

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



## FINANCE AND STRATEGY COMMITTEE AGENDA

### To: Committee members:

Councillor Sheila Bibb

Councillor Nigel Bowler

Councillor Michael Devine

Councillor Paul Hooton

Councillor James Plastow

Councillor Doug Owles (sub)

Councillor Stephen Blogg

Councillor Nicholas Coxon

Councillor David Dobbie

Councillor Paul Key

Councillor Richard Thompson (sub)

**NOTICE IS HEREBY GIVEN and Members are summoned to attend** a meeting of the Finance and Strategy Committee of the Council to be held on **Wednesday 28 May 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

**Prior to the commencement of the meeting there will be a public forum when members of the public may speak on any item set out in the agenda for the meeting. A maximum of two individuals to address the Committee for a maximum of 3 minutes each.**

## AGENDA

### **FS26/001 Apologies for Absence**

To note apologies for absence.

### **FS26/002 Vice Chair**

To appoint Vice Chair for this committee.

### **FS26/003 Declarations of Interest**

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

### **FS26/004 Dispensation Requests**

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

### **FS26/005 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.

**FS26/006 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 22 April 2025 (pages 4 to 7)

**FS26/007 Finance Reports**

To receive and consider for approval the following financial reports:

- i. Unpaid Expenditure Transactions for 14 May 2025 **Paper B** (pages 8 to 13)
- ii. Cashbook Summary (including due and unpaid transactions) for 14 May 2025 **Paper C** (pages 14 to 15)
- iii. Budget Comparison Report (including due and unpaid transactions) for 14 May 2025 **Paper D** (pages 16 to 33)

**FS26/008 Bank Reconciliation**

To approve and resolve to sign the monthly bank reconciliations for 30 April 2025 per paragraph 2.2 of Financial Regulations.

**Paper E** (pages 34 to 60)

**FS26/009 Asset Register Review**

To note and review the Council's assets register and approve items for disposal.

**Paper F** (pages 61 to 74)

**FS26/010 Year End Accounts 2024/25**

To consider end of year accounts for the 2024/25 financial year and recommend to Full Council for approval, which consist of the following documents:

**Paper G** (pages 75 to 78) Consolidated Balance Sheet

**Paper H** (pages 79 to 81) Income and Expenditure Account Report

**Paper I** (pages 82 to 84) Income and Expenditure Account Analysis Report

**Paper J** (pages 85 to 91) Income and Expenditure by Budget Headings Report

**Paper K** (pages 92 to 94) Trial Balance

**FS26/011 AGAR – Section 2 Accounting Statements**

To consider end of year accounts for the 2024/25 financial year and recommend to Full Council for approval, which consist of the following documents:

**Paper L** (pages 95 to 96) Section 2 - Accounting Statements of the AGAR

**FS26/012 Debt Recovery Policy**

To review and adopt the Debt Recovery Policy.

**Paper M** (pages 97 to 100)

**FS26/013 Reserves Policy**

To review and adopt the Reserves Policy.

**Paper N** (pages 101 to 106)

**FS26/014 Councillor Vacancy (Co-option) Policy**

To review and adopt the Councillor Vacancy (Co-option) Policy.

**Paper O** (pages 107 to 119)

**FS26/015 Filming and Recording Meetings Policy**

To review and adopt the Filming and Recording of Meetings Policy.  
**Paper P** (pages 120 to 124)

**FS26/016 Public Participation at Meetings Policy**

To review and adopt the Public Participation at Meetings Policy.  
**Paper Q** (pages 125 to 127)

**FS26/017 Councillor - Employee Protocol**

To review and adopt the Model Councillor - Employee Protocol.  
**Paper R** (pages 128 to 142)

**FS26/018 ID Card & Name Badge Policy**

To review and adopt the ID Card & Name Badge Policy.  
**Paper S** (pages 143 to 145)

**FS26/019 Roses All Weather Pitch & Sinking Fund**

To receive verbal update from the Town Clerk and Leader.

**FS26/020 Items for Notification**

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

- i. Emergency Plan – June
- ii. LCAS Silver Status submission – July 2025
- iii. Strategic Plan
- iv. Registrar Lease renewal
- v. Complaints Procedure Review
- vi. Communications Policy Review
- vii. GDPR Policy Review
- viii. Social Media Policy Review
- ix. Publication Scheme & FOI Review
- x. Pensions Discretionary Policy Review
- xi. Member Training and Development Policy Review
- xii. Use of work vehicles by Cllrs & Staff for personal domestic use Review

**FS26/021 Time and Date of Next Meeting**

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 24 June 2025 at 6:30pm.

Rachel Allbones  
Town Clerk  
Richmond House  
Gainsborough

Wednesday, 14 May 2025

# 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 22 April 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Nigel Bowler (Chair)

Councillor Nicholas Coxon	Councillor Michael Devine
Councillor David Dobbie – arrived at the meeting at 6:34pm	Councillor Paul Hooton
Councillor Paul Key	Councillor James Plastow
Councillor Stephen Blogg (sub) – arrived at the meeting at 6:34pm	

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

### FS25/130 Apologies for Absence

Apologies for absence were received from Councillor K Woolley.

### FS25/131 Declarations of Interest

Councillor Coxon declared a personal interest in agenda item FS25/143 as he put a motion forward for the Council to support Laybo Fest by way of sponsorship or grant.

Councillor Dobbie declared a personal and pecuniary interest in agenda item FS25/143 as he's the Council representative on North Notts and Lincs CRP.

### FS25/132 Dispensation Requests

No dispensation requests were received.

Note: Councillors Dobbie and Blogg arrived at the meeting at 6:36pm.

### FS25/133 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items FS25/139 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### FS25/134 Minutes of the Previous Meeting (Paper A)

Initialled:

**RESOLVED:** that the minutes of the Finance and Strategy Committee meeting held on Tuesday 25 February 2025 be approved as a as a true and accurate record and signed by the Chair.

**FS25/135 Finance Reports (Papers B, C & D)**

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

- i. Unpaid Expenditure Transactions for 15 April 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 31 March 2025.
- iii. Budget Comparison Report (including due and unpaid transactions) for 31 March 2025.

**FS25/136 Bank Reconciliation (Papers E & F)**

**RESOLVED:** to approve and sign the monthly bank reconciliations for 28 February 2025.

**RESOLVED:** to approve and sign the monthly bank reconciliations for 31 March 2025.

**FS25/137 Internal Audit Report (Paper G)**

**RESOLVED:** to review the effectiveness and **NOTE** interim internal audit report.

**FS25/138 Earmarked Reserves (Paper H)**

**RESOLVED:** to approve proposed ear marked reserves for YE 31<sup>st</sup> March 2025.

**FS25/139 Outstanding Debtors (Paper I)**

**RESOLVED:** to **NOTE** the outstanding debtors.

**FS25/140 Risk Register and Risk Management Policy (Paper J)**

**RESOLVED:** to review and approve the Council's risk register and Risk Management Policy.

**FS25/141 Internal Controls (Paper K)**

**RESOLVED:** that a review of the effectiveness of the system of internal control in preparation of the annual governance statement 2024/25 has been approved.

**FS25/142 Asset Register Review (Paper L)**

**RESOLVED:** to defer until May meeting.

**FS25/143 Community Grant Applications (Paper M, N & O)**

Members considered grant applications received.

- i. Laybo Legacy - £11,214.80
- ii. North Notts and Lincs CRP - £1,500

Members agreed to consider the applications which was not inline with 4.5 of the policy determination dates, due to informing Laybos Legacy in April Full Council meeting to apply via the Community Grants scheme.

At the request of Councillor Dobbie a recorded vote on the below resolutions was taken as follows: -

For: Councillors Blogg, Bowler, Coxon, Devine, Hooton, Key  
Against: Councillors Dobbie, Plastow

**RESOLVED:** to fund the Laybos Legacy a Community Grant of £1,000.

**RESOLVED:** to fund the North Notts and Lincs CRP a Community Grant of £1,000.

#### **FS25/144 Items for Notification**

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

- i. Asset Register Review - May
- ii. Year End Accounts 2024/2025 – May
- iii. AGAR – Section 2 Accounting Statements – May
- iv. Debt Recovery Policy – May
- v. Reserves Policy - May
- vi. Councillor Vacancy (Co-option) Policy Review – May
- vii. Scheme of Members Allowances Review – May
- viii. Filming and Recording Meetings Policy Review – May
- ix. Public Participation at Meetings Policy Review - May
- x. Emergency Plan – June
- xi. LCAS Silver Status submission – July 2025
- xii. Complaints Procedure
- xiii. Strategic Plan
- xiv. Registrar Lease renewal
- xv. Communications Policy Review
- xvi. GDPR Policy Review
- xvii. Employee / Councillor Protocol Review
- xviii. Social Media Policy Review
- xix. Publication Scheme & FOI Review
- xx. Pensions Discretionary Policy Review
- xxi. Member Training and Development Policy Review
- xxii. Use of work vehicles by Cllrs & Staff for personal domestic use
- xxiii. Name Badge & ID Card Policy

#### **FS25/145 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 27 May 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:19pm.

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

Initialled:

# PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22354	BP250423N	17/04/2025	£42.99	£7.17	£35.82	<b>42.99</b>	Trade UK - Work trainers (PM)	Staff Workwear	
22362	BP250423R	09/04/2025	£180.00	£30.00	£150.00		Gainsborough Skip Hire - 3 tonnes of hardcore	Love Lane Garage space site	
22363	BP250423R	15/04/2025	£1,000.00	£166.67	£833.33	<b>1,180.00</b>	Gainsborough Skip Hire - X4 Skips	Allotments	
22301	BP250512	10/02/2025	£136.48	£22.75	£113.73	<b>136.48</b>	Phs Group Plc - Santuary disposal, air freshener and low risk waste collection	Marshalls Sports Ground	
22303	BP250514	31/03/2025	£376.65	£0.00	£376.65	<b>376.65</b>	Councillor Kenneth Woolley - Mileage expenses (837 miles)	Mayoral Expenses	
22387	BP250514B	30/04/2025	£725.00	£0.00	£725.00		Kyle Holliday Grave Digger - Grave digging XGRC0124 (ND)	Grave Digging	
22388	BP250514B	13/05/2025	£525.00	£0.00	£525.00	<b>1,250.00</b>	Kyle Holliday Grave Digger - Grave digging XGRC0053 (RS)	Grave Digging	
22389	BP250514C	24/04/2025	£1,692.80	£282.13	£1,410.67		A Price Electrical Ltd - Install new LED lighting to public toilets and main entrance area including emergency lighting	Marshalls Sports Ground	
22390	BP250514C	08/05/2025	£1,781.96	£296.99	£1,484.97		A Price Electrical Ltd - Install new LED lighting to main hall area including emergency lighting (Phase 1)	Marshalls Sports Ground	
22391	BP250514C	08/05/2025	£1,652.96	£275.49	£1,377.47	<b>5,127.72</b>	A Price Electrical Ltd - Install new LED lighting to main hall area including emergency lighting (Phase 2)	Marshalls Sports Ground	
22392	BP250514D	30/04/2025	£1,888.39	£314.73	£1,573.66	<b>1,888.39</b>	Glendale Managed Services Ltd - Grass verge cutting (8 April)	Highways verges	
22393	BP250514E	07/05/2025	£125.00	£0.00	£125.00	<b>125.00</b>	Burton & Dyson Solicitors - Half years rent	Spital Hill Allotments	
22394	BP250514F	07/05/2025	£2,346.00	£391.00	£1,955.00	<b>2,346.00</b>	Beckside Machinery Ltd - Equipment for aerating - DMF Frame, DAF Aerator	New equipment	
22395	BP250514G	06/05/2025	£306.08	£23.60	£282.48	<b>306.08</b>	Viking Direct - Stamps, paper, files, cups	Stationery	
22396	BP250514H	03/04/2025	£181.39	£30.23	£151.16	<b>181.39</b>	Huws Gray Limited - Pipe fitting	Richmond Park water collection	
22397	BP250514I	06/05/2025	£240.00	£40.00	£200.00	<b>240.00</b>	DS Heating & Plumbing - Supply and fit 2 auto air vents and new central heating pump	Richmond House	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22398	BP250514J	22/04/2025	£1,000.00	£0.00	£1,000.00	<b>1,000.00</b>	North Notts and Lincs Community Rail Partnership - Community Grant	Community Grant	
22399	BP250514K	30/04/2025	£611.14	£101.86	£509.28	<b>611.14</b>	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
22400	BP250514L	25/04/2025	£97.95	£16.33	£81.62		Trade UK - Pruning saws & grinding disks		
22401	BP250514L	30/04/2025	£26.28	£4.38	£21.90		Trade UK - Hasp and staple (marshlls bowls), padlock (marshalls ped gate)	Marshalls	
22402	BP250514L	30/04/2025	£63.78	£10.63	£53.15		Trade UK - x 2 Howard Leight Laser Lite 35dB Ear Plugs 200 Pairs	Workwear	
22403	BP250514L	01/05/2025	£6.58	£1.10	£5.48		Trade UK - Hasp and staple		
22404	BP250514L	06/05/2025	£16.99	£2.83	£14.16		Trade UK - 1 x Erbauer Straight Shank Metal Drill Bits 13 Piece Set	Equipment	
22405	BP250514L	07/05/2025	£55.00	£9.16	£45.84		Trade UK - Assorted flowers	Richmond Park	
22420	BP250514L	12/05/2025	£21.57	£3.60	£17.97	<b>288.15</b>	Trade UK - Marker Paint	Grave Digging	
22406	BP2505	25/04/2025	£412.06	£68.67	£343.39	<b>412.06</b>	Cleaning Supplies 4U - Consumable supplies including toilet/hand rolls, black bags, squeegee, V-Sweeper for Marshalls main hall	Cleaning supplies	
22407	BP250514M	01/05/2025	£250.00	£41.67	£208.33	<b>250.00</b>	Gainsborough Skip Hire - Skip hire (FH)	Foxby Hill Allotments	
22419	BP250514N	12/05/2025	£9,486.00	£1,581.00	£7,905.00	<b>9,486.00</b>	365 Security Concepts Ltd - Supply and install 14 tube motors to door and window shutters and associated works	Marshalls Sports Ground	
22409	CC250508	25/04/2025	£20.97	£3.49	£17.48	<b>20.97</b>	Amazon EU SARL - Magnifying glass with LED lights	Office Equipment	
22410	CC250508	25/04/2025	£39.54	£6.59	£32.95	<b>39.54</b>	One Stop Promotions - VE Day flag	VE Day	
22411	CC250508	25/05/2025	£56.39	£9.40	£46.99	<b>56.39</b>	Adexa Direct - Stainless steel beverage dispenser	Office Equipment	
22412	CC250508	28/05/2025	£81.00	£13.50	£67.50	<b>81.00</b>	Amazon EU SARL - Union jack bunting	VE Day	
22413	CC2506	02/05/2025	£10.00	£1.67	£8.33		Vodafone - Mobile top up (2)	Mobiles	
22414	CC2506	02/05/2025	£10.00	£1.67	£8.33		Vodafone - Mobile top up (3)	Mobiles	
22415	CC2506	02/05/2025	£10.00	£1.67	£8.33	<b>30.00</b>	Vodafone - Mobile top up (4)	Mobiles	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22416	CC2506	29/04/2025	£131.51	£21.92	£109.59	<b>131.51</b>	Lock Shop Direct - Disabled lockset	Richmond Park	
22417	CC2506	08/05/2025	£2.50	£0.00	£2.50	<b>2.50</b>	Post Office Ltd - Postage	Postage	
22369	DD250424	24/04/2025	£117.82	£19.64	£98.18	<b>117.82</b>	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly
22357	DD250501	01/05/2025	£119.12	£0.00	£119.12		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
22358	DD250501	01/05/2025	£59.05	£0.00	£59.05		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
22359	DD250501	01/05/2025	£180.27	£0.00	£180.27		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
22360	DD250501	01/05/2025	£46.70	£0.00	£46.70	<b>405.14</b>	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
22365	DD2505	01/05/2025	£99.00	£0.00	£99.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
22366	DD2505	01/05/2025	£707.00	£0.00	£707.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
22367	DD2505	01/05/2025	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
22368	DD2505	01/05/2025	£295.00	£0.00	£295.00	<b>2,037.00</b>	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
22371	DD2505	01/05/2025	£31.91	£1.52	£30.39		British Gas Business - Electricity usage	Levelling's	30/3/25 - 28/4/25
22372	DD2505	01/05/2025	£41.68	£1.98	£39.70		British Gas Business - Electricity usage	Marshalls External Changing	30/3/25 - 28/4/25
22373	DD2505	01/05/2025	£78.94	£3.76	£75.18		British Gas Business - Electricity usage	Richmond House Flat	30/3/25 - 28/4/25
22374	DD2505	05/05/2025	£218.22	£10.39	£207.83		British Gas Business - Electricity Usage	Marshalls Main Pavilion	1/4/25 - 30/4/25
22385	DD2505	09/05/2025	£65.35	£3.11	£62.24	<b>436.10</b>	British Gas Business - Electricity Usage	Richmond Park Greenhouse	4/4/25 - 5/5/25
22375	DD2505	01/05/2025	£306.73	£14.61	£292.12		EDF Energy - Gas usage	Marshalls Main Pavilion	1/4/25 - 30/4/25
22376	DD2505	06/05/2025	£39.80	£1.90	£37.90	<b>346.53</b>	EDF Energy - Gas usage	Levelling's	1/4/25 - 30/4/25
22377	DD2505	02/05/2025	£86.55	£4.12	£82.43	<b>86.55</b>	E.ON Next Energy Ltd - Gas usage	Richmond House	2/4/25 - 30/4/25
22299	DD250401	03/03/2025	£0.00	£0.00	£0.00		Tomato Energy - Electricity usage	Marshalls Bowls Pavilion	1/2/25 - 28/2/25
22356	DD250414	04/04/2025	£0.00	£0.00	£0.00		Tomato Energy - Electricity usage	Marshalls Bowls Pavilion	1/3/25 - 31/3/25
22355	DD250414B	04/04/2025	£0.00	£0.00	£0.00	<b>0.00</b>	Tomato Energy - Electricity usage	General Cemetery	1/3/25 - 31/3/25

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22352	BP250423V	16/04/2025	£7.88	£0.00	£7.88		Water Plus Ltd - Used water & surface water drainage	Levelling's	15/3/25 - 15/4/25
22384	BP2505	08/05/2025	£17.89	£0.00	£17.89		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/4/25 - 7/5/25
22421	BP2505	13/05/2025	£24.86	£0.00	£24.86	<b>50.63</b>	Water Plus Ltd - Used water & surface water drainage	Marshalls	12/4/25 - 12/5/25
22300	DR250418	28/03/2025	£10.00	£0.00	£10.00	<b>10.00</b>	HSBC - Bank charges	Bank Charges	28/2/25 - 27/3/25
22378	DD2505	01/05/2025	£108.76	£18.12	£90.64	<b>108.76</b>	Integrating Solutions Ltd - Copier charges	Printing	31/3/25 - 30/4/25
22386	DD2505	09/05/2025	£183.32	£30.55	£152.77	<b>183.32</b>	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
22361	DD250422	11/04/2025	£109.09	£18.18	£90.91	<b>109.09</b>	EE Ltd - X4 mobiles	Mobiles	Monthly
22408	DD2505	12/05/2025				<b>197.53</b>	Clear Business Electricity - Landline, broadband & electricity charges		Monthly
		1	£63.60	£10.60	£53.00		Alarm line	Richmond House	
		2	£67.34	£11.22	£56.12		CCTV Broadband & Phoneline	Richmond House	
		3	£66.59	£11.10	£55.49		CCTV Broadband & Phoneline	Marshalls	
22370	DD250501B	16/04/2025	£1,038.04	£173.00	£865.04	<b>1,038.04</b>	Lex Autolease Limited - X2 Renault Trafic Lease	Vehicle Expenses	15/5/25 - 14/6/25
22379	DD2505	01/05/2025	£767.82	£127.95	£639.87	<b>767.82</b>	Fuelgenie - Fuel usage	Vehicle Expenses	1/4/25 - 30/4/25
22364	BP250422/23	01/04/2025				<b>34,300.63</b>	Rigel Wolf Ltd - April Payroll		
		1	£25,879.60	£0.00	£25,879.60		April Payroll	Gross Salary	
		2	£3,193.90	£0.00	£3,193.90		April Payroll	Employer NI	
		3	£5,151.53	£0.00	£5,151.53		April Payroll	Employer Pension Cont	
		4	£75.60	£0.00	£75.60		April Payroll	Mileage	
22418	BP250512/13	01/05/2025				<b>34,307.01</b>	Rigel Wolf Ltd - May Payroll		
		1	£25,881.58	£0.00	£25,881.58		May Payroll	Gross Salary	
		2	£3,194.20	£0.00	£3,194.20		May Payroll	Employer NI	
		3	£5,140.78	£0.00	£5,140.78		May Payroll	Employer Pension Cont	
		4	£90.45	£0.00	£90.45		May Payroll	Mileage	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
				<b>£4,243.65</b>	<b>£95,868.28</b>	<b>£100,111.93</b>			
Chairman Signature _____						RFO Signature _____		Date _____	

# PAPER C

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 14/05/25 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	£252,970.40
Petty Cash	£100.00

## Short Term Investment Accounts

CCLA Investment Management Limited	£200,000.00
<b>Total</b>	<u>£453,070.40</u>

RECEIPTS	Net	Vat	Gross
Cemetery	£6,693.10	£0.00	£6,693.10
Administration	£25,912.65	£0.00	£25,912.65
Mayors Charity	£665.64	£0.00	£665.64
Sports Grounds	£41,139.19	£0.00	£41,139.19
Allotments	£11,617.06	£0.00	£11,617.06
Precept	£691,000.00	£0.00	£691,000.00
<b>Total Receipts</b>	<u>£777,027.64</u>	<u>£0.00</u>	<u>£777,027.64</u>

PAYMENTS	Net	Vat	Gross
Cemetery	£5,249.25	£172.60	£5,421.85
Administration	£5,229.48	£664.49	£5,893.97
Mayors Charity	£400.00	£0.00	£400.00
Events	£4,000.00	£0.00	£4,000.00
Employee Costs	£69,096.44	£67.37	£69,163.81
Grounds Maintenance	£14,051.75	£2,810.28	£16,862.03
Richmond Park & House	£4,507.35	£548.33	£5,055.68
Sports Grounds	£4,189.12	£311.42	£4,500.54
Allotments	£2,523.16	£260.96	£2,784.12
Public Realm	£1,640.50	£328.63	£1,969.13
Christmas Lights	£3,373.93	£674.79	£4,048.72
Ear Marked Reserves	£30,798.96	£6,133.45	£36,932.41
<b>Total Payments</b>	<u>£145,059.94</u>	<u>£11,972.32</u>	<u>£157,032.26</u>

Closing Balances

## Ordinary Accounts

HSBC Current/ Deposit Account	£872,965.78
Petty Cash	£100.00
	<u>£873,065.78</u>

## Short Term Investment Accounts

CCLA Investment Management Limited	£200,000.00
	<u>£200,000.00</u>
<b>Total</b>	<u>£1,073,065.78</u>

