

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 19 March 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

FS24/104 Apologies for Absence

To note apologies for absence.

FS24/105 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.

FS24/106 Declarations of Interest

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

FS24/107 Dispensation Requests

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

FS24/108 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.

FS24/109 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 9)

FS24/110 Finance Reports

To receive and consider for approval the following financial reports:

- i. Unpaid Expenditure Transactions for 14 March 2024 **Paper B** (pages 10 to 16)
- ii. Cashbook Summary (including due and unpaid transactions) for 14 March 2024 **Paper C** (pages 17 to 18)
- iii. Budget Comparison Report (including due and unpaid transactions) for 14 March 2024 **Paper D** (pages 19 to 54)

FS24/111 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 29 February 2024 per paragraph 2.2 of Financial Regulations.

Paper E (pages 55 to 67)

FS24/112 Earmarked Reserves

To consider proposed ear marked reserves for YE 31st March 2024.

Paper F (pages 68 to 70)

FS24/113 Outstanding Debtors

To receive report of outstanding debtors and consider any action necessary.

Exclusion of Public and Press recommended due to confidential nature of discussion.

Paper G (pages 71 to 75)

FS24/114 Risk Register and Risk Management Policy

To review the Council's risk register and Risk Management Policy.

Paper H (pages 76 to 96)

FS24/115 Items for Notification

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

- Asset Register Review
- 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

FS24/116 Time and Date of Next Meeting

To consider amending the next scheduled for Finance and Strategy Committee meeting of Tuesday 16 April 2024 at 7:00pm to Tuesday 30 April 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Friday, 15 March 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 20 February 2024** 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)

FS24/092 Apologies for Absence

Apologies for absence were received from Councillor L Muggridge.

FS24/093 Public Participation Period

No public in attendance.

FS24/094 Declarations of Interest

No declarations of interest were made.

FS24/095 Dispensation Requests

No dispensation requests were received.

FS24/096 Items for Exclusion of Public and Press

No items for exclusion of public and press.

FS24/097 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 23 January 2024 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Doy & Key abstained from voting.

FS24/098 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 15 February 2024

Initialled:

- ii. Cashbook Summary (including due and unpaid transactions) for 15 February 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 15 February 2024

FS24/099 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 31 January 2024.

FS24/100 Internal Audit Report (Paper F)

RESOLVED: to review and note interim internal audit report and thank Officers for continued effort, and request that the below be looked at and amended in the report: -

70 – we had 6 co-options in June following the elections.

90 – opt out evidenced – we have some employees who have opted out of the pension and we do have paperwork to evidence this.

FS24/101 Fees and Charges (Paper G)

RESOLVED: to

- 1) Approve the 2024/25 Sports Grounds charges as set in Appendix A.
- 2) Approve the 2024/25 Cemetery charges as set in Appendix B.
- 3) Approve the 2025/26 Allotment charges at £0.126 per square metre and £0.1365 per square metre for Non-residents.

Note: Councillors Dobbie and Plastow abstained from voting.

- 4) Approve the 2024/25 water charges for Spital Hill at £10 per standard plot and Foxby Hill at £3 per standard plot.

Note: Councillors Dobbie, Key and Plastow abstained from voting.

- 5) Approve the 2025/26 Garage space charge at £55.13.
- 6) Approve the fee for Planet Circus at £250 per trading day.
- 7) Approve the fee for fairs at £250 per trading day.
- 8) Approve the fee for the Motor caravanners for 2024/25 at £500 (Fri – Sun).

Note: Councillor Bowler abstained from voting.

FS24/102 Items for Notification

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

- 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

Initialled:

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

FS24/103 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 19 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:55pm

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

DRAFT

Marshalls and Levellings Sports Ground Fees

1st April 2024 - 31st March 2025

Football Pitch - Seniors 11v11	£47.46	(per match)
Football Pitch - Juniors 9v9 & 11v11	£30.10	(per match)
Football Pitch - Juniors 5v5 & 7v7	£18.52	(per match)
Training Pitch	£12.73	

Cricket Pitch - Senior (not including use of kitchen or function room)	£52.09	(per match)
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	£30.10	(per match)
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	£24.31	(per match)

Marshalls Bowls Club	£1,416.93	(per season)
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	Regular User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£17.43	£13.23

	Casual User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£21.00	£15.75

Peak Times	Monday - Friday	5:00pm - 11:30pm
Off Peak Times	Monday - Friday	9:00am - 5:00pm
	Saturday - Sunday	All Day

Gainsborough Town Council

Cemetery Charges for 1st April 2024 to 31st March 2025

Part 1 Exclusive Right of Burial	£
Cremated Remains 25 years	£266.26
50 years	£531.35
99 years	£708.47

Part 2 Interments	£
Stillborn child under 24 weeks	£0.00
**Child under 18 years of age Single	£708.47
**Child under 18 years of age Double	£838.12
Adult Single	£708.47
Adult Double	£838.12
Adult Triple (each application for a triple depth grave will be considered individually from the perspective of health and safety as not every location in the General Cemetery is suitable)	TBC with Grave Digger
Cremated Remains	£266.25
Extra Spoils removal	TBC with Grave Digger
Additional fee where outside standard hours (full burial)	£272.04
Additional fee where outside standard hours (cremation burial)	£94.93

Exhumation	£
Body	TBC with Grave Digger
Cremated Remains	£413.27

Use of	£
Chapel (including use of organ)	£118.08
Grass Matting	FOC

Part 3 Memorials	£
Headstone up to 3' (exclusive right for 30 years)	£236.16
Headstone up to 3' including kerbing (exclusive right for 30 years)	£266.25
Plaque	£89.14
Vase with an inscription	£89.14
Additional inscription	£63.00

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

**An application to the Children's Funeral Fund will be made by the burial authority to meet these costs rather than the charge being collected directly.

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21157	BP240221U	16/02/2024	£65.57	£10.93	£54.64		Chantry Agricultural Engineers - Sthil hedgecutter repair	Equipment Maintenance	
21158	BP240221U	16/02/2024	£30.30	£5.05	£25.25	95.87	Chantry Agricultural Engineers - Petrol hedge cutter repair	Equipment Maintenance	
21159	BP240221G	17/02/2024	£408.00	£68.00	£340.00	408.00	Retford Memorials - Memorial repair (CNCC0023)	Cemetery Maintenance	
21168	BP240228	23/02/2024	£20.00	£0.00	£20.00	20.00	██████████ - X1 driving lesson 23/2 (50% reimbursement)	Staff Training	
21179	BP240301	29/02/2024	£20.00	£0.00	£20.00	20.00	██████████ - X1 driving lesson 29/2 (50% reimbursement)	Staff Training	
21249	BP240314I	14/03/2024	£20.00	£0.00	£20.00	20.00	██████████ - X1 driving lesson 14/3 (50% reimbursement)	Staff Training	
21169	BP240311	29/02/2024	£60.00	£10.00	£50.00	60.00	Ibwest Ltd - To supply response to alarm activation on 16.02.24	Richmond House	
21170	BP240311	29/02/2024	£566.40	£94.40	£472.00	566.40	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	Monthly
21171	BP240311	29/02/2024	£71.82	£11.97	£59.85	71.82	Landscape Supply Company - Work boots (DB &JB)	Staff Workwear	
21172	BP2403	21/02/2024	£908.64	£135.44	£773.20	908.64	Burton & Dyson Solicitors - Professional services	Legal Fees	
21173	BP240311	27/02/2024	£1,009.20	£119.20	£890.00	1,009.20	Ashby Grass Care - Renovation of cricket square	Marshalls Sports Ground	
21174	BP240311	23/02/2024	£250.00	£41.67	£208.33	250.00	Gainsborough Skip Hire - Skip hire	Richmond Park	
21175	BP240311	23/02/2024	£26.40	£4.40	£22.00	26.40	Chantry Agricultural Engineers - Repairs for the Wessex	Equipment Maintenance	
21176	BP240311	23/02/2024	£14.04	£2.34	£11.70		Generation (UK) Ltd - X6 Heras panels (21 days)	Richmond Park	
21177	BP240311	22/02/2024	£139.22	£23.20	£116.02	153.26	Generation (UK) Ltd - X6 Heras panels	Richmond Park	
21178	BP240311	21/02/2024	£115.97	£19.33	£96.64		Trade UK - 2 x Howard Leight Laser Lite 35dB Corded Foam Ear Plugs 100 Pairs, 1 x Wago 221 Series Lever Connector Set 85 Pieces		
21208	BP240311	05/03/2024	£52.00	£8.67	£43.33	167.97	Trade UK - Paint	Marshalls Main Pavilion	
21180	BP240311	29/02/2024	£484.61	£80.77	£403.84	484.61	High Street Garage - Fuel	Vehicles	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21188	BP240311	02/03/2024	£1,740.00	£290.00	£1,450.00	1,740.00	Retford Memorials - Grave Digging (XGCO0191 & XLNC0081)	Grave Digging	
21193	BP240311	27/02/2024	£180.00	£0.00	£180.00	180.00	West Lindsey District Council - Premises Licence	Marshalls Sports Ground	
21194	BP240306	05/03/2024	£139.20	£23.20	£116.00	139.20	MH Goals Ltd - Boot wipers	Marshalls Sports Ground	
21195	BP240311	29/02/2024	£4,000.00	£0.00	£4,000.00	4,000.00	P.C's - Repairs to boundary fence which joins to AMP Rose	General Cemetery	
21196	BP240311	07/02/2024	£4,740.00	£790.00	£3,950.00	4,740.00	UDCS Ltd - Demolish cabin, site clearance and erect fence at Marshalls Bowls	Marshalls Sports Ground	
21197	BP240311	06/03/2024	£238.80	£39.80	£199.00		Commercil Vehicle Contracts Ltd - Document Fee	New Nissan vehicles	
21198	BP240311	06/03/2024	£238.80	£39.80	£199.00	477.60	Commercil Vehicle Contracts Ltd - Document Fee	New Nissan vehicles	
21199	BP240311	05/03/2024	£1,416.00	£236.00	£1,180.00	1,416.00	Teleshore (UK) Ltd - Walk boards, Artificial grass grave set, Pair of softwood putlogs, Delivery.	Burials	
21210	BP240311O	08/03/2024	£375.00	£0.00	£375.00	375.00	GEOsurveys Ltd - Block layout plan	Love Lane Allotment pond	
21220	BP2403	15/03/2024	£60.00	£10.00	£50.00	60.00	lbwest Ltd - To supply response to alarm activation on 05.03.24	Richmond House	
21223	BP2403	12/03/2024	£301.64	£24.86	£276.78	301.64	Viking Direct - Stamps, copy paper and post its	Stationery	
21224	BP2403	22/02/2024	£252.86	£42.14	£210.72	252.86	Huws Gray Limited - Decorating supplies	Richmond Park toilets	
21225	BP2403	13/03/2024	£7,812.00	£1,302.00	£6,510.00	7,812.00	Gainsborough Building Services Ltd - Refurbishment of rear entrance and w/c area	Richmond House	
21226	BP2403	26/01/2024	£434.80	£434.80	£0.00	434.80	DAC Beachcroft Claims Ltd - Professional fees (VAT, net payable by Insurer)	Insurance	
21227	BP2403	08/03/2024	£158.70	£26.45	£132.25		Howden Joinery Ltd - New door and fittings for the outside female toilets.	Richmond Park toilets	
21228	BP2403	08/03/2024	£108.25	£18.04	£90.21		Howden Joinery Ltd - New door and fittings for the outside female toilets.	Richmond Park toilets	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21229	BP2403	08/03/2024	-£79.79	-£13.30	-£66.49	187.16	Howden Joinery Ltd - New door and fittings for the outside female toilets.	Richmond Park toilets	
21230	PC103958	13/07/2023	£0.50	£0.08	£0.42		Marshall's Yard - Car parking	Petty Cash	
21231	PC103958	05/10/2023	£1.00	£0.17	£0.83		Marshall's Yard - Car parking	Petty Cash	
21232	PC103958	27/11/2023	£0.50	£0.08	£0.42		Marshall's Yard - Car parking	Petty Cash	
21233	PC103958	22/01/2024	£0.50	£0.08	£0.42		Marshall's Yard - Car parking	Petty Cash	
21234	PC103958	18/05/2023	£25.00	£0.00	£25.00		Timpson - Key cutting	Petty Cash	
21235	PC103958	10/08/2023	£7.55	£0.00	£7.55		Morrisons - Refreshments	Petty Cash	
21236	PC103958	10/08/2023	£1.20	£0.00	£1.20		Lidl - Milk	Petty Cash	
21237	PC103958	13/03/2024	£1.00	£0.17	£0.83		Euro Carpark - Car parking	Petty Cash	
21238	PC103958	28/09/2023	£2.50	£0.00	£2.50		Royal Mail Group Ltd - Postage	Petty Cash	
21239	PC103958	09/10/2023	£10.48	£0.00	£10.48		Morrisons - Refreshments	Petty Cash	
21240	PC103958	23/10/2023	£1.35	£0.00	£1.35		Lincolnshire Cooperative Ltd (Gainsborough) - Milk	Petty Cash	
21241	PC103958	23/01/2024	£1.35	£0.00	£1.35		Lincolnshire Cooperative Ltd (Gainsborough) - Milk	Petty Cash	
21242	PC103958	13/02/2024	£1.35	£0.00	£1.35		Lincolnshire Cooperative Ltd (Gainsborough) - Milk	Petty Cash	
21243	PC103958	11/03/2024	£1.35	£0.00	£1.35		Lincolnshire Cooperative Ltd (Gainsborough) - Milk	Petty Cash	
21244	PC103958	31/01/2024	£9.56	£0.00	£9.56		Morrisons - Bleach & washing up liquid	Petty Cash	
21245	PC103958	02/01/2024	£3.92	£0.65	£3.27		Trade UK - Insultaed red push on crimp	Petty Cash	
21246	PC103958	02/11/2023	£27.50	£0.00	£27.50		Royal British Legion - Poppy wreath	Petty Cash	
21247	PC103958	10/10/2023	£1.65	£0.00	£1.65	98.26	Lincolnshire Cooperative Ltd (Gainsborough) - Milk	Petty Cash	
21200	CC2404	07/03/2024	£44.40	£7.40	£37.00	44.40	Best4Safety - Ear defenders	Staff Workwear	
21192	CC240301	25/01/2024	£44.76	£0.00	£44.76	44.76	Newark Town Council - x2 Tickets for Shakespearers Romeo & Juliet	Mayors Expenses	
21189	CC2404	22/02/2024	£9.99	£1.67	£8.32	9.99	Wilson Lendrum & Weir Ltd - Vehicle cleaning sponges	Vehicle Maintenance	
21181	CC2404	26/02/2024	£2.50	£0.00	£2.50	2.50	Royal Mail Group Ltd - Sender did not pay full postage	Postage	
21167	DD2402	24/02/2024	£93.50	£15.58	£77.92	93.50	Stallard Kane Associates Ltd - Employment law services	HR Services	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21153	DD2403	01/03/2024	£255.23	£0.00	£255.23		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
21154	DD2403	01/03/2024	£43.98	£0.00	£43.98		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
21155	DD2403	01/03/2024	£38.57	£0.00	£38.57	337.78	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
21201	DD2403	01/03/2024	£72.00	£0.00	£72.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
21202	DD2403	01/03/2024	£557.00	£0.00	£557.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
21203	DD2403	01/03/2024	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
21204	DD2403	01/03/2024	£258.00	£0.00	£258.00	1,823.00	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
21165	DD2403	13/02/2024	£457.52	£76.25	£381.27		British Gas Business - Gas usage	Richmond House	11/1/24 - 10/2/24
21183	DD2403	02/03/2024	£38.20	£1.82	£36.38		British Gas Business - Electricity usage	Levellings's	30/1/24 - 28/2/24
21184	DD2403	02/03/2024	£45.66	£2.17	£43.49		British Gas Business - Electricity usage	Marshalls External Changing	30/1/24 - 28/2/24
21185	DD2403	02/03/2024	£107.90	£5.14	£102.76		British Gas Business - Electricity usage	Richmond House Flat	30/1/24 - 28/2/24
21206	DD2403	08/03/2024	£10.17	£0.48	£9.69		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	5/2/24 - 4/3/24
21207	DD2403	08/03/2024	£10.17	£0.48	£9.69		British Gas Business - Electricity usage	General Cemetery	5/2/24 - 4/3/24
21215	DD2403	10/03/2024	£173.73	£8.27	£165.46	843.35	British Gas Business - Electricity usage	Richmond Park Greenhouse	7/2/24 - 4/3/24
21151	DD2403	16/02/2024	£1,112.17	£185.36	£926.81		Opus Energy - Gas Usage	Marshalls Main Pavilion	18/1/24 - 15/2/24
21152	DD2403	16/02/2024	£51.23	£2.44	£48.79		Opus Energy - Gas Usage	Levellings	18/1/24 - 15/2/24
21205	DD2403	06/03/2024	£365.92	£60.99	£304.93	1,529.32	Opus Energy - Electricity Usage	Richmond House Main House	8/2/24 - 5/3/24
21149	BP240221V	15/02/2024	£36.35	£0.00	£36.35		Water Plus Ltd - Used water & surface water drainage	General Cemetery	13/1/24 - 13/2/24
21150	BP240221Y	17/02/2024	£11.10	£0.00	£11.10		Water Plus Ltd - Used water & surface water drainage	Levellings	1/1/24 - 15/2/24
21218	BP240314E	08/03/2024	£40.44	£0.00	£40.44		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/2/24 - 7/3/24
21248	BP240314I	13/03/2024	£23.60	£0.00	£23.60	111.49	Water Plus Ltd - Used water & surface water drainage	Marshalls	12/2/24 - 12/3/24
21209	DD2403	03/03/2024	£133.94	£0.00	£133.94		Anglian Water Business (National) Ltd - Water charges	Richmond Park	3/12/23 - 2/3/24
21212	DD2403	06/03/2024	£48.44	£0.00	£48.44		Anglian Water Business (National) Ltd - Water charges	General Cemetery	6/12/23 - 5/3/24
21213	DD2403	03/03/2024	£25.29	£0.00	£25.29		Anglian Water Business (National) Ltd - Water charges	Levellings	3/12/23 - 2/3/24

