

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Dear Councillor,

Thursday, 12 January 2023

You are hereby summoned to attend a meeting of the **Finance and Strategy Committee** which will be held on **Tuesday 17 January 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 'BB' with a flourish.

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
FS23/095	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FS23/096	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
FS23/097	To consider 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>

Agenda no	Agenda item title	Power/Regulation
FS23/098	To receive the minutes of the previous Finance Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A Finance and Strategy Committee 20 December 2022	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS23/099	To receive and consider for approval the following financial reports: Paper B Unpaid Expenditure Transactions for 12 January 2023 Paper C Cashbook Summary (including due and unpaid transactions) for 12 January 2023 Paper D Budget Comparison Report (including due and unpaid transactions) for 12 January 2023	<i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i>
FS23/100	To approve and resolve to sign the monthly bank reconciliation for 31 December 2022 as per paragraph 2.2 of Financial Regulations. Paper E	<i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i>
FS23/101	To note interim internal audit report and consider any action necessary resulting from the report. Paper F	
FS23/102	To consider and approve fees & charges for sports and burial grounds for 2023/24, allotments for 2024/25 and allotment water charges for 2023/24 Paper G	
FS23/103	To receive any items for notification to be included on a future agenda – for information only	N/A
FS23/104	To note the date and time of the next Finance and Strategy committee is scheduled for Tuesday 21 February 2023 at 7:00pm.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A



DRAFT Minutes of the Finance & Strategy Committee Meeting

20 December 2022

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

Councillors Present

		Pat O'Connor
		Keith Panter
David Dobbie	Julie Musonda	

Councillors Absent

Matt Boles (Chairman)	Paul Key	
Richard Craig	Chris Lambie	James Plastow

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	
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Due to the absence of the Chairman and Vice Chairman Members **resolved** to appoint Cllr Dobbie as Chairman for the meeting.

Agenda no	Agenda item title	Resolution	Action	Power
FS23/084	To note apologies for absence.	The committee noted apologies for absence from Cllrs Craig, Key, Lambie and Plastow.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FS23/085	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FS23/086	To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
FS23/087	To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A Finance and Strategy Committee 5 December 2022	The Committee resolved to sign the minutes of the meeting 5 December 2022 as a true record of that meeting. Cllrs Dobbie & Musonda abstained from voting.	ASO to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS23/088	To receive and consider for approval the following financial reports: Paper B Unpaid Expenditure Transactions for 14 December 2022 Paper C Cashbook Summary (including due and unpaid transactions) for 14 December 2022 Paper D Budget Comparison Report (including due and unpaid transactions) for 14 December 2022	The Committee resolved to note and approve the following reports: <ul style="list-style-type: none"> • Unpaid Expenditure Transactions for 14 December 2022 • Cashbook Summary (including due and unpaid transactions) for 14 December 2022 • Budget Comparison Report (including due and unpaid transactions) for 14 December 2022 	DC&RFO to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i>
FS23/089	To approve and resolve to sign the monthly bank reconciliations for 30 November 2022 as per the paragraph 2.2 in Financial Regulations. Paper E	The Committee resolved to approve and sign the monthly bank reconciliation for 30 November 2022.	DC&RFO to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i>
FS23/090	To consider draft proposed budget for 2023/24. Paper F	Members noted that the Property and Services Committee will not be reviewing	DC&RFO to put on Full council agenda.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i>

Initialed:

Finance and Strategy Committee Minutes 2022-23

31 | Page

Agenda no	Agenda item title	Resolution	Action	Power
		<p>their proposed draft budget until 21st December.</p> <p>It was proposed and seconded to recommend the draft proposed budget to Full Council.</p> <p>At the request of Cllr Dobbie a recorded vote was taken as follows: - For: Cllrs Musonda and Panter Against: Cllr Dobbie Abstain: Cllr O'Connor</p> <p>The Committee resolved to recommend the draft proposed budget to Full Council.</p>		
FS23/091	<p>To consider adopting a reserves policy. Paper G</p>	<p>The Deputy Clerk advised that the list of reserves would be entered once amendments have been approved by Full Council.</p> <p>The Committee resolved to recommend to Full Council to adopt the Reserves Policy.</p> <p>Members gave a vote of thanks to the Deputy Clerk for the work on the finances.</p>	<p>DC&RFO to put on Full council agenda.</p>	
FS23/092	<p>To consider quotations for a VAT audit (PS23/097) and recommend</p>	<p>The Committee resolved to accept the quotation from The Parkinson Partnership LLP to carry out a light touch review of</p>	<p>DC&RFO to put on Full council agenda.</p>	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	the necessary virements for the associated expenditure. Paper H	the Councils VAT affairs at a cost of £700 plus mileage, and recommend to Full Council to make a budget virement of £800 from 1000/3 Employee costs, Employer Pension Contribution to 2070/10 Administration, VAT. Cllr Dobbie abstained from voting.		
FS23/093	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • EMR Project plans • Strategic Plan 	To include on future agendas.	N/A
FS23/094	To note the date and time of the next Finance and Strategy committee is scheduled for Tuesday 17 January 2023 at 7:00pm.	The committee noted the date and time of the next Finance and Strategy committee Tuesday 17 January 2023 at 7:00pm at Richmond House.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 7.39pm

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

Initialed:

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20053	BP221220E	16/12/2022	£100.11	£16.67	£83.44	100.11	Trade UK - Guttering, tap fixings, spillage absorbing pads, gloves	Richmond House shelter maintenance	
20059	BP221220L	16/12/2022	£99.00	£16.50	£82.50	99.00	Dexel Tyre Co Ltd (Gainsborough) - Disposal of 35 tyres	Waste Management	
20060	BP221220K	16/12/2022	£16.19	£0.00	£16.19	16.19	West Lindsey District Council - ID Badges	Staff ID	
20061	BP221220M	16/12/2022	£416.33	£69.39	£346.94	416.33	Listers Timber & Builders Merchants Ltd - Rock salt, posts, scaffold boards	Cemetery compound maintenance, shoring boards and grit	
19991	BP2212	14/12/2022	£552.00	£92.00	£460.00	552.00	Blachere Illumination UK Limited - Maintenance	Christmas Lights	
19992	BP2212	12/12/2022	£60.00	£10.00	£50.00	60.00	North Lincs Rural Training Group - Subscription 2023	Subscription	
20003	BP2301	20/12/2022	£374.88	£62.48	£312.40	374.88	Burton & Dyson Solicitors - Legal services	Legal fees	
20004	BP2301	16/10/2022	£18.00	£3.00	£15.00	18.00	Lincolnshire Association of Local Councils - Clerks Networking Day 7.12.22	Staff Training	
20008	BP2301	21/12/2022	£168.00	£28.00	£140.00	168.00	Rigel Wolf Ltd - Quarterly payroll	Payroll services	
20030	BP2301	09/01/2023	£324.00	£54.00	£270.00	324.00	Institute of Cemetery and Crematorium Management - Cem Management and Compliance	Staff Training	
20031	BP2301	03/01/2023	£650.00	£0.00	£650.00	650.00	Lincolnshire County Council - Legal fees for the Licence for Alterations for Levelling's	Legal fees	
20032	BP2301	31/12/2022	£71.42	£11.90	£59.52		Generation (UK) Ltd - Heras fencing hire (32 grippers, 16 panels) 30 days	AisbyWalk	
20065	BP2301	11/01/2023	£25.60	£0.00	£25.60	97.02	Generation (UK) Ltd - Broken panels and clips	AisbyWalk	
20033	BP2301	31/12/2022	£102.00	£17.00	£85.00	102.00	High Street Garage - Fuel	Vehicles	
20034	BP2301	12/01/2023	£1,100.00	£0.00	£1,100.00	1,100.00	Kyle Holliday Grave Digger - Grave digging - XKNC0070, ACO0016B	Grave Digging	
20035	BP2301	19/12/2022	£305.17	£50.86	£254.31	305.17	Chubb Fire & Security Ltd - Annual charge for fire alarm maintenance ending 15/01/2023	Richmond House	Annual

