

# 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,

Wednesday, 13 September 2023

You are hereby summoned to attend a meeting of the **Finance and Strategy Committee** which will be held on **Tuesday 19 September 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.

**Rachel Allbones**  
Interim Town Clerk

**Committee members: Cllr N Bowler (VC), Cllr R Craig - ex officio, Cllr T Davies - ex officio, Cllr M Devine, Cllr D Dobbie, Cllr R Doy, Cllr P Key (C), Cllr L Muggridge, Cllr J Plastow**

Agenda no	Agenda item title	Power/Regulation
FS24/032	<b>Apologies for absence</b> To note apologies for absence	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FS24/033	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
FS24/034	<b>Dispensation requests</b> To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
FS24/035	<b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Power/Regulation
FS24/036	<p><b>Minutes of the previous meeting(s)</b>            To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s).  <b>Paper A - Finance and Strategy Committee 15 August 2023</b></p>	<p><i>Local Government Act 1972, Sch 12, p41 (1).</i></p>
FS24/037	<p><b>Finance Reports</b>            To receive and consider for approval the following financial reports:  <b>Paper B</b> Unpaid Expenditure Transactions for 13 September 2023  <b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 13 September 2023  <b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 13 September 2023</p>	<p><i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i></p>
FS24/038	<p><b>Bank Reconciliation</b>            To approve and resolve to sign the monthly bank reconciliations for 31 August 2023 per paragraph 2.2 of Financial Regulations.  <b>Paper E</b></p>	<p><i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i></p>
FS24/039	<p><b>Roses Sports Ground</b>            To consider response from NorthCountry Homes regarding an easement across the Roses Sport Field site.  <b>Paper F</b></p>	
FS24/040	<p><b>Internal Auditor 2023/24</b>            To consider arrangements for 2023/24 internal audit.  <b>Paper G</b></p>	
FS24/041	<p><b>Community Engagement Strategy</b>            To consider adopting a Community Engagement Strategy.  <b>Paper H</b></p>	
FS24/042	<p><b>Reserves Policy Review</b>            To review and adopt the Reserves Policy.  <b>Paper I</b></p>	
FS24/043	<p><b>Roses AWP Sinking Fund</b>            To note correspondence received from Gainsborough Trinity Foundation and consider further steps.  <b>Exclusion of Public and Press recommended due to ongoing legal considerations.</b>  <b>Paper J</b></p>	

Agenda no	Agenda item title	Power/Regulation
FS24/044	<b>Trinity Street Electric Meters</b> (former Christmas light supply) To receive a verbal report from the Interim Town Clerk regarding the status of the removal of the meters.	
FS24/045	<b>Items for notification</b> To receive any items for notification to be included on a future agenda – for information only <ul style="list-style-type: none"> <li>• Revised Budget 2023/24</li> <li>• Strategic Plan</li> <li>• Investments &amp; Investment Strategy review</li> <li>• Additional Bank Account</li> <li>• LCAS Quality Standard</li> </ul>	N/A
FS24/046	<b>Time and date of next meeting</b> To note the date and time of the next Finance and Strategy committee is scheduled for <b>Tuesday 17 October 2023 at 7:00pm.</b>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A



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

Councillors Present

Nigel Bowler (Vice Chairman)	Michael Devine	Paul Key (Chairman)
Richard Craig - ex officio	David Dobbie	
	Richard Doy	

Councillors Absent

		Liam Muggridge
Tim Davies - ex officio		James Plastow

In attendance:

Rachel Allbones (ITC&RFO)		Stephen Coulman (OM)
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Also present: Cllr Hooton

Agenda no	Agenda item title	Resolution	Action	Power
FS24/022	<b>Apologies for absence</b> To note apologies for absence	The Committee <b>noted</b> apologies for absence from Cllr Plastow.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FS24/023	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FS24/024	<b>Dispensation requests</b> To consider any dispensation requests received by the Clerk in	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	relation to personal and/or disclosable pecuniary interests, not previously recorded.			
FS24/025	<p><b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.</p>	The Committee <b>resolved</b> to exclude press and public for agenda item FS24/030.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FS24/026	<p><b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A</b> - Finance and Strategy Committee, Tuesday 18 July 2023</p>	<p>The Committee <b>resolved</b> to sign the minutes of the meeting Tuesday 18 July 2023 as a true record of that meeting.</p> <p>Cllr Craig abstained from voting.</p>	<b>ASO</b> to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS24/027	<p><b>Finance Reports</b> To receive and consider for approval the following financial reports: <b>Paper B</b> Unpaid Expenditure Transactions for 10 August 2023 <b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 10 August 2023</p>	<p>The Committee <b>resolved</b> to note and approve the following reports:</p> <ul style="list-style-type: none"> <li>• Unpaid Expenditure Transactions for 10 August 2023</li> <li>• Cashbook Summary (including due and unpaid transactions) for 10 August 2023</li> </ul>	<b>ITC&amp;RFO</b> to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>

Agenda no	Agenda item title	Resolution	Action	Power
	<b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 10 August 2023	<ul style="list-style-type: none"> <li>Budget Comparison Report (including due and unpaid transactions) for 10 August 2023</li> </ul>		
FS24/028	<b>Bank Reconciliation</b> To approve and <b>resolve</b> to sign the monthly bank reconciliations for 31 July 2023 per paragraph 2.2 of Financial Regulations. <b>Paper E</b>	The Committee <b>resolved</b> to approve and sign the monthly bank reconciliations for 31 July 2023.	<b>ITC&amp;RFO</b> to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS24/029	<b>Roses Sports Ground</b> To consider a request from NorthCountry Homes to allow them to lay a pipe and hold an easement across the Roses Sport Field site. <b>Paper F</b>	<p>The Committee <b>resolved</b> to continue to pursue WLDC to see if the trees on the northern boundary of Roses Sports Ground are applicable for tree preservation orders. To go through Planning Committee.</p> <p>At the request of Cllr Dobbie a recorded vote was taken on the below resolution as follows: -</p> <p>For: - Cllrs Bowler, Craig, Devine and Key.            Abstain: - Dobbie and Doy</p> <p>That the Committee <b>resolved</b> to respond to NorthCountry Homes advising that the Committee do not support their potential revised route for the easement crossing the Trinity playing fields due to ground</p>	<p><b>ITC</b> to include tree on next Planning agenda.</p> <p><b>ITC</b> to respond to NorthCountry Homes.</p>	

Agenda no	Agenda item title	Resolution	Action	Power
		damage, access and potential loss or damage of boundary trees.		
FS24/030	<p><b>Vexatious complaints policy</b></p> <p>1) To review and readopt Vexatious complaints policy.</p> <p>2) Under 4.1 of the policy confirm complaint has been investigated according to complaints policy.</p> <p>3) Under 4.6 of the policy decide whether to apply the policy.</p> <p><b>Exclusion of Public and Press recommended due to the confidential nature of the business.</b></p> <p><b>Paper G</b></p>	<p>The Committee <b>resolved</b> to: -</p> <p>1) Review and adopt the Vexatious complaints policy making slight amendments to 4.2, 4.3, 4.8, 5.1, &amp; 6.1 including the Leader of the Council as well.</p> <p>2) Under 4.1 of the policy confirm that the complaint has been investigated according to complaints policy.</p> <p>3) Authorise the Clerk in consultation with the Chairman of the Council and/or the Leader to apply the policy should further complaints be received.</p>	<p><b>ITC</b> to update the policy.</p> <p><b>ASO</b> to update the website.</p>	
FS24/031	<p><b>Items for notification</b></p> <p>To receive any items for notification to be included on a future agenda – for information only</p>	<ul style="list-style-type: none"> <li>• Trinity Street electric report</li> <li>• Revised Budget</li> <li>• Strategic Plan</li> <li>• Investments &amp; Investment Strategy review</li> <li>• Additional Bank Account</li> <li>• Communications Strategy</li> <li>• LCAS Quality Standard</li> </ul>	<b>ITC</b> to include on future agendas.	N/A
FS24/032	<p><b>Time and date of next meeting</b></p> <p>To note the date and time of the next Finance and Strategy committee is scheduled for <b>Tuesday 19 September 2023 at 7:00pm.</b></p>	The Committee <b>noted</b> the date and time of the next Finance and Strategy Committee is Tuesday 19 September 2023 at 7:00pm at Richmond House.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>



Meeting concluded at 8.43pm

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
20700	BP2309	23/08/2023	£187.34	£31.22	£156.12	<b>187.34</b>	Travis Perkins Trading Company Ltd - Shuttering boards	Grave digging	
20701	BP2309	10/08/2023	£606.24	£101.03	£505.21	<b>606.24</b>	Chantry Agricultural Engineers - Repairs to the Toro	Equipment maintenance	
20702	BP2309	17/08/2023	£2,214.30	£369.05	£1,845.25		Proludic Ltd - Split cost for x2 gate refurb and x2 new gates on play areas	Levellings development	
20703	BP2309	10/08/2023	£140,334.03	£23,389.01	£116,945.02	<b>142,548.33</b>	Proludic Ltd - As per Reference: 2302.37159, Date: 22 February 2023	Levellings development	
20704	BP2309	31/08/2023	£192.12	£32.02	£160.10	<b>192.12</b>	Cleaning Supplies 4U - x9 litter pickers, wheelie bin bags	Cleaning supplies	
20728	BP2309	31/08/2023	£17.71	£2.95	£14.76	<b>17.71</b>	Cleaning Supplies 4U - x1 litter picker	Cleaning supplies	
20705	BP2309	31/08/2023	£519.78	£86.63	£433.15	<b>519.78</b>	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
20707	BP230817P	13/08/2023	£136.48	£22.75	£113.73	<b>136.48</b>	Phs Group Plc - Sanitary disposal, air freshner and low risk waste collection	Marshalls	
20708	BP230817Q	04/08/2023	£140.00	£0.00	£140.00	<b>140.00</b>	A J Douce Roofing - Refix guttering, install lead flashing and clean gutter	Richmond House	
20709	BP230817R	15/08/2023	£928.80	£154.80	£774.00	<b>928.80</b>	Playsafety Ltd - Annual inspections of 12 play areas	Play Areas	
20710	BP230817S	15/08/2023	£132.66	£22.12	£110.54		Safelincs Ltd - New CO2 Fire extinguisher	Richmond House	
20711	BO230817S	15/08/2023	£55.07	£9.18	£45.89	<b>187.73</b>	Safelincs Ltd - New Powder Fire extinguisher	Richmond House	
20726	BP2309	31/08/2023	£379.40	£63.23	£316.17	<b>379.40</b>	High Street Garage - Fuel	Fuel	
20727	BP2309	31/08/2023	£45.98	£0.00	£45.98	<b>45.98</b>	Trade UK - Site trench safety wellies (LT & GW)	Safety workwear	
20729	BP2309	01/09/2023	£261.12	£43.52	£217.60	<b>261.12</b>	Agri-Gem Ltd - Gallup 5ltr, nozzles and saftey equipment	Spraying	
20740	BP2309	31/07/2023	£1,069.80	£178.30	£891.50		Glendale Managed Services Ltd - Grass cutting - 25 July	Grass verge cutting	July
20741	BP2309	31/08/2023	£1,069.80	£178.30	£891.50	<b>2,139.60</b>	Glendale Managed Services Ltd - Grass cutting - 31 August	Grass verge cutting	August

