

# 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, 16 February 2023

You are hereby summoned to attend a meeting of the **Finance and Strategy Committee** which will be held on **Tuesday 21 February 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   |
|-----------|---|--|
| FS23/105  | To <b>note</b> apologies for absence.   | <i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i> |
| FS23/106  | To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.  | <i>Localism Act 2011, s31.</i>                               |
| FS23/107  | 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>                               |

| Agenda no | Agenda item title   | Power/Regulation  |
|-----------|---|---|
| FS23/108  | 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).<br><b>Paper A</b> Finance and Strategy Committee 17 January 2023  | <i>Local Government Act 1972, Sch 12, p41 (1).</i>                            |
| FS23/109  | To receive and <b>consider for approval</b> the following financial reports:<br><b>Paper B</b> Unpaid Expenditure Transactions for 16 February 2023<br><b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 16 February 2023<br><b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 16 February 2023 | <i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i> |
| FS23/110  | To approve and <b>resolve</b> to sign the monthly bank reconciliation for 31 January 2023 as per paragraph 2.2 of Financial Regulations.<br><b>Paper E</b>  | <i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i> |
| FS23/111  | To <b>note</b> the interim internal audit report and <b>consider</b> any action necessary resulting from the report. Deferred from January meeting (FS23/101)<br><b>Paper F</b>   |   |
| FS23/112  | To <b>confirm</b> by resolution that all documentation and information is in place for the Local Council Award Scheme – Foundation Level, and where appropriate, published on the Council’s website.<br><b>Paper G</b>  |   |
| FS23/113  | To receive any items for notification to be included on a future agenda – for information only  | N/A   |
| FS23/114  | To note the date and time of the next Finance and Strategy committee is scheduled for <b>Tuesday 21 March 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

## 17 January 2023 at 19.00

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

### Councillors Present

|                                  |  |               |
|----------------------------------|--|---------------|
|                                  |  |               |
| Richard Craig                    |  | Keith Panter  |
| David Dobbie – arrived at 7.10pm |  | James Plastow |

### Councillors Absent

|                       |                          |              |
|-----------------------|--------------------------|--------------|
| Matt Boles (Chairman) | Paul Key (Vice Chairman) | Pat O'Connor |
| Julie Musonda         | Chris Lambie             |              |

### In attendance:

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

Due to the absence of the Chairman and Vice Chairman Members **resolved** to appoint Cllr Craig as Chairman for the meeting.

| Agenda no | Agenda item title  | Resolution   | Action | Power  |
|-----------|--|--|--------|--|
| FS23/095  | To <b>note</b> apologies for absence.  | The committee <b>noted</b> apologies for absence from Cllrs Boles, Key, Lambie Musonda and O'Connor. | N/A    | <i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i> |
| FS23/096  | 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>                               |
| FS23/097  | 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.  |  |  |   |
| FS23/098                                     | 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).<br><b>Paper A</b> Finance and Strategy Committee 20 December 2022  | The Committee <b>resolved</b> to sign the minutes of the meeting 20 December 2022 as a true record of that meeting.  | <b>ASO</b> to publish on the website.  | <i>Local Government Act 1972, Sch 12, p41 (1).</i>                            |
| FS23/099                                     | To receive and <b>consider for approval</b> the following financial reports:<br><b>Paper B</b> Unpaid Expenditure Transactions for 12 January 2023<br><b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 12 January 2023<br><b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 12 January 2023 | The Committee <b>resolved</b> to note and approve the following reports: <ul style="list-style-type: none"> <li>• Unpaid Expenditure Transactions for 12 January 2023</li> <li>• Cashbook Summary (including due and unpaid transactions) for 12 January 2023</li> <li>• Budget Comparison Report (including due and unpaid transactions) for 12 January 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 2021.</i> |
| Cllr Dobbie arrived at the meeting at 7.10pm |  |  |  |   |
| FS23/100                                     | To approve and <b>resolve</b> to sign the monthly bank reconciliations for 31 December 2022 as per the paragraph 2.2 in Financial Regulations.<br><b>Paper E</b>   | The Committee <b>resolved</b> to approve and sign the monthly bank reconciliation for 31 December 2022.<br><br>Cllr Dobbie abstained from voting.  | <b>DC&amp;RFO</b> to file.   | <i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i> |

Initialed:

| Agenda no | Agenda item title   | Resolution   | Action  | Power |
|-----------|---|--|---|-------|
| FS23/101  | To <b>note</b> interim internal audit report and <b>consider</b> any action necessary resulting from the report.<br><b>Paper F</b>  | The Committee <b>resolved</b> to defer the item until the next meeting.  | <b>DC</b> to include on next agenda.          |       |
| FS23/102  | To <b>consider</b> and approve fees & charges for sports and burial grounds for 2023/24, allotments for 2024/25 and allotment water charges for 2023/24<br><b>Paper G</b> | The Committee <b>resolved</b> to: -<br><b>Sports Grounds</b><br>1. Approve to remove the free Set up/clean up period on room hire bookings.<br>2. Approve to implement Regular User and Casual User charges<br>3. Approve the 2023/24 charges as set in Appendix A<br><b>Cemeteries</b><br>4. Approve the 2023/24 charges as set in Appendix B<br><b>Allotments</b><br>5. Implement a non-resident levy charge from 2024/25 at double the resident charge.<br>6. Not increase the 2024/25 charge.<br>7. Approve the 2023/24 water charges for Spital Hill at £10 per standard size plot and Foxby Hill at £5 per standard size plot. | <b>DC</b> to update records and inform users. |       |
| FS23/103  | 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>• EMR Project plans</li> <li>• Strategic Plan</li> <li>• Hire fee structure</li> <li>• Bank account</li> </ul>  | To include on future agendas.                 | N/A   |

Initialed:

| Agenda no | Agenda item title  | Resolution  | Action | Power  |
|-----------|--|---|--------|--|
| FS23/104  | To <b>note</b> the date and time of the next Finance and Strategy committee is scheduled for Tuesday 21 February 2023 at 7:00pm. | The committee <b>noted</b> the date and time of the next Finance and Strategy committee Tuesday 21 February 2023 at 7:00pm at Richmond House. | N/A    | <i>Local Government Act 1972, Sch 12, p10 (2)(a)</i> |

Meeting concluded at 7.35pm

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 |
|--------|-----------|-------------|---------|---------|---------|-------------------|---|------------------------|------------|
| 20070  | BP230120F | 13/01/2023  | £99.22  | £16.54  | £82.68  | <b>99.22</b>      | Generation (UK) Ltd - Heras fencing hire (32 grippers, 16 panels) 4 days, plus collection | Aisby Walk Stake Park  |            |
| 20071  | BP230120H | 23/01/2023  | £400.00 | £0.00   | £400.00 |                   | Grave Digger - Grave digging - XGRC0031   | Grave Digging          |            |
| 20072  | BP230120H | 26/01/2023  | £500.00 | £0.00   | £500.00 | <b>900.00</b>     | Grave Digger - Grave digging - XKNC0069   | Grave Digging          |            |
| 20073  | BP230116  | 16/01/2023  | £476.40 | £79.40  | £397.00 | <b>476.40</b>     | Book My Course Ltd - IOSH Managing Safely   | Staff Training         |            |
| 20118  | BP2302    | 15/02/2023  | £519.00 | £0.00   | £519.00 | <b>519.00</b>     | Viking Direct - Stamps for allotments   | Postage                |            |
| 20119  | BP2302    | 11/11/2022  | £385.00 | £0.00   | £385.00 | <b>385.00</b>     | Retford Memorials - Clean of war memorial   | War Memorial           |            |
| 20120  | BP2302    | 02/02/2023  | £232.37 | £38.73  | £193.64 |                   | Chubb Fire & Security Ltd - Emergency lighting system maintenance                         | Marshalls              |            |
| 20121  | BP2302    | 11/01/2023  | £310.38 | £51.73  | £258.65 | <b>542.75</b>     | Chubb Fire & Security Ltd - Fire alarm maintenance  | Marshalls              |            |
| 20122  | BP2302    | 13/01/2023  | £648.00 | £108.00 | £540.00 | <b>648.00</b>     | Origin Amenity Solutions - Line marker  | Marshalls & Levellings |            |
| 20123  | BP2302    | 01/02/2023  | £89.56  | £14.93  | £74.63  | <b>89.56</b>      | Integrating Solutions Ltd - Copier charges  | Printing               |            |
| 20124  | BP2302    | 03/02/2023  | £250.00 | £0.00   | £250.00 | <b>250.00</b>     | A J Douce Roofing - Change broke tiles on roof  | Levellings             |            |
| 20125  | BP2302    | 10/02/2023  | £136.48 | £22.75  | £113.73 | <b>136.48</b>     | Phs Group Plc - Air freshener and sanitary disposal 17/3/23 - 16/9/23                     | Marshalls              |            |
| 20126  | BP2302    | 07/02/2023  | £280.94 | £46.82  | £234.12 |                   | Howden Joinery Ltd - Outside gents door, frame and fittings                               | Richmond Park          |            |
| 20127  | BP2302    | 07/02/2023  | -£24.17 | -£4.03  | -£20.14 |                   | Howden Joinery Ltd - T20126 - Credit for sashlock   | Richmond Park          |            |
| 20128  | BP2302    | 07/02/2023  | £30.62  | £5.10   | £25.52  | <b>287.39</b>     | Howden Joinery Ltd - Sashlock for outside men's toilets                                   | Richmond Park          |            |
| 20129  | BP2302    | 19/01/2023  | £142.16 | £23.69  | £118.47 |                   | Trade UK - Padlocks (foxby) ear plugs   | Foxby Allotments       |            |
| 20130  | BP2302    | 23/01/2023  | £20.00  | £3.33   | £16.67  |                   | Trade UK - Bolts for conservatory   | Richmond Park          |            |
| 20131  | BP2302    | 24/01/2023  | £44.36  | £7.39   | £36.97  |                   | Trade UK - Combination lock for FH, Compression fitting for cem                           |                        |            |
| 20132  | BP2302    | 31/01/2023  | £74.07  | £12.34  | £61.73  |                   | Trade UK - Padlock (FH) Torch (paul) Padlock (Levs)                                       |                        |            |

