

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 Michael Devine

Councillor Paul Key

Councillor James Plastow

Councillor Nicholas Coxon

Councillor David Dobbie

Councillor Liam Muggridge

Councillor Kenneth Woolley

Notice is hereby given that a meeting of the **Finance and Strategy Committee** which will be held on **Tuesday 22 October 2024** commencing at **6:30pm** 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

FS25/064 Apologies for Absence

To note apologies for absence.

FS25/065 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](#) 3.6 – 3.9 for details.

FS25/066 Declarations of Interest

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

FS25/067 Dispensation Requests

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

FS25/068 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.

FS25/069 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 27 August 2024 (pages 4 to 6)

FS25/070 Finance Reports

To receive and consider for approval the following financial reports:

- i. Unpaid Expenditure Transactions for 17 October 2024 **Paper B** (pages 7 to 11)
- ii. Cashbook Summary (including due and unpaid transactions) for 17 October 2024 **Paper C** (pages 12 to 13)
- iii. Budget Comparison Report (including due and unpaid transactions) for 17 October 2024 **Paper D** (pages 14 to 49)

FS25/071 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 30 September 2024 per paragraph 2.2 of Financial Regulations.

Paper E (pages 50 to 62)

FS25/072 Record Retention Policy

To review and adopt the Record Retention Policy.

Paper F (pages 63 to 78)

FS25/073 Investments

To consider investment opportunities and recommend to Full Council.

Paper G (pages 79 to 83)

FS25/074 Cemetery Fees

To consider fees associated to a specific burial and memorial application.

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

Paper H (pages 84 to 88)

FS25/076 Complaints

To receive and consider complaints as per the Council's Complaints Policy

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

Paper I (pages 89 to 98)

FS25/077 Debtor Report

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

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

Paper J (pages 99 to 103)

FS25/079 Budget 2025 / 2026

To consider budget requirements for 2025/26 for this committee.

The following specific budgetary areas are considered as part of the Committee's remit:

- Administration

To consider reallocation of the below budgets following recommendations from Committees.

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to reallocate of the Community Grants budget (2040/2) to the Property and Services Committee from Finance and Strategy Committee.

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to reallocate of the Payroll Services (2070/3), HR Provider (2070/6), Occupational Health (2070/7) and Recruitment (2070/8) budgets to the Personnel Committee from Finance and Strategy Committee.

FS25/080 Items for Notification

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

- i. Strategic Plan
- ii. Registrar Lease renewal
- iii. Filming and Recording Meetings Policy Review
- iv. Public Participation at Meetings Policy Review
- v. Communications Policy Review
- vi. GDPR Policy Review
- vii. Councillor Vacancy (Co-option) Policy Review
- viii. Employee / Councillor Protocol Review
- ix. Social Media Policy Review
- x. Publication Scheme & FOI Review
- xi. Pensions Discretionary Policy Review
- xii. Member Training and Development Policy Review
- xiii. LCAS Quality Status submission – July 2025

FS25/081 Time and Date of Next Meeting

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 26 November 2024 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 17 October 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 24 September 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Michael Devine (Chair)
 Councillor Nicholas Coxon
 Councillor Paul Key
 Councillor David Dobbie
 Councillor James Plastow

In Attendance:
 Rachel Allbones
 Town Clerk & Responsible Finance Officer (TC)

FS25/053 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, L Muggridge, K Woolley.

FS25/054 Public Participation Period

No public in attendance.

FS25/055 Declarations of Interest

No declarations of interest were made.

FS25/056 Dispensation Requests

No dispensation requests were received.

FS25/057 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FS25/058 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 27 August 2024 be approved as a as a true and accurate record and signed by the Chair.

FS25/059 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 19 September 2024
- ii. Cashbook Summary (including due and unpaid transactions) for 19 September 2024

Initialled:

- iii. Budget Comparison Report (including due and unpaid transactions) for 19 September 2024

FS25/060 Bank Reconciliation (Paper E)

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

FS25/061 Revised Budget 2024 / 2025 (Paper F)

RESOLVED: to approve the draft revised budget for 2024 / 2025.

FS25/062 Items for Notification

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

- i. Investments – October
- ii. 2025 / 2026 Budget - October
- iii. Rolling Project Plan - October
- iv. Strategic Plan
- v. Registrar Lease renewal
- vi. Filming and Recording Meetings Policy Review
- vii. Public Participation at Meetings Policy Review
- viii. Communications Policy Review
- ix. GDPR Policy Review
- x. Councillor Vacancy (Co-option) Policy Review
- xi. Employee / Councillor Protocol Review
- xii. Social Media Policy Review
- xiii. Publication Scheme & FOI Review
- xiv. Pensions Discretionary Policy Review
- xv. Member Training and Development Policy Review
- xvi. LCAS Quality Status submission – July 2025

FS25/063 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 22 October 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:37pm.

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

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21758	BP240925T	06/08/2024	£649.80	£108.30	£541.50		Safelincs Ltd - Fire extinguisher servicing	Richmond House, Marshalls, Levellings, General Cemetery	
21761	BP240925T	23/09/2024	£582.60	£97.10	£485.50	1,232.40	Safelincs Ltd - Replacement fire extinguishers		
21759	BP240925F	21/09/2024	£780.00	£130.00	£650.00	780.00	Retford Memorials - Grave digging XGRC0108	Grave Digging	
21760	BP240925U	23/09/2024	£24.00	£4.00	£20.00	24.00	Ultimate Graphics Ltd - Magnetic number plates	Vehicles	
21771	BP2410	27/09/2024	£362.88	£60.48	£302.40	362.88	Burton & Dyson Solicitors - Professional services	Legal fees	
21772	BP2410	26/09/2024	£2,540.91	£423.48	£2,117.43	2,540.91	HAGS-SMP Ltd - Wicksteed Roundabout - remove and replace bearings	Aisby Walk	
21773	BP240925W	20/09/2024	£366.35	£61.05	£305.30	366.35	Trade UK - Bore-Hole Key Set, Essentials Twisted Rope Blue 8mm x 50m x3, Squire Weatherproof Combination Padlock Blue 50mm x10, Maypole Funnel & Flexible Pipe 145mm x 370mm	Play equipment maintenance, cricket pitch maintenance	
21774	BP240925V	01/04/2024	£1,020.00	£170.00	£850.00	1,020.00	UDCS Ltd - Removal of redundant lamp post	Marshalls	
21776	BP2410	11/10/2024	£1,000.00	£0.00	£1,000.00	1,000.00	Sir E C Bacon Settlement 1951 Residual Fund - Half years rent	Love Lane & Foxby Hill Allotments	
21777	BP2410	24/09/2024	£250.00	£41.67	£208.33	250.00	Gainsborough Skip Hire - Skip hire	Richmond Park	
21778	BP2410	10/09/2024	£300.00	£0.00	£300.00	300.00	Stepping Stone Theatre For Mental Health - Community Grant	Community Grant	
21779	BP2410	30/09/2024	£615.42	£102.57	£512.85		F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
21780	BP2410	30/09/2024	£15.00	£2.50	£12.50	630.42	F5 Computing Ltd - Additional technical support	IT Services	
21784	BP2410	30/09/2024	£334.74	£55.79	£278.95	334.74	High Street Garage - Fuel	Vehicles & Equipment	
21785	BP2410	26/09/2024	£353.59	£58.93	£294.66		A Price Electrical Ltd - Reconfigure wiring and switching of external lighting	Marshalls	
21803	BP2410	10/10/2024	£388.50	£64.75	£323.75	742.09	A Price Electrical Ltd - Works to faulty external light to rear changing room entrance	Marshalls	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21786	BP2410	01/10/2024	£22,656.00	£3,776.00	£18,880.00	22,656.00	Bloom Demolition and Crushing Ltd - Allotment Clearance	Foxby Hill Allotments	
21792	BP2410	30/09/2024	£1,144.57	£190.76	£953.81	1,144.57	Glendale Managed Services Ltd - Grass verge cutting (10 September)	Grass verges	
21788	BP2410	02/10/2024	£14.50	£2.42	£12.08	14.50	Lincolnshire Bearings and Fasteners Ltd - Stanley knife blades	Consumerable stock	
21798	BP2410	30/09/2024	£160.78	£26.80	£133.98	160.78	Second Element Ltd - Collect water samples x3 for legionella analysis	Richmond House	
21804	BP2410	08/10/2024	£355.20	£59.20	£296.00	355.20	Online Playgrounds - Proludic swing cable	Aisby Walk	
21805	BP2410	18/09/2024	£1,860.00	£310.00	£1,550.00	1,860.00	Drain Wise Waste Solution Ltd - Clear the ditch and remove waste	Marshalls	
21806	BP2410	09/10/2024	£6,796.82	£1,132.80	£5,664.02		Burns Fencing - Supply and install 1800mm high galv and ppc coated palisade fencing 54m including 2m wide single leaf gate	Love Lane Allotments	
21807	BP2410	09/10/2024	£12,760.74	£2,126.79	£10,633.95	19,557.56	Burns Fencing - Supply and install 1800mm high galv palisade fencing 135m	North Warren Allotments	
21815	BP2410	12/10/2024	£660.00	£110.00	£550.00	660.00	Retford Memorials - Grave digging XLNC0014	Grave Digging	
21818	BP2410	11/10/2024	£1,500.00	£250.00	£1,250.00	1,500.00	Timberwise (UK) Ltd - Exposure survey	Richmond House	
21821	BP2410	15/10/2024	£132.00	£22.00	£110.00	132.00	DrumBEAT Marketing UK - Website support creating grant application forms	Website	
21824	BP2410	16/10/2024	£45.52	£7.59	£37.93	45.52	Lincolnshire Bearings and Fasteners Ltd - Bolts, pliers, washers	Consumerable stock	
21820	CC2411	14/10/2024	£30.51	£5.10	£25.41	30.51	Amazon EU SARL - x2 bird boxes	Love Lane pond	
21808	CC2411	11/10/2024	£1.50	£0.00	£1.50	1.50	Royal Mail Group Ltd - Unpaid postage	Postage	
21793	CC2411	02/10/2024	£82.38	£13.73	£68.65	82.38	The Safety Supply Company Ltd - X12 Thermo Pro Glove	Staff workwear	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21775	CC2411	24/09/2024	£68.00	£11.34	£56.66	68.00	Vistaprint B.V. - Mayors charity event tickets	Mayoral expenses	
21797	CC2411	28/09/2024	£19.97	£3.33	£16.64	19.97	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
21762	DD240924	24/09/2024	£93.50	£15.58	£77.92	93.50	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly
21825	DD2410	01/10/2024	£79.00	£0.00	£79.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
21826	DD2410	01/10/2024	£612.00	£0.00	£612.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
21827	DD2410	01/10/2024	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
21828	DD2410	01/10/2024	£283.00	£0.00	£283.00	1,910.00	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
21781	DD2410	02/10/2024	£52.62	£2.51	£50.11		British Gas Business - Electricity usage	Levelling's	30/8/24 - 29/9/24
21782	DD2410	02/10/2024	£50.20	£2.39	£47.81		British Gas Business - Electricity usage	Marshalls External Changing	30/8/24 - 29/9/24
21783	DD2410	02/10/2024	£113.89	£5.42	£108.47		British Gas Business - Electricity usage	Richmond House Flat	30/8/24 - 29/9/24
21791	DD2410	03/10/2024	£250.23	£11.91	£238.32		British Gas Business - Electricity usage	Marshalls Main Pavilion	1/9/24 - 30/9/24
21795	DD2410	08/10/2024	£11.47	£0.55	£10.92		British Gas Business - Electricity usage	Marshalls Bowls Pavilion	5/9/24 - 6/10/24
21796	DD2410	08/10/2024	£10.90	£0.52	£10.38		British Gas Business - Electricity usage	General Cemetery	5/9/24 - 5/10/24
21801	DD2410	10/10/2024	£79.69	£3.79	£75.90	569.00	British Gas Business - Electricity usage	Richmond Park Greenhouse	4/9/24 - 5/10/24
21794	DD2410	07/10/2024	£151.78	£7.23	£144.55	151.78	E.ON - Gas usage	Richmond House	1/9/24 - 30/9/24
21763	DD240919B	03/09/2024	£11.94	£0.57	£11.37		Opus Energy - Gas usage	Levelling's	19/8/24 - 31/8/24
21764	DD240919B	03/09/2024	£128.30	£6.11	£122.19		Opus Energy - Gas usage	Marshalls Main Pavilion	19/8/24 - 31/8/24
21765	DD240919C	04/09/2024	£56.45	£2.69	£53.76	196.69	Opus Energy - Electricity Usage	Richmond House Main House	6/8/24 - 31/8/24
21816	BP2410	08/10/2024	£63.32	£0.00	£63.32		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/9/24 - 7/10/24
21817	BP2410	13/10/2024	£28.83	£0.00	£28.83		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/9/24 - 12/10/24
21823	BP2410	15/10/2024	£18.48	£0.00	£18.48		Water Plus Ltd - Used water & surface water drainage	General Cemetery	13/9/24 - 13/10/24
21822	BP2410	16/10/2024	£8.15	£0.00	£8.15	118.78	Water Plus Ltd - Used water & surface water drainage	Levellings	15/9/23 - 15/10/24
21766	DD240920B	06/09/2024	£112.31	£0.00	£112.31		Anglian Water (Wave) - Water Charges	Marshalls	5/6/24 - 5/9/24

