Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace
Gainsborough, Lincolnshire, DN21 2RJ
Tel: 01427 811573
Website: gainsborough-tc.gov.uk

FINANCE AND STRATEGY COMMITTEE AGENDA

To: Committee members:

Councillor Sheila Bibb	Councillor Stephen Blogg
Councillor Nigel Bowler	Councillor Nicholas Coxon
Councillor Michael Devine	Councillor David Dobbie
Councillor Paul Hooton	Councillor Paul Key
Councillor James Plastow	
Councillor Doug Owles (sub)	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 **Tuesday 29 July 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

FS26/037 Apologies for Absence
To note apologies for absence.

FS26/038 Declarations of Interest
To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

FS26/039 Dispensation Requests
To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

FS26/040 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.

FS26/041 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 24 June 2025 (pages 4 to 7)

FS26/042 Finance Reports

To receive and consider for approval the following financial reports:

i. Unpaid Expenditure Transactions for 24 July 2025 **Paper B** (pages 8 to 13)
ii. Cashbook Summary (including due and unpaid transactions) for 24 July 2025 **Paper C** (pages 14 to 15)
iii. Budget Comparison Report (including due and unpaid transactions) for 24 July 2025 **Paper D** (pages 16 to 33)

FS26/043 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 30 June 2025 per paragraph 2.2 of Financial Regulations.
Paper E (pages 34 to 52)

FS26/044 Councillor Internal Controls

To consider appointment members to attend the office to carry out internal finance checks.
Paper F (pages 53 to 62)

FS26/045 Member Training and Development Policy

To review and adopt the Member Training and Development Policy.
Paper G (pages 63 to 72)

FS26/046 IT Policy

To consider recommending to Full Council to adopt the IT Policy.
Paper H (pages 73 to 76)

FS26/047 CCLA News

To consider the recent announcement of a change to our corporate ownership of CCLA.
Paper I (pages 77 to 81)

FS26/048 Booking Fee Waiver

To consider request receive to waiver the fee for a room hire booking.
Paper J (pages 82 to 83)

FS26/049 Items for Notification

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

i. LCAS Silver Status submission – August
ii. Scheme of Members Allowances - August
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. Use of work vehicles by Cllrs & Staff for personal domestic use Review

FS26/050 Time and Date of Next Meeting

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 26 August 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 24 July 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 24 June 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Chair)

Councillor Sheila Bibb
Councillor Stephen Blogg
Councillor Nicholas Coxon
Councillor Michael Devine
Councillor David Dobbie
Councillor Paul Hooton
Councillor Paul Key
Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones — Town Clerk & Responsible Finance Officer
Sean Alcock — Operations Manager

FS26/022 Apologies for Absence

Apologies for absence were received from Councillor Plastow.

FS26/023 Declarations of Interest

No declarations of interest were received.

FS26/024 Dispensation Requests

No dispensation requests were received.

FS26/025 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FS26/032 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/026 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Wednesday 28 May 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Dobbie and Hooton abstained from voting on the above resolution.

FS26/027 Finance Reports (Papers B, C & D)

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

i. Unpaid Expenditure Transactions for 19 June 2025.
ii. Cashbook Summary (including due and unpaid transactions) for 19 June 2025.
iii. Budget Comparison Report (including due and unpaid transactions) for 19 June 2025.

FS26/028 Bank Reconciliation (Paper E)

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

FS26/029 Investments (Paper F)

RESOLVED: to RECOMMEND to FULL COUNCIL to

i. Amend 9.5 of the Investment Strategy to read "Investment Account will be with CCLA ~~with the current amount of £200,000~~ up to £500,000. Earmarked Reserves and any remaining General Reserve not allocated to the current / deposit accounts."
ii. Deposit a further £300,000 in the Council's CCLA Public Sector Deposit Fund.

Note: Councillor Dobbie voted against the above resolution.

FS26/030 Councillor Internal Controls

RESOLVED: to review the internal check sheet and set a schedule at next month's meeting.

FS26/031 Finance Regulations (Paper G)

RESOLVED: to RECOMMEND to FULL COUNCIL to amend 6.8 of Financial Regulations to read "For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall ~~{seek formal tenders from at least [three] suppliers agreed by [the Council]} OR {~~advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation~~}~~. Tenders shall be invited in accordance with Appendix 1.