| ExpTno | Cheque | Ledger date | Gross     | Vat     | Net       | Chq / Trans Total | Transaction Details   | Heading                    | Occurrence |
|--------|--------|-------------|-----------|---------|-----------|-------------------|---|----------------------------|------------|
| 20133  | BP2302 | 20/01/2023  | -£39.09   | -£6.51  | -£32.58   |                   | Trade UK - Credit - Padlock   | Foxby Allotments           |            |
| 20154  | BP2302 | 30/01/2023  | £34.71    | £5.79   | £28.92    |                   | Trade UK - Bolts, timber & plugs for workwear in wardens office   | Richmond Park              |            |
| 20156  | BP2302 | 13/02/2023  | £74.64    | £12.43  | £62.21    | <b>350.85</b>     | Trade UK - X3 Bracket, Screenwash 5Ltr , Toilet Seat , x 6 Heavy Duty Door Bolt Polished Chrome, Combination Padlock, Hasp & Staple |                            |            |
| 20134  | BP2302 | 06/02/2023  | £42.99    | £7.17   | £35.82    |                   | Huws Gray Limited - Wacker plate  | Love Lane garage lane      |            |
| 20153  | BP2302 | 13/02/2023  | £40.73    | £6.79   | £33.94    | <b>83.72</b>      | Huws Gray Limited - Planer hire   | Richmond outside toilets   |            |
| 20135  | BP2302 | 07/02/2023  | £43.20    | £7.20   | £36.00    |                   | Elite Workwear UK - Work boots (SC)   | Workwear                   |            |
| 20136  | BP2302 | 14/02/2023  | £38.40    | £6.40   | £32.00    | <b>81.60</b>      | Elite Workwear UK - Work trousers (PM)  | Workwear                   |            |
| 20137  | BP2302 | 05/01/2023  | £12.00    | £2.00   | £10.00    |                   | Lincs Electrical Wholesalers Ltd - Lightbulbs   | Richmond House             |            |
| 20138  | BP2302 | 24/01/2023  | £18.00    | £3.00   | £15.00    | <b>30.00</b>      | Lincs Electrical Wholesalers Ltd - Lightbulbs   | Richmond House             |            |
| 20139  | BP2302 | 16/01/2023  | £22.80    | £3.80   | £19.00    | <b>22.80</b>      | Agri-Gem Ltd - Surface cleaner for moss and algae RP  | Richmond Park MUGA         |            |
| 20140  | BP2302 | 22/01/2023  | £1,381.49 | £0.00   | £1,381.49 | <b>1,381.49</b>   | Council HR & Governance Support - Attend site and conduct interviews, accomodation travel and report                                | Governance                 |            |
| 20141  | BP2302 | 23/01/2023  | £600.00   | £100.00 | £500.00   | <b>600.00</b>     | Lincolnshire Association of Local Councils - Internal audit fee   | Internal Audit             |            |
| 20142  | BP2302 | 06/02/2023  | £171.60   | £28.60  | £143.00   | <b>171.60</b>     | A Price Electrical Ltd - Replace faulty emergency LED panel light to rear corridor  | Marshalls                  |            |
| 20143  | BP2302 | 01/02/2023  | £180.00   | £0.00   | £180.00   | <b>180.00</b>     | West Lindsey District Council - Premises licence  | Richmond Park              |            |
| 20144  | BP2302 | 31/01/2023  | £504.00   | £84.00  | £420.00   | <b>504.00</b>     | Cemetery Development Services Ltd - T2 Resubmission to EA for pre-application advice  | General Cemetery extension |            |
| 20145  | BP2302 | 16/02/2023  | £500.00   | £0.00   | £500.00   | <b>500.00</b>     | ██████████ Grave Digger - Grave digging - XKNC0068  | Grave Digging              |            |
| 20146  | BP2302 | 01/02/2023  | £864.00   | £144.00 | £720.00   | <b>864.00</b>     | Swallow Cleaning Contractors - Cleaning of 16 bus shelters  | Bus Shelters               |            |
| 20147  | BP2302 | 31/01/2023  | £144.00   | £24.00  | £120.00   | <b>144.00</b>     | Burton & Dyson Solicitors - Professional services   | Legal fees                 |            |

| ExpTno | Cheque    | Ledger date | Gross     | Vat     | Net       | Chq / Trans Total | Transaction Details  | Heading                | Occurrence |
|--------|-----------|-------------|-----------|---------|-----------|-------------------|--|------------------------|------------|
| 20148  | BP2302    | 31/01/2023  | £471.96   | £78.66  | £393.30   | <b>471.96</b>     | F5 Computing Ltd - Microsoft 365 & back ups                            | IT Services            |            |
| 20149  | BP2302    | 31/01/2023  | £355.44   | £59.24  | £296.20   | <b>355.44</b>     | High Street Garage - Fuel  | Vehicles               |            |
| 20150  | BP2302    | 25/01/2023  | £287.70   | £47.95  | £239.75   | <b>287.70</b>     | Portland Towing Centre Ltd - Trailer service                           | Trailer maintenance    |            |
| 20151  | BP2302    | 27/01/2023  | £60.00    | £10.00  | £50.00    | <b>60.00</b>      | lbwest Ltd - Supply reponse to alarm activation on 22.01.23            | Richmond House         |            |
| 20152  | BP2302    | 20/01/2023  | £226.80   | £37.80  | £189.00   | <b>226.80</b>     | Elite Signs Limited - 20 of the signs for the cemetery                 | General Cemetery       |            |
| 20155  | BP2302    | 18/01/2023  | £3,314.70 | £552.45 | £2,762.25 | <b>3,314.70</b>   | Edge IT Systems Limited - Edge software - 2nd year                     | All Edge IT software   |            |
| 20157  | BP2302    | 11/02/2023  | £225.00   | £37.50  | £187.50   | <b>225.00</b>     | Rainbow Fireworks - 10% deposit for fireworks display                  | Kings Coronation event |            |
| 20158  | BP2302    | 14/02/2023  | £720.00   | £120.00 | £600.00   | <b>720.00</b>     | SRP Hire Solutions - Toilet hire                                       | Kings Coronation event |            |
| 20159  | BP230220W | 20/01/2023  | £38.80    | £0.00   | £38.80    | <b>38.80</b>      | ██████████ - Mayors expenses, taxi's and car parking                   | Mayoral Expenses       |            |
| 20160  | CC230206  | 17/01/2023  | £5.69     | £0.95   | £4.74     | <b>5.69</b>       | Amazon EU SARL - USBC Chargers   | Mobiles                |            |
| 20161  | CC230206  | 17/01/2023  | £34.16    | £5.68   | £28.48    | <b>34.16</b>      | Amazon EU SARL - USBC Chargers   | Mobiles                |            |
| 20162  | CC230206  | 18/01/2023  | £14.29    | £2.38   | £11.91    | <b>14.29</b>      | Home Supplies Direct Ltd - Gusset envelopes                            | Stationery             |            |
| 20163  | CC230206  | 26/01/2023  | £4.99     | £0.83   | £4.16     | <b>4.99</b>       | Nyalkaran Ltd - Pens   | Stationery             |            |
| 20164  | CC230206  | 26/01/2023  | £34.16    | £5.69   | £28.47    | <b>34.16</b>      | Amazon EU SARL - Sign here post its                                    | Stationery             |            |
| 20075  | DD230201B | 01/02/2023  | £260.11   | £43.35  | £216.76   | <b>260.11</b>     | CF Corporate Finance Ltd - Photocopier lease rental                    | Photocopier            |            |
| 20117  | CC2303    | 29/01/2023  | £15.17    | £2.53   | £12.64    | <b>15.17</b>      | Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription | IT Services            | Monthly    |

| ExpTno | Cheque    | Ledger date | Gross   | Vat     | Net     | Chq / Trans Total | Transaction Details  | Heading                     | Occurrence         |
|--------|-----------|-------------|---------|---------|---------|-------------------|--|-----------------------------|--------------------|
| 20079  | DD230124  | 24/01/2023  | £93.50  | £15.58  | £77.92  | <b>93.50</b>      | Stallard Kane Associates Ltd - Employment law services     | HR Services                 | Monthly            |
| 20077  | DD230201C | 01/02/2023  | £244.83 | £0.00   | £244.83 |                   | West Lindsey District Council - Refuse & recycling service | Richmond Park               | Monthly            |
| 20078  | DD230201C | 01/02/2023  | £47.66  | £0.00   | £47.66  |                   | West Lindsey District Council - Refuse & recycling service | Marshalls                   | Monthly            |
| 20076  | DD230201C | 01/02/2023  | £36.83  | £0.00   | £36.83  | <b>329.32</b>     | West Lindsey District Council - Refuse & recycling service | Spital Hill Allotments      | Monthly            |
| 20095  | DD2302    | 01/02/2023  | £69.00  | £0.00   | £69.00  |                   | West Lindsey District Council - Non-Domestic Rates         | North Warren Cemetery       | Monthly            |
| 20096  | DD2302    | 01/02/2023  | £530.00 | £0.00   | £530.00 |                   | West Lindsey District Council - Non-Domestic Rates         | General Cemetery            | Monthly            |
| 20097  | DD2302    | 01/02/2023  | £936.00 | £0.00   | £936.00 |                   | West Lindsey District Council - Non-Domestic Rates         | Marshalls                   | Monthly            |
| 20098  | DD2302    | 01/02/2023  | £245.00 | £0.00   | £245.00 | <b>1,780.00</b>   | West Lindsey District Council - Non-Domestic Rates         | Richmond Park               | Monthly            |
| 20084  | DD230201F | 13/01/2023  | £472.09 | £78.68  | £393.41 |                   | British Gas Business - Gas usage                           | Richmond House              | 11/12/22 - 10/1/23 |
| 20093  | DD2302    | 09/02/2023  | £64.72  | £3.08   | £61.64  |                   | British Gas Business - Electricity usage                   | Marshalls Bowls Pavilion    | 5/1/23 - 9/2/23    |
| 20094  | DD2302    | 09/02/2023  | £45.86  | £2.18   | £43.68  | <b>582.67</b>     | British Gas Business - Electricity usage                   | General Cemetery            | 5/1/23 - 9/2/23    |
| 20082  | DD230201D | 17/01/2023  | £692.54 | £115.42 | £577.12 |                   | Opus Energy - Gas usage                                    | Marshalls Main Pavilion     | 17/12/22 - 16/1/23 |
| 20081  | DD230201D | 17/01/2023  | £74.45  | £3.55   | £70.90  |                   | Opus Energy - Gas usage                                    | Levelling's                 | 17/12/22 - 16/1/23 |
| 20090  | DD2302    | 27/01/2023  | £318.72 | £53.12  | £265.60 |                   | Opus Energy - Electricity Usage                            | Marshalls Main Pavilion     | 26/12/22 - 26/1/23 |
| 20116  | DD2302    | 06/02/2023  | £424.03 | £70.67  | £353.36 |                   | Opus Energy - Electricity Usage                            | Richmond House Main House   | 6/1/23 - 5/2/23    |
| 20108  | DD2302    | 14/02/2023  | £617.05 | £102.84 | £514.21 |                   | Opus Energy - Gas usage                                    | Marshalls Main Pavilion     | 17/1/23 - 13/2/23  |
| 20109  | DD2302    | 14/02/2023  | £76.39  | £3.64   | £72.75  | <b>2,203.18</b>   | Opus Energy - Gas usage                                    | Levelling's                 | 17/1/23 - 13/2/23  |
| 20086  | DD2302    | 01/02/2023  | £23.55  | £1.12   | £22.43  |                   | E.ON Next Energy Ltd - Electricity usage                   | Marshalls External Changing | 1/1/23 - 31/1/23   |
| 20087  | DD2302    | 01/02/2023  | £52.62  | £2.51   | £50.11  |                   | E.ON Next Energy Ltd - Electricity usage                   | Richmond House Flat         | 1/1/23 - 31/1/23   |
| 20088  | DD2302    | 06/02/2023  | £30.98  | £1.48   | £29.50  |                   | E.ON Next Energy Ltd - Electricity usage                   | Richmond Park Greenhouse    | 1/1/23 - 31/1/23   |
| 20089  | DD2302    | 01/02/2023  | £18.62  | £0.89   | £17.73  | <b>125.77</b>     | E.ON Next Energy Ltd - Electricity usage                   | Levelling's                 | 1/1/23 - 31/1/23   |
| 20112  | BP2302    | 28/01/2023  | £43.54  | £0.00   | £43.54  |                   | Water Plus Ltd - Used water & surface water drainage       | General Cemetery            | 26/12/22 - 26/1/23 |
| 20113  | BP2302    | 03/02/2023  | £47.04  | £0.00   | £47.04  |                   | Water Plus Ltd - Used water & surface water drainage       | Richmond Park               | 1/1/23 - 1/2/23    |
| 20114  | BP2302    | 03/02/2023  | £19.80  | £0.00   | £19.80  |                   | Water Plus Ltd - Used water & surface water drainage       | Marshalls                   | 1/1/23 - 1/2/23    |