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

# PAPER D

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Precept</b>					
<b>Income</b>					
100	Precept	£690,900.00	£690,900.00	£0.00	0.00%
105	WLDC Precept Contribution	£100.00	£100.00	£0.00	0.00%
<b>Total Income</b>		<u>£691,000.00</u>	<u>£691,000.00</u>	<u>£0.00</u>	<u>0.00%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Employee Costs</b>					
<b>Expenditure</b>					
1000	Payroll	£432,000.00	£68,441.59	£363,558.41	-84.16%
1010	Travel and Training	£6,100.00	£166.05	£5,933.95	-97.28%
1020	Workwear & ID	£3,250.00	£154.39	£3,095.61	-95.25%
1030	HR	£4,200.00	£0.00	£4,200.00	-100.00%
<b>Total Expenditure</b>		<u>£445,550.00</u>	<u>£68,762.03</u>	<u>£376,787.97</u>	<u>-84.57%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance	Bal %age
<b>Administration</b>					
<b>Income</b>					
201	VAT overclaim	£0.00	£0.00	£0.00	0.00%
205	Bank Interest	£13,000.00	£733.53	-£12,266.47	-94.36%
210	Insurance Reimbursement (GTF)	£1,558.00	£0.00	-£1,558.00	-100.00%
215	Legal Fee Reinbursement	£0.00	£0.00	£0.00	0.00%
220	Subject Access Request / FOI	£0.00	£0.00	£0.00	0.00%
225	Insurance Claims	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<b>£14,558.00</b>	<b>£733.53</b>	<b>-£13,824.47</b>	<b>-94.96%</b>
<b>Expenditure</b>					
2000	Office Supplies & Telecom	£14,550.00	£1,694.74	£12,855.26	-88.35%
2010	Publicity	£570.00	£0.00	£570.00	-100.00%
2020	Subscriptions	£3,010.00	£105.00	£2,905.00	-96.51%
2030	Democratic & Civic	£25,300.00	£205.00	£25,095.00	-99.19%
2040	Grants	£8,879.00	£1,000.00	£7,879.00	-88.74%
2060	Insurance	£14,000.00	£0.00	£14,000.00	-100.00%
2070	HR & Finances	£3,599.00	£98.18	£3,500.82	-97.27%
2080	Legal Fees	£3,000.00	£0.00	£3,000.00	-100.00%
<b>Total Expenditure</b>		<b>£72,908.00</b>	<b>£3,102.92</b>	<b>£69,805.08</b>	<b>-95.74%</b>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Grounds Maintenance</b>					
<b>Income</b>					
300	Vehicle Hire	£0.00	£0.00	£0.00	0.00%
310	LCC Contribution towards Highway Verge Cutting	£12,446.00	£0.00	-£12,446.00	-100.00%
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	0.00%
330	Scrap	£100.00	£0.00	-£100.00	-100.00%
<b>Total Income</b>		<u>£12,546.00</u>	<u>£0.00</u>	<u>-£12,546.00</u>	<u>-100.00%</u>
<b>Expenditure</b>					
3000	Vehicle Costs	£18,200.00	£1,873.15	£16,326.85	-89.71%
3010	Grounds Maintenance - All Sites	£47,400.00	£10,301.58	£37,098.42	-78.27%
3020	Cleaning Products	£1,700.00	£343.39	£1,356.61	-79.80%
<b>Total Expenditure</b>		<u>£67,300.00</u>	<u>£12,518.12</u>	<u>£54,781.88</u>	<u>-81.40%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Richmond Park &amp; House</b>				
<b>Income</b>				
400 Richmond Park	£8,535.00	£0.00	-£8,535.00	-100.00%
<b>Total Income</b>	<u>£8,535.00</u>	<u>£0.00</u>	<u>-£8,535.00</u>	<u>-100.00%</u>
<b>Expenditure</b>				
4000 Richmond Park & House	£47,510.00	£3,887.11	£43,622.89	-91.82%
<b>Total Expenditure</b>	<u>£47,510.00</u>	<u>£3,887.11</u>	<u>£43,622.89</u>	<u>-91.82%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Sports Grounds</b>					
<b>Income</b>					
500	Roses	£7,750.00	£0.00	-£7,750.00	-100.00%
510	Marshalls	£16,967.00	£1,063.43	-£15,903.57	-93.73%
520	Levellings	£1,400.00	£49.83	-£1,350.17	-96.44%
<b>Total Income</b>		<u>£26,117.00</u>	<u>£1,113.26</u>	<u>-£25,003.74</u>	<u>-95.74%</u>
<b>Expenditure</b>					
5000	Roses	£0.00	£0.00	£0.00	0.00%
5010	Marshalls	£57,009.00	£3,887.02	£53,121.98	-93.18%
5020	Levellings	£4,987.00	£152.31	£4,834.69	-96.95%
<b>Total Expenditure</b>		<u>£61,996.00</u>	<u>£4,039.33</u>	<u>£57,956.67</u>	<u>-93.48%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Cemetery</b>					
<b>Income</b>					
600	General Cemetery	£43,000.00	£4,053.70	-£38,946.30	-90.57%
610	North Warren Cemetery	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<u>£43,000.00</u>	<u>£4,053.70</u>	<u>-£38,946.30</u>	<u>-90.57%</u>
<b>Expenditure</b>					
6000	General Cemetery	£50,199.00	£3,695.27	£46,503.73	-92.64%
6010	North Warren Cemetery	£1,500.00	£198.71	£1,301.29	-86.75%
<b>Total Expenditure</b>		<u>£51,699.00</u>	<u>£3,893.98</u>	<u>£47,805.02</u>	<u>-92.47%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Play Areas</b>					
<b>Income</b>					
700	Funding	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>
<b>Expenditure</b>					
7000	Play Equipment Maintenance	£5,000.00	£0.00	£5,000.00	-100.00%
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
7010	Levellings	£0.00	£0.00	£0.00	0.00%
7020	Aisby Walk	£2,000.00	£0.00	£2,000.00	-100.00%
7030	Danes Road	£0.00	£0.00	£0.00	0.00%
7040	Mayflower Close	£0.00	£0.00	£0.00	0.00%
7080	St Georges	£0.00	£0.00	£0.00	0.00%
7090	Play Area Inspections	£1,200.00	£0.00	£1,200.00	-100.00%
<b>Total Expenditure</b>		<u>£9,200.00</u>	<u>£0.00</u>	<u>£9,200.00</u>	<u>-100.00%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Allotments</b>					
<b>Income</b>					
800	Allotments	£11,100.00	£11,137.65	£37.65	0.34%
815	Garage Space Ropery Road	£1,500.00	£0.00	-£1,500.00	-100.00%
<b>Total Income</b>		<u>£12,600.00</u>	<u>£11,137.65</u>	<u>-£1,462.35</u>	<u>-11.61%</u>
<b>Expenditure</b>					
8000	Foxby Hill	£2,475.00	£934.76	£1,540.24	-62.23%
8010	Love Lane	£2,725.00	£708.33	£2,016.67	-74.01%
8020	North Warren	£1,702.00	£208.33	£1,493.67	-87.76%
8030	Showfield	£1,025.00	£208.34	£816.66	-79.67%
8040	Spital Hill	£1,690.00	£218.40	£1,471.60	-87.08%
8050	Love Lane Garage Site	£200.00	£150.00	£50.00	-25.00%
8060	All Sites	£2,026.00	£0.00	£2,026.00	-100.00%
<b>Total Expenditure</b>		<u>£11,843.00</u>	<u>£2,428.16</u>	<u>£9,414.84</u>	<u>-79.50%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Public Realm</b>					
<b>Income</b>					
910	War Memorial Project	£0.00	£0.00	£0.00	0.00%
920	Bus Shelters	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>
<b>Expenditure</b>					
9000	Roundabouts / Islands	£0.00	£0.00	£0.00	0.00%
9010	Street Furniture	£4,700.00	£0.00	£4,700.00	-100.00%
9020	War Memorial	£400.00	£0.00	£400.00	-100.00%
9030	Gainsborough in Bloom	£3,000.00	£1,259.06	£1,740.94	-58.03%
9040	Community Rail Partnership	£0.00	£0.00	£0.00	0.00%
<b>Total Expenditure</b>		<u>£8,100.00</u>	<u>£1,259.06</u>	<u>£6,840.94</u>	<u>-84.46%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Events</b>					
<b>Income</b>					
1005	Richmond Park	£0.00	£0.00	£0.00	0.00%
1015	Marshalls Sports Ground	£0.00	£0.00	£0.00	0.00%
1030	Levellings Playing Field	£1,000.00	£0.00	-£1,000.00	-100.00%
1040	Aisby Walk Playing Field	£1,000.00	£0.00	-£1,000.00	-100.00%
<b>Total Income</b>		<b>£2,000.00</b>	<b>£0.00</b>	<b>-£2,000.00</b>	<b>-100.00%</b>
<b>Expenditure</b>					
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%
<b>Total Expenditure</b>		<b>£4,300.00</b>	<b>£0.00</b>	<b>£4,300.00</b>	<b>-100.00%</b>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Christmas Lights</b>					
<b>Expenditure</b>					
11000	Switch On Event	£8,000.00	£0.00	£8,000.00	-100.00%
11010	Anchor Point / Electrical Testing	£500.00	£0.00	£500.00	-100.00%
11040	Market Place Christmas Tree	£1,800.00	£0.00	£1,800.00	-100.00%
11050	Blachere Contract	£19,000.00	£3,373.93	£15,626.07	-82.24%
11060	Trinty Street Electricity	£0.00	£0.00	£0.00	0.00%
11070	Lamp Post Electricity	£650.00	£0.00	£650.00	-100.00%
<b>Total Expenditure</b>		<b>£29,950.00</b>	<b>£3,373.93</b>	<b>£26,576.07</b>	<b>-88.73%</b>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Community Infrastructure Levy Income</b>				
14000 CIL	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Ear Marked Reserves</b>				
<b>Expenditure</b>				
12000 Ear Marked Reserves	£495,519.69	£12,419.38	£483,100.31	-97.49%
<b>Total Expenditure</b>	<u>£495,519.69</u>	<u>£12,419.38</u>	<u>£483,100.31</u>	<u>-97.49%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
<b>Neighbourhood Plan</b>					
<b>Income</b>					
1300	Neighbourhood Plan	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>
<b>Expenditure</b>					
13000	Neighbourhood Plan	£0.00	£0.00	£0.00	0.00%
<b>Total Expenditure</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>	
<b>Mayors Charity</b>					
<b>Income</b>					
1200	Events & Donations	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>
<b>Expenditure</b>					
14005	Mayor Events (HSBC)	£0.00	£0.00	£0.00	0.00%
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00	0.00%
<b>Total Expenditure</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>0.00%</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 14/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	<b>2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
Total Income	£810,356.00	£708,038.14		
Total Expenditure	£1,305,875.69	£115,684.02		
<b>Total Net Balance</b>	<b>-£495,519.69</b>	<b>£592,354.12</b>		

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# Bank Account Reconciled Statement

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

Statement Number	147	Bank Statement No.	147
Statement Opening Balance	£253,041.73	Opening Date	01/04/25
Statement Closing Balance	£863,217.03	Closing Date	30/04/25
True/ Cashbook Closing Balance	£863,217.03		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
31/03/25	103961	Multiple Suppliers/ Customers	71.33	0.00	252,970.40
01/04/25	CR250401	Love Lane Garage Space Holders	0.00	55.13	253,025.53
01/04/25	CR250401B	Love Lane Garage Space Holders	0.00	55.13	253,080.66
01/04/25	CR250401C	Love Lane Garage Space Holders	0.00	110.26	253,190.92
01/04/25	CR250401D	West Lindsey District Council	0.00	691,000.00	944,190.92
01/04/25	DD250401	West Lindsey District Council	405.14	0.00	943,785.78
01/04/25	DD250401B	Lex Autolease Limited	1,038.04	0.00	942,747.74
01/04/25	DD250401C	Tomato Energy	0.00	0.00	942,747.74
02/04/25	BP250402	West Lindsey District Council	520.00	0.00	942,227.74
02/04/25	BP250402B	Gordon Ellis & Co	1,510.87	0.00	940,716.87
02/04/25	CR250402	Love Lane Garage Space Holders	0.00	55.13	940,772.00
02/04/25	CR250402B	Foxby Hill Allotments	0.00	3.82	940,775.82
02/04/25	CR250402C	CCLA Investment Management Limited	0.00	764.36	941,540.18
04/04/25	BP250404	Trade UK	370.90	0.00	941,169.28
04/04/25	BP250404B	Ultimate Graphics Ltd	518.40	0.00	940,650.88
04/04/25	BP250404C	Wicksteed Leisure Ltd	1,596.70	0.00	939,054.18
04/04/25	BP250404D	Rigel Wolf Ltd	372.00	0.00	938,682.18
04/04/25	BP250404E	Lincolnshire Association of Local Councils	576.00	0.00	938,106.18
04/04/25	BP250404F	RJ Tyres	171.60	0.00	937,934.58
04/04/25	BP250404G	Peacock and Binnington	330.71	0.00	937,603.87
04/04/25	BP250404H	Restore Datashred Limited	120.00	0.00	937,483.87
04/04/25	BP250404I	DS Heating & Plumbing	900.00	0.00	936,583.87
04/04/25	BP250404J	Kyle Holliday Grave Digger	1,125.00	0.00	935,458.87
04/04/25	BP250404K	West Lindsey District Council	4,000.00	0.00	931,458.87
04/04/25	BP250404L	Foxstone Forestry	16,800.00	0.00	914,658.87
04/04/25	BP250404M	██████████	150.00	0.00	914,508.87

# Bank Account Reconciled Statement

04/04/25	BP250404N	Pear Technology Services Ltd	228.00	0.00	914,280.87
04/04/25	BP250404O	F5 Computing Ltd	626.14	0.00	913,654.73
04/04/25	BP250404P	Mediright Ltd	396.00	0.00	913,258.73
04/04/25	BP250404Q	Gainsborough Skip Hire	250.00	0.00	913,008.73
04/04/25	BP250404R	Institute of Cemetery and Crematorium Management	105.00	0.00	912,903.73
04/04/25	BP250404S	Water Plus Ltd	28.37	0.00	912,875.36
04/04/25	BP250404T	Water Plus Ltd	10.27	0.00	912,865.09
04/04/25	BP250404U	Water Plus Ltd	7.69	0.00	912,857.40
04/04/25	CR250404	Mayors Charity	0.00	300.00	913,157.40
04/04/25	CR250404B	Spital Hill Allotment Holders	0.00	5.72	913,163.12
04/04/25	DD250404	Tomato Energy	494.29	0.00	912,668.83
06/04/25	CR250406	Love Lane Allotments	0.00	5.53	912,674.36
07/04/25	CR250407	Slimming World	0.00	140.08	912,814.44
08/04/25	CR250408	North Warren Road Allotments	0.00	20.32	912,834.76
08/04/25	CR250408B	Spital Hill Allotment Holders	0.00	31.84	912,866.60
08/04/25	CR250408C	Gainsborough Men's Shed	0.00	31.50	912,898.10
08/04/25	CR250408D	Spital Hill Allotment Holders	0.00	25.12	912,923.22
08/04/25	CR250408E	North Warren Road Allotments	0.00	23.81	912,947.03
09/04/25	CR250409	Love Lane Allotments	0.00	35.51	912,982.54
09/04/25	CR250409B	Spital Hill Allotment Holders	0.00	32.60	913,015.14
09/04/25	CR250409C	Love Lane Allotments	0.00	32.57	913,047.71
09/04/25	CR250409D	Love Lane Allotments	0.00	34.89	913,082.60
09/04/25	CR250409E	Foxby Hill Allotments	0.00	25.05	913,107.65
09/04/25	CR250409F	North Warren Road Allotments	0.00	21.17	913,128.82
09/04/25	CR250409G	Spital Hill Allotment Holders	0.00	42.24	913,171.06
09/04/25	CR250409H	Foxby Hill Allotments	0.00	36.78	913,207.84
09/04/25	CR250409I	Love Lane Allotments	0.00	24.81	913,232.65
09/04/25	CR250409J	Friendship FC	0.00	47.46	913,280.11
09/04/25	CR250409K	Foxby Hill Allotments	0.00	35.10	913,315.21
09/04/25	CR250409L	Foxby Hill Allotments	0.00	42.29	913,357.50
09/04/25	CR250409M	Love Lane Allotments	0.00	18.10	913,375.60
10/04/25	CR250410	Little Piglets	0.00	39.69	913,415.29
10/04/25	CR250410B	Spital Hill Allotment Holders	0.00	28.51	913,443.80
10/04/25	CR250410C	Spital Hill Allotment Holders	0.00	49.10	913,492.90
10/04/25	CR250410D	Handel House Preparatory School	0.00	114.85	913,607.75
10/04/25	CR250410E	Foxby Hill Allotments	0.00	36.53	913,644.28

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10/04/25	CR250410F	Foxby Hill Allotments	0.00	34.82	913,679.10
10/04/25	CR250410G	Showfield Allotments	0.00	16.42	913,695.52
10/04/25	CR250410H	Foxby Hill Allotments	0.00	33.52	913,729.04
10/04/25	CR250410I	Spital Hill Allotment Holders	0.00	1.74	913,730.78
10/04/25	CR250410J	Gainsborough Choral Society	0.00	52.29	913,783.07
11/04/25	CR250411	Showfield Allotments	0.00	29.16	913,812.23
11/04/25	CR250411B	Love Lane Allotments	0.00	19.00	913,831.23
11/04/25	CR250411C	Showfield Allotments	0.00	32.88	913,864.11
11/04/25	CR250411D	Love Lane Allotments	0.00	27.57	913,891.68
11/04/25	CR250411E	Love Lane Allotments	0.00	55.13	913,946.81
11/04/25	CR250411F	Showfield Allotments	0.00	43.44	913,990.25
11/04/25	CR250411G	Showfield Allotments	0.00	32.49	914,022.74
11/04/25	CR250411H	Showfield Allotments	0.00	34.72	914,057.46
11/04/25	CR250411I	Foxby Hill Allotments	0.00	36.10	914,093.56
11/04/25	CR250411J	Foxby Hill Allotments	0.00	36.70	914,130.26
11/04/25	CR250411K	Foxby Hill Allotments	0.00	30.16	914,160.42
11/04/25	CR250411L	Foxby Hill Allotments	0.00	38.89	914,199.31
11/04/25	CR250411M	Foxby Hill Allotments	0.00	37.64	914,236.95
11/04/25	CR250411N	Foxby Hill Allotments	0.00	34.74	914,271.69
11/04/25	CR250411O	Foxby Hill Allotments	0.00	70.60	914,342.29
11/04/25	CR250411P	Foxby Hill Allotments	0.00	40.74	914,383.03
11/04/25	CR250411Q	Showfield Allotments	0.00	56.03	914,439.06
11/04/25	DD250411	Tomato Energy	626.90	0.00	913,812.16
12/04/25	CR250412	Foxby Hill Allotments	0.00	22.05	913,834.21
12/04/25	CR250412B	Foxby Hill Allotments	0.00	37.86	913,872.07
12/04/25	CR250412C	Foxby Hill Allotments	0.00	38.87	913,910.94
12/04/25	CR250412D	Otter FC	0.00	189.84	914,100.78
12/04/25	CR250412E	North Warren Road Allotments	0.00	28.97	914,129.75
12/04/25	CR250412F	Love Lane Allotments	0.00	39.41	914,169.16
12/04/25	CR250412G	North Warren Road Allotments	0.00	17.01	914,186.17
12/04/25	CR250412H	Foxby Hill Allotments	0.00	34.55	914,220.72
12/04/25	CR250412I	Love Lane Allotments	0.00	20.41	914,241.13
12/04/25	CR250412J	Love Lane Allotments	0.00	13.71	914,254.84
12/04/25	CR250412K	North Warren Road Allotments	0.00	18.87	914,273.71
12/04/25	CR250413	Kixx West Lindsey	0.00	57.12	914,330.83
13/04/25	CR250413B	Love Lane Allotments	0.00	18.49	914,349.32
13/04/25	CR250413C	Love Lane Allotments	0.00	36.79	914,386.11

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13/04/25	CR250413D	Foxby Hill Allotments	0.00	30.24	914,416.35
13/04/25	CR250413E	Foxby Hill Allotments	0.00	38.05	914,454.40
13/04/25	CR250413F	North Warren Road Allotments	0.00	18.90	914,473.30
13/04/25	CR250413G	North Warren Road Allotments	0.00	24.70	914,498.00
14/04/25	CR250414	Slimming World	0.00	147.07	914,645.07
14/04/25	CR250414B	Foxby Hill Allotments	0.00	29.49	914,674.56
14/04/25	CR250414C	Foxby Hill Allotments	0.00	25.63	914,700.19
14/04/25	CR250414D	Love Lane Allotments	0.00	37.80	914,737.99
14/04/25	CR250414E	Love Lane Allotments	0.00	34.82	914,772.81
14/04/25	CR250414F	Showfield Allotments	0.00	32.44	914,805.25
14/04/25	CR250414G	Showfield Allotments	0.00	27.87	914,833.12
14/04/25	CR250414H	Foxby Hill Allotments	0.00	43.75	914,876.87
14/04/25	CR250414I	Love Lane Allotments	0.00	13.81	914,890.68
14/04/25	DD250414	Tomato Energy	0.00	0.00	914,890.68
14/04/25	DD250414B	Tomato Energy	0.00	0.00	914,890.68
15/04/25	CR250415	Foxby Hill Allotments	0.00	33.83	914,924.51
15/04/25	CR250415B	Foxby Hill Allotments	0.00	39.06	914,963.57
15/04/25	CR250415C	Foxby Hill Allotments	0.00	31.80	914,995.37
15/04/25	CR250415D	Love Lane Allotments	0.00	17.74	915,013.11
15/04/25	CR250415E	Foxby Hill Allotments	0.00	32.66	915,045.77
15/04/25	CR250415F	Foxby Hill Allotments	0.00	34.54	915,080.31
15/04/25	CR250415G	Love Lane Allotments	0.00	20.43	915,100.74
15/04/25	CR250415H	Foxby Hill Allotments	0.00	75.37	915,176.11
15/04/25	CR250415I	Foxby Hill Allotments	0.00	67.62	915,243.73
15/04/25	CR250415J	Love Lane Allotments	0.00	34.20	915,277.93
15/04/25	CR250415K	Love Lane Allotments	0.00	42.02	915,319.95
15/04/25	CR250415L	Foxby Hill Allotments	0.00	39.76	915,359.71
15/04/25	CR250415M	Foxby Hill Allotments	0.00	35.19	915,394.90
15/04/25	DD250415	British Gas Business	86.78	0.00	915,308.12
15/04/25	DD250415B	British Gas Business	38.10	0.00	915,270.02
15/04/25	DD250415C	British Gas Business	49.77	0.00	915,220.25
15/04/25	DD250415D	Integrating Solutions Ltd	55.15	0.00	915,165.10
15/04/25	DD250415E	West Lindsey District Council	99.71	0.00	915,065.39
15/04/25	DD250415F	West Lindsey District Council	706.00	0.00	914,359.39
15/04/25	DD250415G	West Lindsey District Council	931.50	0.00	913,427.89
15/04/25	DD250415H	West Lindsey District Council	297.90	0.00	913,129.99

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15/04/25	DD250415I	Fuelgenie	441.86	0.00	912,688.13
16/04/25	CR250416	Foxby Hill Allotments	0.00	39.45	912,727.58
16/04/25	CR250416B	Foxby Hill Allotments	0.00	41.51	912,769.09
16/04/25	CR250416C	Love Lane Allotments	0.00	13.03	912,782.12
16/04/25	CR250416D	North Warren Road Allotments	0.00	22.18	912,804.30
16/04/25	DD250416	EDF Energy	662.24	0.00	912,142.06
17/04/25	CR250417	Love Lane Allotments	0.00	38.50	912,180.56
17/04/25	CR250417B	Foxby Hill Allotments	0.00	31.41	912,211.97
17/04/25	CR250417C	Spital Hill Allotment Holders	0.00	40.72	912,252.69
17/04/25	DD250417	E.ON Next Energy Ltd	609.05	0.00	911,643.64
17/04/25	DD250417B	EDF Energy	41.54	0.00	911,602.10
17/04/25	DD250417C	British Gas Business	366.74	0.00	911,235.36
18/04/25	CR250418	Spital Hill Allotment Holders	0.00	28.77	911,264.13
18/04/25	DD250418	HSBC	10.00	0.00	911,254.13
19/04/25	CR250419	Foxby Hill Allotments	0.00	37.24	911,291.37
19/04/25	CR250419B	Cliff Bradley & Sons Ltd	0.00	1,335.92	912,627.29
20/04/25	CR250420	Foxby Hill Allotments	0.00	79.87	912,707.16
21/04/25	CR250421	Showfield Allotments	0.00	25.73	912,732.89
21/04/25	CR250421B	Love Lane Garage Space Holders	0.00	27.57	912,760.46
21/04/25	CR250421C	Foxby Hill Allotments	0.00	40.29	912,800.75
21/04/25	CR250421D	Spital Hill Allotment Holders	0.00	93.80	912,894.55
21/04/25	CR250421E	Love Lane Allotments	0.00	44.98	912,939.53
21/04/25	CR250421F	Love Lane Allotments	0.00	27.92	912,967.45
21/04/25	CR250421G	Love Lane Allotments	0.00	13.95	912,981.40
22/04/25	BP250422/23	Rigel Wolf Ltd	34,300.63	0.00	878,680.77
22/04/25	CR250422	Slimming World	0.00	147.07	878,827.84
22/04/25	CR250422B	Foxby Hill Allotments	0.00	39.07	878,866.91
22/04/25	CR250422C	Foxby Hill Allotments	0.00	70.22	878,937.13
22/04/25	CR250422D	Miss Wendy Murtagh	0.00	532.00	879,469.13
22/04/25	CR250422E	Spital Hill Allotment Holders	0.00	39.02	879,508.15
22/04/25	CR250422F	Canutes FC	0.00	142.38	879,650.53
22/04/25	CR250422G	Foxby Hill Allotments	0.00	37.25	879,687.78
22/04/25	CR250422H	Foxby Hill Allotments	0.00	66.40	879,754.18
22/04/25	CR250422I	Spital Hill Allotment Holders	0.00	25.28	879,779.46
22/04/25	CR250422J	Showfield Allotments	0.00	70.55	879,850.01
22/04/25	CR250422K	Foxby Hill Allotments	0.00	14.81	879,864.82
22/04/25	CR250422L	Spital Hill Allotment Holders	0.00	27.83	879,892.65

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22/04/25	DD250422	EE Ltd	109.09	0.00	879,783.56
22/04/25	DD250422B	Clear Business Electricity	197.53	0.00	879,586.03
23/04/25	BP250423B	Ultimate Graphics Ltd	50.40	0.00	879,535.63
23/04/25	BP250423C	Ashby Grass Care	300.00	0.00	879,235.63
23/04/25	BP250423D	Retford Memorials	462.00	0.00	878,773.63
23/04/25	BP250423E	All Saints' Church Café	21.00	0.00	878,752.63
23/04/25	BP250423F	B & B Tree Specialists	2,760.00	0.00	875,992.63
23/04/25	BP250423G	Peacock and Binnington	102.70	0.00	875,889.93
23/04/25	BP250423I	Chantry Agricultural Engineers	618.33	0.00	875,271.60
23/04/25	BP250423J	Blachere Illumination UK Limited	4,048.72	0.00	871,222.88
23/04/25	BP250423K	Russel (Kirkbymoorside) Ltd	2,624.40	0.00	868,598.48
23/04/25	BP250423L	Viking Direct	136.17	0.00	868,462.31
23/04/25	BP250423M	Sir E C Bacon Settlement 1951 Residual Fund	1,000.00	0.00	867,462.31
23/04/25	BP250423N	Trade UK	101.75	0.00	867,360.56
23/04/25	BP250423O	West Lindsey District Council	351.68	0.00	867,008.88
23/04/25	BP250423P	Foxstone Forestry	4,320.00	0.00	862,688.88
23/04/25	BP250423Q	A Price Electrical Ltd	432.00	0.00	862,256.88
23/04/25	BP250423R	Gainsborough Skip Hire	1,180.00	0.00	861,076.88
23/04/25	BP250423S	Water Plus Ltd	19.72	0.00	861,057.16
23/04/25	BP250423T	Water Plus Ltd	27.65	0.00	861,029.51
23/04/25	BP250423U	Water Plus Ltd	28.76	0.00	861,000.75
23/04/25	BP250423V	Water Plus Ltd	7.88	0.00	860,992.87
23/04/25	BP250423W	Anglian Water Business (National) Ltd	21.72	0.00	860,971.15
23/04/25	CR250423	Foxby Hill Allotments	0.00	46.51	861,017.66
23/04/25	CR250423B	Foxby Hill Allotments	0.00	29.40	861,047.06
23/04/25	CR250423C	Foxby Hill Allotments	0.00	83.44	861,130.50
23/04/25	CR250423D	Foxby Hill Allotments	0.00	46.01	861,176.51
23/04/25	CR250423E	Foxby Hill Allotments	0.00	76.09	861,252.60
23/04/25	CR250423F	Foxby Hill Allotments	0.00	40.92	861,293.52
23/04/25	CR250423G	Love Lane Allotments	0.00	30.68	861,324.20
23/04/25	CR250423H	Landscape Supply Company	415.68	0.00	860,908.52
23/04/25	DD250423	British Gas Business	209.88	0.00	860,698.64
23/04/25	DD250423B	British Telecommunications Plc	371.65	0.00	860,326.99
24/04/25	CR250424	Showfield Allotments	0.00	25.55	860,352.54
24/04/25	CR250424B	Showfield Allotments	0.00	32.12	860,384.66

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24/04/25	CR250424C	Love Lane Allotments	0.00	17.50	860,402.16
24/04/25	CR250424D	Spital Hill Allotment Holders	0.00	48.99	860,451.15
24/04/25	CR250424E	North Warren Road Allotments	0.00	31.60	860,482.75
24/04/25	CR250424F	North Warren Road Allotments	0.00	25.16	860,507.91
24/04/25	CR250424G	Spital Hill Allotment Holders	0.00	85.56	860,593.47
24/04/25	CR250424H	North Warren Road Allotments	0.00	49.28	860,642.75
24/04/25	CR250424I	Spital Hill Allotment Holders	0.00	49.96	860,692.71
24/04/25	DD250424	Stallard Kane Associates Ltd	117.82	0.00	860,574.89
25/04/25	CR250425	Showfield Allotments	0.00	29.72	860,604.61
25/04/25	CR250425B	Love Lane Allotments	0.00	34.78	860,639.39
25/04/25	CR250425C	Love Lane Allotments	0.00	11.34	860,650.73
25/04/25	CR250425D	Foxby Hill Allotments	0.00	40.75	860,691.48
25/04/25	CR250425E	Spital Hill Allotment Holders	0.00	10.00	860,701.48
25/04/25	CR250425F	Foxby Hill Allotments	0.00	87.66	860,789.14
25/04/25	CR250425G	North Warren Road Allotments	0.00	20.11	860,809.25
25/04/25	CR250425H	Love Lane Allotments	0.00	34.36	860,843.61
26/04/25	CR250426	Love Lane Allotments	0.00	31.49	860,875.10
26/04/25	CR250426B	Spital Hill Allotment Holders	0.00	42.45	860,917.55
26/04/25	CR250426C	Spital Hill Allotment Holders	0.00	61.84	860,979.39
26/04/25	CR250426D	Love Lane Allotments	0.00	35.34	861,014.73
27/04/25	CR250427	Foxby Hill Allotments	0.00	35.91	861,050.64
27/04/25	CR250427B	Foxby Hill Allotments	0.00	26.97	861,077.61
27/04/25	CR250427C	Foxby Hill Allotments	0.00	29.45	861,107.06
27/04/25	CR250427D	Spital Hill Allotment Holders	0.00	44.73	861,151.79
27/04/25	CR250427E	Foxby Hill Allotments	0.00	38.29	861,190.08
27/04/25	CR250427F	Foxby Hill Allotments	0.00	29.28	861,219.36
28/04/25	CR250428	Slimming World	0.00	147.07	861,366.43
28/04/25	CR250428B	Showfield Allotments	0.00	35.39	861,401.82
28/04/25	CR250428C	Showfield Allotments	0.00	31.32	861,433.14
28/04/25	CR250428D	Foxby Hill Allotments	0.00	38.33	861,471.47
28/04/25	CR250428E	Foxby Hill Allotments	0.00	31.55	861,503.02
28/04/25	CR250428F	Foxby Hill Allotments	0.00	37.27	861,540.29
28/04/25	CR250428G	Foxby Hill Allotments	0.00	37.18	861,577.47
28/04/25	CR250428H	Showfield Allotments	0.00	37.05	861,614.52
28/04/25	CR250428I	Showfield Allotments	0.00	29.66	861,644.18
28/04/25	CR250428J	Showfield Allotments	0.00	34.58	861,678.76