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
21767	DD240920	06/09/2024	£87.35	£0.00	£87.35	199.66	Anglian Water (Wave) - Water Charges	General Cemetery	5/6/24 - 5/9/24
21770	DD2410	16/09/2024	£10.21	£0.00	£10.21	10.21	HSBC - Bank charges	Bank Charges	17/8/24 - 16/9/24
21787	BP2410	02/10/2024	£89.16	£14.86	£74.30	89.16	Integrating Solutions Ltd - Copier charges	Printing	Monthly
21802	DD2410	10/10/2024	£184.16	£30.69	£153.47	184.16	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
21819	DD2410	11/10/2024	£102.66	£17.11	£85.55	102.66	EE Ltd - X4 mobiles	Mobiles	Monthly
21814	DD2410	09/10/2024				254.31	Clear Business Electricity - Landline, broadband & electricity charges		
		1	£60.22	£10.04	£50.18		Alarm line	Richmond House	
		2	£61.40	£10.23	£51.17		CCTV Broadband & Phoneline	Richmond House	
		3	£60.40	£10.07	£50.33		CCTV Broadband & Phoneline	Marshalls	
		4	£72.29	£3.44	£68.85		Electricity (Lewis Street)	Xmas light Electricity	1/9/24 - 1/10/24
21799	DD2410	01/10/2024	£36.49	£6.09	£30.40		Arval UK Ltd - Ford Transit Lease	Vehicle Expenses	15/09/24 - 18/09/24
21800	DD2410	01/10/2024	£517.00	£0.00	£517.00	553.49	Arval UK Ltd - Ford Transit condition repairs	Vehicle Expenses	
21768	DD2409	01/08/2024	£700.87	£0.00	£700.87	700.87	Novuna Vehicle Solutions - Damage charges	Vehicle Expenses	
21769	DD2410	16/09/2024	£1,038.04	£173.00	£865.04	1,038.04	Lex Autolease Limited - X2 Renault Traffic Lease	Vehicle Expenses	15/10/24 - 14/11/24
21790	DD2410	01/10/2024	£95.00	£15.83	£79.17	95.00	Fuelgenie - Fuel usage	Vehicle Expenses	1/9/24 - 30/9/24
				£9,779.11	£54,360.48	£64,139.59			
Chairman Signature _____						RFO Signature _____		Date _____	

PAPER C

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 17/10/24 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	£565,156.38
Petty Cash	£100.00
Total	<u>£565,256.38</u>

RECEIPTS	Net	Vat	Gross
Cemetery	£22,104.44	£0.00	£22,104.44
Administration	£58,400.35	£0.00	£58,400.35
Mayors Charity	£1,144.40	£0.00	£1,144.40
Events	£1,500.00	£0.00	£1,500.00
Grounds Maintenance	£76.00	£0.00	£76.00
Richmond Park & House	£13,232.31	£0.00	£13,232.31
Sports Grounds	£48,202.95	£0.00	£48,202.95
Allotments	£10,877.66	£0.00	£10,877.66
Precept	£645,316.00	£0.00	£645,316.00
Total Receipts	<u>£800,854.11</u>	<u>£0.00</u>	<u>£800,854.11</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£22,645.17	£2,866.27	£25,511.44
Administration	£29,007.20	£2,467.16	£31,474.36
Mayors Charity	£1,635.00	£0.00	£1,635.00
Events	£4,000.00	£6.60	£4,006.60
Employee Costs	£170,733.04	£435.58	£171,168.62
Grounds Maintenance	£32,122.26	£5,923.41	£38,045.67
Richmond Park & House	£23,990.22	£2,828.46	£26,818.68
Sports Grounds	£32,954.90	£3,950.51	£36,905.41
Play Areas	£5,852.68	£1,189.05	£7,041.73
Allotments	£11,144.33	£1,457.14	£12,601.47
Public Realm	£2,439.84	£289.67	£2,729.51
Christmas Lights	£5,679.61	£1,005.08	£6,684.69
Ear Marked Reserves	£131,349.11	£22,765.76	£154,114.87
Total Payments	<u>£473,553.36</u>	<u>£45,184.69</u>	<u>£518,738.05</u>

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£847,272.44
Petty Cash	£100.00
	<u>£847,372.44</u>
Total	<u>£847,372.44</u>