| ExpTno                   | Cheque    | Ledger date | Gross      | Vat              | Net               | Chq / Trans Total   | Transaction Details  | Heading                | Occurrence         |
|--------------------------|-----------|-------------|------------|------------------|-------------------|---------------------|--|------------------------|--------------------|
| 20115                    | BP2302    | 03/02/2023  | £4.37      | £0.00            | £4.37             | <b>114.75</b>       | Water Plus Ltd - Used water & surface water drainage               | Levelling's            | 1/1/23 - 1/2/23    |
| 20085                    | DD230207  | 16/01/2023  | £8.00      | £0.00            | £8.00             | <b>8.00</b>         | HSBC - Bank charges  | Bank Charges           | 17/12/22 - 16/1/23 |
| 20111                    | BP2302    | 09/02/2023  | £145.84    | £24.31           | £121.53           | <b>145.84</b>       | British Telecommunications Plc - Phone line and broadband services | Richmond House         | Monthly            |
| 20110                    | DD2302    | 09/02/2023  |            |                  |                   | <b>387.03</b>       | Unicom - Landline, broadband & electricity charges                 |                        |                    |
|                          |           | 1           | £49.26     | £8.21            | £41.05            |                     | Alarm line   | Richmond House         |                    |
|                          |           | 2           | £155.40    | £7.40            | £148.00           |                     | Electricity (Lewis Street) (estimate)                              | Xmas light Electricity | 1/1/23 - 1/2/23    |
|                          |           | 3           | £91.79     | £4.37            | £87.42            |                     | Electricity (Trinity Street) (estimate)                            | Xmas light Electricity | 1/1/23 - 1/2/23    |
|                          |           | 4           | £46.26     | £7.71            | £38.55            |                     | CCTV Broadband & Phoneline   | Richmond House         |                    |
|                          |           | 5           | £44.32     | £7.39            | £36.93            |                     | CCTV Broadband & Phoneline   | Marshalls              |                    |
| 20083                    | DD230201E | 16/01/2023  | £510.06    | £85.01           | £425.05           | <b>510.06</b>       | Lex Autolease Limited - Lease & service rental                     | Vehicle Expenses       | 2/2/23 - 1/3/23    |
| 20092                    | DD2302    | 01/02/2023  | £359.98    | £59.99           | £299.99           | <b>359.98</b>       | Arval UK Ltd - Ford Transit Lease                                  | Vehicle Expenses       | 15/2/23 - 14/3/23  |
| 20080                    | DD230201  | 01/02/2023  | £271.10    | £45.18           | £225.92           | <b>271.10</b>       | Novuna Vehicle Solutions - Citroen Berlingo Lease                  | Vehicle Expenses       | 23/1/23 - 22/2/23  |
| 20091                    | DD2302    | 01/02/2023  | £101.01    | £16.83           | £84.18            | <b>101.01</b>       | Fuelgenie - Fuel usage   | Vehicle Expenses       | 1/1/23 - 31/1/23   |
| 20074                    | BP230124  | 01/01/2023  |            |                  |                   | <b>25,763.50</b>    | Rigel Wolf Ltd - January Payroll                                   |                        |                    |
|                          |           | 1           | £20,797.40 | 0.00             | £20,797.40        |                     | January Payroll  | Gross Salary           |                    |
|                          |           | 2           | £1,771.47  | 0.00             | £1,771.47         |                     | January Payroll  | Employer NI            |                    |
|                          |           | 3           | £3,152.97  | 0.00             | £3,152.97         |                     | January Payroll  | Employer Pension Cont  |                    |
|                          |           | 4           | £41.66     | 0.00             | £41.66            |                     | January Payroll  | Mayoral Allowance      |                    |
|                          |           |             |            | <b>£2,485.62</b> | <b>£43,612.30</b> | <b>46,097.92</b>    |  |                        |                    |
| Chairman Signature _____ |           |             |            |                  |                   | RFO Signature _____ |  | Date _____             |                    |

# PAPER C

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 16/02/23 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                      | £45,760.75         | £0.00        | £45,760.75         |
| Administration                | £80,296.74         | £0.00        | £80,296.74         |
| Mayors Charity                | £338.00            | £0.00        | £338.00            |
| Events                        | £1,150.06          | £0.00        | £1,150.06          |
| Grounds Maintenance           | £5,927.46          | £0.00        | £5,927.46          |
| Richmond Park & House         | £3,026.25          | £0.00        | £3,026.25          |
| Sports Grounds                | £27,487.36         | £0.00        | £27,487.36         |
| 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>£741,046.70</u> | <u>£0.00</u> | <u>£741,046.70</u> |

| PAYMENTS              | Net                | Vat               | Gross              |
|-----------------------|--------------------|-------------------|--------------------|
| Cemetery              | £23,254.40         | £331.02           | £23,585.42         |
| Administration        | £53,947.18         | £5,003.55         | £58,950.73         |
| Mayors Charity        | £338.00            | £0.00             | £338.00            |
| Events                | £1,045.90          | £9.18             | £1,055.08          |
| Employee Costs        | £237,453.25        | £723.78           | £238,177.03        |
| Grounds Maintenance   | £35,088.43         | £7,056.48         | £42,144.91         |
| Richmond Park & House | £23,971.28         | £3,383.18         | £27,354.46         |
| Sports Grounds        | £31,453.29         | £3,617.54         | £35,070.83         |
| Play Areas            | £2,882.63          | £571.40           | £3,454.03          |
| Allotments            | £5,930.82          | £582.24           | £6,513.06          |
| Public Realm          | £16,190.05         | £3,033.95         | £19,224.00         |
| Christmas Lights      | £30,019.19         | £4,688.46         | £34,707.65         |
| Ear Marked Reserves   | £47,186.98         | £6,671.92         | £53,858.90         |
| Total Payments        | <u>£508,761.40</u> | <u>£35,672.70</u> | <u>£544,434.10</u> |

Closing Balances

## Ordinary Accounts

|                               |                    |
|-------------------------------|--------------------|
| HSBC Current/ Deposit Account | £653,304.17        |
| Petty Cash                    | £100.00            |
| Total                         | <u>£653,404.17</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 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                     |                           | <b>Revised</b>     | <b>Actual Net</b>  | <b>Balance</b> |
|---------------------|---------------------------|--------------------|--------------------|----------------|
| <b>Precept</b>      |                           |                    |                    |                |
| <b>Income</b>       |                           |                    |                    |                |
| 100                 | Precept                   | £554,258.00        | £554,258.00        | £0.00          |
| 105                 | WLDC Precept Contribution | £100.00            | £100.00            | £0.00          |
| <b>Total Income</b> |                           | <u>£554,358.00</u> | <u>£554,358.00</u> | <u>£0.00</u>   |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |                     | <b>Revised</b>     | <b>Actual Net</b>  | <b>Balance</b>    |
|--------------------------|---------------------|--------------------|--------------------|-------------------|
| <b>Employee Costs</b>    |                     |                    |                    |                   |
| <b>Expenditure</b>       |                     |                    |                    |                   |
| 1000                     | Payroll             | £315,141.00        | £232,721.44        | £82,419.56        |
| 1010                     | Travel and Training | £3,200.00          | £3,012.08          | £187.92           |
| 1020                     | Workwear & ID       | £1,200.00          | £1,294.74          | -£94.74           |
| <b>Total Expenditure</b> |                     | <u>£319,541.00</u> | <u>£237,028.26</u> | <u>£82,512.74</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |                               | <b>Revised</b>    | <b>Actual Net</b> | <b>Balance</b>    |
|--------------------------|-------------------------------|-------------------|-------------------|-------------------|
| <b>Administration</b>    |                               |                   |                   |                   |
| <b>Income</b>            |                               |                   |                   |                   |
| 205                      | Bank Interest                 | £400.00           | £1,273.88         | £873.88           |
| 210                      | Insurance Reimbursement (GTF) | £1,574.00         | -£424.47          | -£1,998.47        |
| 215                      | Legal Fee Reinbursement       | £0.00             | £0.00             | £0.00             |
| 220                      | Subject Access Request / FOI  | £0.00             | £0.00             | £0.00             |
| 225                      | Insurance Claims              | £0.00             | £27,076.36        | £27,076.36        |
| <b>Total Income</b>      |                               | <u>£1,974.00</u>  | <u>£27,925.77</u> | <u>£25,951.77</u> |
| <b>Expenditure</b>       |                               |                   |                   |                   |
| 2000                     | Office Supplies & Telecom     | £10,200.00        | £9,221.38         | £978.62           |
| 2010                     | Publicity                     | £590.00           | £120.00           | £470.00           |
| 2020                     | Subscriptions                 | £3,285.00         | £3,077.71         | £207.29           |
| 2030                     | Democratic & Civic            | £27,250.00        | £1,123.51         | £26,126.49        |
| 2040                     | Grants                        | £2,080.00         | £1,525.00         | £555.00           |
| 2060                     | Insurance                     | £11,400.00        | £18,998.39        | -£7,598.39        |
| 2070                     | HR & Finances                 | £14,415.00        | £8,961.92         | £5,453.08         |
| 2080                     | Legal Fees                    | £1,500.00         | £1,490.20         | £9.80             |
| <b>Total Expenditure</b> |                               | <u>£70,720.00</u> | <u>£44,518.11</u> | <u>£26,201.89</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                            |   | <b>Revised</b>    | <b>Actual Net</b> | <b>Balance</b>    |
|----------------------------|---|-------------------|-------------------|-------------------|
| <b>Grounds Maintenance</b> |   |                   |                   |                   |
| <b>Income</b>              |   |                   |                   |                   |
| 300                        | Vehicle Hire                                      | £0.00             | £0.00             | £0.00             |
| 310                        | LCC Contribution towards<br>Highway Verge Cutting | £5,307.00         | £5,307.66         | £0.66             |
| 320                        | Sale of Grounds Equipment                         | £0.00             | £0.00             | £0.00             |
| 330                        | Scrap   | £0.00             | £619.80           | £619.80           |
| <b>Total Income</b>        |   | <u>£5,307.00</u>  | <u>£5,927.46</u>  | <u>£620.46</u>    |
| <b>Expenditure</b>         |   |                   |                   |                   |
| 3000                       | Vehicle Costs                                     | £19,254.00        | £15,438.93        | £3,815.07         |
| 3010                       | Grounds Maintenance - All Sites                   | £30,670.00        | £15,297.83        | £15,372.17        |
| 3020                       | Cleaning Products                                 | £1,200.00         | £815.71           | £384.29           |
| <b>Total Expenditure</b>   |   | <u>£51,124.00</u> | <u>£31,552.47</u> | <u>£19,571.53</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                                  |                       | <b>Revised</b>    | <b>Actual Net</b> | <b>Balance</b>    |
|----------------------------------|-----------------------|-------------------|-------------------|-------------------|
| <b>Richmond Park &amp; House</b> |                       |                   |                   |                   |
| <b>Income</b>                    |                       |                   |                   |                   |
| 400                              | Richmond Park         | £8,635.00         | £3,026.25         | -£5,608.75        |
| <b>Total Income</b>              |                       | <u>£8,635.00</u>  | <u>£3,026.25</u>  | <u>-£5,608.75</u> |
| <b>Expenditure</b>               |                       |                   |                   |                   |
| 4000                             | Richmond Park & House | £40,015.00        | £20,332.43        | £19,682.57        |
| <b>Total Expenditure</b>         |                       | <u>£40,015.00</u> | <u>£20,332.43</u> | <u>£19,682.57</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |            | <b>Revised</b>    | <b>Actual Net</b> | <b>Balance</b>    |
|--------------------------|------------|-------------------|-------------------|-------------------|
| <b>Sports Grounds</b>    |            |                   |                   |                   |
| <b>Income</b>            |            |                   |                   |                   |
| 500                      | Roses      | £0.00             | £0.00             | £0.00             |
| 510                      | Marshalls  | £16,441.00        | £10,514.06        | -£5,926.94        |
| 520                      | Levellings | £1,500.00         | £688.80           | -£811.20          |
| <b>Total Income</b>      |            | <u>£17,941.00</u> | <u>£11,202.86</u> | <u>-£6,738.14</u> |
| <b>Expenditure</b>       |            |                   |                   |                   |
| 5000                     | Roses      | £0.00             | £0.00             | £0.00             |
| 5010                     | Marshalls  | £36,804.00        | £26,144.92        | £10,659.08        |
| 5020                     | Levellings | £2,306.00         | £1,560.36         | £745.64           |
| <b>Total Expenditure</b> |            | <u>£39,110.00</u> | <u>£27,705.28</u> | <u>£11,404.72</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |                       | <b>Revised</b>    | <b>Actual Net</b> | <b>Balance</b>    |
|--------------------------|-----------------------|-------------------|-------------------|-------------------|
| <b>Cemetery</b>          |                       |                   |                   |                   |
| <b>Income</b>            |                       |                   |                   |                   |
| 600                      | General Cemetery      | £43,198.00        | £41,663.45        | -£1,534.55        |
| 610                      | North Warren Cemetery | £0.00             | -£235.80          | -£235.80          |
| <b>Total Income</b>      |                       | <u>£43,198.00</u> | <u>£41,427.65</u> | <u>-£1,770.35</u> |
| <b>Expenditure</b>       |                       |                   |                   |                   |
| 6000                     | General Cemetery      | £61,311.00        | £21,821.69        | £39,489.31        |
| 6010                     | North Warren Cemetery | £1,323.00         | £754.35           | £568.65           |
| <b>Total Expenditure</b> |                       | <u>£62,634.00</u> | <u>£22,576.04</u> | <u>£40,057.96</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |                            | <b>Revised</b>   | <b>Actual Net</b> | <b>Balance</b>   |
|--------------------------|----------------------------|------------------|-------------------|------------------|
| <b>Play Areas</b>        |                            |                  |                   |                  |
| <b>Expenditure</b>       |                            |                  |                   |                  |
| 7000                     | Play Equipment Maintenance | £4,000.00        | £300.24           | £3,699.76        |
| 7005                     | Wet Pour Maintenance       | £2,000.00        | £940.00           | £1,060.00        |
| 7010                     | Levellings                 | £0.00            | £0.00             | £0.00            |
| 7020                     | Aisby Walk                 | £2,000.00        | £517.69           | £1,482.31        |
| 7030                     | Danes Road                 | £0.00            | £0.00             | £0.00            |
| 7040                     | Mayflower Close            | £0.00            | £0.00             | £0.00            |
| 7050                     | Sandsfield Lane North      | £0.00            | £0.00             | £0.00            |
| 7080                     | St Georges                 | £0.00            | £0.00             | £0.00            |
| 7090                     | Play Area Inspections      | £1,043.00        | £1,124.70         | -£81.70          |
| <b>Total Expenditure</b> |                            | <u>£9,043.00</u> | <u>£2,882.63</u>  | <u>£6,160.37</u> |



# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |                          | <b>Revised</b>    | <b>Actual Net</b> | <b>Balance</b>    |
|--------------------------|--------------------------|-------------------|-------------------|-------------------|
| <b>Allotments</b>        |                          |                   |                   |                   |
| <b>Income</b>            |                          |                   |                   |                   |
| 800                      | Allotments               | £8,876.00         | £1,139.33         | -£7,736.67        |
| 815                      | Garage Space Ropery Road | £1,250.00         | £0.00             | -£1,250.00        |
| <b>Total Income</b>      |                          | <u>£10,126.00</u> | <u>£1,139.33</u>  | <u>-£8,986.67</u> |
| <b>Expenditure</b>       |                          |                   |                   |                   |
| 8000                     | Foxby Hill               | £2,825.00         | £1,981.89         | £843.11           |
| 8010                     | Love Lane                | £2,000.00         | £1,159.43         | £840.57           |
| 8020                     | North Warren             | £1,025.00         | £51.99            | £973.01           |
| 8030                     | Showfield                | £3,025.00         | £0.00             | £3,025.00         |
| 8040                     | Spital Hill              | £1,500.00         | £1,160.37         | £339.63           |
| 8050                     | Love Lane Garage Site    | £200.00           | £35.82            | £164.18           |
| 8060                     | All Sites                | £1,252.00         | £1,321.56         | -£69.56           |
| <b>Total Expenditure</b> |                          | <u>£11,827.00</u> | <u>£5,711.06</u>  | <u>£6,115.94</u>  |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |                            | <b>Revised</b>   | <b>Actual Net</b> | <b>Balance</b> |
|--------------------------|----------------------------|------------------|-------------------|----------------|
| <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>      |                            | <u>£0.00</u>     | <u>£0.00</u>      | <u>£0.00</u>   |
| <b>Expenditure</b>       |                            |                  |                   |                |
| 9000                     | Roundabouts / Islands      | £0.00            | £0.00             | £0.00          |
| 9010                     | Street Furniture           | £2,640.00        | £1,681.00         | £959.00        |
| 9020                     | War Memorial               | £385.00          | £385.00           | £0.00          |
| 9030                     | Gainsborough in Bloom      | £0.00            | £0.00             | £0.00          |
| 9040                     | Community Rail Partnership | £0.00            | £0.00             | £0.00          |
| <b>Total Expenditure</b> |                            | <u>£3,025.00</u> | <u>£2,066.00</u>  | <u>£959.00</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

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

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          |   | Revised    | 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  | £5,000.00  | £0.00     |
| 11010                    | Anchor Point / Electrical Testing                     | £2,500.00  | £1,291.95  | £1,208.05 |
| 11020                    | Electrical Contractor - Main Lights                   | £0.00      | £0.00      | £0.00     |
| 11030                    | Electrical Contractor - Shop Trees                    | £0.00      | £0.00      | £0.00     |
| 11040                    | Market Place Christmas Tree                           | £0.00      | £0.00      | £0.00     |
| 11050                    | Blachere Contract                                     | £21,000.00 | £19,817.48 | £1,182.52 |
| 11055                    | Electrical Contractor for potential use of old lights | £0.00      | £0.00      | £0.00     |
| 11060                    | Trinty Street Electricity                             | £3,000.00  | £3,909.76  | -£909.76  |
| 11070                    | Church Street Lamp Post Electricity                   | £200.00    | £0.00      | £200.00   |
| <b>Total Expenditure</b> |   | £31,700.00 | £30,019.19 | £1,680.81 |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|   | <b>Revised</b> | <b>Actual Net</b> | <b>Balance</b>    |
|---|----------------|-------------------|-------------------|
| <b>Community Infrastructure Levy<br/>Income</b> |                |                   |                   |
| 14000 CIL                                       | £0.00          | £19,203.15        | £19,203.15        |
| <b>Total Income</b>                             | <u>£0.00</u>   | <u>£19,203.15</u> | <u>£19,203.15</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                            | <b>Revised</b>     | <b>Actual Net</b> | <b>Balance</b>     |
|----------------------------|--------------------|-------------------|--------------------|
| <b>Ear Marked Reserves</b> |                    |                   |                    |
| <b>Expenditure</b>         |                    |                   |                    |
| 12000 Ear Marked Reserves  | £453,344.18        | £46,872.08        | £406,472.10        |
| <b>Total Expenditure</b>   | <u>£453,344.18</u> | <u>£46,872.08</u> | <u>£406,472.10</u> |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                           | <b>Revised</b> | <b>Actual Net</b> | <b>Balance</b> |
|---------------------------|----------------|-------------------|----------------|
| <b>Neighbourhood Plan</b> |                |                   |                |
| <b>Income</b>             |                |                   |                |
| 1300 Neighbourhood Plan   | £0.00          | £0.00             | £0.00          |
| <b>Total Income</b>       | <u>£0.00</u>   | <u>£0.00</u>      | <u>£0.00</u>   |
| <b>Expenditure</b>        |                |                   |                |
| 13000 Neighbourhood Plan  | £0.00          | £0.00             | £0.00          |
| <b>Total Expenditure</b>  | <u>£0.00</u>   | <u>£0.00</u>      | <u>£0.00</u>   |

# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

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



# Financial Budget Comparison

Comparison between 01/04/22 and 16/02/23 inclusive. Includes due and unpaid transactions.

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

|                          | <b>Revised</b>      | <b>Actual Net</b>  | <b>Balance</b> |
|--------------------------|---------------------|--------------------|----------------|
| Total Income             | £643,039.00         | £665,698.53        |                |
| Total Expenditure        | £1,096,383.18       | £472,647.45        |                |
| <b>Total Net Balance</b> | <b>-£453,344.18</b> | <b>£193,051.08</b> |                |