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28/04/25	CR250428K	Showfield Allotments	0.00	53.17	861,731.93
29/04/25	CR250429	North Warren Road Allotments	0.00	26.46	861,758.39
29/04/25	CR250429B	Foxby Hill Allotments	0.00	37.15	861,795.54
29/04/25	CR250429C	Foxby Hill Allotments	0.00	32.76	861,828.30
29/04/25	CR250429D	Foxby Hill Allotments	0.00	1.58	861,829.88
29/04/25	CR250429E	Love Lane Allotments	0.00	16.32	861,846.20
29/04/25	CR250429F	Spital Hill Allotment Holders	0.00	75.97	861,922.17
29/04/25	CR250429G	Spital Hill Allotment Holders	0.00	56.52	861,978.69
30/04/25	CR250430	Spital Hill Allotment Holders	0.00	55.68	862,034.37
30/04/25	CR250430B	Showfield Allotments	0.00	46.36	862,080.73
30/04/25	CR250430C	Foxby Hill Allotments	0.00	33.19	862,113.92
30/04/25	CR250430D	Foxby Hill Allotments	0.00	38.00	862,151.92
30/04/25	CR250430E	Foxby Hill Allotments	0.00	38.70	862,190.62
30/04/25	CR250430F	Love Lane Allotments	0.00	20.34	862,210.96
30/04/25	CR250430G	Foxby Hill Allotments	0.00	43.76	862,254.72
30/04/25	CR250430H	Foxby Hill Allotments	0.00	69.62	862,324.34
30/04/25	CR250430I	Spital Hill Allotment Holders	0.00	111.02	862,435.36
30/04/25	CR250430J	Spital Hill Allotment Holders	0.00	43.94	862,479.30
30/04/25	CR250430K	Foxby Hill Allotments	0.00	78.34	862,557.64
30/04/25	CR250430L	Love Lane Garage Space Holders	0.00	55.13	862,612.77
30/04/25	CR250430M	Spital Hill Allotment Holders	0.00	56.68	862,669.45
30/04/25	CR250430N	Spital Hill Allotment Holders	0.00	29.16	862,698.61
30/04/25	CR250430O	All Saints' Parish Church	0.00	365.64	863,064.25
30/04/25	CR250430P	Foxby Hill Allotments	0.00	41.33	863,105.58
30/04/25	CR250430Q	Foxby Hill Allotments	0.00	37.42	863,143.00
30/04/25	CR250430R	Foxby Hill Allotments	0.00	39.12	863,182.12
30/04/25	CR250430S	Love Lane Allotments	0.00	34.91	863,217.03

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	92082.85	702258.15

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	790,776.01
Payments Out	790,776.01
Closing Balance	10,000.00

29 March to 28 April 2025

### International Bank Account Number

GB60HBUK40220151418890

### Branch Identifier Code

HBUKGB4131T

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

51418890 915

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Mar 25	<b>BALANCE BROUGHT FORWARD</b>			<b>10,000.00</b>
31 Mar 25	DD ANGLIAN WATER BUSI	136.04		
	CR [REDACTED]			
	SLIMMING WORLD REN		140.08	
	TFR TRANSFER 03662918	4.04		10,000.00
01 Apr 25	CR CHQ IN AT 407080		220.52	
	CR WEST LINDSEY DISTR		691,000.00	
	DD WEST LINDSEY DISTR	405.14		
	DD LEX AUTOLEASE	1,038.04		
	TFR TRANSFER 03662918	689,777.34		10,000.00
02 Apr 25	BP [REDACTED]			
	2025-LLG-252 [REDACTED]		55.13	
	CR [REDACTED]			
	2025FH124 [REDACTED]		3.82	
	BP WEST LINDSEY DC			
	1907025250	520.00		
	BP Gordon Ellis & Co			
	GAINS002	1,510.87		
	CR CCLA Investment Ma		764.36	
	PS1008661-GAINSBOR		1,207.56	10,000.00
	TFR TRANSFER 03662918			
04 Apr 25	DD TOMATO ENERGY	494.29		
	TFR 402201 03662918			
	INTERNET TRANSFER		30,000.00	
	BP Screwfix Direct Lt			
	6331640014561849	370.90		
	BP Ultimate Graphics			
	INV-0193	518.40		
	<b>BALANCE CARRIED FORWARD</b>			<b>38,616.41</b>

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   916

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>38,616.41</b>
BP	Wicksteed Leisure GAIN04	1,596.70		
BP	RIGEL WOLF LTD G0007	372.00		
BP	LALC GAINSBOROUGH	576.00		
BP	RJ Tyres 1366	171.60		
BP	PEACOCK & BINNINGT 6159	330.71		
BP	Restore Datashred 4967633	120.00		
BP	DANIEL SENESCALL GAINS TOWN COUNCIL	900.00		
BP	Mr Kyle A Holliday Gains Town Council	1,125.00		
BP	WEST LINDSEY DC 1907025249	4,000.00		
BP	Foxstone Forestry 0712	16,800.00		
BP	Sarah Marinescu GTC 2025.1	150.00		
BP	Pear Technology Se 11354	228.00		
BP	F5 COMPUTING LTD GAINS TOWN COUNCIL	626.14		
BP	Mediright Limited GAIN TOWN	396.00		
BP	IAN ECCLESHARE GAINS TOWN COUNCIL	250.00		
BP	ICCM 4659/2025/26	105.00		
CR	JH Smithson & Son Charity		300.00	
BP	WATER PLUS 7001587165	28.37		
BP	WATER PLUS 0880007483	10.27		
BP	WATER PLUS 7001679673	7.69		
BP	██████████ SH-037-██████████		5.72	
TFR	TRANSFER 03662918	1,128.65		10,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode Account Number Sheet Number**  
 40-22-01 51418890 917

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,000.00</b>
06 Apr 25	CR [REDACTED]			
	LL-030-[REDACTED]		5.53	
	TFR TRANSFER 03662918	5.53		10,000.00
07 Apr 25	CR [REDACTED]			
	SLIMMING WORLD REN		140.08	
	TFR TRANSFER 03662918	140.08		10,000.00
08 Apr 25	CR [REDACTED]			
	2025-NW032-[REDACTED]		20.32	
	CR [REDACTED]			
	2025-SH023B-[REDACTED]		31.84	
	CR GAINSBOROUGH MENS			
	Mens Shed AGM		31.50	
	CR [REDACTED]			
	Spital Hill 15B		25.12	
	CR [REDACTED]			
	2025-NW031-[REDACTED]		23.81	
	TFR TRANSFER 03662918	132.59		10,000.00
09 Apr 25	CR [REDACTED]			
	2025-LL001-[REDACTED]		35.51	
	CR [REDACTED]			
	SH24A		32.60	
	CR [REDACTED]			
	2025-LLO42-[REDACTED]		32.57	
	CR [REDACTED]			
	2025-LLO46-[REDACTED]		34.89	
	CR [REDACTED]			
	062 allotment fees		25.05	
	BP [REDACTED]			
	034 north warren		21.17	
	CR [REDACTED]			
	Spital hill no 42		42.24	
	CR [REDACTED]			
	2024FH065A-[REDACTED]		36.78	
	CR [REDACTED]			
	LL025a-[REDACTED]		24.81	
	BP THE FRIENDSH			
	FRIENDSHIP F286		47.46	
	CR [REDACTED]			
	2025-FH039-[REDACTED]		35.10	
	CR [REDACTED]			
	2025-FH038-[REDACTED]		42.29	
	CR [REDACTED]			
	LL025a-[REDACTED]		18.10	
	TFR TRANSFER 03662918	428.57		10,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   918

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,000.00</b>
10 Apr 25	CR [REDACTED] F292		39.69	
	CR [REDACTED] PLOT 30A ALLOTMENT		28.51	
	CR [REDACTED] PLOT 21 ALLOTMENT		49.10	
	BP HANDEL LTD Pitch Hire HH F294		114.85	
	CR [REDACTED] 2025-FH002-[REDACTED]		36.53	
	CR [REDACTED] FH-004-[REDACTED]		34.82	
	CR [REDACTED] 2025-SF026-[REDACTED]		16.42	
	CR [REDACTED] 2025-FH010-[REDACTED]		33.52	
	CR [REDACTED] 2025-SH-029A-[REDACTED]		1.74	
	CR [REDACTED] GCS INVOICE F291		52.29	
	TFR TRANSFER 03662918	407.47		10,000.00
11 Apr 25	CR [REDACTED] SF005-[REDACTED]		29.16	
	DD TOMATO ENERGY	626.90		
	CR [REDACTED] LL-031A-[REDACTED]		19.00	
	CR [REDACTED] SF004-[REDACTED]		32.88	
	CR [REDACTED] 2025-LLG-268A1/2-D		27.57	
	CR [REDACTED] 2025-LLG-266-[REDACTED]		55.13	
	CR [REDACTED] 2025-SF032-[REDACTED]		43.44	
	CR [REDACTED] 2025-SF032-[REDACTED]		32.49	
	CR [REDACTED] 2025-SF031-[REDACTED]		34.72	
	CR [REDACTED] 2024-FH-053-[REDACTED]		36.10	
	CR [REDACTED] 2025-FH098-[REDACTED]		36.70	
	CR [REDACTED] 2025-FH097-[REDACTED]		30.16	
	<b>BALANCE CARRIED FORWARD</b>			<b>9,750.45</b>

29 March to 28 April 2025

## Your Statement

Account Name  
 Gainsborough Town Council

Sortcode Account Number Sheet Number  
 40-22-01 51418890 919

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>9,750.45</b>
	CR [REDACTED]			
	2025-FH082 [REDACTED]		38.89	
	CR [REDACTED]			
	2025-FH011 [REDACTED]		37.64	
	CR [REDACTED]			
	2025-FH072 [REDACTED]		34.74	
	CR [REDACTED]			
	2025-FH073-S [REDACTED]		70.60	
	CR [REDACTED]			
	2025-fh024 [REDACTED]		40.74	
	CR [REDACTED]			
	2025-SF035 [REDACTED]		56.03	
	TFR TRANSFER 03662918	29.09		10,000.00
12 Apr 25	CR [REDACTED]			
	51418890		22.05	
	BP [REDACTED]			
	2025-FH017 [REDACTED]		37.86	
	BP [REDACTED]			
	2025-FH018 [REDACTED]		38.87	
	CR [REDACTED]			
	OTTER FC PITCH FEE		189.84	
	CR [REDACTED]			
	024, North Warren		28.97	
	CR [REDACTED]			
	ALLOTMENTS LL032		39.41	
	CR [REDACTED]			
	014 NORTH WARREN		17.01	
	CR [REDACTED]			
	2024-FH016 [REDACTED]		34.55	
	CR [REDACTED]			
	2025-LL061b [REDACTED]		20.41	
	CR [REDACTED]			
	2025-LL007b [REDACTED]		13.71	
	CR [REDACTED]			
	2025-NW037 [REDACTED]		18.87	
	TFR TRANSFER 03662918	461.55		10,000.00
13 Apr 25	CR KIXX WEST LINDSEY			
	Kixx March invoic		57.12	
	CR [REDACTED]			
	2025-LL061A [REDACTED]		18.49	
	CR [REDACTED]			
	[REDACTED]		36.79	
	BP [REDACTED]			
	2025-FH-081 [REDACTED]		30.24	
	<b>BALANCE CARRIED FORWARD</b>			<b>10,142.64</b>

29 March to 28 April 2025

## Your Statement

Account Name  
 Gainsborough Town Council

Sortcode Account Number Sheet Number  
 40-22-01 51418890 920

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,142.64</b>
	BP [REDACTED]			
	2025-FH-080-[REDACTED]		38.05	
	CR [REDACTED]			
	023-NW-[REDACTED]		18.90	
	CR [REDACTED]			
	006-NW-[REDACTED]		24.70	
14 Apr 25	TFR TRANSFER 03662918	224.29		10,000.00
	CR [REDACTED]			
	SLIMMING WORLD REN		147.07	
	CR [REDACTED]			
	2025-FH044-[REDACTED]		29.49	
	CR [REDACTED]			
	2025-FH045-[REDACTED]		25.63	
	CR [REDACTED]			
	2025LL048-[REDACTED]		37.80	
	CR [REDACTED]			
	ALLOTMENTS LL028		34.82	
	CR [REDACTED]			
	2025-SF-015-[REDACTED]		32.44	
	CR [REDACTED]			
	2025-SF021-[REDACTED]		27.87	
	CR [REDACTED]			
	2025-FH026-[REDACTED]		43.75	
	CR [REDACTED]			
	2025-LL-050B-[REDACTED]		13.81	
15 Apr 25	TFR TRANSFER 03662918	392.68		10,000.00
	DD BRITISH GAS	86.78		
	DD BRITISH GAS	38.10		
	DD BRITISH GAS	49.77		
	DD INTEGRATING SOLUTI	55.15		
	DD WEST LINDSEY DC	99.71		
	DD WEST LINDSEY DC	706.00		
	DD WEST LINDSEY DC	931.50		
	DD WEST LINDSEY DC	297.90		
	DD WL ITS FUELGENIE	441.86		
	CR [REDACTED]			
	2025-FH111-[REDACTED]		33.83	
	CR [REDACTED]			
	2025-FH112-[REDACTED]		39.06	
	CR [REDACTED]			
	FH043-[REDACTED]		31.80	
	CR [REDACTED]			
	11b		17.74	
	<b>BALANCE CARRIED FORWARD</b>			<b>7,415.66</b>

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   921

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>7,415.66</b>
	CR [REDACTED]			
	2025-FH084-[REDACTED]		32.66	
	CR [REDACTED]			
	2025-FH085-[REDACTED]		34.54	
	CR [REDACTED]			
	2025-LL031B-[REDACTED]		20.43	
	CR [REDACTED]			
	FH-019-[REDACTED]		75.37	
	CR [REDACTED]			
	2025 074&075-[REDACTED]		67.62	
	CR [REDACTED]			
	2025-LL055-[REDACTED]		34.20	
	CR [REDACTED]			
	2025-LL056-[REDACTED]		42.02	
	CR [REDACTED]			
	2025-FH027-[REDACTED]		39.76	
	CR [REDACTED]			
	2025-FH028-[REDACTED]		35.19	
16 Apr 25	TFR TRANSFER 03662918		2,202.55	10,000.00
	DD EDF ENERGY	662.24		
	CR GAINSBOROUGH MENS			
	INV 2025-FH060		39.45	
	CR GAINSBOROUGH MENS			
	INV 2025-FH061		41.51	
	CR [REDACTED]			
	2025-LL059B-[REDACTED]		13.03	
	CR [REDACTED]			
	002 Nth Warren		22.18	
17 Apr 25	TFR TRANSFER 03662918		546.07	10,000.00
	DD E.ON NEXT LTD	609.05		
	DD EDF ENERGY	41.54		
	DD BRITISH GAS BUSINE	366.74		
	CR [REDACTED]			
	2022-LL023-[REDACTED]		38.50	
	CR [REDACTED]			
	2025-FH-052-[REDACTED]		31.41	
	CR [REDACTED]			
	2025-SH39-[REDACTED]		40.72	
18 Apr 25	TFR TRANSFER 03662918		906.70	10,000.00
	DR TOTAL CHARGES			
	TO 27MAR2025	10.00		
	CR [REDACTED]			
	2025-SH028A-[REDACTED]		28.77	
	TFR TRANSFER 03662918	18.77		10,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

29 March to 28 April 2025

## Your Statement

Account Name  
 Gainsborough Town Council

Sortcode Account Number Sheet Number  
 40-22-01 51418890 922

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
19 Apr 25	CR <b>BALANCE BROUGHT FORWARD</b>			<b>10,000.00</b>
	2025-FH054- [REDACTED]		37.24	
	CR Cliff Bradley & So C103		1,335.92	
20 Apr 25	TFR TRANSFER 03662918	1,373.16		10,000.00
	CR [REDACTED] FH048/49 [REDACTED]		79.87	
	TFR TRANSFER 03662918	79.87		10,000.00
21 Apr 25	CR [REDACTED] 2025-SF-024A [REDACTED]		25.73	
	CR [REDACTED] LLG268B 1/2-TOW		27.57	
	CR [REDACTED] 2025-FH083- [REDACTED]		40.29	
	CR [REDACTED] 24-SHO28B- [REDACTED]		93.80	
	CR [REDACTED] LL058- [REDACTED]		44.98	
	CR [REDACTED] LL012- [REDACTED]		27.92	
	CR [REDACTED] LL059a- [REDACTED]		13.95	
22 Apr 25	TFR TRANSFER 03662918	274.24		10,000.00
	DD EE LIMITED	109.09		
	DD CLEARBUSINESS	197.53		
	CR [REDACTED] SLIMMING WORLD REN		147.07	
	CR [REDACTED] 2025- FH-109- [REDACTED]		39.07	
	CR [REDACTED] 2025-FH034- [REDACTED]		70.22	
	CR [REDACTED] C104		532.00	
	CR CASH IN P.O. APR22 13 MARKET ST@12:57 465941XXXXXX6651		380.88	
	CR [REDACTED] 2025 074&075 [REDACTED]		14.81	
	TFR 402201 03662918 INTERNET TRANSFER		30,000.00	
	BP RIGEL WOLF CLIENT GTC PAYROLL	30,000.00		
	CR [REDACTED] 2025SH018a- [REDACTED]		27.83	
	<b>BALANCE CARRIED FORWARD</b>			<b>10,905.26</b>

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode Account Number Sheet Number**  
 40-22-01 51418890 923

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,905.26</b>
23 Apr 25	TFR TRANSFER 03662918	905.26		10,000.00
	DD BRITISH GAS	209.88		
	DD BT GROUP PLC	371.65		
	TFR 402201 03662918			
	INTERNET TRANSFER		25,000.00	
	BP RIGEL WOLF CLIENT			
	GTC PAYROLL	4,300.63		
	BP Ultimate Graphics			
	INV-1093	50.40		
	BP ASHBY GRASS CARE			
	GTC1	300.00		
	BP Retford Memorials			
	208/24	462.00		
	BP All Saints Parochi			
	170325-1	21.00		
	BP B&B Tree Specialis			
	1117029	2,760.00		
	BP PEACOCK & BINNINGT			
	6159	102.70		
	BP LANDSCAPE SUPPLY C			
	GAI001	415.68		
	BP CHANTRY AGRICULTUR			
	GAINS TOWN COUNCIL	618.33		
	BP Blachere Illuminat			
	CGAINTC	4,048.72		
	BP RUSSELLS LTD			
	13322	2,624.40		
	BP Viking Office UK L			
	1354765	136.17		
	BP 1951 RESIDUAL FUND			
	GAINS TOWN COUNCIL	1,000.00		
	BP Screwfix Direct Lt			
	6331640014561849	101.75		
	BP WEST LINDSEY DC			
	100043	351.68		
	BP Foxstone Forestry			
	0716/7	4,320.00		
	BP A PRICE ELECTRICAL			
	GAINS TOWN COUNCIL	432.00		
	BP IAN ECCLESHARE			
	GAINS TOWN COUNCIL	1,180.00		
	BP WATER PLUS			
	0229006916	19.72		
	<b>BALANCE CARRIED FORWARD</b>			<b>11,173.29</b>

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode Account Number Sheet Number**  
 40-22-01 51418890 924

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>11,173.29</b>
	BP WATER PLUS 7001587165	27.65		
	BP WATER PLUS 0880007483	28.76		
	BP WATER PLUS 7001679673	7.88		
	BP Anglian Water Busi 88888970792	21.72		
	CR [REDACTED] 2025-FH107-[REDACTED]		46.51	
	CR [REDACTED] 25FH035-[REDACTED]		29.40	
	CR [REDACTED] 2025-FH006-[REDACTED]		83.44	
	CR [REDACTED] 2025-FH133-[REDACTED]		46.01	
	CR [REDACTED] 2025-FH134-[REDACTED]		76.09	
	CR [REDACTED] 2025-FH132-[REDACTED]		40.92	
	CR [REDACTED] 2025-LL-026-[REDACTED]		30.68	
24 Apr 25	TFR TRANSFER 03662918	1,440.33		10,000.00
	CR CHQ IN AT 407080		365.72	
	DD STALLARD KANE ASSO	117.82		
25 Apr 25	TFR TRANSFER 03662918	247.90		10,000.00
	CR [REDACTED] SHOWFIELD PLOT 007		29.72	
	CR [REDACTED] 054 LOVE LANE		34.78	
	CR [REDACTED] 053A LOVE LANE		11.34	
	BP [REDACTED] 2025FH031-[REDACTED]		40.75	
	CR [REDACTED] Plot 40		10.00	
	CR [REDACTED] 2025-FH119-[REDACTED]		87.66	
	CR [REDACTED] 2025-NW-022-[REDACTED]		20.11	
	CR [REDACTED] 2025-LL014-[REDACTED]		34.36	
	TFR TRANSFER 03662918	268.72		10,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode Account Number Sheet Number**  
 40-22-01 51418890 925

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,000.00</b>
26 Apr 25	CR [REDACTED]			
	2025LL015 [REDACTED]		31.49	
	CR [REDACTED]			
	2025-SH001 [REDACTED]		42.45	
	CR [REDACTED]			
	2025-SH002 [REDACTED]		61.84	
	CR [REDACTED]			
	2025-LL027 [REDACTED]		35.34	
	TFR TRANSFER 03662918	171.12		10,000.00
27 Apr 25	CR [REDACTED]			
	2025-FH015 [REDACTED]		35.91	
	CR [REDACTED]			
	2025-FH095 [REDACTED]		26.97	
	CR [REDACTED]			
	2025-FH096 [REDACTED]		29.45	
	BP [REDACTED]			
	2025-SH-016- [REDACTED]		44.73	
	BP [REDACTED]			
	2025 FH093		38.29	
	BP [REDACTED]			
	2025 FH094		29.28	
	TFR TRANSFER 03662918	204.63		10,000.00
28 Apr 25	CR [REDACTED]			
	SLIMMING WORLD REN		147.07	
	CR [REDACTED]			
	2025-SF008 [REDACTED]		35.39	
	CR [REDACTED]			
	2025-SF009 [REDACTED]		31.32	
	CR [REDACTED]			
	2025-FH103 [REDACTED]		38.33	
	CR [REDACTED]			
	2025-FH104 [REDACTED]		31.55	
	CR [REDACTED]			
	2025-FH105 [REDACTED]		37.27	
	CR [REDACTED]			
	2025-FH106 [REDACTED]		37.18	
	CR [REDACTED]			
	2025-SF029 [REDACTED]		37.05	
	CR [REDACTED]			
	2025-SF025 [REDACTED]		29.66	
	CR [REDACTED]			
	2025-SF028 [REDACTED]		34.58	
	CR [REDACTED]			
	SF027 [REDACTED]		53.17	
	<b>BALANCE CARRIED FORWARD</b>			<b>10,512.57</b>

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

**29 March to 28 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   51418890   926

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,512.57</b>
	TFR   TRANSFER 03662918	512.57		10,000.00
<b>28 Apr 25</b>	<b>BALANCE CARRIED FORWARD</b>			<b>10,000.00</b>

### Information about the Financial Services Compensation Scheme

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

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

<b>40-22-01 51418890</b> Business c/a Gains tw n cn	<b>GBP 10,044.79</b> GBP 10,044.79 available	▾
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## Account information

Balance details	Recent transactions	Next working day transactions	Statements
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### All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	29 Apr 2025 to 30 Apr 2025
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 Advanced search ▾ Items posted may still be reversed, returned, or recalled.