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

Signed _____

Chair

Clerk / Responsible Financial Officer

PAPER D

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Precept Income					
100	Precept	£645,216.00	£645,216.00	£0.00	0.00%
105	WLDC Precept Contribution	£100.00	£100.00	£0.00	0.00%
Total Income		<u>£645,316.00</u>	<u>£645,316.00</u>	<u>£0.00</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Employee Costs					
Expenditure					
1000	Payroll				
1000/1	Gross Salary	£310,000.00	£138,318.37	£171,681.63	-55.38%
1000/2	Employer NI Contribution	£30,000.00	£12,471.68	£17,528.32	-58.43%
1000/3	Employer Pension Contribution	£60,000.00	£17,659.73	£42,340.27	-70.57%
1000/4	Agency Staff	£0.00	£0.00	£0.00	0.00%
1000	Total	£400,000.00	£168,449.78	£231,550.22	-57.89%
1010	Travel and Training				
1010/1	Staff Travel	£300.00	£0.00	£300.00	-100.00%
1010/2	Staff Training	£3,000.00	£1,084.50	£1,915.50	-63.85%
1010/3	Staff Car Business Insurance Reimbursement	£100.00	£0.00	£100.00	-100.00%
1010	Total	£3,400.00	£1,084.50	£2,315.50	-68.10%
1020	Workwear & ID				
1020/1	Staff Workwear	£3,000.00	£1,138.44	£1,861.56	-62.05%
1020/2	H&S / First Aid	£200.00	£23.32	£176.68	-88.34%
1020/3	Staff ID Badge	£50.00	£0.00	£50.00	-100.00%
1020	Total	£3,250.00	£1,161.76	£2,088.24	-64.25%
Total Expenditure		£406,650.00	£170,696.04	£235,953.96	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Administration					
Income					
201	VAT overclaim	£0.00	£0.00	£0.00	0.00%
205	Bank Interest	£13,000.00	£9,620.37	-£3,379.63	-26.00%
210	Insurance Reimbursement (GTF)	£1,558.00	£0.00	-£1,558.00	-100.00%
215	Legal Fee Reinbursement	£0.00	£40.00	£40.00	100.00%
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		£14,558.00	£9,660.37	-£4,897.63	£0.00
Expenditure					
2000	Office Supplies & Telecom				
2000/1	IT Services & Maintenance	£7,200.00	£4,119.66	£3,080.34	-42.78%
2000/2	Printing	£1,800.00	£779.43	£1,020.57	-56.70%
2000/3	Postage and Stationery	£1,300.00	£664.88	£635.12	-48.86%
2000/4	Office Equipment	£500.00	£124.61	£375.39	-75.08%
2000/5	Telephone and Broadband	£1,800.00	£1,074.33	£725.67	-40.32%
2000/6	Mobiles	£1,300.00	£821.41	£478.59	-36.81%
2000/7	Shredding	£500.00	£0.00	£500.00	-100.00%
2000	Total	£14,400.00	£7,584.32	£6,815.68	-47.33%
2010	Publicity				
2010/1	Annual Public Meeting	£120.00	£0.00	£120.00	-100.00%
2010/2	Sponsorship	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
2010/3	Website	£450.00	£200.00	£250.00	-55.56%
2010/4	Publicity	£0.00	£342.00	-£342.00	100.00%
2010	Total	£570.00	£542.00	£28.00	-4.91%
2020	Subscriptions				
2020/1	LALC	£2,800.00	£0.00	£2,800.00	-100.00%
2020/2	The National Allotment Society	£55.00	£0.00	£55.00	-100.00%
2020/4	Institute of Cemetery and Crematorium Management (ICCM)	£100.00	£100.00	£0.00	0.00%
2020/5	Publications	£0.00	£0.00	£0.00	0.00%
2020/6	Information Commissioner's Office	£55.00	£55.00	£0.00	0.00%
2020/7	NALC	£0.00	£0.00	£0.00	0.00%
2020/8	The Rural Town Group	£0.00	£0.00	£0.00	0.00%
2020	Total	£3,010.00	£155.00	£2,855.00	-94.85%
2030	Democratic & Civic				
2030/1	Civic Service	£1,600.00	£0.00	£1,600.00	-100.00%
2030/2	Civic Regalia & Past Mayors Badge	£2,000.00	£0.00	£2,000.00	-100.00%
2030/3	Citizen of the Year Award	£0.00	£0.00	£0.00	0.00%
2030/5	Mayoral Allowance	£500.00	£500.00	£0.00	0.00%
2030/6	Mayoral Expenses	£1,500.00	£152.26	£1,347.74	-89.85%
2030/7	Mayors Cadet	£100.00	£0.00	£100.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
2030/8	Elections Costs	£0.00	£0.00	£0.00	0.00%
2030/9	Councillor Training	£300.00	£195.00	£105.00	-35.00%
2030/10	Councillor Travel	£200.00	£0.00	£200.00	-100.00%
2030/11	Councillor ID	£72.00	£16.99	£55.01	-76.40%
2030/12	Miscellaneous expenses	£100.00	£0.00	£100.00	-100.00%
2030/13	AdvantEDGE Admin+ & Asset Manager	£450.00	£0.00	£450.00	-100.00%
2030	Total	£6,822.00	£864.25	£5,957.75	-87.33%
2040	Grants				
2040/1	S137/GPC	£80.00	£33.00	£47.00	-58.75%
2040/2	Community Grants	£4,000.00	£2,000.00	£2,000.00	-50.00%
2040	Total	£4,080.00	£2,033.00	£2,047.00	-50.17%
2060	Insurance				
2060/1	Zurich Municipal	£13,000.00	£12,856.20	£143.80	-1.11%
2060/2	Claims	£0.00	£0.00	£0.00	0.00%
2060/3	Valuations	£0.00	£0.00	£0.00	0.00%
2060	Total	£13,000.00	£12,856.20	£143.80	-1.11%
2070	HR & Finances				
2070/1	Internal Auditor	£700.00	£0.00	£700.00	-100.00%
2070/2	External Auditor	£1,680.00	£1,680.00	£0.00	0.00%
2070/3	Accountant - Payroll Services	£1,500.00	£600.00	£900.00	-60.00%
2070/4	Edge Design - Finance Software	£869.00	£0.00	£869.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
2070/5	Bank Charges	£350.00	£163.27	£186.73	-53.35%
2070/6	HR Provider	£1,200.00	£467.52	£732.48	-61.04%
2070/7	Occupational Health	£500.00	£60.00	£440.00	-88.00%
2070/8	Recruitment	£847.00	£597.00	£250.00	-29.52%
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	£7,646.00	£3,567.79	£4,078.21	-53.34%
2080	Legal Fees				
2080/1	General	£3,000.00	£411.40	£2,588.60	-86.29%
2080/2	Roses Legal Fees	£0.00	£0.00	£0.00	0.00%
2080	Total	£3,000.00	£411.40	£2,588.60	-86.29%
Total Expenditure		£52,528.00	£28,013.96	£24,514.04	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Grounds Maintenance					
Income					
300	Vehicle Hire	£0.00	£0.00	£0.00	0.00%
310	LCC Contribution towards Highway Verge Cutting	£7,509.00	£0.00	-£7,509.00	-100.00%
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	0.00%
330	Scrap	£100.00	£76.00	-£24.00	-24.00%
Total Income		<u>£7,609.00</u>	<u>£76.00</u>	<u>-£7,533.00</u>	<u>£0.00</u>
Expenditure					
3000	Vehicle Costs				
3000/1	Ford Transit D/Cab Tipper	£1,509.00	£1,508.73	£0.27	-0.02%
3000/2	Ford Transit Van	£2,000.00	£1,802.35	£197.65	-9.88%
3000/3	Citroen Berlingo	£2,000.00	£2,163.99	-£163.99	8.20%
3000/4	Renault Trafic Van x2	£8,400.00	£2,943.78	£5,456.22	-64.96%
3000/5	Vehicle Maintenance	£300.00	£260.99	£39.01	-13.00%
3000/6	Fuel	£8,000.00	£4,299.07	£3,700.93	-46.26%
3000/7	Trailer Maintenance	£400.00	£35.00	£365.00	-91.25%
3000	Total	<u>£22,609.00</u>	<u>£13,013.91</u>	<u>£9,595.09</u>	<u>-42.44%</u>
3010	Grounds Maintenance - All Sites				
3010/1	Consumable stock	£1,000.00	£801.26	£198.74	-19.87%
3010/2	Equipment Service and Maintenance	£10,000.00	£7,134.00	£2,866.00	-28.66%
3010/3	New Grounds Equipment	£5,000.00	£2,941.96	£2,058.04	-41.16%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
3010/4	Footpath/Road Maintenance	£5,000.00	£0.00	£5,000.00	-100.00%
3010/5	Tree Maintenance	£1,000.00	£800.00	£200.00	-20.00%
3010/6	Weed Killing (spraying)	£750.00	£65.21	£684.79	-91.31%
3010/7	Green Waste Removal	£0.00	£0.00	£0.00	0.00%
3010/8	Hedge Cutting	£0.00	£0.00	£0.00	0.00%
3010/9	Grit	£1,000.00	£0.00	£1,000.00	-100.00%
3010/10	Tree Safety Survey	£2,000.00	£0.00	£2,000.00	-100.00%
3010/11	Health & Safety & First Aid	£1,000.00	£6.85	£993.15	-99.32%
3010/12	Highway Verge Cutting	£10,000.00	£5,723.06	£4,276.94	-42.77%
3010/13	Wildflower Verges	£0.00	£0.00	£0.00	0.00%
3010	Total	£36,750.00	£17,472.34	£19,277.66	-52.46%
3020	Cleaning Products				
3020/1	Cleaning Products and Refuse Bags	£1,700.00	£797.14	£902.86	-53.11%
3020	Total	£1,700.00	£797.14	£902.86	-53.11%
Total Expenditure		£61,059.00	£31,283.39	£29,775.61	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Richmond Park & House					
Income					
400	Richmond Park				
400/1	Office Rent (Registrar)	£4,035.00	£3,026.25	-£1,008.75	-25.00%
400/2	Registrar Service Recharge	£10,000.00	£5,725.00	-£4,275.00	-42.75%
400/3	Room Hire	£0.00	£0.00	£0.00	0.00%
400/4	Sale of Aviary	£0.00	£0.00	£0.00	0.00%
400	Total	£14,035.00	£8,751.25	-£5,283.75	-37.65%
Total Income		£14,035.00	£8,751.25	-£5,283.75	£0.00
Expenditure					
4000	Richmond Park & House				
4000/1	Rates	£3,400.00	£1,985.44	£1,414.56	-41.60%
4000/2	House & Buildings Maintenance	£15,000.00	£5,637.62	£9,362.38	-62.42%
4000/3	Gas	£4,000.00	£1,140.33	£2,859.67	-71.49%
4000/4	Electricity - Main House	£4,000.00	£881.05	£3,118.95	-77.97%
4000/5	Electricity - Flat	£1,500.00	£705.38	£794.62	-52.97%
4000/6	Electricity - Greenhouse	£1,300.00	£612.73	£687.27	-52.87%
4000/7	Anglian Water (Wave)	£700.00	£356.83	£343.17	-49.02%
4000/8	WaterPlus	£600.00	£488.65	£111.35	-18.56%
4000/9	PAT Testing	£393.00	£393.00	£0.00	0.00%
4000/10	Fire Extinguisher & Emergency Light Service	£2,000.00	£1,006.83	£993.17	-49.66%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
4000/11	Security & Fire Alarm Service & Maintenance	£700.00	£352.63	£347.37	-49.62%
4000/12	Security & Fire Alarm Response	£600.00	£0.00	£600.00	-100.00%
4000/13	Alarm Phone Line	£600.00	£351.26	£248.74	-41.46%
4000/14	Legionella Monitoring	£845.00	£133.98	£711.02	-84.14%
4000/15	Premises Licence Fee	£180.00	£0.00	£180.00	-100.00%
4000/16	Boiler Service & Repairs	£3,000.00	£62.50	£2,937.50	-97.92%
4000/17	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
4000/18	Ground Maintenance	£2,000.00	£424.88	£1,575.12	-78.76%
4000/19	Waste Management	£2,300.00	£1,503.01	£796.99	-34.65%
4000/20	Bird Feeders	£100.00	£0.00	£100.00	-100.00%
4000/21	Bedding Plants	£1,500.00	£1,012.00	£488.00	-32.53%
4000/22	Outdoor Toilet Renovations & Maintenance	£2,000.00	£207.56	£1,792.44	-89.62%
4000/23	Tree / Hedge Maintenance	£0.00	£0.00	£0.00	0.00%
4000/24	Footpath / Road Maintenance	£0.00	£0.00	£0.00	0.00%
4000/25	New / maintenance of Litter Bins	£1,000.00	£0.00	£1,000.00	-100.00%
4000/26	Fountain Maintenance & Repairs	£250.00	£0.00	£250.00	-100.00%
4000/27	Flag Pole Maintenance & Repairs	£120.00	£120.12	-£0.12	0.10%
4000/28	New Grounds Furniture	£0.00	£0.00	£0.00	0.00%
4000/29	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
4000/30	Wet Pour Repairs	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
4000/31	CCTV, Fibre broadband and line rental	£2,600.00	£364.79	£2,235.21	-85.97%
4000/32	Replacement Conservatory	£5,000.00	£1,051.33	£3,948.67	-78.97%
4000/33	First Aid & Defibrillator	£125.00	£88.33	£36.67	-29.34%
4000/34	Cleaning Contractor	£0.00	£0.00	£0.00	0.00%
4000	Total	£55,813.00	£18,880.25	£36,932.75	-66.17%
Total Expenditure		£55,813.00	£18,880.25	£36,932.75	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
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	0.00%
500	Total	£7,750.00	£7,750.00	£0.00	0.00%
510	Marshalls				
510/1	Football	£4,500.00	£622.18	-£3,877.82	-86.17%
510/2	Cricket	£950.00	£0.00	-£950.00	-100.00%
510/3	Bowls	£1,417.00	£1,416.93	-£0.07	0.00%
510/4	Room Hire	£9,500.00	£4,951.97	-£4,548.03	-47.87%
510/5	Training Pitch	£600.00	£178.24	-£421.76	-70.29%
510/6	Key Deposit	£0.00	£0.00	£0.00	0.00%
510	Total	£16,967.00	£7,169.32	-£9,797.68	-57.75%
520	Levellings				
520/1	Football	£1,400.00	£237.30	-£1,162.70	-83.05%
520/2	Key Deposit	£0.00	£0.00	£0.00	0.00%
520	Total	£1,400.00	£237.30	-£1,162.70	-83.05%
Total Income		£26,117.00	£15,156.62	-£10,960.38	£0.00
Expenditure					
5000	Roses	£0.00	£0.00	£0.00	0.00%
5010	Marshalls				