Note: Councillor Dobbie abstained from voting on the above resolution.

FS26/032 Vehicles (Paper H)

RESOLVED: to RECOMMEND to FULL COUNCIL to allocate a budget of £7,000 (excluding VAT) from General Reserves to purchase a small van. Councillor Hooton to work with the Operations Manager and Town Clerk to purchase a vehicle.

Note: Councillor Dobbie abstained from voting on the above resolution.

FS26/033 Community Emergency Plan (Paper I)

RESOLVED: to RECOMMEND to FULL COUNCIL to appoint a Community Emergency Plan Working Group and determine their terms of reference. Recommendation for member appointments are Councillors Bibb, Hooton and Thompson, but happy to take further recommendations at the meeting.

FS26/034 Community Grant Applications (Paper J)

Members considered grant application received.

i. Stepping Stones Theatre - £800

RESOLVED: to fund the Stepping Stones Theatre a Community Grant of £800 subject to them being compliant with DBS checks.

Note: Councillor Key voted against the above resolution.

FS26/035 Items for Notification

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

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

FS26/036 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 29 July 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:03pm.

Signed as a true record of the Meeting: ________________________ Dated_____________
Presiding chairman of approving meeting

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22517	BP250625K	23/06/2025	£459.00	£76.50	£382.50	**459.00**	Shucksmith Accountants (Gainsborough) Ltd - Quarterly payroll	Payroll Services	
22520	BP250625J	23/06/2025	£78.00	£13.00	£65.00	**78.00**	Chantry Agricultural Engineers - Ferris Z1 repair	Equipment Maintenance	
22543	BP250702	20/05/2025	£852.00	£142.00	£710.00	**852.00**	PID Controls Ltd - Check operation of underfloor heating , complete remedial works and replace faulty Emmeti Actuators	Marshalls Sports Pavilion	
22544	BP250702B	01/07/2025	£2,126.70	£0.00	£2,126.70		Tower Nurseries - Flowers for Richmond Park and In Bloom	Gainsborough in Bloom	
22545	BP250702B	01/07/2025	£150.00	£0.00	£150.00	**2,276.70**	Tower Nurseries - Plants for Spital Hill	Gainsborough in Bloom	
22546	BP250702C	25/06/2025	£250.00	£41.67	£208.33	**250.00**	Gainsborough Skip Hire - Skip exchange	Richmond Park	
22547	BP250702D	30/06/2025	£611.90	£101.98	£509.92	**611.90**	F5 Computing Ltd - Microsoft 365 & back ups	IT Services	
22550	BP2507	30/06/2025	£1,888.39	£314.73	£1,573.66	**1,888.39**	Glendale Managed Services Ltd - Grass verge cutting (10 June)	Highway verge cutting	
22551	BP2507	24/06/2025	£146.25	£24.37	£121.88		Trade UK - Fencing Pins, Woodscrews, Torsion Screwdriver Bits		
22568	BP2507	10/07/2025	£23.97	£4.00	£19.97	**170.22**	Trade UK - Coat hooks	Levellings Changing Rooms	
22560	BP250717	11/07/2025	£450.00	£0.00	£450.00	**450.00**	SLCC Enterprises Ltd - CiLCA	Staff Training	
22561	BP250717	18/07/2025	£725.00	£0.00	£725.00	**725.00**	Kyle Holliday Grave Digger - Grave digging CCO0272 (ND)	Grave Digging	
22562	BP250717	01/04/2025	£953.92	£158.97	£794.95		Brexons Workwear Ltd - Workwear	Staff Workwear	
22563	BP250717	25/04/2025	£198.02	£33.00	£165.02		Brexons Workwear Ltd - Workwear	Staff Workwear	
22564	BP250717	02/05/2025	£61.39	£10.23	£51.16	**1,213.33**	Brexons Workwear Ltd - Workshorts	Staff Workwear	
22565	BP2507	20/06/2025	£134.82	£22.47	£112.35	**134.82**	Huws Gray Limited - Tarmac and polypipe	Levellings & Richmond Park	
22566	BP2507	16/07/2025	£540.00	£90.00	£450.00		A Price Electrical Ltd - Portable Appliance Testing	Richmond Park & Marshalls	
22567	BP2507	16/07/2025	£340.80	£56.80	£284.00	**880.80**	A Price Electrical Ltd - Install new anti-corrosive LED emergency luminaire fittings (officials changing 1 & 2)	Marshalls Main Pavilion	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22569	BP2507	05/07/2025	£597.30	£99.55	£497.75		Chantry Agricultural Engineers - Repair to Kubota G26-II	Equipment Maintenance	
22586	BP2507	23/07/2025	£432.09	£72.02	£360.07	**1,029.39**	Chantry Agricultural Engineers - Repairs to Ferris Z1 Mower	Equipment Maintenance	
22570	BP2507	07/07/2025	£42.00	£7.00	£35.00	**42.00**	National Association of Local Councils - Staff training (RA)	Staff Training	
