

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



FINANCE AND STRATEGY COMMITTEE AGENDA

To: Committee members:

Councillor Nigel Bowler

Councillor Caz Davies

Councillor David Dobbie

Councillor Paul Key

Councillor James Plastow

Councillor Richard Craig

Councillor Michael Devine

Councillor Richard Doy

Councillor Liam Muggridge

Notice is hereby given that a meeting of the **Finance and Strategy Committee** which will be held on **Tuesday 23 January 2024** commencing at **7:00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

AGENDA

FS24/081 Apologies for Absence

To note apologies for absence.

FS24/082 Public Participation Period

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A period of up to 15 minutes is permitted for public participation. Participants are restricted to 3 minutes each. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 3 f-i for details.

FS24/083 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

FS24/084 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

FS24/085 Items for Exclusion of Public and Press

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.

FS24/086 Minutes of the Previous Meeting

To receive the minutes of the previous Finance and Strategy Committee meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 19 December 2023 (pages 3 to 5)

FS24/087 Finance Reports

To receive and consider for approval the following financial reports:

- i. Unpaid Expenditure Transactions for 18 January 2024 **Paper B** (pages 6 to 10)
- ii. Cashbook Summary (including due and unpaid transactions) for 18 January 2024 **Paper C** (pages 11 to 12)
- iii. Budget Comparison Report (including due and unpaid transactions) for 18 January 2024 **Paper D** (pages 13 to 30)

FS24/088 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 31 December 2023 per paragraph 2.2 of Financial Regulations.

Paper E (pages 31 to 41)

FS24/089 Investment Strategy Review

To review the Investment Strategy and adopt amendments.

Paper F (pages 42 to 63)

FS24/090 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- Internal Audit Report
- Fees and Charges
- Strategic Plan
- Investments
- Registrar Lease renewal
- Additional Bank Account
- LCAS Quality Status

FS24/091 Time and Date of Next Meeting

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 20 February 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Thursday, 18 January 2024

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 19 December 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key (Chairman)

Councillor Nigel Bowler
Councillor Michael Devine
Councillor Richard Doy

Councillor Richard Craig
Councillor David Dobbie
Councillor James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

FS24/069 Apologies for Absence

Apologies for absence were received from Councillor L Muggridge.

FS24/070 Public Participation Period

No public in attendance.

FS24/071 Declarations of Interest

No declarations of interest were made.

FS24/072 Dispensation Requests

No dispensation requests were received.

FS24/073 Items for Exclusion of Public and Press

No items for exclusion of public and press.

FS24/074 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 21 November 2023 be approved as a as a true and accurate record and signed by the Chairman.

FS24/075 Finance Reports (Papers B, C & D)

RESOLVED: to **NOTE** and approve the following reports:

- i. Unpaid Expenditure Transactions for 14 December 2023
- ii. Cashbook Summary (including due and unpaid transactions) for 14 December 2023

Initialled:

iii. Budget Comparison Report (including due and unpaid transactions) for 14 December 2023

FS24/076 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 30 November 2023.

FS24/077 Ear Marked Reserves (Paper F)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to **NOTE** current status of the ear marked reserves and approve amendments.

FS24/078 Draft 2024 / 2025 Budget (Paper G)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve the budget as presented, representing a total budget requirement and precept demand of £645,316.

Note: Councillor Dobbie abstained from voting.

FS24/079 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- Internal Audit Report
- Strategic Plan
- Investments & Investment Strategy review
- Registrar Lease renewal
- Additional Bank Account
- LCAS Quality Status

FS24/080 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 23 January 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:28pm

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

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21005	BP231220U	12/12/2023	£1,680.00	£280.00	£1,400.00	1,680.00	Cemetery Development Services Ltd - x10 Site layout plans	General Cemetery	
21015	BP231220V	08/12/2023	£326.14	£54.36	£271.78	326.14	Chubb Fire & Security Ltd - Fire alarm maintenance	Richmond House	16/01/24 - 15/01/25
21016	BP231220N	15/12/2023	-£44.99	-£7.50	-£37.49	-44.99	Viking Direct - Return of envelopes T20994	Stationery	
21017	BP231220L	18/12/2023	£123.48	£20.58	£102.90	123.48	Landscape Supply Company - Wheelbarrow HÆMMERLIN® Green Barrow with Pneumatic Tyre 3ft /90ltr	New grounds equipment	
21018	BP231220T	13/12/2023	£41.00	£6.83	£34.17	41.00	Trade UK - Paint and brushes	NW Allotments	
21019	BP231220M	12/12/2023	£75.96	£12.66	£63.30	75.96	Peacock and Binnington - 2 chainsaw chains (30cm 1/4p) and 5litre chainsaw oil.	Equipment maintenance	
21021	BP231220W	19/12/2023	£273.60	£45.60	£228.00	273.60	Rigel Wolf Ltd - Quarterly payroll	Payroll services	
21033	BP2401	31/12/2023	£20.72	£3.45	£17.27	20.72	Generation (UK) Ltd - X6 Heras panels (31 days)	Richmond Park	
21034	BP2401	21/12/2023	£523.14	£87.19	£435.95		F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
21035	BP2401	21/12/2023	£501.35	£83.56	£417.79		F5 Computing Ltd - Watchguard Firewall renewal	IT Services	
21036	BP2401	21/12/2023	£72.00	£12.00	£60.00	1,096.49	F5 Computing Ltd - Domain registration	IT Services	
21037	BP2401	31/12/2023	£3,480.00	£580.00	£2,900.00	3,480.00	Glendale Managed Services Ltd - Hedge cutting	Love Lane, North Warren, Sptal Hill & Foxby Hill Allotments	
21038	BP2401	31/12/2023	£272.25	£45.37	£226.88	272.25	High Street Garage - Fuel	Fuel	
21039	BP2401	29/12/2023	£4,632.00	£772.00	£3,860.00	4,632.00	SDB Roofiing Specialists Ltd T/A Otter Roofing - To supply and install 1 new EPDM Rubberbond flat roof to bowls shed	Marshalls Bowls Shed	
21040	BP2401	21/12/2023	£1,200.00	£200.00	£1,000.00	1,200.00	Donald Insall Associates - Undertake quinquennial inspection and prepare report	General Cemetery chapel	
21041	BP2401	03/10/2023	£151.08	£25.18	£125.90	151.08	Elite Workwear UK - Work jackets (CT, DB), Waterproof trousers (CT, DB)	Staff Workwear	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21042	BP2401	21/12/2023	£265.20	£44.20	£221.00	265.20	The Great Outdoor Gym Company - Chest Press/Seated Row Saddle Seat x 1, Cross Trainer Hand Grips x 6, Welcome Signs x 2	Play Area Maintenance	
21046	BP2401	02/01/2024	£9.99	£1.66	£8.33	9.99	Trade UK - Fluorescein Drain Dye 133g	Love Lane Allotments	
21047	BP2401	04/01/2024	£100.00	£16.67	£83.33		West Lindsey District Council - Defib Maintenance service	Richmond Park	
21048	BP2401	04/01/2024	£100.00	£16.67	£83.33	200.00	West Lindsey District Council - Defib Maintenance service	Marshalls	
21052	BP2401	05/01/2024	£4,980.00	£830.00	£4,150.00	4,980.00	ART Demolition Ltd - Excavate mound and remove asbestos cement, provide soil samples post removal	Love Lane Allotments	
21053	BP2401	27/12/2023	£1,200.00	£200.00	£1,000.00	1,200.00	Retford Memorials - Grave digging (XLNC0057, XJCO0025), plus soil heap	General Cemetery	
21054	BP2401	08/01/2024	£600.00	£100.00	£500.00	600.00	B & B Tree Specialists - Cut up and move fallen Elm Tree	General Cemetery	
21059	BP2401	29/12/2023	£40.67	£0.00	£40.67	40.67	All Saints' Parish Church - 1/3 of the cost to Remembrance order of service booklet	Remembrance Sunday	
21060	BP2401	05/01/2024	£2,682.74	£0.00	£2,682.74	2,682.74	Lincolnshire Association of Local Councils - Subscription for 14312 electorate and NALC	Subscriptions	
21061	BP2401	12/01/2024	£5,239.74	£873.29	£4,366.45	5,239.74	Broxap Ltd - x10 Broxaps Derby Double E Recycling 120ltr Bin and fixing kits	General Cemetery	
21068	BP2401	18/01/2024	£693.36	£115.56	£577.80	693.36	Surestaff Lincs Ltd - Agency staff x1	Employee Costs	
21049	CC2402	29/12/2023	£19.97	£3.33	£16.64	19.97	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
21029	DD2312	24/12/2023	£93.50	£15.58	£77.92	93.50	Stallard Kane Associates Ltd - Employment law services	HR Services	Monthly
21006	DD2401	01/01/2024	£255.23	£0.00	£255.23		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
21007	DD2401	01/01/2024	£43.98	£0.00	£43.98		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21008	DD2401	01/01/2024	£38.57	£0.00	£38.57	337.78	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
21011	DD2401	01/01/2024	£72.00	£0.00	£72.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
21012	DD2401	01/01/2024	£557.00	£0.00	£557.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
21013	DD2401	01/01/2024	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
21014	DD2401	01/01/2024	£258.00	£0.00	£258.00	1,823.00	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
21025	DD2401	14/12/2023	£396.42	£66.07	£330.35		British Gas Business - Gas usage	Richmond House	11/11/23 - 10/12/23
21026	DD2401	02/01/2024	£37.39	£1.78	£35.61		British Gas Business - Electricity usage	Levellings's	30/11/23 - 31/12/23
21027	DD2401	02/01/2024	£42.56	£2.03	£40.53		British Gas Business - Electricity usage	Marshalls External Changing	30/11/23 - 31/12/23
21028	DD2401	02/01/2024	£105.64	£5.03	£100.61		British Gas Business - Electricity usage	Richmond House Flat	30/11/23 - 31/12/23
21056	DD2401	03/01/2024	£528.56	£88.09	£440.47		British Gas Business - Electricity Usage	Marshalls Main Pavilion	1/12/23 - 31/12/23
21050	DD2401	08/01/2024	£11.98	£0.57	£11.41		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	4/12/23 - 6/1/24
21051	DD2401	08/01/2024	£11.98	£0.57	£11.41		British Gas Business - Electricity usage	General Cemetery	4/12/23 - 6/1/24
21064	DD2401	10/01/2024	£255.37	£12.16	£243.21		British Gas Business - Electricity usage	Richmond Park Greenhouse	5/12/23 - 7/1/24
21065	DD2401	03/01/2024	£325.24	£54.20	£271.04	1,715.14	British Gas Business - Gas usage	Richmond House	11/12/23 - 31/12/23
21009	DD2401	18/12/2023	£1,471.63	£245.27	£1,226.36		Opus Energy - Gas Usage	Marshalls Main Pavilion	17/11/23 - 17/12/23
21010	DD2401	18/12/2023	£49.08	£2.34	£46.74		Opus Energy - Gas Usage	Levellings	17/11/23 - 17/12/23
21067	DD2401	08/01/2024	£351.20	£58.53	£292.67	1,871.91	Opus Energy - Electricity Usage	Richmond House Main House	6/12/23 - 7/1/24
21032	BP2401	28/12/2023	£10.27	£0.00	£10.27		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/10/23 - 26/12/23
21058	BP2401	09/01/2024	£51.04	£0.00	£51.04		Water Plus Ltd - Used water & surface water drainage	Richmond Park	1/12/23 - 7/1/24
21044	BP2401	03/01/2024	£25.27	£0.00	£25.27		Water Plus Ltd - Used water & surface water drainage	Marshalls	1/12/23 - 1/1/24
21045	BP2401	03/01/2024	£8.03	£0.00	£8.03	94.61	Water Plus Ltd - Used water & surface water drainage	Levellings's	1/12/23 - 1/1/24
21031	DD2401	15/12/2023	£389.55	£0.00	£389.55		Anglian Water Business (National) Ltd - Water charges	Spital Hill Allotments	15/9/23 - 14/12/23
21057	DD2401	03/01/2024	£42.38	£7.06	£35.32	431.93	Anglian Water Business (National) Ltd - Water charges	Foxby Hill Allotments	1/10/23 - 31/12/23
21043	DR2401	16/12/2023	£19.41	£0.00	£19.41	19.41	HSBC - Bank charges	Bank Charges	17/11/23 - 16/12/23

