rsnonline.org.uk

Social

@rsnonline

/company/rural-services-network/

www.facebook.com/rsnonline

PAPER L

The Foundation Award

Criteria	Met	Not met	Partially met and needs work. Please specify.	Comments and weblinks etc.
The council confirms by resolution at a full council meeting that it publishes online:				
1) Its standing orders			Not adopted within last 12 months	
2) Its financial regulations			Not adopted within last 12 months	
3) Its Code of Conduct and a link to councillors' registers of interests	Yes			Code of Conduct - Gainsborough Town Council (gainsborough-tc.gov.uk) https://gainsborough-tc.gov.uk/your-council/councillors-and-mp/
4) Its publication scheme	Yes			Model Publication Scheme - Gainsborough Town Council (gainsborough-tc.gov.uk)
5) Its last annual return	yes			
6) Transparent information about council payments			Needs updating on website	
7) A calendar of all meetings including the annual meeting of electors			Meeting of electors needs time tabling	
8) Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	yes			
9) Current agendas	yes			

Criteria	Met	Not met	Partially met and needs work. Please specify.	Comments and weblinks etc.
10) The budget and precept information for the current or next financial year	yes		next year once available	
11) Its complaints procedure	yes			Complaints Policy and Procedure - Gainsborough Town Council (gainsborough-tc.gov.uk)
12) Its accessibility statement	yes			Accessibility Statement - Gainsborough Town Council (gainsborough-tc.gov.uk)
13) Its privacy notice	yes			General Data Protection Regulations (GDPR) Policies and Procedures - Gainsborough Town Council (gainsborough-tc.gov.uk)
14) Council contact details and councillor information in line with the transparency code	yes			Contact Us - Gainsborough Town Council (gainsborough-tc.gov.uk)
15) Its action plan for the current year		not met		
16) Evidence of consulting the community		not met	Annual Town meeting minutes	
17) Publicity advertising council activities	yes		FB and Twitter posts	
18) Evidence of participating in town and country planning	yes		Planning minutes	
The council also confirms by resolution at a full council meeting that it has:				
19) A risk management scheme	yes			
20) A register of assets	yes			
20) A register of assets	yes			

Criteria	Met	Not met	Partially met and needs work. Please specify.	Comments and weblinks etc.
22) Up-to-date insurance policies that mitigate risks to public money	yes			
23) Disciplinary and grievance procedures	yes			
24) A policy for training and development of staff and councillors		not met		
25) A record of all training undertaken by staff and councillors in the last year		not met	no records for councillors	
26) A clerk who has achieved 12 CPD points in the last year	yes			
The Quality Award				
Criteria	**Met**	**Not met**	**Partially met and accepted**	**Comments**
The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its				
1) Draft minutes of all council and committee meetings within four weeks of the last meeting		Not met		
2) A Health and Safety policy	yes			
3) Its policy on equality	yes			
4) Councillor profiles			Not much of a profile. Passion, motivation	

Criteria	Met	Not met	Partially met and needs work. Please specify.	Comments and weblinks etc.
5) A community engagement policy involving two-way communication between council and community		not met		
6) A grant awarding policy	yes			
7) Evidence showing how electors contribute to the Annual Parish or Town Meeting	yes			
8) An action plan and related budget responding to community engagement and setting out a timetable for action and review		not met	still being drafted up to elections+ Strategic plan	
9) Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year			FB, Twitter, Blogs	
10) Evidence of helping the community plan for its future		Not met		
The council also confirms by resolution at a full council meeting that it has:				
11) A scheme of delegation (where relevant)	Yes			Structure and Functions - Gainsborough Town Council (gainsborough-tc.gov.uk)
12) At least two-thirds of its councillors who stood for election	Yes			

Criteria	Met	Not met	Partially met and needs work. Please specify.	Comments and weblinks etc.
13) An annual report that is actively shared with the community			More needed. Newsletter on Mailchimp and strategic outlets	
14) Evidence of a customer service in how the council handles correspondence with the public		Not Met		
15) A qualified clerk	Yes			
16) A formal appraisal process for all staff	Yes			
17) A training policy and record for all staff and councillors			Staff yes - nothing for councillors	

Criteria	Met	Not met	Partially met and needs work. Please specify.	Comments and weblinks etc.

The Quality Gold Award

Criteria	Met	Not met	Partially met and accepted	Comments
The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:				
1) A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community				
2) An annual report, online material, news bulletins and other council communications with evidence of:				
a) engaging with diverse groups in the community using a variety of methods				
b) community engagement influencing council activity and priorities				
c) a wide range of council activities, including innovative projects, that produce positive outcomes for the community				
d) co-operating constructively with other organisations				
The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it:				

Criteria	Met	Not met	Partially met and needs work. Please specify.	Comments and weblinks etc.
3) Ensures that the council delivers value for money				
4) Provides leadership in planning for the future of the community				
5) Engages with the community on issues related to the environment and climate change				
6) Manages the performance of the council as a corporate body				
7) Manages the performance of each individual staff member to achieve its business plan				

LOCAL COUNCIL AWARD SCHEME

nalc

A guide to the Local Council Award Scheme

Published by National Association of Local Councils (NALC)

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London
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THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

CONTENTS

06 AWARD CRITERIA
This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS
The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES
There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

