

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



Dear Councillor,

Thursday, 13 April 2023

You are hereby summoned to attend a meeting of the **Finance and Strategy Committee** which will be held on **Tuesday 18 April 2023** 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.

A handwritten signature in black ink, appearing to be 'B Boyer'.

**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
FS23/131	To <b>note</b> apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FS23/132	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
FS23/133	To <b>consider</b> any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
FS23/134	To receive the minutes of the previous Finance and Strategy Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A</b> Finance and Strategy Committee 21 March 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>

Agenda no	Agenda item title	Power/Regulation
FS23/135	To receive and <b>consider for approval</b> the following financial reports: <b>Paper B</b> Unpaid Expenditure Transactions for 13 April 2023 <b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 13 April 2023 <b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 13 April 2023	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/136	To approve and <b>resolve</b> to sign the monthly bank reconciliation for 31 March 2023 per paragraph 2.2 of Financial Regulations. <b>Paper E</b>	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/137	To <b>consider</b> end of year accounts for the 2022/23 financial year and <b>recommend</b> to Full council for approval, which consist of the following documents: <b>Paper F</b> Consolidated Balance Sheet <b>Paper G</b> Income and Expenditure Account Report <b>Paper H</b> Income and Expenditure Account Analysis Report <b>Paper I</b> Income and Expenditure by Budget Headings Report <b>Paper J</b> Trial Balance	
FS23/138	To <b>note</b> the achievement of the Foundation Award under the Local Council Award Scheme. <b>Paper K</b>	
FS23/139	To <b>consider</b> adopting a communications strategy. <b>Paper L</b>	
FS23/140	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 and whether this can be achieved by the 05 May application deadline (FS23/081). <b>Paper M</b>	
FS23/141	To receive any items for notification to be included on a future agenda – for information only <ul style="list-style-type: none"> <li>Strategic Plan</li> </ul>	N/A
FS23/142	To note the date and time of the next Finance and Strategy committee is scheduled for <b>Tuesday 02 May 2023 at 7:00pm.</b>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A



# DRAFT Minutes of the Finance & Strategy Committee meeting

## 21 March 2023 at 19.00

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

### Councillors Present

	Paul Key (Vice Chairman)	Pat O'Connor
Richard Craig		Keith Panter
David Dobbie	Julie Musonda	James Plastow

### Councillors Absent

Matt Boles (Chairman)	Chris Lambie	

### In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	
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Agenda no	Agenda item title	Resolution	Action	Power
FS23/115	To <b>note</b> apologies for absence.	The committee <b>noted</b> apologies for absence from Cllrs Boles and Lambie.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FS23/116	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FS23/117	To <b>consider</b> any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
FS23/118	To receive the minutes of the previous Finance and Strategy Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A</b> Finance and Strategy Committee 21 February 2023	The Committee <b>resolved</b> to sign the minutes of the meeting 21 February 2023 as a true record of that meeting subject to it being noted that Cllr Boles questioned on item FS23/108 why the allotment rents were not increased for 2024/25 in line with other fees being increased on item FS23/102.  Cllrs Craig, Musonda and O'Connor abstained from voting.	<b>ASO</b> to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS23/119	To receive and <b>consider for approval</b> the following financial reports: <b>Paper B</b> Unpaid Expenditure Transactions for 16 March 2023 <b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 16 March 2023 <b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 16 March 2023	The Committee <b>resolved</b> to note and approve the following reports: <ul style="list-style-type: none"> <li>• Unpaid Expenditure Transactions for 16 March 2023</li> <li>• Cashbook Summary (including due and unpaid transactions) 16 March 2023</li> <li>• Budget Comparison Report (including due and unpaid transactions) for 16 March 2023</li> </ul>	<b>DC&amp;RFO</b> to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/120	To approve and <b>resolve</b> to sign the monthly bank reconciliations for 28 February 2023 as per the paragraph 2.2 in Financial Regulations.	The Committee <b>resolved</b> to approve and sign the monthly bank reconciliation for 28 February 2023.	<b>DC&amp;RFO</b> to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>

Agenda no	Agenda item title	Resolution	Action	Power
	<b>Paper E</b>			
FS23/121	To <b>consider</b> proposed ear marked reserves for YE 31 <sup>st</sup> March 2023. <b>Paper F</b>	The Committee <b>resolved</b> to proposed ear marked reserves for YE 31 <sup>st</sup> March 2023.	<b>DC</b> to work into the yearend accounts.	
FS23/122	To receive report of outstanding debtors and <b>consider</b> any action necessary. <b>Paper G</b>	The Committee <b>resolved</b> to exclude the public and press for this item.  The Committee <b>resolved</b> to note the outstanding debtors and for payments to continue to be pursued.	<b>DC</b> to continue to pursue one payment and for the <b>TC</b> to continue working with solicitors to pursue the remaining two.	
<i>Cllr Panter left the meeting at 8.04pm</i>				
FS23/123	To review the Council's risk register and Risk Management Policy. <b>Paper H</b>	The Committee <b>resolved</b> to re-adopt the Council's risk register and Risk Management Policy.	<b>DC</b> to update records.	
FS23/124	To review the internal controls in place and consider changes. <b>Paper I</b>	The Committee <b>resolved</b> to review the controls in place as evidenced. It <b>resolved</b> to instruct the RFO to research suitable investment accounts for the Council.	<b>DC</b> to research suitable investment accounts.	
FS23/125	To <b>consider</b> the results of the tender scoring process and <b>determine</b> a contractor to carry out the development work on the Levellings, instruct the clerk to complete all relevant paperwork for work to commence and to draw down the relevant grants for the project.	The Committee <b>resolved</b> to: - <ul style="list-style-type: none"> <li>• appoint Proludic as the contractor to carry out the development work on the Levellings;</li> <li>• instruct the Clerk to complete all relevant paperwork for work to commence;</li> <li>• instruct the Clerk to complete all relevant paperwork to draw down the</li> </ul>	<b>TC</b> to contact Proludic and complete paperwork and unsuccessful applicants.  <b>TC</b> to contact FCC and WLDC and complete relevant	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	<b>Paper K</b>	relevant grants for the project.	paperwork to draw down grants.	
FS23/126	To <b>consider</b> action from the interim internal audit report with regards to the mayoral allowance (deferred from FS23/111) <b>Paper L</b>	The Committee <b>resolved</b> that: - <ul style="list-style-type: none"> <li>• The Council should change the way the mayoral allowance is paid.</li> <li>• The current mayor should receive a refund of any deductions within the current financial year.</li> <li>• Previous mayors should be informed that they may be entitled to a refund and confirm in writing whether or not they wish to claim it.</li> <li>• The RFO needs to investigate how to refund previous mayors in a cost effective and efficient way should this become necessary.</li> <li>• Going forward the Mayor is paid the £500 at the beginning of their Mayoral term.</li> </ul>	<b>DC</b> to speak with payroll provider to find out how former Mayors may be refunded for the tax deducted.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/127	To <b>note</b> the VAT Audit review and <b>consider</b> any action required resulting from it <b>Paper M</b>	The Committee <b>resolved</b> : - <ul style="list-style-type: none"> <li>• That the Council should review the last <b>four</b> years using the methods described and exemplified in the report to ensure that it was correct in reclaiming VAT on costs relating to its VAT-exempt business activities.</li> <li>• To continue to undertake the apportioning exercises to ensure that all VAT is reclaimed correctly.</li> <li>• Depending on the outcome of these calculations, the Council may need to</li> </ul>	<b>DC</b> to perform a partial exemption calculation for the last 4 years and consider outcome.	<i>The Accounts and Audit Regulations 2015, s. 3</i>

Agenda no	Agenda item title	Resolution	Action	Power
		<p>seek further advice with regards to partial registration for VAT particularly if the council is looking at income generating activities in the future or major building works.</p> <p>Cllr Key voted against.</p>		
FS23/128	To <b>note</b> an update on VAT on sports fees and <b>consider</b> any action required resulting from it. <b>Paper N</b>	The Committee <b>resolved</b> to note the update.	N/A	
<i>Cllrs Dobbie and O'Connor left the meeting at 8.52pm</i>				
FS23/129	To <b>receive</b> any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Cemetery Extension – cost implications</li> <li>• Council's assets register</li> </ul>	To include on future agendas.	N/A
FS23/130	To <b>note</b> the date and time of the next Finance and Strategy committee scheduled for Tuesday 18 April 2023 at 7:00pm.	<p>The committee <b>noted</b> the date and time of the next Finance and Strategy committee Tuesday 18 April 2023 at 7:00pm at Richmond House.</p> <p>It was further noted that the Deputy Clerk requested an extraordinary meeting on Tuesday 2 May 2023 to consider the year end accounts and recommend them to Full Council.</p>	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 8.57pm

Initialed:

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_  
Presiding chairman of approving meeting

DRAFT

Initialed:

# PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20261	BP2303	13/03/2023	£467.40	£77.90	£389.50	<b>467.40</b>	A Price Electrical Ltd - Lighting repairs, replace emergency light to car park emergency exit and emergency strip light in kitchen and replace lamps in main hall and LED replacement in cr 5.	Marshalls	
20262	BP2303	16/03/2023	£72.00	£12.00	£60.00	<b>72.00</b>	Marshall's Yard - Election TV advertisement	Elections	
20263	BP2303	17/03/2023	£3,500.00	£0.00	£3,500.00	<b>3,500.00</b>	West Lindsey District Council - Contribution towards CCTV	Marshalls and Richmond Park	1/4/22 - 31/3/23
20265	BP230322ZA	28/02/2023	£745.00	£0.00	£745.00	<b>745.00</b>	The Parkinson Partnership LLP - Onsite VAT review and report	VAT Review	
20276	BP2304	15/03/2023	£250.00	£41.67	£208.33	<b>250.00</b>	Gainsborough Skip Hire - Skip hire	Showfield allotments	
20277	BP2304	23/03/2023	£640.50	£106.75	£533.75	<b>640.50</b>	F.H.Brundle - Fencing and gate	Mayflower close playarea	
20278	BP2304	24/03/2023	£123.10	£20.52	£102.58	<b>123.10</b>	Cleaning Supplies 4U - Brooms, toilet roll and bin bags	Cleaning supplies	
20279	BP2304	29/03/2023	£36.12	£6.02	£30.10		Huws Gray Limited - Cement mixer hire	Richmond Park flag pole	
20308/9	BP2304	29/03/2023	£189.84	£31.64	£158.20	<b>225.96</b>	Huws Gray Limited - Sand and cement	Richmond Park flag pole	
20280	BP2304	24/03/2023	£168.00	£28.00	£140.00	<b>168.00</b>	Rigel Wolf Ltd - Quarterly payroll	Payroll provider	
20281	BP2304	20/03/2023	£110.40	£18.40	£92.00		Lincolnshire Association of Local Councils - Allotment Training (AC)	Staff Training	
20282	BP2304	20/03/2023	£216.00	£36.00	£180.00	<b>326.40</b>	Lincolnshire Association of Local Councils - 1st Aid training (DB, GW, SC)	Staff Training	
20283	BP2304	31/03/2023	£514.44	£85.74	£428.70	<b>514.44</b>	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
20284	BP2304	31/03/2023	£232.01	£38.67	£193.34	<b>232.01</b>	High Street Garage - Fuel	Vehicles	
20285	BP2304	30/03/2023	£108.00	£18.00	£90.00	<b>108.00</b>	Pear Technology Services Ltd - Technical support and software updates	Cemetery and allotment mapping	Annually
20286	BP2304	29/03/2023	£600.00	£100.00	£500.00	<b>600.00</b>	Burton & Dyson Solicitors - Professional services	Legal fees	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20287	BP2304	28/03/2023	£51.85	£8.64	£43.21		Trade UK - combi lock, shut off valve, plastic 15mm pipe 3m, plastic elbow	Foxby Hill allotments	
20288	BP2304	29/03/2023	£23.98	£4.00	£19.98		Trade UK - Toilet seat - levs + spare	Pavilion maintenance	
20289	BP2304	29/03/2023	£49.99	£8.33	£41.66	<b>125.82</b>	Trade UK - 1 x Roughneck 5lb Mattock & Pick Twin Pack 36"	Grave digging	
20292	BP230406	01/03/2023	£165.54	£27.59	£137.95	<b>165.54</b>	Integrating Solutions Ltd - Copier charges	Printing	
20333	BP2304	01/04/2023	£2,025.00	£337.50	£1,687.50	<b>2,025.00</b>	Rainbow Fireworks - Kings coronation display	Kings Coronation event	
20325	BP2304	01/04/2023	£222.00	£37.00	£185.00	<b>222.00</b>	Lincolnshire Association of Local Councils - Annual Training Scheme 2023/24	Councillor training	
20332	BP2304	03/04/2023	£76.60	£12.77	£63.83	<b>76.60</b>	Integrating Solutions Ltd - Copier charges	Printing	
20331	BP2304	06/04/2023	£875.00	£0.00	£875.00	<b>875.00</b>	Sir E C Bacon Settlement 1951 Residual Fund - Half years rent	Love Lane & Foxby Hill allotments	
20336	BP2304	06/04/2023	£495.16	£82.52	£412.64	<b>495.16</b>	Cleaning Supplies 4U - Toilet roll dispensers and toilet rolls	Richmond Park toilets	
20302/7	PC103956	31/30	£33.94	£0.00	£33.94	<b>33.94</b>	Petty Cash (see separate sheet)		
20337	BP230405	03/04/2023	£450.00	£0.00	£450.00	<b>450.00</b>	R&R Johnson - Double depth grave CCO0348	Grave Digging	
20338	BP2304	13/04/2023	£450.00	£0.00	£450.00	<b>450.00</b>	R&R Johnson - Grave digging single depth	Grave Digging	
20345	BP2304	01/04/2023	£95.00	£0.00	£95.00	<b>95.00</b>	Institute of Cemetery and Crematorium Management - Subscription renewal	Subscription	
20346	BP2304	01/04/2023	£486.00	£81.00	£405.00	<b>486.00</b>	Institute of Cemetery and Crematorium Management - x3 Memorial testing	Staff Training	
20347	BP2304	11/04/2023	£312.00	£52.00	£260.00	<b>312.00</b>	MECsafe Limited - X2 PASMA course (LT&GW)	Staff Training	
20350	BP2304	11/04/2023	£50.00	£0.00	£50.00	<b>50.00</b>	Green Grass Contracting - Alpacas attending show	Kings Coronation event	
20334	CC230404	01/04/2023	£396.19	£66.03	£330.16	<b>396.19</b>	Brookside Nursery Ltd - Bedding plants	Richmond Park	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20293	CC230404	23/03/2023	£21.00	£0.00	£21.00	<b>21.00</b>	West Lindsey District Council - TENS application	Kings Coronation event	
20294	CC230404	23/03/2023	£85.50	£14.25	£71.25	<b>85.50</b>	Flag & Bunting Store - x5 King Charles III Coronation flaggs and x4 bunting	Kings Coronation event	
20296	CC2305	29/03/2023	£15.17	£2.53	£12.64	<b>15.17</b>	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
20330	DD2305	01/05/2023	£212.11	£35.35	£176.76	<b>212.11</b>	CF Corporate Finance Ltd - Photocopier lease rental	Photocopier	Quarterly
20274	DD230324B	24/03/2023	£93.50	£15.58	£77.92	<b>93.50</b>	Stallard Kane Associates Ltd - Employment law services	HR Services	Monthly
20319	DD230403B	01/04/2023	£255.23	£0.00	£255.23		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
20320	DD230403B	01/04/2023	£49.40	£0.00	£49.40		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
20321	DD230403B	01/04/2023	£38.57	£0.00	£38.57	<b>343.20</b>	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
20326	DD2304	01/04/2023	£72.52	£0.00	£72.52		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
20327	DD2304	01/04/2023	£553.36	£0.00	£553.36		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
20328	DD2304	01/04/2023	£931.50	£0.00	£931.50		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
20329	DD2304	01/04/2023	£253.31	£0.00	£253.31	<b>1,810.69</b>	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
20266	DD2303	14/03/2023	£308.10	£51.35	£256.75		British Gas Business - Gas usage	Richmond House	11/2/23 - 10/3/23
20268	DD2304	31/03/2023	-£83.52	-£3.98	-£79.54		British Gas Business - Contra 20181, Electricity usage	Richmond House Flat	2/2/23 - 3/3/23
20269	DD2304	31/03/2023	£292.29	£13.92	£278.37		British Gas Business - Electricity usage	Richmond House Flat	2/2/23 - 29/3/23
20272	DD2304	31/03/2023	-£32.47	-£1.55	-£30.92		British Gas Business - Contra 20182, Electricity usage	Levelling's	2/2/23 - 3/3/23
20273	DD2304	31/03/2023	£62.71	£2.99	£59.72		British Gas Business - Electricity usage	Levelling's	2/2/23 - 3/3/23
20270	DD2304	31/03/2023	-£43.25	-£2.06	-£41.19		British Gas Business - Contra 20183, Electricity usage	Marshalls External Changing	2/2/23 - 3/3/23
20271	DD2304	31/03/2023	£68.76	£3.27	£65.49		British Gas Business - Electricity usage	Marshalls External Changing	2/2/23 - 29/3/23
20310	DD2304	31/03/2023	-£64.72	-£3.08	-£61.64		British Gas Business - Contra 20093, Electricity usage	Marshalls Bowls Pavilion	5/1/23 - 9/2/23
20311	DD2304	31/03/2023	-£49.13	-£2.34	-£46.79		British Gas Business - Contra 20184, Electricity usage	Marshalls Bowls Pavilion	9/2/23 - 8/3/23
20342	DD2304	08/04/2023	£32.85	£1.56	£31.29		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	5/1/23 - 5/4/23