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21214	DD2403	06/03/2024	£176.80	£0.00	£176.80	384.47	Anglian Water Business (National) Ltd - Water charges	Marshalls	6/12/23 - 5/3/24
21166	DR2403	16/02/2024	£8.00	£0.00	£8.00	8.00	HSBC - Bank charges	Bank Charges	17/1/24 - 16/2/24
21182	DD2403	01/03/2024	£55.49	£9.25	£46.24	55.49	Integrating Solutions Ltd - Copier charges	Printing	Monthly
21216	DD2403	09/03/2024	£182.76	£30.46	£152.30	182.76	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
21221	DD2403	11/03/2024	£95.32	£15.89	£79.43	95.32	EE Ltd - X4 mobiles	Mobiles	Monthly
21217	DD2403	11/03/2024				317.19	Unicom - Landline, broadband & electricity charges		
		1	£60.22	£10.04	£50.18		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	£66.27	£3.16	£63.11		Electricity (Lewis Street)	Xmas light Electricity	1/2/24 - 1/3/24
		5	£66.26	£3.15	£63.11		Electricity (Trinity Street)	Xmas light Electricity	1/2/24 - 1/3/24
21164	DD2403	16/02/2024	£403.65	£67.28	£336.37	403.65	Lex Autolease Limited - Lease & service rental	Vehicle Expenses	2/3/24 - 1/4/24
21187	DD2403	01/03/2024	£271.10	£45.18	£225.92	271.10	Novuna Vehicle Solutions - Citroen Berlingo Lease	Vehicle Expenses	23/03/24 - 22/04/24
21211	DD2403	01/03/2024	£273.59	£45.60	£227.99	273.59	Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/03/24 - 14/04/24
21186	DD2403	01/03/2024	£132.86	£22.14	£110.72	132.86	Fuelgenie - Fuel usage	Vehicle Expenses	1/2/24 - 29/2/24
21156	BP240222	01/02/2024				27,984.15	Rigel Wolf Ltd - February Payroll		
		1	£23,005.29	0.00	£23,005.29		February Payroll	Gross Salary	
		2	£2,071.23	0.00	£2,071.23		February Payroll	Employer NI	
		3	£2,907.63	0.00	£2,907.63		February Payroll	Employer Pension Cont	
21222	BP240313B	01/03/2024				27,665.07	Rigel Wolf Ltd - March Payroll		
		1	£22,724.91	0.00	£22,724.91		March Payroll	Gross Salary	
		2	£2,032.53	0.00	£2,032.53		March Payroll	Employer NI	
		3	£2,907.63	0.00	£2,907.63		March Payroll	Employer Pension Cont	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
				£4,541.33	£84,549.10	£89,090.43			
Chairman Signature _____						RFO Signature _____		Date _____	

PAPER C

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 14/03/24 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	£46,369.13	£0.00	£46,369.13
Administration	£90,713.96	£0.00	£90,713.96
Mayors Charity	£600.00	£0.00	£600.00
Events	£2,052.40	£0.00	£2,052.40
Grounds Maintenance	£5,938.97	£0.00	£5,938.97
Richmond Park & House	£14,378.42	£0.00	£14,378.42
Sports Grounds	£45,739.82	£0.00	£45,739.82
Play Areas	£8,000.00	£0.00	£8,000.00
Allotments	£3,769.86	£0.00	£3,769.86
Precept	£612,885.00	£0.00	£612,885.00
Community Infrastructure Levy	£15,212.37	£0.00	£15,212.37
Total Receipts	<u>£845,659.93</u>	<u>£0.00</u>	<u>£845,659.93</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£42,505.99	£5,604.04	£48,110.03
Administration	£37,369.59	£5,100.88	£42,470.47
Events	£5,170.01	£497.87	£5,667.88
Employee Costs	£326,517.46	£1,509.14	£328,026.60
Grounds Maintenance	£45,532.17	£9,084.48	£54,616.65
Richmond Park & House	£44,332.70	£5,757.09	£50,089.79
Sports Grounds	£37,367.32	£4,255.08	£41,622.40
Play Areas	£2,639.53	£515.91	£3,155.44
Allotments	£16,095.92	£2,040.59	£18,136.51
Public Realm	£3,348.44	£496.40	£3,844.84
Christmas Lights	£29,301.09	£4,203.87	£33,504.96
Ear Marked Reserves	£152,244.57	£44,328.58	£196,573.15
Total Payments	<u>£742,424.79</u>	<u>£83,393.93</u>	<u>£825,818.72</u>

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£589,423.72
Petty Cash	£100.00
Total	<u>£589,523.72</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 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Precept Income					
100	Precept	£612,785.00	£612,785.00	£0.00	£645,216.00
105	WLDC Precept Contribution	£100.00	£100.00	£0.00	£100.00
Total Income		<u>£612,885.00</u>	<u>£612,885.00</u>	<u>£0.00</u>	<u>£645,316.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Employee Costs					
Expenditure					
1000	Payroll				
1000/1	Gross Salary	£266,000.00	£255,442.29	£10,557.71	£340,000.00
1000/2	Employer NI Contribution	£25,000.00	£25,229.81	-£229.81	£34,000.00
1000/3	Employer Pension Contribution	£43,000.00	£37,180.94	£5,819.06	£70,000.00
1000/4	Agency Staff	£0.00	£2,208.30	-£2,208.30	£0.00
1000	Total	£334,000.00	£320,061.34	£13,938.66	£444,000.00
1010	Travel and Training				
1010/1	Staff Travel	£500.00	£2.92	£497.08	£200.00
1010/2	Staff Training	£5,000.00	£3,596.82	£1,403.18	£3,000.00
1010/3	Staff Car Business Insurance Reimbursement	£100.00	£0.00	£100.00	£100.00
1010	Total	£5,600.00	£3,599.74	£2,000.26	£3,300.00
1020	Workwear & ID				
1020/1	Staff Workwear	£3,200.00	£2,667.81	£532.19	£3,000.00
1020/2	H&S / First Aid	£200.00	£164.01	£35.99	£200.00
1020/3	Staff ID Badge	£50.00	£24.56	£25.44	£50.00
1020	Total	£3,450.00	£2,856.38	£593.62	£3,250.00
Total Expenditure		£343,050.00	£326,517.46	£16,532.54	£450,550.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
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	£10,000.00
210	Insurance Reimbursement (GTF)	£1,558.00	£1,557.91	-£0.09	£1,558.00
215	Legal Fee Reinbursement	£0.00	£0.00	£0.00	£0.00
220	Subject Access Request / FOI	£0.00	£0.00	£0.00	£0.00
225	Insurance Claims	£0.00	£0.00	£0.00	£0.00
Total Income		£9,558.00	£13,099.69	£3,541.69	£11,558.00
Expenditure					
2000	Office Supplies & Telecom				
2000/1	IT Services & Maintenance	£5,500.00	£5,694.08	-£194.08	£6,000.00
2000/2	Printing	£1,750.00	£1,562.01	£187.99	£1,800.00
2000/3	Postage and Stationery	£1,300.00	£1,212.29	£87.71	£1,300.00
2000/4	Office Equipment	£500.00	£0.00	£500.00	£500.00
2000/5	Telephone and Broadband	£1,550.00	£1,570.99	-£20.99	£1,550.00
2000/6	Mobiles	£1,000.00	£955.12	£44.88	£1,000.00
2000/7	Shredding	£500.00	£92.00	£408.00	£500.00
2000	Total	£12,100.00	£11,086.49	£1,013.51	£12,650.00
2010	Publicity				
2010/1	Annual Public Meeting	£120.00	£0.00	£120.00	£120.00
2010/2	Sponsorship	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
2010/3	Website	£300.00	£0.00	£300.00	£300.00
2010/4	Publicity	£0.00	£0.00	£0.00	£0.00
2010	Total	£420.00	£0.00	£420.00	£420.00
2020	Subscriptions				
2020/1	LALC	£2,800.00	£2,682.74	£117.26	£2,800.00
2020/2	The National Allotment Society	£55.00	£55.00	£0.00	£55.00
2020/3	Local Council Advisory Service (LCAS)	£0.00	£0.00	£0.00	£0.00
2020/4	Institute of Cemetery and Crematorium Management (ICCM)	£95.00	£95.00	£0.00	£95.00
2020/5	Publications	£0.00	£0.00	£0.00	£0.00
2020/6	Information Commissioner's Office	£55.00	£55.00	£0.00	£55.00
2020/7	NALC	£0.00	£0.00	£0.00	£0.00
2020/8	The Rural Town Group	£133.00	£133.00	£0.00	£133.00
2020	Total	£3,138.00	£3,020.74	£117.26	£3,138.00
2030	Democratic & Civic				
2030/1	Civic Service	£1,600.00	£0.00	£1,600.00	£1,600.00
2030/2	Civic Regalia & Past Mayors Badge	£200.00	£0.00	£200.00	£200.00
2030/3	Citizen of the Year Award	£0.00	£0.00	£0.00	£0.00
2030/4	WW2 Veteran Recognition Award	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
2030/5	Mayoral Allowance	£542.00	£541.67	£0.33	£500.00
2030/6	Mayoral Expenses	£1,500.00	£232.74	£1,267.26	£1,500.00
2030/7	Mayors Cadet	£0.00	£0.00	£0.00	£100.00
2030/8	Elections Costs	£0.00	£0.00	£0.00	£0.00
2030/9	Councillor Training	£235.00	£235.00	£0.00	£300.00
2030/10	Councillor Travel	£200.00	£0.00	£200.00	£200.00
2030/11	Councillor ID	£75.00	£66.09	£8.91	£75.00
2030/12	Miscellaneous expenses	£100.00	£139.10	-£39.10	£100.00
2030/13	AdvantEDGE Admin+ & Asset Manager	£434.00	£420.55	£13.45	£450.00
2030	Total	£4,886.00	£1,635.15	£3,250.85	£5,025.00
2040	Grants				
2040/1	S137/GPC	£0.00	£0.00	£0.00	£80.00
2040/2	Community Grants	£2,000.00	£2,000.00	£0.00	£2,000.00
2040	Total	£2,000.00	£2,000.00	£0.00	£2,080.00
2060	Insurance				
2060/1	Zurich Municipal	£12,100.00	£12,082.06	£17.94	£12,500.00
2060/2	Claims	£0.00	£0.00	£0.00	£0.00
2060/3	Valuations	£0.00	£0.00	£0.00	£0.00
2060	Total	£12,100.00	£12,082.06	£17.94	£12,500.00
2070	HR & Finances				
2070/1	Internal Auditor	£600.00	£500.00	£100.00	£750.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
2070/2	External Auditor	£1,365.00	£1,365.00	£0.00	£1,400.00
2070/3	Accountant - Payroll Services	£900.00	£693.00	£207.00	£1,800.00
2070/4	Edge Design - Finance Software	£805.00	£869.00	-£64.00	£805.00
2070/5	Bank Charges	£400.00	£247.11	£152.89	£450.00
2070/6	HR Provider	£1,200.00	£857.12	£342.88	£1,200.00
2070/7	Occupational Health	£500.00	£0.00	£500.00	£500.00
2070/8	Recruitment	£500.00	£0.00	£500.00	£500.00
2070/9	Governance Support	£0.00	£0.00	£0.00	£0.00
2070/10	VAT Audit	£0.00	£0.00	£0.00	£0.00
2070	Total	£6,270.00	£4,531.23	£1,738.77	£7,405.00
2080	Legal Fees				
2080/1	General	£3,000.00	£2,090.40	£909.60	£3,000.00
2080/2	Roses Legal Fees	£0.00	£0.00	£0.00	£0.00
2080	Total	£3,000.00	£2,090.40	£909.60	£3,000.00
Total Expenditure		£43,914.00	£36,446.07	£7,467.93	£46,218.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
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	£5,900.00
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	£0.00
330	Scrap	£0.00	£124.80	£124.80	£0.00
Total Income		<u>£5,814.00</u>	<u>£5,938.97</u>	<u>£124.97</u>	<u>£5,900.00</u>
Expenditure					
3000	Vehicle Costs				
3000/1	Ford Transit D/Cab Tipper	£4,300.00	£3,877.43	£422.57	£5,000.00
3000/2	Ford Transit Van	£3,200.00	£3,150.88	£49.12	£2,900.00
3000/3	Citroen Berlingo	£2,800.00	£2,766.04	£33.96	£2,800.00
3000/4	Renault Trafic Van	£0.00	£398.00	-£398.00	£0.00
3000/5	Vehicle Maintenance	£300.00	£421.07	-£121.07	£300.00
3000/6	Fuel	£8,000.00	£5,787.09	£2,212.91	£8,000.00
3000/7	Trailer Maintenance	£400.00	£0.00	£400.00	£400.00
3000	Total	<u>£19,000.00</u>	<u>£16,400.51</u>	<u>£2,599.49</u>	<u>£19,400.00</u>
3010	Grounds Maintenance - All Sites				
3010/1	Miscellaneous	£1,000.00	£1,065.20	-£65.20	£1,000.00
3010/2	Equipment Service and Maintenance	£9,000.00	£8,400.97	£599.03	£9,000.00
3010/3	New Grounds Equipment	£5,000.00	£5,449.67	-£449.67	£5,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
3010/4	Footpath/Road Maintenance	£5,000.00	£5,000.00	£0.00	£5,000.00
3010/5	Tree Maintenance	£1,000.00	£284.75	£715.25	£1,000.00
3010/6	Weed Killing (spraying)	£750.00	£217.60	£532.40	£750.00
3010/7	Green Waste Removal	£0.00	£0.00	£0.00	£0.00
3010/8	Hedge Cutting	£5,000.00	£0.00	£5,000.00	£0.00
3010/9	Grit	£200.00	£165.83	£34.17	£200.00
3010/10	Tree Safety Survey	£2,000.00	£0.00	£2,000.00	£2,000.00
3010/11	Health & Safety & First Aid	£1,000.00	£115.54	£884.46	£1,000.00
3010/12	Highway Verge Cutting	£9,000.00	£6,240.50	£2,759.50	£10,000.00
3010/13	Wildflower Verges	£0.00	£0.00	£0.00	£0.00
3010	Total	£38,950.00	£26,940.06	£12,009.94	£34,950.00
3020	Cleaning Products				
3020/1	Cleaning Products and Refuse Bags	£1,700.00	£1,470.63	£229.37	£1,700.00
3020	Total	£1,700.00	£1,470.63	£229.37	£1,700.00
Total Expenditure		£59,650.00	£44,811.20	£14,838.80	£56,050.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Richmond Park & House					
Income					
400	Richmond Park				
400/1	Office Rent (Registrar)	£4,035.00	£4,035.00	£0.00	£4,035.00
400/2	Registrar Service Recharge	£9,300.00	£4,800.00	-£4,500.00	£4,500.00
400/3	Room Hire	£0.00	£0.00	£0.00	£0.00
400/4	Sale of Aviary	£0.00	£1,000.00	£1,000.00	£0.00
400	Total	£13,335.00	£9,835.00	-£3,500.00	£8,535.00
Total Income		£13,335.00	£9,835.00	-£3,500.00	£8,535.00
Expenditure					
4000	Richmond Park & House				
4000/1	Rates	£3,100.00	£3,091.31	£8.69	£3,200.00
4000/2	House & Buildings Maintenance	£17,000.00	£17,000.00	£0.00	£10,000.00
4000/3	Gas	£4,000.00	£1,892.48	£2,107.52	£4,000.00
4000/4	Electricity - Main House	£4,000.00	£2,430.08	£1,569.92	£4,000.00
4000/5	Electricity - Flat	£1,500.00	£1,108.41	£391.59	£1,500.00
4000/6	Electricity - Greenhouse	£1,000.00	£1,254.78	-£254.78	£1,000.00
4000/7	Anglian Water (Wave)	£700.00	£539.87	£160.13	£700.00
4000/8	WaterPlus	£600.00	£455.37	£144.63	£600.00
4000/9	PAT Testing	£400.00	£393.00	£7.00	£400.00
4000/10	Fire Extinguisher & Emergency Light Service	£714.00	£713.52	£0.48	£1,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
4000/11	Security & Fire Alarm Service & Maintenance	£700.00	£598.29	£101.71	£700.00
4000/12	Security & Fire Alarm Response	£600.00	£520.00	£80.00	£600.00
4000/13	Alarm Phone Line	£600.00	£570.71	£29.29	£600.00
4000/14	Legionella Monitoring	£1,050.00	£0.00	£1,050.00	£1,050.00
4000/15	Premises Licence Fee	£180.00	£180.00	£0.00	£180.00
4000/16	Boiler Service & Repairs	£200.00	£470.83	-£270.83	£3,000.00
4000/17	Fixed Electrical Testing	£1,300.00	£1,300.00	£0.00	£0.00
4000/18	Ground Maintenance	£2,000.00	£1,380.31	£619.69	£2,000.00
4000/19	Waste Management	£3,100.00	£3,479.42	-£379.42	£1,700.00
4000/20	Aviary & Bird Feed	£0.00	£0.00	£0.00	£100.00
4000/21	Bedding Plants	£67.00	£66.60	£0.40	£500.00
4000/22	Outdoor Toilet Renovations & Maintenance	£2,000.00	£865.34	£1,134.66	£2,000.00
4000/23	Tree / Hedge Maintenance	£6,900.00	£0.00	£6,900.00	£0.00
4000/24	Footpath / Road Maintenance	£5,000.00	£4,750.00	£250.00	£0.00
4000/25	New / maintenance of Litter Bins	£1,000.00	£0.00	£1,000.00	£1,000.00
4000/26	Fountain Maintenance & Repairs	£250.00	£0.00	£250.00	£250.00
4000/27	Flag Pole Maintenance & Repairs	£100.00	£33.90	£66.10	£100.00
4000/28	New Grounds Furniture	£0.00	£0.00	£0.00	£0.00
4000/29	Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
4000/30	Wet Pour Repairs	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
4000/31	CCTV, Fibre broadband and line rental	£2,600.00	£568.02	£2,031.98	£2,600.00
4000/32	Replacement Conservatory	£10,000.00	£150.00	£9,850.00	£5,000.00
4000/33	First Aid & Defibrillator	£125.00	£83.33	£41.67	£125.00
4000/34	Cleaning Contractor	£0.00	£0.00	£0.00	£0.00
4000	Total	£70,786.00	£43,895.57	£26,890.43	£47,905.00
Total Expenditure		£70,786.00	£43,895.57	£26,890.43	£47,905.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Sports Grounds					
Income					
500	Roses				
500/8	Key Deposit	£0.00	£0.00	£0.00	£0.00
500/9	Sinking Fund	£7,750.00	£7,750.00	£0.00	£7,750.00
500	Total	£7,750.00	£7,750.00	£0.00	£7,750.00
510	Marshalls				
510/1	Football	£4,500.00	£2,560.29	-£1,939.71	£4,500.00
510/2	Cricket	£843.00	£942.59	£99.59	£950.00
510/3	Bowls	£1,300.00	£1,300.00	£0.00	£1,300.00
510/4	Room Hire	£8,000.00	£7,946.90	-£53.10	£9,500.00
510/5	Training Pitch	£600.00	£726.59	£126.59	£600.00
510/6	Key Deposit	£0.00	£50.00	£50.00	£0.00
510	Total	£15,243.00	£13,526.37	-£1,716.63	£16,850.00
520	Levellings				
520/1	Football	£1,400.00	£891.10	-£508.90	£1,400.00
520/2	Key Deposit	£0.00	£0.00	£0.00	£0.00
520	Total	£1,400.00	£891.10	-£508.90	£1,400.00
Total Income		£24,393.00	£22,167.47	-£2,225.53	£26,000.00
Expenditure					
5000	Roses	£0.00	£0.00	£0.00	£0.00
5010	Marshalls				