PAPER E

# Bank Account Reconciled Statement

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

|                                |             |                    |          |
|--------------------------------|-------------|--------------------|----------|
| Statement Number               | 120         | Bank Statement No. | 120      |
| Statement Opening Balance      | £674,612.75 | Opening Date       | 01/01/23 |
| Statement Closing Balance      | £638,747.08 | Closing Date       | 31/01/23 |
| True/ Cashbook Closing Balance | £638,747.08 |                    |          |

| Date     | Cheque/ Ref. | Supplier/ Customer                        | Debit (£) | Credit (£) | Balance (£) |
|----------|--------------|---|-----------|------------|-------------|
| 03/01/23 | CR230103     | Slimming World                            | 0.00      | 119.18     | 674,731.93  |
| 03/01/23 | DD230103     | Novuna Vehicle Solutions                  | 271.10    | 0.00       | 674,460.83  |
| 03/01/23 | DD230103B    | West Lindsey District Council             | 379.15    | 0.00       | 674,081.68  |
| 03/01/23 | DD230103C    | Opus Energy                               | 910.18    | 0.00       | 673,171.50  |
| 03/01/23 | DD230103D    | Lex Autolease Limited                     | 510.06    | 0.00       | 672,661.44  |
| 04/01/23 | DD230104     | British Gas Business                      | 389.32    | 0.00       | 672,272.12  |
| 05/01/23 | CR230105     | Lincolnshire Co-operative Funeral Service | 0.00      | 884.10     | 673,156.22  |
| 07/01/23 | DD230107     | HSBC                                      | 10.50     | 0.00       | 673,145.72  |
| 09/01/23 | CR230109     | Slimming World                            | 0.00      | 119.18     | 673,264.90  |
| 09/01/23 | DD230109     | Anglian Water Business (National) Ltd     | 227.27    | 0.00       | 673,037.63  |
| 10/01/23 | CR230110     | Retford Memorials                         | 0.00      | 856.80     | 673,894.43  |
| 11/01/23 | DD230111     | Opus Energy                               | 306.44    | 0.00       | 673,587.99  |
| 12/01/23 | CR230112     | Lincolnshire Co-operative Funeral Service | 0.00      | 937.65     | 674,525.64  |
| 13/01/23 | DD230113     | Fuelgenie                                 | 175.72    | 0.00       | 674,349.92  |
| 16/01/23 | BP230116     | Book My Course Ltd                        | 476.40    | 0.00       | 673,873.52  |
| 16/01/23 | CR230116     | Slimming World                            | 0.00      | 119.18     | 673,992.70  |
| 16/01/23 | DD230116     | West Lindsey District Council             | 69.00     | 0.00       | 673,923.70  |
| 16/01/23 | DD230116B    | West Lindsey District Council             | 530.00    | 0.00       | 673,393.70  |
| 16/01/23 | DD230116C    | West Lindsey District Council             | 936.00    | 0.00       | 672,457.70  |
| 16/01/23 | DD230116D    | West Lindsey District Council             | 245.00    | 0.00       | 672,212.70  |
| 17/01/23 | DD230117     | Arval UK Ltd                              | 359.98    | 0.00       | 671,852.72  |
| 18/01/23 | DD230118     | E.ON Next Energy Ltd                      | 56.00     | 0.00       | 671,796.72  |
| 18/01/23 | DD230118B    | E.ON Next Energy Ltd                      | 25.68     | 0.00       | 671,771.04  |
| 18/01/23 | DD230118C    | E.ON Next Energy Ltd                      | 12.63     | 0.00       | 671,758.41  |
| 18/01/23 | DD230118D    | E.ON Next Energy Ltd                      | 23.00     | 0.00       | 671,735.41  |
| 18/01/23 | PC103954     | Multiple Suppliers/ Customers             | 98.60     | 0.00       | 671,636.81  |
| 19/01/23 | CR230119     | Lincolnshire Co-operative Funeral Service | 0.00      | 80.85      | 671,717.66  |

# Bank Account Reconciled Statement

|          |           |  |           |          |            |
|----------|-----------|--|-----------|----------|------------|
| 20/01/23 | BP230120  | Burton & Dyson Solicitors                        | 374.88    | 0.00     | 671,342.78 |
| 20/01/23 | BP230120B | Lincolnshire Association of Local Councils       | 2,603.91  | 0.00     | 668,738.87 |
| 20/01/23 | BP230120C | Rigel Wolf Ltd                                   | 168.00    | 0.00     | 668,570.87 |
| 20/01/23 | BP230120D | Institute of Cemetery and Crematorium Management | 324.00    | 0.00     | 668,246.87 |
| 20/01/23 | BP230120E | Lincolnshire County Council                      | 650.00    | 0.00     | 667,596.87 |
| 20/01/23 | BP230120F | Generation (UK) Ltd                              | 196.24    | 0.00     | 667,400.63 |
| 20/01/23 | BP230120G | High Street Garage                               | 102.00    | 0.00     | 667,298.63 |
| 20/01/23 | BP230120H | ██████████ Grave Digger                          | 2,000.00  | 0.00     | 665,298.63 |
| 20/01/23 | BP230120I | Chubb Fire & Security Ltd                        | 305.17    | 0.00     | 664,993.46 |
| 20/01/23 | BP230120J | F5 Computing Ltd                                 | 1,283.82  | 0.00     | 663,709.64 |
| 20/01/23 | BP230120K | Integrating Solutions Ltd                        | 63.92     | 0.00     | 663,645.72 |
| 20/01/23 | BP230120L | A Price Electrical Ltd                           | 120.00    | 0.00     | 663,525.72 |
| 20/01/23 | BP230120M | Trade UK   | 142.90    | 0.00     | 663,382.82 |
| 20/01/23 | BP230120N | Elite Workwear UK                                | 234.98    | 0.00     | 663,147.84 |
| 20/01/23 | BP230120O | Lyons of Gainsborough Ltd                        | 833.11    | 0.00     | 662,314.73 |
| 20/01/23 | BP230120P | Eminox PTE                                       | 748.80    | 0.00     | 661,565.93 |
| 20/01/23 | BP230120Q | Anglian Water Business (National) Ltd            | 16.56     | 0.00     | 661,549.37 |
| 20/01/23 | BP230120R | British Telecommunications Plc                   | 126.71    | 0.00     | 661,422.66 |
| 20/01/23 | BP230120S | EE Ltd   | 86.24     | 0.00     | 661,336.42 |
| 20/01/23 | BP230120T | Water Plus Ltd                                   | 47.05     | 0.00     | 661,289.37 |
| 20/01/23 | BP230120U | Water Plus Ltd                                   | 19.82     | 0.00     | 661,269.55 |
| 20/01/23 | BP230120V | Water Plus Ltd                                   | 4.39      | 0.00     | 661,265.16 |
| 20/01/23 | BP230220W | Councillor O'Connor                              | 38.80     | 0.00     | 661,226.36 |
| 20/01/23 | DD230120  | Unicom   | 387.32    | 0.00     | 660,839.04 |
| 23/01/23 | CR230123  | Slimming World                                   | 0.00      | 119.18   | 660,958.22 |
| 23/01/23 | DD230123  | Opus Energy                                      | 416.60    | 0.00     | 660,541.62 |
| 24/01/23 | BP230124  | Rigel Wolf Ltd                                   | 25,763.50 | 0.00     | 634,778.12 |
| 24/01/23 | DD230124  | Stallard Kane Associates Ltd                     | 93.50     | 0.00     | 634,684.62 |
| 25/01/23 | CR230125  | The Forge FC                                     | 0.00      | 215.25   | 634,899.87 |
| 26/01/23 | CR230126  | ██████████                                       | 0.00      | 724.50   | 635,624.37 |
| 26/01/23 | CR230126B | Gainsborough Trinity Foundation                  | 0.00      | 1,540.22 | 637,164.59 |
| 26/01/23 | CR230126C | Gainsborough Trinity Foundation                  | 0.00      | 1,463.31 | 638,627.90 |
| 30/01/23 | CR230130  | Slimming World                                   | 0.00      | 119.18   | 638,747.08 |

Uncleared and unrepresented effects

# Bank Account Reconciled Statement

|                                   |          |         |
|-----------------------------------|----------|---------|
| Total uncleared and unrepresented | 0.00     | 0.00    |
| Total debits / credits            | 43164.25 | 7298.58 |

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 | 664,61 2.75 |
| Payments In     | 6,844 64    |
| Payments Out    | 42,710.31   |
| Closing Balance | 628,747.08  |

**Interest Rate - Valid as at end date of the statement period**  
 1.04% AER

**31 December 2022 to 31 January 2023**

### International Bank Account Number

GB04HBUK40220103662918

### Branch Identifier Code

HBUKGB4131T

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

03662918 293

### Your Business Money Manager details

| Date             | Payment type and details       | Paid out  | Paid in  | Balance           |
|------------------|--------------------------------|-----------|----------|-------------------|
| <b>30 Dec 22</b> | <b>BALANCE BROUGHT FORWARD</b> |           |          | <b>664,612.75</b> |
| 03 Jan 23        | TFR TRANSFER 51418890          | 1,951.31  |          | 662,661.44        |
| 04 Jan 23        | TFR TRANSFER 51418890          | 389.32    |          | 662,272.12        |
| 05 Jan 23        | TFR TRANSFER 51418890          |           | 884.10   | 663,156.22        |
| 07 Jan 23        | TFR TRANSFER 51418890          | 10.50     |          | 663,145.72        |
| 09 Jan 23        | TFR TRANSFER 51418890          | 108.09    |          | 663,037.63        |
| 10 Jan 23        | TFR TRANSFER 51418890          |           | 856.80   | 663,894.43        |
| 11 Jan 23        | TFR TRANSFER 51418890          | 306.44    |          | 663,587.99        |
| 12 Jan 23        | TFR TRANSFER 51418890          |           | 937.65   | 664,525.64        |
| 13 Jan 23        | TFR TRANSFER 51418890          | 175.72    |          | 664,349.92        |
| 16 Jan 23        | TFR TRANSFER 51418890          | 2,137.22  |          | 662,212.70        |
| 17 Jan 23        | TFR TRANSFER 51418890          | 359.98    |          | 661,852.72        |
| 18 Jan 23        | TFR TRANSFER 51418890          | 117.31    |          | 661,735.41        |
| 19 Jan 23        | TFR TRANSFER 51418890          |           | 80.85    | 661,816.26        |
| 20 Jan 23        | TFR 402201 51418890            |           |          |                   |
|                  | INTERNET TRANSFER              | 11,000.00 |          |                   |
|                  | TFR TRANSFER 51418890          |           | 121.38   | 650,937.64        |
| 23 Jan 23        | TFR TRANSFER 51418890          | 297.42    |          | 650,640.22        |
| 24 Jan 23        | TFR 402201 51418890            |           |          |                   |
|                  | INTERNET TRANSFER              | 25,000.00 |          |                   |
|                  | TFR TRANSFER 51418890          | 857.00    |          | 624,783.22        |
| 25 Jan 23        | TFR TRANSFER 51418890          |           | 116.65   | 624,899.87        |
| 26 Jan 23        | TFR TRANSFER 51418890          |           | 3,728.03 | 628,627.90        |
| 30 Jan 23        | TFR TRANSFER 51418890          |           | 119.18   | 628,747.08        |
| <b>31 Jan 23</b> | <b>BALANCE CARRIED FORWARD</b> |           |          | <b>628,747.08</b> |

Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
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**31 December 2022 to 31 January 2023**

## Your Statement

**Account Name**  
Gainsborough Town Council

| <b>Sortcode</b> | <b>Account Number</b> | <b>Sheet Number</b> |
|-----------------|-----------------------|---------------------|
| 40-22-01        | 03662918              | 294                 |

### 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/)).

## Your Statement

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



### Account Summary

|                 |           |
|-----------------|-----------|
| Opening Balance | 10,000.00 |
| Payments In     | 49,889.71 |
| Payments Out    | 49,889.71 |
| Closing Balance | 10,000.00 |