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20046	BP2301	21/12/2022	£459.72	£76.62	£383.10		F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
20047	BP2301	21/12/2022	£227.30	£37.88	£189.42		F5 Computing Ltd - Dell server warranty (3 years)	IT Services	3 years
20048	BP2301	21/12/2022	£72.00	£12.00	£60.00		F5 Computing Ltd - Domain registration	IT Services	
20068	BP2301	12/01/2023	£524.80	£87.47	£437.33	1,283.82	F5 Computing Ltd - Watchguard Firewall renewal - T15 Total security - 1 year	IT Services	Annually
20049	BP2301	10/01/2023	£63.92	£10.65	£53.27	63.92	Integrating Solutions Ltd - Copier charges	Printing	
20050	BP2301	06/01/2023	£3,103.09	£517.18	£2,585.91	3,103.09	Lincolnshire Association of Local Councils - Subscription - 14185 electorate	Subscription	
20051	BP2301	11/01/2023	£120.00	£20.00	£100.00	120.00	A Price Electrical Ltd - PAT Testing Christmas lights	Xmas lights testing	
20052	BP2301	03/01/2023	-£29.08	-£4.85	-£24.23		Trade UK - CREDIT Spillage absorbing pads	Miscellaneous	
20054	BP2301	09/01/2023	£171.98	£28.66	£143.32	142.90	Trade UK - Bosch Battery 18V Circular Saw, Spillage Pads	New Grounds Equipment	
20055	BP2301	13/12/2022	£21.00	£3.50	£17.50		Elite Workwear UK - Fleece (GW)	Staff Workwear	
20056	BP2301	20/12/2022	£165.38	£17.98	£147.40		Elite Workwear UK - Workwear - LT	Staff Workwear	
20067	BP2301	12/01/2023	£48.60	£8.10	£40.50	234.98	Elite Workwear UK - JB - Trousers, LT Waterproofs	Staff Workwear	
20057	BP2301	07/11/2022	£833.11	£138.85	£694.26	833.11	Lyons of Gainsborough Ltd - Parts for Kubota repair	Equipment Maintenance	
20066	BP2301	16/08/2022	£748.80	£124.80	£624.00	748.80	Eminox PTE - Repair to sculpture	Silver Street Sculpture	
20063	CC2301	01/12/2022	£116.95	£19.50	£97.45	116.95	UPC Distribution Ltd - X2 Licenses for PDF Architect	IT Services	Annually
20058	CC2302	08/01/2023	£49.64	£8.28	£41.36	49.64	Amazon EU SARL - X4 Mobile phone cases	Mobiles	
20040	CC2302	29/12/2022	£15.17	£2.53	£12.64	15.17	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
20017	DD2212	24/12/2022	£93.50	£15.58	£77.92	93.50	Stallard Kane Associates Ltd - Employment law services	HR Services	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19994	DD2301	01/01/2023	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
19995	DD2301	01/01/2023	£147.33	£0.00	£147.33		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
19996	DD2301	01/01/2023	£47.66	£0.00	£47.66		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
19997	DD2301	01/01/2023	£36.83	£0.00	£36.83	379.15	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
20036	DD2301	01/01/2023	£69.00	£0.00	£69.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
20037	DD2301	01/01/2023	£530.00	£0.00	£530.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
20038	DD2301	01/01/2023	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
20039	DD2301	01/01/2023	£245.00	£0.00	£245.00	1,780.00	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
20012	DD2301	13/12/2022	£389.28	£64.88	£324.40		British Gas Business - Gas usage	Richmond House	11/11/22 - 10/12/22
20020	DD2301	08/01/2023	£91.19	£4.34	£86.85		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	5/11/22 - 9/12/22
20021	DD2301	08/01/2023	£22.16	£1.06	£21.10		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	5/11/22 - 5/1/23
20029	DD2301	06/01/2023	£64.14	£3.05	£61.09		British Gas Business - Electricity usage	General Cemetery	5/11/22 - 9/12/22
20022	DD2301	06/01/2023	£23.11	£1.10	£22.01	279.22	British Gas Business - Electricity usage	General Cemetery	5/11/22 - 5/1/23
19998	DD2212	17/11/2022	£829.00	£138.17	£690.83		Opus Energy - Gas usage	Marshalls Main Pavilion	17/11/22 - 16/12/22
19999	DD2212	17/12/2022	£81.18	£3.87	£77.31		Opus Energy - Gas usage	Levelling's	17/11/22 - 16/12/22
20041	DD221221	06/12/2022	£318.08	£53.01	£265.07		Opus Energy - Electricity Usage	Richmond House Main House	6/11/22 - 5/12/22
20042	DD2301	27/12/2022	£306.44	£51.07	£255.37		Opus Energy - Electricity Usage	Marshalls Main Pavilion	26/11/22 - 26/12/22
20043	DD2301	06/01/2023	£416.60	£69.43	£347.17	1,951.30	Opus Energy - Electricity Usage	Richmond House Main House	6/12/22 - 5/1/23
20014	DD2301	03/01/2023	£22.99	£1.09	£21.90		E.ON Next Energy Ltd - Electricity usage	Marshalls External Changing	1/12/22 - 31/12/22
20015	DD2301	03/01/2023	£56.00	£2.67	£53.33		E.ON Next Energy Ltd - Electricity usage	Richmond House Flat	1/12/22 - 31/12/22
20016	DD2301	03/01/2023	£25.68	£1.22	£24.46		E.ON Next Energy Ltd - Electricity usage	Richmond Park Greenhouse	1/12/22 - 31/12/22
20044	DD2301	03/01/2023	£15.66	£0.75	£14.91	120.33	E.ON Next Energy Ltd - Electricity usage	Levelling's	1/12/22 - 31/12/22
20000	DD2301	06/12/2022	£68.80	£0.00	£68.80		Anglian Water Business (National) Ltd - Water charges	General Cemetery	6/9/22 - 5/12/22
20013	DD2301	15/12/2022	£227.27	£0.00	£227.27		Anglian Water Business (National) Ltd - Water charges	Spital Hill Allotments	15/9/22 - 14/12/22
20023	BP2301	02/01/2023	£372.68	£62.12	£310.56	531.15	Anglian Water Business (National) Ltd - Water charges	Foxby Hill Allotments	1/10/22 - 31/12/23

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
19990	BP2212	15/12/2022	£18.48	£0.00	£18.48		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/6/22 - 26/7/22
19993	BP2212	16/12/2022	£19.82	£0.00	£19.82		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/7/22 - 26/8/22
20001	BP2212	17/12/2022	£19.82	£0.00	£19.82		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/8/22 - 26/9/22
20002	BP2212	18/12/2022	£18.48	£0.00	£18.48		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/9/22 - 26/10/22
20006	BP2301	20/12/2022	£19.82	£0.00	£19.82		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/10/22 - 26/11/22
20024	BP2301	28/12/2022	£29.16	£0.00	£29.16		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/11/22 - 26/12/22
20025	BP2301	03/01/2023	£47.05	£0.00	£47.05		Water Plus Ltd - Used water & surface water drainage	Richmond Park	1/12/22 - 1/1/23
20027	BP2301	03/01/2023	£19.82	£0.00	£19.82		Water Plus Ltd - Used water & surface water drainage	Marshalls	1/12/22 - 1/1/23
20028	BP2301	03/01/2023	£4.39	£0.00	£4.39	196.84	Water Plus Ltd - Used water & surface water drainage	Levelling's	1/12/22 - 1/1/23
20026	DR230107	16/12/2022	£10.50	£0.00	£10.50	10.50	HSBC - Bank charges	Bank Charges	17/11/22 - 16/12/22
20045	BP2301	09/01/2023	£126.71	£21.12	£105.59	126.71	British Telecommunications Plc - Phone line and broadband services	Richmond House	Monthly
20069	DD2301	11/01/2023				387.32	Unicom - Landline, broadband & electricity charges		
		1	£49.56	£8.26	£41.30		Alarm line	Richmond House	
		2	£155.39	£7.40	£147.99		Electricity (Lewis Street) (estimate)	Xmas light Electricity	1/12/22 - 1/1/23
		3	£91.79	£4.37	£87.42		Electricity (Trinity Street) (estimate)	Xmas light Electricity	1/12/22 - 1/1/23
		4	£46.26	£7.71	£38.55		CCTV Broadband & Phoneline	Richmond House	
		5	£44.32	£7.39	£36.93		CCTV Broadband & Phoneline	Marshalls	
20009	DD2301	16/12/2022	£510.06	£85.01	£425.05	510.06	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/1/23 - 1/2/23
20011	DD2301	03/01/2023	£359.98	£59.99	£299.99	359.98	Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/1/23 - 14/2/23
20018	DD2301	03/01/2023	£271.10	£45.18	£225.92	271.10	Novuna Vehicle Solutions - Citroen Berlingo Lease	Vehicle Expenses	23/1/23 - 22/2/23
20019	DD2301	03/01/2023	£175.72	£29.29	£146.43	175.72	Fuelgenie - Fuel usage	Vehicle Expenses	1/12/22 - 31/12/22

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20005	BP221221	01/12/2022				23,270.92	Rigel Wolf Ltd - December Payroll		
		1	£18,891.91	0.00	£18,891.91		December Payroll	Gross Salary	
		2	£1,613.12	0.00	£1,613.12		December Payroll	Employer NI	
		3	£2,724.23	0.00	£2,724.23		December Payroll	Employer Pension Cont	
		4	£41.66	0.00	£41.66		December Payroll	Mayoral Allowance	
				£2,172.74	£38,734.51	40,907.25			
Chairman Signature _____						RFO Signature _____		Date _____	

PAPER C

Financial Summary - Cashbook

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

RECEIPTS	Net	Vat	Gross
Cemetery	£40,472.95	£0.00	£40,472.95
Administration	£67,504.60	£0.00	£67,504.60
Mayors Charity	£338.00	£0.00	£338.00
Events	£1,150.06	£0.00	£1,150.06
Grounds Maintenance	£5,307.66	£0.00	£5,307.66
Richmond Park & House	£3,026.25	£0.00	£3,026.25
Sports Grounds	£26,612.16	£0.00	£26,612.16
Allotments	£3,498.93	£0.00	£3,498.93
Precept	£554,358.00	£0.00	£554,358.00
Community Infrastructure Levy	£19,203.15	£0.00	£19,203.15
Total Receipts	<u>£721,471.76</u>	£0.00	<u>£721,471.76</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£20,036.09	£102.43	£20,138.52
Administration	£48,029.24	£4,734.95	£52,764.19
Mayors Charity	£338.00	£0.00	£338.00
Events	£1,045.90	£9.18	£1,055.08
Employee Costs	£211,568.01	£691.50	£212,259.51
Grounds Maintenance	£33,491.20	£6,737.06	£40,228.26
Richmond Park & House	£22,059.87	£3,171.31	£25,231.18
Sports Grounds	£26,959.31	£3,009.82	£29,969.13
Play Areas	£2,362.65	£472.52	£2,835.17
Allotments	£5,645.61	£532.54	£6,178.15
Public Realm	£15,085.05	£2,889.95	£17,975.00
Christmas Lights	£29,548.36	£4,664.92	£34,213.28
Ear Marked Reserves	£45,729.04	£6,380.34	£52,109.38
Total Payments	<u>£461,898.33</u>	<u>£33,396.52</u>	<u>£495,294.85</u>

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£682,868.48
Petty Cash	£100.00
Total	<u>£682,968.48</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 01/04/22 and 11/01/23 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2023/24
Precept Income					
100	Precept	£554,258.00	£554,258.00	£0.00	£612,785.00
105	WLDC Precept Contribution	£100.00	£100.00	£0.00	£100.00
Total Income		<u>£554,358.00</u>	<u>£554,358.00</u>	<u>£0.00</u>	<u>£612,885.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Employee Costs					
Expenditure					
1000	Payroll	£315,141.00	£206,999.60	£108,141.40	£370,000.00
1010	Travel and Training	£3,200.00	£3,010.50	£189.50	£5,600.00
1020	Workwear & ID	£1,200.00	£1,132.92	£67.08	£3,250.00
Total Expenditure		<u>£319,541.00</u>	<u>£211,143.02</u>	<u>£108,397.98</u>	<u>£378,850.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Administration					
Income					
205	Bank Interest	£400.00	£1,273.88	£873.88	£400.00
210	Insurance Reimbursement (GTF)	£1,574.00	£424.47	£1,998.47	£1,575.00
215	Legal Fee Reinbursement	£0.00	£0.00	£0.00	£0.00
220	Subject Access Request / FOI	£0.00	£0.00	£0.00	£0.00
225	Insurance Claims	£0.00	£27,076.36	£27,076.36	£0.00
Total Income		£1,974.00	£27,925.77	£25,951.77	£1,975.00
Expenditure					
2000	Office Supplies & Telecom	£10,200.00	£7,296.56	£2,903.44	£11,420.00
2010	Publicity	£590.00	£120.00	£470.00	£420.00
2020	Subscriptions	£3,285.00	£3,077.71	£207.29	£3,140.00
2030	Democratic & Civic	£27,250.00	£609.10	£26,640.90	£4,825.00
2040	Grants	£2,080.00	£1,525.00	£555.00	£2,080.00
2060	Insurance	£11,400.00	£18,374.39	£6,974.39	£13,000.00
2070	HR & Finances	£14,415.00	£6,227.21	£8,187.79	£6,535.00
2080	Legal Fees	£1,500.00	£1,370.20	£129.80	£1,500.00
Total Expenditure		£70,720.00	£38,600.17	£32,119.83	£42,920.00