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
5010/1	Rates	£11,230.00	£11,227.50	£2.50	£11,400.00
5010/2	Main Pavilion Maintenance	£2,000.00	£589.35	£1,410.65	£2,000.00
5010/3	Bowls Pavilion / Outbuilding Maintenance	£1,000.00	£419.93	£580.07	£1,000.00
5010/4	Hygiene Services	£230.00	£227.46	£2.54	£230.00
5010/5	Gas - Main Pavilion	£6,000.00	£4,919.82	£1,080.18	£6,000.00
5010/6	Gas - Bowls Pavilion	£0.00	£0.00	£0.00	£0.00
5010/7	Electricity - Main Pavilion	£4,500.00	£3,871.80	£628.20	£4,500.00
5010/8	Electricity - External Changing	£1,000.00	£497.47	£502.53	£1,000.00
5010/9	Electricity - Bowls Pavilion	£350.00	£148.36	£201.64	£350.00
5010/10	Anglian Water (Wave)	£400.00	£467.40	-£67.40	£400.00
5010/11	Waterplus	£500.00	£387.50	£112.50	£500.00
5010/12	PAT Testing	£25.00	£25.00	£0.00	£25.00
5010/13	Fire Extinguisher & Emergency Light Service	£754.00	£754.07	-£0.07	£750.00
5010/14	Security / Fire Alarm	£1,000.00	£524.22	£475.78	£500.00
5010/15	Legionella Monitoring	£550.00	£0.00	£550.00	£550.00
5010/16	Premises Licence Fee	£180.00	£180.00	£0.00	£180.00
5010/17	Boiler Service & Repairs	£1,000.00	£1,000.00	£0.00	£1,000.00
5010/18	Solar Panel Service & Repairs	£0.00	£0.00	£0.00	£0.00
5010/19	Water Tank Service and Repair	£0.00	£0.00	£0.00	£0.00
5010/20	Fixed Electrical Testing	£1,025.00	£1,025.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
5010/21	Ground Maintenance & Renovations - Cricket	£2,000.00	£1,968.20	£31.80	£1,500.00
5010/22	Ground Maintenance & Renovations - Bowls	£1,300.00	£870.00	£430.00	£1,300.00
5010/23	Ground Maintenance & Renovations - Football	£3,500.00	£2,703.33	£796.67	£4,000.00
5010/24	Ground Maintenance & Renovations - General	£500.00	£334.73	£165.27	£500.00
5010/25	Tree & Hedge Maintenance	£3,420.00	£0.00	£3,420.00	£1,200.00
5010/26	Ditch Clearance	£0.00	£0.00	£0.00	£0.00
5010/27	External Light Maintenance	£500.00	£0.00	£500.00	£500.00
5010/28	Car Park Maintenance	£500.00	£0.00	£500.00	£500.00
5010/29	Waste Management	£1,100.00	£576.54	£523.46	£1,100.00
5010/30	CCTV Broadband & Phoneline	£2,200.00	£554.70	£1,645.30	£2,200.00
5010/31	First Aid & Defibrillator	£200.00	£83.33	£116.67	£200.00
5010/32	AdvantEDGE Facilities	£238.00	£236.55	£1.45	£238.00
5010	Total	£47,202.00	£33,592.26	£13,609.74	£43,623.00
5020	Levellings				
5020/1	Pavilion Maintenance	£0.00	£0.00	£0.00	£0.00
5020/2	Gas	£350.00	£226.30	£123.70	£350.00
5020/3	Electricity	£500.00	£402.89	£97.11	£500.00
5020/4	Anglian Water (Wave)	£150.00	£106.51	£43.49	£150.00
5020/5	WaterPlus	£150.00	£101.64	£48.36	£150.00
5020/6	PAT Testing	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
5020/7	Fire Extinguisher & Emergency Light Service	£60.00	£60.00	£0.00	£160.00
5020/8	Legionella Testing	£550.00	£0.00	£550.00	£550.00
5020/9	Boiler Service & Repair	£150.00	£62.50	£87.50	£150.00
5020/10	Fixed Electrical Testing	£100.00	£100.00	£0.00	£0.00
5020/11	Ground Maintenance & Renovations - Football	£1,005.00	£1,005.00	£0.00	£1,500.00
5020/12	Ground Maintenance & Renovations - General	£500.00	£214.67	£285.33	£500.00
5020/13	Tree Maintenance	£0.00	£0.00	£0.00	£0.00
5020/14	Footpath Maintenance	£6,500.00	£279.00	£6,221.00	£0.00
5020/15	Fence Maintenance	£300.00	£200.00	£100.00	£500.00
5020/16	First Aid & Defibrillator	£50.00	£0.00	£50.00	£50.00
5020/17	Sports Equipment	£0.00	£0.00	£0.00	£2,500.00
5020	Total	£10,365.00	£2,758.51	£7,606.49	£7,060.00
Total Expenditure		£57,567.00	£36,350.77	£21,216.23	£50,683.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Cemetery					
Income					
600	General Cemetery				
600/1	Burial - Full Interment	£22,491.00	£17,238.70	-£5,252.30	£23,616.00
600/2	Burial - Cremation Interment	£6,037.00	£5,325.18	-£711.82	£6,340.00
600/3	Exclusive Rights of Burial	£10,000.00	£11,115.65	£1,115.65	£10,121.00
600/4	Use of Chapel	£0.00	£0.00	£0.00	£0.00
600/5	Memorial Applications	£8,000.00	£6,795.35	-£1,204.65	£8,000.00
600/6	Exhumations	£0.00	£0.00	£0.00	£0.00
600/7	EDF Energy	£0.00	£0.00	£0.00	£0.00
600	Total	£46,528.00	£40,474.88	-£6,053.12	£48,077.00
610	North Warren Cemetery				
610/1	Burials - Full Interments	£0.00	£0.00	£0.00	£0.00
610/2	Burials - Cremation Interments	£0.00	£0.00	£0.00	£0.00
610/3	Exclusive Right of Burial	£0.00	£0.00	£0.00	£0.00
610/4	Memorial Applications	£0.00	£0.00	£0.00	£0.00
610	Total	£0.00	£0.00	£0.00	£0.00
Total Income		£46,528.00	£40,474.88	-£6,053.12	£48,077.00
Expenditure					
6000	General Cemetery				
6000/1	Rates	£6,680.00	£6,680.36	-£0.36	£6,750.00
6000/2	Chapel Maintenance	£6,000.00	£1,274.97	£4,725.03	£6,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
6000/3	Electricity	£650.00	£147.45	£502.55	£650.00
6000/4	Anglian Water (Wave)	£200.00	£527.74	-£327.74	£400.00
6000/5	WaterPlus	£600.00	£451.09	£148.91	£400.00
6000/6	Fire Extinguisher & Emergency Light Service	£23.00	£22.50	£0.50	£100.00
6000/7	Burial Software	£660.00	£628.75	£31.25	£660.00
6000/8	Fixed Electrical Testing	£100.00	£100.00	£0.00	£0.00
6000/9	Ground & Building Maintenance	£2,000.00	£389.17	£1,610.83	£2,000.00
6000/10	Waste Management	£14,377.00	£7,559.66	£6,817.34	£1,400.00
6000/11	Grave Digging	£18,000.00	£12,765.36	£5,234.64	£18,000.00
6000/12	Toilet Maintenance	£300.00	£0.00	£300.00	£200.00
6000/13	Tree Maintenance	£0.00	£0.00	£0.00	£0.00
6000/14	Boundary Fence Maintenance	£2,500.00	£2,500.00	£0.00	£2,500.00
6000/15	Footpath/Road Repairs	£0.00	£0.00	£0.00	£0.00
6000/16	Produce Woodland Burial & Memorial Wall	£0.00	£0.00	£0.00	£0.00
6000/17	Extenson B Burial Land Sinking Fund	£12,500.00	£2,900.00	£9,600.00	£10,500.00
6000/18	Drainage & stand pipe repairs	£2,500.00	£1,170.00	£1,330.00	£1,000.00
6000/19	Memorial Topple Testing	£0.00	£0.00	£0.00	£0.00
6000/20	New / Maintenance of Litter Bins	£4,500.00	£4,436.45	£63.55	£1,000.00
6000	Total	£71,590.00	£41,553.50	£30,036.50	£51,560.00
6010	North Warren Cemetery				