Last updated 09 May 2025 12:07

Date ▾	Type	Description	Paid out	Paid in	Balance
30 Apr 2025		<b>Balance carried forward</b>			<b>10,000.00</b>
30 Apr 2025	TFR	TRANSFER 03662918	1,167.01		10,000.00
30 Apr 2025	CR	██████████ 2025- LL44-██████████		34.91	11,167.01
30 Apr 2025	CR	██████████ 2025 FH-128-██████████		39.12	11,132.10
30 Apr 2025	CR	██████████ 2025 FH-129-██████████		37.42	11,092.98
30 Apr 2025	CR	██████████ FH- 070-██████████		41.33	11,055.56
30 Apr 2025	CR	ALL SAIN DI C C CIVIC COLLECTION		365.64	11,014.23
30 Apr 2025	CR	██████████ 2025- SH018B-██████████		29.16	10,648.59

Date	Type	Description	Paid out	Paid in	Balance
30 Apr 2025	CR	██████████ 2025- SH032-██████████		56.68	10,619.43
30 Apr 2025	CHQ	103961 CASH 403811	71.33		10,562.75
30 Apr 2025	CR	██████████ ██████████ 025-LLG- 272-██████████		55.13	10,634.08
30 Apr 2025	CR	██████████ 2025 FH 003 ██████████		33.19	10,578.95
30 Apr 2025	BP	██████████ 2025- SF-036-██████████		46.36	10,545.76
30 Apr 2025	CR	CHQ IN AT 407080		443.72	10,499.40
30 Apr 2025	BP	██████████ 037 spital hill w		55.68	10,055.68
29 Apr 2025	TFR	TRANSFER 03662918	246.76		10,000.00
29 Apr 2025	CR	██████████ 2025- SH022-██████████		56.52	10,246.76
29 Apr 2025	CR	██████████ Plot 46/47 Spital		75.97	10,190.24
29 Apr 2025	CR	██████████ 2025- LL043b-██████████		16.32	10,114.27
29 Apr 2025	CR	██████████ 2024-FH016- ██████████		1.58	10,097.95
29 Apr 2025	CR	██████████ 2025- FH046-██████████		32.76	10,096.37
29 Apr 2025	CR	██████████ 2025- FH047-██████████		37.15	10,063.61
29 Apr 2025	CR	██████████ 2025-NW016- ██████████		26.46	10,026.46
<b>29 Apr 2025</b>		<b>Balance brought forward</b>			<b>10,000.00</b>

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## Your Statement

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



### Account Summary

Opening Balance	243,041.73
Payments In	700,038.18
Payments Out	89,862.88
Closing Balance	853,217.03

**Interest Rate - Valid as at end date of the statement period**  
 1.62% AER

### International Bank Account Number

GB04HBUK40220103662918

### Branch Identifier Code

HBUKGB4131T

**1 April to 30 April 2025**

### Account Name

Gainsborough Town Council

### Sortcode

40-22-01

### Account Number Sheet Number

03662918 346

### Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
<b>31 Mar 25</b>	<b>BALANCE BROUGHT FORWARD</b>			<b>243,041.73</b>
01 Apr 25	TFR TRANSFER 51418890		689,777.34	932,819.07
02 Apr 25	TFR TRANSFER 51418890	1,207.56		931,611.51
04 Apr 25	TFR 402201 51418890 INTERNET TRANSFER	30,000.00		
	TFR TRANSFER 51418890		1,128.65	902,740.16
06 Apr 25	TFR TRANSFER 51418890		5.53	902,745.69
07 Apr 25	TFR TRANSFER 51418890		140.08	902,885.77
08 Apr 25	TFR TRANSFER 51418890		132.59	903,018.36
09 Apr 25	TFR TRANSFER 51418890		428.57	903,446.93
10 Apr 25	TFR TRANSFER 51418890		407.47	903,854.40
11 Apr 25	TFR TRANSFER 51418890		29.09	903,883.49
12 Apr 25	TFR TRANSFER 51418890		461.55	904,345.04
13 Apr 25	TFR TRANSFER 51418890		224.29	904,569.33
14 Apr 25	TFR TRANSFER 51418890		392.68	904,962.01
15 Apr 25	TFR TRANSFER 51418890	2,202.55		902,759.46
16 Apr 25	TFR TRANSFER 51418890	546.07		902,213.39
17 Apr 25	TFR TRANSFER 51418890	906.70		901,306.69
18 Apr 25	TFR TRANSFER 51418890		18.77	901,325.46
19 Apr 25	TFR TRANSFER 51418890		1,373.16	902,698.62
20 Apr 25	TFR TRANSFER 51418890		79.87	902,778.49
21 Apr 25	TFR TRANSFER 51418890		274.24	903,052.73
22 Apr 25	TFR 402201 51418890 INTERNET TRANSFER	30,000.00		
	TFR TRANSFER 51418890		905.26	873,957.99
	<b>BALANCE CARRIED FORWARD</b>			<b>873,957.99</b>

**1 April to 30 April 2025**

## Your Statement

**Account Name**  
 Gainsborough Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-22-01   03662918   347

<b>Your Business Money Manager details</b>					
<i>Date</i>	<i>Payment type and details</i>		<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>				<b>873,957.99</b>
23 Apr 25	TFR	402201 51418890			
		INTERNET TRANSFER	25,000.00		
	TFR	TRANSFER 51418890		1,440.33	850,398.32
24 Apr 25	TFR	TRANSFER 51418890		247.90	850,646.22
25 Apr 25	TFR	TRANSFER 51418890		268.72	850,914.94
26 Apr 25	TFR	TRANSFER 51418890		171.12	851,086.06
27 Apr 25	TFR	TRANSFER 51418890		204.63	851,290.69
28 Apr 25	TFR	TRANSFER 51418890		512.57	851,803.26
29 Apr 25	TFR	TRANSFER 51418890		246.76	852,050.02
30 Apr 25	TFR	TRANSFER 51418890		1,167.01	853,217.03
<b>30 Apr 25</b>	<b>BALANCE CARRIED FORWARD</b>				<b>853,217.03</b>

### Information about the Financial Services Compensation Scheme

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# Bank Account Reconciled Statement

**CCLA Investment Management Limi 74455479** **40-05-30**

Statement Number	4	Bank Statement No.	4
Statement Opening Balance	£200,000.00	Opening Date	01/04/25
Statement Closing Balance	£200,000.00	Closing Date	30/04/25
True/ Cashbook Closing Balance	£200,000.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	200,000.00

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Rachel Allbones

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

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

# Statement of Account

GAINSBOROUGH TOWN COUNCIL  
Richmond House  
Richmond Park, Morton Terrace  
Gainsborough  
Lincolnshire  
DN21 2RJ

5 May 2025

Account name: **GAINSBOROUGH TOWN COUNCIL**  
Account number: **PS1008661-001**  
Statement period: **31/03/2025 to 30/04/2025**

## Account summary

Total valuation as at 30 April 2025 **£200,000.00**  
Total valuation as at last statement at 31 March 2025 **£200,000.00**

## Holdings as at 30 April 2025

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	200,000.0000	£1.00	£200,000.00
			<b>Total value</b>
			<b>£200,000.00</b>

The average Fund yield for this period was 4.46% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Apr 2025	02/05/2025	Paid to Nominated Bank Details	£733.53	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)    Freephone 0800 022 3505    [www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

# PAPER F

**Fixed Asset List**

13/05/2025

	New FAN	New Ref	Old Fixed Asset Number	Description	Location	Purchase date	Cost	Replacement Cost	Replacement Cost Date	Comment	
<b>Benches</b>	1		1	Bench Seat	Middlefield Lane	01/02/2003	£360.17	£365.00	04/02/2020	Estimate based on recent installation	
	2		2	Bench Seat	Foxby Hill / Middlefield Lane	01/02/2003	£360.17	£365.00	04/02/2020	Estimate based on recent installation	
	3		3	Bench Seat	Belt Road	01/02/2003	£360.17	£365.00	04/02/2020	Estimate based on recent installation	
	4		4	Bench Seat	Church Street (outside Parish Church)	01/02/2003	£360.17	£365.00	04/02/2020	Estimate based on recent installation	
	5		5	Bench Seat	Greystones Road	01/02/2003	£360.17	£365.00	04/02/2020	Estimate based on recent installation	
	6		6	Bench Seat	The Avenue	01/03/2003	£360.17	£365.00	04/02/2020	Estimate based on recent installation	
	7		7	Bench Seat	Foxby Hill	07/07/2006	£360.00	£360.00	04/02/2020	Estimate based on recent installation	
	8		8	Bench for Foxby Hill	Foxby Hill	12/03/2019	£280.00	£365.00	04/02/2020	Estimate based on recent installation	
						<b>£2,801.02</b>	<b>£2,915.00</b>				
<b>Bus Shelters</b>	9		2	Bus Shelter	Ropery Road	03/08/1998	£2,363.00	£3,600.00	03/02/2020	Estimate based on research	
	10		3	Bus Shelter	Middlefield Lane	03/08/1998	£3,724.00	£3,600.00	03/02/2020	Estimate based on research	
	11		4	Bus Shelter	Lea Road (Drovers Nursing Home)	06/10/2000	£2,250.00	£3,600.00	03/02/2020	Estimate based on research	
	12		5	Bus Shelter	Park Springs Road	01/08/2003	£2,950.00	£3,600.00	03/02/2020	Estimate based on research	
	13		6	Bus Shelter	Middlefield Lane	01/08/2003	£2,950.00	£3,600.00	03/02/2020	Estimate based on research	
	14		9	Bus Shelter	Lindsey Close	01/08/2003	£2,950.00	£3,600.00	03/02/2020	Estimate based on research	
	15		10	Bus Shelter	Ropery Road (opp hospital)	02/10/2014	£3,510.00	£3,600.00	03/02/2020	Estimate based on research	
	16		11	Bus Shelter	Phoenix Court	11/08/2014	£3,510.00	£3,600.00	03/02/2020	Estimate based on research	
	17		12	Bus Shelter	Glenthams Road	03/06/2014	£3,215.00	£3,600.00	03/02/2020	Estimate based on research	
	18		13	Bus Shelter	Riseholme Road	14/03/2014	£3,510.00	£3,600.00	03/02/2020	Estimate based on research	
	19		14	Bus Shelter	Church Street	13/10/2021	£7,391.00	£7,391.00	15/10/2021	Cost price	
	20		15	Bus Shelter	Beaumont Street	13/10/2021	£6,533.00	£6,533.00	15/10/2021	Cost price	
	21		16	Bus Shelter	Shakespeare Street	13/10/2021	£5,423.00	£5,423.00	15/10/2021	Cost price	
	22		17	Bus Shelter	Gordon Street	13/10/2021	£6,270.00	£6,270.00	15/10/2021	Cost price	
	23		18	Bus Shelter	Lea Road (opposite train station)	30/03/2022	£7,131.00	£7,131.00	30/03/2022	Cost price	
	24		19	Bus Shelter	Lea Road (outside train station)	31/03/2022	£6,146.00	£6,146.00	31/03/2022	Cost price	
	25		20	Bus Shelter	Baines Road	14/06/2022	£1.00	£5,000.00	31/03/2023	Estimate based on research	
	26			Bus Shelter	Morton Terrace	2004	£2,950.00	£3,600.00	12/03/2025	Estimate based on research	
							<b>£72,777.00</b>	<b>£83,494.00</b>			
	<b>War Memorials</b>	27		1	Memorial Stone and Plaque (Cromwell)	Foxby Hill	28/07/1995	£1.00	£1,650.00	04/02/2020	Replacement value from Retford Memorials
		28		2	War Memorial	Parnell Street	16/12/1999	£33,834.00	£35,000.00	03/02/2020	Replacement value from Retford Memorials
		29		3	War Memorial Railings	Parnell Street	16/12/1999	As above	£4,500.00	03/02/2020	Estimate based on research
		30		4	x2 union jack flags and poles	Richmond House	?	£300.00	£300.00	?	Estimate based on research
		31		5	x2 6ft Tommy & x10 silhouette for chairs	Richmond House	13/06/2018	£1,675.55	£1,700.00	13/06/2018	Cost price
							<b>£35,810.55</b>	<b>£43,150.00</b>			
	<b>Millennium Clock</b>	32		1	Pillard Town Clock & Coat of Arms	Heaton Street	26/10/1999	£15,486.50	£17,000.00	04/02/2020	Estimate given by Smith of Derbv
						<b>£15,486.50</b>	<b>£17,000.00</b>				
<b>Signage / Noticeboards / Sculpture</b>	33		4	Aegir-Signage	Riverside-Walk	24/06/2003	£1,200.00	£1,200.00	04/02/2020	Estimate based on research	
	34		2	X3 Notice Boards	Various	18/03/2016	£2,056.00	£2,060.00	18/03/2016	Cost price	

**Fixed Asset List**

13/05/2025

	35	3	Notice Board	Affordable Food Shop, Queensway	03/05/2018	£435.00	£435.00	03/05/2018	Cost price
	36	4	X2 Notice Boards	Roses & Marshalls	28/07/2016	£388.00	£390.00	28/07/2016	Cost price
	37	5	Sculpture	Silver Street	nstalled September 2011	£1.00	£19,500.00	09/03/2020	Insurance Value
	38	6	x22 passive 30mph signs	Foxby Lane	02/12/2020	£220.00	£220.00	02/12/2020	Cost price
	540	814	Boat		10/01/2025	£100.00	£100.00	10/01/2025	Cost price
						<b>£4,400.00</b>	<b>£23,905.00</b>		
<b>Christmas Lights</b>	40	1	Christmas illuminations	Richmond Park	17/10/2012	£20,000.00	£20,000.00	17/10/2012	Cost price
	41	3	Christmas Lights	Richmond Park	15/09/2015	£23,388.00	£23,390.00	15/09/2015	Cost price
	42	6	Market Place Christmas Tree Curtain Lights	Richmond Park	19/10/2018	£658.00	£660.00	19/10/2018	Cost price
	43	7	10no. Street lamp post decorations	Richmond Park	02/10/2017	£3,830.00	£3,830.00	02/10/2017	Cost price
	44	8	Market Place Christmas Tree Curtain Lights	Richmond Park	13/09/2019	£704.93	£705.00	13/09/2019	Cost price
	45	9	Silver Street - Ceiling of Light X9 - LED Luminous Ceilings Warm White 24V, Silver Cable (L:2m H:30m)		01/12/2021	£2,570.40	£2,575.00	01/12/2021	Cost price
	46	10	Market Street - Zig Zag Icicles (90m) X20 = LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)		01/12/2021	£1,156.00	£1,160.00	01/12/2021	Cost price
						<b>£52,307.33</b>	<b>£52,320.00</b>		
<b>Play Area &amp; Skate Park Equipment</b>	47	1	Play Equipment	Aisby Walk	01/04/2003	£15,000.00	£15,000.00	01/04/2003	Cost price
	48	A001	A01 - Overhead - Bars	Aisby Walk					
	49	A002	A02 - Rodeo Board	Aisby Walk					
	50	A003	A03 - Rigid - Overhead	Aisby Walk					
	51	A004	A04 - Rigid - Skate	Aisby Walk					
	52	A005	A05 - Lean-Ons x 2	Aisby Walk					
	53	A006	A06 - Log Retainers	Aisby Walk					
	54	A007	A07 - Boulders - 3 sets	Aisby Walk					
	55	A008	A08 - Carousel	Aisby Walk					
	56	A010	A10 - Slide	Aisby Walk					
	57	A011	A11 - Junior - 1 Bay 2 Seat	Aisby Walk					
	58	A019.2	A19.2 - Signage	Aisby Walk	07/03/2025	£72.00	£75.00	07/03/2025	Cost price
	59	A020	Rota Web	Aisby Walk					
	60	A022	A22 - Toddler - 1 Bay 2 Seat Turtle Rotator - Pole	Aisby Walk Aisby Walk Aisby Walk					
	61	A019	A19 - Signage - Info	Aisby Walk					
	543		x2 Litter Bins	Aisby Walk	19/08/2024	£812.00	£815.00	19/08/2024	Cost price
	62	4	Outdoor Gym Equipment	Aisby Walk	09/09/2016	£27,148.00	£27,150.00	09/09/2016	Cost price
	63	A012	A12 - Chest Press & Seater Row	Aisby Walk					
	64	A013	A13 - Cross Trainer - Large	Aisby Walk					
	65	A014	A14 - Cross Trainer - Small	Aisby Walk					
	66	A015	A15 - Hand Bike	Aisby Walk					
	67	A016	A16 - Treadmill & Twister	Aisby Walk					
	68	A017	A17 - Leg Press	Aisby Walk					
	69	A018	A18 - Cycle	Aisby Walk					
	70	A019.1	A19.1 - Signage	Aisby Walk					
	71	2	Skate Park	Aisby Walk	15/11/2007	£100,000.00	£100,000.00	15/11/2007	Cost price
	72	A023	A23 - Driveway - Hump	Aisby Walk					
	73	A024	A24 - Grind Box - Stepped	Aisby Walk					
	74	A025	A25 - Half Pipe - With Quarter Pipe & RollHalf Pipe	Aisby Walk					

**Fixed Asset List**

75	A026		A26 - Quarter Pipe - Hip x 4	Aisby Walk						
76	A027		A27 - Spine Ramp - with Driveway	Aisby Walk						
77	A028		A28 - Grind Rail - Inclined (End)	Aisby Walk						
78	A029		A29 - Grind Rail - Sloped (Middle)	Aisby Walk						
79	A030		A30 - Grind Box	Aisby Walk						
80	A031		A31 - Grind Rail	Aisby Walk						
81	A033		A33 - Seating x 4	Aisby Walk						
82		3	Aeroskate Play Area	Aisby Walk	22/05/2009	£39,127.00	£39,130.00	22/05/2009		Cost price
						<b>£182,159.00</b>	<b>£182,170.00</b>			
83		11	Play Equipment	Danes Road	01/04/2003	£10,000.00	£10,000.00	01/04/2003		Cost price
84	D001		D01 - Ball Shoot - Funball Game	Danes Road						
85	D002		D02 - Whirl - Mini	Danes Road						
86	D003	12	Multi play unit	Danes Road	09/09/2016	£17,002.00	£17,005.00	09/09/2016		Cost price
87	D004		D04 - Platform	Danes Road						
88	D005		D05 - Slide	Danes Road						
89	D006		D06 - Mix-1 Bay 1 Junior 1 Toddler1 Bay 1 Junior 1 Toddler	Danes Road						
90	D007		D07 - Junior - 1 Bay 2 Seat	Danes Road						
91	D015		D15 - Signage - Info	Danes Road	07/03/2025	£72.00	£75.00	07/03/2025		Cost price
92	D015.1		D15.1 - Signage	Danes Road						
93	D016		D16 - Gates - Maintenance	Danes Road						
94	D017	15	D17 - Fencing	Danes Road	09/06/2016	£5,056.00	£5,060.00	09/06/2016		Cost price
95	D018		D18 - Entrances - Chicane	Danes Road						
96	D021	16	D21 - Litter Bin	Danes Road	04/07/2019	£319.49	£320.00	04/07/2019		Cost price
97	D022	14	D22 - Seating x4 Eco park benches	Danes Road	19/08/2016	£599.97	£600.00	19/08/2016		Cost price
98		13	Outdoor Gym Equipment	Danes Road	09/09/2016	£22,253.00	£22,255.00	09/09/2016		Cost price
99	D008		D08 - Cross Trainer - Large	Danes Road						
100	D009		D09 - Cross Trainer - Small	Danes Road						
101	D010		D10 - Hand Bike	Danes Road						
102	D011		D11 - Leg Press	Danes Road						
103	D012		D12 - Treadmill & Twister	Danes Road						
104	D013		D13 - Chest Press & Seated Row	Danes Road						
105	D014		D14 - Cycle - Large	Danes Road						
						<b>£55,302.46</b>	<b>£55,315.00</b>			
106		21	Under 8's Play Area	Levellings	10/08/2024	£72,000.00	£72,000.00	10/08/2024		Cost price
107	L001		L01 - Rocker - Tortoise	Love Lane						
108	L002		L02 - Swing - Hammock	Love Lane						
109	L003		L03 - Carousel - Flush	Love Lane						
110	L004		L04 - Multiplay - Slide Climber	Love Lane						
111	L005		L05 - Multiplay - Junior	Love Lane						
112	L006		L06 - Rocker - Seesaw	Love Lane						
113	L007		L07 - Swing - Toddler - 1 Bay 2 Seat	Love Lane						
114	L008		L08 - Swing - Junior - 1 Bay 2 Seat	Love Lane						
115	L010		L10 - Junior Litter Bin	Toddler/Junior play area						
116	L011		L11 - Fencing	Love Lane, Gainsborough						
117	L012		L12 - Gates x 2	Love Lane, Gainsborough						
118	L013		L13 - Dog Grid	Love Lane, Gainsborough						

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119	L014	23	L14 - Cycle Rack	Love Lane	21/01/2001	£300.00	£300.00	21/01/2001	Cost price
546			Signage	Levellings	07/03/2025	£72.00	£75.00	07/03/2025	Cost price
120	L037		L37 - Toddler Benches x 4	Love Lane, Gainsborough					
121	L026	22	L26 - Youth Shelter	Love Lane, Gainsborough	04/01/2001	£5,784.00	£5,785.00	04/01/2001	Cost price
122	L015	24	L15 - Trim Trail - 7 Element	Love Lane	05/05/2009	£4,999.00	£5,000.00	05/05/2009	Cost price
123		25	Teenage Play Area	Levellings	10/08/2024	£50,000.00	£50,000.00	10/08/2024	Cost price
124	L009		L09 - Seating	Love Lane					
125	L010.1		L10.1 - Teen Litter Bin	Love Lane					
126	L016		L16 - Rocker / Rotator - Rodeo Rider	Love Lane					
127	L017		L17 - Multiplay - Climber	Love Lane					
128	L018		L18 - Runway - Rigid - Skate	Love Lane					
129	L019		L19 - Rocker - Sweeping Seesaw - Gyro Spiral	Love Lane					
130	L020		L20 - Swing - Rope - Horizontal	Love Lane					
131	L021		L21 - Rocker - Seesaw - Multipondo	Love Lane					
132	L022		L22 - Fencing	Love Lane, Gainsborough					
133	L023		L23 - Gates x2	Love Lane					
546			Signage x2	Levellings	07/03/2025	£72.00	£75.00	07/03/2025	Cost price
134	L027		L27 - Combination Goal - Arena	Love Lane, Gainsborough					
135		792	Outdoor Gym Equipment	Levellings	10/08/2024	£11,956.64	£11,960.00	10/08/2024	Cost price
136	L028		L28 - Adult Fitness - Arm Wheel	Love Lane					
137	L029		L29 - Adult Fitness - Hydraulic Squat	Love Lane					
138	L030		L30 - Adult Fitness - Skier & Twister	Love Lane					
139	L031		L31 - Adult Fitness - Chest Press	Love Lane					
140	L033		L33 - Adult Fitness - Cross Trainer	Love Lane					
						<b>£145,183.64</b>	<b>£145,195.00</b>		
141		31	Play Equipment	Mayflower Close	01/04/2003	£10,000.00	£10,000.00	01/04/2003	Cost price
142	M001		M01 - Rota Web	Mayflower Close					
143	M002		M02 - Seesaw	Mayflower Close					
144	M003		M03 - Toddler - 1 Bay 2 Seat	Mayflower Close					
145	M008		M08 - Signage	Mayflower Close					
146	M009		M09 - Signage - Info	Mayflower Close	07/03/2025	£72.00	£75.00	07/03/2025	Cost price
147	M010		M10 - Fencing	Mayflower Close					
148	M013		M13 - Litter Bin	Mayflower Close					
149	M014		M14 - Picnic Table & Bench	Mayflower Close					
150	M014	33	x2 Eco Park Bench	Mayflower Close	19/08/2016	£299.99	£300.00	19/08/2016	Cost price
151			Entrance	Mayflower Close					
152		32	Outdoor gym equipment	Mayflower Close	16/09/2016	£17,187.00	£17,190.00	16/09/2016	Cost price
153	M004		M04 - Cross Trainer - Large	Mayflower Close					
154	M005		M05 - Chest Press & Seated Row	Mayflower Close					
155	M006		M06 - Cross Trainer - Small	Mayflower Close					
156	M007		M07 - Treadmill & Twister	Mayflower Close					
						<b>£27,558.99</b>	<b>£27,565.00</b>		
157		41	Play Equipment	Richmond Park	01/04/2009	£30,000.00	£30,000.00	01/04/2009	Cost price
158	R008		R08 - Overhead	Morton Terrace, Gainsborough					
159	R009		R09 - Rota Rider	Morton Terrace, Gainsborough					
160	R010		R10 - DNA	Morton Terrace, Gainsborough					

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161	R011	R11 - Lay Back	Morton Terrace, Gainsborough						
162	R012	R12 - Slide	Morton Terrace, Gainsborough						
163	R013	R13 - Surfer - Stand On	Morton Terrace, Gainsborough						
164	R014	R14 - Group	Morton Terrace, Gainsborough						
165	R015	R15 - Junior - Timber	Morton Terrace, Gainsborough						
166	R016	R16 - Spinner	Morton Terrace, Gainsborough						
167	R017	R17 - Rope - Horizontal	Morton Terrace, Gainsborough						
168	R018	R18 - Junior - 2 Bay 4 Seat	Morton Terrace, Gainsborough						
169	R019	43 R19 - Wooden Pirate Ship	Richmond Park	05/12/2014	£2,143.00	£2,145.00	05/12/2014	Cost price	
170	R020	R20 - Ball Shoot - Funball Game	Morton Terrace, Gainsborough						
171	R021	R21 - Multiplay - Toddler	Morton Terrace, Gainsborough						
172	R022	R22 - Seesaw	Morton Terrace, Gainsborough						
173	R023	R23 - Fuel Station	Morton Terrace, Gainsborough						
174	R024	R24 - Bike	Morton Terrace, Gainsborough						
175	R025	R25 - Car	Morton Terrace, Gainsborough						
176	R026	R26 - Platform	Morton Terrace, Gainsborough						
177	R027	R27 - Basket - Junior	Morton Terrace, Gainsborough						
178	R028	R28 - Multiplay - Junior	Morton Terrace, Gainsborough						
179	R029	R29 - Seat	Morton Terrace, Gainsborough						
180		R29 - Play Seat - Mushroom	Morton Terrace, Gainsborough						
181	R030	R30 -1 Bay 1 Accessible 11 Bay 1 Accessible 1 Toddler Seat	Morton Terrace, Gainsborough						
182	R031	R31 - Toddler - 1 Bay 2 Seat	Morton Terrace, Gainsborough						
183	R032	R32 - MUGA	Morton Terrace, Gainsborough						
184	R033	R33 - Shelter	Morton Terrace, Gainsborough						
185	R034	R34 - Signage	Morton Terrace, Gainsborough						
186	R035	R35 - Chest Press & Lateral Pull Down	Morton Terrace, Gainsborough						
187	R036	R36 - Sit-Up Bench	Morton Terrace						
188	R037	R37 - Arm Wheels	Morton Terrace, Gainsborough						
189	R038	R38 - Cross Trainer	Morton Terrace						
190	R039	R39 - Walker	Morton Terrace, Gainsborough						
191	R040	R40 - Skier	Morton Terrace						
192	R041	R41 - Rower	Morton Terrace						
193	R043	R43 - Litter Bins	Morton Terrace, Gainsborough						
194	R044	R44 - Signage	Morton Terrace, Gainsborough	19/02/2025	£72.00	£75.00	19/02/2025	Cost price	
195	R045	R45 - Picnic Tables & Benches	Morton Terrace, Gainsborough						
196		42 Wooden Play Equipment	Richmond Park	21/06/2010	£4,626.00	£4,630.00	21/06/2010	Cost price	
197	R001	R01 - Balance Beam - Inclined - with Stepping Logs	Morton Terrace, Gainsborough						
198	R002	R02 - Roller Balance Beam	Morton Terrace, Gainsborough						
199	R003	R03 - Balance Beams - With Stepping Log	Morton Terrace, Gainsborough						
200	R004	R04 - Stepping Link	Morton Terrace, Gainsborough						
201	R005	R05 - Log Walk	Morton Terrace, Gainsborough						
202	R006	R06 - Rope Bridge	Morton Terrace, Gainsborough						
203	R007	R07 - Wobble Board - With Stepping Logs	Morton Terrace, Gainsborough						
204		44 HAGS Play & exercise Equipment & Grass Matting	Richmond Park	05/08/2016	£99,231.70	£99,235.00	05/08/2016	Cost price	
					<b>£136,072.70</b>	<b>£136,085.00</b>			
205		61 Play Equipment & Bench	St Georges	01/04/2003	£17,831.00	£17,835.00	01/04/2003	Cost price	
206	G001	G01 - Rota Web	Off Lindsey Close, Gainsborough, DN21 1YN						