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20312	DD2304	31/03/2023	-£45.86	-£2.18	-£43.68		British Gas Business - Contra 20094, Electricity usage	General Cemetery	5/1/23 - 9/2/23
20313	DD2304	31/03/2023	-£34.07	-£1.62	-£32.45		British Gas Business - Contra 20185, Electricity usage	General Cemetery	9/2/23 - 8/3/23
20343	DD2304	08/04/2023	£33.04	£1.57	£31.47		British Gas Business - Electricity usage	General Cemetery	5/1/23 - 5/4/23
20348	DD2304	11/04/2023	£89.80	£4.28	£85.52	534.53	British Gas Business - Electricity usage	Richmond Park Greenhouse	10/2/23 - 11/4/23
20259	DD2303	17/03/2023	£808.37	£134.73	£673.64		Opus Energy - Gas Usage	Marshalls Main Pavilion	4/2/23 - 16/3/23
20260	DD2303	17/03/2023	£78.28	£3.73	£74.55		Opus Energy - Gas Usage	Levellings	4/2/23 - 16/3/23
20297	DD230411	27/03/2023	£339.04	£56.51	£282.53		Opus Energy - Electricity Usage	Marshalls Main Pavilion	24/2/23 - 26/3/23
20335	DD2304	06/04/2023	£410.90	£68.48	£342.42	1,636.59	Opus Energy - Electricity Usage	Richmond House Main House	6/3/23 - 5/4/23
20318	BP2304	31/03/2023	£1,213.00	£57.76	£1,155.24	1,213.00	N Power - Electricity usage	Millenium Clock	1/4/22 - 31/3/23
20290	BP2304	28/03/2023	£32.44	£0.00	£32.44		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/2/23 - 26/3/23
20339	BP2304	04/04/2023	£47.05	£0.00	£47.05		Water Plus Ltd - Used water & surface water drainage	Richmond Park	1/3/23 - 1/4/23
20340	BP2304	04/04/2023	£19.82	£0.00	£19.82		Water Plus Ltd - Used water & surface water drainage	Marshalls	1/3/23 - 1/4/23
20341	BP2304	04/04/2023	£4.39	£0.00	£4.39	103.70	Water Plus Ltd - Used water & surface water drainage	Levelling's	1/3/23 - 1/4/23
20275	DD2304	15/03/2023	£153.77	£0.00	£153.77	153.77	Anglian Water Business (National) Ltd - Water charges	Spital Hill Allotments	15/12/22 - 14/3/23
20314	BP2304	31/03/2023	£14.28	£2.38	£11.90	14.28	Anglian Water Business (National) Ltd - Water charges	Foxby Hill Allotments	1/1/23 - 31/3/23
20291	DR2304	16/03/2023	£19.00	£0.00	£19.00	19.00	HSBC - Bank charges	Bank Charges	17/2/23 - 16/3/23
20264	BP2303	09/03/2023	£133.80	£22.30	£111.50	133.80	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
20344	DD2304	09/04/2023	£56.58	£9.43	£47.15	56.58	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
20349	BP2304	11/04/2023	£95.54	£15.92	£79.62	95.54	EE Ltd - x4 mobile phones	Mobiles	Monthly
20351	DD2304	13/04/2023				406.40	Unicom - Landline, broadband & electricity charges		
		1	£55.05	£9.17	£45.88		Alarmline	Richmond House	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
		2	£54.83	£9.14	£45.69		CCTV Broadband & Phoneline	Richmond House	
		3	£53.39	£8.90	£44.49		CCTV Broadband & Phoneline	Marshalls	
		4	£151.34	£7.21	£144.13		Electricity (Lewis Street)	Xmas light Electricity	1/3/23 - 1/4/23
		5	£91.79	£4.37	£87.42		Electricity (Trinity Street)	Xmas light Electricity	1/3/23 - 1/4/23
20267	DD2304	16/03/2023	£510.06	£85.01	£425.05	<b>510.06</b>	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/4/23 - 1/5/23
20323	DD2304	03/04/2023	£359.98	£59.99	£299.99	<b>359.98</b>	Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/4/23 - 14/5/23
20322	DD230403	03/04/2023	£271.10	£45.18	£225.92	<b>271.10</b>	Novuna Vehicle Solutions - Citroen Berlingo Lease	Vehicle Expenses	23/4/23 - 22/5/23
20324	DD2304	03/04/2023	£239.68	£39.95	£199.73	<b>239.68</b>	Fuelgenie - Fuel usage	Vehicle Expenses	1/3/23 - 31/3/23
20295	BP230323	01/03/2023				<b>27,838.05</b>	Rigel Wolf Ltd - March Payroll		
		1	£22,727.08	0.00	£22,727.08		March Payroll	Gross Salary	
		2	£1,933.17	0.00	£1,933.17		March Payroll	Employer NI	
		3	£3,136.14	0.00	£3,136.14		March Payroll	Employer Pension Cont	
		4	£41.66	0.00	£41.66		March Payroll	Mayorla Allowance	
				<b>£2,108.69</b>	<b>£48,289.60</b>	<b>£50,398.29</b>			
Chairman Signature _____						RFO Signature _____		Date _____	

# PAPER C

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 13/04/23 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	£569,582.51
Petty Cash	£100.00
Total	<u>£569,682.51</u>

RECEIPTS	Net	Vat	Gross
Cemetery	£5,894.25	£0.00	£5,894.25
Administration	£6,966.68	£0.00	£6,966.68
Events	£50.00	£0.00	£50.00
Richmond Park & House	£4,543.42	£0.00	£4,543.42
Sports Grounds	£23,705.75	£0.00	£23,705.75
Allotments	£592.24	£0.00	£592.24
Precept	£612,885.00	£0.00	£612,885.00
Total Receipts	<u>£654,637.34</u>	<u>£0.00</u>	<u>£654,637.34</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£1,645.32	£24.10	£1,669.42
Administration	£1,491.26	£326.10	£1,817.36
Events	£1,687.50	£337.50	£2,025.00
Grounds Maintenance	£1,446.61	£289.32	£1,735.93
Richmond Park & House	£2,027.94	£264.63	£2,292.57
Sports Grounds	£2,052.95	£197.76	£2,250.71
Allotments	£1,420.60	£70.65	£1,491.25
Public Realm	£1,155.24	£57.76	£1,213.00
Ear Marked Reserves	£898.00	£175.40	£1,073.40
Total Payments	<u>£13,825.42</u>	<u>£1,743.22</u>	<u>£15,568.64</u>

Closing Balances

## Ordinary Accounts

HSBC Current/ Deposit Account	£1,208,651.21
Petty Cash	£100.00
	<u>£1,208,751.21</u>
Total	<u>£1,208,751.21</u>

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

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

# PAPER D

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Precept</b>				
<b>Income</b>				
100	Precept	£612,785.00	£612,785.00	£0.00
105	WLDC Precept Contribution	£100.00	£100.00	£0.00
<b>Total Income</b>		<u>£612,885.00</u>	<u>£612,885.00</u>	<u>£0.00</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Employee Costs</b>				
<b>Expenditure</b>				
1000	Payroll	£370,000.00	£0.00	£370,000.00
1010	Travel and Training	£5,600.00	£0.00	£5,600.00
1020	Workwear & ID	£3,250.00	£0.00	£3,250.00
<b>Total Expenditure</b>		<u>£378,850.00</u>	<u>£0.00</u>	<u>£378,850.00</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Administration</b>				
<b>Income</b>				
201	VAT overclaim	£0.00	£0.00	£0.00
205	Bank Interest	£400.00	£0.00	-£400.00
210	Insurance Reimbursement (GTF)	£1,575.00	£0.00	-£1,575.00
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	£0.00	£0.00
<b>Total Income</b>		£1,975.00	£0.00	-£1,975.00
<b>Expenditure</b>				
2000	Office Supplies & Telecom	£11,420.00	£110.98	£11,309.02
2010	Publicity	£420.00	£0.00	£420.00
2020	Subscriptions	£3,140.00	£95.00	£3,045.00
2030	Democratic & Civic	£4,825.00	£185.00	£4,640.00
2040	Grants	£2,080.00	£0.00	£2,080.00
2060	Insurance	£13,000.00	£0.00	£13,000.00
2070	HR & Finances	£6,535.00	£0.00	£6,535.00
2080	Legal Fees	£1,500.00	£0.00	£1,500.00
<b>Total Expenditure</b>		£42,920.00	£390.98	£42,529.02

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Grounds Maintenance</b>				
<b>Income</b>				
300	Vehicle Hire	£0.00	£0.00	£0.00
310	LCC Contribution towards Highway Verge Cutting	£5,350.00	£0.00	-£5,350.00
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00
330	Scrap	£0.00	£0.00	£0.00
<b>Total Income</b>		£5,350.00	£0.00	-£5,350.00
<b>Expenditure</b>				
3000	Vehicle Costs	£30,700.00	£725.64	£29,974.36
3010	Grounds Maintenance - All Sites	£33,950.00	£0.00	£33,950.00
3020	Cleaning Products	£1,200.00	£0.00	£1,200.00
<b>Total Expenditure</b>		£65,850.00	£725.64	£65,124.36

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Richmond Park &amp; House</b>				
<b>Income</b>				
400	Richmond Park	£8,535.00	£0.00	-£8,535.00
<b>Total Income</b>		£8,535.00	£0.00	-£8,535.00
<b>Expenditure</b>				
4000	Richmond Park & House	£52,748.00	£1,640.81	£51,107.19
<b>Total Expenditure</b>		£52,748.00	£1,640.81	£51,107.19

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Sports Grounds</b>				
<b>Income</b>				
500	Roses	£7,750.00	£0.00	-£7,750.00
510	Marshalls	£17,040.00	£133.40	-£16,906.60
520	Levellings	£1,000.00	£0.00	-£1,000.00
<b>Total Income</b>		£25,790.00	£133.40	-£25,656.60
<b>Expenditure</b>				
5000	Roses	£0.00	£0.00	£0.00
5010	Marshalls	£38,976.00	£1,032.01	£37,943.99
5020	Levellings	£3,581.00	£4.39	£3,576.61
<b>Total Expenditure</b>		£42,557.00	£1,036.40	£41,520.60

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Cemetery</b>				
<b>Income</b>				
600	General Cemetery	£45,203.00	£0.00	-£45,203.00
610	North Warren Cemetery	£0.00	£0.00	£0.00
<b>Total Income</b>		£45,203.00	£0.00	-£45,203.00
<b>Expenditure</b>				
6000	General Cemetery	£51,848.00	£1,484.83	£50,363.17
6010	North Warren Cemetery	£1,340.00	£72.52	£1,267.48
<b>Total Expenditure</b>		£53,188.00	£1,557.35	£51,630.65

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Play Areas</b>				
<b>Expenditure</b>				
7000	Play Equipment Maintenance	£1,000.00	£0.00	£1,000.00
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00
7010	Levellings	£0.00	£0.00	£0.00
7020	Aisby Walk	£2,000.00	£0.00	£2,000.00
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	£750.00	£0.00	£750.00
<b>Total Expenditure</b>		<u>£4,750.00</u>	<u>£0.00</u>	<u>£4,750.00</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Allotments</b>				
<b>Income</b>				
800	Allotments	£9,540.00	£0.00	-£9,540.00
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00
<b>Total Income</b>		<u>£10,790.00</u>	<u>£0.00</u>	<u>-£10,790.00</u>
<b>Expenditure</b>				
8000	Foxby Hill	£2,775.00	£437.50	£2,337.50
8010	Love Lane	£11,600.00	£437.50	£11,162.50
8020	North Warren	£1,025.00	£0.00	£1,025.00
8030	Showfield	£1,025.00	£0.00	£1,025.00
8040	Spital Hill	£1,400.00	£38.57	£1,361.43
8050	Love Lane Garage Site	£200.00	£0.00	£200.00
8060	All Sites	£5,900.00	£0.00	£5,900.00
<b>Total Expenditure</b>		<u>£23,925.00</u>	<u>£913.57</u>	<u>£23,011.43</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Public Realm</b>				
<b>Income</b>				
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
<b>Total Income</b>		£0.00	£0.00	£0.00
<b>Expenditure</b>				
9000	Roundabouts / Islands	£0.00	£0.00	£0.00
9010	Street Furniture	£2,640.00	£0.00	£2,640.00
9020	War Memorial	£400.00	£0.00	£400.00
9030	Gainsborough in Bloom	£0.00	£0.00	£0.00
9040	Community Rail Partnership	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£3,040.00	£0.00	£3,040.00

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Events</b>				
<b>Income</b>				
1005	Richmond Park	£0.00	£0.00	£0.00
1015	Marshalls Sports Ground	£0.00	£50.00	£50.00
1030	Levellings Playing Field	£1,000.00	£0.00	-£1,000.00
1040	Aisby Walk Playing Field	£500.00	£0.00	-£500.00
<b>Total Income</b>		£1,500.00	£50.00	-£1,450.00
<b>Expenditure</b>				
10010	Mayflower 400 (Illuminate)	£1,000.00	£0.00	£1,000.00
10020	Armed Forces Day	£2,500.00	£0.00	£2,500.00
10030	Queen's Platinum Jubilee	£0.00	£0.00	£0.00
10035	King Charles III Coronation	£5,000.00	£1,687.50	£3,312.50
10040	Remembrance Sunday	£300.00	£0.00	£300.00
10050	Local Event Support	£3,000.00	£0.00	£3,000.00
<b>Total Expenditure</b>		£11,800.00	£1,687.50	£10,112.50

