

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 20 February 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

FS24/092 Apologies for Absence

To note apologies for absence.

FS24/093 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.

FS24/094 Declarations of Interest

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

FS24/095 Dispensation Requests

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

FS24/096 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.

FS24/097 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 23 January 2024 (pages 4 to 6)

FS24/098 Finance Reports

To receive and consider for approval the following financial reports:

- i. Unpaid Expenditure Transactions for 15 February 2024 **Paper B** (pages 7 to 13)
- ii. Cashbook Summary (including due and unpaid transactions) for 15 February 2024 **Paper C** (pages 14 to 15)
- iii. Budget Comparison Report (including due and unpaid transactions) for 15 February 2024 **Paper D** (pages 16 to 33)

FS24/099 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 31 January 2024 per paragraph 2.2 of Financial Regulations.

Paper E (pages 34 to 45)

FS24/100 Internal Audit Report

To review and note interim internal audit report and consider any action necessary resulting from the report.

Paper F (pages 46 to 57)

FS24/101 Fees and Charges

To consider and approve fees & charges for sports and burial grounds for 2024/25, allotments for 2025/26 and allotment water charges for 2024/25

Paper G (pages 58 to 64)

FS24/102 Items for Notification

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

- Risk Management Policy and Risk Register Review – March
- Protocol for the Death of a Senior Figure Review
- Filming and Recording Meetings Policy Review
- Public Participation at Meetings Policy Review
- Anti-Fraud and Corruption Policy Review
- Communications Policy Review
- GDPR Policy Review
- Councillor Vacancy (Co-option) Policy Review
- Employee / Councillor Protocol Review
- Social Media Policy Review
- Publication Scheme & FOI Review
- Pensions Discretionary Policy Review
- Member Training and Development Policy Review
- Strategic Plan
- Investments

- Registrar Lease renewal
- Additional Bank Account
- LCAS Quality Status

FS24/103 Time and Date of Next Meeting

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 19 March 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Thursday, 15 February 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 23 January 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Vice Chairman)

Councillor Richard Craig
Councillor David Dobbie
Councillor James Plastow

Councillor Michael Devine
Councillor Liam Muggridge

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

FS24/081 Apologies for Absence

Apologies for absence were received from Councillors R Doy and P Key.

FS24/082 Public Participation Period

No public in attendance.

FS24/083 Declarations of Interest

No declarations of interest were made.

FS24/084 Dispensation Requests

No dispensation requests were received.

FS24/085 Items for Exclusion of Public and Press

No items for exclusion of public and press.

FS24/086 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 19 December 2023 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillor Muggridge abstained from voting.

FS24/087 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 18 January 2024

Initialled:

- ii. Cashbook Summary (including due and unpaid transactions) for 18 January 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 18 January 2024

FS24/088 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 31 December 2023.

FS24/089 Investment Strategy Review (Paper F)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Investment Strategy.

FS24/090 Items for Notification

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

- 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

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 20 February 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 7:55pm