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
5010/1	Rates	£12,164.00	£6,547.50	£5,616.50	-46.17%
5010/2	Main Pavilion Maintenance	£1,200.00	£1,223.00	-£23.00	1.92%
5010/3	Bowls Pavilion / Outbuilding Maintenance	£1,000.00	£188.97	£811.03	-81.10%
5010/4	Hygiene Services	£235.00	£120.89	£114.11	-48.56%
5010/5	Gas - Main Pavilion	£6,000.00	£1,929.12	£4,070.88	-67.85%
5010/6	Gas - Bowls Pavilion	£0.00	£0.00	£0.00	0.00%
5010/7	Electricity - Main Pavilion	£4,500.00	£1,931.80	£2,568.20	-57.07%
5010/8	Electricity - External Changing	£1,000.00	£295.70	£704.30	-70.43%
5010/9	Electricity - Bowls Pavilion	£350.00	£77.03	£272.97	-77.99%
5010/10	Anglian Water (Wave)	£500.00	£296.15	£203.85	-40.77%
5010/11	Waterplus	£500.00	£284.45	£215.55	-43.11%
5010/12	PAT Testing	£25.00	£25.00	£0.00	0.00%
5010/13	Fire Extinguisher & Emergency Light Service	£2,500.00	£1,370.94	£1,129.06	-45.16%
5010/14	Security / Fire Alarm	£645.00	£644.25	£0.75	-0.12%
5010/15	Legionella Monitoring	£537.00	£0.00	£537.00	-100.00%
5010/16	Premises Licence Fee	£180.00	£0.00	£180.00	-100.00%
5010/17	Boiler Service & Repairs	£1,000.00	£62.50	£937.50	-93.75%
5010/18	Solar Panel Service & Repairs	£0.00	£0.00	£0.00	0.00%
5010/19	Water Tank Service and Repair	£0.00	£0.00	£0.00	0.00%
5010/20	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
5010/21	Ground Maintenance & Renovations - Cricket	£2,000.00	£547.66	£1,452.34	-72.62%
5010/22	Ground Maintenance & Renovations - Bowls	£1,300.00	£310.50	£989.50	-76.12%
5010/23	Ground Maintenance & Renovations - Football	£4,311.00	£4,311.03	-£0.03	0.00%
5010/24	Ground Maintenance & Renovations - General	£1,800.00	£1,082.86	£717.14	-39.84%
5010/25	Tree & Hedge Maintenance	£1,200.00	£0.00	£1,200.00	-100.00%
5010/26	Ditch Clearance	£0.00	£0.00	£0.00	0.00%
5010/27	External Light Maintenance	£500.00	£618.41	-£118.41	23.68%
5010/28	Car Park Maintenance	£500.00	£500.00	£0.00	0.00%
5010/29	Waste Management	£1,170.00	£899.54	£270.46	-23.12%
5010/30	CCTV Broadband & Phoneline	£2,200.00	£358.91	£1,841.09	-83.69%
5010/31	First Aid & Defibrillator	£200.00	£88.33	£111.67	-55.84%
5010/32	AdvantEDGE Facilities	£238.00	£0.00	£238.00	-100.00%
5010/33	Drainage	£1,536.00	£0.00	£1,536.00	-100.00%
5010	Total	£49,291.00	£23,714.54	£25,576.46	-51.89%
5020	Levellings				
5020/1	Pavilion Maintenance	£0.00	£73.90	-£73.90	100.00%
5020/2	Gas	£350.00	£196.49	£153.51	-43.86%
5020/3	Electricity	£500.00	£237.07	£262.93	-52.59%
5020/4	Anglian Water (Wave)	£150.00	£61.36	£88.64	-59.09%
5020/5	WaterPlus	£150.00	£61.61	£88.39	-58.93%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
5020/6	PAT Testing	£0.00	£0.00	£0.00	0.00%
5020/7	Fire Extinguisher & Emergency Light Service	£200.00	£171.33	£28.67	-14.34%
5020/8	Legionella Testing	£537.00	£0.00	£537.00	-100.00%
5020/9	Boiler Service & Repair	£150.00	£62.50	£87.50	-58.33%
5020/10	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
5020/11	Ground Maintenance & Renovations - Football	£1,779.00	£1,778.75	£0.25	-0.01%
5020/12	Ground Maintenance & Renovations - General	£500.00	£131.47	£368.53	-73.71%
5020/13	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
5020/14	Footpath Maintenance	£0.00	£0.00	£0.00	0.00%
5020/15	Fence Maintenance	£500.00	£378.86	£121.14	-24.23%
5020/16	First Aid & Defibrillator	£50.00	£0.00	£50.00	-100.00%
5020/17	Sports Equipment	£1,800.00	£993.60	£806.40	-44.80%
5020	Total	£6,666.00	£4,146.94	£2,519.06	-37.79%
Total Expenditure		£55,957.00	£27,861.48	£28,095.52	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Cemetery					
Income					
600	General Cemetery				
600/1	Burial - Full Interment	£21,254.00	£6,730.46	-£14,523.54	-68.33%
600/2	Burial - Cremation Interment	£6,656.00	£5,058.86	-£1,597.14	-24.00%
600/3	Exclusive Rights of Burial	£7,970.00	£2,925.35	-£5,044.65	-63.30%
600/4	Use of Chapel	£0.00	£0.00	£0.00	0.00%
600/5	Memorial Applications	£6,000.00	£3,117.61	-£2,882.39	-48.04%
600/6	Exhumations	£0.00	£0.00	£0.00	0.00%
600	Total	£41,880.00	£17,832.28	-£24,047.72	-57.42%
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		£41,880.00	£17,832.28	-£24,047.72	£0.00
Expenditure					
6000	General Cemetery				
6000/1	Rates	£7,348.00	£4,288.40	£3,059.60	-41.64%
6000/2	Chapel Maintenance	£6,000.00	£0.00	£6,000.00	-100.00%
6000/3	Electricity	£200.00	£74.45	£125.55	-62.78%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
6000/4	Anglian Water (Wave)	£400.00	£113.29	£286.71	-71.68%
6000/5	WaterPlus	£400.00	£118.24	£281.76	-70.44%
6000/6	Fire Extinguisher & Emergency Light Service	£100.00	£136.50	-£36.50	36.50%
6000/7	Burial Software	£724.00	£0.00	£724.00	-100.00%
6000/8	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
6000/9	Ground & Building Maintenance	£2,000.00	£1,464.88	£535.12	-26.76%
6000/10	Waste Management	£1,900.00	£1,049.33	£850.67	-44.77%
6000/11	Grave Digging	£18,000.00	£5,773.40	£12,226.60	-67.93%
6000/12	Toilet Maintenance	£600.00	£379.77	£220.23	-36.71%
6000/13	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
6000/14	Boundary Fence Maintenance	£2,500.00	£0.00	£2,500.00	-100.00%
6000/15	Footpath/Road Repairs	£0.00	£0.00	£0.00	0.00%
6000/16	Produce Woodland Burial & Memorial Wall	£0.00	£0.00	£0.00	0.00%
6000/17	Extenson B Burial Land Sinking Fund	£10,500.00	£0.00	£10,500.00	-100.00%
6000/18	Drainage & stand pipe repairs	£3,800.00	£3,205.86	£594.14	-15.64%
6000/19	Memorial Topple Testing	£2,100.00	£0.00	£2,100.00	-100.00%
6000/20	New / Maintenance of Litter Bins	£1,000.00	£1,000.00	£0.00	0.00%
6000	Total	£57,572.00	£17,604.12	£39,967.88	-69.42%
6010	North Warren Cemetery				
6010/1	Rates	£951.00	£555.97	£395.03	-41.54%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
6010/2	Boundary Fence Maintenance	£500.00	£0.00	£500.00	-100.00%
6010/3	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
6010/4	Memorial Topple Testing	£0.00	£0.00	£0.00	0.00%
6010/5	Ground Maintenance / Repairs	£0.00	£0.00	£0.00	0.00%
6010/6	Grave Digging	£0.00	£0.00	£0.00	0.00%
6010	Total	£1,451.00	£555.97	£895.03	-61.68%
Total Expenditure		£59,023.00	£18,160.09	£40,862.91	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Play Areas					
Income					
700	Funding				
700/1	Levellings	£0.00	£0.00	£0.00	0.00%
700/2	Aisby Walk	£0.00	£0.00	£0.00	0.00%
700	Total	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	£0.00
Expenditure					
7000	Play Equipment Maintenance	£2,000.00	£2,000.00	£0.00	0.00%
7005	Wet Pour Maintenance	£1,000.00	£516.00	£484.00	-48.40%
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	£180.00	£180.75	-£0.75	0.42%
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	£180.00	£180.75	-£0.75	0.42%
7020	Aisby Walk				
7020/1	Playing Field	£0.00	£0.00	£0.00	0.00%
7020/2	New Play Equipment	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
7020/3	Play Equipment Maintenance	£2,400.00	£2,413.43	-£13.43	0.56%
7020/4	Skate Park Maintenance	£2,000.00	£0.00	£2,000.00	-100.00%
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	£4,400.00	£2,413.43	£1,986.57	-45.15%
7030	Danes Road				
7030/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7030/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7030/3	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7030/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7030/5	Boundary Maintenance	£0.00	£0.00	£0.00	0.00%
7030	Total	£0.00	£0.00	£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 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
7080	St Georges				
7080/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7080/2	Play Equipment Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
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	£1,000.00	£0.00	£1,000.00	-100.00%
7090	Play Area Inspections	£1,135.00	£742.50	£392.50	-34.58%
Total Expenditure		£9,715.00	£5,852.68	£3,862.32	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Allotments					
Income					
800	Allotments				
800/1	Foxby Hill	£4,800.00	£4,677.82	-£122.18	-2.55%
800/2	Love Lane	£1,870.00	£1,875.82	£5.82	0.31%
800/3	North Warren	£1,049.00	£1,048.78	-£0.22	-0.02%
800/4	Showfields	£1,200.00	£1,167.57	-£32.43	-2.70%
800/5	Spital Hill	£1,800.00	£1,732.44	-£67.56	-3.75%
800	Total	£10,719.00	£10,502.43	-£216.57	-2.02%
815	Garage Space Ropery Road	£1,250.00	£0.00	-£1,250.00	-100.00%
Total Income		£11,969.00	£10,502.43	-£1,466.57	£0.00
Expenditure					
8000	Foxby Hill				
8000/1	Site Rent	£1,000.00	£1,000.00	£0.00	0.00%
8000/2	Skip Hire	£625.00	£208.34	£416.66	-66.67%
8000/3	Water Charges	£450.00	£118.74	£331.26	-73.61%
8000/4	Hedge Cutting	£0.00	£0.00	£0.00	0.00%
8000/5	Asbestos Management	£750.00	£750.00	£0.00	0.00%
8000/6	Miscellaneous Expenditure	£400.00	£0.00	£400.00	-100.00%
8000/7	Clearance	£650.00	£649.51	£0.49	-0.08%
8000	Total	£3,875.00	£2,726.59	£1,148.41	-29.64%
8010	Love Lane				

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
8010/1	Site Rent	£1,000.00	£1,000.00	£0.00	0.00%
8010/2	Skip Hire	£625.00	£208.33	£416.67	-66.67%
8010/3	Hedge Cutting	£0.00	£0.00	£0.00	0.00%
8010/4	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8010/5	Miscellaneous Expenditure	£1,000.00	£700.00	£300.00	-30.00%
8010/6	Pond Management	£3,500.00	£3,136.93	£363.07	-10.37%
8010/7	Drainage	£2,500.00	£0.00	£2,500.00	-100.00%
8010	Total	£8,625.00	£5,045.26	£3,579.74	-41.50%
8020	North Warren				
8020/1	Site Rent	£0.00	£0.00	£0.00	0.00%
8020/2	Skip Hire	£625.00	£208.33	£416.67	-66.67%
8020/3	Boundary Maintenance	£1,634.00	£1,633.95	£0.05	0.00%
8020/4	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8020/5	Japanese Knotweed Treatment	£677.00	£676.80	£0.20	-0.03%
8020/6	Miscellaneous Expenditure	£400.00	£0.00	£400.00	-100.00%
8020	Total	£3,336.00	£2,519.08	£816.92	-24.49%
8030	Showfield				
8030/1	Site Rent	£0.00	£0.00	£0.00	0.00%
8030/2	Skip Hire	£625.00	£208.33	£416.67	-66.67%
8030/3	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8030/4	Wall Maintenance	£0.00	£0.00	£0.00	0.00%
8030/5	Miscellaneous Expenditure	£400.00	£0.00	£400.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
8030	Total	£1,025.00	£208.33	£816.67	-79.68%
8040	Spital Hill				
8040/1	Site Rent	£250.00	£125.00	£125.00	-50.00%
8040/2	Skip Hire	£514.00	£299.53	£214.47	-41.73%
8040/3	Water Charges	£500.00	£98.24	£401.76	-80.35%
8040/4	Hedge Cutting	£0.00	£0.00	£0.00	0.00%
8040/5	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8040/6	Miscellaneous Expenditure	£400.00	£0.00	£400.00	-100.00%
8040	Total	£1,664.00	£522.77	£1,141.23	-68.58%
8050	Love Lane Garage Site	£200.00	£0.00	£200.00	-100.00%
8060	All Sites				
8060/1	Edge IT Management Software	£526.00	£0.00	£526.00	-100.00%
8060/2	Misc	£0.00	£27.79	-£27.79	100.00%
8060	Total	£526.00	£27.79	£498.21	-94.72%
Total Expenditure		£19,251.00	£11,049.82	£8,201.18	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Public Realm					
Income					
910	War Memorial Project	£0.00	£0.00	£0.00	0.00%
920	Bus Shelters	£0.00	£0.00	£0.00	0.00%
Total Income		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Expenditure					
9000	Roundabouts / Islands				
9000/3	Morton Corner Traffic Island	£0.00	£0.00	£0.00	0.00%
9000	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>
9010	Street Furniture				
9010/1	Notice Boards	£0.00	£0.00	£0.00	0.00%
9010/2	Benches	£1,000.00	£0.00	£1,000.00	-100.00%
9010/3	Bus Shelters	£4,680.00	£839.84	£3,840.16	-82.05%
9010/4	Millennium Clock	£1,600.00	£274.44	£1,325.56	-82.85%
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	<u>£7,280.00</u>	<u>£1,114.28</u>	<u>£6,165.72</u>	<u>-84.69%</u>
9020	War Memorial				
9020/1	Maintenance	£400.00	£0.00	£400.00	-100.00%
9020/2	Future Project	£0.00	£0.00	£0.00	0.00%
9020	Total	<u>£400.00</u>	<u>£0.00</u>	<u>£400.00</u>	<u>-100.00%</u>

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
9030	Gainsborough in Bloom	£0.00	£0.00	£0.00	0.00%
9040	Community Rail Partnership	£0.00	£0.00	£0.00	0.00%
Total Expenditure		<u>£7,680.00</u>	<u>£1,114.28</u>	<u>£6,565.72</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
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	£0.00	£0.00	£0.00	0.00%
1015	Total	£0.00	£0.00	£0.00	0.00%
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00	0.00%
1040	Aisby Walk Playing Field	£500.00	£500.00	£0.00	0.00%
Total Income		£1,500.00	£1,500.00	£0.00	£0.00
Expenditure					
10010	Mayflower 400 (Illuminate)	£1,000.00	£0.00	£1,000.00	-100.00%
10020	Armed Forces Day	£0.00	£0.00	£0.00	0.00%
10030	Queen's Platinum Jubilee	£0.00	£0.00	£0.00	0.00%
10035	King Charles III Coronation	£0.00	£0.00	£0.00	0.00%
10040	Remembrance Sunday	£300.00	£0.00	£300.00	-100.00%
10050	Local Event Support	£3,000.00	£0.00	£3,000.00	-100.00%
Total Expenditure		£4,300.00	£0.00	£4,300.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Christmas Lights					
Expenditure					
11000	Switch On Event	£5,000.00	£0.00	£5,000.00	-100.00%
11010	Anchor Point / Electrical Testing	£2,200.00	£1,600.00	£600.00	-27.27%
11040	Market Place Christmas Tree	£1,800.00	£0.00	£1,800.00	-100.00%
11050	Blachere Contract	£19,358.00	£3,373.93	£15,984.07	-82.57%
11060	Trinty Street Electricity	£1,000.00	£610.00	£390.00	-39.00%
11070	Lamp Post Electricity	£650.00	£0.00	£650.00	-100.00%
Total Expenditure		<u>£30,008.00</u>	<u>£5,583.93</u>	<u>£24,424.07</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Actual Net	Balance	Bal %age
Community Infrastructure Levy Income				
14000 CIL	£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>