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Christmas Lights</b>				
<b>Income</b>				
1100	Shop Christmas Tree Scheme	£0.00	£0.00	£0.00
<b>Total Income</b>		£0.00	£0.00	£0.00
<b>Expenditure</b>				
11000	Switch On Event	£5,000.00	£0.00	£5,000.00
11010	Anchor Point / Electrical Testing	£2,500.00	£0.00	£2,500.00
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	Blachere Contract	£21,500.00	£0.00	£21,500.00
11055	Electrical Contractor for potential use of old lights	£3,000.00	£0.00	£3,000.00
11060	Trinty Street Electricity	£200.00	£0.00	£200.00
11070	Church Street Lamp Post Electricity	£200.00	£0.00	£200.00
<b>Total Expenditure</b>		£32,400.00	£0.00	£32,400.00

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Community Infrastructure Levy</b>				
<b>Income</b>				
14000	CIL	£0.00	£0.00	£0.00
<b>Total Income</b>		£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Ear Marked Reserves</b>				
<b>Expenditure</b>				
12000	Ear Marked Reserves	£608,638.52	£0.00	£608,638.52
<b>Total Expenditure</b>		£608,638.52	£0.00	£608,638.52

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Neighbourhood Plan</b>				
<b>Income</b>				
1300	Neighbourhood Plan	£0.00	£0.00	£0.00
<b>Total Income</b>		£0.00	£0.00	£0.00
<b>Expenditure</b>				
13000	Neighbourhood Plan	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Balance
<b>Mayors Charity</b>				
<b>Income</b>				
1200	Events & Donations	£0.00	£0.00	£0.00
<b>Total Income</b>		£0.00	£0.00	£0.00
<b>Expenditure</b>				
14005	Mayor Events (HSBC)	£0.00	£0.00	£0.00
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 13/04/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Actual Net	Balance
Total Income	£712,028.00	£613,068.40	
Total Expenditure	£1,320,666.52	£7,952.25	
<b>Total Net Balance</b>	<b>-£608,638.52</b>	<b>£605,116.15</b>	

# PAPER E

# Bank Account Reconciled Statement

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

Statement Number	122	Bank Statement No.	122
Statement Opening Balance	£609,478.58	Opening Date	01/03/23
Statement Closing Balance	£569,616.45	Closing Date	31/03/23
True/ Cashbook Closing Balance	£569,582.51		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
14/02/23	103955	St Barnabus Lincolnshire Hospice	2,254.65	0.00	607,223.93
01/03/23	BP230301	Elvis Tribute Artist	50.00	0.00	607,173.93
01/03/23	DD230301	Novuna Vehicle Solutions	271.10	0.00	606,902.83
01/03/23	DD230301B	West Lindsey District Council	329.32	0.00	606,573.51
01/03/23	DD230301C	Opus Energy	693.44	0.00	605,880.07
01/03/23	DD230301D	Lex Autolease Limited	510.06	0.00	605,370.01
02/03/23	CR230302	Foxby Hill Allotments	0.00	33.35	605,403.36
02/03/23	CR230302B	Foxby Hill Allotments	0.00	37.53	605,440.89
03/03/23	CR230303	Foxby Hill Allotments	0.00	36.93	605,477.82
03/03/23	CR230303B	Foxby Hill Allotments	0.00	71.17	605,548.99
03/03/23	CR230303C	Love Lane Allotments	0.00	23.63	605,572.62
03/03/23	CR230303D	Foxby Hill Allotments	0.00	41.06	605,613.68
03/03/23	CR230303E	Foxby Hill Allotments	0.00	37.62	605,651.30
03/03/23	CR230303F	Love Lane Allotments	0.00	32.42	605,683.72
03/03/23	CR230303G	Foxby Hill Allotments	0.00	39.40	605,723.12
03/03/23	CR230303H	Foxby Hill Allotments	0.00	33.22	605,756.34
03/03/23	CR230303I	Foxby Hill Allotments	0.00	37.78	605,794.12
03/03/23	CR230303J	Foxby Hill Allotments	0.00	32.64	605,826.76
03/03/23	DD230303	British Gas Business	473.53	0.00	605,353.23
04/03/23	CR230304	Showfield Allotments	0.00	36.16	605,389.39
04/03/23	CR230304B	Foxby Hill Allotments	0.00	74.78	605,464.17
04/03/23	CR230304C	Foxby Hill Allotments	0.00	41.36	605,505.53
04/03/23	CR230304D	Foxby Hill Allotments	0.00	36.55	605,542.08
04/03/23	CR230304E	Foxby Hill Allotments	0.00	39.35	605,581.43
04/03/23	CR230304F	Foxby Hill Allotments	0.00	34.36	605,615.79
05/03/23	CR230305	Spital Hill Allotment Holders	0.00	53.50	605,669.29
05/03/23	CR230305B	Showfield Allotments	0.00	30.84	605,700.13
05/03/23	CR230305C	Love Lane Allotments	0.00	12.41	605,712.54
05/03/23	CR230305D	Showfield Allotments	0.00	27.77	605,740.31
05/03/23	CR230305E	Showfield Allotments	0.00	50.64	605,790.95

# Bank Account Reconciled Statement

06/03/23	BP230306	EE Ltd	124.40	0.00	605,666.55
06/03/23	CC230306	Multiple Suppliers/ Customers	352.68	0.00	605,313.87
06/03/23	CR230306	Slimming World	0.00	119.18	605,433.05
06/03/23	CR230306B	Spital Hill Allotment Holders	0.00	37.69	605,470.74
06/03/23	CR230306C	Foxby Hill Allotments	0.00	36.34	605,507.08
06/03/23	CR230306D	Showfield Allotments	0.00	28.30	605,535.38
06/03/23	CR230306E	Cliff Bradley & Sons Ltd	0.00	1,124.55	606,659.93
06/03/23	CR230306F	Foxby Hill Allotments	0.00	32.48	606,692.41
06/03/23	CR230306G	Foxby Hill Allotments	0.00	30.15	606,722.56
06/03/23	CR230306H	Foxby Hill Allotments	0.00	35.67	606,758.23
06/03/23	CR230306I	Foxby Hill Allotments	0.00	42.85	606,801.08
07/03/23	CR230307	Foxby Hill Allotments	0.00	32.56	606,833.64
07/03/23	CR230307/10	Foxby Hill Allotments	0.00	36.65	606,870.29
07/03/23	CR230307B	Foxby Hill Allotments	0.00	34.83	606,905.12
07/03/23	CR230307C	Foxby Hill Allotments	0.00	35.47	606,940.59
07/03/23	CR230307E	Love Lane Allotments	0.00	33.82	606,974.41
07/03/23	CR230307F	Foxby Hill Allotments	0.00	34.07	607,008.48
07/03/23	CR230307G	Love Lane Allotments	0.00	32.41	607,040.89
08/03/23	CR230308	Love Lane Allotments	0.00	13.15	607,054.04
08/03/23	CR230308B	Love Lane Allotments	0.00	31.02	607,085.06
08/03/23	CR230308C	Love Lane Allotments	0.00	33.23	607,118.29
09/03/23	CR230309		0.00	241.50	607,359.79
09/03/23	CR230309B	Marshall's Sports FC	0.00	1,299.90	608,659.69
09/03/23	CR230309C	East Midlands Group of The Motorcaravaners' Club	0.00	428.40	609,088.09
09/03/23	CR230309D	Co-operative Funeral Care - Scunthorpe	0.00	2,249.10	611,337.19
09/03/23	CR230309E	Showfield Allotments	0.00	40.91	611,378.10
09/03/23	CR230309F	Love Lane Allotments	0.00	33.25	611,411.35
09/03/23	CR230309G	Spital Hill Allotment Holders	0.00	47.14	611,458.49
09/03/23	CR230309H	Love Lane Allotments	0.00	33.65	611,492.14
09/03/23	CR230309I	Spital Hill Allotment Holders	0.00	42.33	611,534.47
09/03/23	CR230309J	Foxby Hill Allotments	0.00	76.06	611,610.53
09/03/23	CR230309K	Foxby Hill Allotments	0.00	62.80	611,673.33
09/03/23	CR230309L	North Warren Road Allotments	0.00	59.43	611,732.76
09/03/23	CR230309M	Love Lane Allotments	0.00	19.37	611,752.13
09/03/23	CR230309N	Lincolnshire Co-operative Funeral Service	0.00	3,775.80	615,527.93
09/03/23	CR230309O	Love Lane Allotments	0.00	36.00	615,563.93

# Bank Account Reconciled Statement

10/03/23	CR230310B	Early Years Alliance	0.00	42.00	615,605.93
10/03/23	CR230310C	Foxby Hill Allotments	0.00	37.09	615,643.02
10/03/23	CR230310D	Foxby Hill Allotments	0.00	30.87	615,673.89
10/03/23	CR230310E	Foxby Hill Allotments	0.00	27.83	615,701.72
10/03/23	CR230310F	Foxby Hill Allotments	0.00	30.19	615,731.91
10/03/23	DR230310	HSBC	16.21	0.00	615,715.70
11/03/23	CR230311	Foxby Hill Allotments	0.00	46.44	615,762.14
12/03/23	CR230312	Foxby Hill Allotments	0.00	29.17	615,791.31
12/03/23	CR230312B	Foxby Hill Allotments	0.00	39.23	615,830.54
12/03/23	CR230312C	Foxby Hill Allotments	0.00	38.61	615,869.15
12/03/23	CR230312D	Foxby Hill Allotments	0.00	30.03	615,899.18
13/03/23	CR230313	Slimming World	0.00	119.18	616,018.36
13/03/23	CR230313B	Spital Hill Allotment Holders	0.00	30.80	616,049.16
13/03/23	CR230313C	Spital Hill Allotment Holders	0.00	24.56	616,073.72
13/03/23	CR230313D	Spital Hill Allotment Holders	0.00	43.32	616,117.04
13/03/23	CR230313E		0.00	966.00	617,083.04
13/03/23	CR230313F	Plot 246	0.00	52.50	617,135.54
13/03/23	CR230313G	Love Lane Allotments	0.00	15.14	617,150.68
13/03/23	DD230313	Opus Energy	293.26	0.00	616,857.42
14/03/23	BP230314	Book My Course Ltd	-44.40	0.00	616,901.82
14/03/23	CR230314	Love Lane Allotments	0.00	32.00	616,933.82
14/03/23	CR230314B	Spital Hill Allotment Holders	0.00	54.07	616,987.89
14/03/23	DD230314	Fuelgenie	198.63	0.00	616,789.26
15/03/23	CR230315	Love Lane Allotments	0.00	36.67	616,825.93
15/03/23	CR230315B	Spital Hill Allotment Holders	0.00	90.77	616,916.70
15/03/23	DD230315	Arval UK Ltd	359.98	0.00	616,556.72
15/03/23	DD230315B	West Lindsey District Council	69.00	0.00	616,487.72
15/03/23	DD230315C	West Lindsey District Council	530.00	0.00	615,957.72
15/03/23	DD230315D	West Lindsey District Council	936.00	0.00	615,021.72
15/03/23	DD230315E	West Lindsey District Council	245.00	0.00	614,776.72
16/03/23	CR230316	Foxby Hill Allotments	0.00	83.75	614,860.47
16/03/23	CR230316B	Love Lane Allotments	0.00	54.21	614,914.68
17/03/23	CR230317	Cliff Bradley & Sons Ltd	0.00	241.50	615,156.18
17/03/23	CR230317B	Foxby Hill Allotments	0.00	39.50	615,195.68
17/03/23	CR230317C	Foxby Hill Allotments	0.00	37.15	615,232.83
17/03/23	CR230317D	Foxby Hill Allotments	0.00	34.58	615,267.41
17/03/23	CR230317E	Foxby Hill Allotments	0.00	38.06	615,305.47

# Bank Account Reconciled Statement

17/03/23	CR230317F	HSBC	0.00	1,559.47	616,864.94
17/03/23	DD230317	British Gas Business	83.52	0.00	616,781.42
17/03/23	DD230317B	British Gas Business	32.47	0.00	616,748.95
17/03/23	DD230317C	British Gas Business	43.25	0.00	616,705.70
19/03/23	CR230319	Plot 254	0.00	52.50	616,758.20
19/03/23	CR230319B	North Warren Road Allotments	0.00	70.29	616,828.49
19/03/23	CR230319C	Plot 244	0.00	52.50	616,880.99
20/03/23	CR230320	Lincolnshire County Council	0.00	1,008.75	617,889.74
20/03/23	CR230320B	Slimming World	0.00	119.18	618,008.92
20/03/23	CR230320C	Love Lane Allotments	0.00	20.61	618,029.53
20/03/23	CR230320D	Love Lane Allotments	0.00	18.35	618,047.88
20/03/23	CR230320E	Plot 256	0.00	52.50	618,100.38
20/03/23	CR230320F	Foxby Hill Allotments	0.00	74.84	618,175.22
20/03/23	DD230320	Anglian Water Business (National) Ltd	14.24	0.00	618,160.98
20/03/23	DD230320B	Anglian Water Business (National) Ltd	172.41	0.00	617,988.57
20/03/23	DD230320C	Unicom	360.05	0.00	617,628.52
21/03/23	CR230321	Foxby Hill Allotments	0.00	77.30	617,705.82
21/03/23	CR230321B	Love Lane Allotments	0.00	15.99	617,721.81
21/03/23	CR230321C	Foxby Hill Allotments	0.00	67.52	617,789.33
21/03/23	CR230321D	Foxby Hill Allotments	0.00	116.75	617,906.08
21/03/23	CR230321E	Plot 242	0.00	52.50	617,958.58
21/03/23	CR230321F	Love Lane Allotments	0.00	33.58	617,992.16
21/03/23	CR230321G	Love Lane Allotments	0.00	26.59	618,018.75
21/03/23	CR230321H	Love Lane Allotments	0.00	72.59	618,091.34
21/03/23	CR230321I	Love Lane Allotments	0.00	67.54	618,158.88
21/03/23	CR230321J	Love Lane Allotments	0.00	29.99	618,188.87
21/03/23	CR230321K	Showfield Allotments	0.00	33.07	618,221.94
21/03/23	CR230321L	Plot 258	0.00	52.50	618,274.44
21/03/23	CR230321M	Plot 234	0.00	52.50	618,326.94
21/03/23	CR230321N	North Warren Road Allotments	0.00	63.68	618,390.62
21/03/23	CR230321O	Showfield Allotments	0.00	72.32	618,462.94
21/03/23	CR230321P	Spital Hill Allotment Holders	0.00	126.93	618,589.87
21/03/23	CR230321Q	Showfield Allotments	0.00	96.47	618,686.34
21/03/23	CR230321R	Love Lane Allotments	0.00	14.66	618,701.00
21/03/23	CR230321S	Plot 272A	0.00	52.50	618,753.50
21/03/23	CR230321T	Plot 252	0.00	52.50	618,806.00
21/03/23	CR230321U	Foxby Hill Allotments	0.00	38.65	618,844.65