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Grounds Maintenance					
Income					
300	Vehicle Hire	£0.00	£0.00	£0.00	£0.00
310	LCC Contribution towards Highway Verge Cutting	£5,307.00	£5,307.66	£0.66	£5,350.00
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	£0.00
330	Scrap	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£5,307.00</u>	<u>£5,307.66</u>	<u>£0.66</u>	<u>£5,350.00</u>
Expenditure					
3000	Vehicle Costs	£19,254.00	£13,855.86	£5,398.14	£30,700.00
3010	Grounds Maintenance - All Sites	£30,670.00	£15,283.67	£15,386.33	£33,950.00
3020	Cleaning Products	£1,200.00	£815.71	£384.29	£1,200.00
Total Expenditure		<u>£51,124.00</u>	<u>£29,955.24</u>	<u>£21,168.76</u>	<u>£65,850.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Richmond Park & House					
Income					
400	Richmond Park	£8,635.00	£3,026.25	-£5,608.75	£8,535.00
Total Income		<u>£8,635.00</u>	<u>£3,026.25</u>	<u>-£5,608.75</u>	<u>£8,535.00</u>
Expenditure					
4000	Richmond Park & House	£40,015.00	£18,421.02	£21,593.98	£52,748.00
Total Expenditure		<u>£40,015.00</u>	<u>£18,421.02</u>	<u>£21,593.98</u>	<u>£52,748.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Sports Grounds					
Income					
500	Roses	£0.00	£0.00	£0.00	£7,750.00
510	Marshalls	£16,441.00	£9,854.11	-£6,586.89	£17,040.00
520	Levellings	£1,500.00	£473.55	-£1,026.45	£1,000.00
Total Income		<u>£17,941.00</u>	<u>£10,327.66</u>	<u>-£7,613.34</u>	<u>£25,790.00</u>
Expenditure					
5000	Roses	£0.00	£0.00	£0.00	£0.00
5010	Marshalls	£36,804.00	£22,201.68	£14,602.32	£38,976.00
5020	Levellings	£2,306.00	£1,009.62	£1,296.38	£3,581.00
Total Expenditure		<u>£39,110.00</u>	<u>£23,211.30</u>	<u>£15,898.70</u>	<u>£42,557.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Cemetery					
Income					
600	General Cemetery	£43,198.00	£38,624.75	-£4,573.25	£45,203.00
610	North Warren Cemetery	£0.00	-£235.80	-£235.80	£0.00
Total Income		<u>£43,198.00</u>	<u>£38,388.95</u>	<u>-£4,809.05</u>	<u>£45,203.00</u>
Expenditure					
6000	General Cemetery	£61,311.00	£17,572.38	£43,738.62	£51,848.00
6010	North Warren Cemetery	£1,323.00	£685.35	£637.65	£1,340.00
Total Expenditure		<u>£62,634.00</u>	<u>£18,257.73</u>	<u>£44,376.27</u>	<u>£53,188.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Play Areas					
Expenditure					
7000	Play Equipment Maintenance	£4,000.00	£281.24	£3,718.76	£1,000.00
7005	Wet Pour Maintenance	£2,000.00	£940.00	£1,060.00	£1,000.00
7010	Levellings	£0.00	£0.00	£0.00	£0.00
7020	Aisby Walk	£2,000.00	£409.41	£1,590.59	£2,000.00
7030	Danes Road	£0.00	£0.00	£0.00	£0.00
7040	Mayflower Close	£0.00	£0.00	£0.00	£0.00
7050	Sandsfield Lane North	£0.00	£0.00	£0.00	£0.00
7080	St Georges	£0.00	£0.00	£0.00	£0.00
7090	Play Area Inspections	£1,043.00	£732.00	£311.00	£750.00
Total Expenditure		<u>£9,043.00</u>	<u>£2,362.65</u>	<u>£6,680.35</u>	<u>£4,750.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Allotments					
Income					
800	Allotments	£8,876.00	£1,139.33	-£7,736.67	£9,540.00
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00	£1,250.00
Total Income		<u>£10,126.00</u>	<u>£1,139.33</u>	<u>-£8,986.67</u>	<u>£10,790.00</u>
Expenditure					
8000	Foxby Hill	£2,825.00	£2,180.93	£644.07	£2,775.00
8010	Love Lane	£2,000.00	£1,159.43	£840.57	£11,600.00
8020	North Warren	£1,025.00	£51.99	£973.01	£1,025.00
8030	Showfield	£3,025.00	£0.00	£3,025.00	£1,025.00
8040	Spital Hill	£1,500.00	£1,123.54	£376.46	£1,400.00
8050	Love Lane Garage Site	£200.00	£0.00	£200.00	£200.00
8060	All Sites	£1,252.00	£909.96	£342.04	£5,900.00
Total Expenditure		<u>£11,827.00</u>	<u>£5,425.85</u>	<u>£6,401.15</u>	<u>£23,925.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Public Realm					
Income					
900	Corringham Road Roundabout	£0.00	£0.00	£0.00	£0.00
910	War Memorial Project	£0.00	£0.00	£0.00	£0.00
920	Bus Shelters	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Expenditure					
9000	Roundabouts / Islands	£0.00	£0.00	£0.00	£0.00
9010	Street Furniture	£2,640.00	£961.00	£1,679.00	£2,640.00
9020	War Memorial	£385.00	£0.00	£385.00	£400.00
9030	Gainsborough in Bloom	£0.00	£0.00	£0.00	£0.00
9040	Community Rail Partnership	£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£3,025.00</u>	<u>£961.00</u>	<u>£2,064.00</u>	<u>£3,040.00</u>

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Events					
Income					
1005	Richmond Park	£0.00	£0.00	£0.00	£0.00
1015	Marshalls Sports Ground	£0.00	£150.06	£150.06	£0.00
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00	£1,000.00
1040	Aisby Walk Playing Field	£500.00	£0.00	-£500.00	£500.00
Total Income		£1,500.00	£1,150.06	-£349.94	£1,500.00
Expenditure					
10010	Mayflower 400 (Illuminate)	£1,000.00	£1,000.00	£0.00	£1,000.00
10020	Armed Forces Day	£0.00	£0.00	£0.00	£2,500.00
10030	Queen's Platinum Jubilee	£0.00	£0.00	£0.00	£0.00
10035	King Charles III Coronation	£0.00	£0.00	£0.00	£5,000.00
10040	Remembrance Sunday	£300.00	£45.90	£254.10	£300.00
10050	Local Event Support	£3,000.00	£0.00	£3,000.00	£3,000.00
Total Expenditure		£4,300.00	£1,045.90	£3,254.10	£11,800.00

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Christmas Lights					
Income					
1100	Shop Christmas Tree Scheme	£0.00	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00	£0.00
Expenditure					
11000	Switch On Event	£5,000.00	£5,000.00	£0.00	£5,000.00
11010	Anchor Point / Electrical Testing	£2,500.00	£1,291.95	£1,208.05	£2,500.00
11020	Electrical Contractor - Main Lights	£0.00	£0.00	£0.00	£0.00
11030	Electrical Contractor - Shop Trees	£0.00	£0.00	£0.00	£0.00
11040	Market Place Christmas Tree	£0.00	£0.00	£0.00	£0.00
11050	Blachere Contract	£21,000.00	£19,817.48	£1,182.52	£21,500.00
11055	Electrical Contractor for potential use of old lights	£0.00	£0.00	£0.00	£3,000.00
11060	Trinty Street Electricity	£3,000.00	£3,438.93	£-438.93	£200.00
11070	Church Street Lamp Post Electricity	£200.00	£0.00	£200.00	£200.00
Total Expenditure		£31,700.00	£29,548.36	£2,151.64	£32,400.00

Financial Budget Comparison

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

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

	Revised	Actual Net	Balance	2023/24
Community Infrastructure Levy Income				
14000 CIL	£0.00	£19,203.15	£19,203.15	£0.00
Total Income	<u>£0.00</u>	<u>£19,203.15</u>	<u>£19,203.15</u>	<u>£0.00</u>

Financial Budget Comparison

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

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

	Revised	Actual Net	Balance	2023/24
Ear Marked Reserves				
Expenditure				
12000 Ear Marked Reserves	£453,344.18	£45,414.14	£407,930.04	£0.00
Total Expenditure	<u>£453,344.18</u>	<u>£45,414.14</u>	<u>£407,930.04</u>	<u>£0.00</u>

Financial Budget Comparison

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

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

	Revised	Actual Net	Balance	2023/24
Neighbourhood Plan				
Income				
1300 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
Total Income	£0.00	£0.00	£0.00	£0.00
Expenditure				
13000 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

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

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

		Revised	Actual Net	Balance	2023/24
Mayors Charity					
Income					
1200	Events & Donations	£0.00	£338.00	£338.00	£0.00
Total Income		£0.00	£338.00	£338.00	£0.00
Expenditure					
14005	Mayor Events (HSBC)	£0.00	£0.00	£0.00	£0.00
14010	Mayors Charity Donation (HSBC)	£0.00	£338.00	-£338.00	£0.00
Total Expenditure		£0.00	£338.00	-£338.00	£0.00

Financial Budget Comparison

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

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

	Revised	Actual Net	Balance	2023/24
Total Income	£643,039.00	£661,164.83		£712,028.00
Total Expenditure	£1,096,383.18	£424,684.38		£712,028.00
Total Net Balance	-£453,344.18	£236,480.45		£0.00

PAPER E

Bank Account Reconciled Statement

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

Statement Number	119	Bank Statement No.	119
Statement Opening Balance	£730,863.03	Opening Date	01/12/22
Statement Closing Balance	£674,612.75	Closing Date	31/12/22
True/ Cashbook Closing Balance	£674,612.75		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/12/22	BP221201	PortalPlanQuest Ltd	266.20	0.00	730,596.83
01/12/22	BP221201B	HSBC	200.00	0.00	730,396.83
01/12/22	CR221201	Lincolnshire Co-operative Funeral Service	0.00	2,484.30	732,881.13
01/12/22	DD221201	Novuna Vehicle Solutions	271.10	0.00	732,610.03
01/12/22	DD221201B	West Lindsey District Council	36.83	0.00	732,573.20
01/12/22	DD221201C	West Lindsey District Council	47.66	0.00	732,525.54
01/12/22	DD221201D	West Lindsey District Council	147.33	0.00	732,378.21
01/12/22	DD221201E	West Lindsey District Council	147.33	0.00	732,230.88
01/12/22	DD221201F	Opus Energy	211.46	0.00	732,019.42
01/12/22	DD221201G	Lex Autolease Limited	510.06	0.00	731,509.36
02/12/22	CR221202	Retford Memorials	0.00	1,393.35	732,902.71
02/12/22	DD221202	E.ON Next Energy Ltd	28.99	0.00	732,873.72
02/12/22	DD221202B	British Gas Business	261.58	0.00	732,612.14
05/12/22	CC221205	Multiple Suppliers/ Customers	450.66	0.00	732,161.48
05/12/22	CR221205	Slimming World	0.00	119.18	732,280.66
05/12/22	CR221205B	██████████	0.00	50.40	732,331.06
06/12/22	CR221206	██████████	0.00	241.50	732,572.56
06/12/22	CR221206B	██████████	0.00	241.50	732,814.06
08/12/22	DR221208	HSBC	16.20	0.00	732,797.86
09/12/22	BP221209	Playtop Ltd	16,728.00	0.00	716,069.86
09/12/22	BP221209B	Chantry Agricultural Engineers	658.08	0.00	715,411.78
09/12/22	BP221209C	West Lindsey District Council	5,000.00	0.00	710,411.78
09/12/22	BP221209D	F5 Computing Ltd	675.60	0.00	709,736.18
09/12/22	BP221209E	Blachere Illumination UK Limited	4,068.06	0.00	705,668.12
09/12/22	BP221209F	Nigel Smith Plumbing & Mechanical Services Ltd	126.00	0.00	705,542.12
09/12/22	BP221209G	Integrating Solutions Ltd	183.35	0.00	705,358.77
09/12/22	BP221209H	Generation (UK) Ltd	69.12	0.00	705,289.65