29 December 2022 to 28 January 2023

### International Bank Account Number

GB60HBUK40220151418890

### Branch Identifier Code

HBUKGB4131T

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

51418890 763

### Your BUSINESS CURRENT ACCOUNT details

| Date      | Payment type and details   | Paid out | Paid in  | Balance          |
|-----------|--|----------|----------|------------------|
| 28 Dec 22 | <b>BALANCE BROUGHT FORWARD</b>   |          |          | <b>10,000.00</b> |
| 03 Jan 23 | DD NOVUNA  | 271.10   |          |                  |
|           | DD WEST LINDSEY DISTR  | 379.15   |          |                  |
|           | DD OPUS ENERGY GAS SU  | 910.18   |          |                  |
|           | DD LEX AUTOLEASE   | 510.06   |          |                  |
|           | CR  |          |          |                  |
|           | SLIMMING WORLD REN   |          | 119.18   |                  |
|           | TFR TRANSFER 03662918  |          | 1,951.31 | 10,000.00        |
| 04 Jan 23 | DD BRITISH GAS BUSINE  | 389.32   |          |                  |
|           | TFR TRANSFER 03662918  |          | 389.32   | 10,000.00        |
| 05 Jan 23 | CR LINCS COOP  |          | 884.10   |                  |
|           | TFR TRANSFER 03662918  | 884.10   |          | 10,000.00        |
| 07 Jan 23 | DR TOTAL CHARGES<br>TO 16DEC2022   | 10.50    |          |                  |
|           | TFR TRANSFER 03662918  |          | 10.50    | 10,000.00        |
| 09 Jan 23 | DD ANGLIAN WATER BUSI  | 227.27   |          |                  |
|           | CR  |          |          |                  |
|           | SLIMMING WORLD REN   |          | 119.18   |                  |
|           | TFR TRANSFER 03662918  |          | 108.09   | 10,000.00        |
| 10 Jan 23 | CR RETFORD MEMORIALS<br>4050   |          | 856.80   |                  |
|           | TFR TRANSFER 03662918  | 856.80   |          | 10,000.00        |
| 11 Jan 23 | DD OPUS ENERGY LTD   | 306.44   |          |                  |
|           | TFR TRANSFER 03662918  |          | 306.44   | 10,000.00        |
| 12 Jan 23 | CR LINCS COOP  |          | 937.65   |                  |
|           | TFR TRANSFER 03662918  | 937.65   |          | 10,000.00        |
| 13 Jan 23 | DD ATOS RE FUELGENIE   | 175.72   |          |                  |
|           | TFR TRANSFER 03662918  |          | 175.72   | 10,000.00        |
|           | <b>BALANCE CARRIED FORWARD</b>   |          |          | <b>10,000.00</b> |



**29 December 2022 to 28 January 2023**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   764

### 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>10,000.00</b> |
| 16 Jan 23   | 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 [REDACTED]                               |                 |                |                  |
|             | SLIMMING WORLD REN                          |                 | 119.18         |                  |
|             | BP Book My Course Ltd<br>B586810            | 476.40          |                |                  |
|             | TFR TRANSFER 03662918                       |                 | 2,137.22       | 10,000.00        |
| 17 Jan 23   | DD ARVAL                                    | 359.98          |                |                  |
|             | TFR TRANSFER 03662918                       |                 | 359.98         | 10,000.00        |
| 18 Jan 23   | DD E.ON NEXT                                | 56.00           |                |                  |
|             | DD E.ON NEXT                                | 25.68           |                |                  |
|             | DD E.ON NEXT                                | 12.63           |                |                  |
|             | DD E.ON NEXT                                | 23.00           |                |                  |
|             | TFR TRANSFER 03662918                       |                 | 117.31         | 10,000.00        |
| 19 Jan 23   | CR LINCS COOP                               |                 | 80.85          |                  |
|             | TFR TRANSFER 03662918                       | 80.85           |                | 10,000.00        |
| 20 Jan 23   | DD UNICOM                                   | 387.32          |                |                  |
|             | TFR 402201 03662918<br>INTERNET TRANSFER    |                 | 11,000.00      |                  |
|             | BP Burton & Dyson<br>GAI017-0014            | 374.88          |                |                  |
|             | BP LALC<br>GAINSBOROUGH                     | 2,603.91        |                |                  |
|             | BP RIGEL WOLF LTD<br>G0007                  | 168.00          |                |                  |
|             | BP ICCM<br>15540                            | 324.00          |                |                  |
|             | BP LINCS COUNTY COUN<br>5000038/10156672    | 650.00          |                |                  |
|             | BP Generation UK Ltd<br>GAI006              | 196.24          |                |                  |
|             | BP High Street Garage<br>Gains Town Council | 102.00          |                |                  |
|             | BP MR [REDACTED]<br>123-126                 | 2,000.00        |                |                  |
|             | BP CHUBB FIRE & SECUR<br>52071549           | 305.17          |                |                  |
|             | BP F5 COMPUTING LTD<br>GAINS TOWN COUNCIL   | 1,283.82        |                |                  |
|             | BP Integrating Soluti<br>G066               | 63.92           |                |                  |
|             | <b>BALANCE CARRIED FORWARD</b>              |                 |                | <b>12,540.74</b> |

**29 December 2022 to 28 January 2023**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   765

### 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>12,540.74</b> |
|             | BP A PRICE ELECTRICAL   |                 |                |                  |
|             | GAINS TOWN COUNCIL  | 120.00          |                |                  |
|             | BP Screwfix Direct Lt   |                 |                |                  |
|             | 6331640014561849  | 142.90          |                |                  |
|             | BP ELITE WORKWEAR UK  |                 |                |                  |
|             | GAINS TOWN COUNCIL  | 234.98          |                |                  |
|             | BP LYONS OF GAINSBORO   |                 |                |                  |
|             | GAINS TOWN COUNCIL  | 833.11          |                |                  |
|             | BP Eminox PTE   |                 |                |                  |
|             | 028116  | 748.80          |                |                  |
|             | BP Anglian Water Busi   |                 |                |                  |
|             | 88888970792   | 16.56           |                |                  |
|             | BP BT BUSINESS  |                 |                |                  |
|             | GP00831391  | 126.71          |                |                  |
|             | BP EE   |                 |                |                  |
|             | 203331503/1   | 86.24           |                |                  |
|             | BP WATER PLUS   |                 |                |                  |
|             | 0229006916  | 47.05           |                |                  |
|             | BP WATER PLUS   |                 |                |                  |
|             | 7001587165  | 19.82           |                |                  |
|             | BP WATER PLUS   |                 |                |                  |
|             | 7001679673  | 4.39            |                |                  |
|             | BP P J OConnor  |                 |                |                  |
|             | Gains Town Council  | 38.80           |                |                  |
|             | TFR TRANSFER 03662918   | 121.38          |                | 10,000.00        |
| 23 Jan 23   | DD OPUS ENERGY LTD  | 416.60          |                |                  |
|             | CR <span style="background-color: black; color: black;">XXXXXXXXXX</span> |                 |                |                  |
|             | SLIMMING WORLD REN  |                 | 119.18         |                  |
|             | TFR TRANSFER 03662918   |                 | 297.42         | 10,000.00        |
| 24 Jan 23   | DD STALLARD KANE ASSO   | 93.50           |                |                  |
|             | TFR 402201 03662918   |                 |                |                  |
|             | INTERNET TRANSFER   |                 | 25,000.00      |                  |
|             | BP RIGEL WOLF CLIENT  |                 |                |                  |
|             | GTC PAYROLL   | 25,763.50       |                |                  |
|             | TFR TRANSFER 03662918   |                 | 857.00         | 10,000.00        |
| 25 Jan 23   | CR CASH IN AT HSBC BANK PLC   |                 |                |                  |
|             | GAINSBOROUGH  |                 | 215.25         |                  |
|             | CHQ 103954 CASH 402201  | 98.60           |                |                  |
|             | TFR TRANSFER 03662918   | 116.65          |                | 10,000.00        |
| 26 Jan 23   | CR CHQ IN AT 402201   |                 | 724.50         |                  |
|             | CR GAINSBOROUGH TRINI   |                 |                |                  |
|             | 4042  |                 | 1,540.22       |                  |
|             | CR GAINSBOROUGH TRINI   |                 |                |                  |
|             | 4041  |                 | 1,463.31       |                  |
|             | <b>BALANCE CARRIED FORWARD</b>  |                 |                | <b>13,728.03</b> |

**29 December 2022 to 28 January 2023**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   766

### 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>13,728.03</b> |
|                  | TFR   TRANSFER 03662918         | 3,728.03        |                | 10,000.00        |
| <b>28 Jan 23</b> | <b>BALANCE CARRIED FORWARD</b>  |                 |                | <b>10,000.00</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](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</i><br><i>variable</i> | <b>Debit Interest Rates</b> | <i>balance</i> | <i>EAR</i><br><i>variable</i> |
|--------------------------------|----------------|-------------------------------|-----------------------------|----------------|-------------------------------|
| Credit interest is not applied |                |                               | Debit interest              |                | 21.34%                        |

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

GBP 10,000.00

Make a payment

Print

- Balance details
- Recent transact...**
- Next working d...
- Statements

All transactions for the last

- 7 days
- 14 days
- 1 month
- 3 months
- 6 months
- 12 months
- 28 Jan 2023 to 31 Jan 2023**


Download  ⓘ

Advanced search  | Items posted may still be reversed, returned, or recalled.

| Date        | Type ⓘ | Description  | Paid out | Paid in | Balance   |
|-------------|--------|--|----------|---------|-----------|
| 31 Jan 2023 |        | Balance carried forward  |          |         | 10,000.00 |
| 30 Jan 2023 | TFR    | TRANSFER 03882918  | 119.18   |         | 10,000.00 |
| 30 Jan 2023 | CR     |  SLIMMING WORLD REN |          | 119.18  | 10,119.18 |
| 28 Jan 2023 |        | Balance brought forward  |          |         | 10,000.00 |

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# PAPER F

## Internal Audit Report

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

Period: **1<sup>st</sup> April 2022 to 30<sup>th</sup> November 2022**

The requirements of this audit were discussed with the Deputy Clerk & RFO during the onsite visit Monday 12<sup>th</sup> 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 (1<sup>st</sup> April 2022 to 30<sup>th</sup> 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 1<sup>st</sup> April 2022 to 30<sup>th</sup> 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 1<sup>st</sup> January 2022 and the updated amounts are as follows:

Public contracts with an estimated value (including VAT from 1<sup>st</sup> 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