# Bank Account Reconciled Statement

21/03/23	CR230321V	Foxby Hill Allotments	0.00	32.19	618,876.84
21/03/23	CR230321W	Foxby Hill Allotments	0.00	37.64	618,914.48
21/03/23	CR230321X	Foxby Hill Allotments	0.00	37.55	618,952.03
21/03/23	DD230321	Opus Energy	317.68	0.00	618,634.35
21/03/23	DD230321B	Anglian Water Business (National) Ltd	7.41	0.00	618,626.94
21/03/23	DD230321C	Anglian Water Business (National) Ltd	66.42	0.00	618,560.52
22/03/23	BP230322	Nigel Smith Plumbing & Mechanical Services Ltd	126.00	0.00	618,434.52
22/03/23	BP230322B	██████████ Grave Digger	1,300.00	0.00	617,134.52
22/03/23	BP230322C	Ranskill Hire Ltd	450.00	0.00	616,684.52
22/03/23	BP230322D	Edge IT Systems Limited	98.40	0.00	616,586.12
22/03/23	BP230322E	F5 Computing Ltd	1,323.60	0.00	615,262.52
22/03/23	BP230322F	██████████	2,200.00	0.00	613,062.52
22/03/23	BP230322G	Dexel Tyre Co Ltd (Gainsborough)	184.00	0.00	612,878.52
22/03/23	BP230322H	Elite Workwear UK	19.99	0.00	612,858.53
22/03/23	BP230322I	West Lindsey District Council	180.00	0.00	612,678.53
22/03/23	BP230322J	DS Heating & Plumbing	180.00	0.00	612,498.53
22/03/23	BP230322K	Trade UK	228.19	0.00	612,270.34
22/03/23	BP230322L	Anthem Trust T/A Benjamin Adlard	1,500.00	0.00	610,770.34
22/03/23	BP230322M	Second Element Ltd	2,501.76	0.00	608,268.58
22/03/23	BP230322N	V king Direct	217.48	0.00	608,051.10
22/03/23	BP230322O	Cliff Bradley & Sons Ltd	150.00	0.00	607,901.10
22/03/23	BP230322P	Kierson	5,697.00	0.00	602,204.10
22/03/23	BP230322Q	DrumBEAT Marketing UK	869.94	0.00	601,334.16
22/03/23	BP230322R	Gainsborough District Scout Council	1,000.00	0.00	600,334.16
22/03/23	BP230322S	British Hardwood Tree Nursery Ltd	480.00	0.00	599,854.16
22/03/23	BP230322T	Huws Gray Limited	20.29	0.00	599,833.87
22/03/23	BP230322U	Multiple Suppliers/ Customers	-282.03	0.00	600,115.90
22/03/23	BP230322V	Retford Memorials	3,973.00	0.00	596,142.90
22/03/23	BP230322W	The Bishop of Lincoln's Registry	317.00	0.00	595,825.90
22/03/23	BP230322X	A Price Electrical Ltd	467.40	0.00	595,358.50
22/03/23	BP230322Y	Marshall's Yard	72.00	0.00	595,286.50
22/03/23	BP230322Z	West Lindsey District Council	3,500.00	0.00	591,786.50
22/03/23	BP230322ZA	The Parkinson Partnership LLP	745.00	0.00	591,041.50
22/03/23	BP230322ZB	Water Plus Ltd	42.83	0.00	590,998.67

# Bank Account Reconciled Statement

22/03/23	BP230322ZC	Water Plus Ltd	18.20	0.00	590,980.47
22/03/23	BP230322ZD	Water Plus Ltd	3.96	0.00	590,976.51
22/03/23	BP230322ZE	Water Plus Ltd	5.58	0.00	590,970.93
22/03/23	BP230322ZF	British Telecommunications Plc	133.80	0.00	590,837.13
22/03/23	BP230322ZG	EE Ltd	83.60	0.00	590,753.53
22/03/23	CR230322	Love Lane Allotments	0.00	17.88	590,771.41
22/03/23	CR230322B	Showfield Allotments	0.00	65.58	590,836.99
22/03/23	CR230322C	Spital Hill Allotment Holders	0.00	48.57	590,885.56
22/03/23	CR230322D	Spital Hill Allotment Holders	0.00	51.74	590,937.30
22/03/23	CR230322E	Showfield Allotments	0.00	37.23	590,974.53
22/03/23	CR230322F	Plot 250	0.00	52.50	591,027.03
22/03/23	CR230322G	Spital Hill Allotment Holders	0.00	49.92	591,076.95
22/03/23	CR230322H	Foxby Hill Allotments	0.00	33.25	591,110.20
22/03/23	CR230322I	Foxby Hill Allotments	0.00	77.33	591,187.53
22/03/23	CR230322J	Plot 226A & 228	0.00	105.00	591,292.53
22/03/23	CR230322K	Foxby Hill Allotments	0.00	39.18	591,331.71
22/03/23	CR230322L	Plot 248	0.00	52.50	591,384.21
22/03/23	CR230322M	Love Lane Allotments	0.00	36.00	591,420.21
22/03/23	CR230322N	Foxby Hill Allotments	0.00	37.22	591,457.43
22/03/23	CR230322O	Foxby Hill Allotments	0.00	30.75	591,488.18
22/03/23	CR230322P	Foxby Hill Allotments	0.00	102.18	591,590.36
22/03/23	CR230322Q	Plot 236	0.00	52.50	591,642.86
22/03/23	CR230322R	Foxby Hill Allotments	0.00	41.33	591,684.19
22/03/23	CR230322S	Foxby Hill Allotments	0.00	37.58	591,721.77
22/03/23	CR230322T	Foxby Hill Allotments	0.00	78.89	591,800.66
22/03/23	CR230322V	Love Lane Allotments	0.00	39.32	591,839.98
22/03/23	CR230322W	Spital Hill Allotment Holders	0.00	32.51	591,872.49
22/03/23	CR230322X	Foxby Hill Allotments	0.00	43.82	591,916.31
22/03/23	CR230322Y	Foxby Hill Allotments	0.00	70.59	591,986.90
22/03/23	CR230322Z	Spital Hill Allotment Holders	0.00	48.06	592,034.96
22/03/23	CR230322ZA	Foxby Hill Allotments	0.00	35.04	592,070.00
22/03/23	CR230322ZB	Showfield Allotments	0.00	35.75	592,105.75
22/03/23	CR230322ZC	Foxby Hill Allotments	0.00	39.17	592,144.92
22/03/23	CR230322ZD	Foxby Hill Allotments	0.00	76.75	592,221.67
22/03/23	CR230322ZE	Foxby Hill Allotments	0.00	41.11	592,262.78
22/03/23	CR230322ZF	Foxby Hill Allotments	0.00	45.96	592,308.74
22/03/23	CR230322ZG	Foxby Hill Allotments	0.00	35.23	592,343.97
22/03/23	CR230322ZH	Foxby Hill Allotments	0.00	71.52	592,415.49

# Bank Account Reconciled Statement

22/03/23	CR230322ZI	Foxby Hill Allotments	0.00	39.01	592,454.50
22/03/23	CR230322ZJ	Cliff Bradley & Sons Ltd	0.00	2,539.42	594,993.92
22/03/23	DD230322	British Gas Business	34.07	0.00	594,959.85
22/03/23	DD230322B	British Gas Business	38.86	0.00	594,920.99
23/03/23	BP230323	Rigel Wolf Ltd	27,838.05	0.00	567,082.94
23/03/23	CC230323B	HSBC	253.25	0.00	566,829.69
23/03/23	CR230323	Showfield Allotments	0.00	13.77	566,843.46
23/03/23	CR230323B	Showfield Allotments	0.00	36.77	566,880.23
23/03/23	CR230323C	Spital Hill Allotment Holders	0.00	40.90	566,921.13
23/03/23	CR230323D	Foxby Hill Allotments	0.00	36.29	566,957.42
23/03/23	CR230323E	Spital Hill Allotment Holders	0.00	59.37	567,016.79
23/03/23	CR230323F	Showfield Allotments	0.00	24.50	567,041.29
23/03/23	CR230323G	Love Lane Allotments	0.00	16.67	567,057.96
23/03/23	CR230323H	Spital Hill Allotment Holders	0.00	54.46	567,112.42
23/03/23	CR230323I	Spital Hill Allotment Holders	0.00	28.25	567,140.67
23/03/23	DD230323	British Telecommunications Plc	133.80	0.00	567,006.87
24/03/23	CR230324	Plot 232	0.00	52.50	567,059.37
24/03/23	CR230324B	Foxby Hill Allotments	0.00	43.20	567,102.57
24/03/23	CR230324C	Love Lane Allotments	0.00	15.54	567,118.11
24/03/23	CR230324E	Foxby Hill Allotments	0.00	42.42	567,160.53
24/03/23	CR230324F	Foxby Hill Allotments	0.00	35.57	567,196.10
24/03/23	CR230324G	Showfield Allotments	0.00	31.81	567,227.91
24/03/23	CR230324H	Showfield Allotments	0.00	31.47	567,259.38
24/03/23	CR230324I	Love Lane Allotments	0.00	17.61	567,276.99
24/03/23	CR230324J	Love Lane Allotments	0.00	105.29	567,382.28
24/03/23	DD230324	E.ON Next Energy Ltd	5.58	0.00	567,376.70
24/03/23	DD230324B	Stallard Kane Associates Ltd	93.50	0.00	567,283.20
25/03/23	CR230325	Love Lane Allotments	0.00	40.39	567,323.59
25/03/23	CR230325B	Plot 262	0.00	52.50	567,376.09
25/03/23	CR230325C	Plot 240	0.00	52.50	567,428.59
25/03/23	CR230325D	Love Lane Allotments	0.00	38.50	567,467.09
25/03/23	CR230325E	Foxby Hill Allotments	0.00	37.61	567,504.70
25/03/23	CR230325F	Foxby Hill Allotments	0.00	37.13	567,541.83
25/03/23	CR230325G	Love Lane Allotments	0.00	20.66	567,562.49
26/03/23	CR230326	Love Lane Allotments	0.00	15.55	567,578.04
26/03/23	CR230326B	Love Lane Allotments	0.00	36.24	567,614.28
27/03/23	CR230327	Slimming World	0.00	119.18	567,733.46

# Bank Account Reconciled Statement

28/03/23	CR230328	Foxby Hill Allotments	0.00	52.06	567,785.52
28/03/23	CR230328B	North Warren Road Allotments	0.00	33.17	567,818.69
28/03/23	CR230328C	North Warren Road Allotments	0.00	40.01	567,858.70
28/03/23	CR230328D	Marshalls FC	0.00	173.00	568,031.70
28/03/23	DD230328	British Gas Business	12.54	0.00	568,019.16
29/03/23	CR230329	Love Lane Allotments	0.00	49.68	568,068.84
29/03/23	CR230329B	Showfield Allotments	0.00	34.28	568,103.12
29/03/23	CR230329C	Showfield Allotments	0.00	19.11	568,122.23
29/03/23	CR230329D	Showfield Allotments	0.00	23.28	568,145.51
29/03/23	CR230329E	North Warren Road Allotments	0.00	51.99	568,197.50
29/03/23	CR230329F	Showfield Allotments	0.00	19.45	568,216.95
29/03/23	CR230329G	Love Lane Allotments	0.00	58.04	568,274.99
29/03/23	CR230329H	Spital Hill Allotment Holders	0.00	39.26	568,314.25
29/03/23	CR230329I	Showfield Allotments	0.00	31.57	568,345.82
29/03/23	CR230329J	Spital Hill Allotment Holders	0.00	33.79	568,379.61
29/03/23	CR230329K	Love Lane Allotments	0.00	65.95	568,445.56
29/03/23	CR230329L	Foxby Hill Allotments	0.00	38.23	568,483.79
29/03/23	CR230329M	Foxby Hill Allotments	0.00	35.72	568,519.51
29/03/23	CR230329N	Foxby Hill Allotments	0.00	36.19	568,555.70
30/03/23	CR230324D30M	Showfield Allotments	0.00	36.00	568,591.70
30/03/23	CR230330	Spital Hill Allotment Holders	0.00	51.18	568,642.88
30/03/23	CR230330B	Foxby Hill Allotments	0.00	75.43	568,718.31
30/03/23	CR230330C	Love Lane Allotments	0.00	52.50	568,770.81
30/03/23	CR230330D	Love Lane Allotments	0.00	65.50	568,836.31
30/03/23	CR230330E	North Warren Road Allotments	0.00	46.93	568,883.24
30/03/23	CR230330F	Spital Hill Allotment Holders	0.00	37.64	568,920.88
30/03/23	CR230330G	Spital Hill Allotment Holders	0.00	44.51	568,965.39
30/03/23	CR230330H	Plot 226	0.00	52.50	569,017.89
30/03/23	CR230330I	Foxby Hill Allotments	0.00	30.23	569,048.12
30/03/23	CR230330J	North Warren Road Allotments	0.00	27.72	569,075.84
30/03/23	CR230330K	Cliff Bradley & Sons Ltd	0.00	483.00	569,558.84
30/03/23	CR230330L	Love Lane Allotments	0.00	35.90	569,594.74
30/03/23	CR230330N	Spital Hill Allotment Holders	0.00	41.49	569,636.23
30/03/23	CR230330O	Love Lane Allotments	0.00	17.38	569,653.61
31/03/23	CR230331	Foxby Hill Allotments	0.00	29.44	569,683.05
31/03/23	CR230331B	██████████	0.00	241.50	569,924.55

# Bank Account Reconciled Statement

31/03/23	CR230331C	Love Lane Allotments	0.00	0.00	569,924.55
31/03/23	DD230331	British Gas Business	308.10	0.00	569,616.45

## Uncleared and unrepresented effects

31/03/23	PC103956	Multiple Suppliers/ Customers	33.94		569,582.51
		Total uncleared and unrepresented	33.94	0.00	
		Total debits / credits	65318.99	25422.92	

Reconciled by Rachel Allbones

Signed  
Clerk / Responsible Financial Officer

Chair

Date

## Your Statement

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



### Account Summary

Opening Balance	10,000.00
Payments In	83,788.54
Payments Out	83,788.54
Closing Balance	10,000.00

### International Bank Account Number

GB60HBUK40220151418890

### Branch Identifier Code

HBUKGB4131T

1 March to 28 March 2023

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

51418890

772

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 23	BALANCE BROUGHT FORWARD			10,000.00
01 Mar 23	DD NOVUNA	271.10		
	DD WEST LINDSEY DISTR	329.32		
	DD OPUS ENERGY GAS SU	693.44		
	DD LEX AUTOLEASE	510.06		
	BP [REDACTED]			
	Gains Town Council	50.00		
	TFR TRANSFER 03662918		1,853.92	10,000.00
02 Mar 23	CR [REDACTED]		33.35	
	CR [REDACTED]		37.53	
	TFR TRANSFER 03662918	70.88		10,000.00
03 Mar 23	DD BRITISH GAS BUSINE	473.53		
	CR [REDACTED]		36.93	
	CR [REDACTED]		71.17	
	BP [REDACTED]		23.63	
	CR [REDACTED]		41.06	
	CR [REDACTED]		37.62	
	CR [REDACTED]		32.42	
	CR [REDACTED]		39.40	
	BALANCE CARRIED FORWARD			9,801.70