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Ear Marked Reserves					
Expenditure					
12000	Ear Marked Reserves				
12000/1	General Fund	£214,693.49	£0.00	£214,693.49	-100.00%
12000/2	Mayors Charity Account	£680.00	£0.00	£680.00	-100.00%
12000/3	Roses AWP Sinking Fund	£59,500.00	£0.00	£59,500.00	-100.00%
12000/4	Roses Key Deposits	£950.00	£0.00	£950.00	-100.00%
12000/5	Marshalls Key Deposits	£750.00	£0.00	£750.00	-100.00%
12000/6	Levellings Key Deposit	£0.00	£0.00	£0.00	0.00%
12000/7	Staff Training	£2,000.00	£0.00	£2,000.00	-100.00%
12000/8	Civic Service 23/24	£1,600.00	£980.00	£620.00	-38.75%
12000/9	Mayoral Expenses	£400.00	£378.06	£21.94	-5.49%
12000/10	Community Grants	£3,110.00	£2,295.03	£814.97	-26.20%
12000/11	Election Costs	£21,391.77	£9,657.93	£11,733.84	-54.85%
12000/12	Governance Support / Recruitment	£1,000.00	£1,000.00	£0.00	0.00%
12000/13	Richmond House Maintenance	£18,000.00	£16,490.00	£1,510.00	-8.39%
12000/14	Richmond House Conservatory replacement	£24,100.00	£0.00	£24,100.00	-100.00%
12000/15	Richmond Park Toilet Renovation	£2,600.00	£2,428.12	£171.88	-6.61%
12000/16	Richmond Park Compound Fence	£6,000.00	£0.00	£6,000.00	-100.00%
12000/17	Aviary Sale	£1,000.00	£0.00	£1,000.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
12000/18	Vehicle Returns	£600.00	£0.00	£600.00	-100.00%
12000/19	General Tree/Hedge Maintenance & Survey	£30,000.00	£0.00	£30,000.00	-100.00%
12000/20	General Footpath/Road Maintenance	£28,000.00	£2,298.00	£25,702.00	-91.79%
12000/21	General Litter Bin Refurb / Replace	£3,000.00	£3,000.00	£0.00	0.00%
12000/22	General Green Waste Removal	£1,250.00	£0.00	£1,250.00	-100.00%
12000/23	Marshalls Pavilion Maintenance (Electrics, Boiler, Solar)	£9,400.00	£0.00	£9,400.00	-100.00%
12000/24	Marshalls Ditch Clearance	£3,000.00	£1,550.00	£1,450.00	-48.33%
12000/25	Cemetery Topple Testing	£15,118.00	£17,216.55	-£2,098.55	13.88%
12000/26	Cemetery Boundary Fence Maintenance	£7,500.00	£0.00	£7,500.00	-100.00%
12000/27	Cemetery Chapel Maintenance	£4,725.00	£0.00	£4,725.00	-100.00%
12000/28	Cemetery Extension B Land Sinking Fund	£55,000.00	£0.00	£55,000.00	-100.00%
12000/29	Cemetery Compound	£1,000.00	£0.00	£1,000.00	-100.00%
12000/30	Cemetery Drainage, Toilets & Tapstands	£3,240.00	£3,240.00	£0.00	0.00%
12000/31	General Play Equipment Maintenance	£4,700.00	£1,490.31	£3,209.69	-68.29%
12000/32	Wet Pour Repairs	£2,000.00	£0.00	£2,000.00	-100.00%
12000/33	Levellings Pavilion Maintenance	£2,217.17	£0.00	£2,217.17	-100.00%
12000/34	Levellings Defibrillator	£400.00	£0.00	£400.00	-100.00%
12000/35	Love Lane Allotment Pond	£3,889.00	£3,889.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
12000/36	Showfield Allotment Wall Maintenance	£8,630.00	£8,630.00	£0.00	0.00%
12000/37	North Warren Allotment Fence	£9,000.00	£9,000.00	£0.00	0.00%
12000/38	Foxby Hill Allotment Assoc Funds	£108.07	£108.07	£0.00	0.00%
12000/39	Silver St Sculpture Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
12000/40	CIL	£18,122.42	£18,122.42	£0.00	0.00%
12000/41	Armed Forces Day	£2,500.00	£0.00	£2,500.00	-100.00%
12000	Total	<u>£572,174.92</u>	<u>£101,773.49</u>	<u>£470,401.43</u>	<u>-82.21%</u>
Total Expenditure		<u>£572,174.92</u>	<u>£101,773.49</u>	<u>£470,401.43</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Actual Net	Balance	Bal %age
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 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Actual Net	Balance	Bal %age
Mayors Charity					
Income					
1200	Events & Donations				
1200/1	Fundraising Events	£0.00	£800.00	£800.00	100.00%
1200/2	Civic Service Collection	£0.00	£344.40	£344.40	100.00%
1200/3	Donations	£0.00	£0.00	£0.00	0.00%
1200	Total	£0.00	£1,144.40	£1,144.40	100.00%
Total Income		£0.00	£1,144.40	£1,144.40	£0.00
Expenditure					
14005	Mayor Events (HSBC)	£0.00	£235.00	-£235.00	100.00%
14010	Mayors Charity Donation (HSBC)	£0.00	£1,400.00	-£1,400.00	100.00%
Total Expenditure		£0.00	£1,635.00	-£1,635.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 17/10/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Actual Net	Balance	Bal %age
Total Income	£762,984.00	£709,939.35		
Total Expenditure	£1,334,158.92	£421,904.41		
Total Net Balance	<u>-£571,174.92</u>	<u>£288,034.94</u>		

PAPER E

Bank Account Reconciled Statement

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

Statement Number	140	Bank Statement No.	140
Statement Opening Balance	£904,480.25	Opening Date	01/09/24
Statement Closing Balance	£848,544.77	Closing Date	30/09/24
True/ Cashbook Closing Balance	£848,144.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/09/24	CR240902	Love Lane Allotments	0.00	12.65	904,492.90
02/09/24	CR240902B	Slimming World	0.00	140.08	904,632.98
02/09/24	CR240902C	Cliff Bradley & Sons Ltd	0.00	3,505.32	908,138.30
02/09/24	DD240902	Novuna Vehicle Solutions	271.10	0.00	907,867.20
02/09/24	DD240902B	West Lindsey District Council	378.20	0.00	907,489.00
02/09/24	DD240902C	Opus Energy	161.54	0.00	907,327.46
02/09/24	DD240902D	Lex Autolease Limited	1,038.04	0.00	906,289.42
03/09/24	CR240903	Connexions Community Hub	0.00	92.61	906,382.03
03/09/24	CR240903B	██████████	0.00	133.87	906,515.90
04/09/24	BP240904	Cleaning Supplies 4U	264.46	0.00	906,251.44
04/09/24	BP240904B	Lincolnshire County Council	342.00	0.00	905,909.44
04/09/24	BP240904C	Gainsborough Carpets	300.00	0.00	905,609.44
04/09/24	BP240904D	B & B Tree Specialists	960.00	0.00	904,649.44
04/09/24	BP240904E	F5 Computing Ltd	612.42	0.00	904,037.02
04/09/24	BP240904F	PKF Littlejohn LLP	2,016.00	0.00	902,021.02
04/09/24	BP240904G	Chubb Fire & Security Ltd	282.45	0.00	901,738.57
04/09/24	BP240904H	High Street Garage	328.66	0.00	901,409.91
04/09/24	BP240904I	Power Pipes Ltd T/A The Hosemaster Power Pipes Ltd T/A The Hosemaster	137.81	0.00	901,272.10
04/09/24	CC240904	Multiple Suppliers/ Customers	376.62	0.00	900,895.48
04/09/24	CR240904	Lincolnshire County Council	0.00	120.00	901,015.48
05/09/24	CR240905	██████████	0.00	60.00	901,075.48
05/09/24	CR240905B	██████████	0.00	532.50	901,607.98
07/09/24	DR240907	HSBC	14.81	0.00	901,593.17
09/09/24	CR240909	Slimming World	0.00	140.08	901,733.25
09/09/24	CR240909B	Foxby Hill Allotments	0.00	21.24	901,754.49
09/09/24	CR240909C	Foxby Hill Allotments	0.00	22.17	901,776.66
09/09/24	CR240909D	Russell Circus	0.00	500.00	902,276.66
12/09/24	CR240912	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	89.14	902,365.80

Bank Account Reconciled Statement

12/09/24	CR240912B	Lex Autolease Limited	-270.00	0.00	902,635.80
12/09/24	CR240912C	Showfield Allotments	0.00	33.62	902,669.42
13/09/24	DD240913	Fuelgenie	236.64	0.00	902,432.78
16/09/24	CR240916	Slimming World	0.00	140.08	902,572.86
16/09/24	DD240916	British Gas Business	97.34	0.00	902,475.52
16/09/24	DD240916B	British Gas Business	28.35	0.00	902,447.17
16/09/24	DD240916C	British Gas Business	43.48	0.00	902,403.69
16/09/24	DD240916D	Integrating Solutions Ltd	48.95	0.00	902,354.74
16/09/24	DD240916E	West Lindsey District Council	79.00	0.00	902,275.74
16/09/24	DD240916F	West Lindsey District Council	612.00	0.00	901,663.74
16/09/24	DD240916G	West Lindsey District Council	936.00	0.00	900,727.74
16/09/24	DD240916H	West Lindsey District Council	283.00	0.00	900,444.74
17/09/24	CR240917	Cliff Bradley & Sons Ltd	0.00	1,065.04	901,509.78
17/09/24	CR240917B	HSBC	0.00	4,682.14	906,191.92
17/09/24	DD240917	Anglian Water Business (National) Ltd	29.16	0.00	906,162.76
17/09/24	DD240917B	Anglian Water Business (National) Ltd	174.15	0.00	905,988.61
17/09/24	DD240917C	British Gas Business	261.11	0.00	905,727.50
19/09/24	DD240919	EE Ltd	103.42	0.00	905,624.08
19/09/24	DD240919B	Opus Energy	140.24	0.00	905,483.84
19/09/24	DD240919C	Opus Energy	56.45	0.00	905,427.39
19/09/24	DD240919D	Clear Business Electricity	259.37	0.00	905,168.02
20/09/24	DD240920	Anglian Water Business (National) Ltd	87.35	0.00	905,080.67
20/09/24	DD240920B	Anglian Water Business (National) Ltd	112.31	0.00	904,968.36
23/09/24	BP240923	Water Plus Ltd	81.66	0.00	904,886.70
23/09/24	CR240923	Slimming World	0.00	140.08	905,026.78
23/09/24	DD240923	British Gas Business	11.26	0.00	905,015.52
23/09/24	DD240923B	British Gas Business	11.90	0.00	905,003.62
24/09/24	BP240924	Rigel Wolf Ltd	27,491.10	0.00	877,512.52
24/09/24	DD240924	E.ON Next Energy Ltd	103.75	0.00	877,408.77
24/09/24	DD240924B	British Gas Business	61.84	0.00	877,346.93
24/09/24	DD240924C	British Telecommunications Plc	184.16	0.00	877,162.77
24/09/24	DD240924D	Stallard Kane Associates Ltd	93.50	0.00	877,069.27
25/09/24	BP240925	Disability Network CIC	400.00	0.00	876,669.27
25/09/24	BP240925B	Kierson	5,400.00	0.00	871,269.27