22 EVALUATION AND IMPROVEMENT
The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING WWW.NALC.GOV.UK/LOCALCOUNCILAWARDSCHEME

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.
It then considers the additional criteria for
the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a
photo and reference to the ward represented
(if relevant) but personal contact details are
not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan.
The council's budget shows how the action
plan is put into practice and manages risks
to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.
- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: — Engaging with diverse groups in the community using a variety of methods — Community engagement influencing council activity and priorities — A wide range of council activities, including innovative projects, that produce positive outcomes for the community — Co-operating constructively with other organisations	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.
- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.
- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish
or town plans, or holding community-led planning activities such as Planning for Real®
or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. Contact NALC at lcas@nalc.gov.uk or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes it decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines how often an accreditation process occurs, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieved the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.[1]

The accreditation fee[2] varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

1 All figures quoted are excluding VAT.

2 The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.
The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.
These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

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LOCAL COUNCIL AWARD SCHEME | NATIONAL PANEL DATES

January 2023

Task	Deadline
Deadline for LCAS applications	6 January 2023 (4pm)
Deadline for NALC to provide triage feedback to councils	27 January 2023
Deadline for councils to respond to triage feedback	10 February 2023
Deadline for applications to be sent to panel	24 February 2023
Deadline for panel results	11 April 2023

May 2023

Task	Deadline
Deadline for LCAS applications	5 May 2023 (4pm)
Deadline for NALC to provide triage feedback to councils	26 May 2023
Deadline for councils to respond to triage feedback	9 June 2023
Deadline for applications to be sent to panel	23 June 2023
Deadline for panel results	4 August 2023

September 2023

Task	Deadline
Deadline for LCAS applications	8 September 2023 (4pm)
Deadline for NALC to provide triage feedback to councils	29 September 2023
Deadline for councils to respond to triage feedback	13 October 2023
Deadline for applications to be sent to panel	27 October 2023
Deadline for panel results	8 December 2023

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Officer Report to the Finance and Strategy Committee
Report Author: Belina Boyer
Report Date: 23/11/2022

Gainsborough TOWN COUNCIL

Rural Market Town Group

1. Summary

The Committee

2. Background

In January 2022 this Council **resolved** to apply for accreditation to the Local Council Awards Scheme and approved the necessary expenditure. The Council **resolved** to apply for Quality Status under the scheme.

3. Progress

Progress has been slow due to staff shortages. The Council has paid the accreditation fee and is now listed as a council pending accreditation. file (nalc.gov.uk)

4. How to progress

The accreditation panels are looking for up to date information held on the Council's public website. Panel members will have a close look at the website and the council's other publicly accessible information.

Some of the Council's key documents that the panel would be reviewing, most importantly the Standing Orders and Financial Regulations, have not been re-adopted for some time. Under FC23/056, the Council **resolved** that a Policy Working Group lead by Cllr. O'Connor undertakes a full review of both documents (Standing Orders & Finance Regulations) and presents its findings for adoption at a later stage. The PWC was constituted under FC23/057. So far the working group has failed to present the reviewed documents for adoption.

The appended breakdown lists a number of targets that are currently not being met in the Clerk's informed estimation:

To meet Foundation status:

1. Financial Regs and Standing Orders – Policy Working Group to present amendments and Full Council to adopt this financial year.
2. Council payments – website needs updating with most recent documents – TC and DTC/RFO
3. Annual Meeting of electors – Council to set a date at December meeting
4. Action Plan – Council to adopt action plan at December meeting
5. Evidence of community consultation – Simple surveys on website and Facebook will suffice at this level – TC to set up utilising the council's existing IT resources. No additional cost other than staff time

6. Training Policy for staff **and** councillors. – Policy Working Group and TC
7. Record of training undertaken – currently no records kept for members. DTC may be able to reconstruct from payment records.

To meet Quality Award – the one the Council wants to achieve

1. Draft minutes within four weeks – currently published with papers for following meeting – may be more than four weeks. – TC/DTC/RFO/ASO to publish once finalised and then replace by copy as signed.
2. Councillor profiles – these need improvement. Why did you become a councillor, what motivates you, why is it a great idea to be a councillor. - Individual members to submit improved profiles for publication on website. TC to design pro-forma
3. Community Engagement Policy involving **two-way communication** – Policy Working Group? And TC, Strategy Working Group?
4. Action Plan linked to budget – Strategic Plan medium to long term
5. Community Future Planning – NP one evidence – emergency planning
6. 6Annual report – more active sharing required – Newsletter via MailChimp etc to reduce costs. Communication Strategy!
7. Customer Service – Policy and procedure required – GDPR compliant

5. Recommendation

- To adopt Standing Orders and Financial Regulations at the earliest opportunity, even if this means they will need to be reviewed again later in 2023.
- To adopt a Councillor Training Policy and councillors **to attend** training
- To keep councillor training records – this may include training received elsewhere such as first aid, food hygiene etc
- To adopt action plan at December meeting
- Set date for Annual meeting of electors and publicise meeting and invite community involvement – also acts as evidence of community consultation
- To ensure that all Foundation Standard targets are met and apply for foundation standard separately – at additional cost. This is so that progress can be seen and reported which may help with councillor recruitment at next elections.
- Once Foundation submitted to work on missing elements for Quality Standard.
- Aim for 6th January deadline for Foundation and 5 May deadline for Quality Standard
- Review process monthly at this meeting.