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
6010/1	Rates	£865.00	£864.52	£0.48	£900.00
6010/2	Boundary Fence Maintenance	£500.00	£0.00	£500.00	£500.00
6010/3	Tree Maintenance	£0.00	£0.00	£0.00	£0.00
6010/4	Memorial Topple Testing	£0.00	£0.00	£0.00	£0.00
6010/5	Ground Maintenance / Repairs	£0.00	£0.00	£0.00	£0.00
6010/6	Grave Digging	£0.00	£0.00	£0.00	£0.00
6010	Total	£1,365.00	£864.52	£500.48	£1,400.00
Total Expenditure		£72,955.00	£42,418.02	£30,536.98	£52,960.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Play Areas					
Income					
700	Funding				
700/1	Levellings	£8,000.00	£8,000.00	£0.00	£0.00
700/2	Aisby Walk	£0.00	£0.00	£0.00	£134,792.00
700	Total	£8,000.00	£8,000.00	£0.00	£134,792.00
Total Income		£8,000.00	£8,000.00	£0.00	£134,792.00
Expenditure					
7000	Play Equipment Maintenance	£1,000.00	£505.53	£494.47	£2,000.00
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00	£1,000.00
7010	Levellings				
7010/1	New Play Equipment	£0.00	£0.00	£0.00	£0.00
7010/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
7010/3	Skate Park Maintenance	£0.00	£0.00	£0.00	£0.00
7010/4	Ground Surface Repairs	£0.00	£0.00	£0.00	£0.00
7010/5	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	£0.00
7010/6	Dog Walk	£0.00	£0.00	£0.00	£0.00
7010/7	General All Site Repairs	£0.00	£0.00	£0.00	£0.00
7010	Total	£0.00	£0.00	£0.00	£0.00
7020	Aisby Walk				
7020/1	Playing Field	£0.00	£0.00	£0.00	£0.00
7020/2	New Play Equipment	£0.00	£0.00	£0.00	£134,792.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
7020/3	Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
7020/4	Skate Park Maintenance	£2,000.00	£948.00	£1,052.00	£2,000.00
7020/5	Ground Surface Repairs	£0.00	£0.00	£0.00	£0.00
7020/6	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	£0.00
7020/7	Boundary & Tree Maintenance	£0.00	£0.00	£0.00	£0.00
7020	Total	£2,000.00	£948.00	£1,052.00	£136,792.00
7030	Danes Road				
7030/1	New Play Equipment	£0.00	£0.00	£0.00	£0.00
7030/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
7030/3	Ground Surface Repairs	£0.00	£0.00	£0.00	£0.00
7030/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	£0.00
7030/5	Boundary Maintenance	£20.00	£20.00	£0.00	£0.00
7030	Total	£20.00	£20.00	£0.00	£0.00
7040	Mayflower Close				
7040/1	New Play Equipment	£0.00	£0.00	£0.00	£0.00
7040/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
7040/3	Ground Surface Repairs	£0.00	£0.00	£0.00	£0.00
7040/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	£0.00
7040/5	Boundary Maintenance	£0.00	£0.00	£0.00	£0.00
7040	Total	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
7050	Sandsfield Lane North				
7050/1	New Play Equipment	£0.00	£0.00	£0.00	£0.00
7050/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
7050/3	Ground Surface Repairs	£0.00	£0.00	£0.00	£0.00
7050/4	New Benches / Litter Bins Maintenance	£0.00	£0.00	£0.00	£0.00
7050/5	Boundary Maintenance	£0.00	£0.00	£0.00	£0.00
7050	Total	£0.00	£0.00	£0.00	£0.00
7080	St Georges				
7080/1	New Play Equipment	£0.00	£0.00	£0.00	£0.00
7080/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	£0.00
7080/3	Ground Surface Repairs	£0.00	£0.00	£0.00	£0.00
7080/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	£0.00
7080/5	Boundary Maintenance	£0.00	£0.00	£0.00	£0.00
7080	Total	£0.00	£0.00	£0.00	£0.00
7090	Play Area Inspections	£1,125.00	£1,166.00	-£41.00	£1,125.00
Total Expenditure		£5,145.00	£2,639.53	£2,505.47	£140,917.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Allotments					
Income					
800	Allotments				
800/1	Foxby Hill	£1,450.00	£1,601.35	£151.35	£5,100.00
800/2	Love Lane	£350.00	£389.87	£39.87	£1,850.00
800/3	North Warren	£450.00	£492.97	£42.97	£1,000.00
800/4	Showfields	£255.00	£252.27	-£2.73	£1,300.00
800/5	Spital Hill	£365.00	£441.16	£76.16	£1,800.00
800	Total	£2,870.00	£3,177.62	£307.62	£11,050.00
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00	£1,250.00
Total Income		£4,120.00	£3,177.62	-£942.38	£12,300.00
Expenditure					
8000	Foxby Hill				
8000/1	Site Rent	£938.00	£937.50	£0.50	£1,000.00
8000/2	Skip Hire	£625.00	£416.66	£208.34	£625.00
8000/3	Water Charges	£500.00	£378.25	£121.75	£700.00
8000/4	Hedge Cutting	£1,350.00	£1,340.00	£10.00	£1,400.00
8000/5	Asbestos Management	£0.00	£0.00	£0.00	£0.00
8000/6	Miscellaneous Expenditure	£400.00	£157.48	£242.52	£400.00
8000	Total	£3,813.00	£3,229.89	£583.11	£4,125.00
8010	Love Lane				
8010/1	Site Rent	£938.00	£937.50	£0.50	£1,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
8010/2	Skip Hire	£625.00	£416.66	£208.34	£625.00
8010/3	Hedge Cutting	£360.00	£360.00	£0.00	£400.00
8010/4	Asbestos Management	£0.00	£0.00	£0.00	£0.00
8010/5	Miscellaneous Expenditure	£400.00	£258.33	£141.67	£400.00
8010/6	Pond Management	£9,600.00	£5,711.00	£3,889.00	£400.00
8010	Total	£11,923.00	£7,683.49	£4,239.51	£2,825.00
8020	North Warren				
8020/1	Site Rent	£0.00	£0.00	£0.00	£0.00
8020/2	Skip Hire	£625.00	£0.00	£625.00	£625.00
8020/3	Hedge Cutting	£220.00	£220.00	£0.00	£0.00
8020/4	Asbestos Management	£1,000.00	£1,000.00	£0.00	£0.00
8020/5	Miscellaneous Expenditure	£400.00	£34.17	£365.83	£400.00
8020	Total	£2,245.00	£254.17	£1,990.83	£1,025.00
8030	Showfield				
8030/1	Site Rent	£0.00	£0.00	£0.00	£0.00
8030/2	Skip Hire	£625.00	£416.66	£208.34	£625.00
8030/3	Asbestos Management	£0.00	£0.00	£0.00	£0.00
8030/4	Wall Maintenance	£0.00	£0.00	£0.00	£0.00
8030/5	Miscellaneous Expenditure	£400.00	£20.00	£380.00	£400.00
8030	Total	£1,025.00	£436.66	£588.34	£1,025.00
8040	Spital Hill				

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
8040/1	Site Rent	£250.00	£250.00	£0.00	£250.00
8040/2	Skip Hire	£463.00	£462.84	£0.16	£470.00
8040/3	Water Charges	£300.00	£386.32	-£86.32	£500.00
8040/4	Hedge Cutting	£1,200.00	£980.00	£220.00	£1,200.00
8040/5	Asbestos Management	£0.00	£0.00	£0.00	£0.00
8040/6	Miscellaneous Expenditure	£400.00	£0.00	£400.00	£400.00
8040	Total	£2,613.00	£2,079.16	£533.84	£2,820.00
8050	Love Lane Garage Site	£200.00	£0.00	£200.00	£200.00
8060	All Sites				
8060/1	Edge IT Management Software	£412.00	£430.50	-£18.50	£420.00
8060/2	Misc	£5,000.00	£475.00	£4,525.00	£0.00
8060	Total	£5,412.00	£905.50	£4,506.50	£420.00
Total Expenditure		£27,231.00	£15,588.87	£11,642.13	£12,440.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
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		£0.00	£0.00	£0.00	£0.00
Expenditure					
9000	Roundabouts / Islands				
9000/1	Thorndike Way Roundabout	£0.00	£0.00	£0.00	£0.00
9000/2	Corringham Road Roundabouts	£0.00	£0.00	£0.00	£0.00
9000/3	Morton Corner Traffic Island	£0.00	£0.00	£0.00	£0.00
9000	Total	£0.00	£0.00	£0.00	£0.00
9010	Street Furniture				
9010/1	Notice Boards	£0.00	£0.00	£0.00	£0.00
9010/2	Benches	£0.00	£0.00	£0.00	£0.00
9010/3	Bus Shelters	£1,555.00	£1,555.20	-£0.20	£1,555.00
9010/4	Millennium Clock	£1,200.00	£253.00	£947.00	£1,400.00
9010/5	Silver Street Sculpture	£0.00	£0.00	£0.00	£0.00
9010/6	Community Speed Watch Applications	£0.00	£0.00	£0.00	£0.00
9010	Total	£2,755.00	£1,808.20	£946.80	£2,955.00
9020	War Memorial				
9020/1	Maintenance	£400.00	£385.00	£15.00	£400.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
9020/2	Future Project	£0.00	£0.00	£0.00	£0.00
9020	Total	£400.00	£385.00	£15.00	£400.00
9030	Gainsborough in Bloom	£0.00	£0.00	£0.00	£0.00
9040	Community Rail Partnership	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£3,155.00	£2,193.20	£961.80	£3,355.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Events					
Income					
1005	Richmond Park	£0.00	£0.00	£0.00	£0.00
1015	Marshalls Sports Ground				
1015/1	Armed Forces & Community Day	£0.00	£0.00	£0.00	£0.00
1015/2	Kings Chales III Coronation	£552.40	£552.40	£0.00	£0.00
1015	Total	<u>£552.40</u>	<u>£552.40</u>	<u>£0.00</u>	<u>£0.00</u>
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00	£1,000.00
1040	Aisby Walk Playing Field	£1,000.00	£500.00	-£500.00	£500.00
	Total Income	<u>£2,552.40</u>	<u>£2,052.40</u>	<u>-£500.00</u>	<u>£1,500.00</u>
Expenditure					
10010	Mayflower 400 (Illuminate)	£1,000.00	£0.00	£1,000.00	£1,000.00
10020	Armed Forces Day	£2,500.00	£0.00	£2,500.00	£0.00
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	£0.00
10040	Remembrance Sunday	£100.00	£170.01	-£70.01	£300.00
10050	Local Event Support	£3,000.00	£0.00	£3,000.00	£3,000.00
	Total Expenditure	<u>£11,732.40</u>	<u>£5,170.01</u>	<u>£6,562.39</u>	<u>£4,300.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	2024/25	
Christmas Lights					
Income					
1100	Shop Christmas Tree Scheme	£0.00	£0.00	£0.00	
Total Income		£0.00	£0.00	£0.00	
Expenditure					
11000	Switch On Event	£5,000.00	£5,142.56	-£142.56	£5,000.00
11010	Anchor Point / Electrical Testing	£2,500.00	£1,573.67	£926.33	£2,500.00
11020	Electrical Contractor - Main Lights	£0.00	£0.00	£0.00	£0.00
11030	Electrical Contractor - Shop Trees	£0.00	£0.00	£0.00	£0.00
11040	Market Place Christmas Tree	£0.00	£1,000.00	-£1,000.00	£1,000.00
11050	Blachere Contract	£21,500.00	£19,497.48	£2,002.52	£19,500.00
11055	Electrical Contractor for potential use of old lights	£0.00	£0.00	£0.00	£0.00
11060	Trinty Street Electricity	£2,000.00	£1,470.96	£529.04	£0.00
11070	Lamp Post Electricity	£1,000.00	£616.42	£383.58	£600.00
Total Expenditure		£32,000.00	£29,301.09	£2,698.91	£28,600.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	2024/25
Community Infrastructure Levy				
Income				
14000 CIL	£0.00	£15,212.37	£15,212.37	£0.00
Total Income	<u>£0.00</u>	<u>£15,212.37</u>	<u>£15,212.37</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Ear Marked Reserves					
Expenditure					
12000	Ear Marked Reserves				
12000/1	General Fund	£210,953.40	£33,666.50	£177,286.90	£0.00
12000/2	Mayors Charity Account	£0.00	£0.00	£0.00	£0.00
12000/3	Roses AWP Sinking Fund	£59,500.00	£0.00	£59,500.00	£0.00
12000/4	Roses Key Deposits	£950.00	£0.00	£950.00	£0.00
12000/5	Marshalls Key Deposits	£700.00	£0.00	£700.00	£0.00
12000/6	Levellings Key Deposit	£0.00	£0.00	£0.00	£0.00
12000/7	Allotment Officer	£26,000.00	£26,015.03	-£15.03	£0.00
12000/8	Staff Training	£2,000.00	£0.00	£2,000.00	£0.00
12000/9	Community Grants	£4,840.00	£0.00	£4,840.00	£0.00
12000/10	Election Costs	£22,000.00	£608.23	£21,391.77	£0.00
12000/11	Governance Support / Recruitment	£2,500.00	£0.00	£2,500.00	£0.00
12000/12	Richmond House Maintenance	£26,000.00	£4,032.15	£21,967.85	£0.00
12000/13	Richmond House Conservatory replacement	£15,000.00	£750.00	£14,250.00	£0.00
12000/14	Richmond Park Toilet Renovation	£1,583.57	£0.00	£1,583.57	£0.00
12000/15	Richmond Park Compound Fence	£4,000.00	£0.00	£4,000.00	£0.00
12000/16	General Tree Maintenance & Survey	£15,700.00	£3,400.00	£12,300.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
12000/17	General Footpath/Road Maintenance	£38,650.00	£16,880.67	£21,769.33	£0.00
12000/18	General Litter Bin Refurb / Replace	£2,000.00	£0.00	£2,000.00	£0.00
12000/19	General Green Waste Removal	£5,500.00	£4,250.00	£1,250.00	£0.00
12000/20	Marshalls Pavilion Maintenance (Electrics, Boiler, Solar)	£10,500.00	£2,053.35	£8,446.65	£0.00
12000/21	Marshalls Ditch Clearance	£3,000.00	£0.00	£3,000.00	£0.00
12000/22	Grounds Maintenance & Renovations (Marshalls & Levellings)	£2,000.00	£615.00	£1,385.00	£0.00
12000/23	Cemetery Topple Testing	£15,118.00	£0.00	£15,118.00	£0.00
12000/24	Cemetery Boundary Fence Maintenance	£7,000.00	£1,500.00	£5,500.00	£0.00
12000/25	Cemetery Woodland Burial	£0.00	£0.00	£0.00	£0.00
12000/26	Cemetery Extension B Land Sinking Fund	£47,000.00	£0.00	£47,000.00	£0.00
12000/27	General Play Equipment Maintenance	£10,500.00	£6,324.60	£4,175.40	£0.00
12000/28	Wet Pour Repairs	£1,000.00	£0.00	£1,000.00	£0.00
12000/29	Levellings Future Development	£16,295.50	£18,790.27	-£2,494.77	£0.00
12000/30	Levellings Pavilion Maintenance	£2,217.17	£0.00	£2,217.17	£0.00
12000/31	Levellings Defibrillator	£400.00	£0.00	£400.00	£0.00
12000/32	Aisby Walk skate park repairs	£18,000.00	£14,158.27	£3,841.73	£0.00
12000/33	Silver St Sculpture Maintenance	£1,000.00	£0.00	£1,000.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
12000/34	Allotment Site Maintenance & promotion	£6,000.00	£0.00	£6,000.00	£0.00
12000/35	Showfield Allotment Wall Maintenance	£2,000.00	£0.00	£2,000.00	£0.00
12000/36	North Warren Allotment Fence	£5,200.00	£0.00	£5,200.00	£0.00
12000/37	Foxby Hill Allotment Assoc Funds	£108.07	£0.00	£108.07	£0.00
12000/38	Kings Coronation event	£4,012.76	£1,802.50	£2,210.26	£0.00
12000/39	CIL	£19,410.05	£16,500.00	£2,910.05	£0.00
12000/40	Mayflower Close Boundary Maintenance	£0.00	£0.00	£0.00	£0.00
12000	Total	£608,638.52	£121,376.29	£487,262.23	£0.00
Total Expenditure		£608,638.52	£151,346.57	£457,291.95	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	2024/25
Neighbourhood Plan				
Income				
1300 Neighbourhood Plan	£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				
13000 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
Total Expenditure	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 14/03/24 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	2024/25
Mayors Charity					
Income					
1200	Events & Donations				
1200/1	Fundraising Events	£0.00	£100.00	£100.00	£0.00
1200/2	Civic Service Collection	£0.00	£0.00	£0.00	£0.00
1200/3	Donations	£0.00	£500.00	£500.00	£0.00
1200	Total	£0.00	£600.00	£600.00	£0.00
Total Income		£0.00	£600.00	£600.00	£0.00
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 14/03/24 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	2024/25
Total Income	£727,185.40	£733,443.40		£893,978.00
Total Expenditure	£1,335,823.92	£736,678.36		£893,978.00
Total Net Balance	<u>-£608,638.52</u>	<u>-£3,234.96</u>		<u>£0.00</u>