16<sup>th</sup> December 2022



# Lincolnshire Association of Local Councils

## Internal Audit Checklist 2022/23

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

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

| 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"> <li>• Correctly claimed exemption from audit (if relevant)</li> </ul> | Y    | Not evidenced. Deputy Clerk & RFO assured process undertaken.  | ✓    |     |      |
| 15  | Internal audit report published by 1 July  | Y    | Evidenced – website: <a href="https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/AGENDA-PACK-Finance-and-Strategy-Committee-Tuesday-21-June-2022_Redacted.pdf">https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/AGENDA-PACK-Finance-and-Strategy-Committee-Tuesday-21-June-2022_Redacted.pdf</a>                                     | ✓    |     |      |
| 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: <a href="https://gainsborough-tc.gov.uk/council-business/finances-and-precept/">https://gainsborough-tc.gov.uk/council-business/finances-and-precept/</a>   | ✓    |     |      |
| 18  | Asset register published by 1 July   | Part | Work in progress – evidenced physical document   | ✓    |     |      |
| <b>Councils under £25K turnover and over £200K (Best Practice for those under £200K):</b> |  |      |  |      |     |      |
| 19  | All items of expenditure above £100 published by 1 July (over £500 for larger)   | Y    | Evidenced – website: <a href="https://gainsborough-tc.gov.uk/transparency-and-accountability/">https://gainsborough-tc.gov.uk/transparency-and-accountability/</a>   | ✓    |     |      |
| 20  | Draft minutes published within one month of the meeting  | Y    | Evidenced – website.   | ✓    |     |      |
| <b>Councils over £200K turnover:</b>  |  |      |  |      |     |      |
| 21  | Senior officer salaries published  | Y    | Evidenced – website: <a href="https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/Draft-Precept-2022-23-v4-budget-prep-FULL-for-the-website.pdf">https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/Draft-Precept-2022-23-v4-budget-prep-FULL-for-the-website.pdf</a>   | ✓    |     |      |
| 22  | Data on issues important to local people (e.g., parking, grants) published   | Y    | Evidenced – website: <a href="https://gainsborough-tc.gov.uk/parking-bay-suspension-notice/">https://gainsborough-tc.gov.uk/parking-bay-suspension-notice/</a><br><a href="https://gainsborough-tc.gov.uk/policy/community-grants-policy/">https://gainsborough-tc.gov.uk/policy/community-grants-policy/</a> (Note – Grant Policy last review 2017) | ✓    |     |      |
| 23  | Procurement information over £5,000 published  | Part | Policy evident - no payments evident <a href="https://gainsborough-tc.gov.uk/council-business/tenders/">https://gainsborough-tc.gov.uk/council-business/tenders/</a>   |      | ✓   |      |

| 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"> <li>evidence of recording</li> <li>evidence of reclaiming</li> </ul>  | Y<br>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"> <li>Within legal threshold limits for the current year</li> <li>Spend in accordance with legislation</li> </ul>   | 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"> <li>Cheques</li> <li>Online banking</li> <li>BACS</li> <li>Direct Debit(s) - Utilities</li> <li>Credit (commercial)</li> <li>Trade UK</li> <li>Fuel Genie</li> </ul> | Y<br>Y<br>Y<br>Y<br>Y<br>Y<br>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: <a href="https://gainsborough-tc.gov.uk/meeting/full-council-meeting-open-to-public-and-press/">https://gainsborough-tc.gov.uk/meeting/full-council-meeting-open-to-public-and-press/</a> | ✓    |     |      |
| 32     | Precept demand properly minuted   | Y   | Evidenced – website: <a href="https://gainsborough-tc.gov.uk/meeting/full-council-meeting-open-to-public-and-press/">https://gainsborough-tc.gov.uk/meeting/full-council-meeting-open-to-public-and-press/</a> | ✓    |     |      |
| 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"> <li>Variances from budget explained</li> </ul> | Y   | Evidenced – website: <a href="https://gainsborough-tc.gov.uk/meeting/finance-and-strategy-committee-11/">https://gainsborough-tc.gov.uk/meeting/finance-and-strategy-committee-11/</a>                         | ✓    |     |      |

| 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<br>• 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 / <del>Year-end</del> process |   | Y/N | Comments & recommendations                                      | Risk |     |      |
|--|---|-----|---|------|-----|------|
|  |   |     |   | Low  | Med | High |
| 47                                     | Accounting according to <ul style="list-style-type: none"> <li>Income and expenditure</li> <li>Receipts and payments</li> </ul> | 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"> <li>Exists</li> <li>Reviewed</li> <li>Up to date</li> </ul>  | Y<br>Y<br>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"> <li>Play equipment</li> <li>Street furniture</li> <li>Fire safety</li> </ul> | Y<br>Y<br>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: <a href="https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/8-Risk-Management-Policy-220420.pdf">https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/8-Risk-Management-Policy-220420.pdf</a>   | ✓    |     |      |
| 54              | Annual risk assessment undertaken as a minimum                            | Y   | Evidenced website: <a href="https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/8-Risk-Register-220420.pdf">https://gainsborough-tc.gov.uk/wp-content/uploads/2022/05/8-Risk-Register-220420.pdf</a>   | ✓    |     |      |
| 55              | Financial controls and procedures documented                              | Y   | Evidenced website: <a href="https://gainsborough-tc.gov.uk/policy/financial-regulations/">https://gainsborough-tc.gov.uk/policy/financial-regulations/</a><br><a href="https://gainsborough-tc.gov.uk/wp-content/uploads/2022/07/29-Debt-Recovery-Policy-190828.pdf">https://gainsborough-tc.gov.uk/wp-content/uploads/2022/07/29-Debt-Recovery-Policy-190828.pdf</a><br><a href="https://gainsborough-tc.gov.uk/policy/investment-strategy/">https://gainsborough-tc.gov.uk/policy/investment-strategy/</a> | ✓    |     |      |
| 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"> <li>• Council eligible</li> <li>• GPC adopted/ up to date</li> </ul>  | 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<br><i>Local Council Award Scheme</i> <ul style="list-style-type: none"> <li>• Foundation</li> <li>• Quality</li> <li>• Quality Gold</li> </ul> Civility & Respect Project (National Project) | N    | In process – foundation level Jan 2023<br>Quality May 2023<br><br>Council may wish to reconsider its position<br><a href="https://www.nalc.gov.uk/our-work/civility-and-respect-project">https://www.nalc.gov.uk/our-work/civility-and-respect-project</a> |      |     |      |
| 64      | Website Accessibility Statement published online   | Y    | Evidenced website: <a href="https://gainsborough-tc.gov.uk/accessibility-statement/">https://gainsborough-tc.gov.uk/accessibility-statement/</a>   | ✓    |     |      |



| 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"> <li>• Proper Officer (Clerk)</li> <li>• Deputy Clerk &amp;RFO</li> <li>• Admin support officer</li> <li>• Operations Manager</li> <li>• Grounds main Team leader</li> <li>• 3 x Ground Maintenance operatives</li> <li>• 1 x caretaker</li> <li>• 1 x cleaner</li> </ul> <b>Recruiting</b> – 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"> <li>• displayed on website</li> <li>• reviewed regularly</li> </ul>   | Y   | Evidenced website: <a href="https://gainsborough-tc.gov.uk/your-council/councillors-and-mp/">https://gainsborough-tc.gov.uk/your-council/councillors-and-mp/</a><br>Members should be aware of legal responsibility to review | ✓    |     |      |
| 67                        | Declarations of acceptance of office <ul style="list-style-type: none"> <li>• AllCouncillors</li> <li>• Chairman</li> <li>• Vice Chairman</li> </ul>  | Y   | Evidenced: physical sight of Cllr Info file (random check)  | ✓    |     |      |
| 68                        | Co-options according to policy  | Y   | Evidenced website: Latest vacancy <a href="https://gainsborough-tc.gov.uk/notice-of-vacancy/">https://gainsborough-tc.gov.uk/notice-of-vacancy/</a>   | ✓    |     |      |
| 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: <a href="https://gainsborough-tc.gov.uk/policy/financial-regulations/">https://gainsborough-tc.gov.uk/policy/financial-regulations/</a><br>Minutes (various)   | ✓    |     |      |
| 73                        | Council operating within legal powers <ul style="list-style-type: none"> <li>• Legal powers identified in minutes</li> </ul>  | Y   | Evidenced website   | ✓    |     |      |

|    |  |      |  |   |   |  |
|----|--|------|--|---|---|--|
| 74 | Delegation to officers or committees<br>• Scheme of delegation<br><br>• Limits inc financial regulations &/or standing orders;<br>• adhered to;<br>• reported adequately | Y    | Evidenced website: <a href="https://gainsborough-tc.gov.uk/policy/structure-and-functions/(review">https://gainsborough-tc.gov.uk/policy/structure-and-functions/(review</a> | ✓ |   |  |
|    |  | 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<br><br>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<br>Staff<br>Members<br>Mayor                          | Y           | Evidenced: Random check<br>Clerk – Expense claims authorised                              |   |          |   | ✓    |     |      |
|              |  | n/a<br>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  |   |          |   | ✓    |     |      |

|                               |  |   |  |   |            |                 |   |  |
|-------------------------------|--|---|--|---|------------|-----------------|---|--|
| <b>85</b>                     | Qualified Clerk <ul style="list-style-type: none"> <li>• CiLCA 2015 or later</li> <li>• Level 4 Community Governance or higher</li> </ul>  | Y | Clerk holds FiLCA, Levels 4, 5 & 6 Cert HE University of Gloucester and De Montfort University. Deputy Clerk & RFO holds CiLCA & FiLCA |   |            | ✓               |   |  |
| <b>86</b>                     | Annual appraisals undertaken   | Y | Recent review of all roles / pay scales undertaken   |   |            | ✓               |   |  |
| <b>87</b>                     | Job descriptions up to date / reviewed   | Y | As above   |   |            | ✓               |   |  |
| <b>88</b>                     | Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> <li>• <a href="https://www.hse.gov.uk/pubns/ck1.htm">Display Screen Equipment</a></li> </ul> | N | Advise H&S website <a href="https://www.hse.gov.uk/pubns/ck1.htm">https://www.hse.gov.uk/pubns/ck1.htm</a>                             |   |            | ✓               |   |  |
| <b>89</b>                     | Adequate Pension provision in place  | Y | LGPS   |   | Y          | ✓               |   |  |
|                               |  |   | NEST   |   | n/a        |                 |   |  |
|                               |  |   | Other  |   | n/a        |                 |   |  |
|                               | • Automatic Enrolment for Staff  |   | Y  | ✓ | N          | DD/MM/YYYY      | ✓ |  |
|                               | • Opt Out Evidenced  |   | Y  | ✓ | N          | Sample Evidence |   |  |
| • Declaration of Compliance   |  | Y | ✓  | N | see below  |                 |   |  |
| • 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"> <li>backed up if appropriate</li> </ul> | 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 |
| <b>C1</b> | Accounted for separately               | Part | The Levelling's- Play area has Charitable status with zero annual return (charity commission website)<br>Previous Clerk could not find any bank evidence / etc.... (inc trustees) Charities commission could not advise / assist | ✓    |     |      |
| <b>C2</b> | Independently audited                  | n/a  |  |      |     |      |
| <b>C3</b> | Returns filed within legal time limits | Y    | Annually   | ✓    |     |      |

|            | Sports Ground / Community buildings             | Y/N | Comments & Recommendations   | Risk |     |      |
|------------|---|-----|--|------|-----|------|
|            |   |     |  | Low  | Med | High |
| <b>Cb1</b> | Marshal Sport Ground (Pavilion / function room) | Y   | Evidenced: Budgets and accounts - charges for sports and training areas          | ✓    |     |      |
| <b>Cb2</b> | 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 |
| <b>P1</b> | H&S Checks in place                    | Y    | Evidenced – verbal assurance      | ✓    |     |      |
| <b>P2</b> | Maintained                             | Y    | Evidenced – Council workforce     | ✓    |     |      |
| <b>P3</b> | Statutory records kept / stored safely | Y    | Evidenced – in house records      | ✓    |     |      |
| <b>P4</b> | Agreements/licences issued to users    | Part | Work in progress (sports grounds) | ✓    |     |      |

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

## **CHAIRMAN AND VICE-CHAIRMAN**

### **AD 75 - Chairman: Chairman's Allowance**

A local council may pay its chairman a reasonable allowance to enable him or her to meet the expenses of his or her office. The amount should be fixed by the council in advance and represent reasonable reimbursement to the chairman for the general duties of his or her office – communicating with the clerk, attending events in his or her public figure role, etc. (s. 15(5) and s. 34(5).)

The spending of the chairman's allowance is not usually subject to annual audit and, unless the council otherwise directs, it may be spent or used at the chairman's discretion and without his/her having to account for it to the authority.