Bank Account Reconciled Statement

25/09/24	BP240925C	A Price Electrical Ltd	1,753.32	0.00	869,515.95
25/09/24	BP240925D	SLCC Enterprises Ltd	416.40	0.00	869,099.55
25/09/24	BP240925E	Chubb Fire & Security Ltd	423.16	0.00	868,676.39
25/09/24	BP240925F	Retford Memorials	6,569.16	0.00	862,107.23
25/09/24	BP240925G	Online Playgrounds	398.07	0.00	861,709.16
25/09/24	BP240925H	Phs Group Plc	8.59	0.00	861,700.57
25/09/24	BP240925I	Chantry Agricultural Engineers	2,407.98	0.00	859,292.59
25/09/24	BP240925J	Japanese Knotweed Solutions Ltd	406.56	0.00	858,886.03
25/09/24	BP240925K	Peacock and Binnington	76.21	0.00	858,809.82
25/09/24	BP240925L	Elite Workwear UK	124.75	0.00	858,685.07
25/09/24	BP240925M	Glendale Managed Services Ltd	1,144.57	0.00	857,540.50
25/09/24	BP240925N	Hemming Group Limited	900.00	0.00	856,640.50
25/09/24	BP240925O	Gainsborough Motaquip Ltd	39.60	0.00	856,600.90
25/09/24	BP240925P	Broxap Ltd	2,046.90	0.00	854,554.00
25/09/24	BP240925Q	Lincolnshire Association of Local Councils	261.00	0.00	854,293.00
25/09/24	BP240925R	Nave Plumbing & Heating Ltd	3,355.49	0.00	850,937.51
25/09/24	BP240925S	Rigel Wolf Ltd	360.00	0.00	850,577.51
25/09/24	BP240925T	Safelincs Ltd	1,232.40	0.00	849,345.11
25/09/24	BP240925U	Ultimate Graphics Ltd	24.00	0.00	849,321.11
25/09/24	BP240925V	UDCS Ltd	1,020.00	0.00	848,301.11
25/09/24	BP240925W	Trade UK	366.35	0.00	847,934.76
25/09/24	BP240925X	Water Plus Ltd	32.93	0.00	847,901.83
25/09/24	BP240925Y	Water Plus Ltd	21.29	0.00	847,880.54
25/09/24	BP240925Z	Water Plus Ltd	8.37	0.00	847,872.17
26/09/24	CR240926	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	532.52	848,404.69
30/09/24	CR240930	Slimming World	0.00	140.08	848,544.77

Uncleared and unrepresented effects

05/06/24	103960	Scotter Ward Palliative Care Fund	400.00		848,144.77
		Total uncleared and unrepresented	400.00	0.00	

Bank Account Reconciled Statement

Total debits / credits 68438.7 12103.22

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	74,011.01
Payments Out	74,011.01
Closing Balance	10,000.00

29 August to 28 September 2024

International Bank Account Number

GB60HBUK40220151418890

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

51418890 877

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Aug 24	BALANCE BROUGHT FORWARD			10,000.00
29 Aug 24	CR [REDACTED] 2023-NW-CO1-[REDACTED]		26.61	
	TFR TRANSFER 03662918	26.61		10,000.00
02 Sep 24	CR [REDACTED] 2024-LL-019B-[REDACTED]		12.65	
	DD NOVUNA	271.10		
	DD WEST LINDSEY DISTR	378.20		
	DD OPUS ENERGY GAS SU	161.54		
	DD LEX AUTOLEASE	1,038.04		
	CR [REDACTED] SLIMMING WORLD REN		140.08	
	CR C BRDLEY+SNS LTD INVOICE C87		3,505.32	
	TFR TRANSFER 03662918	1,809.17		10,000.00
03 Sep 24	CR Connexions Communi INV F198		92.61	
	CR [REDACTED] F218		133.87	
	TFR TRANSFER 03662918	226.48		10,000.00
04 Sep 24	CR LINCOLNSHIRE CC		120.00	
	DD COMMERCIAL CARD	376.62		
	BP CLEANING SUPPLIES ITGAIN00	264.46		
	BP Lincolnshire Count GainsTC 2004387719	342.00		
	BP Gainsborough Carpe 13672	300.00		
	BALANCE CARRIED FORWARD			8,836.92

29 August to 28 September 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode Account Number Sheet Number
 40-22-01 51418890 878

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			8,836.92
	BP B&B Tree Specialis 1117040	960.00		
	BP F5 COMPUTING LTD GAINS TOWN COUNCIL	612.42		
	BP PKF Littlejohn LLP LI0139	2,016.00		
	BP CHUBB FIRE & SECUR 52048532	282.45		
	BP High Street Garage Gains Town Council	328.66		
	BP Power Pipes Ltd GAI006	137.81		
05 Sep 24	TFR TRANSFER 03662918		5,500.42	10,000.00
	BP [REDACTED]			
	[REDACTED] party		60.00	
	CR [REDACTED]			
	C88		532.50	
07 Sep 24	TFR TRANSFER 03662918	592.50		10,000.00
	DR TOTAL CHARGES TO 16AUG2024	14.81		
09 Sep 24	TFR TRANSFER 03662918		14.81	10,000.00
	CR [REDACTED]			
	SLIMMING WORLD REN		140.08	
	CR [REDACTED]			
	FH-067-[REDACTED]		21.24	
	CR [REDACTED]			
	FH-068-[REDACTED]		22.17	
	CR Russell Russell Circus Deposit		500.00	
12 Sep 24	TFR TRANSFER 03662918	683.49		10,000.00
	CR LINCS COOP		89.14	
	CR Lex Autolease Limi 147957		270.00	
	CR [REDACTED]			
	2024-SF-03-[REDACTED]		33.62	
13 Sep 24	TFR TRANSFER 03662918	392.76		10,000.00
	DD WL ITS FUELGENIE	236.64		
16 Sep 24	TFR TRANSFER 03662918		236.64	10,000.00
	DD BRITISH GAS	97.34		
	DD BRITISH GAS	28.35		
	DD BRITISH GAS	43.48		
	DD INTEGRATING SOLUTI	48.95		
	DD WEST LINDSEY DC	79.00		
	DD WEST LINDSEY DC	612.00		
	BALANCE CARRIED FORWARD			9,090.88

29 August to 28 September 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 879

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			9,090.88
	DD WEST LINDSEY DC	936.00		
	DD WEST LINDSEY DC	283.00		
	CR XXXXXXXXXX			
	SLIMMING WORLD REN		140.08	
17 Sep 24	TFR TRANSFER 03662918		1,988.04	10,000.00
	DD ANGLIAN WATER BUSI	29.16		
	DD ANGLIAN WATER BUSI	174.15		
	DD BRITISH GAS BUSINE	261.11		
	CR C BRDLEY+SNS LTD INVOICE C90		1,065.04	
19 Sep 24	TFR TRANSFER 03662918	600.62		10,000.00
	DD EE LIMITED	103.42		
	DD OPUS ENERGY GAS SU	140.24		
	DD OPUS ENERGY LTD	56.45		
	DD CLEARBUSINESS	259.37		
20 Sep 24	TFR TRANSFER 03662918		559.48	10,000.00
	DD ANGLIAN WATER BUSI	87.35		
	DD ANGLIAN WATER BUSI	112.31		
23 Sep 24	TFR TRANSFER 03662918		199.66	10,000.00
	DD BRITISH GAS	11.26		
	DD BRITISH GAS	11.90		
	CR XXXXXXXXXX			
	SLIMMING WORLD REN		140.08	
	BP WATER PLUS 0229006916	81.66		
24 Sep 24	TFR TRANSFER 03662918	35.26		10,000.00
	DD E.ON NEXT LTD	103.75		
	DD BRITISH GAS	61.84		
	DD BT GROUP PLC	184.16		
	DD STALLARD KANE ASSO	93.50		
	TFR 402201 03662918 INTERNET TRANSFER		27,000.00	
	BP RIGEL WOLF CLIENT GTC PAYROLL	27,491.10		
25 Sep 24	TFR TRANSFER 03662918		934.35	10,000.00
	TFR 402201 03662918 INTERNET TRANSFER		30,000.00	
	BP Disability Network Gains Town Council	400.00		
	BP Kierson 101804	5,400.00		
	BP A PRICE ELECTRICAL GAINS TOWN COUNCIL	1,753.32		
	BALANCE CARRIED FORWARD			32,446.68

29 August to 28 September 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 880

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			32,446.68
BP	SLCC Enterprises L SD1471-1	416.40		
BP	CHUBB FIRE & SECUR 52047610	423.16		
BP	Retford Memorials 146/24	6,569.16		
BP	Fenland Leisure Pr GAIN04	398.07		
BP	PHS GROUP 4506839	8.59		
BP	CHANTRY AGRICULTUR GAINS TOWN COUNCIL	2,407.98		
BP	Japanese Knotweed GAINSBOR	406.56		
BP	PEACOCK & BINNINGT 6159	76.21		
BP	Brexons Workwear L 59106	124.75		
BP	Glendale Countrysi 11402	1,144.57		
BP	Hemming Group Ltd AD4641	900.00		
BP	Gainsborough Motaq 1402799	39.60		
BP	Broxap Ltd G030	2,046.90		
BP	LALC GAINSBOROUGH	261.00		
BP	Nave Plumbing & He INV-0536	3,355.49		
BP	RIGEL WOLF LTD G0007	360.00		
BP	Safelincs Ltd 2377	1,232.40		
BP	Ultimate Graphics INV-0712	24.00		
BP	UDCS Ltd INV-1086	1,020.00		
BP	Screwfix Direct Lt 6331640014561849	366.35		
BP	WATER PLUS 7001587165	32.93		
BP	WATER PLUS 0880007483	21.29		
	BALANCE CARRIED FORWARD			10,811.27

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www.hsbc.co.uk

29 August to 28 September 2024

Your Statement

Account Name
 Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
 40-22-01 51418890 881

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			10,811.27
	BP WATER PLUS 7001679673	8.37		
26 Sep 24	TFR TRANSFER 03662918	802.90		10,000.00
	CR LINCS COOP		532.52	
	TFR TRANSFER 03662918	532.52		10,000.00
28 Sep 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 10,000.00

Make a payment 

 Print

Balance details

Recent transact...


Next working d...

Statements







All transactions for the last


7 days	14 days	1 month	3 months	6 months	12 months	28 Sep 2024 to 01 Oct 2024
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Advanced search 

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

Date 	Type  	Description	Paid out 	Paid in 	Balance
01 Oct 2024		Balance carried forward			10,000.00
01 Oct 2024	TFR	TRANSFER 03662918		1,416.24	10,000.00
01 Oct 2024	DD	LEX AUTOLEASE	1,038.04		8,583.76
01 Oct 2024	DD	WEST LINDSEY DISTR	378.20		9,621.80
30 Sep 2024	TFR	TRANSFER 03662918	140.08		10,000.00
30 Sep 2024	CR	 SLIMMING WORLD REN		140.08	10,140.08
28 Sep 2024		Balance brought forward			10,000.00

Last updated 02 Oct 2024 08:59 

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Your Statement

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



Account Summary

Opening Balance	894,480.25
Payments In	10,497.92
Payments Out	66,433.40
Closing Balance	838,544.77

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

31 August to 30 September 2024

International Bank Account Number

GB04HBUK40220103662918

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

03662918 332

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
30 Aug 24	BALANCE BROUGHT FORWARD			894,480.25
02 Sep 24	TFR TRANSFER 51418890		1,809.17	896,289.42
03 Sep 24	TFR TRANSFER 51418890		226.48	896,515.90
04 Sep 24	TFR TRANSFER 51418890	5,500.42		891,015.48
05 Sep 24	TFR TRANSFER 51418890		592.50	891,607.98
07 Sep 24	TFR TRANSFER 51418890	14.81		891,593.17
09 Sep 24	TFR TRANSFER 51418890		683.49	892,276.66
12 Sep 24	TFR TRANSFER 51418890		392.76	892,669.42
13 Sep 24	TFR TRANSFER 51418890	236.64		892,432.78
16 Sep 24	TFR TRANSFER 51418890	1,988.04		890,444.74
17 Sep 24	CR GROSS INTEREST TO 16SEP2024		4,682.14	
	TFR TRANSFER 51418890		600.62	895,727.50
19 Sep 24	TFR TRANSFER 51418890	559.48		895,168.02
20 Sep 24	TFR TRANSFER 51418890	199.66		894,968.36
23 Sep 24	TFR TRANSFER 51418890		35.26	895,003.62
24 Sep 24	TFR 402201 51418890 INTERNET TRANSFER	27,000.00		
	TFR TRANSFER 51418890	934.35		867,069.27
25 Sep 24	TFR 402201 51418890 INTERNET TRANSFER	30,000.00		
	TFR TRANSFER 51418890		802.90	837,872.17
26 Sep 24	TFR TRANSFER 51418890		532.52	838,404.69
30 Sep 24	TFR TRANSFER 51418890		140.08	838,544.77
30 Sep 24	BALANCE CARRIED FORWARD			838,544.77