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21063	DD2401	09/01/2024	£154.74	£25.79	£128.95	154.74	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
21066	DD2401	11/01/2024	£95.32	£15.89	£79.43	95.32	EE Ltd - X4 mobiles	Mobiles	Monthly
21062	DD2401	10/01/2024				368.16	Unicom - Landline, broadband & electricity charges		
		1	£60.58	£10.10	£50.48		Alarmline	Richmond House	
		2	£62.72	£10.45	£52.27		CCTV Broadband & Phoneline	Richmond House	
		3	£61.72	£10.29	£51.43		CCTV Broadband & Phoneline	Marshalls	
		4	£112.31	£5.35	£106.96		Electricity (Lewis Street)	Xmas light Electricity	1/12/23 - 1/1/24
		5	£70.83	£3.37	£67.46		Electricity (Trinity Street)	Xmas light Electricity	1/12/23 - 1/1/24
21030	DD2401	18/12/2023	£403.65	£67.28	£336.37	403.65	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/1/24 - 1/2/24
21024	DD2401	02/01/2024	£271.10	£45.18	£225.92	271.10	Novuna Vehicle Solutions - Citroen Berlingo Lease	Vehicle Expenses	23/01/24 - 22/02/24
21055	DD2401	02/01/2024	£273.59	£45.60	£227.99	273.59	Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/01/24 - 14/02/24
21023	DD2401	02/01/2024	£153.54	£25.58	£127.96	153.54	Fuelgenie - Fuel usage	Vehicle Expenses	1/12/23 - 31/12/23
21020	BP231219	01/12/2023				27,771.41	Rigel Wolf Ltd - December Payroll		
		1	£22,818.36	0.00	£22,818.36		December Payroll	Gross Salary	
		2	£2,045.43	0.00	£2,045.43		December Payroll	Employer NI	
		3	£2,907.62	0.00	£2,907.62		December Payroll	Employer Pension Cont	
				£5,246.82	£59,891.37	£65,138.19			
Chairman Signature _____						RFO Signature _____		Date _____	

PAPER C

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 18/01/24 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	£41,066.72	£0.00	£41,066.72
Administration	£90,713.96	£0.00	£90,713.96
Mayors Charity	£100.00	£0.00	£100.00
Events	£2,052.40	£0.00	£2,052.40
Grounds Maintenance	£5,938.97	£0.00	£5,938.97
Richmond Park & House	£13,378.42	£0.00	£13,378.42
Sports Grounds	£43,192.80	£0.00	£43,192.80
Play Areas	£8,000.00	£0.00	£8,000.00
Allotments	£3,531.20	£0.00	£3,531.20
Precept	£612,885.00	£0.00	£612,885.00
Community Infrastructure Levy	£15,212.37	£0.00	£15,212.37
Total Receipts	<u>£836,071.84</u>	<u>£0.00</u>	<u>£836,071.84</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£31,681.25	£4,214.91	£35,896.16
Administration	£32,441.10	£3,750.88	£36,191.98
Events	£5,142.51	£497.87	£5,640.38
Employee Costs	£247,206.38	£1,102.96	£248,309.34
Grounds Maintenance	£40,455.27	£8,071.00	£48,526.27
Richmond Park & House	£33,840.99	£4,146.86	£37,987.85
Sports Grounds	£30,507.60	£3,463.98	£33,971.58
Play Areas	£2,196.60	£427.32	£2,623.92
Allotments	£12,788.28	£1,859.49	£14,647.77
Public Realm	£2,570.84	£340.88	£2,911.72
Christmas Lights	£24,705.41	£4,224.09	£28,929.50
Ear Marked Reserves	£140,499.27	£43,378.47	£183,877.74
Total Payments	<u>£604,035.50</u>	<u>£75,478.71</u>	<u>£679,514.21</u>

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£726,140.14
Petty Cash	£100.00
	<u>£726,240.14</u>
Total	<u>£726,240.14</u>