22574	BP2507	18/07/2025	£865.81	£144.30	£721.51	**865.81**	Landscape Supply Company - Spraying items (chikara, round up, nozzles and colour indicator)	Weed killing	
22579	BP2507	17/07/2025	£367.20	£61.20	£306.00	**367.20**	Smith of Derby Ltd - Annual service	Millenium Clock	
22580	BP2507	22/07/2025	£2,940.00	£490.00	£2,450.00	**2,940.00**	Moulds Fencing (Torksey) Ltd - 20mtrs of green pallisade fencing with 2mtr wide gate	Richmond Park	
22577	CC250707	23/07/2025	£18.63	£3.11	£15.52	**18.63**	Goldstar Leisure Ltd - Workwear (PM)	Staff Workwear	
22581	CC250707	29/06/2025	£32.00	£0.00	£32.00	**32.00**	HSBC - Annual fee for commercial card	Bank Charges	
22573	CC250707	27/06/2025	£78.15	£13.03	£65.12	**78.15**	Banner Group Ltd - x6 1ltr Deb Foam handwash	Cleaning supplies	
22571	CC250707	10/06/2025	£92.34	£15.39	£76.95	**92.34**	School Badge Store - x50 Councillor lanyards	Councillor ID	
22572	CC250707	18/06/2025	£32.00	£0.00	£32.00	**32.00**	Scunthorpe Theatres - x2 tickets	Mayors Expenses	
22548	CC250707	18/06/2025	£10.00	£1.67	£8.33	**10.00**	Vodafone - Mobile top up (2)	Staff Mobiles	
22549	CC250707	23/06/2025	£2.50	£0.00	£2.50	**2.50**	Post Office Ltd - Postage	Postage	
22537	CC2508	28/06/2025	£19.97	£3.33	£16.64	**19.97**	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
22518	DD250624B	24/06/2025	£117.82	£19.64	£98.18	**117.82**	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly
22583	DD250724	24/07/2025	£117.82	£19.64	£98.18	**117.82**	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22512	DD250701	01/07/2025	£119.12	£0.00	£119.12		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
22513	DD250701	01/07/2025	£59.05	£0.00	£59.05		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
22514	DD250701	01/07/2025	£180.27	£0.00	£180.27		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
22515	DD250701	01/07/2025	£46.70	£0.00	£46.70	**405.14**	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
22538	DD250715E	01/07/2025	£99.00	£0.00	£99.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
22539	DD250715F	01/07/2025	£707.00	£0.00	£707.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
22540	DD250715G	01/07/2025	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
22541	DD250715H	01/07/2025	£295.00	£0.00	£295.00	**2,037.00**	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
22524	DD250715B	01/07/2025	-£37.73	-£1.80	-£35.93		British Gas Business - Electricity usage	Levelling's	28/4/25 - 3/6/25
22525	DD250715B	01/07/2025	£53.75	£2.56	£51.19		British Gas Business - Electricity usage	Levelling's	28/4/25 - 30/6/25
22526	DD250715C	01/07/2025	-£50.11	-£2.39	-£47.72		British Gas Business - Electricity usage	Marshalls External Changing	28/4/25 - 3/6/25
22527	DD250715C	01/07/2025	£101.14	£4.82	£96.32		British Gas Business - Electricity usage	Marshalls External Changing	28/4/25 - 30/6/25
22528	DD250715	01/07/2025	-£94.94	-£4.52	-£90.42		British Gas Business - Electricity usage	Richmond House Flat	28/4/25 - 3/6/25
22529	DD250715	01/07/2025	£168.28	£8.01	£160.27		British Gas Business - Electricity usage	Richmond House Flat	28/4/25 - 30/6/25
22536	DD250717B	03/07/2025	£216.37	£10.30	£206.07		British Gas Business - Electricity Usage	Marshalls Main Pavilion	1/6/25 - 30/6/25
22552	DD2507	11/07/2025	£114.46	£5.45	£109.01	**471.22**	British Gas Business - Electricity Usage	Richmond Park Greenhouse	5/6/25 - 11/7/25
22530	DD250716	01/07/2025	£140.62	£6.70	£133.92		EDF Energy - Gas usage	Marshalls Main Pavilion	1/6/25 - 30/6/25
22531	DD250717	02/07/2025	£32.84	£1.56	£31.28	**173.46**	EDF Energy - Gas usage	Levelling's	1/6/25 - 30/6/25
22532	DD250716B	01/07/2025	£19.68	£0.94	£18.74	**19.68**	E.ON Next Energy Ltd - Gas usage	Richmond House	2/6/25 - 30/6/25
22521	DD250630B	24/05/2025	£0.00	£0.00	£0.00		Tomato Energy - Electricity usage	General Cemetery	1/4/25 - 30/4/25
22522	DD250630C	23/06/2025	£0.00	£0.00	£0.00		Tomato Energy - Electricity usage	General Cemetery	1/5/25 - 31/5/25
22582	DD2507	23/07/2025	£0.00	£0.00	£0.00		Tomato Energy - Electricity usage	General Cemetery	1/6/25 - 30/6/25
22533	DD2507	02/07/2025	£0.54	£0.03	£0.51	**0.54**	Tomato Energy - Electricity usage	Marshalls Bowls Pavilion	1/6/25 - 30/6/25
22556	BP2507	13/07/2025	£30.83	£0.00	£30.83		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/6/25 - 12/7/25