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
21075	BP2401	18/01/2024	£5,000.00	£0.00	£5,000.00	5,000.00	West Lindsey District Council - Contribution towards 2023 Christmas lights festival	Christmas lights switch on	
21076	BP2401	19/01/2024	£600.00	£100.00	£500.00	600.00	Lincolnshire Association of Local Councils - Internal Audit	Internal Audit	
21110	BP240131	19/01/2024	£110.21	£18.36	£91.85	110.21	Trade UK - x4 side cutters, x4 stanley knives, x2 measuring tapes, x4 Dewalt safety glasses smoked	Misc tools	
21111	BP240130	22/01/2024	£308.40	£51.40	£257.00	308.40	Edge IT Systems Limited - InspectEDGE Tablet; Samsung Galaxy Tab A 8" tablet, 32Gb with rugged cover and screen protector	Allotment, cemetery and play area inspections	
21112	BP240130	12/01/2024	£331.70	£55.28	£276.42	331.70	Chubb Fire & Security Ltd - Fire alarm maintenance	Marshalls	24/2/24 - 23/2/25
21113	BP240130	22/01/2024	£243.42	£40.57	£202.85		Peacock and Binnington - 2 x chainsaw helmets and a strimmer harness	Staff workwear	
21114	BP240130	22/01/2024	£2.92	£0.48	£2.44	246.34	Peacock and Binnington - Bolts and washers	Equipment maintenance	
21115	BP240130	19/01/2024	£125.04	£20.84	£104.20	125.04	Viking Direct - Soap, Bleach, envelopes, pens, blu tac, staples	Stationery & cleaning products	
21116	BP240130	22/01/2024	£586.75	£97.81	£488.94	586.75	Landscape Supply Company - x10 Lift and tip Bulk bags, x1 Size 9 wellies, x1 Size 7 wellies, x1 Starter cord 4mm, x1 Starter cord 3mm, x2 Two stroke oil, x2 chainsaw bar oil, x2 Non spill spouts for fuel cans, x2 New fuel cans (5L), x10 Hand wipes, x2 Spring rakes, x1 Soil Rake, x1 Measuring Jug (500ml), x1 Measuring Jug (1L), x1 Measuring Jug (5L)	Misc tools	
21117	BP240117	16/01/2024	£1,374.00	£229.00	£1,145.00	1,374.00	DV Containers Ltd - X50 220Ltr Black drums	Cemetery Compound	
21118	BP2402	12/02/2024	£261.60	£43.60	£218.00	261.60	Ultimate Graphics Ltd - X7 Allotment signs	Allotments	
21119	BP2401	12/02/2024	£488.16	£81.36	£406.80	488.16	Universal Supplies (UK) Ltd T/A Trent Hire & Sales - 5 Day hire of chipper	Cemetery Compound	
21120	BP2402	11/02/2024	£136.48	£22.75	£113.73	136.48	Phs Group Plc - Santuary disposal, air freshner and low risk waste collection	Marshalls	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21121	BP2402	03/01/2024	£1,509.43	£251.57	£1,257.86	1,509.43	Huws Gray Limited - Wood and materials to secure the compound	Cemetery Compound	
21122	BP2402	30/01/2024	£49.50	£8.25	£41.25	49.50	Gainsborough Motaquip Ltd - Rear light for van	Vehicle maintenance	
21123	BP2402	25/01/2024	£475.00	£0.00	£475.00	475.00	A J Douce Roofing - Remove broken tiles and replace, install missing ridge tiles and replace missing fascia board to the shelter	Richmond Park shelter	
21124	BP2402	30/01/2024	£180.00	£0.00	£180.00	180.00	West Lindsey District Council - Premises Licence	Richmond Park	
21125	BP2402	03/02/2024	£570.00	£95.00	£475.00	570.00	Retford Memorials - Grave Digging (BCO1083B)	Grave Digging	
21126	BP2402	01/02/2024	£933.12	£155.52	£777.60	933.12	Swallow Cleaning Contractors - Cleaning of 16 bus shelters	Bus Shelters	
21127	BP2402	25/01/2024	£250.00	£41.67	£208.33	250.00	Gainsborough Skip Hire - Skip Hire	Richmond Park	
21128	BP2402	31/01/2024	£523.14	£87.19	£435.95	523.14	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
21129	BP2402	07/02/2024	£125.60	£20.93	£104.67	125.60	RA Forrester Service Centre - Rear light repair	Vehicle maintenance	
21130	BP2402	24/01/2024	£579.38	£96.56	£482.82		Surestaff Lincs Ltd - Week ending 21/1/24 for agency worker	Agency staff	
21131	BP2402	01/02/2024	£683.86	£113.98	£569.88		Surestaff Lincs Ltd - Week ending 28/1/24 for agency worker	Agency staff	
21132	BP2402	08/02/2024	£693.36	£115.56	£577.80	1,956.60	Surestaff Lincs Ltd - Week ending 04/2/24 for agency worker	Agency staff	
21133	BP2402	26/01/2024	£98.40	£16.40	£82.00		Edge IT Systems Limited - Data conversion	Cemetery	
21146	BP2402	02/02/2024	£3,474.42	£579.07	£2,895.35	3,572.82	Edge IT Systems Limited - Epitaph and AdvantEDGE Inline - 5year contract (3rd year)	Finace, Cemetery, Allotment, Facilities, Play Area, Admin+, Asset Management	
21134	BP2402	18/01/2024	£68.73	£11.45	£57.28	68.73	John Wilde & Co (Metals) Ltd - x3 9yard rolls of 3" webbing	Grave digging	
21135	BP2402	31/01/2024	£391.01	£65.17	£325.84	391.01	High Street Garage - Fuel	Vehicles	
21136	BP2402	31/01/2024	£20.72	£3.45	£17.27	20.72	Generation (UK) Ltd - X6 Heras panels (31 days)	Richmond Park	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21137	BP2402	01/02/2024	£54.94	£9.16	£45.78	54.94	Integrating Solutions Ltd - Copier charges	Printing	
21138	BP2402	25/01/2024	£478.94	£79.82	£399.12	478.94	Scunthorpe Lawnmowers Ltd - Service of Dennis mowers	Equipment maintenance	
21139	BP2402	01/02/2024	£950.00	£0.00	£950.00	950.00	GEOsurveys Ltd - Hydrographical Survey	Love Lane Allotment pond	
21140	BP240214	13/02/2024	£10.00	£0.00	£10.00	10.00	South Holland District Council - x2 event tickets	Mayora expenses	
21141	BP240212	12/02/2024	£31.50	£0.00	£31.50	31.50	██████████ - X1 driving lesson 9/2 (50% reimbursement), Theory test booking (50% reimbursement)	Staff Training	
21142	BP240214B	14/02/2024	£20.00	£0.00	£20.00	20.00	██████████ - X1 driving lesson 14/2 (50% reimbursement)	Staff Training	
21148	BP2402	31/01/2024	£233.99	£38.99	£195.00	233.99	Farmstar Ltd - Service of Kubota YJ21 CTG	Equipment maintenance	
21144	CC2403	13/02/2024	£61.12	£10.19	£50.93	61.12	Urban Hygiene Ltd - Graffiti wipes & graffiti remover spray	Play Area maintenance	
21145	CC2403	12/02/2024	£341.70	£56.95	£284.75	341.70	WCF Ltd T/A ProGreen - Ecoplug Eco Plug x400 & Drillbit	Tree maintenance	
21103	CC2402	20/01/2024	£43.14	£7.19	£35.95		The Safety Supply Company Ltd - X6 Portwest AP01 Thermo Pro Glove 2XL	Staff workwear	
21104	CC2402	22/01/2024	£34.38	£5.73	£28.65	77.52	The Safety Supply Company Ltd - X4 Non adhesive barrier tape	Misc	
21105	CC240103	01/12/2023	£13.99	£2.33	£11.66	13.99	Homescapes Europa Ltd - Black Velvet Cushion	Mayoral Expenses	
21106	CC240103	05/12/2023	£7.95	£1.33	£6.62	7.95	UPC Distribution Ltd - pdf Architect Pro + OCR Advanced Extended Multi Device Access	IT Services	
21107	CC240103	20/12/2023	£267.00	£44.50	£222.50	267.00	Winchester Garden Machinery Ltd - BG86 Blower	New equipment	
21108	CC240103	19/12/2023	£87.89	£14.65	£73.24	87.89	Rotatech - Polesaw chain, bar & files	Equipment maintenance	
21109	CC240103	11/12/2023	£30.00	£0.00	£30.00	30.00	Marks & Spencer - Waxed Cotton Hat	Staff workwear	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21096	CC2403	29/01/2024	£19.97	£3.33	£16.64	19.97	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
21147	DD240201B	01/02/2024	£260.11	£43.35	£216.76	260.11	CF Corporate Finance Ltd - Photocopier lease rental	Printing	
21085	DD2401	24/01/2024	£93.50	£15.58	£77.92	93.50	Stallard Kane Associates Ltd - Employment law services	HR Services	Monthly
21069	DD2402	01/02/2024	£255.23	£0.00	£255.23		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
21070	DD2402	01/02/2024	£43.98	£0.00	£43.98		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
21071	DD2402	01/02/2024	£38.57	£0.00	£38.57	337.78	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
21092	DD2402	01/02/2024	£72.00	£0.00	£72.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
21093	DD2402	01/02/2024	£557.00	£0.00	£557.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
21094	DD2402	01/02/2024	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
21095	DD2402	01/02/2024	£258.00	£0.00	£258.00	1,823.00	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
21077	DD2402	15/01/2024	£45.95	£2.18	£43.77		British Gas Business - Gas usage	Richmond House	1/1/24 - 10/1/24
21078	DD2402	02/02/2024	£32.73	£1.56	£31.17		British Gas Business - Electricity usage	Levellings's	31/12/23 - 30/1/24
21079	DD2402	02/02/2024	£67.35	£3.21	£64.14		British Gas Business - Electricity usage	Marshalls External Changing	30/12/23 - 30/1/24
21080	DD2402	02/02/2024	£133.59	£6.36	£127.23		British Gas Business - Electricity usage	Richmond House Flat	30/12/23 - 30/1/24
21081	DD2402	05/02/2024	£469.11	£78.18	£390.93		British Gas Business - Electricity Usage	Marshalls Main Pavilion	1/1/24 - 31/1/24
21082	DD2402	08/02/2024	£10.90	£0.52	£10.38		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	6/1/24 - 5/2/24
21083	DD2402	08/02/2024	£10.90	£0.52	£10.38		British Gas Business - Electricity usage	General Cemetery	6/1/24 - 5/2/24
21084	DD2402	10/02/2024	£261.59	£12.46	£249.13	1,032.12	British Gas Business - Electricity usage	Richmond Park Greenhouse	7/1/24 - 7/2/24
21073	DD2401	18/01/2024	£1,295.11	£215.85	£1,079.26		Opus Energy - Gas Usage	Marshalls Main Pavilion	17/12/23 - 17/1/24
21074	DD2401	18/01/2024	£52.91	£2.52	£50.39		Opus Energy - Gas Usage	Levellings	17/12/23 - 17/1/24
21097	DD2402	06/02/2024	£300.13	£50.02	£250.11	1,648.15	Opus Energy - Electricity Usage	Richmond House Main House	8/1/24 - 5/2/24
21099	BP2402	27/01/2024	£21.19	£0.00	£21.19		Water Plus Ltd - Used water & surface water drainage	General Cemetery	26/12/23 - 13/1/24

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21100	BP2402	09/02/2024	£43.39	£0.00	£43.39		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/1/24 - 7/2/24
21143	BP2402	14/02/2024	£33.83	£0.00	£33.83	98.41	Water Plus Ltd - Used water & surface water drainage	Marshalls	1/1/24 - 12/2/24
21102	DR2402	16/01/2024	£10.00	£0.00	£10.00	10.00	HSBC - Bank charges	Bank Charges	17/12/23 - 16/1/24
21072	DD240115	02/01/2024	£78.01	£13.00	£65.01	78.01	Integrating Solutions Ltd - Copier charges	Printing	Monthly
21087	DD2402	09/02/2024	£154.74	£25.79	£128.95	154.74	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
21098	DD2402	11/02/2024	£95.32	£15.89	£79.43	95.32	EE Ltd - X4 mobiles	Mobiles	Monthly
21091	DD2402	09/02/2024				-372.23	Unicom - Landline, broadband & electricity charges		
		1	£60.40	£10.07	£50.33		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	-£627.90	-£29.90	-£598.00		Electricity (Lewis Street)	Xmas light Electricity	1/1/24 - 1/2/24
		5	£70.83	£3.37	£67.46		Electricity (Trinity Street)	Xmas light Electricity	1/1/24 - 1/2/24
21089	DD2402	16/01/2024	£403.65	£67.28	£336.37	403.65	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/2/24 - 1/3/24
21088	DD2402	01/02/2024	£271.10	£45.18	£225.92	271.10	Novuna Vehicle Solutions - Citroen Berlingo Lease	Vehicle Expenses	23/02/24 - 22/03/24
21090	DD2402	01/02/2024	£273.59	£45.60	£227.99	273.59	Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/02/24 - 14/03/24
21086	DD2402	01/02/2024	£162.99	£27.16	£135.83	162.99	Fuelgenie - Fuel usage	Vehicle Expenses	1/1/24 - 31/1/24
21101	BP240124	01/01/2024				27,984.15	Rigel Wolf Ltd - January Payroll		
		1	£23,005.29	0.00	£23,005.29		January Payroll	Gross Salary	
		2	£2,071.23	0.00	£2,071.23		January Payroll	Employer NI	
		3	£2,907.63	0.00	£2,907.63		January Payroll	Employer Pension Cont	
				£3,373.88	£53,861.37	£57,235.25			

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
Chairman Signature _____						RFO Signature _____		Date _____	

PAPER C

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 15/02/24 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	£43,008.24	£0.00	£43,008.24
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	£43,843.28	£0.00	£43,843.28
Play Areas	£8,000.00	£0.00	£8,000.00
Allotments	£3,548.76	£0.00	£3,548.76
Precept	£612,885.00	£0.00	£612,885.00
Community Infrastructure Levy	£15,212.37	£0.00	£15,212.37
Total Receipts	<u>£838,681.40</u>	<u>£0.00</u>	<u>£838,681.40</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£36,312.51	£5,009.56	£41,322.07
Administration	£35,407.68	£4,340.20	£39,747.88
Events	£5,142.51	£497.87	£5,640.38
Employee Costs	£275,038.29	£1,489.19	£276,527.48
Grounds Maintenance	£43,609.65	£8,701.88	£52,311.53
Richmond Park & House	£36,051.05	£4,283.52	£40,334.57
Sports Grounds	£33,825.81	£3,901.45	£37,727.26
Play Areas	£2,639.53	£515.91	£3,155.44
Allotments	£14,682.35	£2,040.59	£16,722.94
Public Realm	£3,348.44	£496.40	£3,844.84
Christmas Lights	£29,174.87	£4,197.56	£33,372.43
Ear Marked Reserves	£142,664.18	£43,378.47	£186,042.65
Total Payments	<u>£657,896.87</u>	<u>£78,852.60</u>	<u>£736,749.47</u>

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£671,514.44
Petty Cash	£100.00
Total	<u>£671,614.44</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 15/02/24 inclusive. Includes due and unpaid transactions.