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

Signed _____

PAPER D

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

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

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Employee Costs					
Expenditure					
1000	Payroll	£334,000.00	£241,292.20	£92,707.80	25.06%
1010	Travel and Training	£5,600.00	£3,485.32	£2,114.68	37.76%
1020	Workwear & ID	£3,450.00	£2,428.86	£1,021.14	31.42%
Total Expenditure		<u>£343,050.00</u>	<u>£247,206.38</u>	<u>£95,843.62</u>	<u>25.30%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Administration					
Income					
201	VAT overclaim	£0.00	£0.00	£0.00	0.00%
205	Bank Interest	£8,000.00	£11,541.78	£3,541.78	885.45%
210	Insurance Reimbursement (GTF)	£1,558.00	£1,557.91	-£0.09	-0.01%
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%
Total Income		£9,558.00	£13,099.69	£3,541.69	179.33%
Expenditure					
2000	Office Supplies & Telecom	£12,100.00	£8,987.29	£3,112.71	27.26%
2010	Publicity	£420.00	£0.00	£420.00	100.00%
2020	Subscriptions	£3,138.00	£3,020.74	£117.26	3.73%
2030	Democratic & Civic	£4,886.00	£1,121.90	£3,764.10	78.01%
2040	Grants	£2,000.00	£2,000.00	£0.00	0.00%
2060	Insurance	£12,100.00	£12,082.06	£17.94	0.14%
2070	HR & Finances	£6,270.00	£2,988.39	£3,281.61	50.22%
2080	Legal Fees	£3,000.00	£1,317.20	£1,682.80	112.19%
Total Expenditure		£43,914.00	£31,517.58	£12,396.42	28.88%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Grounds Maintenance					
Income					
300	Vehicle Hire	£0.00	£0.00	£0.00	0.00%
310	LCC Contribution towards Highway Verge Cutting	£5,814.00	£5,814.17	£0.17	0.00%
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	0.00%
330	Scrap	£0.00	£124.80	£124.80	100.00%
Total Income		£5,814.00	£5,938.97	£124.97	2.34%
Expenditure					
3000	Vehicle Costs	£19,000.00	£13,291.48	£5,708.52	18.59%
3010	Grounds Maintenance - All Sites	£38,950.00	£25,013.64	£13,936.36	41.05%
3020	Cleaning Products	£1,700.00	£1,429.18	£270.82	22.57%
Total Expenditure		£59,650.00	£39,734.30	£19,915.70	30.24%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Richmond Park & House					
Income					
400	Richmond Park	£13,335.00	£8,835.00	-£4,500.00	-52.72%
Total Income		<u>£13,335.00</u>	<u>£8,835.00</u>	<u>-£4,500.00</u>	<u>-52.72%</u>
Expenditure					
4000	Richmond Park & House	£70,786.00	£33,453.86	£37,332.14	70.77%
Total Expenditure		<u>£70,786.00</u>	<u>£33,453.86</u>	<u>£37,332.14</u>	<u>70.77%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Sports Grounds					
Income					
500	Roses	£7,750.00	£7,750.00	£0.00	0.00%
510	Marshalls	£15,243.00	£11,114.95	-£4,128.05	-24.23%
520	Levellings	£1,400.00	£755.50	-£644.50	-64.45%
Total Income		<u>£24,393.00</u>	<u>£19,620.45</u>	<u>-£4,772.55</u>	<u>-18.51%</u>
Expenditure					
5000	Roses	£0.00	£0.00	£0.00	0.00%
5010	Marshalls	£47,202.00	£26,914.48	£20,287.52	52.05%
5020	Levellings	£10,365.00	£2,576.57	£7,788.43	217.49%
Total Expenditure		<u>£57,567.00</u>	<u>£29,491.05</u>	<u>£28,075.95</u>	<u>65.97%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Cemetery					
Income					
600	General Cemetery	£46,528.00	£35,172.47	-£11,355.53	-25.12%
610	North Warren Cemetery	£0.00	£0.00	£0.00	0.00%
Total Income		<u>£46,528.00</u>	<u>£35,172.47</u>	<u>-£11,355.53</u>	<u>-25.12%</u>
Expenditure					
6000	General Cemetery	£71,590.00	£30,872.76	£40,717.24	78.53%
6010	North Warren Cemetery	£1,365.00	£720.52	£644.48	48.10%
Total Expenditure		<u>£72,955.00</u>	<u>£31,593.28</u>	<u>£41,361.72</u>	<u>77.77%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Play Areas					
Income					
700	Funding	£8,000.00	£8,000.00	£0.00	0.00%
Total Income		£8,000.00	£8,000.00	£0.00	0.00%
Expenditure					
7000	Play Equipment Maintenance	£1,000.00	£454.60	£545.40	54.54%
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00	100.00%
7010	Levellings	£0.00	£0.00	£0.00	0.00%
7020	Aisby Walk	£2,000.00	£948.00	£1,052.00	52.60%
7030	Danes Road	£20.00	£20.00	£0.00	0.00%
7040	Mayflower Close	£0.00	£0.00	£0.00	0.00%
7050	Sandsfield Lane North	£0.00	£0.00	£0.00	0.00%
7080	St Georges	£0.00	£0.00	£0.00	0.00%
7090	Play Area Inspections	£1,125.00	£774.00	£351.00	46.80%
Total Expenditure		£5,145.00	£2,196.60	£2,948.40	62.07%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Allotments					
Income					
800	Allotments	£2,870.00	£2,938.96	£68.96	0.72%
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00	-100.00%
Total Income		£4,120.00	£2,938.96	-£1,181.04	-10.95%
Expenditure					
8000	Foxby Hill	£3,813.00	£3,229.89	£583.11	21.01%
8010	Love Lane	£11,923.00	£6,358.49	£5,564.51	47.97%
8020	North Warren	£2,245.00	£254.17	£1,990.83	194.23%
8030	Showfield	£1,025.00	£436.66	£588.34	57.40%
8040	Spital Hill	£2,613.00	£2,002.02	£610.98	43.64%
8050	Love Lane Garage Site	£200.00	£0.00	£200.00	100.00%
8060	All Sites	£5,412.00	£0.00	£5,412.00	91.73%
Total Expenditure		£27,231.00	£12,281.23	£14,949.77	62.49%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Public Realm					
Income					
900	Corringham Road Roundabout	£0.00	£0.00	£0.00	0.00%
910	War Memorial Project	£0.00	£0.00	£0.00	0.00%
920	Bus Shelters	£0.00	£0.00	£0.00	0.00%
Total Income		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>
Expenditure					
9000	Roundabouts / Islands	£0.00	£0.00	£0.00	0.00%
9010	Street Furniture	£2,755.00	£1,030.60	£1,724.40	65.32%
9020	War Memorial	£400.00	£385.00	£15.00	3.75%
9030	Gainsborough in Bloom	£0.00	£0.00	£0.00	0.00%
9040	Community Rail Partnership	£0.00	£0.00	£0.00	0.00%
Total Expenditure		<u>£3,155.00</u>	<u>£1,415.60</u>	<u>£1,739.40</u>	<u>57.22%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Events					
Income					
1005	Richmond Park	£0.00	£0.00	£0.00	0.00%
1015	Marshalls Sports Ground	£552.40	£552.40	£0.00	0.00%
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00	0.00%
1040	Aisby Walk Playing Field	£1,000.00	£500.00	-£500.00	-100.00%
Total Income		£2,552.40	£2,052.40	-£500.00	-33.33%
Expenditure					
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	£5,132.40	£5,000.00	£132.40	2.65%
10040	Remembrance Sunday	£100.00	£142.51	-£42.51	-14.17%
10050	Local Event Support	£3,000.00	£0.00	£3,000.00	100.00%
Total Expenditure		£11,732.40	£5,142.51	£6,589.89	55.85%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Christmas Lights					
Income					
1100	Shop Christmas Tree Scheme	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	0.00%
Expenditure					
11000	Switch On Event	£5,000.00	£142.56	£4,857.44	97.15%
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	£1,000.00	-£1,000.00	100.00%
11050	Blachere Contract	£21,500.00	£19,497.48	£2,002.52	9.31%
11055	Electrical Contractor for potential use of old lights	£0.00	£0.00	£0.00	0.00%
11060	Trinty Street Electricity	£2,000.00	£1,875.28	£124.72	62.36%
11070	Lamp Post Electricity	£1,000.00	£616.42	£383.58	191.79%
Total Expenditure		£32,000.00	£24,705.41	£7,294.59	22.51%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	Bal %age
Community Infrastructure Levy Income				
14000 CIL	£0.00	£15,212.37	£15,212.37	100.00%
Total Income	£0.00	£15,212.37	£15,212.37	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	Bal %age
Ear Marked Reserves				
Expenditure				
12000 Ear Marked Reserves	£608,638.52	£139,601.27	£469,037.25	77.06%
Total Expenditure	<u>£608,638.52</u>	<u>£139,601.27</u>	<u>£469,037.25</u>	<u>77.06%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	Bal %age
Neighbourhood Plan				
Income				
1300 Neighbourhood Plan	£0.00	£0.00	£0.00	0.00%
Total Income	£0.00	£0.00	£0.00	0.00%
Expenditure				
13000 Neighbourhood Plan	£0.00	£0.00	£0.00	0.00%
Total Expenditure	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Mayors Charity					
Income					
1200	Events & Donations	£0.00	£100.00	£100.00	100.00%
Total Income		£0.00	£100.00	£100.00	100.00%
Expenditure					
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%
Total Expenditure		£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 18/01/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	Bal %age
Total Income	£727,185.40	£723,855.31		
Total Expenditure	£1,335,823.92	£598,339.07		
Total Net Balance	-£608,638.52	£125,516.24		