**1 March to 28 March 2023**

## Your Statement

**Account Name**

Gainsborough Town Council

**Sortcode**

40-22-01



















**Account Number**

51418890

**Sheet Number**

773

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>9,808.70</b>
	CR 			
			33.22	
	CR 			
			37.78	
	CR 			
			32.64	
04 Mar 23	TFR TRANSFER 03662918		87.66	10,000.00
	CR 			
			36.16	
	CR 			
			74.78	
	BP 			
			41.36	
	CR 			
			36.55	
	CR 			
			39.35	
	CR 			
			34.36	
05 Mar 23	TFR TRANSFER 03662918	262.56		10,000.00
	CR 			
			53.50	
	CR 			
			30.84	
	CR 			
			12.41	
	CR 			
			27.77	
	CR 			
			50.64	
06 Mar 23	TFR TRANSFER 03662918	175.16		10,000.00
	DD COMMERCIAL CARD	352.68		
	CR 			
	SLIMMING WORLD REN		119.18	
	CR 			
			37.69	
	CR 			
			36.34	
	CR 			
			28.30	
	CR C BRDLEY+SNS LTD			
	INVOICE C48		1,124.55	
	BP EE			
	203331503/1	124.40		
	<b>BALANCE CARRIED FORWARD</b>			<b>10,868.98</b>





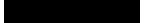
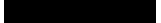






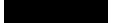



















**1 March to 28 March 2023**

## Your Statement

**Account Name**  
Gainsborough Town Council

**Sortcode** 40-22-01 **Account Number** 51418890 **Sheet Number** 774

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,868.98</b>
	CR 			
			32.48	
	CR 			
			30.15	
	CR 			
			35.67	
	CR 			
			42.85	
	TFR TRANSFER 03662918	1,010.13		10,000.00
07 Mar 23	CR 			
			32.56	
	CR 			
			34.83	
	BP 			
			35.47	
	BP 			
			35.47	
	CR 			
			33.82	
	CR 			
			34.07	
	CR 			
			32.41	
	TFR TRANSFER 03662918	238.63		10,000.00
08 Mar 23	CR 			
			13.15	
	CR 			
			31.02	
	CR 			
			33.23	
	TFR TRANSFER 03662918	77.40		10,000.00
09 Mar 23	CR CHQ IN AT 402201		4,293.06	
	CR CHQ IN AT 402201		340.78	
	CR LINCS COOP		3,775.80	
	CR 			
			36.00	
	TFR TRANSFER 03662918	8,445.64		10,000.00
10 Mar 23	DR TOTAL CHARGES			
	TO 16FEB2023	16.21		
	BP 			
			1.18	
	CR PPLA- LINCOLSHIRE			
	INV F34		42.00	
	<b>BALANCE CARRIED FORWARD</b>			<b>10,026.97</b>

**1 March to 28 March 2023**

## Your Statement

**Account Name**

Gainsborough Town Council

**Sortcode**

40-22-01








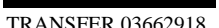

























**Account Number**

51418890

**Sheet Number**

775

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,026.97</b>
	CR 			
			37.09	
	CR 			
			30.87	
	CR 			
			27.83	
	CR 			
			30.19	
11 Mar 23	TFR TRANSFER 03662918	152.95		10,000.00
	CR 			
			46.44	
12 Mar 23	TFR TRANSFER 03662918	46.44		10,000.00
	BP 			
			29.17	
	BP 			
			39.23	
	BP 			
			38.61	
	BP 			
			30.03	
13 Mar 23	TFR TRANSFER 03662918	137.04		10,000.00
	DD OPUS ENERGY LTD	293.26		
	CR 			
	SLIMMING WORLD REN		119.18	
	CR 			
			30.80	
	CR 			
			24.56	
	CR 			
			43.32	
	CR ANDERSON C & C			
	C49		966.00	
	CR 			
			52.50	
	CR 			
			15.14	
14 Mar 23	TFR TRANSFER 03662918	958.24		10,000.00
	CR BOOK MY COURSE LTD		44.40	
	DD ATOS RE FUELGENIE	198.63		
	CR 			
			32.00	
	CR 			
			54.07	
	TFR TRANSFER 03662918		68.16	10,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

**1 March to 28 March 2023**

## Your Statement

**Account Name**  
Gainsborough Town Council

**Sortcode** 40-22-01 **Account Number** 51418890 **Sheet Number** 776

Your BUSINESS CURRENT ACCOUNT details				
Date	Payment type and details		Paid out	Paid in
				Balance
15 Mar 23	DD	BALANCE BROUGHT FORWARD		10,000.00
	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	
	CR			
				36.67
	CR			
				90.77
	TFR	TRANSFER 03662918		2,012.54
16 Mar 23	CR			10,000.00
				83.75
	CR			
				54.21
	TFR	TRANSFER 03662918	137.96	10,000.00
17 Mar 23	DD	BRITISH GAS		
		FIRST PAYMENT	83.52	
	DD	BRITISH GAS		
		FIRST PAYMENT	32.47	
	DD	BRITISH GAS		
		FIRST PAYMENT	43.25	
	CR	C BRDLEY+SNS LTD		
		INVOICE 4060		241.50
	CR			
				39.50
	CR			
				37.15
	CR			
				34.58
	CR			
				38.06
	TFR	TRANSFER 03662918	231.55	10,000.00
19 Mar 23	BP			
				52.50
	CR			
				70.29
	CR			
				52.50
	TFR	TRANSFER 03662918	175.29	10,000.00
20 Mar 23	CR	LINCOLNSHIRE CC		1,008.75
	DD	ANGLIAN WATER BUSI	14.24	
	DD	ANGLIAN WATER BUSI	172.41	
	DD	UNICOM	360.05	
		BALANCE CARRIED FORWARD		10,462.05

**1 March to 28 March 2023**

## Your Statement

**Account Name**

Gainsborough Town Council

**Sortcode**

40-22-01


























**Account Number**

51418890

**Sheet Number**

777

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,462.05</b>
	CR 			
	SLIMMING WORLD REN		119.18	
	CR 			
			20.61	
	CR 			
			18.35	
	CR 			
			52.50	
	CR 			
			74.84	
	TFR TRANSFER 03662918	747.53		10,000.00
21 Mar 23	CR CASH IN AT HSBC BANK PLC GAINSBOROUGH		15.99	
	DD OPUS ENERGY LTD	317.68		
	DD ANGLIAN WATER BUSI	7.41		
	DD ANGLIAN WATER BUSI	66.42		
	CR 			
			77.30	
	CR 			
			14.66	
	CR 			
			52.50	
	CR CASH IN AT HSBC BANK PLC GAINSBOROUGH		497.47	
	CR CASH IN AT HSBC BANK PLC GAINSBOROUGH		467.06	
	BP 			
			52.50	
	CR 			
			38.65	
	CR 			
			32.19	
	CR 			
			37.64	
	CR 			
			37.55	
	TFR TRANSFER 03662918	932.00		10,000.00
22 Mar 23	CR CHQ IN AT 402201		430.40	
	CR CHQ IN AT 402201		913.26	
	CR CHQ IN AT 402201		269.34	
	CR CHQ IN AT 402201		273.50	
	DD BRITISH GAS	34.07		
	DD BRITISH GAS	38.86		
	<b>BALANCE CARRIED FORWARD</b>			<b>11,813.57</b>


**1 March to 28 March 2023**

## Your Statement

**Account Name**  
Gainsborough Town Council

**Sortcode** 40-22-01 **Account Number** 51418890 **Sheet Number** 778

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>11,813.57</b>
CR				
			35.75	
TFR	402201 03662918			
	INTERNET TRANSFER		27,000.00	
BP	Nigel Smith Plumbi			
	574560	126.00		
BP	MR 			
	129-130-132	1,300.00		
BP	Ranskill Hire Ltd			
	G237	450.00		
BP	EDGE IT SYSTEMS LT			
	36754	98.40		
BP	F5 COMPUTING LTD			
	GAINS TOWN COUNCIL	1,323.60		
BP				
	2172	2,200.00		
BP	DEXEL TYRE CO LTD			
	GAI TOW	184.00		
BP	ELITE WORKWEAR UK			
	GAINS TOWN COUNCIL	19.99		
BP	WEST LINDSEY DC			
	32UHB11004	180.00		
BP	DANIEL SENESCALL			
	GAINS TOWN COUNCIL	180.00		
BP	Screwfix Direct Lt			
	6331640014561849	228.19		
BP	Anthem Trust t/a B			
	Gains Town Council	1,500.00		
BP	SECOND ELEMENT			
	223126	2,501.76		
BP	Office Depot Inter			
	1354765	217.48		
BP	Cliff Bradley & So			
	CB120	150.00		
BP	Kierson			
	101655	5,697.00		
BP	DrumBEAT Marketing			
	INV-001071	869.94		
BP	Gains District Sco			
	Gains Town Council	1,000.00		
CR				
			39.17	
BP	British Hardwood T			
	GAIN01	480.00		
	<b>BALANCE CARRIED FORWARD</b>			<b>20,182.13</b>

**1 March to 28 March 2023**

## Your Statement

**Account Name**  
Gainsborough Town Council

**Sortcode** 40-22-01 **Account Number** 51418890 **Sheet Number** 779

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>20,182.13</b>
CR	[REDACTED]			
	[REDACTED]		76.75	
CR	[REDACTED]			
	[REDACTED]		41.11	
CR	[REDACTED]			
	[REDACTED]		45.96	
CR	[REDACTED]			
	[REDACTED]		35.23	
BP	Huws Gray Ltd G7305	20.29		
BP	Elite Signs Ltd 21931	288.00		
CR	[REDACTED]			
	[REDACTED]		71.52	
CR	[REDACTED]			
	[REDACTED]		39.01	
BP	Retford Memorials 1177/22	3,973.00		
BP	Lee Bolton Monier- Linc - F2023/39	317.00		
BP	A PRICE ELECTRICAL GAINS TOWN COUNCIL	467.40		
BP	Marshall's Yard 1306	72.00		
BP	WEST LINDSEY DC 1907009819	3,500.00		
BP	The Parkinson Part GAINSBOR	745.00		
BP	WATER PLUS 0229006916	42.83		
BP	WATER PLUS 7001587165	18.20		
CR	C BRDLEY+SNS LTD INVOICE C43		2,539.42	
BP	WATER PLUS 7001679673	3.96		
BP	WATER PLUS 0880007483	5.58		
BP	BT BUSINESS GP00831391	133.80		
BP	EE 203331503/1	83.60		
TFR	TRANSFER 03662918	3,360.47		10,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

**1 March to 28 March 2023**

## Your Statement

**Account Name**

Gainsborough Town Council

**Sortcode**

40-22-01

































**Account Number**

51418890

**Sheet Number**

780

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
23 Mar 23	DD <b>BALANCE BROUGHT FORWARD</b>			<b>10,000.00</b>
	BT GROUP PLC			
	FIRST PAYMENT	133.80		
	CHQ 103955	2,254.65		
	CR 			
	CR 		13.77	
	CR 			
	CR 		36.77	
	TFR 402201 03662918			
	INTERNET TRANSFER		27,000.00	
	BP RIGEL WOLF CLIENT			
	GTC PAYROLL	27,838.05		
	CR 			
	CR 		40.90	
	CR 			
	CR 		36.29	
	CR 			
	CR 		59.37	
	BP COMMERCIAL 486483			
	486483*****4056	253.25		
	CR 			
	CR 		24.50	
	CR 			
	CR 		16.67	
	CR 			
	CR 		54.46	
	CR 			
	CR 		28.25	
	TFR TRANSFER 03662918		3,168.77	<b>10,000.00</b>
24 Mar 23	CR 			
	CR 		52.50	
	DD E.ON NEXT	5.58		
	DD STALLARD KANE ASSO	93.50		
	CR 			
	CR 		43.20	
	CR 			
	CR 		15.54	
	CR 			
	CR 		25.00	
	CR 			
	CR 		42.42	
	CR 			
	CR 		35.57	
	CR 			
	CR 		31.81	
	<b>BALANCE CARRIED FORWARD</b>			<b>10,146.96</b>

**1 March to 28 March 2023**

## Your Statement

**Account Name**

Gainsborough Town Council

**Sortcode**

40-22-01

**Account Number**

51418890

**Sheet Number**

781

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,146.96</b>
	CR [REDACTED]			
	ALLOTMENT		31.47	
	CR [REDACTED]			
	[REDACTED]		17.61	
	CR [REDACTED]			
	[REDACTED]		105.29	
25 Mar 23	TFR TRANSFER 03662918	301.33		10,000.00
	CR [REDACTED]			
	[REDACTED]		40.39	
	CR [REDACTED]			
	[REDACTED]		52.50	
	CR [REDACTED]			
	[REDACTED]		52.50	
	CR [REDACTED]			
	[REDACTED]		38.50	
	CR [REDACTED]			
	[REDACTED]		37.61	
	CR [REDACTED]			
	[REDACTED]		37.13	
	BP [REDACTED]			
	[REDACTED]		20.66	
26 Mar 23	TFR TRANSFER 03662918	279.29		10,000.00
	CR [REDACTED]			
	[REDACTED]		15.55	
	CR [REDACTED]			
	[REDACTED]		36.24	
27 Mar 23	TFR TRANSFER 03662918	51.79		10,000.00
	CR [REDACTED]			
	SLIMMING WORLD REN		119.18	
28 Mar 23	TFR TRANSFER 03662918	119.18		10,000.00
	DD BRITISH GAS			
	FIRST PAYMENT	12.54		
	CR [REDACTED]			
	[REDACTED]		52.06	
	CR [REDACTED]			
	[REDACTED]		33.17	
	CR [REDACTED]			
	[REDACTED]		40.01	
	BP [REDACTED]			
	Ash Marshall men		173.00	
28 Mar 23	TFR TRANSFER 03662918	285.70		10,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

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](http://www.hsbc.co.uk)

**1 March to 28 March 2023**

## Your Statement

**Account Name**  
Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
40-22-01   51418890   782

### 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](http://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/](http://hsbc.co.uk/fscs/)).

<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		21.34%

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

GBP 8,108.17

Make a payment

Print

Balance details

Recent transact...

Next working d...