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22557	BP2507	15/07/2025	£24.40	£0.00	£24.40		Water Plus Ltd - Used water & surface water drainage	General Cemetery	13/6/25 - 13/7/25
22558	BP2507	16/07/2025	£2.44	£0.00	£2.44		Water Plus Ltd - Used water & surface water drainage	Levelling's	15/6/25 - 15/7/25
22584	BP2507	24/07/2025	-£17.89	£0.00	-£17.89		Water Plus Ltd - Contra 22384, Used water & surface water drainage	Richmond Park	7/4/25 - 7/5/25
22585	BP2507	24/07/2025	£67.92	£0.00	£67.92	**107.70**	Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/4/25 - 7/7/25
22542	BP2507	02/07/2025	£658.80	£109.82	£548.98	**658.80**	Anglian Water Business (National) Ltd - Water charges	Foxby Hill Allotments	1/4/25 - 30/6/25
22559	DD250719	27/06/2025	£25.12	£0.00	£25.12	**25.12**	HSBC - Bank charges	Bank Charges	28/5/25 - 27/6/25
22535	DD250715D	01/07/2025	£37.23	£6.21	£31.02	**37.23**	Integrating Solutions Ltd - Copier charges	Printing	1/6/25 - 30/6/25
22516	DD2507	23/06/2025	£211.20	£35.20	£176.00	**211.20**	PEAC (UK) Ltd - Photocopier lease rental	Photocopier lease	4/8/25 - 3/11/25
22553	DD250723	09/07/2025	£313.52	£52.25	£261.27	**313.52**	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
22554	DD250721	11/07/2025	£109.88	£18.31	£91.57	**109.88**	EE Ltd - X4 mobiles	Mobiles	Monthly
22555	DD250718	09/07/2025				**203.08**	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	£72.14	£12.03	£60.11		CCTV Broadband & Phoneline	Marshalls	
22511	DD250701B	16/06/2025	£1,038.04	£173.00	£865.04	**1,038.04**	Lex Autolease Limited - X2 Renault Trafic Lease	Vehicle Expenses	15/7/25 - 14/8/25
22578	DD2508	16/07/2025	£1,038.04	£173.00	£865.04	**1,038.04**	Lex Autolease Limited - Lease rental	Vehicle Expenses	15/8/25 - 14/9/25
22534	DD250715I	01/07/2025	£465.64	£77.59	£388.05	**465.64**	Fuelgenie - Fuel usage	Vehicle Expenses	1/6/25 - 30/6/25
22519	BP250623/24	01/06/2025				**31,933.41**	Rigel Wolf Ltd - June Payroll		
		1	£24,272.61	£0.00	£24,272.61		June Payroll	Gross Salary	
		2	£2,952.85	£0.00	£2,952.85		June Payroll	Employer NI	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
		3	£4,707.95	£0.00	£4,707.95		June Payroll	Employer Pension Cont	
22576	BP250723/24	01/07/2025				**31,334.35**	Rigel Wolf Ltd - July Payroll		
		1	£23,737.74	£0.00	£23,737.74		July Payroll	Gross Salary	
		2	£2,935.17	£0.00	£2,935.17		July Payroll	Employer NI	
		3	£4,581.79	£0.00	£4,581.79		July Payroll	Employer Pension Cont	
		4	£79.65	£0.00	£79.65		July Payroll	Staff Mileage	
				£2,750.49	**£83,588.35**	**£86,338.84**			