PAPER E

Bank Account Reconciled Statement

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

Statement Number	131	Bank Statement No.	131
Statement Opening Balance	£733,422.18	Opening Date	01/12/23
Statement Closing Balance	£680,250.77	Closing Date	31/12/23
True/ Cashbook Closing Balance	£680,250.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/12/23	DD231201	Novuna Vehicle Solutions	271.10	0.00	733,151.08
01/12/23	DD231201B	West Lindsey District Council	343.20	0.00	732,807.88
01/12/23	DD231201C	Lex Autolease Limited	403.65	0.00	732,404.23
04/12/23	CR231204	Slimming World	0.00	133.40	732,537.63
04/12/23	DD231204	Opus Energy	332.98	0.00	732,204.65
04/12/23	DD231204B	British Gas Business	161.00	0.00	732,043.65
05/12/23	CC231205	Multiple Suppliers/ Customers	409.70	0.00	731,633.95
06/12/23	CR231206	Plot 270	0.00	20.42	731,654.37
07/12/23	BP231207	National Rock Salt	1,592.00	0.00	730,062.37
08/12/23	DR231208	HSBC	8.00	0.00	730,054.37
11/12/23	CR231211	Slimming World	0.00	133.40	730,187.77
13/12/23	CR231213	Cliff Bradley & Sons Ltd	0.00	1,472.94	731,660.71
13/12/23	CR231213B	Cliff Bradley & Sons Ltd	0.00	1,267.90	732,928.61
13/12/23	CR231213C	██████████	0.00	100.00	733,028.61
13/12/23	DD231213	Fuelgenie	101.53	0.00	732,927.08
15/12/23	CR231215	Samuel Jacob Memorials Ltd	0.00	509.82	733,436.90
15/12/23	CR231215B	Samuel Jacob Memorials Ltd	0.00	313.58	733,750.48
15/12/23	CR231215C	Samuel Jacob Memorials Ltd	0.00	224.91	733,975.39
15/12/23	DD231215	Arval UK Ltd	273.59	0.00	733,701.80
15/12/23	DD231215B	Integrating Solutions Ltd	114.44	0.00	733,587.36
15/12/23	DD231215C	West Lindsey District Council	72.00	0.00	733,515.36
15/12/23	DD231215D	West Lindsey District Council	557.00	0.00	732,958.36
15/12/23	DD231215E	West Lindsey District Council	936.00	0.00	732,022.36
15/12/23	DD231215F	West Lindsey District Council	258.00	0.00	731,764.36
17/12/23	CR231217	HSBC	0.00	3,851.94	735,616.30
18/12/23	CR231218	Slimming World	0.00	133.40	735,749.70
18/12/23	CR231218B	E Rayner & Son	0.00	60.00	735,809.70
18/12/23	DD231218	British Gas Business	178.66	0.00	735,631.04

Bank Account Reconciled Statement

18/12/23	DD231218B	British Gas Business	39.28	0.00	735,591.76
18/12/23	DD231218C	British Gas Business	49.68	0.00	735,542.08
18/12/23	DD231218D	Anglian Water Business (National) Ltd	27.07	0.00	735,515.01
18/12/23	DD231218E	Anglian Water Business (National) Ltd	44.89	0.00	735,470.12
19/12/23	BP231219	Rigel Wolf Ltd	27,771.41	0.00	707,698.71
19/12/23	DD231219	EE Ltd	96.73	0.00	707,601.98
20/12/23	BP231220	James Broadbent Plumbing & Heating Ltd	1,058.00	0.00	706,543.98
20/12/23	BP231220B	A Price Electrical Ltd	1,391.30	0.00	705,152.68
20/12/23	BP231220C	Elite Workwear UK	36.00	0.00	705,116.68
20/12/23	BP231220D	F5 Computing Ltd	698.34	0.00	704,418.34
20/12/23	BP231220E	Retford Memorials	1,260.00	0.00	703,158.34
20/12/23	BP231220F	Cemetery Development Services Ltd	1,800.00	0.00	701,358.34
20/12/23	BP231220G	Fineturf	738.00	0.00	700,620.34
20/12/23	BP231220H	Hemswell Surfacing Ltd	5,700.00	0.00	694,920.34
20/12/23	BP231220I	Origin Amenity Solutions	840.00	0.00	694,080.34
20/12/23	BP231220J	Ibwest Ltd	384.00	0.00	693,696.34
20/12/23	BP231220K	DS Heating & Plumbing	240.00	0.00	693,456.34
20/12/23	BP231220L	Landscape Supply Company	278.28	0.00	693,178.06
20/12/23	BP231220M	Peacock and Binnington	197.22	0.00	692,980.84
20/12/23	BP231220N	V king Direct	188.90	0.00	692,791.94
20/12/23	BP231220O	Generation (UK) Ltd	20.05	0.00	692,771.89
20/12/23	BP231220P	Blachere Illumination UK Limited	6,138.06	0.00	686,633.83
20/12/23	BP231220Q	Mayo Crane Hire Ltd	420.00	0.00	686,213.83
20/12/23	BP231220R	Cleaning Supplies 4U	121.82	0.00	686,092.01
20/12/23	BP231220S	D.T Lobley Plumbing and Heating Services	353.60	0.00	685,738.41
20/12/23	BP231220T	Trade UK	296.90	0.00	685,441.51
20/12/23	BP231220U	Cemetery Development Services Ltd	1,680.00	0.00	683,761.51
20/12/23	BP231220V	Chubb Fire & Security Ltd	326.14	0.00	683,435.37
20/12/23	BP231220W	Rigel Wolf Ltd	273.60	0.00	683,161.77
20/12/23	BP231220X	Nsure Environmental	440.00	0.00	682,721.77
20/12/23	BP231220Y	Water Plus Ltd	214.94	0.00	682,506.83
20/12/23	BP231220Z	Water Plus Ltd	23.81	0.00	682,483.02
20/12/23	BP231220ZA	Water Plus Ltd	13.96	0.00	682,469.06
20/12/23	DD231220	Anglian Water Business (National) Ltd	422.45	0.00	682,046.61

Bank Account Reconciled Statement

20/12/23	DD231220B	Anglian Water Business (National) Ltd	78.73	0.00	681,967.88
20/12/23	DD231220C	Unicom	341.35	0.00	681,626.53
21/12/23	DD231221	Opus Energy	295.40	0.00	681,331.13
22/12/23	DD231222	British Gas Business	495.52	0.00	680,835.61
22/12/23	DD23222B	British Gas Business	8.86	0.00	680,826.75
27/12/23	CR231227	Slimming World	0.00	133.40	680,960.15
27/12/23	DD231227	British Gas Business	123.28	0.00	680,836.87
27/12/23	DD231227B	British Telecommunications Plc	154.82	0.00	680,682.05
27/12/23	DD231227C	Stallard Kane Associates Ltd	93.50	0.00	680,588.55
29/12/23	DD231229	West Lindsey District Council	337.78	0.00	680,250.77

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	61526.52	8355.11

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	65,554.81
Payments Out	65,554.81
Closing Balance	10,000.00

29 November to 28 December 2023

International Bank Account Number

GB60HBUK40220151418890

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

51418890 824

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Nov 23	BALANCE BROUGHT FORWARD			10,000.00
01 Dec 23	DD NOVUNA	271.10		
	DD WEST LINDSEY DISTR	343.20		
	DD LEX AUTOLEASE	403.65		
	TFR TRANSFER 03662918		1,017.95	10,000.00
04 Dec 23	DD OPUS ENERGY GAS SU	332.98		
	DD BRITISH GAS BUSINE	161.00		
	CR [REDACTED]			
	SLIMMING WORLD REN		133.40	
	TFR TRANSFER 03662918		360.58	10,000.00
05 Dec 23	DD COMMERCIAL CARD	409.70		
	TFR TRANSFER 03662918		409.70	10,000.00
06 Dec 23	CR CASH IN P.O. DEC06			
	13 MARKET ST@15:25			
	465941XXXXXX6651		20.42	
	TFR TRANSFER 03662918	20.42		10,000.00
07 Dec 23	BP Nobridge Ltd			
	2865	1,592.00		
	TFR TRANSFER 03662918		1,592.00	10,000.00
08 Dec 23	DR TOTAL CHARGES			
	TO 16NOV2023	8.00		
	TFR TRANSFER 03662918		8.00	10,000.00
11 Dec 23	CR [REDACTED]			
	SLIMMING WORLD REN		133.40	
	TFR TRANSFER 03662918	133.40		10,000.00
13 Dec 23	DD WL ITS FUELGENIE	101.53		
	CR C BRDLEY+SNS LTD			
	INVOICE C71		1,472.94	
	BALANCE CARRIED FORWARD			11,371.41