Statements

All transactions for the last

7 days

14 days

1 month

3 months

6 months

12 months

29 Mar 2023 to 31 Mar 2023

Download

Advanced search

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



Date	Type	Description	Paid out	Paid in	Balance
31 Mar 2023		Balance carried forward			10,000.00
31 Mar 2023	TFR	TRANSFER 03662918		37.16	10,000.00
31 Mar 2023	CR			241.50	9,962.84
31 Mar 2023	CR			29.44	9,721.34
31 Mar 2023	DD	BRITISH GAS BUSINE	308.10		9,691.90
30 Mar 2023	TFR	TRANSFER 03662918	1,072.91		10,000.00
30 Mar 2023	DR	UNPAID CHEQUE	33.70		11,072.91
30 Mar 2023	CR			11.00	11,106.61
30 Mar 2023	CR			35.90	11,095.61
30 Mar 2023	CR	C BRDLEY+SNS LTD INVOICE C50		483.00	11,059.71
30 Mar 2023	CR			27.72	10,576.71
30 Mar 2023	CR			30.23	10,548.99
30 Mar 2023	CR	CHQ IN AT 402201		242.32	10,518.76
30 Mar 2023	CR	CHQ IN AT 402201		276.44	10,276.44
29 Mar 2023	TFR	TRANSFER 03662918	536.54		10,000.00
29 Mar 2023	CR			36.19	10,536.54
29 Mar 2023	CR			35.72	10,500.35
29 Mar 2023	CR			38.23	10,464.63
29 Mar 2023	CR	CASH IN AT 402201		295.09	10,426.40
29 Mar 2023	CR	CASH IN AT 402201		131.31	10,131.31
29 Mar 2023		Balance brought forward			10,000.00

## Your Statement

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



### Account Summary

Opening Balance	599,478.58
Payments In	21,366.08
Payments Out	61,228.21
Closing Balance	559,616.45

Interest Rate - Valid as at end date of the statement period  
1.30% AER

1 March to 31 March 2023

### International Bank Account Number

GB04HBUK40220103662918

### Branch Identifier Code

HBUKGB4131T

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

03662918 297

### Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 23	BALANCE BROUGHT FORWARD			599,478.58
01 Mar 23	TFR TRANSFER 51418890	1,853.92		597,624.66
02 Mar 23	TFR TRANSFER 51418890		70.88	597,695.54
03 Mar 23	TFR TRANSFER 51418890	87.66		597,607.88
04 Mar 23	TFR TRANSFER 51418890		262.56	597,870.44
05 Mar 23	TFR TRANSFER 51418890		175.16	598,045.60
06 Mar 23	TFR TRANSFER 51418890		1,010.13	599,055.73
07 Mar 23	TFR TRANSFER 51418890		238.63	599,294.36
08 Mar 23	TFR TRANSFER 51418890		77.40	599,371.76
09 Mar 23	TFR TRANSFER 51418890		8,445.64	607,817.40
10 Mar 23	TFR TRANSFER 51418890		152.95	607,970.35
11 Mar 23	TFR TRANSFER 51418890		46.44	608,016.79
12 Mar 23	TFR TRANSFER 51418890		137.04	608,153.83
13 Mar 23	TFR TRANSFER 51418890		958.24	609,112.07
14 Mar 23	TFR TRANSFER 51418890	68.16		609,043.91
15 Mar 23	TFR TRANSFER 51418890	2,012.54		607,031.37
16 Mar 23	TFR TRANSFER 51418890		137.96	607,169.33
17 Mar 23	CR GROSS INTEREST TO 16MAR2023		1,559.47	
	TFR TRANSFER 51418890		231.55	608,960.35
19 Mar 23	TFR TRANSFER 51418890		175.29	609,135.64
20 Mar 23	TFR TRANSFER 51418890		747.53	609,883.17
21 Mar 23	TFR TRANSFER 51418890		932.00	610,815.17
22 Mar 23	TFR 402201 51418890			
	INTERNET TRANSFER	27,000.00		
	TFR TRANSFER 51418890		3,360.47	587,175.64
	BALANCE CARRIED FORWARD			587,175.64

**1 March to 31 March 2023**

## Your Statement

**Account Name**

Gainsborough Town Council

**Sortcode**

40-22-01

**Account Number**

03662918

**Sheet Number**

298

<b>Your Business Money Manager details</b>				
<i>Date</i>	<i>Payment type and details</i>		<i>Paid out</i>	<i>Paid in</i>
				<b>Balance</b>
23 Mar 23	TFR	<b>BALANCE BROUGHT FORWARD</b>		<b>587,175.64</b>
		402201 51418890		
		INTERNET TRANSFER	27,000.00	
	TFR	TRANSFER 51418890	3,168.77	557,006.87
24 Mar 23	TFR	TRANSFER 51418890		301.33
25 Mar 23	TFR	TRANSFER 51418890		279.29
26 Mar 23	TFR	TRANSFER 51418890		51.79
27 Mar 23	TFR	TRANSFER 51418890		119.18
28 Mar 23	TFR	TRANSFER 51418890		285.70
29 Mar 23	TFR	TRANSFER 51418890		536.54
30 Mar 23	TFR	TRANSFER 51418890		1,072.91
31 Mar 23	TFR	TRANSFER 51418890	37.16	
<b>31 Mar 23</b>		<b>BALANCE CARRIED FORWARD</b>		<b>559,616.45</b>

### 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](https://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/](https://hsbc.co.uk/fscs/)).

# PAPER F

# Consolidated Balance Sheet

Unaudited

31/03/22

£

31/03/23

£

## Current assets

0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
17,512.94	VAT Recoverable	6,966.68
24,156.10	Debtors	34,602.26
1,747.52	Payment in Advance	3,083.48
456,791.57	Cash in Hand & at Bank	569,682.51
500,208.13	TOTAL CURRENT ASSETS	614,334.93
500,208.13	TOTAL ASSETS	614,334.93

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
36,113.95	Creditors	5,696.41
0.00	Receipts in Advance	0.00
36,113.95	TOTAL CURRENT LIABILITIES	5,696.41
464,094.18	TOTAL ASSETS LESS CURRENT LIABILITIES	608,638.52
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
464,094.18	NET ASSETS	608,638.52

## Represented by

161,468.07	General Fund	210,953.40
2,254.65	Mayors Charity Account	0.00
59,500.00	Roses AWP Sinking Fund	59,500.00
950.00	Roses Key Deposits	950.00
700.00	Marshalls Key Deposits	700.00
0.00	Levellings Key Deposit	0.00
0.00	Allotment Officer	26,000.00
2,500.00	Staff Training	2,000.00
6,840.00	Community Grants	4,840.00
0.00	Election Costs	22,000.00
0.00	Governance Support / Recruitment	2,500.00
25,000.00	Richmond House Maintenance	26,000.00
10,022.99	Richmond House Conservatory replacement	15,000.00
2,500.00	Richmond Park Toilet Renov	1,583.57
3,500.00	Richmond Park Compound Fence	4,000.00

# Consolidated Balance Sheet

Unaudited

31/03/22		31/03/23
£		£
9,000.00	General Tree Maintenance & Survey	15,700.00
13,650.00	General Footpath/Road Maintenance	38,650.00
2,000.00	General Litter Bin refurb / replacement	2,000.00
2,500.00	General Green Waste Removal	5,500.00
	Electrics, Boiler, Solar	
7,000.00	Marshalls Pavilion Maintenance	5,500.00
7,810.00	Marshalls Ditch Clearance	8,000.00
	Marshalls & Levellings	
1,200.00	Grounds Maint & Renovations	2,000.00
19,091.00	Cemetery Topple Testing	15,118.00
4,000.00	Cemetery Boundary Fence Maint.	5,000.00
6,700.00	Cemetery Woodland Burial	2,000.00
	Sinking Fun	
34,000.00	Cemetery Extension B Land	47,000.00
6,500.00	General Play Equip Maint.	10,500.00
13,000.00	Wet Pour Repairs	1,000.00
16,945.50	Levellings Future Development	16,295.50
2,900.00	Levellings Pavilion Maint.	2,217.17
400.00	Levellings Difibrillator	400.00
0.00	Aisby Walk Skate Park repairs	18,000.00
1,000.00	Silver Street Sculpture Maint	1,000.00
5,000.00	Allotments Site Maintenance & promotion	6,000.00
10,000.00	Showfield Allotment Wall Maintenance	2,000.00
5,200.00	North Warren Allotment Fence	5,200.00
108.07	Foxby Hill Allotment Asso Funds	108.07
6,082.00	Kings Coronation event	4,012.76
206.90	CIL	19,410.05
2,500.00	Community Resilience Grant	0.00
1,500.00	Building Valuations	0.00
2,000.00	New Grounds Equipment	0.00
500.00	King Ramps Event Aisby Walk	0.00
1,720.00	Street Furniture - Benches	0.00
450.00	Street Furniture -Notice Board	0.00
225.00	WW2 Veteran Acknowledgement Awa	0.00
	Travelguide	
2,350.00	Community Rail Partnership	0.00
2,000.00	Gainsborough in Bloom	0.00
100.00	Neighbourhood Plan	0.00
620.00	Mayors Expenses 21/22	0.00
600.00	Mayflower Close Boundary Maintenance	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00

# Consolidated Balance Sheet

Unaudited

31/03/22		31/03/23
£		£
464,094.18		608,638.52
<hr/>		
302,626.11	Reserves total excluding general fund and liabilities	397,685.12
0.00	Reserves total of liabilities e.g. deposits	0.00
161,468.07	General fund total	210,953.40
<hr/>		
464,094.18		608,638.52

Signed \_\_\_\_\_

Chairman

\_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

AUDIT OPINION

# PAPER G

# Income and Expenditure Account

Unaudited

31/03/22 £		31/03/23 £
	<b>INCOME</b>	
38,944.00	Public Realm	0.00
0.00	Events	1,150.06
80.00	Christmas Lights	0.00
0.00	Community Infrastructure Levy	19,203.15
0.00	Neighbourhood Plan	0.00
0.00	Mayors Charity	338.00
0.00	Interest on Investments	0.00
527,860.00	Precept	554,258.00
0.00	Employee Costs	0.00
17,213.64	Administration	29,413.77
5,393.76	Grounds Maintenance	5,927.46
8,726.06	Richmond Park & House	8,578.42
26,330.60	Sports Grounds	22,289.92
54,101.00	Cemeteries	58,327.97
15,714.39	Allotments	10,563.72
<hr/> 694,363.45	<b>TOTAL INCOME</b>	<hr/> 710,050.47
	<b>EXPENDITURE</b>	
270,945.29	Employee Costs	290,543.89
51,002.11	Administration	49,536.49
64,831.33	Grounds Maintenance	35,372.05
28,672.13	Richmond Park & House	31,111.86
31,706.51	Sports Grounds	33,245.86
47,146.72	Cemeteries	24,746.68
2,043.70	Play Areas	2,533.08
4,143.39	Allotments	6,775.02
44,511.34	Public Realm	3,221.24
3,233.00	Events	6,045.90
26,884.74	Christmas Lights	25,228.33
0.00	Community Infrastructure Levy	0.00
38,154.78	Ear Marked Reserves	56,782.73
0.00	Neighbourhood Plan	0.00
-117.00	Mayors Charity	338.00
0.00	S. 137 Payments	25.00
<hr/> 613,158.04	<b>TOTAL EXPENDITURE</b>	<hr/> 565,506.13
104,326.40	Balance as at 01/04/22	161,468.07
694,363.45	Add Total Income	710,050.47
<hr/> 798,689.85		<hr/> 871,518.54
613,158.04	Deduct Total Expenditure	565,506.13
<hr/> 0.00	Stock Adjustment	<hr/> 0.00
-24,063.74	Transfer to/ from reserves	-95,059.01
<hr/> 161,468.07	Balance as at 31/03/23	<hr/> 210,953.40

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

# PAPER H

# I & E Accounts Analysis

Start of year 01/04/22

Balances at the start of the year

## Ordinary Accounts

HSBC Current/ Deposit Account	£456,691.57
Petty Cash	£100.00
<b>Total</b>	<b>£456,791.57</b>

	1	2	3	4	5	1+2-3-4+5
<b>INCOME</b>	Receipts	Debtors	Receipts in advance	Opening Debtors	Opening Receipts in advance	<b>INCOME</b>
Public Realm	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Events	£1,150.06	£0.00	£0.00	£0.00	£0.00	£1,150.06
Christmas Lights	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community Infrastructure Levy	£19,203.15	£0.00	£0.00	£0.00	£0.00	£19,203.15
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mayors Charity	£338.00	£0.00	£0.00	£0.00	£0.00	£338.00
Interest on Investments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Precept	£554,258.00	£0.00	£0.00	£0.00	£0.00	£554,258.00
Employee Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Administration	£32,841.77	£0.00	£0.00	£3,428.00	£0.00	£29,413.77
Grounds Maintenance	£5,927.46	£0.00	£0.00	£0.00	£0.00	£5,927.46
Richmond Park & House	£4,035.00	£4,543.42	£0.00	£0.00	£0.00	£8,578.42
Sports Grounds	£15,002.07	£23,572.35	£0.00	£16,284.50	£0.00	£22,289.92
Cemeteries	£54,517.72	£5,894.25	£0.00	£2,084.00	£0.00	£58,327.97
Allotments	£12,331.08	£592.24	£0.00	£2,359.60	£0.00	£10,563.72
<b>INCOME TOTAL</b>	<b>£699,604.31</b>	<b>£34,602.26</b>	<b>£0.00</b>	<b>£24,156.10</b>	<b>£0.00</b>	<b>£710,050.47</b>

	1	2	3	4	5	1+2-3-4+5
<b>EXPENDITURE</b>	Payments	Creditors	Payments in advance	Opening Creditors	Opening Payments in advance	<b>EXPENDITURE</b>
Employee Costs	£290,968.88	£0.00	£0.00	£424.99	£0.00	£290,543.89
Administration	£58,325.32	£923.52	£1,069.24	£9,429.07	£785.96	£49,536.49
Grounds Maintenance	£38,187.04	£720.97	£0.00	£3,535.96	£0.00	£35,372.05
Richmond Park & House	£34,191.66	£387.13	£214.51	£3,638.85	£386.43	£31,111.86
Sports Grounds	£36,475.83	£1,016.55	£622.11	£3,748.01	£123.60	£33,245.86
Cemeteries	£25,637.24	£87.97	£461.70	£678.36	£161.53	£24,746.68
Play Areas	£2,882.63	£0.00	£349.55	£0.00	£0.00	£2,533.08
Allotments	£6,564.12	£507.03	£366.37	£219.76	£290.00	£6,775.02
Public Realm	£16,190.05	£1,155.24	£0.00	£14,124.05	£0.00	£3,221.24
Events	£6,045.90	£0.00	£0.00	£0.00	£0.00	£6,045.90
Christmas Lights	£25,228.33	£0.00	£0.00	£0.00	£0.00	£25,228.33
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ear Marked Reserves	£56,199.63	£898.00	£0.00	£314.90	£0.00	£56,782.73
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mayors Charity	£338.00	£0.00	£0.00	£0.00	£0.00	£338.00
S. 137 Payments	£25.00	£0.00	£0.00	£0.00	£0.00	£25.00
<b>EXPENDITURE TOTAL</b>	<b>£597,259.63</b>	<b>£5,696.41</b>	<b>£3,083.48</b>	<b>£36,113.95</b>	<b>£1,747.52</b>	<b>£565,506.13</b>

# PAPER I

# Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<u>Administration</u>									
105 WLDC Precept Contribution	£100.00	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00		3 Receipts
201 VAT overclaim	-£171.47	£0.00	£0.00	£0.00	£0.00	-£171.47	£0.00		3 Receipts
205 Bank Interest	£2,833.35	£0.00	£0.00	£0.00	£0.00	£2,833.35	£4,885.64		3 Receipts
210 Insurance Reimbursement (GTF)	£3,003.53	£0.00	£0.00	£3,428.00	£0.00	-£424.47	£3,428.00		3 Receipts
215 Legal Fee Reinbursement	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
220 Subject Access Request / FOI	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
225 Insurance Claims	£27,076.36	£0.00	£0.00	£0.00	£0.00	£27,076.36	£8,800.00		3 Receipts
<b>Total Administration</b>	<b>£32,841.77</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,428.00</b>	<b>£0.00</b>	<b>£29,413.77</b>	<b>£17,213.64</b>	<b>70.87%</b>	<b>£12,200.13</b>
<u>Allotments</u>									
800 Allotments	£11,438.58	£592.24	£0.00	£2,359.60	£0.00	£9,671.22	£15,614.39		3 Receipts
815 Garage Space Ropery Road	£892.50	£0.00	£0.00	£0.00	£0.00	£892.50	£100.00		3 Receipts
<b>Total Allotments</b>	<b>£12,331.08</b>	<b>£592.24</b>	<b>£0.00</b>	<b>£2,359.60</b>	<b>£0.00</b>	<b>£10,563.72</b>	<b>£15,714.39</b>	<b>-32.78%</b>	<b>-£5,150.67</b>
<u>Cemeteries</u>									
600 General Cemetery	£55,803.52	£5,894.25	£0.00	£3,134.00	£0.00	£58,563.77	£54,691.00		3 Receipts
610 North Warren Cemetery	-£1,285.80	£0.00	£0.00	-£1,050.00	£0.00	-£235.80	-£590.00		3 Receipts
<b>Total Cemeteries</b>	<b>£54,517.72</b>	<b>£5,894.25</b>	<b>£0.00</b>	<b>£2,084.00</b>	<b>£0.00</b>	<b>£58,327.97</b>	<b>£54,101.00</b>	<b>7.81%</b>	<b>£4,226.97</b>
<u>Christmas Lights</u>									
1100 Shop Christmas Tree Scheme	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£80.00		3 Receipts
<b>Total Christmas Lights</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£80.00</b>	<b>-100.00%</b>	<b>-£80.00</b>
<u>Community Infrastructure Levy</u>									
14000 CIL	£19,203.15	£0.00	£0.00	£0.00	£0.00	£19,203.15	£0.00		3 Receipts
<b>Total Community Infrastructure Lev</b>	<b>£19,203.15</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£19,203.15</b>	<b>£0.00</b>	<b>100.00%</b>	<b>£19,203.15</b>
<u>Events</u>									
1005 Richmond Park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts

# Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
1015 Marshalls Sports Ground	£150.06	£0.00	£0.00	£0.00	£0.00	£150.06	£0.00		3 Receipts
1030 Levellings Playing Field	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00		3 Receipts
1040 Aisby Walk Playing Field	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
<b>Total Events</b>	<b>£1,150.06</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,150.06</b>	<b>£0.00</b>	<b>100.00%</b>	<b>£1,150.06</b>
<u>Grounds Maintenance</u>									
300 Vehicle Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
310 LCC Contribution towards Highwa	£5,307.66	£0.00	£0.00	£0.00	£0.00	£5,307.66	£5,248.76		3 Receipts
320 Sale of Grounds Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
330 Scrap	£619.80	£0.00	£0.00	£0.00	£0.00	£619.80	£145.00		3 Receipts
<b>Total Grounds Maintenance</b>	<b>£5,927.46</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,927.46</b>	<b>£5,393.76</b>	<b>9.89%</b>	<b>£533.70</b>
<u>Mayors Charity</u>									
1200 Events & Donations	£338.00	£0.00	£0.00	£0.00	£0.00	£338.00	£0.00		3 Receipts
<b>Total Mayors Charity</b>	<b>£338.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£338.00</b>	<b>£0.00</b>	<b>100.00%</b>	<b>£338.00</b>
<u>Neighbourhood Plan</u>									
1300 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
<b>Total Neighbourhood Plan</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	<b>£0.00</b>
<u>Precept</u>									
100 Precept	£554,258.00	£0.00	£0.00	£0.00	£0.00	£554,258.00	£527,860.00		2 Precept
<b>Total Precept</b>	<b>£554,258.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£554,258.00</b>	<b>£527,860.00</b>	<b>5.00%</b>	<b>£26,398.00</b>
<u>Public Realm</u>									
900 Corringham Road Roundabout	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
910 War Memorial Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
920 Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£38,944.00		3 Receipts

# Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<b>Total Public Realm</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£38,944.00</b>	<b>-100.00%</b>	<b>-£38,944.00</b>
<u>Richmond Park &amp; House</u>									
400 Richmond Park	£4,035.00	£4,543.42	£0.00	£0.00	£0.00	£8,578.42	£8,726.06		3 Receipts
<b>Total Richmond Park &amp; House</b>	<b>£4,035.00</b>	<b>£4,543.42</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£8,578.42</b>	<b>£8,726.06</b>	<b>-1.69%</b>	<b>-£147.64</b>
<u>Sports Grounds</u>									
500 Roses	£0.00	£23,250.00	£0.00	£15,500.00	£0.00	£7,750.00	£7,750.00		3 Receipts
510 Marshalls	£14,059.22	£322.35	£0.00	£702.50	£0.00	£13,679.07	£17,601.10		3 Receipts
520 Levellings	£942.85	£0.00	£0.00	£82.00	£0.00	£860.85	£979.50		3 Receipts
<b>Total Sports Grounds</b>	<b>£15,002.07</b>	<b>£23,572.35</b>	<b>£0.00</b>	<b>£16,284.50</b>	<b>£0.00</b>	<b>£22,289.92</b>	<b>£26,330.60</b>	<b>-15.35%</b>	<b>-£4,040.68</b>
EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<u>Administration</u>									
2000 Office Supplies & Telecom	£11,962.92	£264.52	£0.00	£672.71	£0.00	£11,554.73	£8,879.37		6 Payments
2010 Publicity	£120.00	£0.00	£0.00	£0.00	£0.00	£120.00	£227.03		6 Payments
2020 Subscriptions	£3,077.71	£0.00	£0.00	£0.00	£0.00	£3,077.71	£2,828.04		6 Payments
2030 Democratic & Civic	£8,447.91	£0.00	£386.26	£6,428.14	£0.00	£1,633.51	£15,393.84		6 Payments
2040 Grants	£2,025.00	£0.00	£0.00	£0.00	£0.00	£2,025.00	£1,058.50		6 Payments
2060 Insurance	£18,998.39	£0.00	£0.00	£0.00	£0.00	£18,998.39	£14,553.42		6 Payments
2070 HR & Finances	£11,998.59	£159.00	£682.98	£2,119.62	£785.96	£10,140.95	£8,053.07		6 Payments
2080 Legal Fees	£1,719.80	£500.00	£0.00	£208.60	£0.00	£2,011.20	£794.80		6 Payments
<b>Total Administration</b>	<b>£58,325.32</b>	<b>£923.52</b>	<b>£1,069.24</b>	<b>£9,429.07</b>	<b>£785.96</b>	<b>£49,536.49</b>	<b>£51,002.11</b>	<b>-2.87%</b>	<b>-£1,465.62</b>
<u>Allotments</u>									
8000 Foxby Hill	£1,981.89	£134.11	£0.00	£0.00	£0.00	£2,116.00	£1,063.88		6 Payments
8010 Love Lane	£1,168.60	£10.82	£0.00	£9.17	£0.00	£1,170.25	£1,288.96		6 Payments

# Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
8020 North Warren	£98.46	£0.00	£0.00	£0.00	£0.00	£98.46	£37.80		6 Payments
8030 Showfield	£469.17	£208.33	£0.00	£69.17	£0.00	£608.33	£352.50		6 Payments
8040 Spital Hill	£1,338.62	£153.77	£0.00	£141.42	£0.00	£1,350.97	£1,096.08		6 Payments
8050 Love Lane Garage Site	£185.82	£0.00	£0.00	£0.00	£0.00	£185.82	£0.00		6 Payments
8060 All Sites	£1,321.56	£0.00	£366.37	£0.00	£290.00	£1,245.19	£325.80		6 Payments
<b>Total Allotments</b>	<b>£6,564.12</b>	<b>£507.03</b>	<b>£366.37</b>	<b>£219.76</b>	<b>£290.00</b>	<b>£6,775.02</b>	<b>£4,143.39</b>	<b>63.51%</b>	<b>£2,631.63</b>
<u>Cemeteries</u>									
6000 General Cemetery	£24,703.89	£87.97	£461.70	£568.36	£161.53	£23,923.33	£46,374.90		6 Payments
6010 North Warren Cemetery	£933.35	£0.00	£0.00	£110.00	£0.00	£823.35	£933.35		6 Payments
<b>Total Cemeteries</b>	<b>£25,637.24</b>	<b>£87.97</b>	<b>£461.70</b>	<b>£678.36</b>	<b>£161.53</b>	<b>£24,746.68</b>	<b>£47,146.72</b>	<b>-47.51%</b>	<b>-£22,400.04</b>
<u>Christmas Lights</u>									
11010 Anchor Point / Electrical Testin	£1,291.95	£0.00	£0.00	£0.00	£0.00	£1,291.95	£2,422.88		6 Payments
11020 Electrical Contractor - Main Lig	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11030 Electrical Contractor - Shop Tre	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11040 Market Place Christmas Tree	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11050 Blachere Contract	£19,817.48	£0.00	£0.00	£0.00	£0.00	£19,817.48	£23,299.18		6 Payments
11055 Electrical Contractor for potenti	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11060 Trinty Street Electricity	£4,118.90	£0.00	£0.00	£0.00	£0.00	£4,118.90	£1,162.68		6 Payments
11070 Church Street Lamp Post Elect	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
<b>Total Christmas Lights</b>	<b>£25,228.33</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£25,228.33</b>	<b>£26,884.74</b>	<b>-6.16%</b>	<b>-£1,656.41</b>
<u>Ear Marked Reserves</u>									
12000 Ear Marked Reserves	£56,199.63	£898.00	£0.00	£314.90	£0.00	£56,782.73	£27,814.78		6 Payments
<b>Total Ear Marked Reserves</b>	<b>£56,199.63</b>	<b>£898.00</b>	<b>£0.00</b>	<b>£314.90</b>	<b>£0.00</b>	<b>£56,782.73</b>	<b>£38,154.78</b>	<b>48.82%</b>	<b>£18,627.95</b>
<u>Employee Costs</u>									
1000 Payroll	£286,537.70	£0.00	£0.00	£400.00	£0.00	£286,137.70	£268,683.91		4 Staff
1010 Travel and Training	£3,061.47	£0.00	£0.00	£0.00	£0.00	£3,061.47	£1,425.12		6 Payments

# Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
1020 Workwear & ID	£1,369.71	£0.00	£0.00	£24.99	£0.00	£1,344.72	£836.26		6 Payments
<b>Total Employee Costs</b>	<b>£290,968.88</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£424.99</b>	<b>£0.00</b>	<b>£290,543.89</b>	<b>£270,945.29</b>	<b>7.23%</b>	<b>£19,598.60</b>
<u>Events</u>									
10010 Mayflower 400 (Illuminate)	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00		6 Payments
10020 Armed Forces Day	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
10030 Queen's Platinum Jubilee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
10035 King Charles III Coronation	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
10040 Remembrance Sunday	£45.90	£0.00	£0.00	£0.00	£0.00	£45.90	£20.00		6 Payments
10050 Local Event Support	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11000 Switch On Event	£5,000.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	£3,213.00		6 Payments
<b>Total Events</b>	<b>£6,045.90</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£6,045.90</b>	<b>£3,233.00</b>	<b>87.01%</b>	<b>£2,812.90</b>
<u>Grounds Maintenance</u>									
3000 Vehicle Costs	£17,279.72	£618.39	£0.00	£796.88	£0.00	£17,101.23	£16,178.03		6 Payments
3010 Grounds Maintenance - All Sites	£20,091.61	£0.00	£0.00	£2,739.08	£0.00	£17,352.53	£47,702.06		6 Payments
3020 Cleaning Products	£815.71	£102.58	£0.00	£0.00	£0.00	£918.29	£951.24		6 Payments
<b>Total Grounds Maintenance</b>	<b>£38,187.04</b>	<b>£720.97</b>	<b>£0.00</b>	<b>£3,535.96</b>	<b>£0.00</b>	<b>£35,372.05</b>	<b>£64,831.33</b>	<b>-45.44%</b>	<b>-£29,459.28</b>
<u>Mayors Charity</u>									
14005 Mayor Events (HSBC)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
14010 Mayors Charity Donation (HSB)	£338.00	£0.00	£0.00	£0.00	£0.00	£338.00	-£117.00		6 Payments
<b>Total Mayors Charity</b>	<b>£338.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£338.00</b>	<b>-£117.00</b>	<b>-388.89%</b>	<b>£455.00</b>
<u>Neighbourhood Plan</u>									
13000 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
<b>Total Neighbourhood Plan</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	<b>£0.00</b>
<u>Play Areas</u>									
7000 Play Equipment Maintenance	£300.24	£0.00	£0.00	£0.00	£0.00	£300.24	£40.45		6 Payments

# Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
7005 Wet Pour Maintenance	£940.00	£0.00	£0.00	£0.00	£0.00	£940.00	£0.00		6 Payments
7010 Levellings		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7020 Aisby Walk	£517.69	£0.00	£0.00	£0.00	£0.00	£517.69	£870.00		6 Payments
7030 Danes Road		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7040 Mayflower Close		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7050 Sandsfield Lane North		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7080 St Georges		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7090 Play Area Inspections	£1,124.70	£0.00	£349.55	£0.00	£0.00	£775.15	£1,133.25		6 Payments
<b>Total Play Areas</b>	<b>£2,882.63</b>	<b>£0.00</b>	<b>£349.55</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,533.08</b>	<b>£2,043.70</b>	<b>23.95%</b>	<b>£489.38</b>
<u>Public Realm</u>									
9000 Roundabouts / Islands		£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00		6 Payments
9010 Street Furniture	£15,805.05	£1,155.24	£0.00	£14,124.05	£0.00	£2,836.24	£42,661.34		6 Payments
9020 War Memorial	£385.00	£0.00	£0.00	£0.00	£0.00	£385.00	£350.00		6 Payments
9030 Gainsborough in Bloom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
9040 Community Rail Partnership	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
<b>Total Public Realm</b>	<b>£16,190.05</b>	<b>£1,155.24</b>	<b>£0.00</b>	<b>£14,124.05</b>	<b>£0.00</b>	<b>£3,221.24</b>	<b>£44,511.34</b>	<b>-92.76%</b>	<b>-£41,290.10</b>
<u>Richmond Park &amp; House</u>									
4000 Richmond Park & House	£34,191.66	£387.13	£214.51	£3,638.85	£386.43	£31,111.86	£28,730.38		6 Payments
<b>Total Richmond Park &amp; House</b>	<b>£34,191.66</b>	<b>£387.13</b>	<b>£214.51</b>	<b>£3,638.85</b>	<b>£386.43</b>	<b>£31,111.86</b>	<b>£28,672.13</b>	<b>8.51%</b>	<b>£2,439.73</b>
<u>S. 137 Payments</u>									
<b>Total S. 137 Payments</b>	<b>£25.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£25.00</b>	<b>£0.00</b>	<b>100.00%</b>	<b>£25.00</b>
<u>Sports Grounds</u>									
5000 Roses	£124.90	£0.00	£0.00	-£250.56	£0.00	£375.46	£124.90		6 Payments
5010 Marshalls	£34,400.12	£872.04	£622.11	£3,907.06	£123.60	£30,866.59	£30,117.06		6 Payments
5020 Levellings	£1,950.81	£144.51	£0.00	£91.51	£0.00	£2,003.81	£1,491.23		6 Payments

## Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
Total Sports Grounds	£36,475.83	£1,016.55	£622.11	£3,748.01	£123.60	£33,245.86	£31,706.51	4.85%	£1,539.35

# PAPER J

# Summary Trial Balance

Year ending 31/03/23

	Credit	Debit
<b>Income</b>		
Public Realm	0.00	
Events	1,150.06	
Christmas Lights	0.00	
Community Infrastructure Levy	19,203.15	
Neighbourhood Plan	0.00	
Precept	554,258.00	
Mayors Charity	338.00	
Interest on Investments	0.00	
Employee Costs	0.00	
Administration	29,413.77	
Grounds Maintenance	5,927.46	
Richmond Park & House	8,578.42	
Sports Grounds	22,289.92	
Cemeteries	58,327.97	
Allotments	10,563.72	
<b>Expenditure</b>		
Employee Costs		290,543.89
Administration		49,536.49
Grounds Maintenance		35,372.05
Richmond Park & House		31,111.86
Sports Grounds		33,245.86
Cemeteries		24,746.68
Play Areas		2,533.08
Allotments		6,775.02
Public Realm		3,221.24
Events		6,045.90
Christmas Lights		25,228.33
Community Infrastructure Levy		0.00
Ear Marked Reserves		56,782.73
Neighbourhood Plan		0.00
Mayors Charity		338.00
S. 137 Payments		25.00

# Summary Trial Balance

## Expenditure

### Balance Sheet Assets

Stocks		0.00
Stock Adjustment		0.00
VAT Recoverable		6,966.68
Debtors		34,602.26
Payment in Advance		3,083.48
Cash in Hand & at Bank		569,682.51
Investments		0.00
Long term assets		0.00
Loans Made		0.00

### Balance Sheet Liabilities

Loans Received	0.00	
VAT Payable	0.00	
Creditors	5,696.41	
Receipts in Advance	0.00	
Reserves (at start of year)	464,094.18	
Trial Balance Total	<b>1,179,841.06</b>	<b>1,179,841.06</b>

**Total of credits and debits match.**

# PAPER K

## Belina Boyer

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**From:** Local Council Award Scheme <LocalCouncilAwardScheme@nalc.gov.uk>  
**Sent:** 04 April 2023 11:30  
**To:** Belina Boyer  
**Subject:** LOCAL COUNCIL AWARD SCHEME - Gainsborough TC - Panel Results  
**Attachments:** Gainsborough TC - LCAS Panel Feedback.pdf

Dear Belina

The panel has now completed its assessment of your application and I am pleased to inform you that **Gainsborough Town Council** has been accredited with the **Foundation award**.