A Chairman's allowance is probably taxable under PAYE Income Tax and HMRC advice should be sought before paying it.

# PAPER G



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

Report Author: Belina Boyer

Report Date: 23/11/2022



**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 – Foundation Level, and where appropriate, published on the Council's website

### 2. Background

The Council has applied for Foundation Level under the scheme. Whilst this committee and the Council were presented with the evidence that it meets the requirements in December and January, a resolution was passed confirming that only part of the information was available.

### 3. Evidence

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

### 4. Recommendation

- To **confirm** by resolution that all documentation and information is in place for the Local Council Award Scheme – Foundation Level, and where appropriate, published on the Council's website

Council Name: Gainsborough Town Council

Date of application: 06/01/2023

Award level applied for: Foundation

### Local Council Award Scheme application form



|  |   |   |
|--|---|---|
| <b>The Council confirms by resolution that all documentation and information is in place for a specified award</b> | Does the council meet this requirement?<br><br><b>Please see explanation below.</b> | Hyperlink to council resolution:<br><br>TBC   |
| <b>Criteria</b>  | Do you meet these criteria?   | Where are these published online?   |
| 1 Its standing orders  | yes   | <a href="http://gainsborough-tc.gov.uk">Standing Orders - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>  |
| 2 Its financial regulations  | yes   | <a href="http://gainsborough-tc.gov.uk">Financial Regulations - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>  |
| 3 Its Code of Conduct and a link to councillors' registers of interests  | yes   | <a href="http://gainsborough-tc.gov.uk">Code of Conduct - Gainsborough Town Council (gainsborough-tc.gov.uk)</a><br><br><a href="http://gainsborough-tc.gov.uk">Your Town Councillors - Gainsborough Town Council (gainsborough-tc.gov.uk)</a><br><br>This is the main page that shows all Gainsborough Town Council's councillors, clicking into individual councillor profiles will show their specific register of interests in a link to West Lindsey District Council's website. |
| 4 Its publication scheme   | yes   | <a href="http://gainsborough-tc.gov.uk">Model Publication Scheme - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>   |
| 5 Its last annual return   | yes   | <a href="http://gainsborough-tc.gov.uk">Finances and Precept - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>   |

Council Name: Gainsborough Town Council

Date of application: 06/01/2023

Award level applied for: Foundation

|   |   |     |   |
|---|---|-----|---|
| 6 | Transparent information about council payments  | yes | <p><a href="https://gainsborough-tc.gov.uk">Transparency and Accountability - Gainsborough Town Council (gainsborough-tc.gov.uk)</a></p> <p>Detailed lists of payments are also included in the meeting papers for each Finance and Strategy Committee meeting.</p>   |
| 7 | A calendar of all meetings including the annual meeting of electors   | yes | <p><a href="https://gainsborough-tc.gov.uk">Meeting-Calendar-22-23-v7.pdf (gainsborough-tc.gov.uk)</a></p>  |
| 8 | Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings | yes | <p>All minutes after August 2020 are currently available from the meetings calendar:</p> <p><a href="https://gainsborough-tc.gov.uk">Upcoming Events – Gainsborough Town Council (gainsborough-tc.gov.uk)</a></p> <p>The council has identified this as an area for improvement on the website. A different way of publishing past minutes is currently under construction and will follow a similar format to the meetings archive: <a href="https://gainsborough-tc.gov.uk">Meetings Archive - Gainsborough Town Council (gainsborough-tc.gov.uk)</a> This should make it more intuitive to find the minutes of a relevant meeting.</p> |
| 9 | Current agendas   | yes | <p><a href="https://gainsborough-tc.gov.uk/meetings/">https://gainsborough-tc.gov.uk/meetings/</a></p> <p>By clicking into individual meetings, reports/papers can be seen:</p> <p>Example: <a href="https://gainsborough-tc.gov.uk">Full Council - Gainsborough Town Council (gainsborough-tc.gov.uk)</a></p> <p>PDF titled '2023-02-01 FC Public Papers as published'</p>   |

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|  |     | <a href="#">2023-02-01-FC-Public-Papers-as-published.pdf (gainsborough-tc.gov.uk)</a>  |
| 10 The budget and precept information for the current or next financial year             | yes | <a href="#">APPROVED-Precept-2023-24-budget.pdf (gainsborough-tc.gov.uk)</a><br><br><a href="#">Council Tax Booklet – Page 9 (gainsborough-tc.gov.uk)</a><br><br><a href="#">Draft-Precept-2022-23-v4-budget-prep-FULL-for-the-website.pdf (gainsborough-tc.gov.uk)</a> (n.b. this is the approved budget despite the way the title displays in the hyperlink!)<br><br><a href="#">Council Tax Booklet – Page 9 (gainsborough-tc.gov.uk)</a> |
| 11 Its complaints procedure  | yes | <a href="#">Complaints Policy and Procedure - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>   |
| 12 Its accessibility statement   | yes | <a href="#">Accessibility Statement - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>   |
| 13 Its privacy notice  | yes | <a href="#">Privacy Policy - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>  |
| 14 Council contact details and councillor information in line with the Transparency Code | yes | <a href="#">Contact Us - Gainsborough Town Council (gainsborough-tc.gov.uk)</a><br><br><a href="#">Your Town Councillors - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>  |
| 15 Its action plan for the current year  | yes | <a href="#">Interim Project Plan - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>  |
| 16 Evidence of consulting the community  | yes | <a href="#">Annual Assembly of the Town Meeting - Gainsborough Town Council (gainsborough-tc.gov.uk)</a><br><br><a href="#">News and Events - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>   |

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|   |     | <a href="https://www.facebook.com/GainsTC">https://www.facebook.com/GainsTC</a><br><a href="https://twitter.com/GainsTC">@GainsTC</a> / Twitter  |
| 17 Publicity advertising council activities               | yes | <a href="https://www.facebook.com/GainsTC">https://www.facebook.com/GainsTC</a><br><a href="https://twitter.com/GainsTC">@GainsTC</a> / Twitter<br><a href="https://gainsborough-tc.gov.uk/news-and-events/">https://gainsborough-tc.gov.uk/news-and-events/</a><br><a href="https://gainsborough-tc.gov.uk/news-and-events/">News and Events - Gainsborough Town Council (gainsborough-tc.gov.uk)</a><br>Examples of specific news/activities:<br><a href="https://gainsborough-tc.gov.uk/news-and-events/">Funtopia - Gainsborough Town Council (gainsborough-tc.gov.uk)</a><br><a href="https://gainsborough-tc.gov.uk/news-and-events/">Pop In &amp; Play - Gainsborough Town Council (gainsborough-tc.gov.uk)</a><br><a href="https://gainsborough-tc.gov.uk/news-and-events/">Voluntary Centre Services - November 2022 - Gainsborough Town Council (gainsborough-tc.gov.uk)</a> |
| 18 Evidence of participating in town and country planning | yes | <a href="https://gainsborough-tc.gov.uk/meeting/planning-committee-9/">https://gainsborough-tc.gov.uk/meeting/planning-committee-9/</a>  |

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| <b>The Council confirms by resolution that all documentation and information is in place for a specified award</b> | Does the council meet this requirement? | Hyperlink to council resolution:<br><a href="#">2023-01-04-Minutes-Full-Council.pdf</a>   |
| <b>Criteria</b>  | Do you meet these criteria?             | Where are these published? Can they be provided electronically?   |
| 19 A risk management scheme  | Yes                                     | <a href="https://gainsborough-tc.gov.uk/news-and-events/">Risk Management Policy - Gainsborough Town Council (gainsborough-tc.gov.uk)</a> |

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| 20 | A register of assets  | Yes | <a href="https://gainsborough-tc.gov.uk/wp-content/uploads/2023/03/PDF-Insurance-asset-list_wip-RA-year-ending-31-3-23.pdf">PDF-Insurance-asset-list_wip-RA-year-ending-31-3-23.pdf (gainsborough-tc.gov.uk)</a>   |
| 21 | Contracts for all members of staff  | Yes | Please see contracts attached to the email. All members of staff have been issued with an employment contract of a similar format according to their job role.   |
| 22 | up-to-date insurance policies that mitigate risks to public money             | yes | <a href="https://gainsborough-tc.gov.uk/insurance">Insurance - Gainsborough Town Council (gainsborough-tc.gov.uk)</a>  |
| 23 | Disciplinary and grievance procedures   | yes | <a href="https://gainsborough-tc.gov.uk/wp-content/uploads/2020/12/Staff_Handbook.pdf">https://gainsborough-tc.gov.uk/wp-content/uploads/2020/12/Staff_Handbook.pdf</a><br><br>The policy is in Appendix 6 – Grievances & Discipline Policy And Procedures<br><br>Page 49 out of 84                            |
| 24 | A policy for training and training and development of and councillors         | yes | <a href="https://gainsborough-tc.gov.uk/policy/training-policy/">https://gainsborough-tc.gov.uk/policy/training-policy/</a><br><br><a href="https://gainsborough-tc.gov.uk/policy/members-training-and-development-policy/">https://gainsborough-tc.gov.uk/policy/members-training-and-development-policy/</a> |
| 25 | A record of all training undertaken by staff and councillors in the last year | yes | Please see attached redacted training records for staff and members.   |
| 26 | A clerk who has achieved 12 CPD points in the last year                       | yes | Please see attached CPD documents and Fellow Membership certificate.   |

## Explanatory notes:

I would like to thank Debra Platt for her triage work and highlighting some problems with our initial application.

The initially used the old format of this form to apply for this award. This has now been corrected.

The council only confirmed by resolution that certain criteria were met, but not all. This was an unfortunate oversight probably caused by using the out of date form.. A suitable resolution will be passed by the council's Finance and Strategy Committee 21 February and evidence will be provided in form of the draft minutes. These will be published soon after the meeting and you will be able to

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find them here: [Finance and Strategy Committee - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](https://www.gainsborough-tc.gov.uk) The Finance and strategy committee received a detailed report at its 05 December meeting which listed the action required to be taken. The report and appendices can be viewed here: [AGENDA-Monday-5-December-2022-Finance-and-Strategy-Committee-PUBLIC.pdf \(gainsborough-tc.gov.uk\)](https://www.gainsborough-tc.gov.uk) Paper L page 94 onwards.

At its December and January meetings Full Council adopted and readopted the policies highlighted in the report. With the adoption of these policies, the Council was ready to apply. Following the format of the older forms the confirmed by resolution that it has 1. A Risk Management Scheme 2. A register of assets 3. Contracts for all members of staff 4. Disciplinary and grievance procedures 5. A policy for training new staff and councillors 6. A record of all training undertaken by staff and councillors in the last year 7. A clerk who has achieved 12 CPD points in the last year. And asked the clerk to submit the forms.

[2023-01-04-Minutes-Full-Council.pdf](https://www.gainsborough-tc.gov.uk)

I hope this will satisfy the needs of the panel to prove the council's commitment to the Local Council Awards Scheme.

Please note that the clerk has agreed to provide details of her own employment contract in full as well as her CPD records.

Since receiving the triage feedback, all the links provided have been checked again and updated where required. They have all been found working today. Many documents are available as HTML as well as PDF downloads on our website.

The following documents are not available online and have been appended to the email:

Clerk's proof of CPD (3 documents)

Redacted contracts of employment – 3 samples

Member training record

Staff training records (redacted)