29 November to 28 December 2023

Your Statement

Account Name
 Gainsborough Town Council

Sortcode 40-22-01 **Account Number** 51418890 **Sheet Number** 825

Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			11,371.41
	CR C BRDLEY+SNS LTD INVOICE C71		1,472.94	
	BP Cliff Bradley & So C71	1,472.94		
	CR C BRDLEY+SNS LTD INVOICE C70		1,267.90	
	CR [REDACTED] FOR TIM FROM HOLLY		100.00	
15 Dec 23	TFR TRANSFER 03662918	2,739.31		10,000.00
	DD ARVAL UK LTD	273.59		
	DD INTEGRATING SOLUTI	114.44		
	DD WEST LINDSEY DC	72.00		
	DD WEST LINDSEY DC	557.00		
	DD WEST LINDSEY DC	936.00		
	DD WEST LINDSEY DC	258.00		
	BP SAMUEL JACOB 4096		509.82	
	BP SAMUEL JACOB 4102		313.58	
	BP SAMUEL JACOB 4098		224.91	
18 Dec 23	TFR TRANSFER 03662918		1,162.72	10,000.00
	DD BRITISH GAS	178.66		
	DD BRITISH GAS	39.28		
	DD BRITISH GAS	49.68		
	DD ANGLIAN WATER BUSI	27.07		
	DD ANGLIAN WATER BUSI	44.89		
	CR [REDACTED] SLIMMING WORLD REN		133.40	
	BP E. Rayner & 4103		60.00	
19 Dec 23	TFR TRANSFER 03662918		146.18	10,000.00
	DD EE LIMITED	96.73		
	TFR 402201 03662918 INTERNET TRANSFER		27,000.00	
	BP RIGEL WOLF CLIENT GTC PAYROLL	27,771.41		
20 Dec 23	TFR TRANSFER 03662918		868.14	10,000.00
	DD ANGLIAN WATER BUSI	422.45		
	DD ANGLIAN WATER BUSI	78.73		
	DD UNICOM	341.35		
	TFR 402201 03662918 INTERNET TRANSFER		25,000.00	
	BALANCE CARRIED FORWARD			34,157.47

29 November to 28 December 2023

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 826

Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			34,157.47
BP	James Broadbent Pl 6734	1,058.00		
BP	A PRICE ELECTRICAL GAINS TOWN COUNCIL	1,391.30		
BP	Brexons Workwear L 56922	36.00		
BP	F5 COMPUTING LTD GAINS TOWN COUNCIL	698.34		
BP	Retford Memorials 68/23	1,260.00		
BP	Cemetery Developme 74585	1,800.00		
BP	S Hutton Limited 8773	738.00		
BP	Hemswell Surfacing 739401	5,700.00		
BP	Origin Amenity Sol OAC03732	840.00		
BP	IBWEST SECURITY SE GAINSBORO TOWN COU	384.00		
BP	██████████ GAINS TOWN COUNCIL	240.00		
BP	LANDSCAPE SUPPLY C GAI001	278.28		
BP	PEACOCK & BINNINGT 6159	197.22		
BP	Viking Office UK L 1354765	188.90		
BP	Generation UK Ltd GAI006	20.05		
BP	Blachere Illuminat CGAINTC	6,138.06		
BP	Mayo Crane Hire Lt 154105	420.00		
BP	CLEANING SUPPLIES ITGAIN00	121.82		
BP	D.T Lobley Plumbin Gains Town Council	353.60		
BP	Screwfix Direct Lt 6331640014561849	296.90		
BP	Cemetery Developme 74623	1,680.00		
BP	CHUBB FIRE & SECUR 52071549	326.14		
	BALANCE CARRIED FORWARD			9,990.86

29 November to 28 December 2023

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 827

Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			9,990.86
	BP RIGEL WOLF LTD G0007	273.60		
	BP Nsure.Environmenta GC1	440.00		
	BP WATER PLUS 0880007483	214.94		
	BP WATER PLUS 7001587165	23.81		
	BP WATER PLUS 7001679673	13.96		
21 Dec 23	TFR TRANSFER 03662918		975.45	10,000.00
	DD OPUS ENERGY LTD	295.40		
22 Dec 23	TFR TRANSFER 03662918		295.40	10,000.00
	DD BRITISH GAS	10.53		
	DD BRITISH GAS	8.86		
	DD BRITISH GAS BUSINE	484.99		
27 Dec 23	TFR TRANSFER 03662918		504.38	10,000.00
	DD BRITISH GAS	123.28		
	DD BT GROUP PLC	154.82		
	DD STALLARD KANE ASSO	93.50		
	CR XXXXXXXXXX			
	SLIMMING WORLD REN		133.40	
28 Dec 23	TFR TRANSFER 03662918		238.20	10,000.00
	BALANCE CARRIED FORWARD			10,000.00

Information about the Financial Services Compensation Scheme

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

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

40-22-01 51418890

Business C/A · Gains Twn Cn



GBP 9,921.98

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 Dec 2023 to 31 Dec 2023
--------	---------	---------	----------	----------	-----------	----------------------------

Download

Advanced search

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

Date	Type	Description	Paid out	Paid in	Balance
31 Dec 2023		Balance carried forward			10,000.00
29 Dec 2023	TFR	TRANSFER 03662918		337.78	10,000.00
29 Dec 2023	DD	WEST LINDSEY DISTR	337.78		9,662.22
28 Dec 2023		Balance brought forward			10,000.00

Last updated 03 Jan 2024 15:19

Back to top



© Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information on this Site or by any hyperlinks to or from any third party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.

Your Statement

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



Account Summary

Opening Balance	723,422.18
Payments In	6,745.07
Payments Out	59,916.48
Closing Balance	670,250.77

Interest Rate - Valid as at end date of the statement period
 1.94% AER

1 December to 29 December 2023

International Bank Account Number

GB04HBUK40220103662918

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

03662918 314

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
30 Nov 23	BALANCE BROUGHT FORWARD			723,422.18
01 Dec 23	TFR TRANSFER 51418890	1,017.95		722,404.23
04 Dec 23	TFR TRANSFER 51418890	360.58		722,043.65
05 Dec 23	TFR TRANSFER 51418890	409.70		721,633.95
06 Dec 23	TFR TRANSFER 51418890		20.42	721,654.37
07 Dec 23	TFR TRANSFER 51418890	1,592.00		720,062.37
08 Dec 23	TFR TRANSFER 51418890	8.00		720,054.37
11 Dec 23	TFR TRANSFER 51418890		133.40	720,187.77
13 Dec 23	TFR TRANSFER 51418890		2,739.31	722,927.08
15 Dec 23	TFR TRANSFER 51418890	1,162.72		721,764.36
17 Dec 23	CR GROSS INTEREST TO 16DEC2023		3,851.94	725,616.30
18 Dec 23	TFR TRANSFER 51418890	146.18		725,470.12
19 Dec 23	TFR 402201 51418890 INTERNET TRANSFER	27,000.00		
	TFR TRANSFER 51418890	868.14		697,601.98
20 Dec 23	TFR 402201 51418890 INTERNET TRANSFER	25,000.00		
	TFR TRANSFER 51418890	975.45		671,626.53
21 Dec 23	TFR TRANSFER 51418890	295.40		671,331.13
22 Dec 23	TFR TRANSFER 51418890	504.38		670,826.75
27 Dec 23	TFR TRANSFER 51418890	238.20		670,588.55
29 Dec 23	TFR TRANSFER 51418890	337.78		670,250.77
29 Dec 23	BALANCE CARRIED FORWARD			670,250.77

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

1 December to 29 December 2023

Your Statement

Account Name
Gainsborough Town Council

Sortcode	Account Number	Sheet Number
40-22-01	03662918	315

Information about the Financial Services Compensation Scheme

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

PAPER F

Investment Strategy

Contents

1. Policy Aim.....	2
2. Introduction.....	2
3. Policy Statement.....	2
4. Investment Objectives	2
5. Specified Investments.....	3
6. Non-Specified Investments.....	3
7. Liquidity of Investments	3
8. Long Term Investments	3
9. Implementation	3
Investment Strategy 2019 – 2020	3
10. Regular and Year End Investment Report	4
11. Review and Amendment of Regulations.....	4
12. Monitoring.....	4

Document History

Adopted by Council – 4 September 2019

Reviewed & Adopted -

Reviewed & Adopted –

1. Policy Aim

To ensure that ~~surplus-reserve~~ funds held on behalf of the Gainsborough community are prudently invested as part of it's fiduciary duty.

2. Introduction

Gainsborough Town Council (the Council) acknowledges the importance of wisely investing the temporary surplus funds held on behalf of the community, as part of its duty to have the highest standard of care for precept payers' money.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:

- Section 15 (1) (a) of the Local Government Act 2003
- Statutory Guidance on Local Government Investments (3rd Edition)
- Guidance within ~~Governance and Accountability for Smaller Authorities JPAG~~ Practitioner's Guide March 201823.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment
- for the purpose of prudent management of its financial affairs

The Council defines its treasury management activities as “the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

3. Policy Statement

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

4. Investment Objectives

The Council's investment priorities are:

- 4.1
- the security of its reserves (to ensure that money held is protected from loss)
 - the adequate liquidity of its investments, (to ensure money is available when it is needed and not locked away)
 - the return on investment – the Council aims to get the best rate of interest that can be achieved whilst also ensuring that the investment is low risk and easy to access

4.2 All investments will be made in sterling.

4.3 The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

4.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality based on information from credit rating agencies (e.g. Standard & Poor's (S&P) Moody's and Fitch).

4.5 Investments will be spread over at least two different providers where appropriate to minimise risk.

4.6 The fundamental principle governing Gainsborough Town Councils investment criteria is the security of its investments, although investment return will be a consideration.