PAPER E

Bank Account Reconciled Statement

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

Statement Number	133	Bank Statement No.	133
Statement Opening Balance	£658,645.03	Opening Date	01/02/24
Statement Closing Balance	£614,604.07	Closing Date	29/02/24
True/ Cashbook Closing Balance	£614,604.07		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/02/24	CR240201	Lincolnshire Co-op Funeral Services	0.00	674.73	659,319.76
01/02/24	DD240201	Novuna Vehicle Solutions	271.10	0.00	659,048.66
01/02/24	DD240201B	CF Corporate Finance Ltd	260.11	0.00	658,788.55
01/02/24	DD240201C	West Lindsey District Council	337.78	0.00	658,450.77
01/02/24	DD240201D	Lex Autolease Limited	403.65	0.00	658,047.12
01/02/24	DD240201E	British Gas Business	45.95	0.00	658,001.17
02/02/24	DD240202	Opus Energy	1,348.02	0.00	656,653.15
05/02/24	CR240205	Slimming World	0.00	133.40	656,786.55
05/02/24	CR240205B	██████████	0.00	506.05	657,292.60
05/02/24	CR240205C	Love Lane Allotments	0.00	2.29	657,294.89
05/02/24	CR240205D	Love Lane Allotments	0.00	2.04	657,296.93
06/02/24	CR240206	Foxby Hill Allotments	0.00	10.34	657,307.27
07/02/24	DR240207	HSBC	10.00	0.00	657,297.27
08/02/24	CR240208	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	60.00	657,357.27
08/02/24	CR240208B	Spital Hill Allotment Holders	0.00	2.89	657,360.16
12/02/24	BP240212	██████████	31.50	0.00	657,328.66
12/02/24	CR240212	Slimming World	0.00	133.40	657,462.06
13/02/24	DD240213	Fuelgenie	162.99	0.00	657,299.07
14/02/24	BP240214	South Holland District Council	10.00	0.00	657,289.07
14/02/24	BP240214B	██████████	20.00	0.00	657,269.07
15/02/24	BP240215B	Integrating Solutions Ltd	54.94	0.00	657,214.13
15/02/24	DD240215	Arval UK Ltd	273.59	0.00	656,940.54
15/02/24	DD240215C	West Lindsey District Council	72.00	0.00	656,868.54
15/02/24	DD240215D	West Lindsey District Council	557.00	0.00	656,311.54
15/02/24	DD240215E	West Lindsey District Council	936.00	0.00	655,375.54
15/02/24	DD240215F	West Lindsey District Council	258.00	0.00	655,117.54
16/02/24	CR240216	Bedlam Farm Wildlife Rescue	0.00	1,000.00	656,117.54
16/02/24	CR240216B	Otter FC	0.00	226.00	656,343.54

Bank Account Reconciled Statement

16/02/24	DD240216	British Gas Business	133.59	0.00	656,209.95
16/02/24	DD240216B	British Gas Business	32.73	0.00	656,177.22
16/02/24	DD240216C	British Gas Business	67.35	0.00	656,109.87
19/02/24	CR240219	Slimming World	0.00	133.40	656,243.27
19/02/24	CR240219B	Cliff Bradley & Sons Ltd	0.00	798.21	657,041.48
19/02/24	DD240219	EE Ltd	95.32	0.00	656,946.16
20/02/24	CR240220	Gainsborough Town Council	0.00	135.60	657,081.76
20/02/24	CR240220B	LAS Metals	0.00	124.80	657,206.56
21/02/24	BP240221	Ultimate Graphics Ltd	261.60	0.00	656,944.96
21/02/24	BP240221B	Universal Supplies (UK) Ltd T/A Trent Hire & Sales	488.16	0.00	656,456.80
21/02/24	BP240221C	Phs Group Plc	136.48	0.00	656,320.32
21/02/24	BP240221D	Huws Gray Limited	1,509.43	0.00	654,810.89
21/02/24	BP240221E	A J Douce Roofing	475.00	0.00	654,335.89
21/02/24	BP240221F	West Lindsey District Council	180.00	0.00	654,155.89
21/02/24	BP240221G	Retford Memorials	978.00	0.00	653,177.89
21/02/24	BP240221H	Swallow Cleaning Contractors	933.12	0.00	652,244.77
21/02/24	BP240221I	Gainsborough Skip Hire	250.00	0.00	651,994.77
21/02/24	BP240221J	F5 Computing Ltd	523.14	0.00	651,471.63
21/02/24	BP240221K	RA Forrester Service Centre	125.60	0.00	651,346.03
21/02/24	BP240221L	Surestaff Lincs Ltd	1,956.60	0.00	649,389.43
21/02/24	BP240221M	Edge IT Systems Limited	3,572.82	0.00	645,816.61
21/02/24	BP240221N	John Wilde & Co (Metals) Ltd	68.73	0.00	645,747.88
21/02/24	BP240221O	High Street Garage	391.01	0.00	645,356.87
21/02/24	BP240221P	Generation (UK) Ltd	20.72	0.00	645,336.15
21/02/24	BP240221Q	Integrating Solutions Ltd	54.94	0.00	645,281.21
21/02/24	BP240221R	Scunthorpe Lawnmowers Ltd	478.94	0.00	644,802.27
21/02/24	BP240221S	GEOsurveys Ltd	950.00	0.00	643,852.27
21/02/24	BP240221T	Farmstar Ltd	233.99	0.00	643,618.28
21/02/24	BP240221U	Chantry Agricultural Engineers	95.87	0.00	643,522.41
21/02/24	BP240221V	Water Plus Ltd	57.54	0.00	643,464.87
21/02/24	BP240221W	Water Plus Ltd	43.39	0.00	643,421.48
21/02/24	BP240221X	Water Plus Ltd	38.83	0.00	643,382.65
21/02/24	BP240221Y	Water Plus Ltd	11.10	0.00	643,371.55
21/02/24	BP240221Z	Gainsborough Motaquip Ltd	49.50	0.00	643,322.05
21/02/24	DD240221	Opus Energy	300.13	0.00	643,021.92
22/02/24	BP240222	Rigel Wolf Ltd	27,984.15	0.00	615,037.77

Bank Account Reconciled Statement

22/02/24	DD240222	British Gas Business	10.90	0.00	615,026.87
22/02/24	DD240222B	British Gas Business	10.90	0.00	615,015.97
22/02/24	DD240222C	British Gas Business	469.11	0.00	614,546.86
23/02/24	BP240223	John Wilde & Co (Metals) Ltd	-68.73	0.00	614,615.59
23/02/24	DD240223	British Telecommunications Plc	154.74	0.00	614,460.85
26/02/24	CR240226	Slimming World	0.00	133.40	614,594.25
26/02/24	DD240226	Multiple Suppliers/ Customers	355.09	0.00	614,239.16
27/02/24	CR240227	Mablethorpe & Sutton Town Council	0.00	60.00	614,299.16
28/02/24	BP240228	██████████	20.00	0.00	614,279.16
28/02/24	CR240228	Kirton In Lindsey Town Council	0.00	40.00	614,319.16
29/02/24	CR240229	Samuel Jacob Memorials Ltd	0.00	284.91	614,604.07

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	48502.42	4461.46

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	86,996.51
Payments Out	86,996.51
Closing Balance	10,000.00

29 January to 28 February 2024

International Bank Account Number

GB60HBUK40220151418890

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

51418890 831

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Jan 24	BALANCE BROUGHT FORWARD			10,000.00
29 Jan 24	CR XXXXXXXXXX SLIMMING WORLD REN		100.20	
	TFR TRANSFER 03662918	100.20		10,000.00
30 Jan 24	TFR 402201 03662918 INTERNET TRANSFER		30,000.00	
	BP Generation UK Ltd GAI006	20.72		
	BP F5 COMPUTING LTD GAINS TOWN COUNCIL	1,096.49		
	BP Glendale Countrysi 11402	3,480.00		
	BP High Street Garage Gains Town Council	272.25		
	BP SDB Roofing Specia 786	4,632.00		
	BP Donald Insall Asso 42944	1,200.00		
	BP Brexons Workwear L 57196	151.08		
	BP The Great Outdoor 5242	265.20		
	BP Screwfix Direct Lt 6331640014561849	120.21		
	BP WEST LINDSEY DC 1907014944/5	200.00		
	BP WEST LINDSEY DC 1907015510	5,000.00		
	BALANCE CARRIED FORWARD			23,562.05

29 January to 28 February 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 832

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			23,562.05
	BP ART Demolition Ltd 1641	4,980.00		
	BP Retford Memorials 006/24	1,200.00		
	BP B&B Tree Specialis 1116903	600.00		
	BP All Saints Distric GTC-RBL OOS23	40.67		
	BP LALC GAINSBOROUGH	3,282.74		
	BP Surestaff Lincs Lt GAINSTC	693.36		
	BP Edge IT Systems Li 37522	308.40		
	BP CHUBB FIRE & SECUR 52071549	331.70		
	BP PEACOCK & BINNINGT 6159	246.34		
	BP LANDSCAPE SUPPLY C GAI001	586.75		
	BP Viking Office UK L 1354765	125.04		
	BP Anglian Water Busi 88888970792	42.38		
	BP WATER PLUS 0880007483	10.27		
	BP WATER PLUS 0229006916	20.27		
	BP WATER PLUS 7001587165	25.27		
	BP WATER PLUS 7001679673	8.03		
31 Jan 24	TFR TRANSFER 03662918	1,060.83		10,000.00
	DD COMMERCIAL CARD	97.49		
	BP Broxap Ltd G030	5,239.74		
	CR C BRDLEY+SNS LTD INVOICE C76		507.16	
01 Feb 24	TFR TRANSFER 03662918		4,830.07	10,000.00
	CR LINCS COOP		674.73	
	DD NOVUNA	271.10		
	DD CF CORPORATE FINAN	260.11		
	DD WEST LINDSEY DISTR	337.78		
	DD LEX AUTOLEASE	403.65		
	BALANCE CARRIED FORWARD			9,402.09

29 January to 28 February 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode 40-22-01 **Account Number** 51418890 **Sheet Number** 833

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			9,402.09
	DD BRITISH GAS BUSINE	45.95		
	TFR TRANSFER 03662918		643.86	10,000.00
02 Feb 24	DD OPUS ENERGY GAS SU	1,348.02		
	TFR TRANSFER 03662918		1,348.02	10,000.00
05 Feb 24	CR [REDACTED]			
	SLIMMING WORLD REN		133.40	
	CR [REDACTED]			
	[REDACTED]		506.05	
	CR [REDACTED]			
	2024-LL-009A-[REDACTED]		2.29	
	CR [REDACTED]			
	2024-LL-009B-[REDACTED]		2.04	
	TFR TRANSFER 03662918	643.78		10,000.00
06 Feb 24	CR [REDACTED]			
	2024-FH-107a-[REDACTED]		10.34	
	TFR TRANSFER 03662918	10.34		10,000.00
07 Feb 24	DR TOTAL CHARGES TO 16JAN2024	10.00		
	TFR TRANSFER 03662918		10.00	10,000.00
08 Feb 24	CR LINCS COOP		60.00	
	CR [REDACTED]			
	Sent from Monzo		2.89	
	TFR TRANSFER 03662918	62.89		10,000.00
12 Feb 24	CR [REDACTED]			
	SLIMMING WORLD REN		133.40	
	BP [REDACTED]			
	Gains Town Council	31.50		
	TFR TRANSFER 03662918	101.90		10,000.00
13 Feb 24	DD WL ITS FUELGENIE	162.99		
	TFR TRANSFER 03662918		162.99	10,000.00
14 Feb 24	BP STH HOLLAND C/TAX Chairchar Gainsbor	10.00		
	BP [REDACTED]			
	Gains Town Council	20.00		
	TFR TRANSFER 03662918		30.00	10,000.00
15 Feb 24	DD ARVAL UK LTD	273.59		
	DD INTEGRATING SOLUTI	54.94		
	DD WEST LINDSEY DC	72.00		
	DD WEST LINDSEY DC	557.00		
	DD WEST LINDSEY DC	936.00		
	DD WEST LINDSEY DC	258.00		
	TFR TRANSFER 03662918		2,151.53	10,000.00
16 Feb 24	DD BRITISH GAS	133.59		
	DD BRITISH GAS	32.73		
	BALANCE CARRIED FORWARD			9,833.68

29 January to 28 February 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 834

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			9,833.68
	DD BRITISH GAS	67.35		
	CR [REDACTED] Invoice No 4111		1,000.00	
	CR [REDACTED] OTTER FC PITCH FEE		226.00	
19 Feb 24	TFR TRANSFER 03662918	992.33		10,000.00
	DD EE LIMITED	95.32		
	CR [REDACTED] SLIMMING WORLD REN		133.40	
	CR C BRDLEY+SNS LTD INVOICE C77		798.21	
20 Feb 24	TFR TRANSFER 03662918	836.29		10,000.00
	CR [REDACTED] VENUEFC PITCH FEES		135.60	
	CR LAS METALS LAS METALS LRD		124.80	
21 Feb 24	TFR TRANSFER 03662918	260.40		10,000.00
	DD OPUS ENERGY LTD	300.13		
	TFR 402201 03662918 INTERNET TRANSFER		13,000.00	
	BP Ultimate Graphics INV-0185	261.60		
	BP Universal Supplies GAI002	488.16		
	BP PHS GROUP 4506839	136.48		
	BP Huws Gray Ltd G7305	1,509.43		
	BP A J Douce Roofing 25012024	475.00		
	BP WEST LINDSEY DC 32UHB11002	180.00		
	BP Retford Memorials 24/24	978.00		
	BP SWALLOW CLEANING C GAINS TOWN COUNCIL	933.12		
	BP [REDACTED] GAINS TOWN COUNCIL	250.00		
	BP F5 COMPUTING LTD GAINS TOWN COUNCIL	523.14		
	BP RA Forrester Servi GAI007	125.60		
	BP Surestaff Lincs Lt GAINSTC	1,956.60		
	BALANCE CARRIED FORWARD			14,882.74

29 January to 28 February 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode Account Number Sheet Number
 40-22-01 51418890 835

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			14,882.74
	BP Edge IT Systems Lt 27549/78	3,572.82		
	BP John Wilde & Co Gains Town Council	68.73		
	BP High Street Garage Gains Town Council	391.01		
	BP Generation UK Ltd GAI006	20.72		
	BP Integrating Soluti G066	54.94		
	BP Scunthorpe Lawnmow INV-28573	478.94		
	BP GEOsurveys Ltd 1071	950.00		
	BP Farmstar Ltd 2294	233.99		
	BP CHANTRY AGRICULTUR GAINS TOWN COUNCIL	95.87		
	BP WATER PLUS 0880007483	57.54		
	BP WATER PLUS 0229006916	43.39		
	BP WATER PLUS 7001587165	38.83		
	BP WATER PLUS 7001679673	11.10		
	BP Gainsborough Motaq I384756	49.50		
	TFR TRANSFER 03662918		1,184.64	10,000.00
22 Feb 24	DD BRITISH GAS	10.90		
	DD BRITISH GAS	10.90		
	DD BRITISH GAS BUSINE	469.11		
	TFR 402201 03662918 INTERNET TRANSFER		27,000.00	
	BP RIGEL WOLF CLIENT GTC PAYROLL	27,984.15		
	TFR TRANSFER 03662918		1,475.06	10,000.00
23 Feb 24	DD BT GROUP PLC	154.74		
	CR JOHN WILDE 1 JW REFUND INV 917		68.73	
	TFR TRANSFER 03662918		86.01	10,000.00
26 Feb 24	DD BRITISH GAS	261.59		
	DD STALLARD KANE ASSO	93.50		
	BALANCE CARRIED FORWARD			9,644.91

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29 January to 28 February 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode Account Number Sheet Number
 40-22-01 51418890 836

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			9,644.91
	CR XXXXXXXXXX SLIMMING WORLD REN		133.40	
	TFR TRANSFER 03662918		221.69	10,000.00
27 Feb 24	BP RUSSELL P 2024 Memorial Shoo		60.00	
	TFR TRANSFER 03662918	60.00		10,000.00
28 Feb 24	BP XXXXXXXXXX Gains Town Council	20.00		
	BP KIRTON TOW C 2024 MemorialShoot		40.00	
	TFR TRANSFER 03662918	20.00		10,000.00
28 Feb 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 8,032.41

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 Feb 2024 to 29 Feb 2024
--------	---------	---------	----------	----------	-----------	----------------------------

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Advanced search 

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

Date 	Type  	Description	Paid out 	Paid in 	Balance
29 Feb 2024		Balance carried forward			10,000.00
29 Feb 2024	TFR	TRANSFER 03662918	284.91		10,000.00
29 Feb 2024	BP	SAMUEL JACOB 4112		284.91	10,284.91
28 Feb 2024	TFR	TRANSFER 03662918	20.00		10,000.00
28 Feb 2024	BP	KIRTON TOW C 2024 MemorialShoot		40.00	10,020.00
28 Feb 2024	BP	 Gains Town Council	20.00		9,980.00
28 Feb 2024		Balance brought forward			10,000.00