Chairman Signature ______________________ RFO Signature ______________________ Date ______________

PAPER C

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 24/07/25 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
Total	£453,070.40

RECEIPTS	Net	Vat	Gross
Cemetery	£21,726.85	£0.00	£21,726.85
Administration	£30,776.40	£0.00	£30,776.40
Mayors Charity	£725.64	£0.00	£725.64
Events	£1,000.00	£0.00	£1,000.00
Grounds Maintenance	£73.80	£0.00	£73.80
Sports Grounds	£43,323.66	£0.00	£43,323.66
Allotments	£11,572.21	£0.00	£11,572.21
Precept	£691,000.00	£0.00	£691,000.00
Total Receipts	£800,198.56	£0.00	£800,198.56

PAYMENTS	Net	Vat	Gross
Cemetery	£12,191.73	£207.24	£12,398.97
Administration	£29,197.93	£1,350.57	£30,548.50
Mayors Charity	£400.00	£0.00	£400.00
Events	£4,000.00	£0.00	£4,000.00
Employee Costs	£134,110.98	£287.43	£134,398.41
Grounds Maintenance	£23,845.68	£4,769.05	£28,614.73
Richmond Park & House	£10,239.84	£1,207.31	£11,447.15
Sports Grounds	£9,413.26	£771.85	£10,185.11
Allotments	£3,673.59	£466.87	£4,140.46
Public Realm	£3,293.38	£419.71	£3,713.09
Christmas Lights	£3,623.87	£687.29	£4,311.16
Ear Marked Reserves	£35,263.93	£6,926.45	£42,190.38
Total Payments	£269,254.19	£17,093.77	£286,347.96

Closing Balances

Ordinary Accounts

HSBC Current/ Deposit Account	£766,821.00
Petty Cash	£100.00
	£766,921.00

Short Term Investment Accounts

CCLA Investment Management Limited	£200,000.00
	£200,000.00
Total	£966,921.00

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 24/07/25 inclusive. Includes due and unpaid transactions.