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	207	G002	G02 - Multiplay	Off Lindsey Close, Gainsborough, DN21 1YN					
	208	G003	G03 - Seesaw	Off Lindsey Close, Gainsborough, DN21 1YN					
	209	G004	G04 - 2 Bay 2 Junior 2 Toddler Seat	Off Lindsey Close, Gainsborough, DN21 1YN					
	210	G012	G12 - Seating	Off Lindsey Close, Gainsborough, DN21 1YN					
		754	Dark grey 40ltr Circular Steel Open Top Litter Bin	St Georges	10/08/2022	£267.00	£270.00	10/08/2022	Cost price
	211	G013	G13 - X2 Litter bins	St Georges	19/08/2024	£531.90	£535.00	19/08/2024	Cost price
	212	G014	G14 - Signage	Off Lindsey Close, Gainsborough, DN21 1YN					
	213	G015	G15 - Signage - Info	Off Lindsey Close, Gainsboroug	07/03/2025	£72.00	£75.00	07/03/2025	Cost price
	214	G016	G16 - Fencing - Bow-Top	Off Lindsey Close, Gainsborough, DN21 1YN					
	215		Open Access	Off Lindsey Close, Gainsborough, DN21 1YN					
	216	62	Outdoor Gym Equipment	St Georges	09/09/2016	£21,672.00	£21,675.00	09/09/2016	Cost price
	217	G005	G05 - Leg Press	Off Lindsey Close, Gainsborough, DN21 1YN					
	218	G006	G06 - Cycle	Off Lindsey Close, Gainsborough, DN21 1YN					
	219	G007	G07 - Chest Press & Seated Row	Off Lindsey Close, Gainsborough, DN21 1YN					
	220	G008	G08 - Cross Trainer - Large	Off Lindsey Close, Gainsborough, DN21 1YN					
	221	G009	G09 - Cross Trainer - Small	Off Lindsey Close, Gainsborough, DN21 1YN					
	222	G010	G10 - Treadmill & Twister	Off Lindsey Close, Gainsborough, DN21 1YN					
	223	G011	G11 - Hand Bike	Off Lindsey Close, Gainsborough, DN21 1YN					
						<b>£40,373.90</b>	<b>£40,390.00</b>		
<b>General Cemetery Infrastructure</b>	224	4	Furniture and Appliances	Cemetery Office	with transfer	£1,600.00	£1,600.00	09/03/2020	Estimate
	225	2	Benches	General Cemetery	with transfer	£8,000.00	£8,000.00	10/03/2020	Estimate
	226	3	Tap stands	General Cemetery	01/01/2009	£800.00	£800.00	09.03.2020	Estimate
	227	4	Litter Bin	Cemetery Entrance	28/05/2015	£354.10	£355.00	28/05/2015	Cost price
	228	5	Palisade Fencing	General Cemetery	14/07/2016	£2,850.00	£2,850.00	14/07/2016	Cost price
	229	6	Railings	General Cemetery	with transfer	£10,000.00	£10,000.00	09/03/2020	Estimate
	230	7	Septic Tank	General Cemetery	13/06/2019	£3,260.00	£3,260.00	13/06/2019	Cost price
	231	8	X2 Grit bins	General Cemetery	18/02/2021	£106.78	£110.00	18/02/2021	Cost price
	232	9	X4 Dispena grit spreaders	General Cemetery	18/02/2024	£30.27	£36.00	18/02/2024	Cost price
	233	789	X50 220Ltr Black drums	General Cemetery	16/01/2024	£1,374.00	£1,375.00	16/01/2024	Cost price
	234	790	x10 Broxaps Derby Double E Recycling 120ltr Bin	General Cemetery	12/01/2024	£5,239.74	£5,240.00	12/01/2024	Cost price
	235		Handrails	General Cemetery	29/07/2024	£900.00	£900.00	29/07/2024	Cost price
						<b>£34,514.89</b>	<b>£34,525.00</b>		
<b>North Warren Cemetery Infrastructure</b>	236	1	Railings	North Warren Cemetery	with transfer	£1.00	£11,500.00	09/03/2020	Insurance value
						<b>£1.00</b>	<b>£11,500.00</b>		
<b>Allotment Infrastructure</b>	39	778	X7 Allotment signs	Allotment Sites	12/02/2024	£261.60	£265.00	12/02/2024	Cost price
	237	812	1800mm high galv and ppc coated palisade	Love Lane Allotments	09/10/2024	£5,664.02	£5,665.00	09/10/2024	Cost price
	238	813	1800mm high galv palisade fencing 135m	North Warren Allotments	09/10/2024	£10,633.95	£10,635.00	09/10/2024	Cost price
						<b>£16,559.57</b>	<b>£16,565.00</b>		
<b>Marshalls Infrastructure</b>	239	1	x49 Red Chairs	Marshalls Pavilion	with lease 01/04/2010	£2,000.00	£2,000.00	09/03/2020	Estimate
	240	2	x20 Tables with x2 trolleys & x80 41 chairs and x1 trolley	Marshalls Pavilion	01/05/2012	£1,636.00	£2,585.00	05/02/2020	From strictly tables & chairs
	241	3	Football Goals, Nets & Corner Flags	Marshalls	?	£3,300.00	£3,300.00	09/03/2020	Estimate
	242	4	Slaz Spring Cricket Stump	Marshalls	03/05/2011	£41.65	£45.00	03/05/2011	Cost price
	243	5	Goal sockets	Marshalls Sports Ground	01/09/2016	£126.10	£130.00	01/09/2016	Cost price

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	244	6	Hoover	Marshalls	06/02/2015	£69.99	£70.00	06/02/2015	Estimate
	245	7	Boot scraper	Marshalls	08/04/2015	£275.00	£275.00	08/04/2015	Cost price
	246	8	Numatic Vacuum Cleaner	Marshalls	16/07/2019	£150.54	£155.00	16/07/2019	Cost price
	247	9	Installation of irrigation equipment	Marshalls	25/10/2019	£3,690.00	£3,690.00	25/10/2019	Cost price
	248		x15 Red Chairs	Marshalls	14/03/2025	£400.00	£400.00	14/03/2025	Cost price
						<b>£11,689.28</b>	<b>£12,650.00</b>		
<b>Roses Infrastructure</b>	249	1	All Weather Pitch	Roses AWP	with lease				
	250	2	AWP Floodlights	Roses AWP	with lease				
	251	3	AWP Fencing	Roses AWP	with lease				
	252	4	AWP Goals & Curtains	Roses AWP	with lease				
	253	5	Rugby & football goals & nets	Roses AWP					
	254	8	x2 changing room benches with hooks	Roses Pavilion	16/11/2017	£116.67	£120.00	16/11/2017	Cost price
	255	14	Boot scraper	Roses	08/04/2015	£275.00	£275.00	08/04/2015	Cost price
	256	16	Rugby Post sockets	Roses	17/10/2019	£178.00	£180.00	17/10/2019	Cost price
	257	17	3G AGP	Roses	01/04/2020		£500,000.00	03/03/2020	Cost price
						<b>£569.67</b>	<b>£500,575.00</b>		
<b>Levellings Infrastructure</b>	258	4	Football Goals and nets	Levellings	29/07/2014	£936.00	£940.00	29/07/2014	Cost price
	259	2	x6 polite notice dogs signs	Levellings	07/01/2020	£150.00	£150.00	07/01/2020	Cost price
	260	3	Bowtop Railings	Levellings					
	261		Extra Heavy Duty Football Goal Package 24ft x 8ft	Levellings	12/08/2024	£993.60	£995.00	12/08/2024	Cost price
	262		X2 Litter bins	Levellings	19/08/2024	£531.90	£535.00	19/08/2024	Cost price
						<b>£2,611.50</b>	<b>£2,620.00</b>		
<b>Richmond Park Infrastructure</b>	263	1	Fountain	Richmond Park	?	£5,000.00	£5,000.00	04/02/2020	Estimate
	264	2	Firesec Cabinet (safe)	Richmond House	20/10/2010	£634.00	£635.00	04/02/2020	Estimate
	265	3	Pesticide & Agrochemical Storage Cabinet	Richmond Park	25/04/2013	£272.48	£275.00	04/02/2020	Estimate
	266	4	External Convex Mirror	Richmond Park	02/06/2013	£39.97	£40.00	04/02/2020	Estimate
	267	5	Disabled Parking sign	Richmond Park	22/08/2013	£30.50	£35.00	04/02/2020	Estimate
	268	6	5mph sign	Richmond Park	22/08/2013	£37.50	£40.00	04/02/2020	Estimate
	269	7	X3 Benches	Richmond Park	04/06/2015	£1,140.00	£1,140.00	04/02/2020	Estimate
	270	9	x10 benches	Richmond Park	10/12/2015	£3,714.54	£3,715.00	04/02/2020	Estimate
	271	12	Flag Pole and Flags	Richmond Park	21/12/2009	£865.95	£870.00	04/02/2020	Estimate
	272	14	x2 mole post	Richmond Park	10/10/2017	£142.48	£145.00	04/02/2020	Estimate
	273	15	Equipment storage racking	Richmond Park	01/08/2016	£62.49	£65.00	04/02/2020	Estimate
	274	16	Rounders equipment	Richmond Park	03/12/2016	£350.58	£355.00	04/02/2020	Estimate
	275	17	Toilet Roll & Soap Dispensers	Richmond Park & House	23/08/2016	£290.05	£295.00	04/02/2020	Estimate
						<b>£12,580.54</b>	<b>£12,610.00</b>		
<b>Richmond House Office Equipment &amp; Furniture</b>	276	1	Display cases	Richmond House	within lease	£1.00	£11,500.00	within lease	Estimate
	277	2	x24 Black leather and wooden chairs	Richmond House	within lease	£1.00	£3,600.00	within lease	Estimate
	278	3	Wooden round table	Richmond House	within lease	£1.00	£500.00	within lease	Estimate
	279	4	Office Furniture	Richmond House	?	£5,000.00	£5,000.00	?	What is this?
	280	6	Paper Shredder	Richmond House	21/05/1999	£30.00	£30.00	21/05/1999	Estimate
	281	7	Crest Scroll	Richmond House	01/05/1992	£250.00	£250.00	01/05/1992	Estimate
	282	9	Pedestal Fan	Richmond House	13/07/2005	£10.00	£10.00	13/07/2005	Estimate
	283	10	Precision Trimmer	Richmond House	27/04/2006	£40.00	£40.00	27/04/2006	Estimate

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284	11	Town Council Banner	Richmond Park	12/06/2006	£40.00	£40.00	12/06/2006	Estimate
285	12	Speaker System	Richmond House	21/12/2006	£75.00	£75.00	21/12/2006	Estimate
286	20	SVGA Projector	Richmond House	24/09/2009	£391.99	£395.00	24/09/2009	Estimate
287	22	10 Radios	Richmond House	15/04/2011	£1,074.50	£1,075.00	15/04/2011	Estimate
288	26	Health & Safety for Local Councils Book	Richmond House	06/05/2012	£95.00	£95.00	06/05/2012	Estimate
289	38	Staff & Councillor ID Badges	Individuals	28/01/2016	£240.00	£240.00	28/01/2016	Estimate
290	40	Office Clock	Richmond House Office	27/02/2017	£26.99	£30.00	27/02/2017	Estimate
291	41	x4 Green office chairs	Richmond House Offices	22/06/2016	£199.96	£200.00	22/06/2016	Estimate
292	42	Fridge	Richmond House	26/05/2016	£108.33	£110.00	26/05/2016	Estimate
293	44	Cork board	Richmond House Office	01/02/2017	£27.20	£30.00	01/02/2017	Estimate
329	46	x4 Gainsborough War Story Books 1-4	Richmond House	09/01/2018	£50.00	£50.00	09/01/2018	Cost price
294	47	Laminator	Richmond House	02/06/2017	£84.99	£85.00	02/06/2017	Cost price
295	48	11th Edition of Arnold Baker Local Council Administration	Richmond House	05/02/2019	£110.99	£115.00	05/02/2019	Cost price
296	49	Numatic Vacuum Cleaner	Richmond House	22/02/2019	£142.80	£145.00	22/02/2019	Cost price
297	50	Surface pro (5th Gen) + platinum Signature Type Cover Bundle	Richmond House	19/12/2018	£499.17	£500.00	19/12/2018	Cost price
298	51	x6 6ft x 2ft 6 rectangle tables	Richmond House	27/08/2019	£230.47	£235.00	27/08/2019	Cost price
299	52	Address stamp	Richmond House	05/12/2019	£20.22	£25.00	05/12/2019	Cost price
300	53	x12 Burgundy conference chairs (meeting room)	Richmond House	16/12/2019	£267.00	£270.00	16/12/2019	Cost price
301	54	x2 HP ProBook 450 G6 - plus 3 years warranty	Richmond House	03/02/2020	£1,170.00	£1,170.00	03/02/2020	Cost price
302	55	x4 HP Pro 290 - plus 3 years warranty	Richmond House	03/02/2020	£1,600.00	£1,600.00	03/02/2020	Cost price
303	56	x6 Dell 24" Professional Monitor (Height and Tilt Adjustable)	Richmond House	03/02/2020	£870.00	£870.00	03/02/2020	Cost price
304	57	x4 Microsoft Wireless Keyboard and Mouse Set	Richmond House	03/02/2020	£100.00	£100.00	03/02/2020	Cost price
305	58	ESET AntiVirus - 7 Machines - 3 Years (50% Off due to Government)	Richmond House	03/02/2020	£145.00	£145.00	03/02/2020	Cost price
306	59	WatchGuard T15 Hardware Firewall (3 Years Total Security)	Richmond House	03/02/2020	£1,100.00	£1,100.00	03/02/2020	Cost price
307	60	Dell T140 Tower Server - Intel Core i3, 16GB RAM, 2 x 2TB HDD	Richmond House	03/02/2020	£1,370.00	£1,370.00	03/02/2020	Cost price
308	61	APC Smart-UPS 750VA	Richmond House	03/02/2020	£250.00	£250.00	03/02/2020	Cost price
309	62	x2 4TB Backup Drives	Richmond House	03/02/2020	£170.00	£170.00	03/02/2020	Cost price
310	63	TP-Link 16 port gigabit switch	Richmond House	03/02/2020	£55.00	£55.00	03/02/2020	Cost price
311	64	Network cables	Richmond House	03/02/2020	£30.00	£30.00	03/02/2020	Cost price
312	65	UniFi NanoHD Wirelesds point	Richmond House	03/02/2020	£140.00	£140.00	03/02/2020	Cost price
313	66	Windows 10Pro OEM (for surface pro)	Richmond House	03/02/2020	£120.00	£120.00	03/02/2020	Cost price
314	67	x2 laptop sleeve cases	Richmond House / Officers	29/01/2020	£25.97	£30.00	29/01/2020	Cost price
315	68	x2 5m 6 gang extension cables	Richmond House	29/01/2020	£19.14	£20.00	29/01/2020	Cost price
316	69	Emboser Pocket Seal	Richmond House	10/03/2020	£47.40	£50.00	10/03/2020	Cost price
317	70	Vertical Blind	Richmond House	11/02/2020	£73.37	£75.00	11/02/2020	Cost price
318	71	Headset x2	Town Clerk & Admin support	17/02/2021	£51.46	£55.00	17/02/2021	Cost price
319	72	Emboser	Richmond House	01/04/2020	£47.40	£50.00	01/04/2020	Cost price
320	73	hp Probook 450 G6 Laptop	Richmond House - Admin support	26/06/2020	£650.00	£650.00	26/06/2020	Cost price
321	74	X4 BT Polycom WX250	Richmond House	09/03/2021	£441.00	£445.00	09/03/2021	Cost price
322	75	Laptop sleeve cases	Richmond House	21/10/2021	£14.99	£15.00	21/10/2021	Cost price
323	76	Magnetic white board	Richmond House	12/11/2022	£34.49	£35.00	12/11/2021	Cost price
324	77	2 draw filing cabinet	Richmond House	12/11/2022	£36.99	£40.00	12/11/2021	Cost price
325	78	Double Sided magnetic rotating whiteboard	Richmond House	10/02/2022	£157.95	£160.00	10/02/2022	Cost price
326	751	Dell P2422H 24" Monitor	Richmond House	30/11/2022	£179.50	£180.00	30/11/2022	Cost price
327	752	hp Probook 450 G9 - Interl Core i5, 8GB, 256GD SSD W10P	Richmond House	28/02/2023	£678.50	£680.00	28/02/2023	Cost price
328	753	Chair and foot stool	Richmond House	07/03/2023	£152.49	£155.00	07/03/2023	Cost price
330	772	InspectEDGE Tablet; Samsung Galaxy Tab A 8" tablet, 32Gb wit	Richmond House	22/01/2024	£257.00	£260.00	22/01/2024	Cost price
331	785	Table top fridge	Richmond House	18/05/2023	£112.50	£115.00	18/05/2023	Cost price

**Fixed Asset List**

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	332	797	hp Probook 450 G9 - Intel Core i5, 16GB, 256GB SSD, Windows	Mayor	31/07/2024	£753.20	£755.00	31/07/2024	Cost price
	333	798	Projector & presentation clicker	Richmnd House	09/08/2024	£48.27	£50.00	09/08/2024	Cost price
	334	805	Extension reel	Richmond House	27/02/2025	£20.82	£25.00	27/02/2025	Cost price
						<b>£19,940.05</b>	<b>£35,610.00</b>		
<b>Grounds Equipment</b>	335	8	Trolley Jack 3 tonne	Richmond Park	?	£65.00	£65.00	03/02/2020	Cost price
	336	44	8.6m Aluminium Ladder	Richmond Park	?	£140.00	£140.00	03/02/2020	Cost price
	337	12	Water Pump and Hose	Richmond Park	11/06/2008	£285.99	£290.00	11/06/2008	Cost price
	338	13	Topple Tester	Office	11/09/2008	£840.00	£840.00	11/09/2008	Cost price
	339	14	Stephill Generator	Richmond Park	04/02/2010	£381.88	£385.00	04/02/2010	Cost price
	340	16	20" Chainsaw	Richmond Park	30/11/2010	£725.00	£725.00	30/11/2010	Cost price
	341	17	Bosch Demolition Hammer	Richmond Park	22/02/2011	£348.00	£350.00	22/02/2011	Cost price
	342	18	Bosch SDS Max Wide Chisel	Richmond Park	22/02/2011	£21.83	£25.00	22/02/2011	Cost price
	343	19	Stihl Cut Quick Saw	Richmond Park	08/02/2011	£450.00	£450.00	08/02/2011	Cost price
	344	21	Marking Kit	Richmond Park	28/03/2011	£272.56	£275.00	28/03/2011	Cost price
	345	23	Lazy Tong Riveter	Richmond Park	13/06/2011	£49.00	£60.00	13/06/2011	Cost price
	346	26	x10 Speed Brace	Cemetery Store	08/08/2011	£490.00	£490.00	08/08/2011	Cost price
	347	27	Bosch Jigsaw	Richmond Park	26/07/2011	£115.00	£115.00	26/07/2011	Cost price
	348	30	Sentribox	Richmond Park	?	£100.00	£100.00	03/02/2020	Cost price
	349	31	Scaffolding + trapdoor platform & x2 guard rails	Richmond Park	?	£609.99	£610.00	03/02/2020	Cost price
	350	32	Flail Mower	Richmond Park	19/09/2006	£1,000.00	£1,000.00	19/09/2006	Cost price
	351	40	Felling bar & filing vice	Richmond Park	28/02/2013	£59.17	£60.00	28/02/2013	Cost price
	352	42	Mower	Showfield Allotments	02/05/2014	£225.00	£225.00	02/05/2014	Cost price
	353	46	Spiker	Roses & Marshalls	09/07/2014	£1,400.00	£1,400.00	09/07/2014	Cost price
	354	47	Hydraulic c/balance + universal lever	Roses Sports Ground	01/12/2014	£1,780.16	£1,785.00	01/12/2014	Cost price
	355	50	Leaf Blower	Richmond Park	31/05/2015	£258.32	£260.00	31/05/2015	Cost price
	356	51	Pedestrian roller	Marshalls Sports Ground	24/02/2016	£720.00	£720.00	24/02/2016	Cost price
	357	53	Cooper Pegler Back Pack and Filler Cap	Richmond Park	24/04/2015	£149.46	£150.00	24/04/2015	Cost price
	358	54	Alko 460BA Bio lawnmower	Spital Hill Allotments	28/04/2015	£276.00	£280.00	28/04/2015	Cost price
	359	56	Steam Cleaner	Roses	17/06/2015	£799.99	£800.00	17/06/2015	Cost price
	360	57	Ramps to fit back of pick up	Richmond Park	15/05/2015	£875.00	£875.00	15/05/2015	Cost price
	361	61	Jet Washer	Richmond Park	13/11/2015	£229.99	£230.00	13/11/2015	Cost price
	362	63	Wheelbarrow & Edging Shears	Cemetery	05/06/2015	£93.31	£95.00	05/06/2015	Cost price
	363	65	Stihl Combi	Richmond Park	17/12/2015	£462.00	£465.00	17/12/2015	Cost price
	364	67	Greens & Soil Box	Cemetery	03/11/2015	£523.80	£525.00	03/11/2015	Cost price
	365	68	A boards & Signs	Cemetery	24/02/2016	£100.80	£105.00	24/02/2016	Cost price
	366	70	Walk boards & soil box	General Cemetery	01/04/2017	£1,950.00	£1,950.00	01/04/2017	Cost price
	367	74	Crease marking frames	Roses / Marshalls	12/05/2016	£190.00	£190.00	12/05/2016	Cost price
	368	76	Pole Saw	Richmond Park	28/02/2017	£159.72	£160.00	28/02/2017	Cost price
	369	78	Compressor	Richmond Park	16/03/2017	£160.00	£160.00	16/03/2017	Cost price
	370	81	Napsack sprayer	Richmond Park	20/07/2016	£161.99	£165.00	20/07/2016	Cost price
	371	84	Random Orbit Sander	Richmond Park	27/02/2017	£62.43	£65.00	27/02/2017	Cost price
	372	85	Gripole Torq Tensioning Tool	Richmond Park	11/07/2016	£54.99	£55.00	11/07/2016	Cost price
	373	87	FS56CE Strimmer	Richmond House	28/02/2017	£250.00	£250.00	28/02/2017	Cost price
	374	89	BC86 C-E Blower	Richmond Park	28/02/2017	£195.00	£195.00	28/02/2017	Cost price
	375	90	x2 Line Winder	Richmond Park	30/03/2017	£129.16	£130.00	30/03/2017	Cost price
	376	96	Scaffold Tower	Richmond House	16/02/2018	£1,499.94	£1,500.00	16/02/2018	Cost price
	377	97	Telescopic dew switch	Roses	25/03/2018	£59.84	£60.00	25/03/2018	Cost price

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378	98	x2 LED Lighting kit	Richmond Park	29/03/2018	£80.00	£80.00	29/03/2018	Cost price
379	100	<del>Chainsaw &amp; accessories</del> & Stihl combi hedgecutter attachment	Richmond Park	13/12/2017	£618.62	£620.00	13/12/2017	Cost price
380	101	x2 Tripod Impulse Sprinklers	Roses Sports Ground	28/06/2017	£83.30	£85.00	28/06/2017	Cost price
381	102	Generator	Richmond House	26/05/2017	£864.00	£865.00	26/05/2017	Cost price
382	104	Dennis FT610 Power Unit	Roses / Marshalls	11/07/2017	£3,680.00	£3,680.00	11/07/2017	Cost price
383	106	Traffic Cones	Richmond Park	10/10/2017	£41.58	£45.00	10/10/2017	Cost price
384	107	25M Extension cable	Richmond Park	03/04/2018	£35.99	£40.00	03/04/2018	Cost price
385	108	Stihl Blower	Richmond Park	06/02/2019	£255.60	£260.00	06/02/2019	Cost price
386	112	X3 FS410C Strimmers	Richmond Park	10/05/2019	£1,654.99	£1,655.00	10/05/2019	Cost price
387	443	<del>X5 jerry cans</del>	<del>Richmond Park</del>	<del>31/05/2019</del>	<del>£64.35</del>	<del>£65.00</del>	<del>31/05/2019</del>	<del>Cost price</del>
388	114	x5 20ltr steel Jerry cans	Richmond Park	15/07/2019	£99.75	£100.00	15/07/2019	Estimate
389	115	x10 Heavy duty round top metal fence panels & x10 fence couplers	Richmond Park	18/07/2019	£265.83	£270.00	18/07/2019	Cost price
390	117	<del>Torque wrench</del> , sledgehammer & socket set	Richmond Park	06/08/2019	£37.07	£40.00	06/08/2019	Cost price
391	118	Cosco 3 in 1 Handtruck	Richmond Park	06/09/2019	£87.50	£90.00	06/09/2019	Cost price
392	119	2 x polypropylene grave covers (pin down) 8 x 12" steel pins, 1 x full size put log set (5ft), 1 x child size put log set (3ft), 4 x <del>polypropylene soil-seattering-box</del>	General Cemetery	22/08/2019	£905.00	£905.00	22/08/2019	Cost price
393	120	Vernier calipers	Richmond Park	23/09/2019	£20.00	£20.00	23/09/2019	Cost price
394	424	<del>x4 rakes</del>	<del>Richmond Park</del>	<del>17/09/2019</del>	<del>£87.80</del>	<del>£90.00</del>	<del>17/09/2019</del>	<del>Estimate</del>
395	123	Sharpening kit, combie can	Richmond Park	11/11/2019	£37.71	£40.00	11/11/2019	Cost price
396	125	Spanner set	Richmond Park	25/11/2019	£33.33	£35.00	25/11/2019	Cost price
397	426	<del>Holesaw &amp; drill bit</del>	<del>Richmond Park</del>	<del>04/02/2020</del>	<del>£24.45</del>	<del>£25.00</del>	<del>04/02/2020</del>	<del>Cost price</del>
398	428	<del>Breaker bar</del>	<del>Richmond Park</del>	<del>07/01/2020</del>	<del>£36.00</del>	<del>£40.00</del>	<del>07/01/2020</del>	<del>Cost price</del>
399	129	FS410 Strimmer	Richmond Park	18/03/2020	£525.00	£525.00	18/03/2020	Cost price
400	430	<del>100M Tape measure</del>	<del>Richmond Park</del>	<del>05/08/2020</del>	<del>£64.16</del>	<del>£65.00</del>	<del>05/08/2020</del>	<del>Cost price</del>
401	431	<del>Hedge Trimmer</del>	<del>Richmond Park</del>	<del>24/11/2020</del>	<del>£999.00</del>	<del>£400.00</del>	<del>24/11/2020</del>	<del>Cost price</del>
402	132	Honda 21" Mulch vs mower	Richmond Park	30/09/2020	£599.25	£600.00	30/09/2020	Cost price
403	133	HS87R 30" Hedge Cutter	Richmond Park	30/09/2020	£429.16	£430.00	30/09/2020	Cost price
404	134	FS410 Strimmer	Richmond Park	01/04/2020	£525.00	£525.00	01/04/2020	Cost price
405	135	Cobra Mower	Love Lane Allotments	21/08/2020	£249.99	£250.00	21/08/2020	Cost price
406	136	Sprayer	Richmond Park	01/07/2020	£126.20	£130.00	01/07/2020	Cost price
407	438	<del>BG86C—Blower</del>	<del>Richmond Park</del>	<del>01/12/2020</del>	<del>£199.00</del>	<del>£200.00</del>	<del>01/12/2020</del>	<del>Cost price</del>
408	139	x4 litter pickers	Richmond Park	04/08/2021	£87.40	£90.00	04/08/2021	Cost price
409	140	Line Marker	Richmond Park	13/08/2021	£550.00	£550.00	13/08/2021	Cost price
410	141	Bosch Measuring Wheel	Richmond Park	07/09/2021	£64.99	£65.00	07/09/2021	Cost price
411	142	Work platform	Marshalls Sports Ground	15/10/2021	£29.16	£30.00	15/10/2021	Cost price
412	143	Sprayer	Richmond Park	22/12/2021	£9.16	£10.00	22/12/2021	Cost price
413	144	Allen keys	Richmond Park	14/01/2022	£12.49	£15.00	14/01/2022	Cost price
414	145	x2 Stihl FS461C Brushcutters	Richmond Park	10/06/2022	£1,320.00	£1,320.00	10/06/2022	Cost price
415	146	Bosch 18v Impact wrench	Richmond Park	23/05/2022	£149.99	£150.00	23/05/2022	Cost price
416	745	<del>Breaker bar</del>	<del>Richmond Park</del>	<del>08/07/2022</del>	<del>£33.33</del>	<del>£35.00</del>	<del>08/07/2022</del>	<del>Cost price</del>
417	718	Stihl HLA86 Hedge cutter	Richmond Park	29/09/2022	£357.29	£360.00	29/09/2022	Cost price
418	719	Stihl AL300 230v Battery charger	Richmond Park	04/10/2022	£51.04	£55.00	04/10/2022	Cost price
419	720	Stihl HT135 Pole pruner	Richmond Park	04/10/2022	£728.00	£730.00	04/10/2022	Cost price
420	721	Stihl AP300 Battery	Richmond Park	04/10/2022	£153.13	£155.00	04/10/2022	Cost price
421	722	StadiumMax Steel drag mat	Marshalls Sports Ground	03/11/2022	£236.41	£240.00	03/11/2022	Cost price
422	723	<del>Bosch 18v Combi Drill</del>	<del>Richmond Park</del>	<del>04/10/2022</del>	<del>£408.33</del>	<del>£410.00</del>	<del>04/10/2022</del>	<del>Cost price</del>
423	724	65ltr Drip tray	Richmond Park	04/10/2022	£54.16	£55.00	04/10/2022	Cost price
424	725	x2 long reach litter pickers	Richmond Park	21/09/2022	£23.18	£25.00	21/09/2022	Cost price