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

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

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Employee Costs				
Expenditure				
1000	Payroll	£334,000.00	£268,741.94	£65,258.06
1010	Travel and Training	£5,600.00	£3,536.82	£2,063.18
1020	Workwear & ID	£3,450.00	£2,759.53	£690.47
Total Expenditure		<u>£343,050.00</u>	<u>£275,038.29</u>	<u>£68,011.71</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Administration				
Income				
201	VAT overclaim	£0.00	£0.00	£0.00
205	Bank Interest	£8,000.00	£11,541.78	£3,541.78
210	Insurance Reimbursement (GTF)	£1,558.00	£1,557.91	-£0.09
215	Legal Fee Reinbursement	£0.00	£0.00	£0.00
220	Subject Access Request / FOI	£0.00	£0.00	£0.00
225	Insurance Claims	£0.00	£0.00	£0.00
Total Income		£9,558.00	£13,099.69	£3,541.69
Expenditure				
2000	Office Supplies & Telecom	£12,100.00	£10,054.74	£2,045.26
2010	Publicity	£420.00	£0.00	£420.00
2020	Subscriptions	£3,138.00	£3,020.74	£117.26
2030	Democratic & Civic	£4,886.00	£1,564.11	£3,321.89
2040	Grants	£2,000.00	£2,000.00	£0.00
2060	Insurance	£12,100.00	£12,082.06	£17.94
2070	HR & Finances	£6,270.00	£4,445.31	£1,824.69
2080	Legal Fees	£3,000.00	£1,317.20	£1,682.80
Total Expenditure		£43,914.00	£34,484.16	£9,429.84

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Grounds Maintenance				
Income				
300	Vehicle Hire	£0.00	£0.00	£0.00
310	LCC Contribution towards Highway Verge Cutting	£5,814.00	£5,814.17	£0.17
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00
330	Scrap	£0.00	£124.80	£124.80
Total Income		<u>£5,814.00</u>	<u>£5,938.97</u>	<u>£124.97</u>
Expenditure				
3000	Vehicle Costs	£19,000.00	£14,689.35	£4,310.65
3010	Grounds Maintenance - All Sites	£38,950.00	£26,738.26	£12,211.74
3020	Cleaning Products	£1,700.00	£1,461.07	£238.93
Total Expenditure		<u>£59,650.00</u>	<u>£42,888.68</u>	<u>£16,761.32</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Richmond Park & House				
Income				
400	Richmond Park	£13,335.00	£8,835.00	-£4,500.00
Total Income		<u>£13,335.00</u>	<u>£8,835.00</u>	<u>-£4,500.00</u>
Expenditure				
4000	Richmond Park & House	£70,786.00	£35,663.92	£35,122.08
Total Expenditure		<u>£70,786.00</u>	<u>£35,663.92</u>	<u>£35,122.08</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Sports Grounds				
Income				
500	Roses	£7,750.00	£7,750.00	£0.00
510	Marshalls	£15,243.00	£11,765.43	-£3,477.57
520	Levellings	£1,400.00	£755.50	-£644.50
Total Income		<u>£24,393.00</u>	<u>£20,270.93</u>	<u>-£4,122.07</u>
Expenditure				
5000	Roses	£0.00	£0.00	£0.00
5010	Marshalls	£47,202.00	£30,151.13	£17,050.87
5020	Levellings	£10,365.00	£2,658.13	£7,706.87
Total Expenditure		<u>£57,567.00</u>	<u>£32,809.26</u>	<u>£24,757.74</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Cemetery				
Income				
600	General Cemetery	£46,528.00	£37,113.99	-£9,414.01
610	North Warren Cemetery	£0.00	£0.00	£0.00
Total Income		<u>£46,528.00</u>	<u>£37,113.99</u>	<u>-£9,414.01</u>
Expenditure				
6000	General Cemetery	£71,590.00	£35,432.02	£36,157.98
6010	North Warren Cemetery	£1,365.00	£792.52	£572.48
Total Expenditure		<u>£72,955.00</u>	<u>£36,224.54</u>	<u>£36,730.46</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Play Areas				
Income				
700	Funding	£8,000.00	£8,000.00	£0.00
Total Income		<u>£8,000.00</u>	<u>£8,000.00</u>	<u>£0.00</u>
Expenditure				
7000	Play Equipment Maintenance	£1,000.00	£505.53	£494.47
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00
7010	Levellings	£0.00	£0.00	£0.00
7020	Aisby Walk	£2,000.00	£948.00	£1,052.00
7030	Danes Road	£20.00	£20.00	£0.00
7040	Mayflower Close	£0.00	£0.00	£0.00
7050	Sandsfield Lane North	£0.00	£0.00	£0.00
7080	St Georges	£0.00	£0.00	£0.00
7090	Play Area Inspections	£1,125.00	£1,166.00	-£41.00
Total Expenditure		<u>£5,145.00</u>	<u>£2,639.53</u>	<u>£2,505.47</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Allotments				
Income				
800	Allotments	£2,870.00	£2,956.52	£86.52
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00
Total Income		<u>£4,120.00</u>	<u>£2,956.52</u>	<u>-£1,163.48</u>
Expenditure				
8000	Foxby Hill	£3,813.00	£3,229.89	£583.11
8010	Love Lane	£11,923.00	£7,308.49	£4,614.51
8020	North Warren	£2,245.00	£254.17	£1,990.83
8030	Showfield	£1,025.00	£436.66	£588.34
8040	Spital Hill	£2,613.00	£2,040.59	£572.41
8050	Love Lane Garage Site	£200.00	£0.00	£200.00
8060	All Sites	£5,412.00	£905.50	£4,506.50
Total Expenditure		<u>£27,231.00</u>	<u>£14,175.30</u>	<u>£13,055.70</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Public Realm				
Income				
900	Corringham Road Roundabout	£0.00	£0.00	£0.00
910	War Memorial Project	£0.00	£0.00	£0.00
920	Bus Shelters	£0.00	£0.00	£0.00
Total Income		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Expenditure				
9000	Roundabouts / Islands	£0.00	£0.00	£0.00
9010	Street Furniture	£2,755.00	£1,808.20	£946.80
9020	War Memorial	£400.00	£385.00	£15.00
9030	Gainsborough in Bloom	£0.00	£0.00	£0.00
9040	Community Rail Partnership	£0.00	£0.00	£0.00
Total Expenditure		<u>£3,155.00</u>	<u>£2,193.20</u>	<u>£961.80</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Events				
Income				
1005	Richmond Park	£0.00	£0.00	£0.00
1015	Marshalls Sports Ground	£552.40	£552.40	£0.00
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00
1040	Aisby Walk Playing Field	£1,000.00	£500.00	-£500.00
Total Income		<u>£2,552.40</u>	<u>£2,052.40</u>	<u>-£500.00</u>
Expenditure				
10010	Mayflower 400 (Illuminate)	£1,000.00	£0.00	£1,000.00
10020	Armed Forces Day	£2,500.00	£0.00	£2,500.00
10030	Queen's Platinum Jubilee	£0.00	£0.00	£0.00
10035	King Charles III Coronation	£5,132.40	£5,000.00	£132.40
10040	Remembrance Sunday	£100.00	£142.51	-£42.51
10050	Local Event Support	£3,000.00	£0.00	£3,000.00
Total Expenditure		<u>£11,732.40</u>	<u>£5,142.51</u>	<u>£6,589.89</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance
Christmas Lights				
Income				
1100	Shop Christmas Tree Scheme	£0.00	£0.00	£0.00
Total Income		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Expenditure				
11000	Switch On Event	£5,000.00	£5,142.56	-£142.56
11010	Anchor Point / Electrical Testing	£2,500.00	£1,573.67	£926.33
11020	Electrical Contractor - Main Lights	£0.00	£0.00	£0.00
11030	Electrical Contractor - Shop Trees	£0.00	£0.00	£0.00
11040	Market Place Christmas Tree	£0.00	£1,000.00	-£1,000.00
11050	Blachere Contract	£21,500.00	£19,497.48	£2,002.52
11055	Electrical Contractor for potential use of old lights	£0.00	£0.00	£0.00
11060	Trinty Street Electricity	£2,000.00	£1,344.74	£655.26
11070	Lamp Post Electricity	£1,000.00	£616.42	£383.58
Total Expenditure		<u>£32,000.00</u>	<u>£29,174.87</u>	<u>£2,825.13</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance
Community Infrastructure Levy Income			
14000 CIL	£0.00	£15,212.37	£15,212.37
Total Income	<u>£0.00</u>	<u>£15,212.37</u>	<u>£15,212.37</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance
Ear Marked Reserves			
Expenditure			
12000 Ear Marked Reserves	£608,638.52	£141,766.18	£466,872.34
Total Expenditure	<u>£608,638.52</u>	<u>£141,766.18</u>	<u>£466,872.34</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