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

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

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Employee Costs					
Expenditure					
1000	Payroll	£432,000.00	£131,629.70	£300,370.30	-69.53%
1010	Travel and Training	£6,100.00	£730.70	£5,369.30	-88.02%
1020	Workwear & ID	£3,250.00	£1,219.81	£2,030.19	-62.47%
1030	HR	£4,200.00	£196.36	£4,003.64	-95.32%
Total Expenditure		£445,550.00	£133,776.57	£311,773.43	-69.97%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Administration					
Income					
201	VAT overclaim	£0.00	£0.00	£0.00	0.00%
205	Bank Interest	£13,000.00	£5,597.28	-£7,402.72	-56.94%
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%
Total Income		£14,558.00	£5,597.28	-£8,960.72	-61.55%
Expenditure					
2000	Office Supplies & Telecom	£14,550.00	£4,671.26	£9,878.74	-67.90%
2010	Publicity	£570.00	£0.00	£570.00	-100.00%
2020	Subscriptions	£3,010.00	£178.00	£2,832.00	-94.09%
2030	Democratic & Civic	£25,300.00	£5,599.66	£19,700.34	-77.87%
2040	Grants	£8,879.00	£2,250.00	£6,629.00	-74.66%
2060	Insurance	£14,000.00	£13,792.10	£207.90	-1.49%
2070	HR & Finances	£3,599.00	£694.84	£2,904.16	-80.69%
2080	Legal Fees	£3,000.00	£0.00	£3,000.00	-100.00%
Total Expenditure		£72,908.00	£27,185.86	£45,722.14	-62.71%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Grounds Maintenance					
Income					
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	£73.80	-£26.20	-26.20%
Total Income		£12,546.00	£73.80	-£12,472.20	-99.41%
Expenditure					
3000	Vehicle Costs	£18,200.00	£5,410.83	£12,789.17	-70.27%
3010	Grounds Maintenance - All Sites	£47,400.00	£16,444.71	£30,955.29	-65.31%
3020	Cleaning Products	£1,700.00	£456.51	£1,243.49	-73.15%
Total Expenditure		£67,300.00	£22,312.05	£44,987.95	-66.85%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Richmond Park & House					
Income					
400	Richmond Park	£8,535.00	£0.00	-£8,535.00	-100.00%
Total Income		£8,535.00	£0.00	-£8,535.00	-100.00%
Expenditure					
4000	Richmond Park & House	£47,510.00	£9,619.60	£37,890.40	-79.75%
Total Expenditure		£47,510.00	£9,619.60	£37,890.40	-79.75%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Sports Grounds					
Income					
500	Roses	£7,750.00	£0.00	-£7,750.00	-100.00%
510	Marshalls	£16,967.00	£3,295.36	-£13,671.64	-80.58%
520	Levellings	£1,400.00	£49.83	-£1,350.17	-96.44%
Total Income		£26,117.00	£3,345.19	-£22,771.81	-87.19%
Expenditure					
5000	Roses	£0.00	£0.00	£0.00	0.00%
5010	Marshalls	£57,009.00	£8,936.29	£48,072.71	-84.32%
5020	Levellings	£4,987.00	£327.18	£4,659.82	-93.44%
Total Expenditure		£61,996.00	£9,263.47	£52,732.53	-85.06%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Cemetery					
Income					
600	General Cemetery	£43,000.00	£18,839.48	-£24,160.52	-56.19%
610	North Warren Cemetery	£0.00	£247.97	£247.97	100.00%
Total Income		£43,000.00	£19,087.45	-£23,912.55	-55.61%
Expenditure					
6000	General Cemetery	£50,199.00	£10,439.75	£39,759.25	-79.20%
6010	North Warren Cemetery	£1,500.00	£396.71	£1,103.29	-73.55%
Total Expenditure		£51,699.00	£10,836.46	£40,862.54	-79.04%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Play Areas					
Income					
700	Funding	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	0.00%
Expenditure					
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%
Total Expenditure		£9,200.00	£0.00	£9,200.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Allotments					
Income					
800	Allotments	£11,100.00	£11,092.80	-£7.20	-0.06%
815	Garage Space Ropery Road	£1,500.00	£0.00	-£1,500.00	-100.00%
Total Income		£12,600.00	£11,092.80	-£1,507.20	-11.96%
Expenditure					
8000	Foxby Hill	£2,475.00	£1,483.74	£991.26	-40.05%
8010	Love Lane	£2,725.00	£708.33	£2,016.67	-74.01%
8020	North Warren	£1,702.00	£547.13	£1,154.87	-67.85%
8030	Showfield	£1,025.00	£208.34	£816.66	-79.67%
8040	Spital Hill	£1,690.00	£481.05	£1,208.95	-71.54%
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%
Total Expenditure		£11,843.00	£3,578.59	£8,264.41	-69.78%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Public Realm					
Income					
910	War Memorial Project	£0.00	£0.00	£0.00	0.00%
920	Bus Shelters	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	0.00%
Expenditure					
9000	Roundabouts / Islands	£0.00	£0.00	£0.00	0.00%
9010	Street Furniture	£4,700.00	£306.00	£4,394.00	-93.49%
9020	War Memorial	£400.00	£0.00	£400.00	-100.00%
9030	Gainsborough in Bloom	£3,000.00	£2,605.94	£394.06	-13.14%
9040	Community Rail Partnership	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£8,100.00	£2,911.94	£5,188.06	-64.05%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Events					
Income					
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	£1,000.00	£0.00	0.00%
1040	Aisby Walk Playing Field	£1,000.00	£0.00	-£1,000.00	-100.00%
Total Income		£2,000.00	£1,000.00	-£1,000.00	-50.00%
Expenditure					
10010	Mayflower 400 (Illuminate)	£1,000.00	£0.00	£1,000.00	-100.00%
10020	Armed Forces Day	£0.00	£0.00	£0.00	0.00%
10030	Queen's Platinum Jubilee	£0.00	£0.00	£0.00	0.00%
10035	King Charles III Coronation	£0.00	£0.00	£0.00	0.00%
10040	Remembrance Sunday	£300.00	£0.00	£300.00	-100.00%
10050	Local Event Support	£3,000.00	£0.00	£3,000.00	-100.00%
Total Expenditure		£4,300.00	£0.00	£4,300.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Christmas Lights					
Expenditure					
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	£249.94	£400.06	-61.55%
Total Expenditure		£29,950.00	£3,623.87	£26,326.13	-87.90%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