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20744	BP2309	12/09/2023	£1,007.00	£167.83	£839.17	<b>1,007.00</b>	Lifting365 - 200ltr Towable salt, seed & fertiliser spreader	New grounds equipment	
20745	BP2309	12/09/2023	£864.34	£144.06	£720.28	<b>864.34</b>	Select Trade Brands Ltd - SIP Tempest Honda Pressure Washer	New grounds equipment	
20746	BP2309	31/08/2023	£200.00	£0.00	£200.00	<b>200.00</b>	P.C's - Repairs to Levellings park gate	Levellings	
20747	BP2309	06/09/2023	£416.00	£40.00	£376.00		North Lincs Rural Training Group - PA1 Safe use of pesticides course GW & LT	Staff training	
20748	BP2309	06/09/2023	£582.00	£56.00	£526.00	<b>998.00</b>	North Lincs Rural Training Group - PA6 Hand held applicator course GW & LT	Staff training	
20753	BP2309	05/09/2023	£35.88	£5.98	£29.90	<b>35.88</b>	Lyons of Gainsborough Ltd - Wessex filter engine oil filler and fuel filler	Equipment maintenance	
20749	CC2309	12/09/2023	£20.21	£3.37	£16.84	<b>20.21</b>	CKB Ltd - Black lanyards	Cllr ID Cards	
20730	CC2309	30/08/2023	£39.89	£6.65	£33.24	<b>39.89</b>	STV International Ltd - X6 Handy bin bag holder	Cleaning supplies	
20725	DD2309	01/09/2023	£70.55	£11.76	£58.79	<b>70.55</b>	Integrating Solutions Ltd - Copier charges	Printing	
20720	CC2310	29/08/2023	£19.97	£3.33	£16.64	<b>19.97</b>	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
20695	DD230824B	24/08/2023	£93.50	£15.58	£77.92	<b>93.50</b>	Stallard Kane Associates Ltd - Employment law services	HR Services	Monthly
20689	DD2309	01/09/2023	£255.23	£0.00	£255.23		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
20690	DD2309	01/09/2023	£49.40	£0.00	£49.40		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
20691	DD2309	01/09/2023	£38.57	£0.00	£38.57	<b>343.20</b>	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
20721	DD2309	01/09/2023	£72.00	£0.00	£72.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
20722	DD2309	01/09/2023	£557.00	£0.00	£557.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
20723	DD2309	01/09/2023	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
20724	DD2309	01/09/2023	£258.00	£0.00	£258.00	<b>1,823.00</b>	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20687	DD230822B	03/08/2023	£366.14	£17.43	£348.71		British Gas Business - Electricity usage	Marshalls Main Pavilion	1/7/23 - 31/7/23
20697	DD2309	15/08/2023	£28.45	£1.35	£27.10		British Gas Business - Gas usage	Richmond House	11/7/23 - 9/8/23
20713	DD2309	02/09/2023	£47.45	£2.26	£45.19		British Gas Business - Electricity usage	Levelling's	30/7/23 - 31/8/23
20714	DD2309	02/09/2023	£43.61	£2.08	£41.53		British Gas Business - Electricity usage	Marshalls External Changing	30/7/23 - 31/8/23
20715	DD2309	02/09/2023	£84.32	£4.02	£80.30		British Gas Business - Electricity usage	Richmond House Flat	30/7/23 - 31/8/23
20732	DD2309	08/09/2023	£11.84	£0.56	£11.28		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	4/8/23 - 5/9/23
20733	DD2309	08/09/2023	£11.62	£0.55	£11.07		British Gas Business - Electricity usage	General Cemetery	4/8/23 - 5/9/23
20738	DD2309	10/09/2023	£55.03	£2.62	£52.41		British Gas Business - Electricity usage	Richmond Park Greenhouse	5/8/23 - 6/9/23
20752	DD2309	05/09/2023	£367.53	£17.50	£350.03	<b>1,015.99</b>	British Gas Business - Electricity usage	Marshalls Main Pavilion	1/8/23 - 31/8/23
20692	DD2309	17/08/2023	£7.49	£0.36	£7.13		Opus Energy - Gas Usage	Marshalls Main Pavilion	17/7/23 - 16/8/23
20693	DD2308	17/08/2023	£30.74	£1.46	£29.28		Opus Energy - Gas Usage	Levellings	17/7/23 - 16/8/23
20750	DD2309	06/09/2023	£98.21	£4.68	£93.53	<b>136.44</b>	Opus Energy - Electricity Usage	Richmond House Main House	7/8/23 - 5/9/23
20699	BP2309	29/08/2023	£30.19	£0.00	£30.19		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/7/23 - 26/8/23
20717	BP2309	03/09/2023	£47.09	£0.00	£47.09		Water Plus Ltd - Used water & surface water drainage	Richmond Park	1/8/23 - 1/9/23
20718	BP2309	03/09/2023	£24.03	£0.00	£24.03		Water Plus Ltd - Used water & surface water drainage	Marshalls	1/8/23 - 1/9/23
20719	BP2309	03/09/2023	£8.03	£0.00	£8.03	<b>109.34</b>	Water Plus Ltd - Used water & surface water drainage	Levelling's	1/8/23 - 1/9/23
20734	DD2309	06/09/2023	£46.84	£0.00	£46.84		Anglian Water Business (National) Ltd - Water charges	General Cemetery	6/6/23 - 5/9/23
20735	DD2309	03/09/2023	£25.46	£0.00	£25.46		Anglian Water Business (National) Ltd - Water charges	Levelling's	3/6/23 - 2/9/23
20736	DD2309	06/09/2023	£77.11	£0.00	£77.11		Anglian Water Business (National) Ltd - Water charges	Marshalls	6/6/23 - 5/9/23
20737	DD2309	03/09/2023	£207.13	£0.00	£207.13	<b>356.54</b>	Anglian Water Business (National) Ltd - Water charges	Richmond Park	3/6/23 - 2/9/23
20751	DR2309	16/08/2023	£11.00	£0.00	£11.00	<b>11.00</b>	HSBC - Bank charges	Bank Charges	17/7/23 - 16/8/23
20739	DD2309	09/09/2023	£154.74	£25.79	£128.95	<b>154.74</b>	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
20688	DD230822	11/08/2023	£95.32	£15.89	£79.43	<b>95.32</b>	EE Ltd - X4 mobiles	Mobiles	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
20742	DD2309	11/09/2023	£95.32	£15.89	£79.43	<b>95.32</b>	EE Ltd - X4 mobiles	Mobiles	Monthly
20743	DD2309	11/09/2023				<b>349.12</b>	Unicom - Landline, broadband & electricity charges		
		1	£55.53	£9.25	£46.28		Alarmline	Richmond House	
		2	£54.83	£9.14	£45.69		CCTV Broadband & Phoneline	Richmond House	
		3	£53.39	£8.90	£44.49		CCTV Broadband & Phoneline	Marshalls	
		4	£112.13	£5.34	£106.79		Electricity (Lewis Street)	Xmas light Electricity	1/8/23 - 1/9/23
		5	£73.24	£3.49	£69.75		Electricity (Trinity Street)	Xmas light Electricity	1/8/23 - 1/9/23
20696	DD2309	16/08/2023	£403.65	£67.28	£336.37	<b>403.65</b>	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/9/23 - 1/10/23
20731	DD2309	01/09/2023	£271.10	£45.18	£225.92	<b>271.10</b>	Novuna Vehicle Solutions - Citroen Berlingo Lease	Vehicle Expenses	23/9/23 - 22/10/23
20698	DD2309	22/08/2023	£55.00	£0.00	£55.00	<b>55.00</b>	Novuna Vehicle Solutions - Citroen Berlingo Road fund licence	Vehicle Expenses	Annually
20716	DD2309	01/09/2023	£169.72	£28.29	£141.43	<b>169.72</b>	Fuelgenie - Fuel usage	Vehicle Expenses	1/8/23 - 31/8/23
20694	BP230823	01/08/2023				<b>26,138.58</b>	Rigel Wolf Ltd - August Payroll		
		1	£21,559.06	0.00	£21,559.06		August Payroll	Gross Salary	
		2	£1,876.59	0.00	£1,876.59		August Payroll	Employer NI	
		3	£2,702.93	0.00	£2,702.93		August Payroll	Employer Pension Cont	
				<b>£25,427.98</b>	<b>£157,740.05</b>	<b>£183,168.03</b>			
Chairman Signature _____						RFO Signature _____		Date _____	

# PAPER C

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 13/09/23 inclusive. This may include transactions with ledger dates outside this period. Includes current debtors and creditors.

Balances at the start of the year

## Ordinary Accounts

HSBC Current/ Deposit Account	£569,582.51
Petty Cash	£100.00
Total	<u>£569,682.51</u>

RECEIPTS	Net	Vat	Gross
Cemetery	£23,444.03	£0.00	£23,444.03
Administration	£26,712.51	£0.00	£26,712.51
Events	£2,052.40	£0.00	£2,052.40
Grounds Maintenance	£5,814.17	£0.00	£5,814.17
Richmond Park & House	£11,360.92	£0.00	£11,360.92
Sports Grounds	£37,472.76	£0.00	£37,472.76
Play Areas	£6,000.00	£0.00	£6,000.00
Allotments	£3,329.27	£0.00	£3,329.27
Precept	£612,885.00	£0.00	£612,885.00
Total Receipts	<u>£729,071.06</u>	<u>£0.00</u>	<u>£729,071.06</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£8,709.25	£271.47	£8,980.72
Administration	£22,418.42	£1,663.70	£24,082.12
Events	£5,000.00	£477.50	£5,477.50
Employee Costs	£141,307.02	£583.28	£141,890.30
Grounds Maintenance	£26,891.43	£5,358.20	£32,249.63
Richmond Park & House	£20,188.01	£2,093.26	£22,281.27
Sports Grounds	£15,697.68	£1,606.24	£17,303.92
Play Areas	£1,017.60	£203.52	£1,221.12
Allotments	£2,455.62	£226.77	£2,682.39
Public Realm	£2,185.84	£263.88	£2,449.72
Christmas Lights	£7,442.77	£901.55	£8,344.32
Ear Marked Reserves	£92,938.62	£37,470.40	£130,409.02
Total Payments	<u>£346,252.26</u>	<u>£51,119.77</u>	<u>£397,372.03</u>

Closing Balances

## Ordinary Accounts

HSBC Current/ Deposit Account	£901,281.54
Petty Cash	£100.00
	<u>£901,381.54</u>
Total	<u>£901,381.54</u>

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

Signed \_\_\_\_\_

Chair

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



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# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

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

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Actual Net	Balance	Bal %age
<b>Employee Costs</b>					
<b>Expenditure</b>					
1000	Payroll				
1000/1	Gross Salary	£280,000.00	£112,295.12	£167,704.88	59.89%
1000/2	Employer NI Contribution	£30,000.00	£9,690.08	£20,309.92	67.70%
1000/3	Employer Pension Contribution	£60,000.00	£15,636.11	£44,363.89	73.94%
1000/4	Agency Staff	£0.00	£0.00	£0.00	0.00%
1000	Total	£370,000.00	£137,621.31	£232,378.69	62.81%
1010	Travel and Training				
1010/1	Staff Travel	£1,000.00	£0.00	£1,000.00	100.00%
1010/2	Staff Training	£4,500.00	£2,042.00	£2,458.00	54.62%
1010/3	Staff Car Business Insurance Reimbursement	£100.00	£0.00	£100.00	100.00%
1010	Total	£5,600.00	£2,042.00	£3,558.00	63.54%
1020	Workwear & ID				
1020/1	Staff Workwear	£3,200.00	£1,492.14	£1,707.86	53.37%
1020/2	H&S / First Aid	£0.00	£127.01	-£127.01	100.00%
1020/3	Staff ID Badge	£50.00	£24.56	£25.44	50.88%
1020	Total	£3,250.00	£1,643.71	£1,606.29	49.42%
<b>Total Expenditure</b>		<b>£378,850.00</b>	<b>£141,307.02</b>	<b>£237,542.98</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