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

31 August to 30 September 2024

Your Statement

Account Name
Gainsborough Town Council

Sortcode	Account Number	Sheet Number
40-22-01	03662918	333

Information about the Financial Services Compensation Scheme

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

PAPER F

Record ~~Document~~ Retention Policy

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Document History

Adopted by Council – 1 December 2020
Reviewed & Adopted – 22 December 2021
Reviewed & Adopted – October 2024

1. Introduction

~~Gainsborough Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.~~

~~It covers:~~

- ~~• Scope~~
- ~~• Responsibilities~~
- ~~• Retention Schedule~~

~~The purpose of this document is to provide a corporate policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner; being retained and/or disposed of in the correct method and timescale.~~

~~This policy gives the Town Council a system for the management of paper and electronic records. The Town Clerk is responsible for ensuring all Town Council documents are managed accordingly.~~

~~This policy is based on the National Association of Local Council's Legal Topic Note on Local Councils Documents and Records (legal topic note 40), therefore legal requirements and recommended practice within the sector.~~

2. Scope

This policy applies to all records created, received or maintained by Gainsborough Town Council in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by Gainsborough Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

These records may be created, received or maintained in hard copy or electronically.

A small percentage of Gainsborough Town Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

3. Retention of Documents

Certain important documents must be retained for clear reasons such as audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Subject to the above reasons for retaining documents, papers and records may be destroyed if they are no longer of use or relevant. If there is any doubt, the document will be retained until proper advice has been sought from the Town Council's Proper Officer and designated Data Protection Officer (the HR & Governance Manager).

Section 7 (Retention Schedule) to this policy is the appropriate minimum document retention periods which must be observed.

4. Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). This Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the

different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

<u>Category</u>	<u>Limitation Period</u>
<u>Negligence (and other 'Torts')</u>	<u>6 years</u>
<u>Defamation</u>	<u>1 year</u>
<u>Contract</u>	<u>6 years</u>
<u>Leases</u>	<u>12 years</u>
<u>Sums recoverable by statute</u>	<u>6 years</u>
<u>Personal Injury</u>	<u>3 years</u>
<u>To Recover Land</u>	<u>12 years</u>
<u>Rent</u>	<u>6 years</u>
<u>Breach of Trust</u>	<u>None</u>

It should be noted that some limitation periods can be extended. Examples include:

- Where individuals do not become aware of damage until a later date (e.g. in the case of disease)
- Where damage is hidden (e.g. to a building)
- Where a person is a child or suffers from a mental capacity
- Where there has been a mistake by both parties
- Where one party has defrauded another or concealed facts.

Where the limitation periods above are longer than other periods specified in this policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories; in this instance, the longer period will be observed.

In such circumstances the Town Clerk will consider (i) the costs of storing relevant documents and (ii) the risks of:

- Claims being made;
- The value of the claims; and
- The inability to defend any claims made should relevant documentation be destroyed.

4.5. Disposal

All Town Council documents will be handled in the correct manner for their sensitivity.

As per the Town Council's Data Protection Policy and the UK General Data Protection Regulations (GDPR), any document which contains data on an individual/s or personal data will be retained for the relevant time period and disposed of confidentially. For paper documents this is via the confidential waste bin service within the Town Council offices.

In an effort to maintain the organisation and efficiency of the workplace and reduce the volume of printing carried out, Town Council officers are committed to printing only those documents necessary to have in hard copy and disposing of those which are not necessary to be kept.

Any Town Councillors wishing to dispose of paper copies of confidential Town Council documentation may do so via the Town Council's confidential waste service or can ensure confidential documents are disposed of appropriately through their own methods.

Confidential electronic documents or emails can be deleted, as required and appropriate (i.e. where they are not required to be kept), in the usual manner – this will suffice as secure disposal. Computer users will need to be mindful of any confidential electronic documents that may have been downloaded to the device being used – if this is the case, users should ensure to delete the

document from the device. If there is any uncertainty as to how to do this, seek the advice of a Town Council officer.

5.6. Responsibilities

Gainsborough Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Town Clerk.

The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Gainsborough Town Council's records management guidelines.

6.7. Retention Schedule

Under the Freedom of Information Act 2000, the Town Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

	Document	Minimum Retention Period	Reason Retention Source	Disposal
1.	Minutes and Correspondence			
<u>1.1</u>	<u>Signed</u> Minutes of Council and Committee meetings	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority.
<u>1.2</u>	<u>Agendas</u>	<u>Indefinite</u>	<u>Archive</u>	
<u>1.3</u>	<u>Correspondence & papers on important local issues and activities</u>	<u>Indefinite</u>	<u>Archive</u>	
<u>1.4</u>	<u>Routine correspondence, papers and emails</u>	<u>Retain as long as useful</u>	<u>Management</u>	
2.	Employment			
<u>2.1</u>	<u>Staff employment contracts</u>	<u>7 years after ceasing employment</u>	<u>Management</u>	<u>Confidential waste</u>
<u>2.2</u>	<u>PAYE Staff payroll information</u>	<u>3 years</u>	<u>Tax Income (PAYE) Regs 2003</u>	<u>Confidential waste</u>
<u>2.3</u>	<u>Rejected job applicant records (including contact details,</u>	<u>6 months after applicant is notified of rejection</u>	<u>Limitation Act 1980</u>	<u>Confidential waste</u>

	<u>applications, CV's, references and interview notes)</u>			
<u>2.4</u>	<u>Successful Recruitment Candidate Information (including third party referee details provided by the applicant)</u>	<u>7 years after ceasing employment</u>	<u>Management</u>	<u>Confidential waste</u>
<u>2.5</u>	<u>Disciplinary files</u>	<u>7 years after ceasing employment</u>	<u>Limitation Act 1980</u>	<u>Confidential waste</u>
<u>2.6</u>	<u>Staff appraisals</u>	<u>7 years after ceasing employment</u>	<u>Limitation Act 1980</u>	<u>Confidential waste</u>
<u>2.7</u>	Timesheets	Last completed audit year <u>3 years</u>	Audit (requirement) Personal injury (best practice)	Bin
<u>2.8</u>	<u>Employee Files and Personal Development Records</u>	<u>7 years after ceasing employment</u>	<u>Limitation Act 1980</u>	<u>Confidential waste</u>
<u>2.9</u>	<u>Disciplinary and Grievance, Examination and Testing, Accident, and Ill Health</u>	<u>7 years after ceasing employment</u>	<u>Limitation Act 1980</u>	<u>Confidential waste</u>
<u>2.10</u>	<u>Job Descriptions and Terms & Conditions</u>	<u>6 years after last action</u>	<u>Limitation Act 1980</u>	<u>Confidential waste</u>
<u>2.11</u>	<u>Industrial Relations</u>	<u>6 years after last action</u>	<u>Limitation Act 1980</u>	<u>Confidential waste</u>
<u>2.12</u>	<u>Wage or salary records for the purpose of tax returns</u>	<u>7 years after end of financial year</u>	<u>Tax Management Act 1970</u> <u>Finance Act 1998</u>	<u>Confidential waste</u>
<u>2.13</u>	<u>General Annual Leave Information</u>	<u>3 years after end of financial year</u>	<u>Employee Personnel Records</u>	<u>Confidential waste</u>
<u>2.14</u>	<u>Maternity, Paternity, Adoption and Sick Leave</u>	<u>4 years after end of financial year</u>	<u>Statutory Sick Pay (General)</u> <u>Director of People and Workforce Planning</u> <u>Retention and Disposal Policy 25</u> <u>Regulations 1982</u> <u>Statutory Maternity Pay (General) Regulations</u>	<u>Confidential waste</u>

			<u>1986 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002</u>	
<u>2.15</u>	<u>Health Surveillance</u>	<u>40 years after last action</u>	<u>Health and Safety at Work Act 1974</u>	<u>Confidential waste</u>
<u>2.16</u>	<u>Register of officers interests</u>	<u>18 months after the officer ceases employment with the Council</u>	<u>Management</u>	
<u>2.17</u>	<u>Third party emergency contact details provided by the staff member</u>	<u>Immediately at end of employment</u>	<u>Business Need</u>	<u>Confidential waste</u>
<u>2.18</u>	<u>Medical/Self Certificates – unrelated to industrial injury</u>	<u>4 years after end of absence</u>	<u>Employee Personnel Records</u>	<u>Confidential waste</u>
<u>2.19</u>	<u>Secondary Employment and Outside Interests Declaration</u>	<u>6 years after Superseded or End of Employment</u>	<u>Business Need</u>	<u>Confidential waste</u>
	<u>Wages books/payroll</u>	<u>12 years</u>	<u>Superannuation</u>	<u>Confidential waste</u>
	<u>Correspondence relating to staff</u>	<u>If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years</u>	<u>After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.</u>	<u>Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</u>
<u>3.</u>	<u>Finance</u>			
<u>3.1</u>	<u>Scales of fees and charges</u>	<u>6 years</u>	<u>Management</u>	<u>Bin</u>
<u>3.2</u>	<u>Receipt Income and payment expenditure accounts</u>	<u>Indefinite</u>	<u>Archive</u>	<u>N/A</u>

<u>3.3</u>	<u>Accounts/Financial Annual Return</u>	<u>Indefinite</u>	<u>Archive</u>	<u>N/A</u>
<u>3.4</u>	Bank statements	Last completed audit year	Audit	Confidential waste
<u>3.5</u>	Receipt books of all kinds	6 years	VAT	Bin
<u>3.6</u>	Bank paying-in books	Last completed audit year	Audit	Confidential waste
<u>3.7</u>	Cheque book stubs	Last completed audit year	Audit	Confidential waste
<u>3.8</u>	Paid invoices	6 years	VAT	Confidential waste
<u>3.9</u>	Paid cheques	6 years	Limitation Act 1980	Confidential waste
<u>3.10</u>	Petty cash accounts	6 years	Audit	
<u>3.11</u>	Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
<u>3.12</u>	VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
<u>3.13</u>	<u>Unsuccessful Quotations and Tenders</u>	<u>1 year</u>	<u>Management</u>	<u>Confidential waste</u>
<u>3.14</u>	Quotations and tenders <u>Contracts with suppliers for services</u>	6 years	Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<u>3.15</u>	Investments	Indefinite	Audit, Management	N/A
<u>4.</u>	<u>Insurance</u>			
<u>4.1</u>	<u>Insurance policies</u>	<u>While valid (but see next two items below)</u>	<u>Management</u>	<u>Bin</u>
<u>4.2</u>	<u>Insurance company names and policy numbers</u>	<u>Indefinite</u>	<u>Management</u>	<u>N/A</u>
<u>4.3</u>	<u>Certificates for insurance against liability for employees</u>	<u>40 years from date on which insurance commenced or was renewed</u>	<u>The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management</u>	<u>Bin</u>
<u>4.4</u>	<u>Certificate of Employers Liability</u>	<u>50 years</u>	<u>Legal requirement</u>	
<u>4.5</u>	<u>Certificate of Public Liability</u>	<u>21 years</u>	<u>Legal requirement</u>	