Bank Account Reconciled Statement

09/12/22	BP221209I	High Street Garage	349.88	0.00	704,939.77
09/12/22	BP221209J	Ibwest Ltd	384.00	0.00	704,555.77
09/12/22	BP221209K	Trade UK	1,637.20	0.00	702,918.57
09/12/22	BP221209L	Cable Ties Direct	99.88	0.00	702,818.69
10/12/22	CR221210	Cliff Bradley & Sons Ltd	0.00	241.50	703,060.19
12/12/22	CR221212	Slimming World	0.00	119.18	703,179.37
12/12/22	DD221212	Opus Energy	307.51	0.00	702,871.86
13/12/22	BP221213	Water Plus Ltd	83.57	0.00	702,788.29
13/12/22	BP221213B	Water Plus Ltd	68.18	0.00	702,720.11
13/12/22	BP221213C	Water Plus Ltd	18.48	0.00	702,701.63
13/12/22	BP221213D	Water Plus Ltd	8.99	0.00	702,692.64
13/12/22	DD221213	Fuelgenie	193.44	0.00	702,499.20
15/12/22	DD221215	Arval UK Ltd	359.98	0.00	702,139.22
15/12/22	DD221215B	West Lindsey District Council	69.00	0.00	702,070.22
15/12/22	DD221215C	West Lindsey District Council	530.00	0.00	701,540.22
15/12/22	DD221215D	West Lindsey District Council	936.00	0.00	700,604.22
15/12/22	DD221215E	West Lindsey District Council	245.00	0.00	700,359.22
17/12/22	CR221217	HSBC	0.00	922.43	701,281.65
19/12/22	BP221219	██████████ Grave Digger	1,900.00	0.00	699,381.65
19/12/22	CR221219	Lincolnshire County Council	0.00	1,008.75	700,390.40
19/12/22	CR221219B	Slimming World	0.00	119.18	700,509.58
20/12/22	BP221220	Edge IT Systems Limited	91.20	0.00	700,418.38
20/12/22	BP221220B	SLCC Enterprises Ltd	36.00	0.00	700,382.38
20/12/22	BP221220C	Cleaning Supplies 4U	99.11	0.00	700,283.27
20/12/22	BP221220D	Chubb Fire & Security Ltd	295.97	0.00	699,987.30
20/12/22	BP221220E	Trade UK	39.14	0.00	699,948.16
20/12/22	BP221220F	Ibwest Ltd	60.00	0.00	699,888.16
20/12/22	BP221220G	Viking Direct	221.50	0.00	699,666.66
20/12/22	BP221220H	Ross Davy Associates	1,288.80	0.00	698,377.86
20/12/22	BP221220I	Blachere Illumination UK Limited	552.00	0.00	697,825.86
20/12/22	BP221220J	North Lincs Rural Training Group	60.00	0.00	697,765.86
20/12/22	BP221220K	Multiple Suppliers/ Customers	16.19	0.00	697,749.67
20/12/22	BP221220L	Dexel Tyre Co Ltd (Gainsborough)	99.00	0.00	697,650.67
20/12/22	BP221220M	Listers Timber & Builders Merchants Ltd	416.33	0.00	697,234.34

Bank Account Reconciled Statement

20/12/22	BP221220N	British Telecommunications Plc	126.00	0.00	697,108.34
20/12/22	DD221220	Anglian Water Business (National) Ltd	11.10	0.00	697,097.24
20/12/22	DD221220B	Anglian Water Business (National) Ltd	197.00	0.00	696,900.24
20/12/22	DD221220C	Unicom	390.69	0.00	696,509.55
21/12/22	BP221221	Rigel Wolf Ltd	23,270.92	0.00	673,238.63
21/12/22	DD221221	Opus Energy	318.08	0.00	672,920.55
21/12/22	DD221221B	Anglian Water Business (National) Ltd	97.52	0.00	672,823.03
22/12/22	CR221222	Lincolnshire Co-operative Funeral Service	0.00	1,930.95	674,753.98
22/12/22	DD221222	E.ON Next Energy Ltd	54.33	0.00	674,699.65
22/12/22	DD221222B	E.ON Next Energy Ltd	25.88	0.00	674,673.77
22/12/22	DD221222C	E.ON Next Energy Ltd	22.56	0.00	674,651.21
23/12/22	DD221223	British Gas Business	64.14	0.00	674,587.07
28/12/22	CR221228	Slimming World	0.00	119.18	674,706.25
28/12/22	DD221228	Stallard Kane Associates Ltd	93.50	0.00	674,612.75

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	65241.68	8991.4

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	71,246.67
Payments Out	71,246.67
Closing Balance	10,000.00

29 November to 28 December 2022

International Bank Account Number

GB60HBUK40220151418890

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

51418890 758

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Nov 22	BALANCE BROUGHT FORWARD			10,000.00
29 Nov 22	BP Burton & Dyson ROS018-0009	125.00		
	BP Burton & Dyson GAI017-0014	388.80		
	BP CHUBB FIRE & SECUR 52071549	280.97		
	BP ELITE WORKWEAR UK GAINS TOWN COUNCIL	109.95		
	BP Screwfix Direct Lt 6331640014561849	66.97		
	BP Lincs Electrical & 32N0096	660.00		
	BP RBL - Poppy Appeal HCG06 - Gains TC	25.00		
01 Dec 22	TFR TRANSFER 03662918		1,656.69	10,000.00
	CR LINCS COOP		2,484.30	
	DD NOVUNA	271.10		
	DD WEST LINDSEY DISTR	36.83		
	DD WEST LINDSEY DISTR	47.66		
	DD WEST LINDSEY DISTR	147.33		
	DD WEST LINDSEY DISTR	147.33		
	DD OPUS ENERGY GAS SU	211.46		
	DD LEX AUTOLEASE	510.06		
	BP PortalPlanQuest Lt PP11679963v1NYK	266.20		
	BP COMMERCIAL 486483 486483*****4056	200.00		
	BALANCE CARRIED FORWARD			10,646.33

29 November to 28 December 2022

Your Statement

Account Name
 Gainsborough Town Council

Sortcode 40-22-01 **Account Number** 51418890 **Sheet Number** 759

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>
	BALANCE BROUGHT FORWARD			10,646.33
02 Dec 22	TFR TRANSFER 03662918	646.33		10,000.00
	DD E.ON NEXT	28.99		
	DD BRITISH GAS BUSINE	261.58		
	CR RETFORD MEMORIALS 4031		1,393.35	
05 Dec 22	TFR TRANSFER 03662918	1,102.78		10,000.00
	DD COMMERCIAL CARD	450.66		
	CR [REDACTED] SLIMMING WORLD REN		119.18	
	CR [REDACTED] F33		50.40	
06 Dec 22	TFR TRANSFER 03662918		281.08	10,000.00
	CR CHQ IN AT 402201		483.00	
08 Dec 22	TFR TRANSFER 03662918	483.00		10,000.00
	DR TOTAL CHARGES TO 16NOV2022	16.20		
09 Dec 22	TFR TRANSFER 03662918		16.20	10,000.00
	TFR 402201 03662918 INTERNET TRANSFER		30,000.00	
	BP Playtop Ltd SI-004478	16,728.00		
	BP CHANTRY AGRICULTUR GAINS TOWN COUNCIL	658.08		
	BP WEST LINDSEY DC 1907007179	5,000.00		
	BP F5 COMPUTING LTD GAINS TOWN COUNCIL	675.60		
	BP Blachere Illuminat CGAINTC	4,068.06		
	BP Nigel Smith Plumbi 574560	126.00		
	BP Integrating Soluti G066	183.35		
	BP Generation UK Ltd GAI006	69.12		
	BP High Street Garage Gains Town Council	349.88		
	BP IBWEST SECURITY SE GAINSBORO TOWN COU	384.00		
	BP Screwfix Direct Lt 6331640014561849	1,637.20		
	BP Cable Ties Direct GAIN03	99.88		
	TFR TRANSFER 03662918	20.83		10,000.00
	BALANCE CARRIED FORWARD			10,000.00

29 November to 28 December 2022

Your Statement

Account Name
 Gainsborough Town Council

Sortcode Account Number Sheet Number
 40-22-01 51418890 760

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			10,000.00
10 Dec 22	CR C BRDLEY+SNS LTD INVOICE C41		241.50	
	TFR TRANSFER 03662918	241.50		10,000.00
12 Dec 22	DD OPUS ENERGY LTD	307.51		
	CR [REDACTED] SLIMMING WORLD REN		119.18	
	TFR TRANSFER 03662918		188.33	10,000.00
13 Dec 22	DD ATOS RE FUELGENIE	193.44		
	BP WATER PLUS 0880007483	83.57		
	BP WATER PLUS 0229006916	68.18		
	BP WATER PLUS 7001587165	18.48		
	BP WATER PLUS 7001679673	8.99		
	TFR TRANSFER 03662918		372.66	10,000.00
15 Dec 22	DD ARVAL	359.98		
	DD WEST LINDSEY DC	69.00		
	DD WEST LINDSEY DC	530.00		
	DD WEST LINDSEY DC	936.00		
	DD WEST LINDSEY DC	245.00		
	TFR TRANSFER 03662918		2,139.98	10,000.00
19 Dec 22	CR LINCOLNSHIRE CC		1,008.75	
	CR [REDACTED] SLIMMING WORLD REN		119.18	
	BP MR [REDACTED] 119-122	1,900.00		
	TFR TRANSFER 03662918		772.07	10,000.00
20 Dec 22	DD ANGLIAN WATER BUSI	11.10		
	DD ANGLIAN WATER BUSI	197.00		
	DD UNICOM	390.69		
	BP EDGE IT SYSTEMS LT 36514	91.20		
	BP SLCC Enterprises L GAINS001	36.00		
	BP CLEANING SUPPLIES ITGAIN00	99.11		
	BP CHUBB FIRE & SECUR 52071549	295.97		
	BP Screwfix Direct Lt 6331640014561849	39.14		
	BP IBWEST SECURITY SE GAINSBORO TOWN COU	60.00		
	BALANCE CARRIED FORWARD			8,779.79