			Actual Net	Balance	Bal %age
			2023/24		
<b>Administration</b>					
<b>Income</b>					
201	VAT overclaim	£0.00	£0.00	£0.00	0.00%
205	Bank Interest	£400.00	£3,561.24	£3,161.24	790.31%
210	Insurance Reimbursement (GTF)	£1,575.00	£1,557.91	-£17.09	-1.09%
215	Legal Fee Reinbursement	£0.00	£0.00	£0.00	0.00%
220	Subject Access Request / FOI	£0.00	£0.00	£0.00	0.00%
225	Insurance Claims	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<b>£1,975.00</b>	<b>£5,119.15</b>	<b>£3,144.15</b>	<b>£0.00</b>
<b>Expenditure</b>					
2000	Office Supplies & Telecom				
2000/1	IT Services & Maintenance	£5,500.00	£2,274.70	£3,225.30	58.64%
2000/2	Printing	£1,600.00	£771.49	£828.51	51.78%
2000/3	Postage and Stationery	£1,000.00	£668.02	£331.98	33.20%
2000/4	Office Equipment	£500.00	£0.00	£500.00	100.00%
2000/5	Telephone and Broadband	£1,300.00	£773.87	£526.13	40.47%
2000/6	Mobiles	£1,020.00	£476.77	£543.23	53.26%
2000/7	Shredding	£500.00	£92.00	£408.00	81.60%
2000	Total	£11,420.00	£5,056.85	£6,363.15	55.72%
2010	Publicity				
2010/1	Annual Public Meeting	£120.00	£0.00	£120.00	100.00%
2010/2	Sponsorship	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
2010/3	Website	£300.00	£0.00	£300.00	100.00%
2010/4	Publicity	£0.00	£0.00	£0.00	0.00%
2010	<b>Total</b>	<b>£420.00</b>	<b>£0.00</b>	<b>£420.00</b>	<b>100.00%</b>
2020	Subscriptions				
2020/1	LALC	£2,800.00	£0.00	£2,800.00	100.00%
2020/2	The National Allotment Society	£55.00	£0.00	£55.00	100.00%
2020/3	Local Council Advisory Service (LCAS)	£0.00	£0.00	£0.00	0.00%
2020/4	Institute of Cemetery and Crematorium Management (ICCM)	£95.00	£95.00	£0.00	0.00%
2020/5	Publications	£0.00	£0.00	£0.00	0.00%
2020/6	Information Commissioner's Office	£55.00	£55.00	£0.00	0.00%
2020/7	NALC	£0.00	£0.00	£0.00	0.00%
2020/8	The Rural Town Group	£135.00	£133.00	£2.00	1.48%
2020	<b>Total</b>	<b>£3,140.00</b>	<b>£283.00</b>	<b>£2,857.00</b>	<b>90.99%</b>
2030	Democratic & Civic				
2030/1	Civic Service	£1,600.00	£0.00	£1,600.00	100.00%
2030/2	Civic Regalia & Past Mayors Badge	£200.00	£0.00	£200.00	100.00%
2030/3	Citizen of the Year Award	£0.00	£0.00	£0.00	0.00%
2030/4	WW2 Veteran Recognition Award	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
2030/5	Mayoral Allowance	£500.00	£541.67	-£41.67	-8.33%
2030/6	Mayoral Expenses	£1,500.00	£141.32	£1,358.68	90.58%
2030/7	Mayors Cadet	£100.00	£0.00	£100.00	100.00%
2030/8	Elections Costs	£0.00	£0.00	£0.00	0.00%
2030/9	Councillor Training	£200.00	£185.00	£15.00	7.50%
2030/10	Councillor Travel	£200.00	£0.00	£200.00	100.00%
2030/11	Councillor ID	£75.00	£66.09	£8.91	11.88%
2030/12	Miscellaneous expenses	£50.00	£20.94	£29.06	58.12%
2030/13	AdvantEDGE Admin+ & Asset Manager	£400.00	£0.00	£400.00	100.00%
2030	Total	£4,825.00	£955.02	£3,869.98	80.21%
2040	Grants				
2040/1	S137	£80.00	£0.00	£80.00	100.00%
2040/2	Community Grants	£2,000.00	£1,000.00	£1,000.00	50.00%
2040	Total	£2,080.00	£1,000.00	£1,080.00	51.92%
2060	Insurance				
2060/1	Zurich Municipal	£13,000.00	£12,082.06	£917.94	7.06%
2060/2	Claims	£0.00	£0.00	£0.00	0.00%
2060/3	Valuations	£0.00	£0.00	£0.00	0.00%
2060	Total	£13,000.00	£12,082.06	£917.94	7.06%
2070	HR & Finances				
2070/1	Internal Auditor	£1,200.00	£0.00	£1,200.00	100.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
2070/2	External Auditor	£1,300.00	£0.00	100.00%
2070/3	Accountant - Payroll Services	£580.00	£241.50	58.36%
2070/4	Edge Design - Finance Software	£805.00	£0.00	100.00%
2070/5	Bank Charges	£450.00	£169.67	62.30%
2070/6	HR Provider	£1,200.00	£389.60	67.53%
2070/7	Occupational Health	£500.00	£0.00	100.00%
2070/8	Recruitment	£500.00	£0.00	100.00%
2070/9	Governance Support	£0.00	£0.00	0.00%
2070/10	VAT Audit	£0.00	£0.00	0.00%
2070	<b>Total</b>	<b>£6,535.00</b>	<b>£800.77</b>	<b>87.75%</b>
2080	Legal Fees			
2080/1	General	£1,500.00	£1,317.20	12.19%
2080/2	Roses Legal Fees	£0.00	£0.00	0.00%
2080	<b>Total</b>	<b>£1,500.00</b>	<b>£1,317.20</b>	<b>12.19%</b>
<b>Total Expenditure</b>	<b>£42,920.00</b>	<b>£21,494.90</b>	<b>£21,425.10</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Grounds Maintenance</b>					
<b>Income</b>					
300	Vehicle Hire	£0.00	£0.00	£0.00	0.00%
310	LCC Contribution towards Highway Verge Cutting	£5,350.00	£5,814.17	£464.17	8.68%
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	0.00%
330	Scrap	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<b>£5,350.00</b>	<b>£5,814.17</b>	<b>£464.17</b>	<b>£0.00</b>
<b>Expenditure</b>					
3000	Vehicle Costs				
3000/1	Ford Transit D/Cab Tipper	£12,000.00	£1,859.21	£10,140.79	84.51%
3000/2	Ford Transit Van	£8,000.00	£1,554.95	£6,445.05	80.56%
3000/3	Citroen Berlingo	£2,000.00	£1,410.52	£589.48	29.47%
3000/4	Vehicle Maintenance	£300.00	£266.83	£33.17	11.06%
3000/5	Fuel	£8,000.00	£3,069.69	£4,930.31	61.63%
3000/6	Red Diesel	£0.00	£0.00	£0.00	0.00%
3000/7	Trailer Maintenance	£400.00	£0.00	£400.00	100.00%
3000	<b>Total</b>	<b>£30,700.00</b>	<b>£8,161.20</b>	<b>£22,538.80</b>	<b>73.42%</b>
3010	Grounds Maintenance - All Sites				
3010/1	Miscellaneous	£1,000.00	£416.62	£583.38	58.34%
3010/2	Equipment Service and Maintenance	£7,000.00	£4,275.86	£2,724.14	38.92%
3010/3	New Grounds Equipment	£4,000.00	£3,049.51	£950.49	23.76%



# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>	
3010/4	Footpath/Road Maintenance	£5,000.00	£4,554.00	£446.00	8.92%
3010/5	Tree Maintenance	£1,000.00	£0.00	£1,000.00	100.00%
3010/6	Weed Killing (spraying)	£750.00	£217.60	£532.40	70.99%
3010/7	Green Waste Removal	£0.00	£0.00	£0.00	0.00%
3010/8	Hedge Cutting	£0.00	£0.00	£0.00	0.00%
3010/9	Grit	£200.00	£0.00	£200.00	100.00%
3010/10	Tree Safety Survey	£2,000.00	£0.00	£2,000.00	100.00%
3010/11	Health & Safety	£1,000.00	£0.00	£1,000.00	100.00%
3010/12	Highway Verge Cutting	£12,000.00	£4,457.50	£7,542.50	62.85%
3010/13	Wildflower Verges	£0.00	£0.00	£0.00	0.00%
3010	<b>Total</b>	<b>£33,950.00</b>	<b>£16,971.09</b>	<b>£16,978.91</b>	<b>50.01%</b>
3020	Cleaning Products				
3020/1	Cleaning Products and Refuse Bags	£1,200.00	£1,038.17	£161.83	13.49%
3020	<b>Total</b>	<b>£1,200.00</b>	<b>£1,038.17</b>	<b>£161.83</b>	<b>13.49%</b>
<b>Total Expenditure</b>		<b>£65,850.00</b>	<b>£26,170.46</b>	<b>£39,679.54</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Richmond Park &amp; House</b>					
<b>Income</b>					
400	Richmond Park				
400/1	Office Rent (Registrar)	£4,035.00	£2,017.50	-£2,017.50	-50.00%
400/2	Registrar Service Recharge	£4,500.00	£4,800.00	£300.00	6.67%
400/3	Room Hire	£0.00	£0.00	£0.00	0.00%
400	Total	£8,535.00	£6,817.50	-£1,717.50	-20.12%
<b>Total Income</b>		<b>£8,535.00</b>	<b>£6,817.50</b>	<b>-£1,717.50</b>	<b>£0.00</b>
<b>Expenditure</b>					
4000	Richmond Park & House				
4000/1	Rates	£3,000.00	£1,543.31	£1,456.69	48.56%
4000/2	House & Buildings Maintenance	£10,000.00	£10,140.00	-£140.00	-1.40%
4000/3	Gas	£3,500.00	£639.82	£2,860.18	81.72%
4000/4	Electricity - Main House	£4,000.00	£1,054.14	£2,945.86	73.65%
4000/5	Electricity - Flat	£700.00	£427.65	£272.35	38.91%
4000/6	Electricity - Greenhouse	£500.00	£393.41	£106.59	21.32%
4000/7	Anglian Water (Wave)	£700.00	£361.04	£338.96	48.42%
4000/8	WaterPlus	£500.00	£258.58	£241.42	48.28%
4000/9	PAT Testing	£450.00	£393.00	£57.00	12.67%
4000/10	Fire Extinguisher & Emergency Light Service	£1,000.00	£713.52	£286.48	28.65%
4000/11	Security & Fire Alarm Service & Maintenance	£500.00	£0.00	£500.00	100.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
4000/12	Security & Fire Alarm Response	£500.00	£150.00	£350.00	70.00%
4000/13	Alarm Phone Line	£500.00	£280.58	£219.42	43.88%
4000/14	Legionella Monitoring	£1,043.00	£0.00	£1,043.00	100.00%
4000/15	Premises Licence Fee	£180.00	£0.00	£180.00	100.00%
4000/16	Boiler Service & Repairs	£200.00	£62.50	£137.50	68.75%
4000/17	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
4000/18	Ground Maintenance	£2,000.00	£828.66	£1,171.34	58.57%
4000/19	Waste Management	£1,800.00	£1,531.38	£268.62	14.92%
4000/20	Aviary & Bird Feed	£100.00	£0.00	£100.00	100.00%
4000/21	Bedding Plants	£500.00	£66.60	£433.40	86.68%
4000/22	Outdoor Toilet Renovations & Maintenance	£2,000.00	£498.65	£1,501.35	75.07%
4000/23	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
4000/24	Footpath / Road Maintenance	£5,000.00	£0.00	£5,000.00	100.00%
4000/25	New / maintenance of Litter Bins	£1,000.00	£0.00	£1,000.00	100.00%
4000/26	Fountain Maintenance & Repairs	£250.00	£0.00	£250.00	100.00%
4000/27	Flag Pole Maintenance & Repairs	£100.00	£33.90	£66.10	66.10%
4000/28	New Grounds Furniture	£0.00	£0.00	£0.00	0.00%
4000/29	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
4000/30	Wet Pour Repairs	£0.00	£0.00	£0.00	0.00%
4000/31	CCTV, Fibre broadband and line rental	£2,600.00	£274.14	£2,325.86	89.46%
4000/32	Replacement Conservatory	£10,000.00	£150.00	£9,850.00	98.50%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
4000/33 First Aid & Defibrillator	£125.00	£0.00	£125.00	100.00%
4000/34 Cleaning Contractor	£0.00	£0.00	£0.00	0.00%
4000 Total	<u>£52,748.00</u>	<u>£19,800.88</u>	<u>£32,947.12</u>	<u>62.46%</u>
<b>Total Expenditure</b>	<u>£52,748.00</u>	<u>£19,800.88</u>	<u>£32,947.12</u>	<u>£0.00</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Sports Grounds</b>					
<b>Income</b>					
500	Roses				
500/8	Key Deposit	£0.00	£0.00	£0.00	0.00%
500/9	Sinking Fund	£7,750.00	£7,750.00	£0.00	0.00%
500	<b>Total</b>	<b>£7,750.00</b>	<b>£7,750.00</b>	<b>£0.00</b>	<b>0.00%</b>
510	Marshalls				
510/1	Football	£5,000.00	£1,087.31	-£3,912.69	-78.25%
510/2	Cricket	£840.00	£0.00	-£840.00	-100.00%
510/3	Bowls	£1,300.00	£1,300.00	£0.00	0.00%
510/4	Room Hire	£9,500.00	£3,058.35	-£6,441.65	-67.81%
510/5	Training Pitch	£400.00	£265.65	-£134.35	-33.59%
510/6	Key Deposit	£0.00	£0.00	£0.00	0.00%
510	<b>Total</b>	<b>£17,040.00</b>	<b>£5,711.31</b>	<b>-£11,328.69</b>	<b>-66.48%</b>
520	Levellings				
520/1	Football	£1,000.00	£439.10	-£560.90	-56.09%
520/2	Key Deposit	£0.00	£0.00	£0.00	0.00%
520	<b>Total</b>	<b>£1,000.00</b>	<b>£439.10</b>	<b>-£560.90</b>	<b>-56.09%</b>
<b>Total Income</b>		<b>£25,790.00</b>	<b>£13,900.41</b>	<b>-£11,889.59</b>	<b>£0.00</b>
<b>Expenditure</b>					
5000	Roses	£0.00	£0.00	£0.00	0.00%
5010	Marshalls				