- For 2024-27 the Council will invest as much of its balances as possible in low risk, accessible and short-term schemes in order to achieve its investment objectives. Investment schemes will be ethical, responsible and of high credit quality, domiciled within the UK with a sovereign rating of A or higher.

5. Specified Investments

5.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

5.2 The Council, for prudent management of its treasury balances may use: -

- Treasury Deposits with UK clearing banks (of at least A- rating)
- Local Authorities or other Public Authorities
- Other approved public-sector investment funds

5.3 The choice of institution and length of deposit will be at the approval of the Finance and Strategy Management and Finance Committee.

5.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

6. Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will generally not use this type of investment. Any such investment will be subject to specific consideration and approval by Full Council.

7. Liquidity of Investments

7.1 The Council's Management and Finance and Strategy Committee in consultation with the Responsible Finance Officer / Town Clerk, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

7.2 Investments will be regarded as commencing on the date the commitment to invest is entered rather than the date on which the funds are paid over to the counterparty.

8. Long Term Investments

8.1 Long Term Investments are defined in the Guidance as greater than 3612 months.

8.2 The Council does not currently hold any funds in long term investments. Any investment greater than 3612 months will be subject to specific consideration and approval by Full Council.

9. Implementation

Investment Strategy 202419 – 20250

For 202419-250, the Council will invest as much of its balance as possible in a low risk products in order to achieve its investment objectives. The Council is mindful of the need to not make the administration of investments too complex, especially when considering the current low rates of

return and the administration costs associated with managing multiple accounts and creating new accounts. The following have been identified using Standard & Poor's (S&P) Moody's and Fitch ratings as being suitably secure in the following scenarios:

For day to day banking including current account a high degree of liquidity is required with suitable banking arrangements easy access for both deposit and withdrawal. This condition has limited the practical choice to local "High Street" banks. Gainsborough Town Council has a long-term relationship with HSBC PLC.

Business Current & Deposit Account will be held at HSBC PLC for in year finances plus not less than 3 months working capital from reserves for cash flow purposes.

The Council has significant undertakings alongside large projects for 20~~24~~¹⁹ – 20~~24~~¹⁵ and liquidity of funds is therefore a higher priority than return on investment especially when the differential in rates of interest are very modest. For general investment of reserves and other funds an interest earning account that pays a competitive return is sufficient. The Council will explore suitable arrangements again noting the need for easy access and practicality.

Investment Account to be determined

This will be for all balances not held in the Current Account (Earmarked Reserves and any remaining General Reserve not allocated to the current account).

The Responsible Finance Officer shall have delegated authority to make all necessary transfers between the accounts from time to time as necessary to meet the annual investment strategy.

10. Regular and Year End Investment Report

Investment forecasts for the coming year will be accounted for when the budget is prepared. The Responsible Finance Officer will report on investment activity to the ~~Management and Finance and Strategy~~ Committee as part of the Quarterly Financial Reporting.

11. Review and Amendment of Regulations

11.1 The ~~Annual~~ Investment Strategy must be reviewed annually and revised if considered necessary.

11.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public.

12. Monitoring

The policy will be monitored in the following ways:

MONITORING ACTIVITY	PERSON RESPONSIBLE
Quarterly checks of compliance to strategy	RFO
Twice yearly checks on compliance and review of investment	Management and Finance and Strategy Committee

~~**POLICY REVIEW**~~
~~Review due annually.~~

RELATED POLICIES & STRATEGIES

Standing Orders

Financial Regulations

APPENDIX A**Statement of reserves position at 31st March 202319**

1. At the end of 20~~2218~~/~~2319~~ financial year Gainsborough Town Council had ~~£95,983.71~~£210,953.40 in its General Reserve and ~~£214,295.36~~£397,685.12 in its Earmarked Reserves.
2. The precept of ~~£612,885~~£481,140 was received in 20~~2319~~/~~204~~.
3. The precept of ~~£645,316~~£???,??? for 20~~240~~/~~251~~ will be paid into the current account in April 20~~24~~20.
4. A report containing a summary of the reserve position was considered by ~~Management and Finance~~and Strategy Committee in ~~December 2023~~April 2019.
5. The current balance – as at date 31st March 20~~2319~~ – in each of the specified investments is as follows: -
 - Current / Deposit Account - ~~£569,616.45~~£294,708.95

STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

(3rd Edition)

Issued under section 15(1)(a) of the *Local Government Act 2003* and effective for financial years commencing on or after 1 April 2018

POWER UNDER WHICH THE GUIDANCE IS ISSUED

1. The following Guidance is issued by the Secretary of State under section 15(1)(a) of the *Local Government Act 2003*. Under that section local authorities are required to “have regard” to “such guidance as the Secretary of State may issue”.

DEFINITION OF TERMS

2. In this guidance the **2003 Act** means the *Local Government Act 2003*.
3. **Local authority** has the meaning given in section 23 of the *2003 Act*. To the extent that this guidance applies to parish councils and charter trustees (see paragraph 11) a reference to a local authority includes those councils and trustees.
4. The definition of an **investment** covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.
5. For the avoidance of doubt, the definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party. The term does not include *pension funds* or *trust fund investments*, which are subject to separate regulatory regimes and therefore are not covered by this guidance.
6. A **credit rating agency** is one of the following three companies:
 - Standard and Poor’s;
 - Moody’s Investors Service Ltd; and
 - Fitch Ratings Ltd.
7. For the purposes of this guidance a **loan** is a written or oral agreement where a local authority temporarily transfers cash to a third party, joint venture, subsidiary or associate who promises to return it according to the terms of the agreement, normally with interest. This definition does not include a loan to another local authority, which is classified as a specified investment.

8. The **Treasury Management Code** means the statutory code of practice issued by CIPFA: *“Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition”*.
9. The **Prudential Code** means the statutory code of practice, issued by CIPFA: *“The Prudential Code for Capital Finance in Local Authorities, 2017 Edition”*.
10. The **Capital Strategy** is the strategy required by the updates to the Prudential Code and Treasury Management Code.

APPLICATION

Effective date

11. This guidance applies for financial years commencing on or after 1 April 2018. It supersedes all previous editions of the Statutory Guidance on Local Authority Investments.
12. Strategies presented to Council or equivalent before 1 April 2018 but relating to 2018-19 and future financial years do not need to include all of the additional disclosures required by this edition of the guidance should it not prove practical or cost effective to do so. If a local authority chooses not to include the new disclosures in its 2018-19 Strategy, it must include the disclosures in full in the first Strategy presented to full Council or equivalent after 1 April 2018.

Local authorities

13. This guidance applies to all local authorities in England.
14. This guidance applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

KEY PRINCIPLES

Transparency and democratic accountability

15. For each financial year, a local authority should prepare at least one Investment Strategy (“the Strategy”). The Strategy should contain the disclosures and reporting requirements specified in this guidance.
16. The Strategy should be approved by the full council. For authorities without a full Council, the Strategy should be approved at the closest equivalent level. The

Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.

17. Where a local authority proposes to make a material change to its Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.
18. The Strategy should be publicly available on a local authority's website. Where a parish council or charter trustee does not maintain its own website, they should post a public notice detailing how local residents can obtain a copy of the Strategy, free of charge.
19. Where a local authority prepares a Capital Strategy in line with the requirements of the Prudential Code, a Treasury Management Strategy in line with the requirements of the Treasury Management Code, or any other publicly available document, the disclosures required to be included in the Strategy can be published in those documents instead of in the Strategy.

Contribution

20. Investments made by local authorities can be classified into one of two main categories:
 - Investments held for treasury management purposes; and
 - Other investments.
21. Where local authorities hold treasury management investments, they should apply the principles set out in the Treasury Management Code. They should disclose that the contribution that these investments make to the objectives of the local authority is to support effective treasury management activities. The only other element of this Guidance that applies to treasury management investments is the requirement to prioritise Security, Liquidity and Yield in that order of importance.
22. Local authorities should disclose the contribution that all other investments make towards the service delivery objectives and/or place making role of that local authority. It is for each local authority to define the types of contribution that investments can make and a single investment can make more than one type of contribution.

Use of indicators

23. The Strategy should include quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. This should include how investments are funded and the rate of return

received. Where investment decisions are funded by borrowing the indicators used should reflect the additional debt servicing costs taken on.

24. Local authorities should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. Whilst this guidance does not prescribe specific indicators or thresholds, the indicators used should be consistent from year to year and should be presented in a way that allows elected members and the general public to understand a local authorities' total risk exposure from treasury management and other types of investment.

25. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both its payback period and over the repayment period of any debt taken out.

Security, Liquidity and Yield

26. A prudent investment policy will have two underlying objectives:

- **Security** – protecting the capital sum invested from loss; and
- **Liquidity** – ensuring the funds invested are available for expenditure when needed.

27. The generation of **yield** is distinct from these prudential objectives. However, this does not mean that local authorities are recommended to ignore potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities.