29 November to 28 December 2022

Your Statement

Account Name
 Gainsborough Town Council

Sortcode Account Number Sheet Number
 40-22-01 51418890 761

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>
	BALANCE BROUGHT FORWARD			8,779.79
	BP Office Depot Inter 1354765	221.50		
	BP Ross Davy Ltd RDL/22/75899	1,288.80		
	BP Blachere Illuminat CGAINTC	552.00		
	BP North Lincs Rural SO1268	60.00		
	BP WEST LINDSEY DC 1907007250	16.19		
	BP DEXEL TYRE CO LTD GAI TOW	99.00		
	BP Listers Timer & Bu 424140	416.33		
	BP BT BUSINESS GP00831391	126.00		
21 Dec 22	TFR TRANSFER 03662918		4,000.03	10,000.00
	DD OPUS ENERGY LTD	318.08		
	DD ANGLIAN WATER BUSI	97.52		
	TFR 402201 03662918			
	INTERNET TRANSFER		20,000.00	
	BP RIGEL WOLF CLIENT GTC PAYROLL	23,270.92		
22 Dec 22	TFR TRANSFER 03662918		3,686.52	10,000.00
	CR LINCS COOP		1,930.95	
	DD E.ON NEXT	54.33		
	DD E.ON NEXT	25.88		
	DD E.ON NEXT	22.56		
23 Dec 22	TFR TRANSFER 03662918	1,828.18		10,000.00
	DD BRITISH GAS TRADIN	64.14		
	TFR TRANSFER 03662918		64.14	10,000.00
28 Dec 22	DD STALLARD KANE ASSO	93.50		
	CR XXXXXXXXXX			
	SLIMMING WORLD REN		119.18	
	TFR TRANSFER 03662918	25.68		10,000.00
28 Dec 22	BALANCE CARRIED FORWARD			10,000.00

Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
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www.hsbc.co.uk

29 November to 28 December 2022

Your Statement

Account Name
 Gainsborough Town Council

Sortcode Account Number Sheet Number
 40-22-01 51418890 762

Information about the Financial Services Compensation Scheme

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

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

Your Statement

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



Account Summary

Opening Balance	720,863.03
Payments In	5,270.73
Payments Out	61,521.01
Closing Balance	664,612.75

Interest Rate - Valid as at end date of the statement period
 0.84% AER

1 December to 30 December 2022

International Bank Account Number

GB04HBUK40220103662918

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

03662918 291

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
30 Nov 22	BALANCE BROUGHT FORWARD			720,863.03
01 Dec 22	TFR TRANSFER 51418890		646.33	721,509.36
02 Dec 22	TFR TRANSFER 51418890		1,102.78	722,612.14
05 Dec 22	TFR TRANSFER 51418890	281.08		722,331.06
06 Dec 22	TFR TRANSFER 51418890		483.00	722,814.06
08 Dec 22	TFR TRANSFER 51418890	16.20		722,797.86
09 Dec 22	TFR 402201 51418890			
	INTERNET TRANSFER	30,000.00		
	TFR TRANSFER 51418890		20.83	692,818.69
10 Dec 22	TFR TRANSFER 51418890		241.50	693,060.19
12 Dec 22	TFR TRANSFER 51418890	188.33		692,871.86
13 Dec 22	TFR TRANSFER 51418890	372.66		692,499.20
15 Dec 22	TFR TRANSFER 51418890	2,139.98		690,359.22
17 Dec 22	CR GROSS INTEREST TO 16DEC2022		922.43	691,281.65
19 Dec 22	TFR TRANSFER 51418890	772.07		690,509.58
20 Dec 22	TFR TRANSFER 51418890	4,000.03		686,509.55
21 Dec 22	TFR 402201 51418890			
	INTERNET TRANSFER	20,000.00		
	TFR TRANSFER 51418890	3,686.52		662,823.03
22 Dec 22	TFR TRANSFER 51418890		1,828.18	664,651.21
23 Dec 22	TFR TRANSFER 51418890	64.14		664,587.07
28 Dec 22	TFR TRANSFER 51418890		25.68	664,612.75
30 Dec 22	BALANCE CARRIED FORWARD			664,612.75

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1 December to 30 December 2022

Your Statement

Account Name
Gainsborough Town Council

Sortcode	Account Number	Sheet Number
40-22-01	03662918	292

Information about the Financial Services Compensation Scheme

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PAPER F

Internal Audit Report

Council: **Gainsborough Town Council 2021/22**

Period: **1st April 2022 to 30th November 2022**

The requirements of this audit were discussed with the Deputy Clerk & RFO during the onsite visit Monday 12th December 2022.

I carried physical review of financial records and other relevant associated documents during the onsite visit and documentation has also been reviewed on-line via the Councils website:

<https://gainsborough-tc.gov.uk/>

The following areas of review were included in the scope of the interim audit

- **Governance**
Review of the key governance documents of a local council including Standing Orders, Financial Regulations, Code of Conduct, complaints procedures and insurance cover for the council.
- **Transparency and requirements of the Transparency Code**
Covering the council's transparency, including, but not limited to data protection procedures, spending authorisation and the Council's publication scheme. This review also covers the Council's requirement to publish documents and records in line with the relevant Transparency Code or best practice.
- **Accounting and bank reconciliations**
Review of financial records, the cashbook, and invoices to check that records are arithmetically correct, and an audit trail can be found for a random selection of transactions. Bank reconciliations and financial transactions have been reviewed and checked to ensure that they have been signed/authorised as appropriate by the Council.
- **Budget and income**
Covering the council's budgeting processes and its annual precept request.
- **Asset control and risk management**
Review of the council's asset controls and risk assessment procedures.
- **Proper process and practices**
This includes a review of the processes followed by the council in respect of its legal powers to act, the membership of the authority including whether co-options have been carried out appropriately, declarations of interest are recorded as necessary, and registers of interest are published on the council's website.
- **Payroll and HR**
A review of payroll processes and HR policies and procedures including the legal responsibility of the Council in respect of contracts of employment and its undertaking of annual reviews to include the update of post roles and responsibilities and periodic pay scale reviews.
- **Mid- year review**
Review of mid- year bank balances, cashbook and ledger to ensure they support and agree with bank statements.

- **Review of transactions in the financial year**

A spot check of a random selection of transactions during the financial year. The review checks that there is an audit trail for the transactions from authority to spend through to payment of invoices.

General

During my visit, staff members were welcoming, polite, and courteous and openly shared relevant Council documentation and answered queries without hesitation.

The Town Council is competently supported by an experienced, knowledgeable and dedicated staffing team who remain key to the continued and effective delivery of Council business.

The Town Clerk and Deputy Clerk & RFO, supported by the recently appointed Administration Support Officer have maintained accurate documentation for the Town Council.

I am satisfied that the accounts and balances for the interim financial and administration period (1st April 2022 to 30th November 2022) are financially correct and supported by detailed and accurate records.

The Council is informed on financial matters through the presentation of detailed reports by administrative staff members.

Areas for action include:

- Policy review, update, adoption and publishing as necessary

Internal Audit

Random transactions were checked during this audit to establish an effective audit trail from the authority to spend (within minutes) through to payments made.

This report is accompanied by an Internal Audit Checklist which identifies checks carried out, relevant audit notes and identifies areas for consideration and/or action.

I am satisfied that the accounts and bank balances for the period 1st April 2022 to 30th November 2022 are financially correct

I take this opportunity to thank all staff members for their assistance and supplying of supporting documentation whilst carrying out this review.

FINDINGS & RECOMMENDATIONS:

- **KEY DOCUMENTS AND GOVERNANCE**

Financial Regulations (FR's) – Updates to Financial Regulations to the latest model document and any supplementary revisions in respect of procurement thresholds should be undertaken.

Procurement Thresholds

The thresholds for public procurement changed on 1st January 2022 and the updated amounts are as follows:

Public contracts with an estimated value (including VAT from 1st January 2022):

over £213,477 for goods or services (previously £189,330) **or**
over £5,336,937 for public works (construction) (previously £4,733,252)

Standing Orders – Last reviewed/amended 05/03/2019 and are published on website in a non-sensical, unclear format.

Complaints Policy - The adopted complaints policy is published on the Councils website and slight amendment is necessary as it refers to an outdated Code of Conduct.

Insurance Cover – Insurance cover certification (i.e., Public Liability and Employees liability) is not published on the Councils website (best practice).

Policies - General – It would be beneficial for the appointed policy review group to meet and undertake a review of all Council policy and procedural documents with support and advice from the Town Clerk and deputy Clerk & RFO.

- **TRANSPARENCY**

Previous Internal Audit Report - The previous internal audit report (May 2022) was received by the Finance and Strategy Panel and presented to Town Council. There is no supporting evidence to show that this report was properly considered or acted upon.

Provision of Public Rights – Adequate provision was made for the exercise of public rights to inspect accounts (and supplementary documentation) for the financial year and administration period 2020/21. Evidenced – website

Appointment of Internal Auditor

Internal Auditor appointed service (via the Lincolnshire Association of Local Councils (LALC) LALC commencing during 2022. A detailed scope of audit was discussed with the Deputy Clerk & RFO.

Asset Register – A physical copy of the latest asset register was provided. I am unable to find a published version on the Town Council website.

Health and Safety inspection of assets – A review of documentation to support such inspections was not included within this intermediate audit.

Internal Controls – Adequate Internal Control methods are implemented and enacted by staff members. Further assurance of checks by elected Members is recommended.

Investment Strategy – Council may wish to consider adopting an investment strategy to safeguard public funds.

Charities / Trust Funds – It is noted that area named the Levellings has charitable status, with a zero annual return – Evidenced Charity Commission website:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/results/page/1/delta/20/keywords/the+levellings/sorted-by/charity-name/asc>

- **FINANCE**

Expenditure / Income – from a random sample no issues were found, and income and expenditure has been reported to and approved by Council throughout the year. Corresponding invoices and transactions (bank statements) support payments and income is properly recorded and administered with satisfactory reports and balances monitored against the agreed budget and reported to Council in accordance with financial regulations.

Bank reconciliations – these are undertaken on a regular basis by the Deputy Clerk & RFO and reported to Council in accordance with financial regulations. From a random sample there are no areas of concern.

Direct Debits, Standing Orders, and regular payments – such payments are approved by the Council or presented (retrospectively) for approval at the next appropriate meeting.