Last updated 01 Mar 2024 12:45 

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Your Statement

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



Account Summary

Opening Balance	648,645.03
Payments In	3,272.84
Payments Out	47,313.80
Closing Balance	604,604.07

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

International Bank Account Number

GB04HBUK40220103662918

Branch Identifier Code

HBUKGB4131T

1 February to 29 February 2024

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

03662918 318

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jan 24	BALANCE BROUGHT FORWARD			648,645.03
01 Feb 24	TFR TRANSFER 51418890	643.86		648,001.17
02 Feb 24	TFR TRANSFER 51418890	1,348.02		646,653.15
05 Feb 24	TFR TRANSFER 51418890		643.78	647,296.93
06 Feb 24	TFR TRANSFER 51418890		10.34	647,307.27
07 Feb 24	TFR TRANSFER 51418890	10.00		647,297.27
08 Feb 24	TFR TRANSFER 51418890		62.89	647,360.16
12 Feb 24	TFR TRANSFER 51418890		101.90	647,462.06
13 Feb 24	TFR TRANSFER 51418890	162.99		647,299.07
14 Feb 24	TFR TRANSFER 51418890	30.00		647,269.07
15 Feb 24	TFR TRANSFER 51418890	2,151.53		645,117.54
16 Feb 24	TFR TRANSFER 51418890		992.33	646,109.87
19 Feb 24	TFR TRANSFER 51418890		836.29	646,946.16
20 Feb 24	TFR TRANSFER 51418890		260.40	647,206.56
21 Feb 24	TFR 402201 51418890			
	INTERNET TRANSFER	13,000.00		
	TFR TRANSFER 51418890	1,184.64		633,021.92
22 Feb 24	TFR 402201 51418890			
	INTERNET TRANSFER	27,000.00		
	TFR TRANSFER 51418890	1,475.06		604,546.86
23 Feb 24	TFR TRANSFER 51418890	86.01		604,460.85
26 Feb 24	TFR TRANSFER 51418890	221.69		604,239.16
27 Feb 24	TFR TRANSFER 51418890		60.00	604,299.16
28 Feb 24	TFR TRANSFER 51418890		20.00	604,319.16
29 Feb 24	TFR TRANSFER 51418890		284.91	604,604.07
29 Feb 24	BALANCE CARRIED FORWARD			604,604.07

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1 February to 29 February 2024

Your Statement

Account Name
Gainsborough Town Council

Sortcode	Account Number	Sheet Number
40-22-01	03662918	319

Information about the Financial Services Compensation Scheme

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PAPER F

Proposed Earmarked Reserves at Year Ending 31st March 2024

		31/03/2023	Actual Net	Balance	Proposed 31/03/2024	Comments
1	General Fund	210,953.40	33,666.50	177,286.90		
2	Mayors Charity Account	0.00	0.00	0.00		EM charity money
3	Roses AWP Sinking Fund	59,500.00	0.00	59,500.00	59,500.00	Retain
4	Roses Key Deposits	950.00	0.00	950.00	950.00	Retain
5	Marshalls Key Deposits	700.00	0.00	700.00	750.00	Retain
6	Levellings Key Deposit	0.00	0.00	0.00	0.00	N/A
EMPLOYEE COSTS						
7	Staff Training	2,000.00	0.00	2,000.00	2,000.00	Retain
ADMINISTRATION						
8	Civic Service 2023/24	0.00	0.00	0.00	1,600.00	Civic Service in April 2024
9	Community Grants	4,840.00	1,730.00	3,110.00	3,110.00	Retain for future applications
10	Election Costs	22,000.00	608.23	21,391.77	21,391.77	Retain as no budget may decrease if invoice is received.
11	Governance Support / Recruitment	2,500.00	0.00	2,500.00	1,000.00	Retain for potential recruitment
RICHMOND HOUSE & PARK						
12	Richmond House Maintenance	26,000.00	4,032.15	21,967.85	26,378.00	Retain to be spent on window refurb
13	Richmond House Conservatory replacement	15,000.00	750.00	14,250.00	24,100.00	Retain until works complete
14	Richmond Park Toilet Renovations	1,583.57	0.00	1,583.57	2,718.23	EM unspent budget may decrease if works carried out prior to YE
15	Richmond Park Compound Fencing	4,000.00	0.00	4,000.00	6,000.00	Retain until Planning permission obtained and works complete
GROUNDS MAINTENANCE						
16	Vehicle Return	0.00	0.00	0.00	600.00	Approved at Committee
17	General Tree Maintenance & Survey	15,700.00	3,400.00	12,300.00	30,300.00	Retain as no budget
18	General Footpath/Road Maintenance	38,650.00	16,880.67	21,769.33	28,240.00	Need to move forward with further works needed
19	General Litter Bin refurb / replacement	2,000.00	0.00	2,000.00	2,000.00	Retain as no budget
20	General Green Waste Removal	5,500.00	4,250.00	1,250.00	1,250.00	Retain as no budget
SPORTS GROUNDS						
21	Marshalls Pavilion Maint (Electrics, Boiler, Solar & Water)	5,500.00	2,053.35	8,446.65	9,850.00	Retain as issues with boiler and electrics still not 100% resolved.
22	Marshalls Ditch Clearance	8,000.00	0.00	3,000.00	3,000.00	Retain until works complete
CEMETERY						
23	Cemetery Topple Testing	15,118.00	0.00	15,118.00	15,118.00	Contractor to be appointed, unsure of end figure

Proposed Earmarked Reserves at Year Ending 31st March 2024

		31/03/2023	Actual Net	Balance	Proposed 31/03/2024	Comments
24	Cemetery Boundary Fence Maintenance	5,000.00	1,500.00	5,500.00	6,000.00	Retain for future maintenance
25	Cemetery Chapel Maintenance	0.00	0.00	0.00	4,725.00	Retain for future maintenance
26	Cemetery Extension B Land Sinking Fund	47,000.00	0.00	47,000.00	56,600.00	Retain for future development
27	Cemetery Compound	0.00	0.00	0.00	1,000.00	
28	Cemetery Drainage, Toilets and Tapstands	0.00	0.00	0.00	3,240.00	Earmark if not complete by YE
	PLAY AREAS					
29	General Play Equipment Maintenance	10,500.00	6,324.60	4,175.40	4,700.00	Retain as repairs highlighted in RoSPA report
30	Wet Pour Maintenance	1,000.00	0.00	1,000.00	2,000.00	Building reserve for future repairs
31	Levellings Changing Room Maintenance	2,217.17	0.00	2,217.17	2,217.17	Retain for future development
32	Levellings Difibrillator	400.00	0.00	400.00	400.00	Retain for installation of Defib
33	Aisby Walk Skate Park	18,000.00	14,158.27	3,841.73	20,229.00	Retain if works not complete by YE
	PUBLIC REALM					
34	Silver Street Sculpture Maintenance	1,000.00	0.00	1,000.00	1,000.00	Retain for any maintenance works, no budget
	ALLOTMENTS					
35	Allotment Site Maintenance & promotion	6,000.00	0.00	6,000.00	10,525.00	Retain for projects
36	Love Lane Allotment Pond	0.00	0.00	0.00	3,889.00	
37	Showfield Allotment Wall Maintenance	2,000.00	0.00	2,000.00	2,000.00	Retain for future repairs
38	North Warren Allotment Fence Replacement	5,200.00	0.00	5,200.00	5,200.00	Retain, awaiting contractor
39	Foxby Hill Allotment Association Funds	108.07	0.00	108.07	108.07	Retain
	EVENTS					
40	Armed Forces Day	0.00	0.00	0.00	2,500.00	Unspent 2023/24 budget
	COMMUNITY INFRASTRUCTURE LEVY					
41	CIL	19,410.05	16,500.00	2,910.05	18,122.42	Retain & add further funds awarded

TOTAL General Reserve	210,953.40	33,666.50	177,286.90	
TOTAL Ear Marked Reserve	392,392.86	72,187.27	277,189.59	384,311.66
TOTAL	603,346.26	105,853.77	454,476.49	

PAPER G

PAPER H

Risk Management Policy and Strategy

Contents

Policy Aim	2
Executive Summary	2
Responsibilities	2
Organisational Structure and Summary of Key Roles.....	2
Definition	3
Aims	3
Relevant Legislation	3
APPENDIX	4
RISK MANAGEMENT STRATEGY.....	4

Document History

Adopted by Council – 20 April 2022
Reviewed & Adopted – 21 March 2023
Reviewed & Adopted –

Policy Aim

The aim of this policy is to help Gainsborough Town Council to identify, evaluate and control risk.

Executive Summary

Gainsborough Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the Audit and Accountancy Regulations in order to protect the Council from avoidable losses.

Responsibilities

This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that depicts how Members, Officers and the various Committees, and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council

- Monitor annual report on risk management activity
- Confirmation of the Council's annual Statement on Internal Control

Finance and Strategy Committee

- Approve risk management policy and strategy and related documents
- Approve content of risk registers and proposed risk mitigation plans and monitor implementation via regular monitoring reports
- Monitor report on risk management activity
- General oversight of the Council's risk management process
- Receiving regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes
- Advise the Council on risk management activity
- To recommend any changes to risk management frameworks, strategies and processes
- Identify, analyse and prioritise risks
- Determine responsibilities and actions to control risks
- Monitor progress on managing risks against action plans

Town Clerk with RFO

- Provide advice and support on risk management matters
- Maintain the risk management policy, strategy and framework
- Identifying, analysing and prioritising risks

- Determining risk management action plans and delegating responsibility for control
- Monitoring progress on the management of risks

Staff

- Maintaining awareness of risks, their impact and costs and feeding these into the formal risk management process
- Controlling risks in their everyday work
- Monitoring progress in managing job related risks

Definition

“Risk” is defined as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.

It is good business practice that risk management processes should be supportive rather than restrictive and should be embedded in the culture of the Council and embraced by all staff and Members.

Aims

The Council’s aims with respect to risk management are as follows:

- a) To integrate risk management into the culture of the Council.
- b) To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
- c) To manage risk in accordance with best practice.
- d) To minimise losses, injury and damage and reduce the cost of risk.
- e) To ensure appropriate actions are taken to address identified risks.
- f) To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils’ system of internal control.
- g) To ensure appropriate actions are taken to identify and pursue opportunities.

These aims will be achieved through the Council’s risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.

The co-operation of all Members and officers is essential to ensure the Council’s resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

Relevant Legislation

Gainsborough Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

APPENDIX

RISK MANAGEMENT STRATEGY

a. **Introduction**

This strategy sets out the framework on which risk management processes at Gainsborough Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

b. **Objectives**

The objectives of this strategy are:

- ✓ to clearly identify roles and responsibilities for managing risk,
- ✓ to follow a structured framework for the identification, assessment and evaluation of risks,
- ✓ to ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
- ✓ to ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
- ✓ to ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to Members and Officers that appropriate levels of control exist, and
- ✓ to provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

c. **Definitions**

- a) **Risk:** an event or action which will adversely affect an organisation's ability to achieve its project plans or processes and thus to successfully execute its strategies
- b) **Risk Management:** the process, by which risks are identified, evaluated and controlled, which includes the following:
- Improve the controls to reduce the probability or impact to within acceptable limits (treat the risk)
 - Insure against risk / outsource / design & build option for contracts (transfer the risk)
 - Live with it, the risk is acceptable and additional controls would not be cost effective (tolerate the risk)
 - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level (terminate the risk)

d. **Categories of Risk**

The risks facing the organisation can be split into Strategic and Operational.

STRATEGIC Risks which may threaten the achievement of the Council's objectives.	OPERATIONAL Risks which members and staff may encounter in the daily course of their work.	SIGNIFICANT PROJECT RISKS Risks associated with significant projects.
Political: failure to deliver key objectives or policies of other levels of Government. Use of political allegiance to influence Council policies.	Professional: professional competences of staff.	Resources: failure to provide sufficient human and financial resource to a project.
Economic: the Council's ability to meet its financial commitments.	Financial: financial planning and control and the adequacy of insurance cover.	Legal Requirements: possible breaches in legislations.
Social: the effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives.	Legal: possible breaches of legislation.	Reputation: failure to manage expectations and consult and engage with residents.
Technological: the Council's capacity to deal with technological change or its ability to use technology to meet changing demands.	Physical: fire, security, accident prevention and health & safety.	Knowledge & Skills: failure to understand the implications of the project and/or new task.
Legislative: current or potential changes in national law or regulation.	Contractual: the failure of contractors to deliver services or goods to agreed costs and specifications.	
Environmental: the environmental consequences of service delivery (in terms of energy efficiency, pollution, recycling, landfill needs, emissions etc).	Technological: reliance on operational equipment (IT systems or equipment and machinery).	
Competitive: the competitiveness of the service/ the ability to deliver best value.	Environmental: pollution, noise or energy efficiency of on-going service operation.	
Customer: failure to recognise the changing needs and expectations of the community.		

e. **Processes**

In line with best practice, the Council has adopted a seven-step process to support the implementation of risk management and help maintain impetus.

	Steps	
1	Identifying Risk	Risk will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing Risk	Risks will be assessed against probability and impact of the identified risks using the Council's approved evaluation criteria to give a risk score.
3	Profiling Risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising Action	Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk score.
5	Determining Action	Further actions required to reduce the threat of the risk occurring or minimising its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling Risk	The specified actions will be carried out as stated in the risk register.
7	Monitoring	The Finance and Strategy Committee will keep the risk register under review and progress against further actions identified will be monitored quarterly. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks should be a continual process and risks emerging throughout the year should be evaluated and, where necessary, added to the register.

f. **Risk Management Matrix**

Impact on Council					
		1	2	3	4
Likelihood	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

Likelihood	
1	Unlikely to happen – once in 20 years or more
2	Unlikely to happen – once in 10 years
3	Likely to happen with the 4 year term of Council
4	Very likely to happen within year or has happened recently

Consequences of Impact	
1	Temporary or minor impact on Customer, finance or reputation – impact over less than a month
2	Some impact on reputation and/or finance – impact less than 3 months
3	Substantial impact with moderate financial or reputational consequences – impact up to a year
4	Significant impact with likely large scale financial or reputation consequences – impact over more than one year

	Overall risk is low. Regular monitoring but action not urgently required
	Overall risk is medium. Monitoring essential and action required to mitigate risks
	Overall risk is high. Essential action is required immediately to manage risk.