28. When entering into treasury management investments, local authorities should consider security, liquidity and yield in that order of importance.

29. When entering into other types of investments local authorities should consider the balance between security, liquidity and yield based on their risk appetite and the contribution(s) of that investment activity.

Security

Financial Investments

30. Financial investments can fall into one of three categories:

- **Specified investments**;
- **Loans**; and
- Other **Non-specified investments**.

Specified Investments

31. An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- The investment is not a long term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option.
- The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended]*.
- The investment is made with a body or in an investment scheme described as high quality (see paragraph 33 or with one of the following bodies:
 - i. The United Kingdom Government;
 - ii. A local authority in England or Wales (as defined in section 23 of *the 2003 Act*) or a similar body in Scotland or Northern Ireland; or
 - iii. A parish council or community council.

32. For the purposes of paragraph 32 the Strategy should define high credit quality. Where this definition incorporates ratings provided by credit rating agencies paragraph 42 is relevant.

Loans

33. A local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

34. Local authorities can make such loans whilst continuing to have regard to this guidance if they can demonstrate in their Strategy that:

- Total financial exposure to these type of loans is proportionate;
- They have used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 *Financial Instruments* as adopted by proper practices to measure the credit risk of their loan portfolio;
- They have appropriate credit control arrangements to recover overdue repayments in place; and
- The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

Non-specified investments

35. A non-specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment.
36. For non-specified investments (i.e. those not meeting the criteria in paragraph 31), the Strategy should:
- Set out procedures for determining which categories of investments may be prudently used (and where these procedures involve the use of credit ratings, paragraph 32 is relevant).
 - Identify which categories of investments have been defined as suitable for use.
 - State the upper limits for the maximum amounts both individually and cumulatively that may be held in each identified category and for the overall amount held in non-specified investments and confirm that investments made have remained within those limits.

Non-financial investments

37. As defined in paragraph 4 of this guidance non-financial investments are non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally have a physical asset that can be realised to recoup the capital invested. Local authorities should consider whether the asset retains sufficient value to provide security of investment using the fair value model in *International Accounting Standard 40: Investment Property* as adapted by proper practices.
38. Where the fair value of non-financial investments is sufficient to provide security against loss, the Strategy should include a statement that a fair value assessment has been made within the past twelve months, and that the underlying assets provide security for capital investment.
39. Where the fair value of non-financial investments is no longer sufficient to provide security against loss, the Strategy should provide detail of the mitigating actions that the local authority is taking or proposes to take to protect the capital invested.
40. Where a local authority recognises a loss in the fair value of a non-financial investment as part of the year end accounts preparation and audit process, an updated Strategy should be presented to full council detailing the impact of the loss on the security of investments and any revenue consequences arising therefrom.

Risk Assessment

41. The Strategy should state the local authority's approach to assessing risk of loss before entering into and whilst holding an investment, making clear in particular:

- How it has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.
- Whether and, if so how, a local authority uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the local authority monitors and maintains the quality of advice provided by external advisors.
- To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies.
- Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change.
- What other sources of information are used to assess and monitor risk.

Liquidity

42. For financial investments that are not treasury management investments or loans the Strategy should set out the procedures for determining the maximum periods for which funds may prudently be committed and state what those maximum periods are and how the local authority will stay within its stated investment limits.
43. For non-financial investments the Strategy should set out the procedures for ensuring that the funds can be accessed when they are needed, for example to repay capital borrowed. It should also state the local authority's view of the liquidity of the investments that it holds, recognising that assets can take a considerable period to sell in certain market conditions. Where local authorities hold non-financial investment portfolios they can choose to assess liquidity by class of asset or at a portfolio level if appropriate.

Proportionality

44. Where a local authority is or plans to become dependent on profit generating investment activity to achieve a balanced revenue budget, the Strategy should detail the extent to which funding expenditure to meet the service delivery objectives and/or place making role of that local authority is dependent on achieving the expected net profit. In addition, the Strategy should detail the local authority's contingency plans should it fail to achieve the expected net profit.
45. The assessment of dependence on profit generating investments and borrowing capacity allocated to funding these should be disclosed as a minimum over the life-cycle of the Medium Term Financial Plan. However, an assessment of longer term risks and opportunities is recommended.

Borrowing in advance of need

46. Authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.
47. Where a local authority chooses to disregard the Prudential Code and this Guidance and borrows or has borrowed purely to profit from the investment of the extra sums borrowed the Strategy should explain:
- Why the local authority has decided not to have regard to this Guidance or to the Prudential Code in this instance; and
 - The local authority's policies in investing the money borrowed, including management of the risks, for example, of not achieving the desired profit or borrowing costs increasing.

Capacity, skills and culture

48. The Strategy should disclose the steps taken to ensure that those elected members and statutory officers involved in the investments decision making process have appropriate capacity, skills and information to enable them to take informed decisions as to whether to enter into a specific investment, to assess individual assessments in the context of the strategic objectives and risk profile of the local authority and to enable them to understand how the quantum of these decisions have changed the overall risk exposure of the local authority.
49. The Strategy should disclose the steps taken to ensure that those negotiating commercial deals are aware of the core principles of the prudential framework and of the regulatory regime within which local authorities operate.
50. Where appropriate the Strategy should comment on the corporate governance arrangements that have been put in place to ensure accountability, responsibility and authority for decision making on investment activities within the context of the local authority's corporate values.

ANNEX A – INFORMAL COMMENTARY ON THE STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

Power under which this Guidance is issued [paragraph 1]

1. The **Local Government Act 2003**, section 15(1), requires a local authority "...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify...".
2. The guidance on investments in the main part of this document is issued under section 15(1) of the 2003 Act and authorities are therefore required to have regard to it. This part (**Annex A**) contains an informal commentary ("the commentary") on the Statutory Guidance.
3. Two codes of practice issued by the *Chartered Institute of Public Finance and Accountancy* (CIPFA) contain investment guidance which complements the MHCLG guidance. These publications are:
 - *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*
 - *The Prudential Code for Capital Finance in Local Authorities*
4. Local authorities are required to have regard to the current editions of the CIPFA codes by regulations 2 and 24 of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146] as amended*.

Objectives in updating the Guidance

5. The 2nd edition of this Guidance, which was issued in 2010, reflected concerns raised by the CLG and Treasury Select committees as part of their enquiries into the financial crash of 2007-8. The key areas of focus were:
 - The practice of investing for yield, especially in Icelandic Banks;
 - The need for transparent investment strategies; and
 - The use of Treasury Management advisors.
6. The changes made to the 3rd edition of this Guidance reflect changes in patterns of local authority behaviour. Some local authorities are investing in non-financial assets, with the primary aim of generating profit. Others are entering into very long term investments or providing loans to local enterprises or third sector entities as part of regeneration or economic growth projects that are in line with their wider role for regeneration and place making.

7. In addition, the National Audit Office and the Public Accounts Committee have raised a number of concerns about local authority behaviour that this guidance aims to address. These are:

- Local authorities are exposing themselves to too much financial risk through borrowing and investment decisions;
- There is not enough transparency to understand the exposure that local authorities have as a result of borrowing and investment decisions; and
- Members do not always have sufficient expertise to understand the complex transactions that they have ultimate responsibility for approving.

Effective Date [paragraphs 11-12]

8. This Guidance applies from 1 April 2018. It supersedes all previous editions of the Guidance.
9. The Guidance requires local authorities to produce a number of additional disclosures. Many local authorities already produce these as part of internal reporting and risk management procedures. However, if these disclosures are not currently produced, then local authorities do not need to prepare them in full for Strategies presented to full Council or equivalent before 1 April 2018. Those local authorities who do not include the required disclosures in their 2018-19 strategies, should present them for approval the first time the relevant Strategy is updated or superseded.

Local Authorities [paragraphs 12-13]

10. This Guidance applies to all local authorities, who hold or during the next financial year intend to hold financial or non-financial investments, solely or in part to generate revenue income.
11. It applies to parish councils whose investments exceed the thresholds set out in paragraph 14. The decision to lower the financial threshold for parish councils has been taken in recognition that some parishes have begun to engage in commercial ventures. As parish councils tend to be fairly small and to obtain a greater percentage of their funding directly from council tax payers than other types of local authority, it is right that they demonstrate that they have carefully considered the expertise that they need to manage the risks arising from their strategy.

Transparency and democratic accountability [paragraphs 15-19]

12. The Government believes that local authorities need to be better at explaining “why” not just “what” they are doing with their investment activity. That means that the sector needs to demonstrate more transparency and openness and to

make it easier for informed observers to understand how good governance and democratic accountability have been exercised.