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
5010/1	Rates	£11,500.00	£5,611.50	£5,888.50	51.20%
5010/2	Main Pavilion Maintenance	£2,000.00	£20.00	£1,980.00	99.00%
5010/3	Bowls Pavilion / Outbuilding Maintenance	£1,000.00	£0.00	£1,000.00	100.00%
5010/4	Hygiene Services	£220.00	£113.73	£106.27	48.30%
5010/5	Gas - Main Pavilion	£3,500.00	£1,345.82	£2,154.18	61.55%
5010/6	Gas - Bowls Pavilion	£0.00	£0.00	£0.00	0.00%
5010/7	Electricity - Main Pavilion	£3,000.00	£1,907.39	£1,092.61	36.42%
5010/8	Electricity - External Changing	£1,000.00	£216.06	£783.94	78.39%
5010/9	Electricity - Bowls Pavilion	£350.00	£85.68	£264.32	75.52%
5010/10	Anglian Water (Wave)	£400.00	£211.87	£188.13	47.03%
5010/11	Waterplus	£500.00	£233.15	£266.85	53.37%
5010/12	PAT Testing	£25.00	£25.00	£0.00	0.00%
5010/13	Fire Extinguisher & Emergency Light Service	£750.00	£405.82	£344.18	45.89%
5010/14	Security / Fire Alarm	£1,000.00	£247.80	£752.20	75.22%
5010/15	Legionella Monitoring	£521.00	£0.00	£521.00	100.00%
5010/16	Premises Licence Fee	£180.00	£0.00	£180.00	100.00%
5010/17	Boiler Service & Repairs	£1,000.00	£142.50	£857.50	85.75%
5010/18	Solar Panel Service & Repairs	£0.00	£0.00	£0.00	0.00%
5010/19	Water Tank Service and Repair	£0.00	£0.00	£0.00	0.00%
5010/20	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
5010/21	Ground Maintenance & Renovations - Cricket	£1,400.00	£508.20	£891.80	63.70%
5010/22	Ground Maintenance & Renovations - Bowls	£1,300.00	£0.00	£1,300.00	100.00%
5010/23	Ground Maintenance & Renovations - Football	£3,500.00	£1,570.00	£1,930.00	55.14%
5010/24	Ground Maintenance & Renovations - General	£500.00	£0.00	£500.00	100.00%
5010/25	Tree & Hedge Maintenance	£600.00	£0.00	£600.00	100.00%
5010/26	Ditch Clearance	£0.00	£0.00	£0.00	0.00%
5010/27	External Light Maintenance	£500.00	£0.00	£500.00	100.00%
5010/28	Car Park Maintenance	£500.00	£0.00	£500.00	100.00%
5010/29	Waste Management	£1,100.00	£296.40	£803.60	73.05%
5010/30	CCTV Broadband & Phonenumber	£2,200.00	£266.94	£1,933.06	87.87%
5010/31	First Aid & Defibrillator	£200.00	£0.00	£200.00	100.00%
5010/32	AdvantEDGE Facilities	£230.00	£0.00	£230.00	100.00%
5010	<b>Total</b>	<b>£38,976.00</b>	<b>£13,207.86</b>	<b>£25,768.14</b>	<b>66.11%</b>
5020	Levellings				
5020/1	Pavilion Maintenance	£0.00	£0.00	£0.00	0.00%
5020/2	Gas	£350.00	-£35.40	£385.40	110.11%
5020/3	Electricity	£300.00	£184.31	£115.69	38.56%
5020/4	Anglian Water (Wave)	£100.00	£54.15	£45.85	45.85%
5020/5	WaterPlus	£150.00	£52.71	£97.29	64.86%
5020/6	PAT Testing	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
5020/7	Fire Extinguisher & Emergency Light Service	£160.00	£60.00	£100.00	62.50%
5020/8	Legionella Testing	£521.00	£0.00	£521.00	100.00%
5020/9	Boiler Service & Repair	£150.00	£62.50	£87.50	58.33%
5020/10	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
5020/11	Ground Maintenance & Renovations - Football	£1,000.00	£895.00	£105.00	10.50%
5020/12	Ground Maintenance & Renovations - General	£500.00	£0.00	£500.00	100.00%
5020/13	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
5020/14	Fence Maintenance	£300.00	£200.00	£100.00	33.33%
5020/15	First Aid & Defibrillator	£50.00	£0.00	£50.00	100.00%
5020	Total	<u>£3,581.00</u>	<u>£1,473.27</u>	<u>£2,107.73</u>	<u>58.86%</u>
<b>Total Expenditure</b>		<u>£42,557.00</u>	<u>£14,681.13</u>	<u>£27,875.87</u>	<u>£0.00</u>



# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Actual Net	Balance	Bal %age
<b>Cemetery</b>					
<b>Income</b>					
600	General Cemetery				
600/1	Burial - Full Interment	£22,491.00	£5,949.10	-£16,541.90	-73.55%
600/2	Burial - Cremation Interment	£6,037.00	£2,535.80	-£3,501.20	-58.00%
600/3	Exclusive Rights of Burial	£8,675.00	£5,968.04	-£2,706.96	-31.20%
600/4	Use of Chapel	£0.00	£0.00	£0.00	0.00%
600/5	Memorial Applications	£8,000.00	£2,422.11	-£5,577.89	-69.72%
600/6	Exhumations	£0.00	£0.00	£0.00	0.00%
600/7	EDF Energy	£0.00	£0.00	£0.00	0.00%
600	Total	£45,203.00	£16,875.05	-£28,327.95	-62.67%
610	North Warren Cemetery				
610/1	Burials - Full Interments	£0.00	£0.00	£0.00	0.00%
610/2	Burials - Cremation Interments	£0.00	£0.00	£0.00	0.00%
610/3	Exclusive Right of Burial	£0.00	£0.00	£0.00	0.00%
610/4	Memorial Applications	£0.00	£0.00	£0.00	0.00%
610	Total	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		£45,203.00	£16,875.05	-£28,327.95	£0.00
<b>Expenditure</b>					
6000	General Cemetery				
6000/1	Rates	£6,400.00	£3,338.36	£3,061.64	47.84%
6000/2	Chapel Maintenance	£6,000.00	£119.77	£5,880.23	98.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
6000/3	Electricity	£650.00	£84.52	£565.48	87.00%
6000/4	Anglian Water (Wave) & stand pipe repairs	£1,600.00	£56.85	£1,543.15	96.45%
6000/5	WaterPlus	£1,300.00	£109.41	£1,190.59	91.58%
6000/6	Fire Extinguisher & Emergency Light Service	£100.00	£22.50	£77.50	77.50%
6000/7	Burial Software	£330.00	£660.00	-£330.00	-100.00%
6000/8	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
6000/9	Ground & Building Maintenance	£2,000.00	£49.17	£1,950.83	97.54%
6000/10	Waste Management	£1,768.00	£0.00	£1,768.00	100.00%
6000/11	Grave Digging	£18,000.00	£3,678.18	£14,321.82	79.57%
6000/12	Toilet Maintenance	£200.00	£0.00	£200.00	100.00%
6000/13	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
6000/14	Boundary Fence Maintenance	£500.00	£0.00	£500.00	100.00%
6000/15	Footpath/Road Repairs	£0.00	£0.00	£0.00	0.00%
6000/16	Produce Woodland Burial & Memorial Wall	£0.00	£0.00	£0.00	0.00%
6000/17	Extenson B Burial Land Sinking Fund	£12,500.00	£0.00	£12,500.00	100.00%
6000/18	Drainage	£0.00	£0.00	£0.00	0.00%
6000/19	Memorial Topple Testing	£0.00	£0.00	£0.00	0.00%
6000/20	New / Maintenance of Litter Bins	£500.00	£70.00	£430.00	86.00%
6000	<b>Total</b>	<b>£51,848.00</b>	<b>£8,188.76</b>	<b>£43,659.24</b>	<b>84.21%</b>
6010	North Warren Cemetery				

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>	
6010/1	Rates	£840.00	£432.52	£407.48	48.51%
6010/2	Boundary Fence Maintenance	£500.00	£0.00	£500.00	100.00%
6010/3	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
6010/4	Memorial Topple Testing	£0.00	£0.00	£0.00	0.00%
6010/5	Ground Maintenance / Repairs	£0.00	£0.00	£0.00	0.00%
6010/6	Grave Digging	£0.00	£0.00	£0.00	0.00%
6010	Total	£1,340.00	£432.52	£907.48	67.72%
<b>Total Expenditure</b>		£53,188.00	£8,621.28	£44,566.72	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