Contacts

The Clerk to Gainsborough Town Council:

By post: Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire DN21 2RJ

By Email: townclerk@gainsborough-tc.gov.uk

The Chairman of Gainsborough Town Council

By post: Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire DN21 2RJ

By Email: Please check current details on the [Councils website](#):

[Mayor and Deputy Mayor - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk)

GAINSBOROUGH TOWN COUNCIL – RISK REGISTER (Reviewed and Adopted - 21/03/2023)

STRATEGIC RISKS

 Risk Controlled



















 Action required

 Aim is not being achieved

 Risk Falling

 NoChange

 Risk Rising

Ref	AIM	RISK	ACTIONS TO MINIMISE RISK	TIMESCALE FOR IMPLEMENTATION	UNDERLYING RISK LEVEL (Likelihood x Impact)	MANAGED RISK LEVEL (Likelihood x Impact)	Status      	Comment on Status	Person(s) Responsible
R01	To ensure compliance with the Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	1. Lack of knowledge of regulations and codes.	(a) Ensure that all Councillors have copies of Code of Conduct and Standing Orders together with the "Good Councillor Guide". Highlight essential parts and provide training where required. (b) Experienced and competent Town Clerk / Staff (c) Keep up to date with new regulations (d) Councillors to undertake training on a regular basis. (e) Remind Councillors of the LALC Training courses on a monthly basis. (f) Monitor any new regulations.	Send out monthly LALC newsletter with training lists. Other matters ongoing.	(4x3) = 12	(1x4) = 4	 	Very few Councillors make use of the LALC training the Council pays for or undertakes any other training funded or provided by Gainsborough Town Council.	All Councillors, Town Clerk, LALC
		2. Standing orders are out of date.	(a) Ensure that Standing Orders are produced, issued and understood by Councillors. Council to review at least once per year.	Standing Orders to be updated May 2024.	(2x3) = 6	(1x3) = 3	 	Changes to Standing Orders to be made first meeting of the Council Year incorporating any changes the Council have made and any legal or best practice changes.	All Councillors, Town Clerk
		3. Actions by the Town Council outside its powers laid down by Parliament.	(a) Council to consider motions, proposals and reports and check that every resolved motion is within its legal power. Town Clerk/Deputy Town Clerk can advise.	Ongoing	(2x4) = 8	(1x4) = 4	 		Council as advised by Town Clerk
		4. Lack of commitment and adherence to regulations and procedures.	(a) Regular reference to appropriate regulations in agenda items. (b) Reports/motions put forward by Members should contain a comment by the Town Clerk (c) Council to ensure that there is no delegation of responsibilities to individual Councillors (as there is no legal basis for this).	Motions should contain a comment by the Town Clerk to reduce risks.	(2x3) = 6	(1x3) = 3	 		Chairman of Committees All Councillors Ongoing responsibility as advised by Town Clerk
				Ongoing			 		Town Clerk to monitor - Ongoing responsibility
5. Items/services purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	(a) All purchases to go through the Deputy Clerk's office. (b) Ensure that all Councillors are aware of regulations regarding estimates and full tender procedures. (c) Review purchasing and contract procedure rules. (d) Adequate controls validated by regular Internal Audit	Ongoing	(3x3) = 9	(1x3) = 3	 		Financial Regulations reviewed in July 2023.	Deputy Clerk acting as Responsible Finance Officer. Committee to identify any areas it wishes to examine in addition to standard review.	

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		6. Payments made without prior approval and adequate control.	(a) Ensure all payments are approved in Council meetings and recorded in minutes. (b) Keep cash payments to a minimum and avoid if possible. (c) Review payment procedures. (d) All cheques must be signed by at least 2 Members. (e) Adequate controls validated by regular Internal Audit. (f) Electronic payments to be separately categorised when reported to Council.	Ongoing	(3x3) = 9	(1x3) = 3	✓ ⇄		Petty cash payments checked and signed off at intervals during year and at year end by Town Clerk. Council to appoint Internal Auditor to undertake annual review. Finance and Strategy Committee to identify any areas it wishes to examine in addition.
		7. Lack of control of signatories to cheques/bank transfers.	(a) Keep authorised signatories to a minimum consistent with practicalities. (b) Signatories approved by Council	Ongoing	(2x3) = 6	(1x3) = 3	✓ ⇄		Deputy Clerk acting as Responsible Finance Officer. Council review signatories annually.
		8. VAT not properly accounted for, resulting in overclaims and large demands.	(a) Ensure appropriate publications held and that Officers have adequate knowledge of regulations. (b) Adequate controls validated by regular Internal Audit (c) Monitor procedural changes due to increase in size and responsibilities. (d) Get professional advice when needed.	Ongoing	(3x3) = 9	(1x3) = 3	✓ ⇄		Deputy Clerk acting as Responsible Finance Officer. Finance and Strategy Committee. Council to appoint Internal Auditor to undertake review.
R02	To identify and regularly review the Council's priorities, using a risk-based approach, to ensure these are clear and achievable.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks resulting in lack of clarity, direction and appropriate allocation of resources.	(a) All Councillors to be made aware of need for objectives and identification of risk. (b) Attend training sessions if practicable. (c) Establish agreed priorities that are matched to available resources in a 5-year business plan. (d) Support and guidance to be given to any newly elected Councillors. (e) Risks to be reviewed regularly by Councilor Management Committee	A 5-year plan in place before the end of 2024. Risk Management to Finance and Strategy Committee on a quarterly basis.	(2x3) = 6	(1x3) = 3	● ↑	Council as a corporate body needs to set out its overall aims and objectives so that there is a clear sense of direction. Without this decisions are adhoc and can sometimes be uncoordinated. One way of doing this would be to create a Strategic Plan and review it to see whether it still fulfils the Council's overall sense of purpose.	Town Clerk, All Councillors
		2. Lack of "buy in" by Council members to a risk-based approach.	(a) Review risk assessment quarterly at Finance and Strategy Committee, identifying any changes or actions needed. (b) All reports, proposals and motions to provide a risk assessment.	Review of Risk Register quarterly at Finance and Strategy Committee Ongoing activity for any reports actions and motions.	(3x3) = 9	(1x3) = 3	● ↑	Council should not make significant decisions that affect resources or assets without considering the	Chairmen of Committees and all Councillors

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								risks to Council and any mitigation required Council must ensure that existing risk mitigation measures remain in place or alternatives are found.	
		3. No risk analysis carried out.	As at 2.2 above.	As at 2.2 above.	(3x4) = 12	(1x4) = 4	✓ ⇄	As at 2.2 above.	All Councillors
		4. No steps taken to combat identified risks.	As at 2.2 above.	As at 2.2 above.	(3x4) = 12	(1x4) = 4	✓ ⇄	As at 2.2 above.	Town Clerk, Chairmen of Finance and Strategy Committee
		5. An inadequate complement of Councillors to manage the business of the Council.	(a) All Councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new Councillors. (b) All councillors to cooperate to share the workload. (c) Standing Order to state apologies will only be noted and not accepted, to ensure 6 months rule is operative.				✗ ⇄		All Councillors, Town Clerk, WLDC
R03	To influence other Council departments and Government organisations to fulfil the requirements of the town population.	1. Lack of effective lines of communication with other organisations.	(a) Identify influencing organisations. (b) Ask local District and County representatives to produce a regular report for Council to consider. (c) Establish a Communication Plan. (d) Attend invited events that are likely to impact Town. (e) Ensure adequate feedback to Council from Council representatives.	Produce a Communication Plan by end of 2022. Officially ask Council Reps from WLDC and LCC to give update reports. Ongoing activity for other items.	(4x3) = 12	(1x3) = 3	● ↑ ↓	Good communication is essential.	All Councillors on Outside Bodies, Finance and Strategy Committee, Town Clerk.
		2. Lack of effective lines of communication with parishioners.	(a) Take every opportunity to publicise role of Town Council. (b) Effective use of notice boards. (c) Use website and Council's Social Media to publicise Town Council work. (d) Use key issues to raise profile of Town Council and to test parishioner's views. (e) Create Community Engagement Policy and implement plan	Ongoing	(4x4) = 16	(1x4) = 4	● ↑ ↓	Good communication is essential.	All Councillors, Town Clerk for Social Media and web
		3. Lack of preparation on subjects requiring influence.	(a) Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion. (b) Expectation by Chair and colleagues that Councillors have read and understood any supporting documents for an agenda item prior to the meeting with any issues raised with the Office prior to the meeting.	To be re-iterated by Council/Committee ongoing.	(3x3) = 9	(1x3) = 3	● ⇄		All Councillors

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		4. Lack of confidence by Town Councillors.	(a) Experienced Councillors to assist newcomers to establish essential contacts. (b) Attend Councillor Training. (c) Speak with Town Clerk / Deputy Town Clerk.	Ongoing activity	(4x2) = 8	(1x2) = 2	✓ ⇄		All Councillors
R04	To ensure that all Councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	1. Lack of knowledge of possible responsibility and liability of Councillors.	(a) Familiarisation with Standing Orders, Code of Conduct and Good Councillor Guide. (b) Newly elected Councillors to be provided with support, guidance and training.	Ongoing activity	(4x2) = 8	(1x2) = 2	✓ ⇄		Town Clerk, All Councillors
		2. Lack of education of Councillors regarding responsibility and liability.	(a) Experienced Councillors to assist newcomers (protocol agreed). (b) Attend any training courses available. (c) Attend annual training on Financial Management & Responsibilities	Ongoing activity	(4x2) = 8	(1x2) = 2	● ↑		All Councillors
		3. Inadequate insurance cover taken out – Property, personal liability, employer's liability.	(a) Review annually at Finance and Strategy Committee (b) Review whenever significant operational changes	Ongoing activity	(3x4) = 12	(1x4) = 4	✓ ⇄		Town Clerk, RFO, Finance and Strategy Committee
		4. Councillors fail to declare interests and participate in appropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.	(a) All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. (b) As far as is possible, the Town Clerk to ensure the register of interests are complete and up to date.	Ongoing activity	(3x2) = 6	(1x2) = 2	✓ ⇄		Town Clerk, All Councillors
R05	To keep appropriate books of account accurately and upto date through out the financial year.	1. Lack of knowledge of accounting requirements.	(a) Ensure that all Councillors are familiar with current Financial Regulations and include them in Standing Orders. (b) Regularly review Financial Regulations. (c) Appoint separate RFO to ensure another line of responsibility for financial management.	Financial regulations due for review May 2024 2 .	(4x4) = 16	(1x4) = 4	✓ ⇄		Town Clerk & RFO
		2. Lack of commitment to accounting requirements.	(a) Ensure that all Councillors are familiar with current Financial Regulations and include them alongside Standing Orders. (b) Responsible Finance Officer to produce monthly financial reports as part of the Governance and Performance Monitoring Report to Finance & Strategy Committee. (c) Internal audit to be undertaken twice yearly plus review of adequacy by Finance & Strategy Committee. Reports to be made available to all Councillors and any recommendations to be acted upon promptly. (d) Review whenever significant operational changes.	Ongoing activity	(3x4) = 12	(1x4) = 4	✓ ⇄		Town Clerk, RFO, Finance and Strategy Committee, Council
		3. Bank charges unnecessarily incurred.	(a) Responsible Finance Officer to carry out regular inspection of books of account.	Ongoing activity	(2x1) = 2	(1x1) = 1	✓ ⇄		Town Clerk & RFO
		4. Inaccuracies in recording amounts, totals in books of	(a) Responsible Finance Officer to ensure that accounts and systems are kept in such a way that internal controls are included and	Ongoing activity	(2x4) = 8	(1x4) = 4	✓ ⇄		Town Clerk, RFO, Finance and Strategy Committee

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	account, and bank reconciliations.	<ul style="list-style-type: none"> activated. (b) Accounting system that performs integrity checks and balances. (c) Regular internal audits to advise on internal controls required. (d) Any issues or errors to be reported to Council or Finance & Strategy Committee. 					
	5. Inaccuracies and interest losses caused by account transfers.	(a) Operate in accordance with the Council's Investment Policy.	Ongoing activity	(2x3) = 6	(1x3) = 3	✓ ⇄	Town Clerk, RFO, Chairman of Finance and Strategy Committee
	6. The most beneficial interest terms not being obtained.	(a) Operate in accordance with the Council's Investment Strategy.	Ongoing activity	(2x3) = 6	(1x3) = 3	✓ ⇄	Once the current economic situation becomes clearer a review will be undertaken. Town Clerk, RFO, Chairman of Finance and Strategy Committee
	7. Inadequate control of cash receipts and payments.	<ul style="list-style-type: none"> (a) Avoid cash payments and receipts if possible. (b) Where cash payments and receipts are unavoidable a properly controlled petty cash account with a set maximum balance. (c) Separation of duties in relation to cash receipting and banking/accounting. 	Ongoing activity	(4x3) = 12	(1x3) = 3	✓ ⇄	All office based staff
	8. Books of account not kept up to date/invoices not posted promptly.	<ul style="list-style-type: none"> (a) Regular checks by Town Clerk and internal auditor. (b) Responsible Finance Officer to produce monthly financial reports as part of the Governance and Performance Monitoring Report to Finance & Strategy Committee. (c) Accounting system to perform internal control and integrity checks 	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄	Town Clerk, RFO, Finance and Strategy Committee, Bank Reconciliations
	9. Internal controls not in place or not operated.	As at 5.8 above.	Ongoing activity	(3x4) = 12	(1x4) = 4	✓ ⇄	
	10. Payments missed or delayed due to inadequate filing of invoices.	As at 5.8. above.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄	
	11. Clerk taken ill or leaves without replacement.	<ul style="list-style-type: none"> (a) Appointing separate RFO allows a further individual to be familiar with all aspects of financial matters. (b) Working Procedures to be documented and staff trained (c) Town Clerk is an electronic banking administrator (d) Business continuity measures including working at home tested. (e) Key Man insurance cover is included in the Council's policy, to obtain a stand in person. (f) Electronic payments will be unavailable, but cheque payments can still be made as usual. Other staff can be paid by cheque. 	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄	Town Clerk, Deputy Clerk, Chairman of Personnel Committee
R06	1.	(a) As at 3.2 above.	As 3.2 above	(4x4) = 16	(1x4) = 4	● ⇄	All Councillors

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	To ensure that payments made from Council funds and the use of assets represent value for money, are adequately managed, and comply generally with the wishes of the residents.	Lack of knowledge of wishes of residents.							
		2. Use of funds not giving value for money.	(a) Effective budget planning processes. (b) Creation of a rolling plan for projects linked to priorities. (c) Expenditure monitored.	See 2.1 above Ongoing activity	(3x3) = 9	(1x3) = 3	● ↑	Planning is crucial to long term financial stability. Short term actions can lead to unintended consequences which ultimately can cost residents more and lead to poorer value for money.	Town Clerk, Finance and Strategy Committee, Property and Services Committee
		3. Charges for use of facilities inadequate.	(a) Effective financial management by Responsible Finance Officer. (b) Regular review of Fees and Charges atleast at budget setting time. (c) Internal audit checks.	Ongoing activity	(3x2) = 6	(1x2) = 2	✓ ↔		Town Clerk, RFO and Finance and Strategy Committee
		4. Fund raising not properly controlled or not in accordance with regulations.	(a) All Councillors to be aware of need to check regulations before commencing fund-raising activities. (b) Effective financial management by Responsible Finance Officer.	No additional action required at this time as there are no fund-raising activities.	(3x3) = 9	(1x3) = 3	✓ ↔		All Councillors, RFO
R07	To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	1. Lack of knowledge of budgetary process and Council regulations.	(a) Include Financial Regulations alongside Standing Orders issued to all Councillors. (b) Include within review of budget process and actions required through training. (c) Encourage Councillor training.	Ongoing activity	(3x3) =9	(1x3) = 3	✓ ↔		Town Clerk & RFO
		2. Lack of commitment to budgetary process.	(a) Involve all Councillors in budgetary process and are clear about responsibilities. (b) Ensure Councillors are aware of impact on income and expenditure due to risks and the need to maintain an adequate General Reserve.	Ongoing activity	(3x3) =9	(1x4) = 4	● ✓ ↔		Town Clerk, RFO, All Councillors, Chairman of Committees
		3. Inadequate consideration of requirements for annual precept.	(a) Place item on agenda early in September remind councillors of budget process and actions required. (a) Start consideration of calculation at least 3 months prior to submission date. (b) see 6 (2b) above. (c) Monitor the effects of wider economy, including inflation. (d) Monitor impact of major national incidents on income and precept for annual budget. Including the possibility that the tax base may fall due to the increase of people on benefits.	Ongoing activity	(3x4) =12	(2x4) = 8	● ✓ ↔		Town Clerk & RFO
		4. Calculation not in accordance with Council regulations.	(a) Checks by Town Clerk and Internal Auditor.	Ongoing activity	(2x3) =6	(1x3) =3	✓ ↔		Town Clerk & RFO
		5.	(a) Checks by Responsible Finance Officer and Internal Auditor.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Town Clerk & RFO