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

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Ear Marked Reserves					
Expenditure					
12000	Ear Marked Reserves	£495,519.69	£16,884.35	£478,635.34	-96.59%
Total Expenditure		£495,519.69	£16,884.35	£478,635.34	-96.59%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

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

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance	Bal %age
Mayors Charity					
Income					
1200	Events & Donations	£0.00	£60.00	£60.00	100.00%
Total Income		£0.00	£60.00	£60.00	100.00%
Expenditure					
14005	Mayor Events (HSBC)	£0.00	£0.00	£0.00	0.00%
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 24/07/25 inclusive. Includes due and unpaid transactions.

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

	2025/26	Actual Net	Balance	Bal %age
Total Income	£810,356.00	£731,256.52		
Total Expenditure	£1,305,875.69	£239,992.76		
Total Net Balance	**-£495,519.69**	**£491,263.76**		

PAPER E

Bank Account Reconciled Statement

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

Statement Number	149	Bank Statement No.	149
Statement Opening Balance	£830,886.97	Opening Date	01/06/25
Statement Closing Balance	£772,011.45	Closing Date	30/06/25
True/ Cashbook Closing Balance	£772,011.45		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/06/25	CR250601	Foxby Hill Allotments	0.00	32.63	830,919.60
01/06/25	CR250601B	Foxby Hill Allotments	0.00	32.02	830,951.62
01/06/25	CR250601C	Love Lane Allotments	0.00	0.00	830,951.62
01/06/25	CR250601D	Showfield Allotments	0.00	0.00	830,951.62
01/06/25	CR250601E	Showfield Allotments	0.00	0.00	830,951.62
02/06/25	CR250602	Slimming World	0.00	147.07	831,098.69
02/06/25	DD250602	West Lindsey District Council	405.14	0.00	830,693.55
02/06/25	DD250602B	Lex Autolease Limited	1,038.04	0.00	829,655.51
03/06/25	CR250603	Foxby Hill Allotments	0.00	35.94	829,691.45
03/06/25	CR250603B	CCLA Investment Management Limited	0.00	735.77	830,427.22
04/06/25	BP250604	A Price Electrical Ltd	168.00	0.00	830,259.22
04/06/25	BP250604B	Chubb Fire & Security Ltd	824.50	0.00	829,434.72
04/06/25	BP250604C	Morton Feastival	750.00	0.00	828,684.72
04/06/25	BP250604D	Trade UK	31.44	0.00	828,653.28
04/06/25	BP250604E	Peacock and Binnington	41.70	0.00	828,611.58
04/06/25	BP250604F	B & B Tree Specialists	1,260.00	0.00	827,351.58
04/06/25	BP250604G	Japanese Knotweed Solutions Ltd	406.56	0.00	826,945.02
04/06/25	BP250604H	Kyle Holliday Grave Digger	3,325.00	0.00	823,620.02
04/06/25	BP250604I	Viking Direct	195.78	0.00	823,424.24
04/06/25	BP250604J	Glendale Managed Services Ltd	1,891.99	0.00	821,532.25
04/06/25	BP250604K	F5 Computing Ltd	643.87	0.00	820,888.38
04/06/25	BP250604L	Zurich Muncipal	13,792.10	0.00	807,096.28
04/06/25	BP250604M	DS Heating & Plumbing	390.00	0.00	806,706.28
04/06/25	BP250604N	Gainsborough Skip Hire	500.00	0.00	806,206.28
04/06/25	BP250604O	West Lindsey District Council	5,226.94	0.00	800,979.34
04/06/25	BP250604P	Water Plus Ltd	33.78	0.00	800,945.56
04/06/25	BP250604Q	Water Plus Ltd	2.44	0.00	800,943.12
04/06/25	CR250604	Foxby Hill Allotments	0.00	30.22	800,973.34
04/06/25	CR250604B	North Warren Road Allotments	0.00	29.11	801,002.45