2023/24			Actual Net	Balance	Bal %age
<b>Play Areas</b>					
<b>Income</b>					
700	Funding				
700/1	Levellings	£0.00	£6,000.00	£6,000.00	100.00%
700/2	Aisby Walk	£0.00	£0.00	£0.00	0.00%
700	Total	£0.00	£6,000.00	£6,000.00	100.00%
<b>Total Income</b>		£0.00	£6,000.00	£6,000.00	£0.00
<b>Expenditure</b>					
7000	Play Equipment Maintenance	£1,000.00	£173.60	£826.40	82.64%
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00	100.00%
7010	Levellings				
7010/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7010/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7010/3	Skate Park Maintenance	£0.00	£0.00	£0.00	0.00%
7010/4	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7010/5	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7010/6	Dog Walk	£0.00	£0.00	£0.00	0.00%
7010/7	General All Site Repairs	£0.00	£0.00	£0.00	0.00%
7010	Total	£0.00	£0.00	£0.00	0.00%
7020	Aisby Walk				
7020/1	Playing Field	£0.00	£0.00	£0.00	0.00%
7020/2	New Play Equipment	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
7020/3	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7020/4	Skate Park Maintenance	£2,000.00	£50.00	£1,950.00	97.50%
7020/5	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7020/6	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7020/7	Boundary & Tree Maintenance	£0.00	£0.00	£0.00	0.00%
7020	<b>Total</b>	<b>£2,000.00</b>	<b>£50.00</b>	<b>£1,950.00</b>	<b>97.50%</b>
7030	Danes Road				
7030/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7030/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7030/3	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7030/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7030/5	Boundary Maintenance	£0.00	£20.00	-£20.00	100.00%
7030	<b>Total</b>	<b>£0.00</b>	<b>£20.00</b>	<b>-£20.00</b>	<b>100.00%</b>
7040	Mayflower Close				
7040/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7040/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7040/3	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7040/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7040/5	Boundary Maintenance	£0.00	£0.00	£0.00	0.00%
7040	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/24	Actual Net	Balance	Bal %age	
7050	Sandsfield Lane North				
7050/1	New Play Equipment	£0.00	£0.00	0.00%	
7050/2	Play Equipment Maintenance	£0.00	£0.00	0.00%	
7050/3	Ground Surface Repairs	£0.00	£0.00	0.00%	
7050/4	New Benches / Litter Bins Maintenance	£0.00	£0.00	0.00%	
7050/5	Boundary Maintenance	£0.00	£0.00	0.00%	
7050	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	
7080	St Georges				
7080/1	New Play Equipment	£0.00	£0.00	0.00%	
7080/2	Play Equipment Maintenance	£0.00	£0.00	0.00%	
7080/3	Ground Surface Repairs	£0.00	£0.00	0.00%	
7080/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	0.00%	
7080/5	Boundary Maintenance	£0.00	£0.00	0.00%	
7080	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	
7090	Play Area Inspections	£750.00	£774.00	-£24.00	-3.20%
<b>Total Expenditure</b>	<b>£4,750.00</b>	<b>£1,017.60</b>	<b>£3,732.40</b>	<b>£0.00</b>	

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Actual Net	Balance	Bal %age
<b>Allotments</b>					
<b>Income</b>					
800	Allotments				
800/1	Foxby Hill	£4,500.00	£1,404.01	-£3,095.99	-68.80%
800/2	Love Lane	£1,710.00	£348.08	-£1,361.92	-79.64%
800/3	North Warren	£1,080.00	£412.62	-£667.38	-61.79%
800/4	Showfields	£1,050.00	£209.52	-£840.48	-80.05%
800/5	Spital Hill	£1,200.00	£362.80	-£837.20	-69.77%
800	Total	£9,540.00	£2,737.03	-£6,802.97	-71.31%
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00	-100.00%
<b>Total Income</b>		<b>£10,790.00</b>	<b>£2,737.03</b>	<b>-£8,052.97</b>	<b>£0.00</b>
<b>Expenditure</b>					
8000	Foxby Hill				
8000/1	Site Rent	£875.00	£437.50	£437.50	50.00%
8000/2	Skip Hire	£625.00	£0.00	£625.00	100.00%
8000/3	Water Charges	£500.00	£232.81	£267.19	53.44%
8000/4	Hedge Cutting	£375.00	£0.00	£375.00	100.00%
8000/5	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8000/6	Miscellaneous Expenditure	£400.00	£65.16	£334.84	83.71%
8000	Total	£2,775.00	£735.47	£2,039.53	73.50%
8010	Love Lane				
8010/1	Site Rent	£875.00	£437.50	£437.50	50.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
8010/2	Skip Hire £625.00	£208.33	£416.67	66.67%
8010/3	Asbestos Management £0.00	£0.00	£0.00	0.00%
8010/4	Hedge Cutting £100.00	£0.00	£100.00	100.00%
8010/5	Miscellaneous Expenditure £400.00	£0.00	£400.00	100.00%
8010/6	Pond Management £9,600.00	£46.00	£9,554.00	99.52%
8010	<b>Total</b> £11,600.00	<b>£691.83</b>	<b>£10,908.17</b>	<b>94.04%</b>
8020	North Warren			
8020/1	Site Rent £0.00	£0.00	£0.00	0.00%
8020/2	Skip Hire £625.00	£0.00	£625.00	100.00%
8020/3	Asbestos Management £0.00	£0.00	£0.00	0.00%
8020/4	Miscellaneous Expenditure £400.00	£0.00	£400.00	100.00%
8020	<b>Total</b> £1,025.00	<b>£0.00</b>	<b>£1,025.00</b>	<b>100.00%</b>
8030	Showfield			
8030/1	Site Rent £0.00	£0.00	£0.00	0.00%
8030/2	Skip Hire £625.00	£208.33	£416.67	66.67%
8030/3	Asbestos Management £0.00	£0.00	£0.00	0.00%
8030/4	Wall Maintenance £0.00	£0.00	£0.00	0.00%
8030/5	Miscellaneous Expenditure £400.00	£20.00	£380.00	95.00%
8030	<b>Total</b> £1,025.00	<b>£228.33</b>	<b>£796.67</b>	<b>77.72%</b>
8040	Spital Hill			
8040/1	Site Rent £250.00	£125.00	£125.00	50.00%



# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>	
8040/2	Skip Hire	£450.00	£231.42	£218.58	48.57%
8040/3	Water Charges	£300.00	-£63.48	£363.48	121.16%
8040/4	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8040/5	Miscellaneous Expenditure	£400.00	£0.00	£400.00	100.00%
8040	Total	£1,400.00	£292.94	£1,107.06	79.08%
8050	Love Lane Garage Site	£200.00	£0.00	£200.00	100.00%
8060	All Sites				
8060/1	Edge IT Management Software	£900.00	£0.00	£900.00	100.00%
8060/2	Misc	£5,000.00	£0.00	£5,000.00	100.00%
8060	Total	£5,900.00	£0.00	£5,900.00	100.00%
<b>Total Expenditure</b>		<b>£23,925.00</b>	<b>£1,948.57</b>	<b>£21,976.43</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

2023/24			Actual Net	Balance	Bal %age
<b>Public Realm</b>					
<b>Income</b>					
900	Corringham Road Roundabout	£0.00	£0.00	£0.00	0.00%
910	War Memorial Project	£0.00	£0.00	£0.00	0.00%
920	Bus Shelters	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Expenditure</b>					
9000	Roundabouts / Islands				
9000/1	Thorndike Way Roundabout	£0.00	£0.00	£0.00	0.00%
9000/2	Corringham Road Roundabouts	£0.00	£0.00	£0.00	0.00%
9000/3	Morton Corner Traffic Island	£0.00	£0.00	£0.00	0.00%
9000	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>
9010	Street Furniture				
9010/1	Notice Boards	£0.00	£0.00	£0.00	0.00%
9010/2	Benches	£0.00	£0.00	£0.00	0.00%
9010/3	Bus Shelters	£1,440.00	£777.60	£662.40	46.00%
9010/4	Millennium Clock	£1,200.00	£253.00	£947.00	78.92%
9010/5	Silver Street Sculpture	£0.00	£0.00	£0.00	0.00%
9010/6	Community Speed Watch Applications	£0.00	£0.00	£0.00	0.00%
9010	<b>Total</b>	<b>£2,640.00</b>	<b>£1,030.60</b>	<b>£1,609.40</b>	<b>60.96%</b>
9020	War Memorial				
9020/1	Maintenance	£400.00	£0.00	£400.00	100.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
9020/2	Future Project	£0.00	£0.00	0.00%
9020	Total	£400.00	£400.00	100.00%
9030	Gainsborough in Bloom	£0.00	£0.00	0.00%
9040	Community Rail Partnership	£0.00	£0.00	0.00%
<b>Total Expenditure</b>	<b>£3,040.00</b>	<b>£1,030.60</b>	<b>£2,009.40</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

2023/24			Actual Net	Balance	Bal %age
<b>Events</b>					
<b>Income</b>					
1005	Richmond Park	£0.00	£0.00	£0.00	0.00%
1015	Marshalls Sports Ground				
1015/1	Armed Forces & Community Day	£0.00	£0.00	£0.00	0.00%
1015/2	Kings Chales III Coronation	£0.00	£552.40	£552.40	100.00%
1015	Total	£0.00	£552.40	£552.40	100.00%
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00	0.00%
1040	Aisby Walk Playing Field	£500.00	£500.00	£0.00	0.00%
<b>Total Income</b>		<b>£1,500.00</b>	<b>£2,052.40</b>	<b>£552.40</b>	<b>£0.00</b>
<b>Expenditure</b>					
10010	Mayflower 400 (Illuminate)	£1,000.00	£0.00	£1,000.00	100.00%
10020	Armed Forces Day	£2,500.00	£0.00	£2,500.00	100.00%
10030	Queen's Platinum Jubilee	£0.00	£0.00	£0.00	0.00%
10035	King Charles III Coronation	£5,000.00	£5,000.00	£0.00	0.00%
10040	Remembrance Sunday	£300.00	£0.00	£300.00	100.00%
10050	Local Event Support	£3,000.00	£0.00	£3,000.00	100.00%
<b>Total Expenditure</b>		<b>£11,800.00</b>	<b>£5,000.00</b>	<b>£6,800.00</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Actual Net	Balance	Bal %age
<b>Christmas Lights</b>					
<b>Income</b>					
1100	Shop Christmas Tree Scheme	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
<b>Expenditure</b>					
11000	Switch On Event	£5,000.00	£0.00	£5,000.00	100.00%
11010	Anchor Point / Electrical Testing	£2,500.00	£1,573.67	£926.33	37.05%
11020	Electrical Contractor - Main Lights	£0.00	£0.00	£0.00	0.00%
11030	Electrical Contractor - Shop Trees	£0.00	£0.00	£0.00	0.00%
11040	Market Place Christmas Tree	£0.00	£0.00	£0.00	0.00%
11050	Blachere Contract	£21,500.00	£4,053.93	£17,446.07	81.14%
11055	Electrical Contractor for potential use of old lights	£3,000.00	£0.00	£3,000.00	100.00%
11060	Trinty Street Electricity	£200.00	£1,198.75	-£998.75	-499.38%
11070	Lamp Post Electricity	£200.00	£616.42	-£416.42	-208.21%
<b>Total Expenditure</b>		<u>£32,400.00</u>	<u>£7,442.77</u>	<u>£24,957.23</u>	<u>£0.00</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

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

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Actual Net	Balance	Bal %age
<b>Ear Marked Reserves</b>					
<b>Expenditure</b>					
12000	Ear Marked Reserves				
12000/1	General Fund	£210,953.40	£9,371.50	£201,581.90	95.56%
12000/2	Mayors Charity Account	£0.00	£0.00	£0.00	0.00%
12000/3	Roses AWP Sinking Fund	£59,500.00	£0.00	£59,500.00	100.00%
12000/4	Roses Key Deposits	£950.00	£0.00	£950.00	100.00%
12000/5	Marshalls Key Deposits	£700.00	£0.00	£700.00	100.00%
12000/6	Levellings Key Deposit	£0.00	£0.00	£0.00	0.00%
12000/7	Allotment Officer	£26,000.00	£0.00	£26,000.00	100.00%
12000/8	Staff Training	£2,000.00	£0.00	£2,000.00	100.00%
12000/9	Community Grants	£4,840.00	£0.00	£4,840.00	100.00%
12000/10	Election Costs	£22,000.00	£608.23	£21,391.77	97.24%
12000/11	Governance Support / Recruitment	£2,500.00	£0.00	£2,500.00	100.00%
12000/12	Richmond House Maintenance	£26,000.00	£3,152.75	£22,847.25	87.87%
12000/13	Richmond House Conservatory replacement	£15,000.00	£750.00	£14,250.00	95.00%
12000/14	Richmond Park Toilet Renovation	£1,583.57	£0.00	£1,583.57	100.00%
12000/15	Richmond Park Compound Fence	£4,000.00	£0.00	£4,000.00	100.00%
12000/16	General Tree Maintenance & Survey	£15,700.00	£2,900.00	£12,800.00	81.53%