<u>4.6</u>	<u>Insurance claim records</u>	<u>7 years after all obligations are concluded (allowing for claimant to reach age of 25)</u>	<u>Legal requirement</u>	
<u>4.7</u>	Insurance policies	While valid (but see next two items below)	Management	Bin
<u>4.8</u>	Insurance company names and policy numbers	Indefinite	Management	N/A
<u>4.9</u>	Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
5.	<u>Health and Safety</u>			
<u>5.1</u>	<u>Records of reportable injuries, diseases or dangerous occurrences</u>	<u>3 years from date of last entry</u>	<u>RIDDOR 2013</u>	
<u>5.2</u>	<u>Accident books</u>	<u>25 Years from closure</u>	<u>Management</u>	
<u>5.3</u>	<u>Risk assessment</u>	<u>6 years</u>	<u>Management</u>	
<u>5.4</u>	<u>Equipment inspection records</u>	<u>25 years</u>	<u>Management</u>	
<u>5.5</u>	<u>Premises inspection records</u>	<u>25 years</u>	<u>Management</u>	
<u>5.6</u>	Accident/incident reports	20 years	Potential claims	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<u>5.7</u>	Play equipment inspection reports	21 years	Insurance Claims	
6.	<u>General Management</u>			
<u>6.1</u>	<u>Councillors contact details</u>	<u>Duration of membership</u>	<u>Management</u>	
<u>6.2</u>	<u>Lease agreements</u>	<u>12 years</u>	<u>Limitation Act 1980</u>	
<u>6.3</u>	<u>Contracts</u>	<u>6 years</u>	<u>Limitation Act 1980</u>	
<u>6.4</u>	<u>Email messages</u>	<u>At end of useful life</u>	<u>Management</u>	
<u>6.5</u>	<u>Consent forms</u>	<u>5 years</u>	<u>Management</u>	
<u>6.6</u>	<u>GDPR Security Compliance form</u>	<u>Duration of membership</u>	<u>Management</u>	

<u>6.7</u>	Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
<u>6.8</u>	<u>Formal complaints made under the Town Council's Complaints procedure</u>	<u>5 years after closure of case</u>	<u>Management</u>	
<u>6.9</u>	<u>Public consultation: surveys and returns</u>	<u>5 years</u>	<u>Management</u>	
<u>6.10</u>	<u>Freedom of Information Requests received</u>	<u>6 years</u>	<u>Management</u>	
<u>6.11</u>	<u>Adopted Town Council Policy documents</u>	<u>Indefinite (archive after superseded)</u>	<u>Management</u>	
<u>6.12</u>	Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<u>6.13</u>	Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant	Information purposes	Bin
<u>6.14</u>	Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	N/A
<u>6.15</u>	Magazines and journals	Council may wish to keep its own publications	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local	Bin if applicable

		For others retain for as long as they are useful and relevant.	council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	
7.	For Halls, Centres, Recreation Grounds			
<u>7.1</u>	<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<u>7.2</u>	Lettings diaries	<u>6 years</u> Electronic files linked to accounts	VAT	N/A
<u>7.3</u>	Terms and Conditions	6 years	Management	Bin
<u>7.4</u>	Document	Minimum Retention Period	Reason	Disposal
<u>7.5</u>	Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
8.	For Allotments			
<u>8.1</u>	Register and plans	Indefinite	Audit, Management	N/A

	Minutes	Indefinite	Audit, Management	N/A
<u>8.2</u>	Legal papers	Indefinite	Audit, Management	N/A
9.	For Burial Grounds			
<u>9.1</u>	Register of burials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
<u>9.2</u>	Register of purchased graves	Indefinite	Management	N/A
<u>9.3</u>	Register/plan of grave spaces	Indefinite	Management	N/A
<u>9.4</u>	Applications for interment	Indefinite	Management	N/A
<u>9.5</u>	Disposal certificates	Indefinite	Management	N/A
<u>9.6</u>	Copy certificates of grant of exclusive right of burial	Indefinite	Management	N/A
<u>9.7</u>	Register of memorials	Indefinite	Management	N/A
<u>9.8</u>	Applications for right to erect memorials	Indefinite	Management	N/A
<u>9.9</u>	Register of fees collected	Indefinite	Management	N/A
<u>9.10</u>	Transfer of grave documents	Indefinite	Management	N/A
<u>9.11</u>	General Correspondence	6 Years	Management	
10.	Planning Papers			
<u>10.1</u>	Applications	<u>Held by Local Planning Authority (West Lindsey District Council)</u> Information held by District Council.	Management	Bin
<u>10.2</u>	Appeals	1 year unless significant development	Management	Bin
<u>10.3</u>	Trees	<u>Held by Local Planning Authority (West Lindsey District Council)</u> Information held by District Council.	Management	Bin

10.4	Local Development Plans	Retained as long as in force	Reference	Bin
10.5	Local Plans	Retained as long as in force	Reference	Bin
10.6	Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
11.	Record-keeping			
11.1	To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> A list of files stored in cabinets will be kept Electronic files will be saved using relevant file names	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
11.2	General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
CCTV				
	Daily notes	Daily	Data protection	Confidential waste
	Radio rotas	1 week	Management	Confidential waste
	Work rotas	1 month	Management	Confidential waste
	Observation sheets	3 years	Data protection	Confidential waste
	Document	Minimum Retention Period	Reason	Disposal
	Stats	3 years	Data protection	Confidential waste

	Signing in sheets	3 years	Management	Confidential waste
	Review requests	3 years	Data protection	Confidential waste
	Discs—master and working	For as long as required	Data protection	Confidential waste
	Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste
	Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
	Photographs/digital prints	31 days	Data protection	Confidential waste
<p>Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.</p>				
<p>If in doubt, keep for the longest of the three limitation periods.</p>				
	Document	Minimum Retention Period	Reason Retention Source	Disposal
	Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	Leases	12 years		Confidential waste

	Sums recoverable by statute	6 years		Confidential waste
	Personal injury	3 years		Confidential waste
	To recover land	12 years		Confidential waste
	Rent	6 years		Confidential waste
	Breach of trust	None		Confidential waste
	Trust deeds	Indefinite		N/A

PAPER G

Officer Report to the Finance and Strategy Committee

Report Author: Rachel Allbones
Report Date: 16 October 2024



Gainsborough
TOWN COUNCIL

Subject: Investments

1. Summary

The report will provide Members with an introduction to investment opportunities.

2. Background

The Town Clerk was instructed to seek further information on Unity Trust and Nationwide following a presentation from CCLA in August.

The Councils Money Manager account with HSBC currently provides an interest rate of 1.94% AER, this will reduce to 1.86% from 21 October 2024.

The Councils Investment Strategy can be viewed at <https://gainsborough-tc.gov.uk/policy/investment-strategy/>

3. Investment Opportunities

Nationwide

Unfortunately, due to current operational capacity, we are not currently accepting or processing new account applications for businesses.

We do not have a date for when these products will return but further information will be available on www.nationwide.co.uk/business when they do.

We apologise for any inconvenience caused.

Unity Trust

Business Savings account are covered by the Financial Services Compensation Scheme (FSCS) up to £85,000.

Offers Fixed Term Deposit and Instant Access Savings Accounts

<https://www.unity.co.uk/business-banking/savings-account-2/>

Account	Min deposit	Gross rate	Early closure rate	Fee
Instant Access Savings	None	2.60%		Free
30-day fixed term (no access)	£85k	2.96%		Free
90-day fixed term (no access)	£85k	3.06%		Free

CCLA Public Sector Deposit Fund (PSDF).

The PSDF is a cash based, AAA rated, money market fund (MMF) with daily dealing and easy access to cash. The fund is low risk, provides good liquidity and good yield. There is a high level of diversification in this fund and only top-quality credit rated organisations are used. There is an initial deposit of £25k but this amount can be withdrawn to zero and the account used as and when required. There is daily access to this fund, you can move funds into and out of the deposit fund as your cash needs arise, if we are informed by 11:30am the money will be back in your account the same day. Interest is paid monthly on this account.

The rate on the PSDF in August was 5.17%

Further information can be seen at [The Public Sector Deposit Fund | CCLA](#)

The Public Sector Deposit Fund fact sheet – 30 September 2024 is at Appendix A.

4. Recommendation

- i. To recommend to Full Council to invest in an instant access account.
- ii. To recommend to Full Council to invest with CCLA Public Sector Deposit Fund (PSDF).
- iii. To recommend to Full Council to initially invest £X.
- iv. To recommend to Full Council that the Town Clerk / RFO in consultation with the Finance and Strategy Chair manages the flow of the fund and report the Finance and Strategy Committee on a quarterly basis.

The Public Sector Deposit Fund

Fund fact sheet – 30 September 2024

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

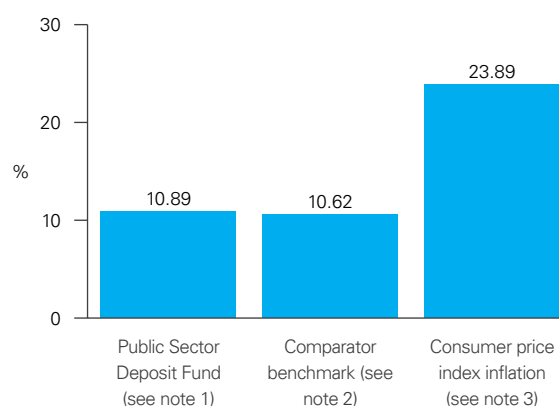
Top 10 counterparty exposures (%)

9.94%	HM Treasury
9.94%	Landesbank Baden-Wuerttemberg
9.94%	Yorkshire Building Society
4.79%	DBS Bank Limited
4.05%	Canadian Imperial Bank of Commerce
4.05%	UBS AG
3.68%	Bank of Nova Scotia (The)
3.68%	BNP Paribas
3.68%	Credit Agricole Corporate and Investment Bank
3.68%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)

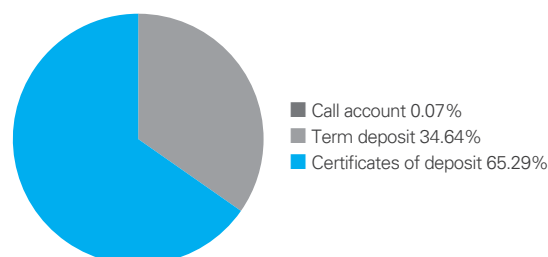
Share class 4 yield as at 30 September 2024

4.99%

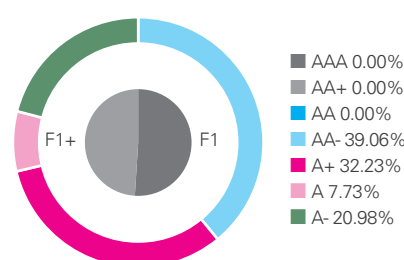
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

27.57%	UK
13.62%	Germany
13.62%	Japan
12.42%	France
11.78%	Canada
9.20%	Singapore
4.05%	Switzerland
3.68%	Finland
1.47%	Netherlands
1.10%	United States

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.00%
Yield at the month-end shown	4.99%

Total return performance by year

12 months to 30 September	2020	2021	2022	2023	2024
The Public Sector Deposit Fund	+0.47%	+0.04%	+0.67%	+4.03%	+5.35%
Comparator benchmark	+0.21%	+0.01%	+0.73%	+4.05%	+5.32%
Relative (difference)	+0.26%	+0.03%	-0.06%	-0.02%	+0.03%

Annualised total return performance

Performance to 30 September	1 year	3 years	5 years
The Public Sector Deposit Fund	+5.35%	+3.33%	+2.09%
Comparator benchmark	+5.32%	+3.35%	+2.04%
Relative (difference)	+0.03%	-0.02%	+0.05%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

As expected, the Bank of England's monetary policy committee held its official interest rate at 5% during September with Governor Andrew Bailey noting that, although inflation has come down towards target levels, there are still concerns around sustaining long-term inflation at the target level. The inflation figures released in September supported these concerns as despite CPI remaining at 2.2%, core inflation and services inflation remain higher at 3.6% and 5.6% respectively.

The gradual improvement in services inflation and deceleration in wage growth suggests that a second-interest rate cut is likely to occur in November with the potential for an additional reduction in December should trends continue without any significant economic disruption. Without a meeting of the monetary policy committee in October, all eyes will be on the Labour government's first Budget since winning the July General Election.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,358m
Fitch money-market fund rating	AAAmf
Weighted average maturity	50.2
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%) (see note 6)

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

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PAPER H

PAPER I

PAPER J