13. The additional disclosures required by the Guidance should be included in a single document presented to full Council or the equivalent. Although the Guidance refers to an Investment Strategy, providing that all of the disclosures are easy for interested parties to find and are in or linked from a single document, a separate Strategy does not need to be prepared. The Strategy should be updated at least annually.
14. Subject to the provisions in paragraph 35 and 36 of the commentary, local authorities can exclude specific non-financial investments from the required disclosures on grounds of commercial confidentiality. The Government expects that non-disclosure on grounds of commercial confidentiality will be an exceptional circumstance. A local authority should only determine that it would breach commercial confidentiality to include an investment in the disclosures on receipt of appropriate professional advice, using the same criteria as would be used to exclude the public from a Council meeting. Local authorities should reassess whether the commercial confidentiality test is met every time a new Strategy is presented to full Council or the equivalent.
15. Under Regulation 17 of the *The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012* as amended overview and scrutiny committee members have right of access to any confidential information relating to any decision by any committee or any member of the executive of their council. Nothing in this Guidance has the power to override this regulation.
16. Assets that generate revenue income solely through fees and charges for discretionary services levied under Section 93 of the *Local Government Act 2003* should not be classified as non-financial investments for this purpose.
17. If disclosures are already produced in another document that is publicly available then a local authority can provide a link to the disclosures from the Strategy rather than reproducing them. The exception is disclosures contained in the Statutory Accounts, which do not meet the requirements of this Strategy. This is because local authority statutory accounts can be complex and difficult for users who are not familiar with local government accounting to understand and statutory accounts are prepared to a higher level of materiality than local authorities should use for internal risk management.

Contribution [paragraphs 20-22]

18. Local authorities may have several different objectives, when deciding to acquire an asset. If an asset is not solely held for yield, then a local authority may have a different risk appetite or be willing to accept a lower return than it otherwise would.

19. Each local authority should determine how it categorises different types of contribution, and each investment can have more than one type of contribution.

A non-exhaustive list of types of contribution include:

- Yield/profit
- Regeneration
- Economic benefit/business rates growth
- Responding to local market failure
- Treasury management

20. Where a local authority classifies an investment as contributing to regeneration or local economic benefit, it should be able to demonstrate that the investment forms part of a project in its Local Plan.

Use of indicators [paragraphs 23-25]

21. Local authorities should present a range of indicators to allow members and other interested parties to understand the total exposure from borrowing and investment decisions. The indicators should cover both the local authority's current position and the expected position assuming all planned investments for the following year are completed. The indicators do not need to take account of Treasury Management investments unless these are expected to be held for more than 12 months.

22. The Guidance requires local authorities to develop quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. We recommend that, the indicators in the table below are used. Where local authorities have a different risk appetite or different expectation of returns depending on the contribution(s) each type of investment makes, they should consider presenting the indicators, classified by type of contribution or risk appetite.

Debt to net service expenditure (NSE) ratio	<i>Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>
Commercial income to NSE ratio	<i>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</i>
Investment cover ratio	<i>The total net income from property investments, compared to the interest expense.</i>
Loan to value ratio	<i>The amount of debt compared to the total asset value.</i>
Target income returns	<i>Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</i>
Benchmarking of returns	<i>As a measure against other investments and against other council's property portfolios.</i>
Gross and net income	<i>The income received from the investment portfolio at a gross level and net level (less costs) over time.</i>
Operating costs	<i>The trend in operating costs of the non-financial investment portfolio over time, as the portfolio of non-financial investments expands.</i>
Vacancy levels and Tenant exposures for non-financial investments	<i>Monitoring vacancy levels (voids) ensure the property portfolio is being managed (including marketing and tenant relations) to ensure the portfolio is productive as possible.</i>

23. Where appropriate, local authorities should consider including targets or limits set by members alongside the outturn. Where there has been a significant change in year on year performance against any of the indicators presented local authorities should include an explanation in the Strategy.

24. Local authorities can choose to present additional indicators in the Strategy should they believe that it would enhance understandability and transparency to do so.

Security, liquidity and yield [paragraphs 26-29]

25. For treasury management and other financial investments local authorities should continue to prioritise **SECURITY, LIQUIDITY** and **YIELD** in that order of importance.

26. Whilst consideration of **security** and **liquidity** is important for loans and non-financial investments, the relative balance between objectives may be different depending on the nature and objectives in making a specific investment.

Security and liquidity

Loans [paragraphs 33 – 34, 40]

27. Loans to joint ventures, local SMEs or third sector bodies, and wholly owned companies fall within the scope of the Guidance. When considering security and liquidity of loans local authorities should set limits for their total exposure and apply the expected loss model in line with the requirements of *IFRS 9 Financial Instruments*.

Non-financial investments [paragraphs 37-40, 43]

28. Where a local authority has a non-financial investment, it will have an asset that can be realised to recoup the sums invested. Therefore, the Guidance requires local authorities to consider security by reference to the value of the asset relative to purchase price and to set out the plans to recoup the investment if realising the asset would not recoup the sums invested. In the period immediately after purchase, it is normal for the directly attributable costs of purchasing a non-financial investment to be greater than the realisable value of the asset. In this scenario, all the Strategy needs to disclose is how long the local authority expects it to take for the increase in asset values to provide security for the sums invested and the assumptions underpinning that expectation.

29. Non-financial investments are by their nature illiquid. However, this does not mean that the local authority does not need to plan for realising a part of its non-financial investment portfolio, for example to repay debt. The liquidity of the non-financial investment portfolio should be considered over the repayment period of any debt taken out to acquire assets, which could be very long term. Given current trends such as the scale and pace of technology driven change, there is no guarantee that non-financial investments will continue to deliver value over their lifetime. To manage this risk, local authorities need to have plans to realise the capital tied up in non-financial investments if required. In addition, the Strategy should consider the trade-offs between accepting capital loss and refinancing debt incurring additional debt servicing costs by doing so, if appropriate.

Proportionality [paragraphs 44-45]

30. Local authorities need to consider the long term sustainability risk implicit in becoming too dependent on commercial income or in taking out too much debt relative to net service expenditure.

31. In addition, whilst under statute, local authority debt is secured on the revenues of that authority, in practice, there is no realistic prospect of the revenues of any local authority being sufficient to pay back debt equating to many multiples of the sum of NNDR and Council Tax Income, without a pervasive and long term impact on service delivery. It is unclear whether local authorities who have adopted a debt financed commercial investment strategy have realistic plans to manage failure. Whilst the Government recognises the importance of local authorities taking on debt to enhance service provision, irrespective of the source of finance, it does not believe that it should do the same for commercial investments.
32. For this reason, the Guidance introduces a new requirement that in every local authority, full council or its nearest equivalent, sets limits that cannot be exceeded for gross debt compared to net service expenditure, and for commercial income as a percentage of net service expenditure.
33. If a local authority has exceeded these limits through investments taken out prior to the introduction of this Guidance, it does not need to dispose of investments currently held. However, authorities who have exceeded their self-assessed limits should not enter into any further investments, irrespective of how these are financed, other than short term investments required for efficient treasury management.

Borrowing in advance of need [paragraphs 46-47]

34. The Prudential Code, issued by CIPFA has always contained a statement that local authorities should not borrow more than, or in advance of their needs purely in order to profit from the investment of the extra sums borrowed. The purpose of repeating that statement in this Guidance is to make it clear that it extends to borrowing taken on to finance the acquisition of non-financial as well as financial investments.
35. Local authorities can still finance the acquisition of financial on non financial investments from capital receipts generated from the sale of surplus assets. However, they should not repurpose receipts allocated to the acquisition of assets that contribute to service delivery to fund the purchase of investments, solely to avoid the requirements against borrowing in advance of need.
36. If exceptionally a local authority, chooses not to have regard to the provision on borrowing to fund investment activity the Guidance requires them to explain, in their Strategy, the rationale for this decision.
37. The purpose of this disclosure is to allow external auditors, tax payers and other interested parties to understand why the local authority has chosen to disregard

the Guidance, and to hold the authority to account should they believe there is not sufficient reason for doing so.

Capacity, Skills and Culture [paragraphs 48-50]

38. In the Public Accounts Committee report of 18 November 2016¹, members raised concerns that, locally elected members may not always have the background and expertise to understand the risks associated with the decisions that they are being asked to make. For this reason the Guidance extends the requirements on capacity and skills to members and any statutory officers involved in or responsible for signing off on investment decisions.
39. Members do not necessarily need formal training in understanding investment risks to satisfy the requirements of the Guidance. Depending on their level of expertise a presentation setting out the risks and opportunities of an investment strategy/specific investment in terms a layman would understand, may be sufficient to meet the new requirements.
40. The Government is aware that many local authorities have brought in outside expertise to identify and negotiate investment opportunities. Whilst this can be an effective method of risk management, it is important that those negotiating deals understand that they are not operating in a purely commercial environment and that the prime purpose of a local authority is to deliver statutory services to local residents. Therefore, the Strategy should comment on how they have been made aware of this.

¹ <https://www.parliament.uk/business/committees/committees-a-z/commons-select/public-accounts-committee/inquiries/parliament-2015/financial-sustainability-local-authorities-16-17/>