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
12000/17	General Footpath/Road Maintenance	£38,650.00	£16,000.00	£22,650.00	58.60%
12000/18	General Litter Bin Refurb / Replace	£2,000.00	£0.00	£2,000.00	100.00%
12000/19	General Green Waste Removal	£5,500.00	£0.00	£5,500.00	100.00%
12000/20	Marshalls Pavilion Maintenance (Electrics, Boiler, Solar)	£5,500.00	£1,682.50	£3,817.50	69.41%
12000/21	Marshalls Ditch Clearance	£8,000.00	£0.00	£8,000.00	100.00%
12000/22	Grounds Maintenance & Renovations (Marshalls & Levellings)	£2,000.00	£0.00	£2,000.00	100.00%
12000/23	Cemetery Topple Testing	£15,118.00	£0.00	£15,118.00	100.00%
12000/24	Cemetery Boundary Fence Maintenance	£5,000.00	£0.00	£5,000.00	100.00%
12000/25	Cemetery Woodland Burial	£2,000.00	£0.00	£2,000.00	100.00%
12000/26	Cemetery Extension B Land Sinking Fund	£47,000.00	£0.00	£47,000.00	100.00%
12000/27	General Play Equipment Maintenance	£10,500.00	£6,324.60	£4,175.40	39.77%
12000/28	Wet Pour Repairs	£1,000.00	£0.00	£1,000.00	100.00%
12000/29	Levellings Future Development	£16,295.50	£18,790.27	-£2,494.77	-15.31%
12000/30	Levellings Pavilion Maintenance	£2,217.17	£0.00	£2,217.17	100.00%
12000/31	Levellings Defibrillator	£400.00	£0.00	£400.00	100.00%
12000/32	Aisby Walk skate park repairs	£18,000.00	£14,158.27	£3,841.73	21.34%
12000/33	Silver St Sculpture Maintenance	£1,000.00	£0.00	£1,000.00	100.00%



# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
12000/34	Allotment Site Maintenance & promotion	£6,000.00	£0.00	£6,000.00	100.00%
12000/35	Showfield Allotment Wall Maintenance	£2,000.00	£0.00	£2,000.00	100.00%
12000/36	North Warren Allotment Fence	£5,200.00	£0.00	£5,200.00	100.00%
12000/37	Foxby Hill Allotment Assoc Funds	£108.07	£0.00	£108.07	100.00%
12000/38	Kings Coronation event	£4,012.76	£1,802.50	£2,210.26	55.08%
12000/39	CIL	£19,410.05	£16,500.00	£2,910.05	14.99%
12000/40	Mayflower Close Boundary Maintenance	£0.00	£0.00	£0.00	0.00%
12000	Total	£608,638.52	£87,085.37	£521,553.15	85.69%
<b>Total Expenditure</b>		<b>£608,638.52</b>	<b>£92,040.62</b>	<b>£516,597.90</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

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

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Mayors Charity</b>					
<b>Income</b>					
1200	Events & Donations				
1200/1	Fundraising Events	£0.00	£0.00	£0.00	0.00%
1200/2	Civic Service Collection	£0.00	£0.00	£0.00	0.00%
1200	Total	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		£0.00	£0.00	£0.00	£0.00
<b>Expenditure</b>					
14005	Mayor Events (HSBC)	£0.00	£0.00	£0.00	0.00%
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00	0.00%
<b>Total Expenditure</b>		£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 13/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
Total Income	£712,028.00	£672,200.71		
Total Expenditure	£1,320,666.52	£340,555.83		
<b>Total Net Balance</b>	<b><u>-£608,638.52</u></b>	<b><u>£331,644.88</u></b>		

PAPER E

# Bank Account Reconciled Statement

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

Statement Number	127	Bank Statement No.	127
Statement Opening Balance	£936,276.17	Opening Date	01/08/23
Statement Closing Balance	£915,498.05	Closing Date	31/08/23
True/ Cashbook Closing Balance	£915,498.05		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/23	CR230801	HMRC	0.00	14,626.68	950,902.85
01/08/23	DD230801	Novuna Vehicle Solutions	271.10	0.00	950,631.75
01/08/23	DD230801B	CF Corporate Finance Ltd	212.11	0.00	950,419.64
01/08/23	DD230801C	West Lindsey District Council	343.20	0.00	950,076.44
01/08/23	DD230801D	Lex Autolease Limited	403.65	0.00	949,672.79
01/08/23	DD230801E	British Gas Business	49.59	0.00	949,623.20
03/08/23	CC230803	Multiple Suppliers/ Customers	396.17	0.00	949,227.03
03/08/23	CR230803	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	507.16	949,734.19
07/08/23	CR230807	Slimming World	0.00	133.40	949,867.59
07/08/23	DR230807	HSBC	9.00	0.00	949,858.59
14/08/23	CR230814	Lincolnshire County Council	0.00	2,017.50	951,876.09
14/08/23	CR230814B	Slimming World	0.00	133.40	952,009.49
15/08/23	DD230815	Integrating Solutions Ltd	48.16	0.00	951,961.33
15/08/23	DD230815B	Arval UK Ltd	359.98	0.00	951,601.35
15/08/23	DD230815C	West Lindsey District Council	72.00	0.00	951,529.35
15/08/23	DD230815D	West Lindsey District Council	557.00	0.00	950,972.35
15/08/23	DD230815E	West Lindsey District Council	936.00	0.00	950,036.35
15/08/23	DD230815F	West Lindsey District Council	258.00	0.00	949,778.35
15/08/23	DD230815G	Fuelgenie	146.87	0.00	949,631.48
16/08/23	CR230816	Cliff Bradley & Sons Ltd	0.00	2,155.41	951,786.89
16/08/23	DD230816	British Gas Business	91.78	0.00	951,695.11
16/08/23	DD230816B	British Gas Business	45.60	0.00	951,649.51
16/08/23	DD230816C	British Gas Business	48.44	0.00	951,601.07
17/08/23	BP230817	Trade UK	378.75	0.00	951,222.32
17/08/23	BP230817B	V king Direct	41.12	0.00	951,181.20
17/08/23	BP230817C	Overton (UK) Ltd	5,464.80	0.00	945,716.40
17/08/23	BP230817D	Cable Ties Direct	101.00	0.00	945,615.40
17/08/23	BP230817E	Landscape Supply Company	217.05	0.00	945,398.35

# Bank Account Reconciled Statement

17/08/23	BP230817F	NBB Recycled Furniture	84.00	0.00	945,314.35
17/08/23	BP230817G	Cleaning Supplies 4U	614.71	0.00	944,699.64
17/08/23	BP230817H	Retford Memorials	660.00	0.00	944,039.64
17/08/23	BP230817I	Chantry Agricultural Engineers	683.64	0.00	943,356.00
17/08/23	BP230817J	Lyons of Gainsborough Ltd	402.30	0.00	942,953.70
17/08/23	BP230817K	Smith of Derby Ltd	303.60	0.00	942,650.10
17/08/23	BP230817L	Dexel Tyre Co Ltd (Gainsborough)	45.00	0.00	942,605.10
17/08/23	BP230817M	F5 Computing Ltd	519.78	0.00	942,085.32
17/08/23	BP230817N	DS Heating & Plumbing	225.00	0.00	941,860.32
17/08/23	BP230817O	High Street Garage	339.66	0.00	941,520.66
17/08/23	BP230817P	Phs Group Plc	136.48	0.00	941,384.18
17/08/23	BP230817Q	A J Douce Roofing	140.00	0.00	941,244.18
17/08/23	BP230817R	Playsafety Ltd	928.80	0.00	940,315.38
17/08/23	BP230817S	Safelincs Ltd	187.83	0.00	940,127.55
17/08/23	BP230817T	SSE Scottish Hydro	647.24	0.00	939,480.31
17/08/23	BP230817U	Water Plus Ltd	28.74	0.00	939,451.57
17/08/23	BP230817V	Water Plus Ltd	47.09	0.00	939,404.48
17/08/23	BP230817W	Water Plus Ltd	24.03	0.00	939,380.45
17/08/23	BP230817X	Water Plus Ltd	8.03	0.00	939,372.42
17/08/23	CR230817	Retford Memorials	0.00	253.58	939,626.00
18/08/23	DD230818	Unicom	349.12	0.00	939,276.88
21/08/23	CR230821	Slimming World	0.00	133.40	939,410.28
21/08/23	DD230821	Opus Energy	105.85	0.00	939,304.43
22/08/23	CR230822	Plot 264	0.00	52.50	939,356.93
22/08/23	CR230822B	Blues Club FC	0.00	90.40	939,447.33
22/08/23	CR230822C	North Warren Road Allotments	0.00	18.28	939,465.61
22/08/23	CR230822D	Love Lane Allotments	0.00	11.82	939,477.43
22/08/23	CR230822E	Showfield Allotments	0.00	26.00	939,503.43
22/08/23	CR230822F	North Warren Road Allotments	0.00	11.14	939,514.57
22/08/23	CR230822G	Showfield Allotments	0.00	22.75	939,537.32
22/08/23	CR230822H	North Warren Road Allotments	0.00	13.19	939,550.51
22/08/23	CR230822I	Gainsborough Town Council	0.00	132.40	939,682.91
22/08/23	CR230822J	Dinky Donuts	0.00	50.00	939,732.91
22/08/23	CR230822K	Busy Bows / Resin Art	0.00	10.00	939,742.91
22/08/23	CR230822L	██████████	0.00	10.00	939,752.91
22/08/23	CR230822M	██████████	0.00	10.00	939,762.91

# Bank Account Reconciled Statement

22/08/23	CR230822N	P&L Crafts	0.00	10.00	939,772.91
22/08/23	CR230822O	Retford Memorials	0.00	60.00	939,832.91
22/08/23	DD230822	EE Ltd	95.32	0.00	939,737.59
22/08/23	DD230822B	British Gas Business	366.14	0.00	939,371.45
23/08/23	BP230823	Rigel Wolf Ltd	26,138.58	0.00	913,232.87
23/08/23	CR230823	██████████	0.00	1,014.32	914,247.19
23/08/23	CR230823B	North Warren Road Allotments	0.00	25.52	914,272.71
23/08/23	DD230823	British Telecommunications Plc	154.74	0.00	914,117.97
24/08/23	DD230824	British Gas Business	41.84	0.00	914,076.13
24/08/23	DD230824B	Stallard Kane Associates Ltd	93.50	0.00	913,982.63
29/08/23	CR230829	Slimming World	0.00	133.40	914,116.03
31/08/23	BP230831	Elite Workwear UK	687.42	0.00	913,428.61
31/08/23	CR230831	Samuel Jacob Memorials Ltd	0.00	60.00	913,488.61
31/08/23	CR230831B	Samuel Jacob Memorials Ltd	0.00	284.91	913,773.52
31/08/23	CR230831C	Samuel Jacob Memorials Ltd	0.00	240.00	914,013.52
31/08/23	CR230831D	Planet Circus	0.00	500.00	914,513.52
31/08/23	CR230831E	Samuel Jacob Memorials Ltd	0.00	309.80	914,823.32
31/08/23	CR230831F	Cliff Bradley & Sons Ltd	0.00	674.73	915,498.05

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	44509.81	23731.69

Reconciled by Rachel Allbones

Signed \_\_\_\_\_

Clerk / Responsible Financial Officer

\_\_\_\_\_

Chair

Date \_\_\_\_\_

\_\_\_\_\_



## Your Statement

Miss Rachel Allbones  
 Gainsborough Town Council  
 Richmond House  
 Morton Terrace  
 Gainsborough  
 DN21 2RJ



### Account Summary

Opening Balance	10,000.00
Payments In	62,524.72
Payments Out	62,524.72
Closing Balance	10,000.00