Cheques, Credit and Debit Cards – One cheque has been issued during the period of inspection and this is supported with appropriate paperwork. One Credit Card held in the name of the Council and used in accordance with adopted financial regulations.

From a random selection of transactions, no areas of concern and are supported with corresponding invoices with subsequent reports presented to Council for approval.

Section 137 (s.137) Payments – A check of s.137 payments will be undertaken as part of the year-end audit process.

Borrowings – Not reviewed during this audit

Budget & Precept - The Council undertakes a suitable budget process to support its precept demand. This budget is presented to and approved by Council and published, along with supporting documents. Precept demand was submitted to West Lindsey District Council (WLDC) and the receipt of funds is recorded in financial records.

Earmarked / General reserves – Not reviewed during this audit.

Internal Transfers / Virements - Not reviewed during this audit

Mayoral Allowance – It is noted that the Mayoral allowance is split into 2 payments - £500 (classified as an allowance) and up to £1,500 for expenses; this practice is irregular and could be perceived that the person elected as Mayor is placed at a disadvantage. This allowance is set by individual councils. Legislation states: “*the Chairman may be paid an allowance to meet the expenses of their office*” **source:** Local Government Act 1972, s15(5) and 34(5).

An allowance (Parish Basic Allowance) for elected Members can be made following a review by an appointed remuneration panel formed and instructed by the District Council.

source: *Local Authorities (Members Allowances) (England) Regulations 2003, SI 2003/1021, reg25(10) (added by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004, SI 2004/2596, reg4).*

Further information and clarification is available in *Arnold Baker on Local Council Administration* (thirteenth edition).

VAT – VAT for payments/income are recorded correctly using approved Edge software.

VAT Returns – VAT Returns are submitted quarterly to HMRC. It is noted that there was an error in submission that was corrected when the following claim was processed.

- **MANAGEMENT**

Meetings, Minutes & Agendas – from sample evidence it appears that Agendas (including summons to attend) are made in a timely manner and within legal timeframes. Agendas and supporting documentation are made available on the website and minutes (or notes) are published within the parameters of best practice.

Employment –HR, Payroll Policy, and Rates of Pay - from a random check of payments and transactions (including PAYE and NI contributions) all appear to have been calculated and correctly administered. It is recommended that the Deputy Clerk & RFO periodically checks the Government Gateway to verify correct amounts of PAYE and NI have been calculated and paid.

- **SERVICES**

Allotments - The Council owned allotment sites are managed using approved Edge software for records and invoicing. The annual tenancy period is monitored with excellent up to date financial and administration records evidenced.

Asset Register – a detailed Asset Register was evidenced (physical copy) but this is not displayed on the Town Council website.

Burials / Cemetery – A light touch review of the cemetery and supporting burial documentation was undertaken and there were no areas for concern identified.

Steve Fletcher

Mr S Fletcher

On behalf of Lincolnshire Association of Local Councils

16th December 2022



Lincolnshire Association of Local Councils

Internal Audit Checklist 2022/23

Name of Parish or Town Council		Gainsborough Town Council		
Parish Council website		https://gainsborough-tc.gov.uk/		
Name of internal auditor		Steve Fletcher		
Date of audit		8 th December 2022 – 16 th December 2022		
Type of audit (Please tick)		Intermediate (mid-year)	<input checked="" type="checkbox"/>	Year-end (including AGAR)
Council contact information		Name	Email	
Clerk		Belina Boyer	belina.boyer@gainsborough-tc.gov.uk	
Deputy Clerk &RFO		Rachel Allbones	Rachel.Allbones@gainsborough-tc.gov.uk	
Chairman		Cllr Pat O'Connor	cldr.p.oconnor@gainsborough-tc.gov.uk	
Electorate	14,185 (at 16.12.22)	Total number of seats	18	
Quorum	6	Number of councillor vacancies	1 (at 08.12.2022)	
Precept Demand 2022/23	£554,258	Gross budgeted Income	£554,358	
Date of most recent audit	May 2022	Date of next audit agreed with Deputy Clerk&RFO	TBC – end of April 2023	
		Y/N	Comments	
Has the internal auditor seen previous audit reports including the most recent?		Y	2021/22 AGAR is published on the website: https://gainsborough-tc.gov.uk/wp-content/uploads/2022/09/Notice-of-Conclusion-of-Audit-2022.pdf Evidenced – original documents viewed.	
Is there evidence that previous internal and external audit reports have been acted upon?		Part	Report received and <u>noted only</u> by Finance & Strategy Committee https://gainsborough-tc.gov.uk/meeting/finance-and-strategy-committee-6/	

Key governance review		Y/N	Comments & recommendations	Risk		
				Low	Med	High
1	Standing orders (tailored and reviewed)	Part	Last reviewed 2019 https://gainsborough-tc.gov.uk/wp-content/uploads/2020/12/Standing_Orders_190305.pdf		✓	
2	Financial regulations (tailored and reviewed)	Part	Last reviewed 2021 https://gainsborough-tc.gov.uk/policy/financial-regulations/		✓	
3	Terms of reference (committees / working groups)	Y	Review date expired – 26.04.2022 https://gainsborough-tc.gov.uk/policy/structure-and-functions/		✓	
4	Code of Conduct (elected members)	Y	Reviewed 06.04.2022 https://gainsborough-tc.gov.uk/policy/members-code-of-conduct/	✓		
5	Complaints procedure (tailored and reviewed)	Y	Reviewed 05.01.2022 https://gainsborough-tc.gov.uk/policy/complaints-policy/		✓	
6	Insurance Cover Reviewed annually Certificate(s) viewed & valid Employees' Liability Cover in place and published Public Liability Cover Employees' Fidelity Guarantee Councillors' ages reviewed and recorded Other e.g., vehicles, assets, equipment, volunteers ...	Y Y Y Y Y Y	Evidenced – original documents and Minutes	✓		
7	Council contact details available online	Y	Evidenced – website: https://gainsborough-tc.gov.uk/your-council/your-elected-representatives/	✓		
8	Up to date employment contracts for all staff	Y	Evidenced – Sample check of original documents	✓		
9	Publication scheme in place	Y	Evidenced – website: https://gainsborough-tc.gov.uk/policy/model-publication-scheme/ Note: Once adopted this is no longer a 'model' scheme	✓		
10	GDPR policies in place • Record Retention Schedule • Data Breach Assessment • Process for dealing with a Subject Access Request • Security Compliance Checklist	Y Y Y Y	Evidenced – website: https://gainsborough-tc.gov.uk/policy/general-data-protection-regulations-gdpr-policies-and-procedures/	✓		
11	Arrangement for inspection of public records adequate	Y	Evidenced – website: https://gainsborough-tc.gov.uk/wp-content/uploads/2022/09/Notice-of-Conclusion-of-Audit-2022.pdf	✓		
12	External audit report published by 30 Sept (if relevant)	Y	Evidenced – website: https://gainsborough-tc.gov.uk/wp-content/uploads/2022/09/Notice-of-Conclusion-of-Audit-2022.pdf	✓		

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
13	End of year accounts published by 1 July	Y	Not evidenced. Deputy Clerk & RFO assured of process	✓		
14	Annual Governance statement published by 1 July <ul style="list-style-type: none"> Correctly claimed exemption from audit (if relevant) 	Y	Not evidenced. Deputy Clerk & RFO assured process undertaken.	✓		
15	Internal audit report published by 1 July	Y	Evidenced – website: https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/AGENDA-PACK-Finance-and-Strategy-Committee-Tuesday-21-June-2022_Redacted.pdf	✓		
16	Agendas and meeting papers published within three clear days	Y	Evidenced – website.	✓		
17	Past 5 years of annual returns available online	Y	Evidenced – website: https://gainsborough-tc.gov.uk/council-business/finances-and-precept/	✓		
18	Asset register published by 1 July	Part	Work in progress – evidenced physical document	✓		
Councils under £25K turnover and over £200K (Best Practice for those under £200K):						
19	All items of expenditure above £100 published by 1 July (over £500 for larger)	Y	Evidenced – website: https://gainsborough-tc.gov.uk/transparency-and-accountability/	✓		
20	Draft minutes published within one month of the meeting	Y	Evidenced – website.	✓		
Councils over £200K turnover:						
21	Senior officer salaries published	Y	Evidenced – website: https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/Draft-Precept-2022-23-v4-budget-prep-FULL-for-the-website.pdf	✓		
22	Data on issues important to local people (e.g., parking, grants) published	Y	Evidenced – website: https://gainsborough-tc.gov.uk/parking-bay-suspension-notice/ https://gainsborough-tc.gov.uk/policy/community-grants-policy/ (Note – Grant Policy last review 2017)	✓		
23	Procurement information over £5,000 published	Part	Policy evident - no payments evident https://gainsborough-tc.gov.uk/council-business/tenders/		✓	

Accounting		Y/N	Comments & recommendations	Risk		
				Low	Med	High
24	Cashbook maintained and up to date		EDGE Software used	✓		
25	Arithmetically correct (checks / balance)	Y	Evidenced – physical sight of financial reports / appended minutes	✓		
26	Evidence of internal control	N	Cllrs appointed – responsibility for internal checks is necessary		✓	
27	VAT <ul style="list-style-type: none"> evidence of recording evidence of reclaiming 	Y Y	Evidenced – physical sight of Finance & VAT reports folder	✓		
28	All payments supported by authorised, minuted invoices	Y	Evidenced	✓		
29	s.137•Recorded separately within accounts <ul style="list-style-type: none"> Within legal threshold limits for the current year Spend in accordance with legislation 	Y	Poppy Wreath purchase – evidenced physical sight of financial software entry (budget heading 2040/1)	✓		
30	Payments made in accordance with financial regulations <ul style="list-style-type: none"> Cheques Online banking BACS Direct Debit(s) - Utilities Credit (commercial) Trade UK Fuel Genie 	Y Y Y Y Y Y Y	Evidenced – physical sight of documents For petty cash float	✓		

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
31	Annual budget in support of precept approved by full council	Y	Evidenced – website: https://gainsborough-tc.gov.uk/meeting/full-council-meeting-open-to-public-and-press/	✓		
32	Precept demand properly minuted	Y	Evidenced – website: https://gainsborough-tc.gov.uk/meeting/full-council-meeting-open-to-public-and-press/	✓		
33	Earmarked reserves reviewed	Y	Evidenced – website: INSERT	✓		
34	Budget is monitored regularly with variances reported to council in line with Financial regulations <ul style="list-style-type: none"> Variances from budget explained 	Y	Evidenced – website: https://gainsborough-tc.gov.uk/meeting/finance-and-strategy-committee-11/	✓		