Many congratulations on this achievement and for the work put into your application. I attach for you the feedback from the panel which includes some useful suggestions and guidance. I will be in touch tomorrow with further details on your award certificate and how you can make the best out of this award and resources now available to you. If I could ask that you wait until you receive your certificate before making an official announcement as this will be confirmation of your accreditation.

Well done and please don't hesitate to let me know if you have any further queries.

Kind Regards

[Redacted]

[Redacted]

Projects Officer, Member Services  
National Association of Local Councils

t: [Redacted]

e: [Redacted]

w: [www.nalc.gov.uk](http://www.nalc.gov.uk) | a: 109 Great Russell St, London WC1B 3LD

## LOCAL COUNCIL AWARD SCHEME | FEEDBACK FORM

<b>Name of council</b>	Gainsborough Town Council
<b>Award level</b>	Foundation
<b>Date</b>	27/03/23

### Summary

The Panel were very pleased with the overall quality of the application and were satisfied that all the criteria had been met. They were impressed with the functionality of the council and believed it to be currently operating at Quality standard, so therefore would strongly encourage you to apply for this level in the future. Comments below suggest a couple of minor improvements, along with encouragement in areas thought to be of a particularly good standard. The Panel congratulates you on achieving the Foundation Award.

### The Foundation Award

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
The council confirms by resolution at a full council meeting that it publishes online:					

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
1) Its standing orders	X				
2) Its financial regulations	X				
3) Its Code of Conduct and a link to councillors' registers of interests	X				
4) Its publication scheme	X				
5) Its last annual return	X				
6) Transparent information about council payments	X				
7) A calendar of all meetings including the annual meeting of electors	X				Excellent - had some difficulties viewing on a mobile, which is a common issue, but just to highlight.
8) Minutes for at least one year of full council	X				Would like to have seen standalone minutes rather than just included in the meeting pack.

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
meetings and (if relevant) all committee and sub-committee meetings					
9) Current agendas	X				
10) The budget and precept information for the current or next financial year	X				
11) Its complaints procedure	X				
12) Its accessibility statement	X				
13) Its privacy notice	X				
14) Council contact details and councillor information in line with the transparency code	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
15) Its action plan for the current year	X				
16) Evidence of consulting the community	X				
17) Publicity advertising council activities	X				Good to see extensive use of Twitter and Facebook.
18) Evidence of participating in town and country planning	X				
The council also confirms by resolution at a full council meeting that it has:					
19) A risk management scheme	X				
20) A register of assets	X				
21) Contracts for all members of staff	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
22) Up-to-date insurance policies that mitigate risks to public money	X				
23) Disciplinary and grievance procedures	X				
24) A policy for training and development of staff and councillors	X				
25) A record of all training undertaken by staff and councillors in the last year	X				
26) A clerk who has achieved 12 CPD points in the last year	X				



A handwritten signature in black ink, which appears to read "Keith Stewart". The signature is written in a cursive style and is positioned above a thin horizontal line.

start date

valid until

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



# PAPER L

# COMMUNITY ENGAGEMENT STRATEGY

## OBJECTIVE

This Communications Strategy aims to establish a protocol for effective communication of the Town Council's activities and other relevant information to members of the public.

## PURPOSE

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and manages **all** formal communication between the Council, the press and members of the public. However, this does not prevent individual councillors from communicating with the press and public but they must ensure that there is clarity in their communication so there is a clear distinction between individual opinions and those approved by the Town Council.

## METHOD OF COMMUNICATION

The Council will use the following procedure to communicate with members of the public and the press.

Town Clerk: **TC**, Deputy Clerk; **DC/RFO**, Admin Support Officer: **AS** Mayor: **M**

ACTIVITY	METHOD OF COMMUNICATION	RESPONSIBILITY
Newsletter	Website, Mail Chimp, Hard copies at library and other community spaces	<b>TC/ASO</b>
Approved and draft minute	Website	<b>ASO</b>
Agendas	Website/notice board. These will be published in compliance with legislation.	<b>TC/DC/ASO</b>
Supporting information for meetings (non-confidential)	Website	<b>TC/DC/ASO</b>
Council policies/procedure	Website	<b>TC/DC/ASO</b>
Annual Town Meeting	Website/social media/notice boards	<b>TC/ASO</b>
Annual Report	Using themes approved by the Town Council, the Chairman will manage presenting the Annual Report at the Annual Town Meeting.	<b>TC/M</b>
Press releases	Lincolnshire Echo	<b>TC</b>
Annual external audit	Website/notice board	<b>DC/RFO</b>

Adopted Annual Accounts	Website/notice board	<b>DC/RFO</b>
Councillor vacancies	Website/notice board/social media	<b>TC</b>
Financial statements and other financial information	Website	<b>DC/RFO</b>

The Town Clerk may delegate responsibility for any of these publications as appropriate.

## **SOCIAL MEDIA**

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Posts and Events uploaded to the website will also be shared on the Council's social media accounts.

Facebook and Twitter will also be used; its main aim is to promote Gainsborough and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public. A member of staff's private Facebook account must not be used to administer, log in or send messages from the Town Council's social media sights. A specific Council work-use account must be used at all times. Whilst the Council supports open discussion inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website. Comments and enquiries will only be responded to during normal office hours. Personal information should not be conveyed through social media.

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

## **COMMUNITY ENGAGEMENT**

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will collaborate with the Mayor, Deputy Mayor and appropriate chairs of Committees and sub-Committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media, they should not attempt to

undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course, it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will not be included in the packs available to the public.

Confidential supporting papers must not be shared with members of the public and press. Agendas and supporting papers will be issued by email to the member's town council email address. Hard copies will either be posted, or hand delivered to members who requested to receive paper copies.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates.

Draft minutes for all Council meetings will be published on the Council's website as soon as they are available but at least within a month of the previous meeting.

The Town Clerk, and in their absence the Deputy Clerk/RFO, is responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current. The Town Clerk may delegate any of these duties to a member of staff as appropriate.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be added to the agenda of the next appropriate meeting. Other relevant information will be emailed to Members in between meetings for information only.

## **REQUESTS FOR INFORMATION**

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

The Town Clerk, any member of staff nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

## COMMUNICATION BY EMAIL, INTERNET AND TELEPHONE POLICY

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data.
- breach of confidentiality
- accepting unsafe or infected files from sources in online chat rooms
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- damage to the reputation of the Council

The Council has procured IT support to help maintain internet security and reduce the risk from online threats.

### Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees which must include an appropriate waiver clause.
- all messages must use appropriate business language.
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- confidential material should not be disclosed.
- only attachments from a trusted source may be downloaded on Council IT equipment.
- the recipient's email address should be verified before sending.
- 'Reply to all' should only be used where appropriate.
- Essential files should be saved before deleting the message to which they were attached.

### Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times do not be rude or abrupt to callers.
- do not use offensive language.
- do not swear.
- check the telephone frequently for messages from callers and respond in a timely manner.

# GENERAL COMMUNICATION POLICY

## Introduction

1. Gainsborough Town Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's Publication Scheme, members of the public should contact the Town Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above aims in accordance with the legal requirements and restrictions that apply.

## Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's Publication Scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's Publication Scheme and available to download from the Council's website.

## Meetings

1. Meetings of the Council and its committees are open to the public and press unless the meeting resolves to exclude them because their presence would be prejudicial to the public interest. Per the Council's Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly conduct obstructs the business of the meeting.
2. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
3. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or table, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 4 and 5 below apply.

4. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
5. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
6. The Council shall, as far as it is practicable, supply reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
7. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

#### **Other communications with the media**

This policy does not seek to regulate councillors in their private capacity.

The Council's communications with the media aim to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

Subject to the obligations on councillors not to disclose confidential information and not to misrepresent the Council's position, councillors are free to communicate their position and views as their own.

# PAPER M

**Officer Report to  
the Finance and  
Strategy Committee**

Report Author: Belina Boyer

Report Date: 13 April 2023 05/04/2023



**Gainsborough**  
TOWN COUNCIL

## Local Council Awards Scheme

### 1. Summary

The Committee needs to **confirm** by resolution that all documentation and information is in place for the Local Council Award Scheme – Quality Level, and where appropriate, published on the Council's website when it applies for the Quality Award.

### 2. Background

In January 2022 the Full 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.

However, continued staff shortages lead to the council applying for the lesser award of Foundation. The Council has since been awarded the Foundation Award and a recommendation to apply for Quality status.

At its December meeting last year this Committee **resolved**: -

- 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 6<sup>th</sup> January deadline for Foundation and 5 May deadline for Quality Standard
- Review process monthly at this meeting.

The Council will apply for Quality Level under the scheme in time for the 05 May deadline.

### 3. Cost

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.

The accreditation fee varies according to:

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

For a council the size of Gainsborough the cost for Quality Standard is £100. The accreditation fee covers the cost of the accreditation panel decision making process only.

Therefore, the total cost for the Quality Award application will not exceed £150.

#### 4. Evidence

Please see the evidence provided as documented in the council's application under the scheme.

#### 5. Conclusion

The evidence of the work done so far shows that some minor snags will need sorting by the time the application goes to the appraisal panel 23 June.

Under normal circumstances this could be achieved without too much effort. Unfortunately circumstances are not normal as the council will be without a town clerk from June which will impact on the amount of time other staff members will have at their disposal to update information and add where needed.

The council may also no longer have a qualified clerk, depending on the person that will be appointed to the vacancy, and thus may not be able to meet that specific criterion at time of going to panel. The clerk has made enquiries to find out if a qualified deputy clerk would fulfil the criteria under the circumstances and is waiting to hear back.

#### 6. Recommendation

- To delay **applying** for accreditation under the Local Council Award Scheme – Quality Level until the deadline 8 September 2023 or later unless the Committee is confident that all the criteria can be met by the time of going to panel.
- If applying in May to **confirm** by resolution that all documentation and information is in place for the Local Council Award Scheme – Quality Level, and where appropriate, published on the Council's website when it applies for the Quality Award.

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1. Draft minutes of all council and committee meetings within four weeks of the last meeting	This can be achieved quite easily by adding additional "pages" to the website. These are already available in draft form and now need populating with the relevant documents. Could be ready by triage reply date if Natasha can sort.	Following feedback from the award panel, draft minutes are now posted separately in the meetings calendar once available, but within four weeks of the meeting they refer to. . Approved final versions will be stored on a minutes page by municipal year.
2. A Health and Safety policy	Yes	Page 13 – Appendix 1 Health and Safety Policy <a href="http://gainsborough-tc.gov.uk/Staff_Handbook-1.pdf">Staff_Handbook-1.pdf (gainsborough-tc.gov.uk)</a>
3. Its policy on equality	Yes	Page 33 – Appendix 2 Equality and Diversity <a href="http://gainsborough-tc.gov.uk/Staff_Handbook-1.pdf">Staff_Handbook-1.pdf (gainsborough-tc.gov.uk)</a>
4. Councillor profiles	Yes, but may need improving with some more "personal" information. Triage is likely to highlight this.	All councillor profiles <a href="http://gainsborough-tc.gov.uk/Your_Town_Councillors_-_Gainsborough_Town_Council">Your Town Councillors - Gainsborough Town Council (gainsborough-tc.gov.uk)</a> Example of a specific profile: <a href="http://gainsborough-tc.gov.uk/Councillor_Richard_Craig_-_Gainsborough_Town_Council">Councillor Richard Craig - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
5. A community engagement policy involving two-way communication between council and community	Community Engagement Strategy tabled tonight	For adoption 18/04/2023
6. A grant awarding policy	Yes	<a href="https://gainsborough-tc.gov.uk/community-grants-policy">Community Grants Policy - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	May not be sufficient, triage would show	List of speakers, minutes from last year with 22 attending
8. An action plan and related budget responding to community engagement and setting out a timetable for action and review	Budget figures will need adding to interim plan. Could be achieved by deadline from Triage	<a href="https://gainsborough-tc.gov.uk/interim-project-plan">Interim Project Plan - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	yes	<a href="https://www.facebook.com/gainsboroughtowncouncil">Gainsborough Town Council   Facebook</a> <a href="https://twitter.com/GainsTC">Gainsborough Town Council (@GainsTC) / Twitter</a> <a href="https://gainsborough-tc.gov.uk/town-council-elections-2023">Town Council Elections 2023 - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>
10. Evidence of helping the community plan for its future	Triage will show if enough	<a href="https://gainsborough-tc.gov.uk/funding-approved-for-new-sir-hickman-bacon-memorial-park">Funding Approved For New Sir Hickman Bacon Memorial Park In Gainsborough - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>
11. a scheme of delegation (where relevant)		<a href="https://gainsborough-tc.gov.uk/organisation-chart">Organisation Chart - Gainsborough Town Council (gainsborough-tc.gov.uk)</a> <a href="https://gainsborough-tc.gov.uk/structure-and-functions">Structure and Functions - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>
12. at least two-thirds of its councillors who stood for election	yes	<a href="https://gainsborough-tc.gov.uk/town-council-elections-2023">Town Council Elections 2023 - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>
13. an annual report that is actively shared with the community	Needs work, add annual budget for 2023-24 in post	Chairman's Annual Report on Website

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
14. Evidence of a customer service in how the council handles correspondence with the public	<p>Replies given in reply to direct requests from public. Evidence in clerk outbox.</p> <p>Communications Policy from 2019. Will need re-adopting before panel submission and hyperlink updating.</p>	<p>Comments on post: <a href="#">Message To All Allotment Holders - Gainsborough Town Council (gainsborough-tc.gov.uk)</a></p> <p><a href="#">Communications Policy - Gainsborough Town Council (gainsborough-tc.gov.uk)</a></p>
15. a qualified clerk		Can this be guaranteed? There is a qualified deputy clerk but will the new clerk be qualified?
16. a formal appraisal process for all staff	Yes	<a href="#">Staff Appraisal Policy - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>
17. a training policy and record for all staff and councillors	<p>Yes</p> <p>Attach training record spreadsheet</p>	<a href="#">Training Policy - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>

## 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