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

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance
Mayors Charity			
Income			
1200 Events & Donations	£0.00	£100.00	£100.00
Total Income	<u>£0.00</u>	<u>£100.00</u>	<u>£100.00</u>
Expenditure			
14005 Mayor Events (HSBC)	£0.00	£0.00	£0.00
14010 Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00
Total Expenditure	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/02/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance
Total Income	£727,185.40	£726,464.87	
Total Expenditure	£1,335,823.92	£652,200.44	
Total Net Balance	-£608,638.52	£74,264.43	

PAPER E

Bank Account Reconciled Statement

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

Statement Number	132	Bank Statement No.	132
Statement Opening Balance	£680,250.77	Opening Date	01/01/24
Statement Closing Balance	£658,645.03	Closing Date	31/01/24
True/ Cashbook Closing Balance	£658,645.03		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/01/24	CR240102	Slimming World	0.00	133.40	680,384.17
02/01/24	DD240102	Novuna Vehicle Solutions	271.10	0.00	680,113.07
02/01/24	DD240102B	Opus Energy	1,520.71	0.00	678,592.36
02/01/24	DD240102C	Lex Autolease Limited	403.65	0.00	678,188.71
03/01/24	CC240103	Multiple Suppliers/ Customers	481.30	0.00	677,707.41
03/01/24	CR240103	██████████ - Baby Ballet	0.00	403.28	678,110.69
04/01/24	CR240104	Lincolnshire County Council	0.00	2,017.50	680,128.19
04/01/24	CR240104B	Cliff Bradley & Sons Ltd	0.00	1,942.63	682,070.82
05/01/24	CR240105	Handel House Preparatory School	0.00	78.29	682,149.11
05/01/24	DD240105	British Gas Business	396.42	0.00	681,752.69
07/01/24	DR240107	HSBC	19.41	0.00	681,733.28
08/01/24	CR240108	Slimming World	0.00	133.40	681,866.68
09/01/24	DD240109	Anglian Water Business (National) Ltd	386.32	0.00	681,480.36
12/01/24	BP240112	Marshalls Sports FC	0.00	551.34	682,031.70
15/01/24	CR240115	Slimming World	0.00	133.40	682,165.10
15/01/24	CR240115B	Cliff Bradley & Sons Ltd	0.00	1,434.36	683,599.46
15/01/24	DD240115	Integrating Solutions Ltd	78.01	0.00	683,521.45
15/01/24	DD240115B	West Lindsey District Council	72.00	0.00	683,449.45
15/01/24	DD240115C	West Lindsey District Council	557.00	0.00	682,892.45
15/01/24	DD240115D	West Lindsey District Council	936.00	0.00	681,956.45
15/01/24	DD240115E	West Lindsey District Council	258.00	0.00	681,698.45
15/01/24	DD240115F	Fuelgenie	153.54	0.00	681,544.91
16/01/24	DD240116	British Gas Business	105.64	0.00	681,439.27
16/01/24	DD240116B	British Gas Business	37.39	0.00	681,401.88
16/01/24	DD240116C	British Gas Business	42.56	0.00	681,359.32
16/01/24	DD240116D	Arval UK Ltd	273.59	0.00	681,085.73
17/01/24	BP240117	DV Containers Ltd	1,374.00	0.00	679,711.73
18/01/24	BP240118	John Wilde & Co (Metals) Ltd	68.73	0.00	679,643.00

Bank Account Reconciled Statement

18/01/24	CR240118	HMRC	0.00	41,846.36	721,489.36
18/01/24	CR240118B	Samuel Jacob Memorials Ltd	0.00	734.73	722,224.09
19/01/24	DD240119	EE Ltd	95.32	0.00	722,128.77
19/01/24	DD240119B	Unicom	368.16	0.00	721,760.61
22/01/24	CR240122	Slimming World	0.00	16.60	721,777.21
22/01/24	DD240122	British Gas Business	11.98	0.00	721,765.23
22/01/24	DD240122B	British Gas Business	11.98	0.00	721,753.25
22/01/24	DD240122C	Opus Energy	351.20	0.00	721,402.05
22/01/24	DD240122D	British Gas Business	325.24	0.00	721,076.81
22/01/24	DD240122E	British Gas Business	528.56	0.00	720,548.25
23/01/24	DD240123	British Telecommunications Plc	154.74	0.00	720,393.51
24/01/24	BP240124	Rigel Wolf Ltd	27,984.15	0.00	692,409.36
24/01/24	DD240124	British Gas Business	255.37	0.00	692,153.99
24/01/24	DD240124B	Stallard Kane Associates Ltd	93.50	0.00	692,060.49
25/01/24	CR240125	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	253.58	692,314.07
29/01/24	CR290129	Slimming World	0.00	100.20	692,414.27
30/01/24	BP240130	Generation (UK) Ltd	20.72	0.00	692,393.55
30/01/24	BP240130B	F5 Computing Ltd	1,096.49	0.00	691,297.06
30/01/24	BP240130C	Glendale Managed Services Ltd	3,480.00	0.00	687,817.06
30/01/24	BP240130D	High Street Garage	272.25	0.00	687,544.81
30/01/24	BP240130E	SDB Roofing Specialists Ltd T/A Otter Roofing	4,632.00	0.00	682,912.81
30/01/24	BP240130F	Donald Insall Associates	1,200.00	0.00	681,712.81
30/01/24	BP240130G	Elite Workwear UK	151.08	0.00	681,561.73
30/01/24	BP240130H	The Great Outdoor Gym Company	265.20	0.00	681,296.53
30/01/24	BP240130I	Trade UK	120.21	0.00	681,176.32
30/01/24	BP240130J	West Lindsey District Council	200.00	0.00	680,976.32
30/01/24	BP240130K	West Lindsey District Council	5,000.00	0.00	675,976.32
30/01/24	BP240130L	ART Demolition Ltd	4,980.00	0.00	670,996.32
30/01/24	BP240130M	Retford Memorials	1,200.00	0.00	669,796.32
30/01/24	BP240130N	B & B Tree Specialists	600.00	0.00	669,196.32
30/01/24	BP240130O	All Saints' Parish Church	40.67	0.00	669,155.65
30/01/24	BP240130P	Lincolnshire Association of Local Councils	3,282.74	0.00	665,872.91
30/01/24	BP240130Q	Surestaff Lincs Ltd	693.36	0.00	665,179.55
30/01/24	BP240130R	Edge IT Systems Limited	308.40	0.00	664,871.15

Bank Account Reconciled Statement

30/01/24	BP240130S	Chubb Fire & Security Ltd	331.70	0.00	664,539.45
30/01/24	BP240130T	Peacock and Binnington	246.34	0.00	664,293.11
30/01/24	BP240130U	Landscape Supply Company	586.75	0.00	663,706.36
30/01/24	BP240130V	Viking Direct	125.04	0.00	663,581.32
30/01/24	BP240130W	Anglian Water Business (National) Ltd	42.38	0.00	663,538.94
30/01/24	BP240130X	Water Plus Ltd	10.27	0.00	663,528.67
30/01/24	BP240130Y	Water Plus Ltd	28.30	0.00	663,500.37
30/01/24	BP240130Z	Water Plus Ltd	25.27	0.00	663,475.10
31/01/24	BP240131	Broxap Ltd	5,239.74	0.00	658,235.36
31/01/24	CC240131	Multiple Suppliers/ Customers	97.49	0.00	658,137.87
31/01/24	CR240131	Cliff Bradley & Sons Ltd	0.00	507.16	658,645.03