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425	726	x2 spades	Richmond Park	24/11/2022	£44.98	£45.00	24/11/2023	Cost price
426	727	Gorilla Gazebo 3mx3m popup with sides	Richmond Park	14/12/2022	£159.14	£160.00	14/12/2022	Cost price
427	728	Hilka Mechanicas Tool Kit 270pcs	Richmond Park	01/12/2022	£358.33	£360.00	01/12/2022	Cost price
428	729	<del>Tape measure 50m x 13mm</del>	<del>Richmond Park</del>	<del>04/12/2022</del>	<del>£14.99</del>	<del>£15.00</del>	<del>04/12/2022</del>	<del>Cost price</del>
429	730	Wood chisel set 7pcs	Richmond Park	01/12/2022	£24.99	£25.00	01/12/2022	Cost price
430	734	<del>Rough-neck bar-set 5pe</del>	<del>Richmond Park</del>	<del>04/12/2022</del>	<del>£33.33</del>	<del>£35.00</del>	<del>04/12/2022</del>	<del>Cost price</del>
431	732	Tap & Die set 20pcs	Richmond Park	01/12/2022	£15.83	£20.00	01/12/2022	Cost price
432	733	Manual Grease gun 500cc	Richmond Park	01/12/2022	£18.33	£20.00	01/12/2022	Cost price
433	734	24ltr Compressor 220-240v	Richmond Park	01/12/2022	£83.33	£85.00	01/12/2022	Cost price
434	735	Fatmax Groove joint pliers	Richmond Park	01/12/2022	£28.32	£30.00	01/12/2022	Cost price
435	736	File & Rasp set 8" 9pcs	Richmond Park	01/12/2022	£20.83	£25.00	01/12/2022	Cost price
436	737	Teng tools deep impact sockets 10pcs	Richmond Park	01/12/2022	£59.99	£60.00	01/12/2022	Cost price
437	738	Magnusson Ratchet spanners 7pcs	Richmond Park	01/12/2022	£30.83	£35.00	01/12/2022	Cost price
438	739	Sure drive socket set 22pcs	Richmond Park	01/12/2022	£129.99	£130.00	01/12/2022	Cost price
439	740	Bosch 165mm 18v Circ Saw	Richmond Park	09/01/2023	£116.66	£120.00	09/01/2023	Cost price
440	741	5lb Mattock & pick twin pack 36"	Richmond Park	29/03/2023	£41.66	£45.00	29/03/2023	Cost price
441	742	Sledge and sprinkler head	Marshalls Sports Ground	23/06/2022	£119.70	£120.00	23/06/2022	Cost price
442	743	X2 Flamable cabinets	Richmond Park	28/10/2022	£970.00	£970.00	28/10/2022	Cost price
443	744	Dennis fine turf cylinder cassette	Richmond Park		£1,500.00	£1,500.00	31/03/2023	Estimate
444	745	Dennis amenity cylinder cassette	Richmond Park		£1,500.00	£1,500.00	31/03/2023	Estimate
445	746	Dennis verti cutter cassette	Richmond Park		£1,400.00	£1,400.00	31/03/2023	Estimate
446	747	Dennis spiker cassette	Richmond Park		£1,200.00	£1,200.00	31/03/2023	Estimate
447	748	Dennis slitter cassette	Richmond Park		£1,200.00	£1,200.00	31/03/2023	Estimate
448	749	Sealey Booster pack	Richmond Park		£140.00	£140.00	31/03/2023	Estimate
449	755	Black funeral cones x6	General Cemetery	04/07/2023	£79.98	£80.00	04/07/2023	Cost price
450	756	Spear & Jackson Post Rammer 165mm 15.52kg	Richmond Park	17/07/2023	£60.49	£65.00	17/07/2023	Cost price
451	757	Hozelock hose wheeled cart starter set and repair connector	Richmond Park	20/07/2023	£83.00	£85.00	20/07/2023	Cost price
452	758	X3 sartra-bypass-lopper	Richmond Park	24/07/2023	£100.08	£105.00	24/07/2023	Cost price
453	759	x2 Sartra Bypass Secateur	Richmond House	24/07/2023	£28.75	£30.00	24/07/2023	Cost price
454	760	<del>x2 Sartra Razorsaw –Folding</del>	<del>Richmond Park</del>	<del>24/07/2023</del>	<del>£42.07</del>	<del>£45.00</del>	<del>24/07/2023</del>	<del>Cost price</del>
455	764	<del>Steel Handle Tarmas Punner</del>	<del>Richmond Park</del>	<del>24/07/2023</del>	<del>£46.15</del>	<del>£50.00</del>	<del>24/07/2023</del>	<del>Cost price</del>
456	762	Sthil FSA57 Compact Cordless Grass Trimmer plus AK10 Battery	Richmond Park	04/08/2023	£306.34	£310.00	04/08/2023	Cost price
457	763	BOSCH GSB 18 V-55 18V 2 X 2.0AH LI-ION Coolpack Brushless Co	Richmond Park	25/09/2023	£141.87	£145.00	25/09/2023	Cost price
458	766	BG86 Blower	Richmond Park	30/09/2023	£385.00	£385.00	30/09/2023	Cost price
459	767	Rootsayer Venteo Trench spade	Richmond Park	04/10/2023	£56.76	£60.00	04/10/2023	Cost price
460	768	m12gg-0 m12 Cordless Grease Gun & x2 2.0AH Redl Lithium Batt	Richmond Park	07/11/2023	£161.82	£165.00	07/11/2023	Cost price
461	769	Wheelbarrow H/EMMERLIN® Green Barrow with Pneumatic Tyre 3ft	Richmond House	18/12/2023	£123.48	£125.00	18/12/2023	Cost price
462	770	BG86 Blower	Richmond Park	20/12/2023	£267.00	£270.00	20/12/2023	Cost price
463	774	<del>x4 stanley knives, x2 measuring tapes</del>	<del>Richmond Park</del>	<del>19/01/2024</del>	<del>£41.91</del>	<del>£45.00</del>	<del>19/01/2024</del>	<del>Cost price</del>
464	773	Sartra PowerRake Wide 28"	Richmond Park	23/01/2024	£25.69	£30.00	23/01/2024	Cost price
465	774	x2 Sartra Spring Rake	Richmond Park	23/01/2024	£35.94	£40.00	23/01/2024	Cost price
466	775	<del>x2 Non-Spill Fuel Spout</del>	<del>Richmond Park</del>	<del>23/01/2024</del>	<del>£28.90</del>	<del>£30.00</del>	<del>23/01/2024</del>	<del>Cost price</del>
467	776	500ML, 1000ML & 5Ltr measuring jugs	Richmond Park	23/01/2024	£17.51	£20.00	23/01/2024	Cost price
468	777	x2 Plastic Fuel Can, Clear 5Ltr	Richmond Park	23/01/2024	£16.08	£20.00	23/01/2024	Cost price
469	779	1 x Wago 221 Series Lever Connector Set 85 Pieces	Richmond Park	21/02/2024	£29.99	£30.00	21/02/2024	Cost price
470	780	Walk boards, Artificial grass grave set, Pair of softwood putlogs	General Cemetery	11/03/2024	£1,180.00	£1,180.00	11/03/2024	Cost price
471	781	X6 Handy bin bag holder	Richmond Park	04/10/2023	£33.24	£35.00	04/10/2023	Cost price
472	782	2 x chainsaw helmets and a strimmer harness	Richmond Park	22/01/2024	£243.24	£245.00	22/01/2024	Cost price

**Fixed Asset List**

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473	783	200ltr Towable salt, seed & fertiliser spreader	Richmond Park	12/09/2023	£1,007.00	£1,010.00	12/09/2023	Cost price
474	784	x3 9yard rolls of 3" webbing	General Cemetery	21/02/2024	£68.73	£70.00	21/02/2024	Cost price
475	786	Spaceliner double lid & frnt set street barrow	Richmond Park	29/08/2023	£1,346.09	£1,350.00	29/08/2023	Cost price
476	787	S1-AP300S-N-Batter	Richmond Park	07/03/2024	£232.70	£235.00	07/03/2024	Cost price
477	788	Radius Garden 22511 Root slayer XL	Richmond Park	04/10/2023	£52.98	£55.00	04/10/2023	Cost price
478	791	X6 The Helping Hand Company Litter picker Pro 37"	Richmond Park	10/03/2024	£98.52	£100.00	10/03/2024	Cost price
479	793	Mobile phone & case	Richmond Park	15/04/2024	£54.48	£55.00	15/04/2024	Cost price
480	794	Mobile phone & case	Richmond Park	15/04/2024	£54.48	£55.00	15/04/2024	Cost price
481	795	x4 Sthil FS240CE, x2 Sthil BG86	Richmond Park	02/04/2024	£3,433.98	£3,435.00	02/04/2024	Cost price
482		Mobile phone & case	Richmond Park	26/04/2024	£54.48	£55.00	15/04/2024	Cost price
483	824	Bosch 18v 4.0Ah Li-ion Battery	Richmond Park	04/05/2024	£43.99	£45.00	04/05/2024	Cost price
484		Mobile phone & case	Richmond Park	07/06/2024	£54.48	£55.00	15/04/2024	Cost price
485	821	Four speed braces 27" - 39"	General Cemetery	24/04/2024	£252.00	£255.00	24/04/2024	Cost price
486	819	1 x 32mm Medium duty yellow layflat hose @ 100 metres & 8 of GKH20 (32 Marshalls		26/04/2024	£346.37	£350.00	26/04/2024	Cost price
487	796	Erbauer 150mm Ro Sander 220-240v & plastering trowel	Richmond Park	22/05/2024	£58.32	£60.00	22/05/2024	Cost price
488	817	X2 Toolkits for vans	Vans	10/01/2025	£169.98	£170.00	10/01/2025	Cost price
489	801	Werner Fibreglass 1.7m 6 Step Swingback A Frame Step Ladder	Richmond Park	28/01/2025	£77.49	£80.00	28/01/2025	Cost price
490	802	X2 Spear & Jackson Litterpickers 42"	Richmond Park	28/01/2025	£22.70	£25.00	28/01/2025	Cost price
491	803	x3 Drain rod set 9.14m	Richmond Park	18/02/2025	£82.47	£85.00	18/02/2025	Cost price
492	804	x2 Oregon 16ltr sprayers	Richmond Park	24/02/2025	£86.68	£90.00	24/02/2025	Cost price
493	815	Propeller mixing paddle 85x400mm SDS plus mixer	Richmond Park	20/09/2024	£11.66	£15.00	20/09/2024	Cost price
494	822	Bore-Hole Key Set	Richmond Park	20/09/2024	£24.99	£25.00	20/09/2024	Cost price
495	820	x4 Intermediate Bulk Containers (IBC's)	Richmond Park	24/02/2025	£120.00	£120.00	24/02/2025	Cost price
541	806	Bosch professional 8x SDS plus-3 Drill bit set	Richmond Park	10/09/2024	£17.50	£20.00	10/09/2024	Cost price
542	806	Bosch 16x150x215mm SDS plus-5 Drill bits	Richmond Park	15/09/2024	£9.08	£10.00	15/09/2024	Cost price
544	811	WCP100 PTO Wood Chipper	Richmond Park	17/12/2024	£1,255.00	£1,255.00	17/12/2024	Cost price
545	808	JML Rayzer Shovel Spade	Richmond Park	07/01/2025	£41.66	£45.00	07/01/2025	Cost price
					<b>£56,639.34</b>	<b>£56,895.00</b>		

**Vehicles / Ride-On Mowers**

496	3	Ransomes Parkway 2250	Richmond Park	14/04/2010	£10,500.00	£11,000.00	04/02/2020	Cost price
497	5	lfor Williams Trailer	Richmond Park	30/03/2011	£2,445.00	£2,500.00	04/02/2020	Estimate
498	7	Trailer Lock	Richmond Park	13/06/2018	£70.00	£70.00	13/06/2018	Cost price
499	8	MT4112S T4 Ride On	Richmond Park	28/02/2017	£1,950.00	£2,000.00	04/02/2020	Estimate
500	9	New Toro LT-F3000 Triple Flail Mower	Richmond Park	09/11/2018	£44,994.00	£45,000.00	09/11/2018	Cost price
501	10	Kubota G26 Collector Mower	Richmond Park	05/08/2019	£12,500.00	£12,500.00	05/08/2019	Cost price
502	12	Kubota RTV X1110 Orange	Richmond Park	30/07/2021	£15,500.00	£15,500.00	30/07/2021	Cost price
503	764	Ferris Wright SRS36 Stand on zero turn	Richmond Park	12/10/2023	£9,290.00	£9,290.00	12/10/2023	Cost price
504	765	Ferris Wright SRS48 Stand on zero turn	Richmond Park	12/10/2023	£9,695.00	£9,695.00	12/10/2023	Cost price
505		Masey Ferguson 1740 MHC Tractor, MX Front loader, Front buck	Richmond Park	22/11/2024	£46,295.00	£46,295.00	22/11/2024	Cost price
					<b>£153,239.00</b>	<b>£153,850.00</b>		

**Civic Regalia inc Town Criers outfit**

506	1	Hallmarked Silver Gilt & Enamelled Mayor Jewel of Office	Richmond House	09/03/1993	£370.42	£375.00	09/03/1993	Cost/Need to get a valuation
507	2	Silver Gilt Medallion	Richmond House	09/03/1993	£200.00	£200.00	09/03/1993	Cost/Need to get a valuation
508	3	Silver Gilt Ceremonial Chain	Richmond House	03/12/1996	£447.20	£450.00	03/12/1996	Cost/Need to get a valuation
509	4	Silver Gilt Ceremonial Chain	Richmond Park	03/12/1996	£449.60	£450.00	03/12/1996	Cost/Need to get a valuation
510	5	Town Crier Outfit and Hat	Town Crier's Residence	01/11/2006	£350.00	£350.00	04/02/2020	Estimate based on research
511	6	Chain of Office, Ribbon and Case	Mayors Residence	27/03/2009	£2,635.58	£2,640.00	27/03/2009	Cost/Need to get a valuation
512	7	Mayors cadet brassard	Mayors Cadet	01/11/2018	£30.00	£30.00	01/11/2018	Cost price

**Fixed Asset List**

13/05/2025

	513	8	Velvet Collar for Mayors Chain (Vaughtons)	Mayors Residence	04/09/2019	£200.00	£200.00	04/09/2019	Cost price
	514	9	Black arm bands	Richmond House	07/11/2019	£11.38	£15.00	07/11/2019	Cost price
						<b>£4,694.18</b>	<b>£4,710.00</b>		
<b>Events</b>	515	5	Pop up gazebo	Richmond Park	28/06/2019	£48.00	£50.00	28/06/2019	Cost price
	516	6	x2 feather flags - armed forces day	Richmond House	03/06/2019	£183.88	£185.00	03/06/2019	Cost price
	517	7	x5 Charity money collection buckets	Richmond House	21/06/2019	£25.80	£30.00	21/06/2019	Cost price
	518	8	4 Digit tally counter	Richmond House	01/07/2019	£8.99	£10.00	01/07/2019	Cost price
						<b>£266.67</b>	<b>£275.00</b>		
<b>Land &amp; Buildings</b>	519	3	Listed Chapel	General Cemetery	15/11/2007	£1.00	£800,000.00	22/06/2022	Drewery & Wheeldon valuation
	520	4	Cemetery Grounds	General Cemetery	01/04/2009	£1.00	£1.00	01/04/2009	Cost
	521	5	Cemetery Grounds	North Warren Cemetery	01/04/2007	£1.00	£1.00	01/04/2007	Cost
	522	12	Aisby Walk Field	off Middlefield Lane	20/08/2010	£1.00	£1.00	Cost	Cost
	523	13	War Memorial	Parnell Street	23/03/2017	£1.00	£1.00	23/03/2017	Cost
	524	14	Danes Road play area	Danes Road	31/01/2018	£1.00	£1.00	31/01/2018	Cost
	525	15	St Georges Play area	off Lindsey Close	31/01/2018	£1.00	£1.00	31/01/2018	Cost
	526	16	Mayflower Close play area	Mayflower Close	16/04/2018	£1.00	£1.00	16/04/2018	Cost
	527	17	North Warren Allotments	North Warren Road	01/02/2003	£1.00	£90,000.00	01/02/2003	Valuation
						<b>£9.00</b>	<b>£890,007.00</b>		
<b>Leased Land &amp; Buildings</b>	528	1	Changing Rooms	Levellings	01/09/2002	£1.00	£150,000.00	03/01/1900	Drewery & Wheeldon valuation
	529	2	Playing Field and Dog Walk	Levellings	01/04/1997	£1.00	£27,000.00	?	Valuation?
	530	6	Richmond House, outbuildings & Shelter	Richmond Park	01/04/2009	£1.00	£1,700,000.00	22/06/2022	Drewery & Wheeldon valuation
	531	7	Richmond Park Grounds	Morton Terrace	01/04/2009	£1.00	£1.00	01/04/2009	Cost
	532	8	Roses Sports Pavilion	Roses Sports Ground	01/04/2010	£1.00	£1,290,000.00	22/06/2022	Drewery & Wheeldon valuation
	533	9	Sports Field	Roses Sports Ground	01/04/2010	£1.00	£1.00	01/04/2010	Cost
	534	10	Marshalls Sports Pavilion	Marshalls Sports Ground	14/01/2011	£1.00	£2,000,000.00	22/06/2022	Drewery & Wheeldon valuation
	535	11	Sports Field	Marshalls Sports Ground	14/01/2011	£1.00	£1.00	14/01/2011	Cost
	536		Allotment Grounds	Foxby Hill		£1.00	£1.00		Cost
	537		Allotment Grounds	Love Lane		£1.00	£1.00		Cost
	538		Allotment Grounds	Showfields		£1.00	£1.00		Cost
	539		Allotment Grounds	Spital Hill		£1.00	£1.00		Cost
						<b>£12.00</b>	<b>£5,167,007.00</b>		

# PAPER G

# Consolidated Balance Sheet

Unaudited

31/03/24

31/03/25

£

£

## Current assets

0.00	Investments	200,000.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
12,766.33	VAT Recoverable	22,782.62
42,174.78	Debtors	46,207.20
3,626.38	Payment in Advance	2,720.90
565,256.38	Cash in Hand & at Bank	253,070.40
623,823.87	TOTAL CURRENT ASSETS	524,781.12
623,823.87	TOTAL ASSETS	524,781.12

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
51,648.95	Creditors	29,261.43
0.00	Receipts in Advance	0.00
51,648.95	TOTAL CURRENT LIABILITIES	29,261.43
572,174.92	TOTAL ASSETS LESS CURRENT LIABILITIES	495,519.69
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
572,174.92	NET ASSETS	495,519.69

## Represented by

214,693.49	General Fund	164,243.60
680.00	Mayors Charity Account	8,789.01
59,500.00	Roses AWP Sinking Fund	59,500.00
950.00	Roses Key Deposits	950.00
750.00	Marshalls Key Deposits	800.00
0.00	Levellings Key Deposit	0.00
0.00	Pension Contribution	20,000.00
3,110.00	Community Grants	500.00
30,000.00	General Tree/hedge Maintenance & Survey	8,800.00
1,250.00	General Waste Removal	1,250.00
18,000.00	Richmond House Maintenance	22,000.00
24,100.00	Richmond House Conservatory replacement	40,000.00
6,000.00	Richmond Park Fencing	6,000.00
0.00	Richmond Park Litter Bin Replacement	3,000.00
2,600.00	Richmond Park Toilet Renov	1,500.00
1,000.00	Richmond Park Aviary sale	1,000.00

# Consolidated Balance Sheet

Unaudited

31/03/24		31/03/25
£		£
	Electrics, Boiler, Solar	
9,400.00	Marshalls Pavilion Maintenance	18,000.00
0.00	Leginella Risk Assessments	1,095.00
2,217.17	Levellings Pavilion Maint.	1,700.00
400.00	Levellings Difibrillator	400.00
4,725.00	Cemetery Chapel Maintenance	10,725.00
3,240.00	Cemetery Water	1,500.00
	Sinking Fun	
55,000.00	Cemetery Extension B Land	65,000.00
7,500.00	Cemetery Boundary Fence Maint.	10,500.00
1,000.00	Cemetery Compound	1,000.00
4,700.00	General Play Equip Maint.	1,000.00
2,000.00	Wet Pour Repairs	2,500.00
0.00	Aisby Walk Skate Park repairs	2,000.00
0.00	Love Lane Allotment Drainage	1,000.00
0.00	Spital Hill Allotment	400.00
0.00	Benches	1,000.00
0.00	Bus Shelters	3,000.00
1,000.00	Silver Street Sculpture Maint	1,000.00
0.00	Neighbourhood Plan Review	1,000.00
18,122.42	CIL	34,367.08
2,000.00	Staff Training	0.00
1,600.00	Civic Service 23/24	0.00
400.00	Mayoral Expenses	0.00
21,391.77	Election Costs	0.00
1,000.00	Governance Support / Recruitment	0.00
600.00	Vehicle Returns	0.00
28,000.00	General Footpath/Road Maintenance	0.00
3,000.00	General Litter Bin refurb / replacement	0.00
3,000.00	Marshalls Ditch Clearance	0.00
15,118.00	Cemetery Topple Testing	0.00
3,889.00	Love Lane Allotment Pond	0.00
8,630.00	Showfield Allotment Wall Maintenance	0.00
9,000.00	North Warren Allotment Fence	0.00
108.07	Foxby Hill Allotment Asso Funds	0.00
2,500.00	Armed Forces Day	0.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<u>572,174.92</u>		<u>495,519.69</u>
357,481.43	Reserves total excluding general fund and liabilities	331,276.09

# Consolidated Balance Sheet

Unaudited

31/03/24

£

0.00 Reserves total of liabilities e.g. deposits  
214,693.49 General fund total  
572,174.92

---

31/03/25

£

0.00  
164,243.60  
495,519.69

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Notes:

0.00 Long Term Borrowing

0.00

Signed \_\_\_\_\_

Chairman

Date \_\_\_\_\_

AUDIT OPINION

\_\_\_\_\_  
Responsible Financial Officer

# PAPER H

# Income and Expenditure Account

Unaudited

31/03/24 £		31/03/25 £
	<b>INCOME</b>	
612,785.00	Precept	645,216.00
0.00	Employee Costs	0.00
16,324.79	Administration	18,818.30
5,938.97	Grounds Maintenance	12,543.74
14,316.06	Richmond Park & House	14,544.21
24,751.80	Sports Grounds	26,849.90
47,411.26	Cemeteries	44,335.74
8,000.00	Play Areas	0.00
4,549.50	Allotments	12,143.20
0.00	Public Realm	0.00
2,052.40	Events	2,250.00
0.00	Christmas Lights	0.00
15,212.37	Community Infrastructure Levy	34,367.08
0.00	Neighbourhood Plan	0.00
680.00	Mayors Charity	14,297.04
0.00	Interest on Investments	0.00
752,022.15	<b>TOTAL INCOME</b>	825,365.21
	<b>EXPENDITURE</b>	
326,517.46	Employee Costs	371,277.77
37,439.27	Administration	64,885.01
45,832.41	Grounds Maintenance	58,997.10
48,422.99	Richmond Park & House	39,050.03
41,673.36	Sports Grounds	54,432.08
46,879.47	Cemeteries	36,101.02
2,641.11	Play Areas	7,605.65
15,667.63	Allotments	17,955.22
3,518.76	Public Realm	2,439.12
14,312.57	Events	9,578.67
24,658.53	Christmas Lights	21,129.72
0.00	Community Infrastructure Levy	0.00
180,922.19	Ear Marked Reserves	212,570.42
0.00	Neighbourhood Plan	0.00
0.00	Mayors Charity	5,998.63
0.00	S. 137 Payments	0.00
	Capital reduction of long term borrowing	0.00
788,485.75	<b>TOTAL EXPENDITURE</b>	902,020.44

# Income and Expenditure Account

31/03/24		31/03/25
£	EXPENDITURE	£
210,953.40	Balance as at 01/04/24	214,693.49
752,022.15	Add Total Income	825,365.21
<hr/>		<hr/>
962,975.55		1,040,058.70
788,485.75	Deduct Total Expenditure	902,020.44
<hr/>		<hr/>
0.00	Stock Adjustment	0.00
40,203.69	Transfer to/ from reserves	26,205.34
214,693.49	Balance as at 31/03/25	164,243.60
<hr/> <hr/>		<hr/> <hr/>

Signed

Chair

Clerk / Responsible Financial Officer

# PAPER I

# I & E Accounts Analysis

Start of year 01/04/24

Balances at the start of the year

## Ordinary Accounts

HSBC Current/ Deposit Account	£565,156.38
Petty Cash	£100.00

## Short Term Investment Accounts

CCLA Investment Management Limited	£0.00
<b>Total</b>	<b>£565,256.38</b>

	1	2	3	4	5	1+2-3-4+5
<b>INCOME</b>	Receipts	Debtors	Receipts in advance	Opening Debtors	Opening Receipts in advance	INCOME
Precept	£645,216.00	£0.00	£0.00	£0.00	£0.00	£645,216.00
Employee Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Administration	£16,421.80	£2,396.50	£0.00	£0.00	£0.00	£18,818.30
Grounds Maintenance	£12,543.74	£0.00	£0.00	£0.00	£0.00	£12,543.74
Richmond Park & House	£19,025.27	£0.00	£0.00	£4,481.06	£0.00	£14,544.21
Sports Grounds	£19,870.30	£40,025.93	£0.00	£33,046.33	£0.00	£26,849.90
Cemeteries	£45,968.00	£2,639.90	£0.00	£4,272.16	£0.00	£44,335.74
Play Areas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Allotments	£12,039.20	£479.23	£0.00	£375.23	£0.00	£12,143.20
Public Realm	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Events	£2,250.00	£0.00	£0.00	£0.00	£0.00	£2,250.00
Christmas Lights	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community Infrastructure Levy	£34,367.08	£0.00	£0.00	£0.00	£0.00	£34,367.08
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mayors Charity	£13,631.40	£665.64	£0.00	£0.00	£0.00	£14,297.04
Interest on Investments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>INCOME TOTAL</b>	<b>£821,332.79</b>	<b>£46,207.20</b>	<b>£0.00</b>	<b>£42,174.78</b>	<b>£0.00</b>	<b>£825,365.21</b>

	1	2	3	4	5	1+2-3-4+5
<b>EXPENDITURE</b>	Payments	Creditors	Payments in advance	Opening Creditors	Opening Payments in advance	EXPENDITURE
Employee Costs	£370,980.36	£334.41	£0.00	£37.00	£0.00	£371,277.77
Administration	£64,840.63	£2,012.07	£2,119.15	£993.24	£1,144.70	£64,885.01
Grounds Maintenance	£58,302.34	£1,533.63	£0.00	£838.87	£0.00	£58,997.10
Richmond Park & House	£43,128.10	£620.24	£230.35	£5,109.97	£642.01	£39,050.03
Sports Grounds	£59,122.88	£149.79	£371.40	£5,093.42	£624.23	£54,432.08
Cemeteries	£38,745.50	£1,355.27	£0.00	£4,485.08	£485.33	£36,101.02
Play Areas	£7,257.68	£0.00	£0.00	£0.00	£347.97	£7,605.65
Allotments	£17,572.59	£95.00	£0.00	£94.51	£382.14	£17,955.22
Public Realm	£3,383.24	£381.44	£0.00	£1,325.56	£0.00	£2,439.12
Events	£9,578.67	£4,000.00	£0.00	£4,000.00	£0.00	£9,578.67
Christmas Lights	£21,225.40	£0.00	£0.00	£95.68	£0.00	£21,129.72
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ear Marked Reserves	£223,766.46	£18,379.58	£0.00	£29,575.62	£0.00	£212,570.42
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mayors Charity	£5,598.63	£400.00	£0.00	£0.00	£0.00	£5,998.63
S. 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