**29 July to 28 August 2023**

### International Bank Account Number

GB60HBUK40220151418890

### Branch Identifier Code

HBUKGB4131T

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

51418890 806

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Jul 23	<b>BALANCE BROUGHT FORWARD</b>			<b>10,000.00</b>
31 Jul 23	CR  SLIMMING WORLD REN		133.40	
	TFR TRANSFER 03662918	133.40		10,000.00
01 Aug 23	CR HMRC VTR		14,626.68	
	DD NOVUNA	271.10		
	DD CF CORPORATE FINAN	212.11		
	DD WEST LINDSEY DISTR	343.20		
	DD LEX AUTOLEASE	403.65		
	DD BRITISH GAS BUSINE	49.59		
	TFR TRANSFER 03662918	13,347.03		10,000.00
03 Aug 23	CR LINCS COOP		507.16	
	DD COMMERCIAL CARD	396.17		
	TFR TRANSFER 03662918	110.99		10,000.00
07 Aug 23	CR  SLIMMING WORLD REN		133.40	
	DR TOTAL CHARGES TO 16JUL2023	9.00		
	TFR TRANSFER 03662918	124.40		10,000.00
14 Aug 23	CR LINCOLNSHIRE CC		2,017.50	
	CR  SLIMMING WORLD REN		133.40	
	TFR TRANSFER 03662918	2,150.90		10,000.00
15 Aug 23	DD INTEGRATING SOLUTI FIRST PAYMENT	48.16		
	DD ARVAL	359.98		
	DD WEST LINDSEY DC	72.00		
	DD WEST LINDSEY DC	557.00		
	<b>BALANCE CARRIED FORWARD</b>			<b>8,962.86</b>

**29 July to 28 August 2023**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   807

### 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>8,962.86</b>
	DD WEST LINDSEY DC	936.00		
	DD WEST LINDSEY DC	258.00		
	DD WL ITS FUELGENIE	146.87		
16 Aug 23	TFR TRANSFER 03662918		2,378.01	10,000.00
	DD BRITISH GAS	91.78		
	DD BRITISH GAS	45.60		
	DD BRITISH GAS	48.44		
	CR C BRDLEY+SNS LTD INVOICE C61		2,155.41	
17 Aug 23	TFR TRANSFER 03662918	1,969.59		10,000.00
	TFR 402201 03662918 INTERNET TRANSFER		12,000.00	
	BP Screwfix Direct Lt 6331640014561849	378.75		
	BP Viking Office UK L 1354765	41.12		
	BP Overton UK Ltd GTC02	5,464.80		
	BP Cable Ties Direct GAIN03	101.00		
	BP LANDSCAPE SUPPLY C GAI001	217.05		
	BP NO BUTTS BIN CO. L 1000298929	84.00		
	BP CLEANING SUPPLIES ITGAIN00	614.71		
	BP Retford Memorials 2051/23	660.00		
	BP CHANTRY AGRICULTUR GAINS TOWN COUNCIL	683.64		
	BP LYONS OF GAINSBORO GAINS TOWN COUNCIL	402.30		
	BP Smith of Derby Ltd 0000117633	303.60		
	BP DEXEL TYRE CO LTD GAI TOW	45.00		
	BP F5 COMPUTING LTD GAINS TOWN COUNCIL	519.78		
	BP <span style="background-color: black; color: black;">XXXXXXXXXX</span> GAINS TOWN COUNCIL	225.00		
	BP High Street Garage Gains Town Council	339.66		
	BP PHS GROUP 4506839	136.48		
	<b>BALANCE CARRIED FORWARD</b>			<b>11,783.11</b>

**29 July to 28 August 2023**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode Account Number Sheet Number**  
 40-22-01 51418890 808

### 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>11,783.11</b>
	BP A J Douce 20230203	140.00		
	BP PLAYSAFETY LTD GAINS002	928.80		
	BP Safelincs Ltd GAINSBOR	187.83		
	BP SSE BUSNS SSE ELEC 3379633419	647.24		
	BP WATER PLUS 0880007483	28.74		
	BP WATER PLUS 0229006916	47.09		
	BP WATER PLUS 7001587165	24.03		
	BP WATER PLUS 7001679673	8.03		
	CR RETFORD MEMORIALS 4083		253.58	
18 Aug 23	TFR TRANSFER 03662918	24.93		10,000.00
	DD UNICOM	349.12		
21 Aug 23	TFR TRANSFER 03662918		349.12	10,000.00
	DD OPUS ENERGY LTD	105.85		
	CR <span style="background-color: black; color: black;">XXXXXXXXXX</span>			
	SLIMMING WORLD REN		133.40	
22 Aug 23	TFR TRANSFER 03662918	27.55		10,000.00
	DD EE LIMITED FIRST PAYMENT	95.32		
	DD BRITISH GAS BUSINE	366.14		
	CR CASH IN AT HSBC BANK PLC RETFORD		246.08	
	CR CASH IN AT HSBC BANK PLC RETFORD		222.40	
	CR RETFORD MEMORIALS 4079		60.00	
23 Aug 23	TFR TRANSFER 03662918	67.02		10,000.00
	CR CHQ IN AT 403811		1,039.84	
	DD BT GROUP PLC	154.74		
	TFR 402201 03662918 INTERNET TRANSFER		26,000.00	
	BP RIGEL WOLF CLIENT GTC PAYROLL	26,138.58		
24 Aug 23	TFR TRANSFER 03662918	746.52		10,000.00
	DD BRITISH GAS	41.84		
	DD STALLARD KANE ASSO	93.50		
	<b>BALANCE CARRIED FORWARD</b>			<b>9,864.66</b>

Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

**29 July to 28 August 2023**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   809

### 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>9,864.66</b>
	TFR   TRANSFER 03662918		135.34	10,000.00
<b>28 Aug 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> <i>variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

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

GBP 8,982.05

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 Aug 2023 to 31 Aug 2023
--------	---------	---------	----------	----------	-----------	----------------------------


Download ▾ 

Advanced search ▾

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



Date ▾	Type ▾ ?	Description	Paid out ▾	Paid in ▾	Balance
31 Aug 2023		Balance carried forward			10,000 00
31 Aug 2023	TFR	TRANSFER 03662918	1,382 02		10,000 00
31 Aug 2023	CR	C BRDLEY+SNS LTD INVOICE 4087		674.73	11,382 02
31 Aug 2023	BP	SAMUEL JACOB 4089		309.80	10,707 29
31 Aug 2023	CR	PLANET CIR E LTD GROUND RENT		500.00	10,397.49
31 Aug 2023	BP	SAMUEL JACOB 4084		240.00	9,897.49
31 Aug 2023	BP	SAMUEL JACOB 4082		284.91	9,657.49
31 Aug 2023	BP	SAMUEL JACOB 4078		60.00	9,372 58
31 Aug 2023	BP	ELITE WORKWEAR UK GAINS TOWN COUNCIL	687.42		9,312 58
29 Aug 2023	TFR	TRANSFER 03662918	133.40		10,000 00
29 Aug 2023	CR	 SLIMMING WORLD REN		133.40	10,133.40
28 Aug 2023		Balance brought forward			10,000 00

Last updated 01 Sep 2023 09:42 

Back to top ↑



## Your Statement

Miss Rachel Allbones  
 Gainsborough Town Council  
 Richmond House  
 Morton Terrace  
 Gainsborough  
 DN21 2RJ



### Account Summary

Opening Balance	926,27 6.17
Payments In	20,084 35
Payments Out	40,862.47
Closing Balance	905,498.05

**Interest Rate - Valid as at end date of the statement period**  
 1.81% AER

**1 August to 31 August 2023**

### International Bank Account Number

GB04HBUK40220103662918

### Branch Identifier Code

HBUKGB4131T

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

03662918 307

### Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
<b>31 Jul 23</b>	<b>BALANCE BROUGHT FORWARD</b>			<b>926,276.17</b>
01 Aug 23	TFR TRANSFER 51418890		13,347.03	939,623.20
03 Aug 23	TFR TRANSFER 51418890		110.99	939,734.19
07 Aug 23	TFR TRANSFER 51418890		124.40	939,858.59
14 Aug 23	TFR TRANSFER 51418890		2,150.90	942,009.49
15 Aug 23	TFR TRANSFER 51418890	2,378.01		939,631.48
16 Aug 23	TFR TRANSFER 51418890		1,969.59	941,601.07
17 Aug 23	TFR 402201 51418890			
	INTERNET TRANSFER	12,000.00		
	TFR TRANSFER 51418890		24.93	929,626.00
18 Aug 23	TFR TRANSFER 51418890	349.12		929,276.88
21 Aug 23	TFR TRANSFER 51418890		27.55	929,304.43
22 Aug 23	TFR TRANSFER 51418890		67.02	929,371.45
23 Aug 23	TFR 402201 51418890			
	INTERNET TRANSFER	26,000.00		
	TFR TRANSFER 51418890		746.52	904,117.97
24 Aug 23	TFR TRANSFER 51418890	135.34		903,982.63
29 Aug 23	TFR TRANSFER 51418890		133.40	904,116.03
31 Aug 23	TFR TRANSFER 51418890		1,382.02	905,498.05
<b>31 Aug 23</b>	<b>BALANCE CARRIED FORWARD</b>			<b>905,498.05</b>

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see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

**1 August to 31 August 2023**

## Your Statement

**Account Name**  
Gainsborough Town Council

<b>Sortcode</b>	<b>Account Number</b>	<b>Sheet Number</b>
40-22-01	03662918	308

### Information about the Financial Services Compensation Scheme

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# PAPER F



**From:** Brian Reynolds  
**Sent:** Monday, September 4, 2023 10:44 AM  
**To:** Rachel Allbones <Rachel.Allbones@gainsborough-tc.gov.uk>  
**Subject:** RE: Proposed easement over Trinity Foundation Playing Fields

Thanks Rachel,

With the trees, I understand we will be selecting a route which will least effect any trees. The pipe will be only 150mm in diameter, and drilling this should have minimal effect on the root systems.

With respect to Trinity, I have sent a similar offer to them for consideration.

I look forward to the decision.

Kind regards

**Brian Reynolds**  
**BSc(Hons) MRICS MCIH**  
**Land Director**

**NorthCountry Homes Limited**  
8 Silkwood Park, Fryers Way,  
Wakefield, WF5 9TJ

<https://northcountryhomes.co.uk>



**From:** Rachel Allbones <[Rachel.Allbones@gainsborough-tc.gov.uk](mailto:Rachel.Allbones@gainsborough-tc.gov.uk)>  
**Sent:** Monday, September 4, 2023 10:20 AM  
**To:** Brian Reynolds  
**Subject:** RE: Proposed easement over Trinity Foundation Playing Fields

Good Morning Brian,

Many thanks for your email. I can take this back to the Committee on 19<sup>th</sup> of this month, however, they will still take into consideration of the 2 affected trees and the view of GTF.

Kind Regards

*Rachel Allbones*  
Interim Town Clerk & Responsible Finance Officer

Gainsborough Town Council  
Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ  
Tel: 01427 811573 ext 303  
Direct number: 020 4512 0190



Revisions:

Project: Residential Development at  
Horsley Road  
Gainsborough

Title: Proposed Off Site Sewer  
& Working Platform

Scale: 1:500  
Date: Sept 23  
Dwg. No: HRG-2309-01

Sheet Size: A3  
Drawn By: MA  
Rev:

**NORTH COUNTRY**  
**HOMES**

NorthCountry Homes Limited  
8 Silkwood Park, Fryers Way,  
Wakefield, WF5 9TJ

# PAPER G

## Officer Report to the Finance and Strategy Committee

Report Author: Rachel Allbones

Report Date: 13 September 2023



**Gainsborough**  
TOWN COUNCIL

### Internal Audit 2023/24

#### 1. Summary

To appoint an internal auditor for 2023/24.

#### 2. Background

Since 2012 Lincolnshire Audit provided their internal audit services to the Town Council. The last audit they provided was in 2021/22 at a cost of £1,963+VAT.

In 2022/23 the Town Council used Lincolnshire Association of Local Councils (LALC) as their internal audit process follows the guidance and process described in the JPAG Practitioners' Guide (Section 4 - BEST PRACTICE GUIDANCE FOR INTERNAL AUDIT)

The Internal Audit Checklist and report produced in 2022/23 is attached.