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	71891.97	50286.23

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	85,364.16
Payments Out	85,364.16
Closing Balance	10,000.00

29 December 2023 to 28 January 2024

International Bank Account Number

GB60HBUK40220151418890

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

51418890 828

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Dec 23	BALANCE BROUGHT FORWARD			10,000.00
29 Dec 23	DD WEST LINDSEY DISTR	337.78		
	TFR TRANSFER 03662918		337.78	10,000.00
02 Jan 24	DD NOVUNA	271.10		
	DD OPUS ENERGY GAS SU	1,520.71		
	DD LEX AUTOLEASE	403.65		
	CR XXXXXXXXXX			
	SLIMMING WORLD REN		133.40	
	TFR TRANSFER 03662918		2,062.06	10,000.00
03 Jan 24	DD COMMERCIAL CARD	481.30		
	CR XXXXXXXXXX			
	Invoice F144		403.28	
	TFR TRANSFER 03662918		78.02	10,000.00
04 Jan 24	CR LINCOLNSHIRE CC		2,017.50	
	CR C BRDLEY+SNS LTD			
	INVOICE C72		1,942.63	
	TFR TRANSFER 03662918	3,960.13		10,000.00
05 Jan 24	DD BRITISH GAS BUSINE	396.42		
	BP HANDEL LTD			
	Pitch Hire HH F143		78.29	
	TFR TRANSFER 03662918		318.13	10,000.00
07 Jan 24	DR TOTAL CHARGES			
	TO 16DEC2023	19.41		
	TFR TRANSFER 03662918		19.41	10,000.00
08 Jan 24	CR XXXXXXXXXX			
	SLIMMING WORLD REN		133.40	
	TFR TRANSFER 03662918	133.40		10,000.00
09 Jan 24	DD ANGLIAN WATER BUSI	386.32		
	BALANCE CARRIED FORWARD			9,613.68

29 December 2023 to 28 January 2024

Your Statement

Account Name
Gainsborough Town Council

Sortcode 40-22-01 **Account Number** 51418890 **Sheet Number** 829

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			9,613.68
12 Jan 24	TFR TRANSFER 03662918		386.32	10,000.00
	CR CHQ IN AT 407080		551.34	
	TFR TRANSFER 03662918	551.34		10,000.00
15 Jan 24	DD INTEGRATING SOLUTI	78.01		
	DD WEST LINDSEY DC	72.00		
	DD WEST LINDSEY DC	557.00		
	DD WEST LINDSEY DC	936.00		
	DD WEST LINDSEY DC	258.00		
	DD WL ITS FUELGENIE	153.54		
	CR XXXXXXXXXX			
	SLIMMING WORLD REN		133.40	
	CR C BRDLEY+SNS LTD			
	INVOICE C74		1,434.36	
16 Jan 24	TFR TRANSFER 03662918		486.79	10,000.00
	DD BRITISH GAS	105.64		
	DD BRITISH GAS	37.39		
	DD BRITISH GAS	42.56		
	DD ARVAL UK LTD	273.59		
17 Jan 24	TFR TRANSFER 03662918		459.18	10,000.00
	BP DV Containers Ltd			
	22689	1,374.00		
18 Jan 24	TFR TRANSFER 03662918		1,374.00	10,000.00
	CR HMRC VTR		41,846.36	
	BP John Wilde & Co			
	Gains Town Council	68.73		
	BP SAMUEL JACOB			
	4108		734.73	
19 Jan 24	TFR TRANSFER 03662918	42,512.36		10,000.00
	DD EE LIMITED	95.32		
	DD UNICOM	368.16		
22 Jan 24	TFR TRANSFER 03662918		463.48	10,000.00
	DD BRITISH GAS	11.98		
	DD BRITISH GAS	11.98		
	DD OPUS ENERGY LTD	351.20		
	DD BRITISH GAS BUSINE	325.24		
	DD BRITISH GAS BUSINE	528.56		
	CR XXXXXXXXXX			
	SLIMMING WORLD REN		16.60	
23 Jan 24	TFR TRANSFER 03662918		1,212.36	10,000.00
	DD BT GROUP PLC	154.74		
24 Jan 24	TFR TRANSFER 03662918		154.74	10,000.00
	DD BRITISH GAS	255.37		
	DD STALLARD KANE ASSO	93.50		
	BALANCE CARRIED FORWARD			9,651.13

29 December 2023 to 28 January 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 830

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			9,651.13
	TFR 402201 03662918			
	INTERNET TRANSFER		28,000.00	
	BP RIGEL WOLF CLIENT			
	GTC PAYROLL	27,984.15		
	TFR TRANSFER 03662918		333.02	10,000.00
25 Jan 24	CR LINCS COOP		253.58	
	TFR TRANSFER 03662918	253.58		10,000.00
28 Jan 24	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 9,990.00

Make a payment

Print

Balance details

Recent transact...

Next working d...

Statements

All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	27 Jan 2024 to 31 Jan 2024
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Download


Advanced search

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

Date	Type	Description	Paid out	Paid in	Balance
31 Jan 2024		Balance carried forward			10,000.00
31 Jan 2024	TFR	TRANSFER 03662918		4,830.07	10,000.00
31 Jan 2024	CR	C BRDLEY+SNS LTD INVOICE C76		507.16	5,169.93
31 Jan 2024	BP	Broxap Ltd G030	5,239.74		4,662.77
31 Jan 2024	DD	COMMERCIAL CARD	97.49		9,902.51
30 Jan 2024	TFR	TRANSFER 03662918	1,060.83		10,000.00
30 Jan 2024	BP	WATER PLUS 7001679673	8.03		11,060.83
30 Jan 2024	BP	WATER PLUS 7001587165	25.27		11,068.86
30 Jan 2024	BP	WATER PLUS 0229006916	20.27		11,094.13

Date	Type	Description	Paid out	Paid in	Balance
30 Jan 2024	BP	WATER PLUS 0880007483	10.27		11,114.40
30 Jan 2024	BP	Anglian Water Busi 88888970792	42.38		11,124.67
30 Jan 2024	BP	Viking Office UK L 1354765	125.04		11,167.05
30 Jan 2024	BP	LANDSCAPE SUPPLY C GAI001	586.75		11,292.09
30 Jan 2024	BP	PEACOCK & BINNINGT 6159	246.34		11,878.84
30 Jan 2024	BP	CHUBB FIRE & SECUR 52071549	331.70		12,125.18
30 Jan 2024	BP	Edge IT Systems Li 37522	308.40		12,456.88
30 Jan 2024	BP	Surestaff Lincs Lt GAINSTC	693.36		12,765.28
30 Jan 2024	BP	LALC GAINSBOROUGH	3,282.74		13,458.64
30 Jan 2024	BP	All Saints Distric GTC-RBL OOS23	40.67		16,741.38
30 Jan 2024	BP	B&B Tree Specialis 1116903	600.00		16,782.05
30 Jan 2024	BP	Retford Memorials 006/24	1,200.00		17,382.05
30 Jan 2024	BP	ART Demolition Ltd 1641	4,980.00		18,582.05
30 Jan 2024	BP	WEST LINDSEY DC 1907015510	5,000.00		23,562.05
30 Jan 2024	BP	WEST LINDSEY DC 1907014944/5	200.00		28,562.05
30 Jan 2024	BP	Screwfix Direct Lt 6331640014561849	120.21		28,762.05
30 Jan 2024	BP	The Great Outdoor 5242	265.20		28,882.26

Date	Type	Description	Paid out	Paid in	Balance
30 Jan 2024	BP	Brexons Workwear L 57196	151.08		29,147.46
30 Jan 2024	BP	Donald Insall Asso 42944	1,200.00		29,298.54
30 Jan 2024	BP	SDB Roofing Specia 786	4,632.00		30,498.54
30 Jan 2024	BP	High Street Garage Gains Town Council	272.25		35,130.54
30 Jan 2024	BP	Glendale Countrysi 11402	3,480.00		35,402.79
30 Jan 2024	BP	F5 COMPUTING LTD GAINS TOWN COUNCIL	1,096.49		38,882.79
30 Jan 2024	BP	Generation UK Ltd GAI006	20.72		39,979.28
30 Jan 2024	TFR	402201 03662918 INTERNET TRANSFER		30,000.00	40,000.00
29 Jan 2024	TFR	TRANSFER 03662918	100.20		10,000.00
29 Jan 2024	CR	██████████ SLIMMING WORLD REN		100.20	10,100.20
27 Jan 2024		Balance brought forward			10,000.00