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		Inadequate internal controls with regard to monitoring expenditure.	(b) Summary of Financial and budget progress reports to Council with payment information.						
		6. Reserves set at wrong level.	(a) Monitored by RFO quarterly (b) Considered regularly by Finance and Strategy Committee and annually by Council as part of budget setting.	Ongoing activity	(3x3) = 9	(1x4) = 4		Reserves need to be monitored regularly	Council, Town Clerk & RFO
		7. National policy on Minimum Wage pushes up employee budget base	(a) Council should consider the potential for costs to rise beyond planned budget and put pressure for increase in precept and consider mitigation by maintaining a suitable level of the General Reserves.	Ongoing activity	(3x3) = 9	(1x3) = 3			Town Clerk, RFO, Personnel Committee
		8. The general economy and inflation impacts Council finances.	(a) Inflation exceeds levels allowed for in budget consider mitigation by maintaining a suitable level of the General Reserves. (b) Government policy incurs increased local costs consider mitigation by maintaining a suitable level of the General Reserves	Ongoing activity	(3x4) = 12	(1x4) = 4		Inflation is currently rising. This needs to be checked regularly against the budgeted increase to ensure it is sufficient.	Town Clerk, RFO, Finance and Strategy Committee
		9. Council is now reliant on a higher percentage of non-precept income making it more vulnerable to cashflow problems or debtors.	(a) Non precept income which is more vulnerable now represents about 20% of the Council's expenditure. Consider keeping General Reserve at a level that allows the Council to continue should income stream stop or fall.	Ongoing activity	(3x3) = 9	(1x3) = 3		New Risk	Town Clerk, RFO, Finance and Strategy Committee
R08	To explore all possible sources of income and to ensure that expected income is fully received.	1. Lack of knowledge of possible sources of income, e.g. grants.	(a) To be considered as part of any new scheme or change of service. (b) To be considered in respect of Capital Programme. (c) Use GPC to create commercial income opportunities.	Ongoing activity	(4x2) = 8	(2x2) = 4			Town Clerk, RFO, Committee Chairman, All Councillors
		2. Lack of commitment / resources to pursue possible sources of income.	(a) Staff resources – allow sufficient capacity to search and apply for funding.	Ongoing activity	(4x2) = 8	(2x2) = 4			Town Clerk, RFO, Finance and Strategy Committee
		3. Receipts not banked or not banked properly.	(a) Bank statement checks (b) Internal audit checks.	Ongoing activity	(3x3) = 9	(1x3) = 3			RFO
		4. Debts not pursued promptly.	(a) Cross check between systems (b) Internal audit checks.	Ongoing activity	(3x3) = 9	(1x3) = 3		If it becomes an issue then it is likely to take both staff and potentially legal resources.	RFO, Council for resource if required
		5. VAT claims not made promptly or made incorrectly.	(a) Ensure RFO has appropriate and up to date VAT official publications. (b) Internal audit checks.	Ongoing activity	(3x3) = 9	(1x3) = 3			RFO and Town Clerk
R09	To ensure that salaries paid to Employees and amounts paid to contractors are paid in accordance with Council	1. Inappropriate rate of pay to employees.	(a) Ensure employee regulations are available and understood by RFO and accountant. (b) Contracts of employment are in place for all staff and updated as required. (c) Checks by Town Clerk & Internal auditor.	Ongoing activity	(2x3) = 6	(1x3) = 3			Town Clerk, RFO, Council, Accountant

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	regulations, and adequately monitored.	2. Tax and NI arrangements not in accordance with regulations.	(a) RTI payroll system via accountant.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk, RFO, Council, Accountant
		3. Amounts paid to contractors not in accordance with contract and inadequately monitored.	(a) Regular Internal audit checks with written confirmation. (b) Separation of duties between process and approval of payments. (c) Ensure that systems are synced when working remotely.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk, RFO, Council
R10	To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	1. Lack of knowledge of Council regulations and procedures.	(a) Include Financial Regulations alongside Standing Orders. (b) Attend training seminars where available. (c) Arrange locally based training for interested Councillors whenever possible. (d) Experienced RFO.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk, RFO, Council, All Councillors
		2. Late or non-submission of annual accounts.	(a) Include a timetable in Financial Regulations.	Ongoing activity	(3x4) = 12	(1x4) = 4	✓ ⇄		Town Clerk, RFO, Council,
		3. Year-end accounts not prepared, inaccurate, or not in accordance with Council requirements.	(a) Internal audit checks. (b) Separation of duties and checks.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		RFO, Internal Auditor
		4. Inadequate audit trail from records to final accounts.	As at 10(3a) above.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		RFO, Internal Auditor
R11	To identify, value and maintain all assets of the Town Council and ensure that asset and investment registers are complete, accurate and properly maintained.	1. Lack of knowledge of assets of Town Council.	(a) Ascertain and record all assets for which Town Council is responsible. (b) Create permanent asset register. (c) Update regularly and when any significant new assets are obtained. (d) Ward checks by Ward Councillors to identify any problems. (e) Undertake Tree Surveys to manage risks on all Council owned land.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk, RFO, Councillors, Finance and Strategy Committee
		2. Assets lost or misappropriated.	(a) Establish who is responsible for security and maintenance of each asset. (b) Asset register to be reported to Finance and Strategy Committee for review at least annually.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk, RFO, Finance and Strategy Committee
		3. Inadequate or inaccurate valuation of the Council's assets.	(a) Arrange for periodic review of valuations and arrange for professional valuation where necessary. (b) Annual check of assets vs insured. (c) Annual report to Finance and Strategy Committee.	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄		Town Clerk, RFO, Finance and Strategy Committee
		4. Asset register not established or inadequately maintained.	(a) Create asset register in accordance with Accounts and Audit Regulations.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		RFO

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R12	To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children, etc.	1. Lack of knowledge of applicable legislation.	(a) Town Clerk to have all appropriate legislation available. (b) Council to have an appropriate policy in place (c) Motions/Reports assessed for Equality/Impact (d) CiLCA qualified Town Clerk and Deputy	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄		Council Town Clerk, Finance and Strategy Committee, Personnel Committee
		2. Lack of public awareness of applicable legislation.	(a) Include, as appropriate, in any public consultations/reports.	Ongoing activity	(4x2) = 8	(1x2) = 2	✓ ⇄		All Councillors
		3. Failure to comply with applicable legislation.	As at 12(1) above.	Ongoing activity	(3x4) = 12	(1x4) = 4	✓ ⇄		All Councillors
		4. Councillors lacking knowledge of applicable legislation.	(a) Arrange appropriate training for Councillors. (b) LALC Training.	As required and via monthly training list	(3x4) = 12	(1x4) = 4	● ⇄		Town Clerk
R13	To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	1. Lack of information on properties, buildings and equipment.	(a) Adopted a Health and Safety Policy. (b) Ensure that all current legislation and advice is held by Operations Manager. (c) Include in asset register all properties for which Town Council is responsible. (d) Keep adequate Ear Marked reserves to cover unexpected expenditure on property land assets and to replace equipment. (e) Keep registers of maintenance and testing required.	Ongoing activity	(3x4) = 12	(1x3) = 3	● ⇄	Increase of reserves <u>for certain projects is</u> needed.	Town Clerk, Operations Manager, Finance and Strategy Committee, Property and Services Committee, Personnel Committee
		2. Lack of knowledge of safety requirements.	(a) Adopted a Health and Safety Policy. (b) Ensure that all current legislation and advice is held by for access by Town Clerk and Operations Manager. (c) Adequate risk assessments reviewed regularly. (d) Include exceptions in quarterly Governance report to Finance and Strategy Committee.	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄	<u>Health and Safety Policy needs reviewing.</u>	Town Clerk, Operations Manager, Finance and Strategy Committee, Personnel Committee
		3. Lack of resources to carry out safety checks.	As at 2. Above plus (a) Review and ensure staff resources remain sufficient to undertake necessary regular checks and reports. (b) Review staff arrangements regularly.	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄		Town Clerk, Operations Manager, Finance and Strategy Committee, Personnel Committee
R14	To carry out adequate safety checks on the children's play areas operated by the Council.	1. Inadequate checks lead to accident or fatality.	(a) Undertake external annual safety check. (b) Undertake routine checks at least weekly. (c) Report findings to Property and Services Committee. (d) Provide Staff Training. (e) Ensure sufficient resources to undertake tasks.	Ongoing activity	(3x4) = 16	(1x4) = 4	● ⇄		Town Clerk, Operations Manager, Property and Services Committee, Personnel Committee

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SIGNIFICANT OPERATIONAL RISKS  Risk Controlled

















 Action required

 Aim is not being achieved

 Risk Falling

 NoChange

 Risk Rising

Ref	AIM	RISK	ACTIONS TO MINIMISE RISK	TIMESCALE FOR IMPLEMENTATION	UNDERLYING RISK LEVEL (Likelihood x Impact)	MANAGED RISK LEVEL (Likelihood x Impact)	Status      	Comment on Status	Person(s) Responsible
O01	Safety in Play Areas the Council are responsible for.	1. Inadequate checks lead to accident or fatality.	(a) Undertake external annual safety check. (b) Undertake routine checks at least weekly. (c) Report findings to Property and Services Committee as part of Governance Report. (d) Provide Staff Training. (e) Ensure sufficient resources to undertake tasks.	Ongoing activity	(3x4) = 16	(1x4) = 4	 		Town Clerk, Operations Manager, Property and Services Committee, Personnel Committee
O02	To carry out adequate safety and integrity checks on the sports grounds.	1. Lack of or an inadequate programme of regular safety checks (e.g. trip hazards).	(a) Regular checks by the competent Grounds Operatives. (b) Prompt attention to hazards/problems once identified. (c) Prompt attention to issues raised by facility users, Officers and contractors.	Ongoing activity	(3x4) = 16	(1x4) = 4	 		Town Clerk, Operations Manager, Property and Services Committee
		2. Damage to the sports facility due to compromised security.	(a) Regular checks by the Operations Manager and other Officers. (b) Prompt attention to problems once identified. (c) Prompt attention to issues raised by facility users, Officers and contractors.	Ongoing activity	(3x3) = 9	(1x4) = 4	 		Town Clerk, Operations Manager, Property and Services Committee
O03	To carry out adequate safety checks on the public open space and street furniture owned by the Council.	1. The lack of or an inadequate programme of maintenance allows the persistence of safety hazards (e.g. trip hazards, dangerous trees, faulty gates, faulty seats, faulty bins etc).	(a) Regular checks by the Operations Manager, other Officers and Councillors. (b) Prompt attention to hazards/problems once identified. (c) Prompt attention to issues raised by all users. (d) Engagement of suitable contractors to conduct ongoing maintenance works (including the periodic professional checking of trees).	Ongoing activity	(3x4) = 16	(1x4) = 4	 		Town Clerk, Operations Manager, Property and Services Committee
O04	To safeguard lone working staff.	1. Unknown person enters building after meeting or when staff working alone and confronts, attacks or intimidates lone worker.	(a) Avoid wherever possible. (b) Keep external doors shut and locked. (c) Have buddy system to make contact if issues arise and to confirm exit from building after normal office hours or when alone (buddy could be colleague or partner/family member someone who knows when to expect the staff member back). (d) If only one member of staff present at meetings then the Chairman or another nominated Councillor should remain until the open areas of the building have been checked and the entrance door and alarm secured. (e) Staff should carry phone with them to make emergency call in case of accident.	Ongoing activity	(2x4) = 8	(1x4) = 4	 		Lone worker for making appropriate arrangements prior to working alone. For regular meetings the Town Clerk / Deputy Town Clerk to be buddy unless other arrangements in place.

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		2. Staff member has accident when working alone and time elapses before found.	(a) Avoid wherever possible. (b) Staff should carry work phone with them to make emergency call in case of accident.	Ongoing activity	(2x4) = 8	(1x4) = 4	● ↔		Town Clerk, Operations Manager, Property and Services Committee
O05	To ensure the ability to pay bills and staff.	1. Slow response to request to change bank mandates leaving Council unable to authorise payments.	(a) Attempt to keep at least 3 signatories on the list from year to year and avoid making frequent changes. (b) Move as many payments as possible to electronic on-line payments	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Council, RFO
O06	Manage financial liabilities.	1. Current Council Policy is to refund pre-purchased exclusive rights to graves on request less an admin fee of 5%.	(a) The risk is to be accepted and the Council will monitor any significant change in the number of requests for a refund.	Ongoing activity	(2x3) =6	(2x3) =6	● ↔		Finance and Strategy Committee for monitoring
O07	Meet obligations and duties relating to the management of the Council Cemetery.	1. Concerns that burial records kept from some years ago have been shown to contain inaccuracies some of which may place the Council at risk of making mistakes with burials, not being able to meet obligations or of highlighting a previous error.	(a) All written records to be computerised. (b) Remaining historic risks will have to be accepted. (c) Similar issues in other Councils show that compensation claims may be high. (d) Administrative mistakes may be covered by Insurance. Systemic errors may not be covered.	Ongoing activity	(2x4) = 8	(2x4) = 8	● ↔		Property and Services Committee
O08	Meet the Councils operational & strategic objectives.	1. Known short term staff resources problems.	(a) Proper resourcing of new projects/services. (b) Avoid new projects with high resource implications until resources in place. (c) Manage existing priorities	Ongoing activity	(3x4) = 12	(1x4) = 4	● ↔		Town Clerk, Council
O09	Meet obligations and duties relating to General Data Protection Principles.	1. Data Breach or unable to process subject access request.	(a) Action plan in place identifying all actions needed to be fully compliant. (b) Keep Information Security Policy updated to reflect changes in regulations and provide guidance. (c) External Professional ICT Support.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Town Clerk, Finance and Strategy Committee
O10	Ensure all Council operations and services are infectious diseases secure.	1. Spread of infectious diseases.	(a) Infectious diseases risk assessments in place. (b) Staff keep up to date on current guidance. (c) Staff working from home where possible and with social distancing measures in place if not. (d) Hand sanitiser provided to staff. (e) Appropriate signage in place where necessary. (f) Increased handwashing and cleaning.	Ongoing activity	(3x3) = 9	(2x3) = 6	● ↔		All staff and Councillors
O11	To maintain full complement of staff.	1. Workforce gaps leading to nonachievement of Council objectives.	(a) Contingency for locum Clerk to be put in place – refer to Lincs SLCC (b) Fidelity guarantee. (c) Ensure staff contract terms and conditions / training are reviewed regularly.	Ongoing activity	(3x4) = 12	(2x3) = 6	● ↔		Council, Personnel Committee

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O12	To maintain IT security	1. Loss of data due to failure / damage to IT equipment.	(a) Insure. (b) Documents saved to cloud accessible online. (c) Finance, Cemetery and allotment software stored on external servers. (d) Use of virus software.	Ongoing activity	(2x2) = 4	(2x2) = 4	✓ ⇄		Town Clerk
		2. Cyber Security breached.	(a)	Ongoing activity			✓ ⇄		Town Clerk
O13	Ensure all Council owned land is free from illegal occupation.	1. Trespassers on Council owned land.	(a) Risk assess (b) Secure all sites as much as is feasible and affordable. (c) Take action against people occupying land illegally.	Ongoing activity	(2x3) = 6	(2x2) = 4	✓ ⇄		Town Clerk, Operations Manager
O14	To undertake a Memorial Safety Inspection.	1. Inadequate staff resources.	(a) Consider overall resources and impact when starting activity. (b) Additional staff hours authorised.	Ongoing activity	(3x3) = 9	(2x2) = 4	✓ ⇄		Town Clerk, Operations Manager, Property and Services Committee, Personnel Committee
		2. Unsuitable weather conditions for inspections.	(a) Monitor weather and plan accordingly.	Ongoing activity	(3x2) = 6	(2x1) = 2	✓ ⇄		Operations Manager

SIGNIFICANT PROJECT RISKS



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P01		1.	(a)						

RISK LEVEL MATRIX

		IMPACT ON COUNCIL			
LIKELIHOOD		1	2	3	4
	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

CONSEQUENCES OF IMPACT	
1	Temporary or minor impact on Customer, finance or reputation – impact over less than a month
2	Some impact on reputation and/or finances – impact less than 3 months
3	Substantial impact with moderate financial or reputational consequences – impact up to a year
4	Significant impact with likely large scale financial or reputational consequences – impact over more than one year

LIKELIHOOD	
1	Unlikely to happen – once in 20 years or more
2	Unlikely to happen – once in 10 years
3	Likely to happen within the 4 year term of Council
4	Very likely to happen within year or has happened recently

	Overall risk is low. Regular monitoring but action not urgently required
	Overall risk is medium. Monitoring essential and action required to mitigate risks
	Overall risk is high. Essential action is required immediately to manage risk.