Income control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
35	Income properly recorded and banked promptly	Y	Evidenced: Physical sight of paying in book /bankstatements and financial records (random sample)	✓		
36	Precept income received in bank account	Y	Evidenced- physical sight of paying in book	✓		
37	Effective security of cash and cash transactions	Y	Physical evidence – spreadsheet. Note: No duplicate receipt book available / used – potential fraud risk (minimal) recommend use of carbon paper.	✓		
38	Effective security of card transactions	n/a				

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
39	Regular bank statement reconciliation	Y	Evidenced: website and physical sight of original documentation	✓		
40	Balancing entries (adjustments) explained	Y	Evidenced: website and physical sight of original documentation	✓		
41	Bank mandate up to date • Evidence of signatories	Y	Evidenced: physical sight of original documentation	✓		

Petty cash		Y/N	Comments & recommendations	Risk		
				Low	Med	High
42	Petty cash account used/authorised	Y	Evidenced: physical sight of original documentation	✓		
43	Petty cash spending supported by receipt(s) (Inc VAT where applicable)	Y	Evidenced: physical sight of original documentation	✓		
44	Petty cash reported to Council	Y	Evidenced: physical sight of original documentation and minutes	✓		
45	Petty cash float reconciled/reimbursed	Y	Evidenced: physical sight of original documentation and minutes	✓		
46	Postage	Y	Stamps purchased via Viking direct and satisfactorily recorded.	✓		

Mid-Year / Year-end process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
47	Accounting according to <ul style="list-style-type: none"> Income and expenditure Receipts and payments 	Y	Evidenced Website.	✓		
48	Bank statements reconcile to ledger	Y	Evidenced: physical sight of original documentation and minutes	✓		
49	Robust audit trail evident	Y	Evidenced: physical sight of original documentation	✓		
50	Debtors and creditors recorded	Y	On-going matter – (sinking fund)	✓		

Asset control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
51	Register of assets <ul style="list-style-type: none"> Exists Reviewed Up to date 	Y Y Y	Asset register (work in progress) – to be presented to Town Council and published early 2023	✓		
52	Assets inspected and Health & Safety issues considered <ul style="list-style-type: none"> Play equipment Street furniture Fire safety 	Y Y Y	Inspected by TC staff members – Specific inspection software to be implemented during 2023	✓		

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
53	Risk management scheme in place	Y	Evidenced website: https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/8-Risk-Management-Policy-220420.pdf	✓		
54	Annual risk assessment undertaken as a minimum	Y	Evidenced website: https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/8-Risk-Register-220420.pdf	✓		
55	Financial controls and procedures documented	Y	Evidenced website: https://gainsborough-tc.gov.uk/policy/financial-regulations/ https://gainsborough-tc.gov.uk/wp-content/uploads/2022/07/29-Debt-Recovery-Policy-190828.pdf https://gainsborough-tc.gov.uk/policy/investment-strategy/	✓		
56	Regular financial reporting to Council in line with Financial regulations	Y	Evidenced website: Minutes (Finance & Strategy Committee and Full Council)	✓		

57	Reporting of bank balances minuted	Y	Evidenced website: Minutes (Finance & Strategy Committee and Full Council)	✓		
58	Grants ratified and minuted according to policy	Y	Evidenced: website and physical sight of original documentation	✓		
59	Evidence of unusual activity from minutes	N	None evidenced	✓		

General		Y/N	Comments & recommendations	Risk		
				Low	Med	High
60	GPC <ul style="list-style-type: none"> • Council eligible • GPC adopted/ up to date 	Y	GPC adopted and re-affirmed in accordance with legislation – not used	✓		
61	Back up of files adequate	Y	Cloud & backup server (changed bi-weekly)	✓		
62	Storage of files (paper and electronic) adequate	Part	Fireproof cabinet suggested to safely store historic records – Note: some transferred to Lincolnshire archives.	✓	✓	
63	SLCC / NALC <i>Local Council Award Scheme</i> <ul style="list-style-type: none"> • Foundation • Quality • Quality Gold Civility & Respect Project (National Project)	N	In process – foundation level Jan 2023 Quality May 2023 Council may wish to reconsider its position https://www.nalc.gov.uk/our-work/civility-and-respect-project			
64	Website Accessibility Statement published online	Y	Evidenced website: https://gainsborough-tc.gov.uk/accessibility-statement/	✓		

Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
65	Employee posts properly recorded/ correct job descriptions <ul style="list-style-type: none"> • Proper Officer (Clerk) • Deputy Clerk &RFO • Admin support officer • Operations Manager • Grounds main Team leader • 3 x Ground Maintenance operatives • 1 x caretaker • 1 x cleaner Recruiting – Allotments Officer and Grounds Maintenance Operative	Y	Evidenced: Physical sight of original documentation (sample review)	✓		
66	List of Members' interests <ul style="list-style-type: none"> • displayed on website • reviewed regularly 	Y	Evidenced website: https://gainsborough-tc.gov.uk/your-council/councillors-and-mp/ Members should be aware of legal responsibility to review	✓		
67	Declarations of acceptance of office <ul style="list-style-type: none"> • AllCouncillors • Chairman • Vice Chairman 	Y	Evidenced: physical sight of Cllr Info file (random check)	✓		
68	Co-options according to policy	Y	Evidenced website: Latest vacancy https://gainsborough-tc.gov.uk/notice-of-vacancy/	✓		
69	Agenda documents correct	Y	Evidenced website	✓		
70	Minutes correct / signed	Y	Evidence: Physical sight of signed documents	✓		
71	Purchase order system used/correct	Y	Evidenced: Physical sight of original documentation	✓		
72	Purchasing authorised in line with Financial regs / limits	Y	Evidenced website: https://gainsborough-tc.gov.uk/policy/financial-regulations/ Minutes (various)	✓		
73	Council operating within legal powers <ul style="list-style-type: none"> • Legal powers identified in minutes 	Y	Evidenced website	✓		

74	Delegation to officers or committees • Scheme of delegation • Limits inc financial regulations &/or standing orders; • adhered to; • reported adequately	Y	Evidenced website: https://gainsborough-tc.gov.uk/policy/structure-and-functions/(review	✓		
		Y	out of date)	✓		
		Y	Financial Regulation 4.1	✓		
		Y	Minutes (various)	✓		
75	Policy Review	Part	Working Group established but little evidence of action / policy update Best practice		✓	

Payroll & HR		Y/N	Comments & recommendations				Risk		
							Low	Med	High
76	Written statement of particulars for all staff from day one (April 2020 onwards)	Y	Evidenced – random check				✓		
77	Proper procedures for payroll, PAYE & NI	Part	See 79 below				✓		
78	Is payroll inhouse or external provider used?		In-house	N	External	Y	✓		
79	PAYE & NI payments verified	N	Recommendation- RFO to check HMRC Gateway periodically to ensure payments are up to date.				✓		
80	Approval of salaries and increments	Y	Annual reviews – evidenced: (physical random check.				✓		
81	Approval of expense claims Staff Members Mayor	Y	Evidenced: Random check Clerk – Expense claims authorised				✓		
		n/a Part	Mayor – Annual allowance (£500 – subject to PAYE) expenses up to £1,500					✓	✓
82	Minimum wage threshold met	Y	Evidenced – Physical sight of payroll spreadsheet				✓		
83	HR procedures and policies adopted / reviewed	Part	Under review				✓		
84	Training policy and record staff /elected Members	Part	Staff only – Cllrs encouraged to attend training				✓		

85	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	Y	Clerk holds FiLCA, Levels 4, 5 & 6 Cert HE University of Gloucester and De Montfort University. Deputy Clerk & RFO holds CiLCA & FiLCA			✓			
86	Annual appraisals undertaken	Y	Recent review of all roles / pay scales undertaken			✓			
87	Job descriptions up to date / reviewed	Y	As above			✓			
88	Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> • Display Screen Equipment 	N	Advise H&S website https://www.hse.gov.uk/pubns/ck1.htm			✓			
89	Adequate Pension provision in place	Y	LGPS		Y	✓			
			NEST		n/a				
			Other		n/a				
	<ul style="list-style-type: none"> • Automatic Enrolment for Staff 		Y	✓	N	DD/MM/YYYY	✓		
	<ul style="list-style-type: none"> • Opt Out Evidenced 		Y	✓	N	Sample Evidence			
<ul style="list-style-type: none"> • Declaration of Compliance 		Y	✓	N	see below				
<ul style="list-style-type: none"> • Redeclaration of Compliance 		Y	✓	N	25/10/2022				

Transaction spot check

Check number	1	2	3	4	5	6
Ledger date	01.04.22	09.06.22	28.07.22	24.10.22	27.10.22	21.11.22
Item / budget heading	Expenditure	Income	Expenditure	Expenditure	Income	Expenditure
Reference / Cheque number	DD	CR	BACS	BACS	CR	DD
Minute approval evident	✓	✓	✓	✓	✓	✓
Delivery evidence	Novuna	C Bradley & Sons	Chubb Fire & Security	Russells Ltd	Lincs Coop	Opus energy
Minute reference checked	✓	✓	✓	✓	✓	✓
Invoice value	£271.10	£160.65	£413.73	£1,057.36	£1,607.255	£270.32
Minute value agrees	✓	✓	✓	✓	✓	✓
Payment value agrees	✓	✓	✓	✓	✓	✓
Statement value agrees	✓	✓	✓	✓	✓	✓
Timely payment	✓	✓	✓	✓	✓	✓
VAT recorded	£45.18	n/a	£68.96	£176.23	n/a	£45.05
S137 recorded in ledger	n/a	n/a	n/a	n/a	n/a	n/a
S137 minuted	n/a	n/a	n/a	n/a	n/a	n/a
Notes	No s.137 payments recorded during this period.					