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Your Statement

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



Account Summary

Opening Balance	670,250.77
Payments In	48,571.84
Payments Out	70,177.58
Closing Balance	648,645.03

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

International Bank Account Number

GB04HBUK40220103662918

Branch Identifier Code

HBUKGB4131T

30 December 2023 to 31 January 2024

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

03662918 316

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
29 Dec 23	BALANCE BROUGHT FORWARD			670,250.77
02 Jan 24	TFR TRANSFER 51418890	2,062.06		668,188.71
03 Jan 24	TFR TRANSFER 51418890	78.02		668,110.69
04 Jan 24	TFR TRANSFER 51418890		3,960.13	672,070.82
05 Jan 24	TFR TRANSFER 51418890	318.13		671,752.69
07 Jan 24	TFR TRANSFER 51418890	19.41		671,733.28
08 Jan 24	TFR TRANSFER 51418890		133.40	671,866.68
09 Jan 24	TFR TRANSFER 51418890	386.32		671,480.36
12 Jan 24	TFR TRANSFER 51418890		551.34	672,031.70
15 Jan 24	TFR TRANSFER 51418890	486.79		671,544.91
16 Jan 24	TFR TRANSFER 51418890	459.18		671,085.73
17 Jan 24	TFR TRANSFER 51418890	1,374.00		669,711.73
18 Jan 24	TFR TRANSFER 51418890		42,512.36	712,224.09
19 Jan 24	TFR TRANSFER 51418890	463.48		711,760.61
22 Jan 24	TFR TRANSFER 51418890	1,212.36		710,548.25
23 Jan 24	TFR TRANSFER 51418890	154.74		710,393.51
24 Jan 24	TFR 402201 51418890			
	INTERNET TRANSFER	28,000.00		
	TFR TRANSFER 51418890	333.02		682,060.49
25 Jan 24	TFR TRANSFER 51418890		253.58	682,314.07
29 Jan 24	TFR TRANSFER 51418890		100.20	682,414.27
30 Jan 24	TFR 402201 51418890			
	INTERNET TRANSFER	30,000.00		
	TFR TRANSFER 51418890		1,060.83	653,475.10
31 Jan 24	TFR TRANSFER 51418890	4,830.07		648,645.03
31 Jan 24	BALANCE CARRIED FORWARD			648,645.03

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

30 December 2023 to 31 January 2024

Your Statement

Account Name
Gainsborough Town Council

Sortcode	Account Number	Sheet Number
40-22-01	03662918	317

Information about the Financial Services Compensation Scheme

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PAPER F



Internal Audit Checklist 2023/24

Name of Parish or Town Council		Gainsborough Town Council							
Parish Council website		https://gainsborough-tc.gov.uk/							
Name of internal auditor		Steve Fletcher							
Date of audit		17 th January 2024							
Type of audit (Please tick)		Intermediate		✓		Year-end (including AGAR)		✗	
Council contact information		Name				Email			
Clerk (Acting)		Rachel Allbones				Rachel.Allbones@gainsborough-tc.gov.uk			
RFO if different		-				-			
Chairman		Cllr C Davis				cldr.c.davies@gainsborough-tc.gov.uk			
		Staff	Y	✓	N		Y	✓	N
Electorate	14,312	Total number of seats				18			
Quorum	6	Number of councillor vacancies				1			
Precept Demand 2022/23	£612,885	Gross budgeted Income				£612,885			
Date of most recent audit	December 2022 and June 2023 AGAR (2022/23)	Date of next audit agreed with Clerk				Year End + AGAR TBC			
		Y/N	Comments						
Has the internal auditor seen previous audit reports including the most recent?		Y	Intermediate Audit - report dated 19.12.2023 and Year End process - 2022/23 AGAR 22.06.2023						
Is there evidence that previous internal and external audit reports have been acted upon?		Y	The audit report was received and presented to Town Council – there is evidence that indicates that sections of the report (updates to policy and practice) were properly considered and/or acted upon. Evidenced – Minutes						

Key governance review		Y/N	Comments & recommendations	Risk		
				Low	Med	High
1	Standing orders (tailored and reviewed)	Y	Reviewed 2023. Evidenced - website	✓		
2	Financial regulations (tailored and reviewed)	Y	Reviewed 2023. Evidenced - website	✓		
3	Terms of reference (committees / working groups)	Y	Reviewed 2023. Evidenced - website	✓		
4	Code of Conduct (elected members)	Y	Reviewed 2023. Evidenced - website	✓		
5	Complaints procedure (tailored and reviewed)	Y	Reviewed 2023. Evidenced - website	✓		
6	Insurance Cover <ul style="list-style-type: none"> • 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	Reviewed 2023.	✓		
7	Council contact details available online	Y	Evidenced – website	✓		
8	Up to date employment contracts for all staff	Y	Evidenced - files	✓		
9	Publication scheme in place	Y	Updated 2023 Evidenced – website.	✓		
10	GDPR policies in place <ul style="list-style-type: none"> • Record Retention Schedule • Data Breach Assessment • Process for dealing with a Subject Access Request • Security Compliance Checklist 	Y	Evidenced – website.	✓		
11	Arrangement for inspection of public records adequate	Y	Evidenced – website.	✓		
12	External audit report published by 30 Sept (if relevant)	Y	Evidenced – website.	✓		

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
13	End of year accounts published by 1 July	Y	Evidenced – website.	✓		
14	Annual Governance statement published by 1 July <ul style="list-style-type: none"> • Correctly claimed exemption from audit (if relevant) 	Y	Evidenced – website.	✓		
15	Internal audit report published by 1 July	Y	Evidenced – website.	✓		
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.	✓		
18	Asset register published by 1 July	Y	Evidenced – website.	✓		
Councils under £25K turnover and over £200K (Best Practice for those under £200K):						
19	All items of expenditure above £100 published by 1 July (over £500 for larger)	Y	Evidenced – website.	✓		
20	Councillor responsibilities published by 1 July	Y	Evidenced – website.	✓		
21	Draft minutes published within one month of the meeting.	Y	Evidenced – website.	✓		
Councils over £200K turnover:						
22	Senior officer salaries published	Y	Evidenced – website.	✓		
23	Data on issues important to local people (e.g., parking, grants) published	Y	Evidenced – website.	✓		
24	Procurement information over £5,000 published	Y	Evidenced – website / files.	✓		

Accounting		Y/N	Comments & recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	Y	Evidenced – PC files	✓		
26	Arithmetically correct (checks / balance)	Y	No contrary evidence	✓		
27	Evidence of internal control	Y	Evidenced – files	✓		
28	VAT <ul style="list-style-type: none"> evidence of recording evidence of reclaiming 	Y	Evidenced – files. Claims for April to June / July to Sept and October to December reclaimed	✓		
29	All payments supported by authorised, minuted invoices	Y	Evidenced – minutes / files	✓		
30	s.137 <ul style="list-style-type: none"> Recorded separately within accounts Within legal threshold limits for the current year Spend in accordance with legislation 	n/a	No longer used, the Town Council uses GPC	✓		
31	Payments made in accordance with financial regulations <ul style="list-style-type: none"> Cheques Online banking BACS Direct Debit Credit or debit cards Other payments 	Y	Evidenced – minutes, files, invoices, bank statements. No contrary evidence.	✓		

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
32	Annual budget in support of precept approved by full council	Y	Evidenced – website / minutes.	✓		
33	Precept demand properly minuted	Y	Evidenced – website / minutes.	✓		
34	Earmarked reserves reviewed	Y	Evidenced – website / minutes.	✓		
35	Budget is monitored regularly with variances reported to council in line with Financial regulations <ul style="list-style-type: none"> Variances from budget explained 	Y	Evidenced – website / minutes.	✓		

Income control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
36	Income properly recorded and banked promptly	Y	Evidenced – files, bank statements.	✓		
37	Precept income received in bank account	Y	Evidenced – files, bank statements.	✓		
38	Effective security of cash and cash transactions	Y	Evidenced – files, bank statements.	✓		
39	Effective security of card transactions	Y	Evidenced – files, bank statements.	✓		

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
40	Regular bank statement reconciliation	Y	Evidenced – files, bank statements.	✓		
41	Balancing entries (adjustments) explained	Y	Evidenced – files, bank statements.	✓		
42	Bank mandate up to date • Evidence of signatories	Y	Evidenced – files, minutes.	✓		