# I & E Accounts Analysis

Start of year 01/04/24

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE
Capital reduction long term borrowing	0.00					0.00
<b>EXPENDITURE TOTAL</b>	<u>£923,502.48</u>	<u>£29,261.43</u>	<u>£2,720.90</u>	<u>£51,648.95</u>	<u>£3,626.38</u>	<u>£902,020.44</u>

# PAPER J

# Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<u>Administration</u>									
105 WLDC Precept Contribution	£100.00	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00		3 Receipts
201 VAT overclaim	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
205 Bank Interest	£16,281.80	£764.36	£0.00	£0.00	£0.00	£17,046.16	£14,666.88		3 Receipts
210 Insurance Reimbursement (GTF)	£0.00	£1,632.14	£0.00	£0.00	£0.00	£1,632.14	£1,557.91		3 Receipts
215 Legal Fee Reinbursement	£40.00	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00		3 Receipts
220 Subject Access Request / FOI	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
225 Insurance Claims	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
<b>Total Administration</b>	<b>£16,421.80</b>	<b>£2,396.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£18,818.30</b>	<b>£16,324.79</b>	<b>15.27%</b>	<b>£2,493.51</b>
<u>Allotments</u>									
800 Allotments	£10,899.88	-£16.95	£0.00	£7.73	£0.00	£10,875.20	£3,184.50		3 Receipts
815 Garage Space Ropery Road	£1,139.32	£496.18	£0.00	£367.50	£0.00	£1,268.00	£1,365.00		3 Receipts
<b>Total Allotments</b>	<b>£12,039.20</b>	<b>£479.23</b>	<b>£0.00</b>	<b>£375.23</b>	<b>£0.00</b>	<b>£12,143.20</b>	<b>£4,549.50</b>	<b>166.91%</b>	<b>£7,593.70</b>
<u>Cemeteries</u>									
600 General Cemetery	£45,968.00	£2,639.90	£0.00	£4,272.16	£0.00	£44,335.74	£47,411.26		3 Receipts
610 North Warren Cemetery		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
<b>Total Cemeteries</b>	<b>£45,968.00</b>	<b>£2,639.90</b>	<b>£0.00</b>	<b>£4,272.16</b>	<b>£0.00</b>	<b>£44,335.74</b>	<b>£47,411.26</b>	<b>-6.49%</b>	<b>-£3,075.52</b>
<u>Community Infrastructure Levy</u>									
14000 CIL	£34,367.08	£0.00	£0.00	£0.00	£0.00	£34,367.08	£15,212.37		3 Receipts
<b>Total Community Infrastructure Lev</b>	<b>£34,367.08</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£34,367.08</b>	<b>£15,212.37</b>	<b>125.92%</b>	<b>£19,154.71</b>
<u>Events</u>									
1005 Richmond Park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
1015 Marshalls Sports Ground		£0.00	£0.00	£0.00	£0.00	£0.00	£552.40		3 Receipts
1030 Levellings Playing Field	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00		3 Receipts
1040 Aisby Walk Playing Field	£1,250.00	£0.00	£0.00	£0.00	£0.00	£1,250.00	£500.00		3 Receipts

# Income and Expenditure Figures by Budget Headings

<b>INCOME</b>	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<b>Total Events</b>	<b>£2,250.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,250.00</b>	<b>£2,052.40</b>	<b>9.63%</b>	<b>£197.60</b>
<u>Grounds Maintenance</u>									
300 Vehicle Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
310 LCC Contribution towards Highwa	£12,359.74	£0.00	£0.00	£0.00	£0.00	£12,359.74	£5,814.17		3 Receipts
320 Sale of Grounds Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
330 Scrap	£184.00	£0.00	£0.00	£0.00	£0.00	£184.00	£124.80		3 Receipts
<b>Total Grounds Maintenance</b>	<b>£12,543.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£12,543.74</b>	<b>£5,938.97</b>	<b>111.21%</b>	<b>£6,604.77</b>
<u>Mayors Charity</u>									
1200 Events & Donations	£13,631.40	£665.64	£0.00	£0.00	£0.00	£14,297.04	£680.00		3 Receipts
<b>Total Mayors Charity</b>	<b>£13,631.40</b>	<b>£665.64</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£14,297.04</b>	<b>£680.00</b>	<b>2002.51%</b>	<b>£13,617.04</b>
<u>Neighbourhood Plan</u>									
1300 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
<b>Total Neighbourhood Plan</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	<b>£0.00</b>
<u>Play Areas</u>									
700 Funding		£0.00	£0.00	£0.00	£0.00	£0.00	£8,000.00		3 Receipts
<b>Total Play Areas</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£8,000.00</b>	<b>-100.00%</b>	<b>-£8,000.00</b>
<u>Precept</u>									
100 Precept	£645,216.00	£0.00	£0.00	£0.00	£0.00	£645,216.00	£612,785.00		2 Precept
<b>Total Precept</b>	<b>£645,216.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£645,216.00</b>	<b>£612,785.00</b>	<b>5.29%</b>	<b>£32,431.00</b>
<u>Public Realm</u>									
910 War Memorial Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
920 Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts

# Income and Expenditure Figures by Budget Headings

<b>INCOME</b>	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<b>Total Public Realm</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	<b>£0.00</b>
<u>Richmond Park &amp; House</u>									
400 Richmond Park	£19,025.27	£0.00	£0.00	£4,481.06	£0.00	£14,544.21	£14,316.06		3 Receipts
<b>Total Richmond Park &amp; House</b>	<b>£19,025.27</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£4,481.06</b>	<b>£0.00</b>	<b>£14,544.21</b>	<b>£14,316.06</b>	<b>1.59%</b>	<b>£228.15</b>
<u>Sports Grounds</u>									
500 Roses	£0.00	£38,750.00	£0.00	£31,000.00	£0.00	£7,750.00	£7,750.00		3 Receipts
510 Marshalls	£18,554.98	£1,086.09	£0.00	£1,775.13	£0.00	£17,865.94	£15,839.50		3 Receipts
520 Levellings	£1,315.32	£189.84	£0.00	£271.20	£0.00	£1,233.96	£1,162.30		3 Receipts
<b>Total Sports Grounds</b>	<b>£19,870.30</b>	<b>£40,025.93</b>	<b>£0.00</b>	<b>£33,046.33</b>	<b>£0.00</b>	<b>£26,849.90</b>	<b>£24,751.80</b>	<b>8.48%</b>	<b>£2,098.10</b>
<b>EXPENDITURE</b>	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<u>Administration</u>									
2000 Office Supplies & Telecom	£15,106.05	£814.42	£0.00	£521.74	£0.00	£15,398.73	£11,605.73		6 Payments
2010 Publicity	£782.00	£0.00	£0.00	£240.00	£0.00	£542.00	£240.00		6 Payments
2020 Subscriptions	£3,083.46	£0.00	£0.00	£0.00	£0.00	£3,083.46	£3,020.74		6 Payments
2030 Democratic & Civic	£20,867.68	£547.65	£0.00	£0.00	£373.31	£21,788.64	£1,635.15		6 Payments
2040 Grants	£4,138.00	£0.00	£0.00	£0.00	£0.00	£4,138.00	£2,000.00		6 Payments
2060 Insurance	£12,856.20	£0.00	£2,119.15	£0.00	£0.00	£10,737.05	£12,082.06		6 Payments
2070 HR & Finances	£7,444.64	£650.00	£0.00	£231.50	£771.39	£8,634.53	£4,840.65		6 Payments
2080 Legal Fees	£562.60	£0.00	£0.00	£0.00	£0.00	£562.60	£2,090.40		6 Payments
<b>Total Administration</b>	<b>£64,840.63</b>	<b>£2,012.07</b>	<b>£2,119.15</b>	<b>£993.24</b>	<b>£1,144.70</b>	<b>£64,885.01</b>	<b>£37,439.27</b>	<b>73.31%</b>	<b>£27,445.74</b>
<u>Allotments</u>									
8000 Foxby Hill	£5,006.74	£0.00	£0.00	£0.00	£0.00	£5,006.74	£3,229.89		6 Payments
8010 Love Lane	£6,794.96	£0.00	£0.00	£0.00	£0.00	£6,794.96	£7,683.49		6 Payments

# Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
8020 North Warren	£3,494.07	£0.00	£0.00	£0.00	£0.00	£3,494.07	£1,254.17		6 Payments
8030 Showfield	£416.66	£0.00	£0.00	£0.00	£0.00	£416.66	£436.66		6 Payments
8040 Spital Hill	£1,251.44	£0.00	£0.00	-£0.49	£0.00	£1,251.93	£2,078.67		6 Payments
8050 Love Lane Garage Site	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
8060 All Sites	£608.72	£95.00	£0.00	£95.00	£382.14	£990.86	£1,000.50		6 Payments
<b>Total Allotments</b>	<b>£17,572.59</b>	<b>£95.00</b>	<b>£0.00</b>	<b>£94.51</b>	<b>£382.14</b>	<b>£17,955.22</b>	<b>£15,667.63</b>	<b>14.60%</b>	<b>£2,287.59</b>
<u>Cemeteries</u>									
6000 General Cemetery	£37,794.53	£1,355.27	£0.00	£4,485.08	£485.33	£35,150.05	£46,038.58		6 Payments
6010 North Warren Cemetery	£950.97	£0.00	£0.00	£0.00	£0.00	£950.97	£864.52		6 Payments
<b>Total Cemeteries</b>	<b>£38,745.50</b>	<b>£1,355.27</b>	<b>£0.00</b>	<b>£4,485.08</b>	<b>£485.33</b>	<b>£36,101.02</b>	<b>£46,879.47</b>	<b>-22.99%</b>	<b>-£10,778.45</b>
<u>Christmas Lights</u>									
11010 Anchor Point / Electrical Testin	£2,100.00	£0.00	£0.00	£500.00	£0.00	£1,600.00	£2,073.67		6 Payments
11040 Market Place Christmas Tree	£1,533.33	£0.00	£0.00	£0.00	£0.00	£1,533.33	£1,000.00		6 Payments
11050 Blachere Contract	£18,817.48	£0.00	£0.00	£0.00	£0.00	£18,817.48	£19,497.48		6 Payments
11060 Trinity Street Electricity	-£1,490.98	£0.00	£0.00	-£404.32	£0.00	-£1,086.66	£1,470.96		6 Payments
11070 Lamp Post Electricity	£265.57	£0.00	£0.00	£0.00	£0.00	£265.57	£616.42		6 Payments
<b>Total Christmas Lights</b>	<b>£21,225.40</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£95.68</b>	<b>£0.00</b>	<b>£21,129.72</b>	<b>£24,658.53</b>	<b>-14.31%</b>	<b>-£3,528.81</b>
<u>Ear Marked Reserves</u>									
12000 Ear Marked Reserves	£223,766.46	£18,379.58	£0.00	£29,575.62	£0.00	£212,570.42	£138,331.39		6 Payments
<b>Total Ear Marked Reserves</b>	<b>£223,766.46</b>	<b>£18,379.58</b>	<b>£0.00</b>	<b>£29,575.62</b>	<b>£0.00</b>	<b>£212,570.42</b>	<b>£180,922.19</b>	<b>17.49%</b>	<b>£31,648.23</b>
<u>Employee Costs</u>									
1000 Payroll	£366,329.64	£0.00	£0.00	£0.00	£0.00	£366,329.64	£320,061.34		4 Staff
1010 Travel and Training	£3,053.50	£0.00	£0.00	£0.00	£0.00	£3,053.50	£3,599.74		6 Payments
1020 Workwear & ID	£1,597.22	£334.41	£0.00	£37.00	£0.00	£1,894.63	£2,856.38		6 Payments
1030 HR		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments

# Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<b>Total Employee Costs</b>	<b>£370,980.36</b>	<b>£334.41</b>	<b>£0.00</b>	<b>£37.00</b>	<b>£0.00</b>	<b>£371,277.77</b>	<b>£326,517.46</b>	<b>13.71%</b>	<b>£44,760.31</b>
<u>Events</u>									
10010 Mayflower 400 (Illuminate)	£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00		6 Payments
10020 Armed Forces Day	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
10030 Queen's Platinum Jubilee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
10035 King Charles III Coronation	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00		6 Payments
10040 Remembrance Sunday	£420.00	£0.00	£0.00	£0.00	£0.00	£420.00	£170.01		6 Payments
10050 Local Event Support	£3,000.00	£3,000.00	£0.00	£3,000.00	£0.00	£3,000.00	£3,000.00		6 Payments
11000 Switch On Event	£5,158.67	£0.00	£0.00	£0.00	£0.00	£5,158.67	£5,142.56		6 Payments
<b>Total Events</b>	<b>£9,578.67</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£9,578.67</b>	<b>£14,312.57</b>	<b>-33.08%</b>	<b>-£4,733.90</b>
<u>Grounds Maintenance</u>									
3000 Vehicle Costs	£20,326.51	£865.04	£0.00	£479.08	£0.00	£20,712.47	£16,879.59		6 Payments
3010 Grounds Maintenance - All Sites	£36,975.33	£668.59	£0.00	£359.79	£0.00	£37,284.13	£27,482.19		6 Payments
3020 Cleaning Products	£1,000.50	£0.00	£0.00	£0.00	£0.00	£1,000.50	£1,470.63		6 Payments
<b>Total Grounds Maintenance</b>	<b>£58,302.34</b>	<b>£1,533.63</b>	<b>£0.00</b>	<b>£838.87</b>	<b>£0.00</b>	<b>£58,997.10</b>	<b>£45,832.41</b>	<b>28.72%</b>	<b>£13,164.69</b>
<u>Mayors Charity</u>									
14005 Mayor Events (HSBC)	£5,278.63	£0.00	£0.00	£0.00	£0.00	£5,278.63	£0.00		6 Payments
14010 Mayors Charity Donation (HSB	£320.00	£400.00	£0.00	£0.00	£0.00	£720.00	£0.00		6 Payments
<b>Total Mayors Charity</b>	<b>£5,598.63</b>	<b>£400.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,998.63</b>	<b>£0.00</b>	<b>100.00%</b>	<b>£5,998.63</b>
<u>Neighbourhood Plan</u>									
13000 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
<b>Total Neighbourhood Plan</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	<b>£0.00</b>
<u>Play Areas</u>									
7000 Play Equipment Maintenance	£2,000.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£505.53		6 Payments
7005 Wet Pour Maintenance	£516.00	£0.00	£0.00	£0.00	£0.00	£516.00	£0.00		6 Payments

# Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
7010 Levellings	£180.75	£0.00	£0.00	£0.00	£0.00	£180.75	£0.00		6 Payments
7020 Aisby Walk	£2,413.43	£0.00	£0.00	£0.00	£0.00	£2,413.43	£948.00		6 Payments
7030 Danes Road		£0.00	£0.00	£0.00	£0.00	£0.00	£20.00		6 Payments
7040 Mayflower Close		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7080 St Georges	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00		6 Payments
7090 Play Area Inspections	£1,147.50	£0.00	£0.00	£0.00	£347.97	£1,495.47	£1,166.00		6 Payments
<b>Total Play Areas</b>	<b>£7,257.68</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£347.97</b>	<b>£7,605.65</b>	<b>£2,641.11</b>	<b>187.97%</b>	<b>£4,964.54</b>
<u>Public Realm</u>									
9000 Roundabouts / Islands		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
9010 Street Furniture	£3,283.24	-£3.56	£0.00	£1,325.56	£0.00	£1,954.12	£3,133.76		6 Payments
9020 War Memorial	£0.00	£385.00	£0.00	£0.00	£0.00	£385.00	£385.00		6 Payments
9030 Gainsborough in Bloom	£100.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00		6 Payments
9040 Community Rail Partnership	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
<b>Total Public Realm</b>	<b>£3,383.24</b>	<b>£381.44</b>	<b>£0.00</b>	<b>£1,325.56</b>	<b>£0.00</b>	<b>£2,439.12</b>	<b>£3,518.76</b>	<b>-30.68%</b>	<b>-£1,079.64</b>
<u>Richmond Park &amp; House</u>									
4000 Richmond Park & House	£43,128.10	£620.24	£230.35	£5,109.97	£642.01	£39,050.03	£48,850.49		6 Payments
<b>Total Richmond Park &amp; House</b>	<b>£43,128.10</b>	<b>£620.24</b>	<b>£230.35</b>	<b>£5,109.97</b>	<b>£642.01</b>	<b>£39,050.03</b>	<b>£48,422.99</b>	<b>-19.36%</b>	<b>-£9,372.96</b>
<u>Sports Grounds</u>									
5000 Roses	-£45.42	£0.00	£0.00	£0.00	£0.00	-£45.42	£0.00		6 Payments
5010 Marshalls	£52,530.93	£142.10	£371.40	£4,494.97	£624.23	£48,430.89	£38,318.52		6 Payments
5020 Levellings	£6,637.37	£7.69	£0.00	£598.45	£0.00	£6,046.61	£3,356.96		6 Payments
<b>Total Sports Grounds</b>	<b>£59,122.88</b>	<b>£149.79</b>	<b>£371.40</b>	<b>£5,093.42</b>	<b>£624.23</b>	<b>£54,432.08</b>	<b>£41,673.36</b>	<b>30.62%</b>	<b>£12,758.72</b>

# PAPER K

# Summary Trial Balance

Year ending 31/03/25

	Credit	Debit
<b>Income</b>		
Precept	645,216.00	
Employee Costs	0.00	
Administration	18,818.30	
Grounds Maintenance	12,543.74	
Richmond Park & House	14,544.21	
Sports Grounds	26,849.90	
Cemeteries	44,335.74	
Play Areas	0.00	
Allotments	12,143.20	
Public Realm	0.00	
Events	2,250.00	
Christmas Lights	0.00	
Community Infrastructure Levy	34,367.08	
Neighbourhood Plan	0.00	
Mayors Charity	14,297.04	
Interest on Investments	0.00	
<b>Income Total</b>	825,365.21	
<b>Expenditure</b>		
Employee Costs		371,277.77
Administration		64,885.01
Grounds Maintenance		58,997.10
Richmond Park & House		39,050.03
Sports Grounds		54,432.08
Cemeteries		36,101.02
Play Areas		7,605.65
Allotments		17,955.22
Public Realm		2,439.12
Events		9,578.67
Christmas Lights		21,129.72
Community Infrastructure Levy		0.00
Ear Marked Reserves		212,570.42
Neighbourhood Plan		0.00
Mayors Charity		5,998.63
S. 137 Payments		0.00
Capital reduction of long term borrowing (via transfers)		0.00
<b>Expenditure Total</b>		902,020.44

# Summary Trial Balance

## Expenditure

### Balance Sheet Assets

Stocks		0.00
Stock Adjustment		0.00
VAT Recoverable		22,782.62
Debtors		46,207.20
Payment in Advance		2,720.90
Cash in Hand & at Bank		253,070.40
Investments		200,000.00
Long term assets		0.00
Loans Made		0.00

### Balance Sheet Liabilities

Loans Received	0.00	
VAT Payable	0.00	
Creditors	29,261.43	
Receipts in Advance	0.00	
Reserves (at start of year)	572,174.92	
Trial Balance Total	<b>1,426,801.56</b>	<b>1,426,801.56</b>

**Total of credits and debits match.**

# PAPER L

## Section 2 – Accounting Statements 2024/25 for

### Gainsborough Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward	608,639	572,175	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies	612,785	645,216	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts	139,237	180,149	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs	320,061	366,330	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments	468,424	535,691	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward	572,175	495,520	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	565,256	453,070	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets	7,089,018		<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

09/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# PAPER M

# Debt Recovery Policy

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## Document History

Adopted by Council – 5 June 2014  
Reviewed & Adopted - 4 December 2017  
Reviewed & Adopted – 28 August 2019  
Reviewed & Adopted – 27 July 2022  
Reviewed & Adopted – **May 2025**

## 1. Introduction

1.1 As a Council that generates significant income through invoicing for hire of Sports Grounds, Burial Ground charges and Allotment rent it is inevitable that from time to time invoices are unpaid in accordance with the Council's standard payment terms (see below).

1.2 The Council has a duty to ensure that income generated for the Council from tax payer funded sites is diligently collected and pursued in accordance with this Policy. From time to time the amount of an outstanding invoice may not warrant the time and expense involved in pursuing it beyond a certain stage and will be written off in accordance with this Policy.

## 2. Standard Payment Terms

2.1 All Gainsborough Town Council invoices will be subject to standard payment terms of 28 days from the date of issue of the invoice save for where alternative specific payment terms apply i.e. in accordance with Allotment Agreements rent payment terms.

## 3. Debt Recovery Procedure

### Presumption

3.1 There is a presumption in favour of all relevant debts being pursued in accordance with this Policy however the Council reserves the right to treat individual cases on their own merit. All officer activity in relation to debt recovery actions will be logged.

### Stage 1:

3.2 Debtors for invoices that are unpaid within 40 days of the date of issue will be sent a reminder letter or e-mail enclosing a copy of the invoice within 5 working days of the 40 day deadline arising.

### Stage 2:

3.3 Debtors for invoices that are unpaid within 60 days of the date of issue and who have been sent a communication in accordance with Stage 1 will be sent a Final Demand indicating that unless payment is made within 14 days of the date of that communication the outstanding debt will be pursued by way of formal debt recovery procedures. In appropriate cases as determined by the Town Clerk / RFO the debtor may also be advised at this stage that unless payment is made within 14 days their use of Town Council facilities will be suspended.

### Stage 3: Invoices exceeding £50.00

3.4 Debtors that are unpaid at 80 days of the date of issue and who have been subject to the reminders as per Stage 1 and Stage 2 will be referred to the Council's Solicitors who will be instructed to issue letters before action to each debtor.

### Stage 3: Invoices below £50.00

3.5 Details of debtors that are unpaid at 80 days of the date of issue and who have been subject to the reminders as per Stage 1 and Stage 2 will be referred to the Finance & Strategy Committee of the Council who will in relation to each debt resolve to take one or more of the following steps:

1. Write off the debt.
2. Suspend the Debtors use of Town Council facilities (if ongoing)
3. Instruct the Clerk/RFO to pursue the debt using appropriate measures.

**Stage 4:**

3.6 All outstanding debts that remain unpaid after Stages 1, 2 and 3 above will be referred to the Finance & Strategy Committee who will determine the extent of any further debt recovery action to be taken.

**4. Debts Arising under Leases or Tenancy Agreements**

4.1 All debts arising under Leases or Tenancy Agreements will be treated on their own merit and will not be subject to the ordinary Debt Recovery Procedure outlined above. Alternative remedies for unpaid rent or service charges should be wholly considered before the course of action for debt recovery is determined.

**5. Outstanding Debts of £1,000.00 or more**

5.1 For all outstanding debts of £1,000 or more and which are outstanding after the debt recovery procedures above have been followed there will be a presumption in favour of the debt being pursued by way of appropriate Court proceedings.

5.2 Debts exceeding £1,000.00 may only be written off by a resolution of Full Council with each case being considered on its own merit.

**6. Policy Review**

6.1 This policy will be reviewed biennially.

# PAPER N

# Reserves Policy

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## Document History

Adopted by Council – 4 January 2023

Reviewed and Adopted – 19 September 2023

Reviewed and Adopted – **May 2025**

## 1. Introduction

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

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

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

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

## 2. Types of Reserves

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

2.2 Earmarked reserves can be held for several reasons:

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

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

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

## 3. General Reserve

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

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

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

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

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

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

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

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

#### **4. Earmarked Reserves**

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

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

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

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

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

4.6 Expenditure from earmarked reserves can only be authorised by the relevant Committee (see [142](#) of Structure and Functions).

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

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

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

## 5. Current Levels of Financial Reserves

5.1 Current level of Financial Reserves (at 1st April 202~~53~~) The current total level of Reserves is £~~608,638.52~~ 495,519.69.

£~~210,953.40~~ 164,243.60 General Reserves

£~~397,685.12~~ 331,276.09 Earmarked Reserves.

Reserve	Amount	Reason
General Fund	<u>164,243.60</u>	
Mayors Charity Account	<u>8,789.01</u>	
Roses AWP Sinking Fund	<u>59,500.00</u>	
Roses Key Deposits	<u>950.00</u>	
Marshalls Key Deposits	<u>800.00</u>	
Levellings Key Deposit	<u>0.00</u>	
<u>Pension Contribution</u>	<u>20,000.00</u>	
Community Grants	<u>500.00</u>	
General Tree Maintenance & Survey	<u>8,800.00</u>	
General <del>Green</del> -Waste Removal	<u>1,250.00</u>	
Richmond House Maintenance	<u>22,000.00</u>	
Richmond House Conservatory replacement	<u>40,000.00</u>	
Richmond Park Compound Fence	<u>6,000.00</u>	
<u>Richmond Park Litter Bin Replacement</u>	<u>3,000.00</u>	
Richmond Park Toilet Renov	<u>1,500.00</u>	
<u>Richmond Park Aviary Sale</u>	<u>1,000.00</u>	
Marshalls Pavilion Maintenance Electrics, Boiler, Solar	<u>18,000.00</u>	
<u>Leginella Risk Assessments</u>	<u>1,095.00</u>	
Levellings Pavilion Maint.	<u>1,700.00</u>	
Levellings Defibrillator	<u>400.00</u>	
<u>Cemetery Chapel Maintenance</u>	<u>10,725.00</u>	
<u>Cemetery Water</u>	<u>1,500.00</u>	
Cemetery Extension B Land Sinking Fun	<u>65,000.00</u>	
Cemetery Boundary Fence Maintenance	<u>10,500.00</u>	
<u>Cemetery Compound</u>	<u>1,000.00</u>	
General Play Equip Maint.	<u>1,000.00</u>	
Wet Pour Repairs	<u>2,500.00</u>	
Aisby Walk Skate Park repairs	<u>2,000.00</u>	
<u>Love Lane Allotment Drainage</u>	<u>1,000.00</u>	
<u>Spital Hill Allotments</u>	<u>400.00</u>	
<u>Benches</u>	<u>1,000.00</u>	
<u>Bus Shelters</u>	<u>3,000.00</u>	
Silver Street Sculpture Maint	<u>1,000.00</u>	
<u>Neighbourhood Plan</u>	<u>1,000.00</u>	
CIL	<u>34,367.08</u>	
<u>Allotment Officer</u>		
<u>Staff Training</u>		
<u>Election Costs</u>		

<del>Governance Support/ Recruitment</del>		
<del>General Footpath/Road Maintenance</del>		
<del>General Litter Bin refurb/ replacement</del>		
<del>Marshalls Ditch Clearance</del>		
<del>Marshalls &amp; Levellings Grounds Maint &amp; Renovations</del>		
<del>Cemetery Topple Testing</del>		
<del>Cemetery Woodland Burial</del>		
<del>Levellings Future Development</del>		
<del>Allotments Site Maintenance &amp; promotion</del>		
<del>Showfield Allotment Wall Maintenance</del>		
<del>North Warren Allotment Fence</del>		
<del>Foxby Hill Allotment Asso Funds</del>		
<del>Kings Coronation event</del>		

## 6. Review

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

# PAPER O

# Councillor Vacancy (Co-option) Policy and Procedure and Application Form

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## Document History

Adopted by Council – 8 January 2020  
Reviewed & Adopted – 1 December 2020  
Reviewed & Adopted – May 2025

## 1. Introduction

1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to the Town Council. The Co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and equitable process is carried out.