Appendix: Additional Areas for Audit (Council Specific)

	Allotments	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance	Y	Evidenced: Physical sight of financial records	✓		
A2	Fees charged in accordance with approved rates	Y	Evidenced: Physical sight of financial records	✓		
A3	Up to date occupancy details kept and securely retained	Y	Evidenced: Physical sight of financial records	✓		
A4	Agreements/licences issued to all plot holders	Y	Evidenced: Physical sight of financial records	✓		
A5	Other - Staffing	Y	Vacancy – Allotments Officer	✓		
A6	Privacy Notices	Y	Evidenced – Physical sight of folder	✓		

	Burials	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
B1	Cemetery accounts balance	Y	Epitaph software used (EDGE)	✓		
B2	Fees charged in accordance with approved rates	Y	Evidenced: Physical sight of financial records	✓		
B3	All interred ashes have certificates of cremation	Y	Evidenced: Physical sight of records	✓		
B4	Permits properly documented and stored	Y	Scanned	✓		
B5	Cemetery regulations adopted and up to date	Y	Last reviewed Dec 2021 – review underway	✓	✓	
B6	Registers of burials and purchased graves completed correctly and stored safely	Y	Epitaph software used (EDGE)	✓		
B7	Burial certificates issued correctly	Y	Evidenced: Physical sight of records	✓		
B8	Green slips returned appropriately to Registrar	Y	On-site (shared building)	✓		
B9	Legible cemetery burial plan up to date <ul style="list-style-type: none"> backed up if appropriate 	Y	Evidenced – Epitaph software / Pear Technologies	✓		
B10	Business rates exemptions correctly applied	N	RFO to investigate	✓		

	Charities	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
C1	Accounted for separately	Part	The Levelling's- Play area has Charitable status with zero annual return (charity commission website) Previous Clerk could not find any bank evidence / etc.... (inc trustees) Charities commission could not advise / assist	✓		
C2	Independently audited	n/a				
C3	Returns filed within legal time limits	Y	Annually	✓		

	Sports Ground / Community buildings	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
Cb1	Marshal Sport Ground (Pavilion / function room)	Y	Evidenced: Budgets and accounts - charges for sports and training areas	✓		
Cb2	The Levelling – Playing field / changing rooms	Y	Evidenced: Budgets and accounts - charges for playing fields and changing rooms.	✓		

	Parks & Playgrounds	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
P1	H&S Checks in place	Y	Evidenced – verbal assurance	✓		
P2	Maintained	Y	Evidenced – Council workforce	✓		
P3	Statutory records kept / stored safely	Y	Evidenced – in house records	✓		
P4	Agreements/licences issued to users	Part	Work in progress (sports grounds)	✓		

	Other	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
O1	War Memorial	Y	Insured and included on Asset Register	✓		
O2	Civil War Memorial	Y	Insured and included on Asset Register	✓		
O3	Millennium Clock	Y	Insured and included on Asset Register	✓		
O4	Benches	Y	Insured and included on Asset Register	✓		
O5	Bus Shelters	Y	Insured and included on Asset Register	✓		
O6	Richmond House	Y	Insured and included on Asset Register	✓		

PAPER G

Officer Report to Finance and Strategy Committee

Report Author: Rachel Allbones

Report Date: 12 January 2023



Gainsborough
TOWN COUNCIL

Fees and Charges

Summary

To consider setting the fees and charges for 2023/24 for the sports grounds and burial grounds and the allotments for 2024/25 and allotment water charges for 2023/24.

Background

On an annual basis the Council set the fees and charges for its services.

Fees and Charges

Sports Grounds

Attached at Appendix A are the fees for the past 4 years and a sample charge for 2023/24 with 5% increase from the current year.

Within the current Councils Terms and Conditions of Hire for the Function Room it states: -

Set Up/Clean Up

A 30-minute set up and clean up period is permitted before and after bookings at no additional cost.

It is proposed to remove the 30 minute free set up and clean up but to reduce the hourly charge accordingly. This will ensure that all users are charged for the actual time they are occupying the building.

Cemeteries

Attached at Appendix B are the fees for the past 6 years and a sample charge for 2023/24 with 5% increase from the current year.

It is proposed that reduce the admin fee for the additional inscription to £60 due to the view it is being over charged.

Allotments

Attached at Appendix C are the fees for the past 19 years and a sample charge for 2024/25 with 5% increase from the agreed 2023/24 charge.

There is also the option to include a non-resident levy charge, as the Council currently do with the cemetery charges, which are doubled for non-residents.

Water Charges

Foxby Hill Water charges

1/4/21 - 31/3/22 = £370.87+VAT

1/4/22 – 31/12/22 = £678.63+VAT

It is proposed to charge £5 per standard size plot for water for 2023/24.

Spital Hill Water Charges

15/6/21 – 14/3/22 = £167.36

15/3/22 – 14/12/22 = £421.74

It is proposed to charge £10 per standard size plot for water for 2023/24.

Recommendations

Sports Grounds

1. Approve to remove the free Set up/clean up period on room hire bookings.
2. Approve to implement Regular User and Casual User charges
3. Approve the 2023/24 charges as set in Appendix A

Cemeteries

4. Approve the 2023/24 charges as set in Appendix B

Allotments

5. Consider including a non-resident levy charge from 2024/25 and set charge.
5. Approve the 2024/25 charges as set in Appendix C
6. Approve the 2023/24 water charges for Spital Hill and Foxby Hill as set out in Appendix C

Sports Ground Charges

	2019 / 2020		2020 / 2021		2021 / 2022		2022 / 2023		2023 / 2024		
Football Pitch - Senior	40.50	(per match)	40.50	(per match)	41.00	(per match)	43.05	(per match)	45.20	(per match)	5%
Football Pitch - Juniors 9v9 & 11v11	25.50	(per match)	25.50	(per match)	26.00	(per match)	27.30	(per match)	28.67	(per match)	5%
Football Pitch - Juniors 5v5 & 7v7	15.50	(per match)	15.50	(per match)	16.00	(per match)	16.80	(per match)	17.64	(per match)	5%
Training Pitch	10.50		10.50		11.00		11.55		12.13		5%

Cricket Pitch - Senior (not including use of kitchen or function room)	40.50	(per match)	44.50	(per match)	45.00	(per match)	47.25	(per match)	49.61	(per match)	5%
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	25.50	(per match)	25.50	(per match)	26.00	(per match)	27.30	(per match)	28.67	(per match)	5%
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	20.50	(per match)	20.50	(per match)	21.00	(per match)	22.05	(per match)	23.15	(per match)	5%

Marshalls Bowls Club	1,089.00	(per season)	1,089.00	(per season)	1,224.00	(per season)	1,285.20	(per season)	1,349.46	(per season)	5%
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	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	
Marshalls Function Room (per hour, includes use of kitchen)	20.50	15.50	20.50	15.50	21.00	16.00	22.05	16.80	5%

Regular User	
Peak	Off Peak
16.60	12.60
Casual User	
Peak	Off Peak
20.00	15.00

Sports Ground Charges

Peak		Peak		Peak		Peak		Peak	
Mon - Fri	5pm - 9pm	Mon - Fri	5pm - 9pm	Mon - Fri	5pm - 10pm	Mon - Fri	5pm - 10pm	Mon - Fri	5pm - 12am
Off Peak		Off Peak		Off Peak		Off Peak		Off Peak	
Mon - Fri	9am - 5pm 9pm - 10pm	Mon - Fri	9am - 5pm 9pm - 10pm	Mon - Fri	9am - 5pm	Mon - Fri	9am - 5pm	Mon - Fri	9am - 5pm
Sat - Sun	All Day	Sat - Sun	All Day	Sat - Sun	All Day	Sat - Sun	All Day	Sat - Sun	All Day

Cemetery Charges

	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024	
Part 1 Exclusive Right of Burial	£	£	£	£	£	£	£	
Cremated Remains 25 years	146.41	150.00	150.00	225.00	230.00	241.50	253.58	5%
25 years	292.82	300.00	300.00					
50 years	366.03	375.00	375.00	450.00	459.00	481.95	506.05	5%
75 years	439.23	450.00	450.00					
99 years	512.44	525.00	525.00	600.00	612.00	642.60	674.73	5%
Part 2 Interments	£	£	£	£	£	£	£	
Stillborn child under 24 weeks						0.00	0.00	
**Child under 18 years of age Single			600.00	600.00	612.00	642.60	674.73	Cemeter 5%
**Child under 18 years of age Double			710.00	710.00	724.00	760.20	798.21	5%
Adult Single	550.00	600.00	600.00	600.00	612.00	642.60	674.73	5%
Adult Double	660.00	710.00	710.00	710.00	724.00	760.20	798.21	5%
Triple Depth	1,000.00				1,071.00	1,124.55	1,180.78	5%
Cremated Remains	220.00	225.00	225.00	225.00	230.00	241.50	253.58	5%
Extra Spoils removal	133.10	140.00	140.00	160.00	163.00	171.15	179.71	5%
Additional fee where outside standard hours (full burial)	220.00	230.00	230.00	230.00	235.00	246.75	259.09	5%
Additional fee where outside standard hours (cremation burial)	77.00	80.00	80.00	80.00	82.00	86.10	90.41	5%
Exhumation	£	£	£	£	£	£	£	
Body	2,200.00	2,500.00	2,500.00	2,750.00	2,805.00	2,945.25	3,092.51	5%
Cremated Remains	275.00	300.00	300.00	350.00	357.00	374.85	393.59	5%
Use of	£	£	£	£	£	£	£	
Chapel (including use of organ)	133.10	100.00	100.00	100.00	102.00	£107.10	£112.46	5%
Grass Matting	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	
Part 3 Memorials	£	£	£	£	£	£	£	
Headstone up to 3' (exclusive right for 30 years)	192.50	200.00	200.00	200.00	204.00	214.20	224.91	5%
Headstone up to 3' including kerbing (exclusive right for 30 years)	220.00	225.00	225.00	225.00	230.00	241.50	253.58	5%
Plaque	72.60	75.00	75.00	75.00	77.00	80.85	84.89	5%
Vase with an inscription	72.60	75.00	75.00	75.00	77.00	80.85	84.89	5%
Additional inscription	72.60	75.00	75.00	75.00	77.00	80.85	60.00	

Cemetery Charges

Part 5 Registration Fees etc	£	£	£	£	£	£	£
Per certified copy of a certificate of grant of exclusive rights of burial	10.00	10.00	10.00	10.00	10.00		

ALL CHARGES ARE DOUBLED FOR RESIDENTS LIVING

Rental Charges Per Annum

	2005 / 2006	2006 / 2007	2007 / 2008	2008 / 2009	2009 / 2010	2010 / 2011	2011 / 2012	2012 / 2013	2013 / 2014
	£	£	£	£	£	£	£	£	£
Allotments (Small Plot)	9.00	9.00	10.00	10.00	10.00	10.00	15.00	17.00	17.00
Allotments (Large Plot)	18.00	18.00	20.00	20.00	20.00	20.00	30.00	34.00	34.00
Garage Space (Love Lane) x31	26.50	26.50	26.50	26.50	26.50	26.50	40.00	42.00	42.00
Register Offices (Richmond Park					4,035.00	4,035.00	4,035.00	4,035.00	4,035.00

	2014 / 2015	2015 / 2016	2016 / 2017	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023
	£	£	£	£	£	£	£	£	£
Allotments (Small Plot)	26.00	26.00	26.00	26.00	26.50	26.50	27.00	28.00	28.00
Allotments (Large Plot)	52.00	52.00	52.00	52.00	53.00	53.00	54.00	56.00	56.00
Garage Space (Love Lane) x31	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Register Offices (Richmond Park	4,035.00	4,035.00	4,035.00	4,035.00	4,035.00	4,035.00	4,035.00	4,035.00	4,035.00

	2023 / 2024	2024 / 2025	
	£	£	
Allotments (Standard Plot approx 250m ²) per square metre	0.12	0.126	5%
Foxby Hill Water Charges	5.00		
Spital Hill Water Charges	10.00		
Garage Space (Love Lane) x31	52.50	55.125	5%
Register Offices (Richmond Park	Lease agreement		