Petty cash		Y/N	Comments & recommendations	Risk		
				Low	Med	High
43	Petty cash account used/authorised	Y	Evidenced – files, bank statements.	✓		
44	Petty cash spending supported by VAT receipt(s)	Y	Evidenced – files.	✓		
45	Petty cash reported to Council	Y	Evidenced – files, minutes	✓		
46	Petty cash float reconciled/reimbursed	Y	Evidenced – files.	✓		
47	Other					

Year-end process - To be carried out at year end		Y/N	Comments & recommendations	Risk		
				Low	Med	High
48	Accounting according to • Income and expenditure • Receipts and payments	-	-	-	-	-
49	Bank statements reconcile to ledger	-	-	-	-	-
50	Robust audit trail evident	-	-	-	-	-
51	Debtors and creditors recorded	-	-	-	-	-
52	Other	-	-	-	-	-

Asset control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
53	Register of assets • Exists / Reviewed / Up to date	Y	Evidenced – website.	✓		
54	Assets inspected and Health & Safety issues considered • Play equipment • Street furniture • Fire safety • Defibrillators	Y	Evidenced – internal controls and records	✓		

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
55	Risk management scheme in place	Y	Evidenced – website.	✓		
56	Annual risk assessment undertaken as a minimum	Y	Evidenced – website.	✓		
57	Financial controls and procedures documented	Y	Evidenced – website.	✓		
58	Regular financial reporting to Council in line with Financial regulations	Y	Evidenced website / minutes	✓		
59	Reporting of bank balances minuted	Y	Evidenced website / minutes	✓		
60	Grants ratified and minuted according to policy	Y	Evidenced website / minutes	✓		
61	Evidence of unusual activity from minutes	N	None evidenced	✓		

General		Y/N	Comments & recommendations	Risk		
				Low	Med	High
62	GPC • Council eligible • GPC adopted/ up to date	Y	Reaffirmed May 2023. Evidenced - minutes	✓		
63	Back up of files adequate	Y	Evidenced – internal controls.	✓		
64	Storage of files (paper and electronic) adequate	Y	Evidence – physical sight of storage methods.	✓		
65	Local Council Award Scheme • Foundation • Quality • Quality Gold	Y	Council achieved Foundation Award in 2023.	✓		
66	Website Accessibility Statement published online	Y	Evidenced website. Note: link does not work on all mobile devices.	✓		

Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
67	Employee posts properly recorded/ correct job descriptions <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff • Other 	Y	Evidenced – files.	✓		
68	List of Members' interests <ul style="list-style-type: none"> • displayed on website. • reviewed regularly 	Y	Evidenced website. Note: Members should be aware of legal responsibility to review.	✓		
69	Declarations of acceptance of office <ul style="list-style-type: none"> • All Councillors • Chairman 	Y	Evidenced files.	✓		
70	Co-options according to policy	n/a	No co-options during 2023/24 (to date).	-	-	-
71	Agenda documents correct	Y	Evidenced website / files.	✓		
72	Minutes correct / signed	Y	Evidence: Physical sight of signed documents.	✓		
73	Purchase order system used/correct	Part	Orders placed verbally / via email.	✓		
74	Purchasing authorised in line with Financial regs / limits	Y	Evidenced - Minutes / Policy	✓		
75	Council operating within legal powers <ul style="list-style-type: none"> • Legal powers identified in minutes 	Y	Evidenced website	✓		
76	Delegation to officers or committees <ul style="list-style-type: none"> • Scheme of delegation • Limits inc. financial regulations &/or standing orders; • adhered to; • reported adequately 	Y	Evidenced website / financial regulations / minutes.	✓		

Payroll & HR		Y/N	Comments & recommendations				Risk		
							Low	Med	High
77	Written statement of particulars for all staff from day one (April 2020 onwards)	Y	Evidenced files.				✓		
78	Proper procedures for payroll, PAYE & NI	Y	Evidenced files.				✓		
79	Is payroll inhouse or external provider used?		In-house	✗	External	✓	✓		
80	PAYE & NI payments verified	Y	Evidenced files.				✓		
81	Approval of salaries and increments	Y	Evidenced files / minutes.				✓		
82	Approval of expense claims	Y	Evidenced files.				✓		
83	Minimum wage threshold met	Y	Evidenced files.				✓		
84	HR procedures and policies adopted / reviewed	Y	Evidenced files.				✓		
85	Training policy and record staff /elected Members	Y	Evidenced files.						
86	Qualified Clerk • CiLCA 2015 or later	Y	Acting Clerk has CiLCA.				✓		
87	Annual appraisals undertaken	Y	Evidenced files.				✓		
88	Job description(s) up to date / reviewed	Y	Evidenced files.				✓		
89	Health and safety of staff workstation & PC equipment undertaken • Display Screen Equipment	N	Ongoing process.					✓	✓
90	Adequate Pension provision in place	LGPS		✓					
		NEST		✗					
		Other		✗					
	• Automatic Enrolment for Staff	Y	✓	N		From day 1 of emp	✓		
	• Opt Out Evidenced	n/a				n/a	✓		
	• Declaration of Compliance	Y	✓	N		October 2018	✓		
• Redeclaration of Compliance	Y	✓	N		October 2022	✓			

Transaction spot check

Check number	1	2	3	4	5	6
Invoice date	03/04/2023	10/05/2023	14/07/2023	01/08/2023	03/09/2023	02/10/2023
Payee	Novuna	Safelincs	UK Plan Maps	WLDC	Water +	ISL
Reference / Cheque number	DD T20372	BACS T20602	CC T20673	DD T20332 DD T20360 DD T20361	BACS T20719	DD T20797
Order minute reference	n/a	n/a	n/a	n/a	n/a	n/a
Delivery evidence	✓	✓	✓	✓	✓	✓
Payment minute reference	✓	✓	✓	✓	✓	✓
Invoice value	£271.10	£264.59	£55.20	£38.57 £255.23 £49.40	£8.03	£96.63
Minute value	✓	✓	✓	✓	✓	✓
Payment value	✓	✓	✓	✓	✓	✓
Statement value	✓	✓	✓	✓	✓	✓
Timely payment	✓	✓	✓	✓	✓	✓
VAT recorded	£45.18	£44.10	£9.20	-	-	£16.11
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	-	-	-	-	-	-

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 check and sight of financial records.	✓		
A2	Fees charged in accordance with approved rates	Y	Evidenced – Physical check and sight of financial records.	✓		
A3	Up to date occupancy details kept and securely retained	Y	Evidenced – Physical check and sight of financial records.	✓		
A4	Agreements/licences issued to all plot holders	Y	Evidenced – Physical check and sight of financial records.	✓		
A5	Other – Staffing	Y	Allotments Officer in post	✓		
A6	Privacy Notices	Y	Evidenced – Physical sight of documentation in folder.	✓		

	Burials	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
B1	Cemetery accounts balance	Y	Epitaph (EDGE) software used	✓		
B2	Fees charged in accordance with approved rates	Y	Evidenced – Physical sight of financial transactions / records	✓		
B3	All interred ashes have certificates of cremation	Y	Evidenced – Physical sight of records	✓		
B4	Permits properly documented and stored	Y	Scanned and stored satisfactorily	✓		
B5	Cemetery regulations adopted and up to date	Y	Reviewed 2022/23	✓		
B6	Registers of burials and purchased graves completed correctly and stored safely	Y	Epitaph (EDGE) software used	✓		
B7	Burial certificates issued correctly	Y	Evidenced – Physical sight of records	✓		
B8	Green slips returned appropriately to Registrar	Y	On-site transfers (shared building)	✓		
B9	Legible cemetery burial plan up to date • backed up if appropriate	Y	Evidence - Epitaph (EDGE) software / Pear Technologies	✓		
B10	Business rates exemptions correctly applied	n/a	-	✓		

	Charities	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
C1	Accounted for separately	Y	The Levelling's Play Area has charitable status with zero annual return. Evidence – Charity Commission website. Previous Town Clerks have been unable to find any bank account or operational evidence (including Trustees). The Charity Commission previously advised they could not advise / assist.	✓		
C2	Independently audited	n/a	-	✓		
C3	Returns filed within legal time limits	Y	Zero return submitted annually.	✓		

	Sports Ground / Community buildings	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
Cb1	Marshal Sport Ground (Pavilion / Function Room)	Y	Evidenced – budgets and accounts – charges for sports and training areas seen.	✓		
Cb2	The Levelling – Playing Field / Changing Rooms	Y	Evidenced – budgets and accounts – charges for playing fields and changing rooms seen.	✓		

	Parks & Playgrounds	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
P1	H & S Checks	Y	Evidenced – work schedules seen.	✓		
P2	Maintained	Y	Evidenced – records seen.	✓		
P3	Statutory records kept / stored safely	Y	Evidenced – records seen.	✓		
P4	Agreements/licences issued to all users	Y	Evidenced – records seen.	✓		

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

PAPER G

Officer Report to the Finance and Strategy Committee

Report Author: Rachel Allbones
Report Date: 15 February 2024



Gainsborough
TOWN COUNCIL

Fees and Charges

Summary

To consider setting the fees and charges for 2024/25 for the sports grounds and burial grounds and the allotments for 2025/26 and allotment water charges for 2024/25.