## 2. Co-option

There are two types of vacancies:

### Casual

2.1 This occurs during the four-year term when

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

2.2 S87(2) of the Local Government Act 1972 requires a local authority (Parish Council) to give public notice of casual vacancies to ensure transparency and attract more candidates.

2.3 The process of giving ten electors the opportunity to call a by-election is only relevant for casual vacancies, not ordinary vacancies.

2.4 Following a casual vacancy the Town Clerk will notify the District Council and then using the notices provided by the District Council they will advertise the vacancy and give electors the opportunity to request an election. An election occurs when ten electors write to the District Council stating that an election is requested. If an election is called and if more than one candidate is validly nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot. If the election for a vacancy is contested then a ballot is called, a polling station will be set up by the District Council and the electorate of the parish will be able to vote for validly nominated candidates.

2.5 In the event of an election being called, the Town Clerk will inform West Lindsey District Council that polling cards are required, **unless a ????**

2.6 If the casual vacancy is advertised and an election is not called by electors the District Council will inform the Town Council in writing to co-opt someone who is eligible and not disqualified to fill the vacant seat.

2.7 The advertising and election process for a casual vacancy is covered in S.89 Local Government Act 1972

*(6)A casual vacancy among parish or community councillors shall be filled by election or by the parish or community council in accordance with rules made under section 36 of the Representation of the People Act 1983 in the case of a parish council.*

### Ordinary

2.8 This occurs as a result of insufficient nominations for the seats available at the time of election. Any such vacancy/vacancies should be advertised within 35 days of the election or later if still unfilled.

2.9 In these circumstances a person can be co-opted to fill a vacancy/vacancies at the discretion of the local authority (Town Council).

2.10 The eligibility and disqualification criteria required of an applicant for either an ordinary or casual vacancy are the same in accordance with S79 and disqualification criteria Ss.80-81 of the Local Government Act 1972.

### **3. Confirmation of co-option**

3.1 Once notified that co-option is possible to fill vacant seats the Town Clerk will:

- Advertise the vacancy on the Council notice boards, website, facebook page or similar social media.
- The notice will have a closing date of 21 days for receiving applications.
- Advise the Town Council that these procedures have been implemented.

3.2 Councillors elected by co-option are full members of the Town Council throughout the remainder of their term of office until ordinary elections are due.

### **4. Eligibility of candidates**

4.1 Candidates must satisfy the current eligibility criteria set out in S.79 Local Government Act 1972

- They are an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had their principal place of work in the parish; or
- has lived within three miles of the parish boundary.

4.2 Candidates must also ensure that they are not disqualified from standing as a councillor under provisions listed under Ss.80-81 Local Government Act 1972:

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election;
- being disqualified under any enactment relating to corrupt or illegal practices; or
- not registered as a sex offender

4.3 Candidates found to be offering inducements of any kind will be disqualified.

### **5. Applications**

5.1. Councillors may encourage applications from those eligible to be co-opted but it is the responsibility of the person seeking co-option to demonstrate they satisfy they are eligible and not disqualified.

5.2 Candidates will be requested to:

- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix A).
- Submit information about themselves, by way of completing a short application form (Appendix B).

5.3 If no applications are received the notice will be advertised again with a new 21 days closing date. This will continue until such time as an application/applications are received.

5.4 Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the candidate's application form will be circulated to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

5.5 Candidates will be sent a full public agenda via email of the meeting at which they are to be considered for appointment. Candidates will also be informed that they will be invited to speak about their application at the meeting. Candidates for co-option will be advised where to view and obtain the Councillors Code of Conduct, Standing Orders and Financial Regulations which apply to them if successful.

## **6. At the meeting where co-option candidate's applications are considered**

6.1 At the meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a councillor. The Chair may invite each candidate to speak in accordance with Standing Orders. The Chair may allow councillors to ask questions of each candidate.

6.2 If an applicant does not present themselves to the Town Council meeting and they cannot provide a valid reason for not attending then they will not be considered for the vacancy/vacancies at that meeting.

6.3 Where the Council wishes to discuss the merits of candidates and their personal attributes, this could be prejudicial and the Council will resolve to exclude the members of the press and public including the candidates under the Local Government Act Schedule 12A and the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants. Once that discussion comes to an end the members of the press, public and the candidates may return to observe the voting process which must be completed in public.

6.4 Once all candidates have finished giving their submissions and if the Council does not wish to discuss the merits of candidates privately (as outlined in the previous paragraph, the Council will proceed to a vote on the acceptability of each candidate utilising the personal statements provided by candidates.

6.5 Each vacant seat will be considered in turn and all candidates may receive votes if they are successfully proposed and seconded. If a candidate is not successfully proposed and seconded they may not receive votes for that vacant seat. If only one candidate is standing for a vacant seat they must still be proposed and seconded and a majority vote by show of hands must still take place.

6.6 In order for a candidate to be co-opted, it will be necessary for them to obtain an absolute majority of votes cast by show of hands (50% + 1 of the votes available at the meeting) (LGA 1972 Sch. 12. Para 39). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority for that vacant seat. No proxy votes are allowed. The Chair may exercise their casting vote if there is an equality of votes.

6.7 If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

## **7. After the vote has concluded**

7.1 After the votes has been concluded, the Chair will declare the successful candidate duly elected and immediately after signing their declaration of acceptance of office, may take their place.

7.2 The Town Clerk will notify District Council of the new Councillor appointment.

7.3 The successful candidate(s) must complete the Register of Interests form within 28 days of being elected. The form should be handed to the Town Clerk for forwarding to the Monitoring Officer.

7.4 The result will be recorded in the Minutes of the Town Council meeting.

7.5 The Town Clerk will notify all Town Council Councillors of the voting count and the result of the selection process as soon as possible afterwards.

7.6 No feedback will be given to any applicant in respect of the Town Council discussions that took place in the closed part of the meeting unless agreed by the Town Council.

7.7 The successful applicant/applicants will be provided with the following:

- A copy of the Parish Council's Standing Orders.
- A copy of the Parish Council's Financial Regulations.
- A copy of the Parish Council's Code of Conduct.
- A copy of the Good Councillors Guide.

7.8 The successful applicant/applicants will be encouraged to undertake training courses paid for by the Town Council and provided by Lincolnshire Association of Local Councils (LALC).

## Appendix A

**GAINSBOROUGH TOWN COUNCIL – CO-OPTION APPLICATION FORM**

Full name	
Home address	
Telephone number	
Email	

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes / No
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

**ELIGIBILITY TO BE A TOWN COUNCILLOR****QUALIFICATIONS**

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British, Commonwealth or other European Union Citizen and do not require leave to enter or remain in the United Kingdom or have indefinite leave to remain?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council?	Yes / No
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	Yes / No
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	Yes / No

**DISQUALIFICATIONS**

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence (whether suspended or not) to imprisonment for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Employed by Gainsborough Town Council, a joint committee or holds a paid office?	Yes / No
Subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / No

**DECLARATION**

I..... hereby confirm that I am eligible for the vacancy of Town Councillor, and the information given on this form is true and accurate record.

Signed.....

Date: .....

**The Town Council will treat this information as strictly confidential.**

**Appendix B**

Please briefly outline why you are interested in being a Town Councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

Are there any questions you would like to ask the Council?

# Councillor Vacancy (Co-option) Policy

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## Document History

Adopted by Council – 8 January 2020

Reviewed & Adopted – 1 December 2020

## Introduction

1.1. For the purpose of openness and transparency, Gainsborough Town Council will endeavour to fill any vacancy (vacancies) at the earliest opportunity.

## Qualifications

2.1. Qualifications to be a Town Councillor, a candidate must be either:

- British;
- A Commonwealth National;
- An Irish or European Union citizen;

2.2. and

2.3. 18 years of age or over, and fulfil one or more of the following criteria:

- being on and remaining on the register of electors for the Parish: or, during the whole of the twelve months preceding the nomination;
- have lived in, worked in, or lived within 3 miles of the parish boundary.

2.4. Should a candidate only meet the criteria of point 2.1 above, on the nomination form and subsequently come off the register of electors, the qualification would lapse.

2.5. The other three qualifications remain valid for the four-year term, so even if a successful candidate left the parish s/he would not be required to resign, although it might be considered appropriate to do so.

## Resignation

3.1. A Councillor may resign at any time by giving written notice, addressed, and delivered to the Chairman of the Town Council. The Chairman must accept the resignation and there is no legal procedure for withdrawing a notice of resignation once delivered and accepted. Resignation takes effect immediately upon receipt and cannot be post-dated.

## Disqualification

4.1. Reasons for disqualification include (but not limited to) bankruptcy; being employed by or doing paid work for the Council (except as a contractor); a criminal conviction with a prison sentence of three months or more; illegal expenditure; or being found guilty of corrupt or illegal practices in election law.

4.2. Other Causes of Vacancy

- Death;
- Failure to sign a Declaration of Acceptance of Office;
- Failure to attend meetings for a period of six consecutive months.

## Procedure for filling casual vacancies

5.1. When a vacancy arises on the Town Council following:

5.2. A Councillor's Resignation;

- Disqualification or Failure to remain qualified;
- Death
- The process to fill the vacancy is as follows:

- a) The Town Clerk must notify the Returning Officer at West Lindsey District Council of the vacancy;

then, either:

- b) The Town Council must display a notice informing the residents of the parish of the vacancy. The notice will run for 14 working days (excluding weekends and bank holidays) from the date it is displayed on Town Council notice boards, giving the residents of the ward the opportunity to call for an election to fill the vacancy during this period. The Town Council will also post the notice on the Town Council website, and, if the publication schedule allows the Town Council newsletter.
- c) if the vacancy occurs within six months of the next scheduled elections for the Town Council, there is no option to hold an election. The Town Council may fill the vacancy by co-option, or the seat remains vacant.

## Calling an Election

6.1. During the period of fourteen days from the date the public notice of the vacancy was displayed, ten electors from the parish can call for an election to be held to fill the vacancy. They must make their request in writing to the Returning Officer.

6.2. If such a request is received within the 14 days, the Returning Officer will set a date for the election (which must be within 60 days of the date of the vacancy notice).

6.3. Notices will be displayed announcing the election and explaining how to apply to be a candidate for election. The cost of any election is borne by West Lindsey District Council. If there are not enough nominated candidates at the election to fill the vacancies, a further election must be called. Co-option is not an option.

## Polling cards

7.1. In the event of an election being called, the Town Clerk or Deputy Town Clerk will inform West Lindsey District Council that polling cards are required.

## If an Election is Not Called

8.1. The Town Council will be notified by the Returning Officer and it must fill the position by co-option as soon as practicable.

## Vacancies after Ordinary Town Council Elections (every 4 years)

9.1. If fewer valid nominations were received for any ward within the Town Council boundaries at the four yearly elections, all those validly nominated will be declared elected.

9.2. If enough Councillors are elected to form a quorum (6), the Town Council should seek to fill any remaining vacant seats by co-option as soon as possible after the election date. Should it fail to fill the vacant seats within 35 working days (excluding bank holidays and weekends), or if not, enough Councillors were elected to form a quorum, West Lindsey District Council may order another election.

## Co-option

10.1. Although the process for co-option is not prescribed in law, District Councils and Local Council Associations provide best practice advice and guidelines.

10.2. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair, and transparent.

10.3. The co-option process adopted by Gainsborough Town Council is as follows:

- a) The Town Council will only consider any interested applicants who have gone through the nomination / election process in the first instance;

If those persons do not wish to be considered for co-option, or those candidates are considered unsuitable by the Town Council;

then:

- b) The Town Council will advertise the vacancy (or vacancies) on the Town Council noticeboards, the Town Council website and, if the publication schedule allows the Town Council newsletter.

10.4. The notices will include:

- a) The contact details of the Town Clerk to enable prospective co-option candidates to obtain further information on the role of a Town Councillor;
- b) Details of the co-option process;
- c) The closing date for all expressions of interest;
- d) The date on which the Town Council intends to make a decision.

10.5. The Town Council (or parishioner) can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

- a) When the applications are received, the Town Clerk will review all application details and carefully check that applicants meet the qualification requirements, and confirm that, if successful, their willingness to accept the Code of Conduct and other obligations of a Town Councillor.
- b) Candidates may be asked to submit a short letter with a brief CV giving reasons why they should be considered for the vacancy. These letters will be circulated to Elected Councillors before the meeting at which the decision will be made.
- c) Candidates will be informed of the date of the meeting at which the Town Council will make its decision on the co-option.

## Co-option Meeting

11.1. Notice of the intention to co-opt must be given in the appropriate agenda for a meeting of the Town Council. Candidates may be invited to the meeting to introduce themselves and to provide Elected Councillors the opportunity to ask questions of them; the Town Council retain the right to rely on written submissions alone.

11.2. If candidates are not invited to speak at the co-option meeting, they are welcome to (but not required to) attend as members of the public.

11.3. The Town Council may only discuss each candidate's suitability for the role when s/he and members of the public are not present.

## Co-option Voting Process

12.1. If there are equal or fewer candidates than vacancies, the Town Council can vote on a composite motion, duly proposed and seconded, that all candidates be co-opted.

12.2. If there are more duly proposed and seconded candidates than seats, it will be necessary for existing Councillors present at the meeting to vote.

12.3. Arnold Baker on "Local Council Administration" (9th Edition) recommends that:

- a) A successful candidate should have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to the vote again. The process should be repeated as necessary until one candidate has an overall majority.
- b) Each vacancy should be filled by a separate vote or series of votes. In a small council there is a distinct possibility that there could be a tie for last place in the first round of voting, leaving the candidate for elimination to be decided by lots.

## After the Vote

13.1. The Town Clerk will notify the candidates of the results by telephone and email, as soon as is reasonably possible (usually within 24 hours) this is not the duty of any Elected Member.

13.2. Successfully co-opted candidates become Councillors in their own right with immediate effect and are no different to any other member. As such, they must sign a Declaration of Acceptance of Office and complete and return a Register of Interests Form at their first meeting, or within 28 calendar days of election, whichever is the sooner. Their term of office runs until the next quadrennial elections for the Parish Council.

## Note

14.1. This content within this document is based upon a study of legislation and adopted practices of District and Parish / Town Councils (nationwide) and follows advice from the Lincolnshire Association of Local Councils. It is intended as a summary of the most relevant points of procedure and legislation rather than a definitive exposition. Unless specified otherwise, periods of days given in this document refer to working days, that is, they exclude weekends and public holidays. Legislation covering casual vacancies can be found at:

<http://www.legislation.gov.uk/ukxi/2006/3305/article/5/made?view=plain>

14.2. Date calculation is given in Schedule 2 Part 1 paragraph 2 of Statutory Instrument 2006/3305 and can be found at:

<http://www.legislation.gov.uk/ukxi/2006/3305/schedule/2/made>

# PAPER P

# Filming and Recording of Meetings Policy

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## Document History

Adopted by Council – 4 September 2019

Reviewed & Adopted – 19 January 2022

Reviewed & Adopted – **May 2025**

## 1. Openness of Local Government Bodies Regulations 2014

1.1. The right to record, film and to broadcast meetings of Gainsborough Town Council meetings, its committees, sub committees ~~and any joint committees is established under the Openness of Local Government Regulations 2014~~ has been established following the creation of the Local Government Audit and Accountability Act 2014, and the subsequent introduction of the Openness of Local Government Bodies Regulations 2014 on 6 August 2014.

1.2 This is in addition to the rights of the press and public to attend such meetings.

1.23. Gainsborough Town Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of the council.

1.34. The Council understands that some members of the public attending its meetings may not wish to be recorded and the Chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Town Clerk or the Chair prior to the commencement of the meeting.

## 2. Rules of Procedure

2.1. The rules that the Council will apply are:

- a) The Council will display requirements as to filming, recording and broadcasting on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
- b) The Chair may also verbally remind the meeting and all present of the freedom to record.
- c) A person or persons recording the Council meeting are reminded that the “Public Participation” period is not part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
- d) Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.**
- e) Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents / guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e. a medical professional, carer or legal guardian.
- f) Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
- g) In particular, those wishing to film or recording a meeting are requested to focus only on Council proceedings and not on those members of the public in attendance. ~~recording Councillors, officers, and those members of the public who have not requested anonymity or have not been identified as under the age of 18 or a vulnerable adult.~~

- h) The Council may, at its own discretion, require members of the public who do not consent to being recorded to sit separately from those who are content to be recorded.
- i) All film recording must be overt (i.e. clearly visible to anyone at the meeting).
- j) Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.
- k) The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.
- l) Commentary to any recording or filming may not be added whilst a meeting is in progress.
- m) Flash photography is deemed as disruptive; therefore, the use of flash photography is not permitted during Council meetings.
- n) A person or persons making a recording has no right to interrupt the Council by asking questions or making comments. The person recording has no right to ask Councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
- ~~o) The Chair of the meeting has absolute discretion to stop or suspend recording if, in his / her opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules. The Chair of the meeting has the authority to stop a meeting and recommend that the Council takes appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.~~
- p) The recording and reporting on meetings of the Council, its committees and sub-committees is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.
- q) The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view. The Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
- r) The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a Council proposes to record all of its own meetings it will be bound by this policy.
- s) Where the Council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The Council will include such recordings within its Publication Scheme.
- t) The Council is not liable for the actions of any person making a recording at a Council meeting which identifies a member of the public or for any publication of that recording.

- u) The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.

# PAPER Q

# Public Participation at Meetings Policy

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## Document History

Adopted by Council – 8 January 2020

Reviewed & Adopted – 19 January 2022

Reviewed & Adopted – [May](#) 2025

## Introduction

At each ordinary meeting of the Council and its Committees there will be provision for members of the public to address the meeting.

The following procedures will be followed:

## Full Town Council Meetings

~~During the meeting there will be a public question time~~ Prior to the commencement of the meeting there will be a public forum for a maximum period of 15 minutes when members of the public may ask questions or make short statements. Any individual must limit their questions/statements to a maximum of 3 minutes.

All questions must be addressed through the Chair~~man~~. Individual Councillors will not respond to questions at this time, however at the discretion of the Chair~~man~~ the Town Clerk may be allowed to address / respond.

The format for the public forum and the length of individual representations may be extended at the discretion of the Chair~~man~~.

Following which a maximum of 10 minutes (total) will be set aside for reports of the Police, County and District Councils.

## Standard Committees (Finance, Property & Services or Planning)

At the commencement of each Committee meeting the Chair~~man~~ will ask if any member of the public present wishes to speak on any item set out in the agenda for that meeting.

Where a member of the public indicates their desire to speak, they will be heard prior to consideration by the Committee of the particular item. At that point the Chair~~man~~ will adjourn the formal meeting to allow a maximum of two individuals to address the Committee for a maximum of 3 minutes each on each agenda item.

Where more than two people wish to speak the individuals will be required to agree who will represent their views, provided that where there are differing views one will be allowed to speak in favour of an issue and one against.

In the case of the Planning Committee only one person will be allowed to speak in support of a~~n~~ planning application and only one against, each for a maximum of 3 minutes.

After hearing any representations, the Chair~~man~~ will ~~re~~convene the formal meeting. Councillors will not question nor enter into discussion or debate with any member of the public during the meeting.

# PAPER R

# MODEL COUNCILLOR-OFFICER PROTOCOL

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## INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

*"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.*

*At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.*

*councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.*

*[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.*

*Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.*

*The roles are very different but need to work in a complementary way.*

*It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In*

*turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."*

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

## **BACKGROUND**

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

## **ROLES OF COUNCILLORS AND OFFICERS**

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

### **Councillors**

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

## Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

## Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly

- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

### The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

### Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

### Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

### **COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS**

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

### **CORRESPONDENCE**

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the

foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

### **PRESS AND MEDIA**

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

## **IF THINGS GO WRONG**

### **Procedure for officers:**

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

### **Procedure for councillors:**

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

# Councillor / Employee Protocol

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## Document History

Adopted by Council – 8 January 2020

Reviewed & Adopted -

The conduct of Councillors and Officers/Employees should be such as to instil mutual confidence and trust. The key elements are recognition of and a respect for each other's roles and responsibilities. These should be reflected in the behaviour and attitude of each to the other, both publicly and privately being mindful of public perception.

## Introduction

1.1. The purpose of this Protocol is to guide Councillors and Employees of the Council in their relations with one another in a way that promotes openness and propriety in their relations and secures impartiality in the provision of Employee advice and the management of services.

1.2. Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues that most commonly arise.

1.3. The Protocol should be read in conjunction with the adopted Councillors Code of Conduct, Standing Orders, Financial Regulations, Legislation, or guidance as issued by the Monitoring Officer.

## The Role of Councillors and Employees

2.1. Councillors and Employees of the Council are servants of the public and they are indispensable to one another, but their responsibilities are distinct.

2.2. Councillors are responsible to the electorate and serve only as long as their term of office lasts (4 years or part thereof).

2.3. Employees of the Council have responsibility to the Council as a whole, not to individuals or any political group.

2.4. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under its direction or as delegated powers dictate.

## The role of Councillors

3.1. Collectively, Councillors are the ultimate policymakers determining the core values of the Council and approving the authority's policy framework, strategic plans, and budgets.

3.2. Every elected Councillor represents the interests of and is an advocate for their ward and constituents. Councillors represent the Council in the ward, respond to the concerns of constituents and are encouraged to serve on local bodies.

3.3. Some Councillors will have roles relating to their position as Chairman of the Council, Chairmen of Substantive Committees.

3.4. Individual Councillors are not authorised to instruct Employees other than:

- a) Through the formal decision-making process;
- b) To request the provision of consumable resources provided by the Council for Councillors use;
- c) Where staff have been specifically allocated to give support to a member or group of members (i.e. Committees, working groups etc.).

3.5. Councillors are not authorised to initiate/ certify financial transactions, or to enter into any contract (written or verbal) on behalf of the Council.

3.6. Councillors must avoid taking actions that are unlawful, financially improper, or likely to amount to maladministration. Members also have an obligation under their

adopted, signed code of conduct to give careful regard when making and reaching decisions, to all advice provided by the Town Clerk, representative or Monitoring Officer.

## **The role of Officers/Employees**

- 4.1. Officers are responsible for giving advice to Councillors to enable them to fulfil their roles. In doing so, officers will take into account all available relevant and legislative factors.
- 4.2. Officers/Employees have a duty to implement lawful decisions of the Council, committees, sub-committees, which have been properly approved in accordance with requirements of the law and the Council's adopted Standing Orders and Financial Regulations.
- 4.3. Officers/Employees have a contractual and legal duty to be impartial. They must not allow their professional judgement and advice to be influenced by their own personal views.
- 4.4. Officers/Employees must be alert to issues that are or are likely to be contentious or politically sensitive and be aware of the implications for Councillors, the media, or other sections of the public.
- 4.5. Officers/Employees are required to be politically neutral in their dealings with elected Councillors and all council business activities.
- 4.6. An Officer/Employee must not allow their interests or beliefs to conflict with their professional duty. They must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others (including elected Members).
- 4.7. Employees should abide by the rules of Gainsborough Town Council about the declaration of gifts offered to or received by them by any person seeking to do business with Gainsborough Town Council or which would benefit from a relationship with Gainsborough Town Council. Employees should not accept benefits from a third party unless authorised to do so by the Council.

## **The relationship between Councillors and Officers/Employees: General**

- 5.1. Councillors and Officers/Employees should inform the Monitoring Officer of any relationship within the Council which might be seen as unduly influencing their work in their respective roles.
- 5.2. Councillors and Officers/Employees need to respect each other's roles and duties. The Town Clerk is responsible for day-to-day management and operational decisions. It is not appropriate for Councillors to intervene.
- 5.3. Any problem referred to a Councillor by the public should firstly be passed to the Chair of the relevant committee or sub-committee and shared with the Town Clerk.
- 5.4. Councillors should make appointments to see Officers/Employees wherever possible to ensure minimal disruption to workloads and priorities.
- 5.5. Councillors are requested not to approach an employee direct to undertake tasks on their behalf. Requests for work should be made through the Chairman of the relevant committee and discussed and agreed with all relevant parties beforehand.
- 5.6. Officers/Employees will do their best to give timely responses to Councillors enquiries. However, Officers/Employees should not have unreasonable requests placed

on them. Councillors must avoid disrupting Officers/Employees work by imposing their own priorities.

5.7. Councillors will endeavour to give timely responses to enquiries from Officers / Employees.

5.8. Councillors and Officers/Employees should respect each other's free (i.e. non-Council) time.

5.9. Personal relationships with Officers/Employees and Councillors are inevitable, however such relationships must not cloud the judgment of either party or lead to any preferential treatment or favouritism by either party.

## Meetings

6.1. When presenting reports to Committees, the Town Clerk should assume that Councillors have had sufficient time to consider written material and must keep presentations short, to the point and focused on the determining issues only along with any recommendation(s). The Town Clerk has a duty to answer questions at Councillor Committees and to advise Councillors on the implications of any particular actions, including the consequences of not accepting Officer recommendation(s).

6.2. At Full Council and Committees, Councillors will consider the advice of Officers / Employees both in main reports and on any matter arising out of debate, but it is, ultimately, the responsibility of Councillors to formulate a decision, having regard to the advice provided and any other considerations taken in respect of the issue. Once lawful decisions have been taken (by way of resolution) it is the duty of the Town Clerk or assistant to implement such decisions.

## Correspondence

7.1. Official letters from the Council on day-to-day matters must be sent out in the name of the Town Clerk, not individual Councillors. Letters that create obligations or give instructions must not be sent out in the name of a Councillor.

## Non-Adherence to the Protocol

8.1. Serious breaches of this adopted protocol by Officers/Employees should be dealt with under the Council's disciplinary and / or grievance procedures.

8.2. Breaches by Councillors must be reported to the Town Clerk and the Monitoring Officer.

8.3. If necessary, the issue will be subject to further consideration by the Town Clerk together with the Chairman of the Personnel Committee and referred to Full Council where necessary.

8.4. Should a breach of this protocol occur by either the Chairman or Vice Chairman or Town Clerk, the matter should be raised with the Monitoring Officer at West Lindsey District Council who will be asked to review and submit a report containing recommendations or advice to Full Council.

# PAPER S

# ID Card & Name Badge Policy

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## Document History

Adopted by Council – 4 December 2017  
Reviewed & Adopted - May 2025

## 1. Introduction

1.1 Gainsborough Town Council provides photographic ID cards for all employees and Members as well as name badges for Members only.

1.2 ID cards and name badges are provided to assist employees and Members in being able to identify themselves to third parties when conducting formal Council business.

## 2. Ownership

2.1 The ID card and name badges shall remain the property of Gainsborough Town Council at all times.

2.2 ID card and name badges must be returned to the Council when the employee or Member ceases to be an employee or Member of the Council

## 3. Loss of ID Cards / Name Badges

3.1 If employees or Members who lose their ID card may be required to pay for the cost of a replacement.

3.2 Any lost ID cards or name badges must be immediately reported to the Town Clerk.

## 4. Members and Staff Conduct

Members and staff have no lawful authority to use their ID card in an attempt to pass themselves off as an employee or Member of the Council after they legally cease to be an employee or Member of the Council. To do so may be regarded as a criminal offence and could be held to be fraudulent. If the Council becomes aware of any such conduct the Town Clerk will immediately report the matter to the Police.

## 5. Employees

Employees of the Council are required to ~~wear~~carry their ID card at all times whilst conducting Council business. Persistent failure to do so may result in disciplinary action being taken.

## 6. Declaration

Please confirm that you have read and understood the above and now accept responsibility for your ID card.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_