#### 3. Costs

AUDIT FEES 2022/23								
Electorate banding	Approx hrs	Bolt-ons						
		Audit Fee	Standard Allotments	Burials	Markets	Community Buildings	Other Trustees	Charity
0-250 (58)	4.5	125	10	10	10	10	10	10
251-500 (102)	5	150	10	10	10	10	10	10
501-1000 (65)	6	200	10	10	10	10	10	10
1001-2500 (56)	7	250	10	10	10	10	10	10
2501-5000 (27)	8	300	10	10	10	10	10	10
5001- 7500 (4)	9	350	10	10	10	10	10	10
7501- 10,000 (1)	10	400	10	10	10	10	10	10
Over 10,000 (8)	11+	450	10	10	10	10	10	10

1 mid year full audit + end of year mini audit and complete AGAR form.  
2 mid year full audits + end of year mini audit and complete AGAR form = twice the cost

The cost to the Town for the 2023/24 internal audit remains the same as 2022/23 at £500.

#### **4. Recommendation**

The Committee is to engage LALC to provide 1 mid year full audit + end of year mini audit and complete AGAR form.

## 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 Council's 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 checked="" type="checkbox"/>
<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: <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> 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 <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 <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 <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 <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 <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 <a href="https://gainsborough-tc.gov.uk/policy/complaints-policy/">https://gainsborough-tc.gov.uk/policy/complaints-policy/</a>		✓	
6	Insurance Cover Reviewed annually Certificate(s) viewed & valid Employees' Liability Cover in place and published Public Liability Cover Employees' Fidelity Guarantee Councillors' ages reviewed and recorded Other e.g., vehicles, assets, equipment, volunteers ...	Y Y Y Y Y Y	Evidenced – original documents and Minutes	✓		
7	Council contact details available online	Y	Evidenced – website: <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> Note: Once adopted this is no longer a 'model' scheme	✓		
10	GDPR policies in place • Record Retention Schedule • Data Breach Assessment • Process for dealing with a Subject Access Request • Security Compliance Checklist ....	Y Y Y Y	Evidenced – website: <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> <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 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 Y Y Y Y Y Y	Evidenced – physical sight of documents For petty cash float	✓		

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
31	Annual budget in support of precept approved by full council	Y	Evidenced – website: <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 • 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 Y Y	Asset register (work in progress) – to be presented to Town Council and published early 2023	✓		
52	Assets inspected and Health & Safety issues considered <ul style="list-style-type: none"> <li>Play equipment</li> <li>Street furniture</li> <li>Fire safety</li> </ul>	Y Y Y	Inspected by TC staff members – Specific inspection software to be implemented during 2023	✓		

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
53	Risk management scheme in place	Y	Evidenced website: <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> <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> <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 <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 Quality May 2023  Council may wish to reconsider its position <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> 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> 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 • Scheme of delegation  • Limits inc financial regulations &/or standing orders; • adhered to; • 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  Best practice		✓	

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

<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				
	<ul style="list-style-type: none"> <li>• Automatic Enrolment for Staff</li> </ul>		Y	✓	N	DD/MM/YYYY	✓		
	<ul style="list-style-type: none"> <li>• Opt Out Evidenced</li> </ul>		Y	✓	N	Sample Evidence			
<ul style="list-style-type: none"> <li>• Declaration of Compliance</li> </ul>		Y	✓	N	see below				
<ul style="list-style-type: none"> <li>• Redeclaration of Compliance</li> </ul>		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) 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	✓		

# PAPER H

# Community Engagement Strategy

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## Document History

Adopted by Council – 1 October 2023

Reviewed & Adopted -

Reviewed & Adopted –



## 1. Objective

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

## 2. Purpose

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

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

## 3. Method of Communication

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

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

Activity	Method of Communication	Responsibility
Newsletter	Website, Mail Chimp, Hard copies at library and other community spaces	<b>TC/ASO</b>
Approved and draft minutes	Website	<b>ASO</b>
Agendas	Website/notice board. These will be published in compliance with legislation.	<b>TC/DC/ASO</b>
Supporting information for meetings (non-confidential)	Website	<b>TC/DC/ASO</b>
Council policies/procedures	Website	<b>TC/DC/ASO</b>
Annual Town Meeting	Website/social media/notice boards	<b>TC/ASO</b>
Annual Report	Using themes approved by the Town Council, the Chairman will manage presenting the Annual Report at the Annual Town Meeting.	<b>TC/M</b>
Press releases	Lincolnshire Echo	<b>TC</b>
Annual external audit	Website/notice board	<b>DC/RFO</b>
Adopted Annual Accounts	Website/notice board	<b>DC/RFO</b>
Councillor vacancies	Website/notice board/social media	<b>TC</b>
Financial statements and other financial information	Website	<b>DC/RFO</b>

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

## **4. Social Media**

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

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

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

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

## **5. Community Engagement**

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

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media, they should not attempt to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course, it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

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

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

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

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

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

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

## 6. Requests for Information

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

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

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

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

## 7. Communication by Email, Internet and Telephone Policy

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

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

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

### Email etiquette

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

- only agreed email signatures may be used by employees which must include an appropriate waiver clause.

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

### **Telephone etiquette**

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

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

## **8. General Communication Policy**

### **Introduction**

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

### **Legal requirements and restrictions**

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of

Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's Publication Scheme.

5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's Publication Scheme and available to download from the Council's website.

## Meetings

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

## Other communications with the media

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

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

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

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

# PAPER I

# Reserves Policy

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## Document History

Adopted by Council – 4 January 2023

Reviewed and Adopted -

## 1. Introduction

1.1 Gainsborough Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the Council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves. For an authority of the Council's size, it states that the lower end (three months, or 25%) is appropriate.

1.3 The Council's Internal and External Auditors review the Council's reserves and their justification annually.

1.4 This policy sets out how the Council will manage its reserves and is separate to the Council's Investments Policy which sets out how the Council will hold its reserves.

## 2. Types of Reserves

2.1 Gainsborough Town Council maintains two types of reserves: General Reserves and Earmarked Reserves.

2.2 Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement, planned property maintenance and identified projects.
- A mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend on an uncompleted project - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Developers Contributions – proceeds from developers that can only be used for specified purposes.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

2.3 General reserves represent the non-ring fenced (earmarked) balance of Council funds which do not have any restrictions as to their use. The main purposes of the general reserve is firstly to operate as a working balance to help manage the impact of uneven cash flows and avoid unnecessary temporary borrowing, secondly, to provide a contingency to cushion the impact of emerging or unforeseen events or genuine emergencies and thirdly to act in an agile manner.

2.4 In general, a robust level of reserve should be maintained and take account of operational and financial issues facing the Town Council.

## 3. General Reserve

3.1 General reserves can be used as and when required for purposes determined and approved by the Council.

3.2 The primary means of building a general reserve will be through the reallocation of funds e.g., where a project comes in under budget or through an allocation from the annual budget.



3.3 The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

3.4 Any budget surplus at the end of the financial year is transferred to general reserves.

3.5 Virements from general reserves may be approved during the financial year to fund a specific requirement or to resolve a budget deficit issue, on the approval of the Council.

3.6 The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

3.7 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

3.8 Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to always pay two month's salaries to staff and one month's financial commitments in general reserves.

#### 4. Earmarked Reserves

4.1 The Council may build up funds and establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future and are and restricted for use for a specific purpose or project.

4.2 Earmarked reserves are accounted for separately but remain legally part of the general fund. Earmarked reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes.

4.3 When an earmarked reserve is established, a clear reason/purpose should be set out, together with how and when the funds are expected to be used. It is the responsibility of the Responsible Finance Officer (RFO) to ensure funds are spent in line with their purpose. The purpose of each earmarked reserve should be reviewed annually to ensure that it is still relevant.

4.4 Where the purpose of an earmarked reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Council, be transferred to other budget headings within the revenue budget, to general reserves or to one or more other earmarked reserves.

4.5 Any decision to set up a reserve must be made by the Council.

4.6 Expenditure from earmarked reserves can only be authorised by the Council relevant Committee (see 12 of Structure and Functions).

4.7 Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

4.8 All earmarked reserves are recorded on the finance software which lists the various earmarked reserves and the purpose for which they are held.

4.9 The Council's current earmarked reserves are detailed at 5.1 of this policy.

## 5. Current Levels of Financial Reserves

5.1 Current level of Financial Reserves (at 1st April 202~~3~~<sup>2</sup>) The current total level of Reserves is ~~£464,094.18~~ £608,638.52.

~~£161,468.07~~ 210,953.40 General Reserves

~~£302,626.11~~ 397,685.12 Earmarked Reserves.

Reserve	Amount	Reason
<u>General Fund</u>	<u>210,953.40</u>	
<u>Mayors Charity Account</u>	<u>0.00</u>	
<u>Roses AWP Sinking Fund</u>	<u>59,500.00</u>	
<u>Roses Key Deposits</u>	<u>950.00</u>	
<u>Marshalls Key Deposits</u>	<u>700.00</u>	
<u>Levellings Key Deposit</u>	<u>0.00</u>	
<u>Allotment Officer</u>	<u>26,000.00</u>	
<u>Staff Training</u>	<u>2,000.00</u>	
<u>Community Grants</u>	<u>4,840.00</u>	
<u>Election Costs</u>	<u>22,000.00</u>	
<u>Governance Support / Recruitment</u>	<u>2,500.00</u>	
<u>Richmond House Maintenance</u>	<u>26,000.00</u>	
<u>Richmond House Conservatory replacement</u>	<u>15,000.00</u>	
<u>Richmond Park Toilet Renov</u>	<u>1,583.57</u>	
<u>Richmond Park Compound Fence</u>	<u>4,000.00</u>	
<u>General Tree Maintenance &amp; Survey</u>	<u>15,700.00</u>	
<u>General Footpath/Road Maintenance</u>	<u>38,650.00</u>	
<u>General Litter Bin refurb / replacement</u>	<u>2,000.00</u>	
<u>General Green Waste Removal</u>	<u>5,500.00</u>	
<u>Electrics, Boiler, Solar</u>	<u>5,500.00</u>	
<u>Marshalls Pavilion Maintenance</u>		
<u>Marshalls Ditch Clearance</u>	<u>8,000.00</u>	
<u>Marshalls &amp; Levellings Grounds Maint &amp; Renovations</u>	<u>2,000.00</u>	
<u>Cemetery Topple Testing</u>	<u>15,118.00</u>	
<u>Cemetery Boundary Fence Maint.</u>	<u>5,000.00</u>	
<u>Cemetery Woodland Burial</u>	<u>2,000.00</u>	
<u>Sinking Fun</u>	<u>47,000.00</u>	
<u>Cemetery Extension B Land</u>		
<u>General Play Equip Maint.</u>	<u>10,500.00</u>	
<u>Wet Pour Repairs</u>	<u>1,000.00</u>	
<u>Levellings Future Development</u>	<u>16,295.50</u>	
<u>Levellings Pavilion Maint.</u>	<u>2,217.17</u>	
<u>Levellings Defibrillator</u>	<u>400.00</u>	
<u>Aisby Walk Skate Park repairs</u>	<u>18,000.00</u>	
<u>Silver Street Sculpture Maint</u>	<u>1,000.00</u>	
<u>Allotments Site Maintenance &amp; promotion</u>	<u>6,000.00</u>	

<u>Showfield Allotment Wall Maintenance</u>	<u>2,000.00</u>	
<u>North Warren Allotment Fence</u>	<u>5,200.00</u>	
<u>Foxby Hill Allotment Asso Funds</u>	<u>108.07</u>	
<u>Kings Coronation event</u>	<u>4,012.76</u>	
<u>CIL</u>	<u>19,410.05</u>	

## 6. Review

6.1 The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be reviewed annually by the Finance and Strategy Committee.

# PAPER J