Background

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

The inflation rate for the Retail Price Index (RPI) in the United Kingdom was 4.9 percent in January 2024, a decline from December 2023, when it was 5.2 percent.

Full cost recovery for services has been spoken about in the past but recommendations for this report is based on 5% on current fees.

Fees and Charges

Sports Grounds

Attached at Appendix A are the fees for the past 4 years and a sample charge for 2024/25 with 5% increase from the current year.

Cemeteries

Attached at Appendix B are the fees for the past 6 years and a sample charge for 2024/25 with 5% increase from the current year.

The SLA grave digging costs for 2024/25 are below, the prices are based on a standard size grave at 7' x 3'.

	Price
New Single Burial Excavation and backfill.	£ 475
New Double Burial Excavation and backfill.	£ 575
Cremated Remains Single Excavation and backfill.	£ 150
Re-opener Single Excavation and backfill.	£ 475
Preparation of excavation and spoil heap – walk boards, grass matting etc.	£ 75

Allotments

Attached at Appendix C are the fees for the past 19 years and a sample charge for 2025/26 with 5% increase from the agreed 2024/25 charge.

Water Charges

Foxby Hill Water charges

1/4/21 - 31/3/22 = £370.87+VAT

1/4/22 – 31/3/23 = £393.76+VAT

1/4/23 – 31/12/23 = £378.25+VAT

Based on 125 standard plot and 9 large plots (charged double water fees), it is proposed to charge £3 per standard size plot for water for 2024/25.

Spital Hill Water Charges

15/6/21 – 14/3/22 = £167.36

15/3/22 – 14/3/23 = £575.51

15/3/23 – 14/12/24 = £386.32

Based on 47 usable plots it is proposed to charge £10 per standard size plot for water for 2024/25.

NOTE: It has been requested in the past if we would set our fees to whole £.

Events

Planet Circus

Community Services Committee – 15 January 2019

Aisby Walk, a one off £300 non-refundable exclusivity fee and £500 per weeks hire ground rent, this exclusivity agreement is for 5 years.

Laybo's Fest

Property and Services Committee - PS24/032 July 2023

25 & 26 May 2024 at Marshalls Sports Ground - £300

Rotary Fireworks, Food and Music Event

Property and Services Committee - PS24/169 February 2024

5 May 2024 at Marshalls Sports Ground - £150

Motor Caravanners Club (approx. 25 Motorcaravans)

23 – 25 February 2024 at Marshalls Sports Ground - £450.00

Dowse's Funfair

Levellings, 4 days trading - £1,000

Recommendations

Sports Grounds

1. Approve the 2024/25 charges as set in Appendix A

Cemeteries

2. Approve the 2024/25 charges as set in Appendix B

Allotments

3. Approve the 2025/26 charges as set in Appendix C

4. Approve the 2024/25 water charges for Spital Hill and Foxby Hill.

Events

5. To consider reviewing the fee for Planet Circus

6. Approve the event fees.

Sports Ground Charges

	2020 / 2021		2021 / 2022		2022 / 2023		2023 / 2024		2024 / 2025		
Football Pitch - Senior	40.50	(per match)	41.00	(per match)	43.05	(per match)	45.20	(per match)	47.46	(per match)	5%
Football Pitch - Juniors 9v9 & 11v11	25.50	(per match)	26.00	(per match)	27.30	(per match)	28.67	(per match)	30.10	(per match)	5%
Football Pitch - Juniors 5v5 & 7v7	15.50	(per match)	16.00	(per match)	16.80	(per match)	17.64	(per match)	18.52	(per match)	5%
Training Pitch	10.50		11.00		11.55		12.13		12.73		5%

Cricket Pitch - Senior (not including use of kitchen or function room)	44.50	(per match)	45.00	(per match)	47.25	(per match)	49.61	(per match)	52.09	(per match)	5%
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	25.50	(per match)	26.00	(per match)	27.30	(per match)	28.67	(per match)	30.10	(per match)	5%
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	20.50	(per match)	21.00	(per match)	22.05	(per match)	23.15	(per match)	24.31	(per match)	5%

Marshalls Bowls Club	1,089.00	(per season)	1,224.00	(per season)	1,285.20	(per season)	1,349.46	(per season)	1,416.93	(per season)	5%
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	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	20.50	15.50	21.00	16.00	22.05	16.80

Regular User		Regular User		
Peak	Off Peak	Peak	Off Peak	
16.60	12.60	17.43	13.23	5%
Casual User		Casual User		
Peak	Off Peak	Peak	Off Peak	
20.00	15.00	21.00	15.75	5%

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

Cemetery Charges

	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024	2024 / 2025	
Part 1 Exclusive Right of Burial	£	£	£	£	£	£	£	
Cremated Remains 25 years	150.00	150.00	225.00	230.00	241.50	253.58	266.26	5%
25 years	300.00	300.00						
50 years	375.00	375.00	450.00	459.00	481.95	506.05	531.35	5%
75 years	450.00	450.00						
99 years	525.00	525.00	600.00	612.00	642.60	674.73	708.47	5%
Part 2 Interments	£	£	£	£	£	£	£	
Stillborn child under 24 weeks					0.00	0.00	0.00	
**Child under 18 years of age Single		600.00	600.00	612.00	642.60	674.73	708.47	5%
**Child under 18 years of age Double		710.00	710.00	724.00	760.20	798.21	838.12	5%
Adult Single	600.00	600.00	600.00	612.00	642.60	674.73	708.47	5%
Adult Double	710.00	710.00	710.00	724.00	760.20	798.21	838.12	5%
Triple Depth				1,071.00	1,071.00	1,071.00	TBC with GD	
Cremated Remains	225.00	225.00	225.00	230.00	241.50	253.58	266.25	5%
Extra Spoils removal where over standard size grave	140.00	140.00	160.00	163.00	163.00	163.00	TBC with GD	
Additional fee where outside standard hours (full burial)	230.00	230.00	230.00	235.00	246.75	259.09	272.04	5%
Additional fee where outside standard hours (cremation burial)	80.00	80.00	80.00	82.00	86.10	90.41	94.93	5%
Exhumation	£	£	£	£	£	£	£	
Body	2,500.00	2,500.00	2,750.00	2,805.00	2,805.00	2,805.00	TBC with GD	
Cremated Remains	300.00	300.00	350.00	357.00	374.85	393.59	413.27	5%
Use of	£	£	£	£	£	£	£	
Chapel (including use of organ)	100.00	100.00	100.00	102.00	£107.10	£112.46	£118.08	5%
Grass Matting	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	
Part 3 Memorials	£	£	£	£	£	£	£	
Headstone up to 3' (exclusive right for 30 years)	200.00	200.00	200.00	204.00	214.20	224.91	236.16	5%
Headstone up to 3' including kerbing (exclusive right for 30 years)	225.00	225.00	225.00	230.00	241.50	253.58	266.25	5%
Plaque	75.00	75.00	75.00	77.00	80.85	84.89	89.14	5%
Vase with an inscription	75.00	75.00	75.00	77.00	80.85	84.89	89.14	5%
Additional inscription	75.00	75.00	75.00	77.00	80.85	60.00	63.00	5%

Cemetery Charges

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

ALL CHARGES ARE DOUBLED FOR RESIDENTS LIVING OUTSIDE OF THE GAINSBOROUGH PARISH BOUNDARY

Rental Charges Per Annum

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

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

	2023 / 2024	2024 / 2025	2025 / 2026
	£	£	£
Allotments (Standard Plot approx 250m2) per square metre	0.12	0.12	0.126
Allotments (Standard Plot approx 250m2) per square metre NON RESIDENT		0.13	0.1365
Foxby Hill Water Charges	5.00	3.00	
Spital Hill Water Charges	10.00	10.00	
Garage Space (Love Lane) x31	52.50	55.13	
Register Offices (Richmond Park	Lease agreement	Lease agreement	

5%

5%

5%