Bank Account Reconciled Statement

04/06/25	CR250604C	SP Davis Memorials	0.00	236.16	801,238.61
04/06/25	CR250604D	Love Lane Allotments	0.00	52.17	801,290.78
04/06/25	CR250604E	Marshalls Sports FC	0.00	254.31	801,545.09
04/06/25	CR250604F	Love Lane Allotments	0.00	65.85	801,610.94
04/06/25	CR250604G	Foxby Hill Allotments	0.00	47.09	801,658.03
05/06/25	BP250605	Laybo's Legacy	1,000.00	0.00	800,658.03
05/06/25	CC250605	Multiple Suppliers/ Customers	379.44	0.00	800,278.59
05/06/25	CR250605	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	2,656.22	802,934.81
05/06/25	CR250605B	Spital Hill Allotments	0.00	53.24	802,988.05
05/06/25	CR250605C	Spital Hill Allotments	0.00	1.38	802,989.43
06/06/25	CR250606	Love Lane Allotments	0.00	37.70	803,027.13
06/06/25	CR250606B	North Warren Road Allotments	0.00	83.58	803,110.71
06/06/25	CR250606C	Cliff Bradley & Sons Ltd	0.00	5,302.05	808,412.76
06/06/25	CR250606D	North Warren Road Allotments	0.00	31.36	808,444.12
06/06/25	CR250606E	North Warren Road Allotments	0.00	54.58	808,498.70
06/06/25	CR250606F	North Warren Road Allotments	0.00	25.67	808,524.37
06/06/25	CR250606G	LAS Metals	0.00	73.80	808,598.17
07/06/25	CR250607	Foxby Hill Allotments	0.00	92.05	808,690.22
07/06/25	CR250607B	Foxby Hill Allotments	0.00	38.71	808,728.93
07/06/25	CR250607C	Foxby Hill Allotments	0.00	3.00	808,731.93
07/06/25	CR250607D	Foxby Hill Allotments	0.00	35.26	808,767.19
07/06/25	CR250607E	Foxby Hill Allotments	0.00	35.75	808,802.94
08/06/25	CR250608	Showfield Allotments	0.00	37.80	808,840.74
09/06/25	BP250609	Taylored Investments Ltd (Shedstore)	649.99	0.00	808,190.75
09/06/25	BP250609B	Love Lane Allotments	0.00	-34.91	808,155.84
09/06/25	CR250609	Slimming World	0.00	121.82	808,277.66
09/06/25	CR250609B	Showfield Allotments	0.00	25.18	808,302.84
09/06/25	CR250609C	North Warren Road Allotments	0.00	37.80	808,340.64
10/06/25	CR250610	North Warren Road Allotments	0.00	25.68	808,366.32
10/06/25	CR250610B	North Warren Road Allotments	0.00	0.81	808,367.13
10/06/25	CR250610C	Foxby Hill Allotments	0.00	39.42	808,406.55
10/06/25	CR250610D	Foxby Hill Allotments	0.00	46.43	808,452.98
10/06/25	CR250610E	Foxby Hill Allotments	0.00	34.25	808,487.23
10/06/25	CR250610F	North Warren Road Allotments	0.00	30.64	808,517.87

11/06/25	CR250611	North Warren Road Allotments	0.00	33.27	808,551.14
11/06/25	CR250611B	Love Lane Allotments	0.00	35.48	808,586.62
11/06/25	CR250611C	Spital Hill Allotments	0.00	25.92	808,612.54
11/06/25	CR250611D	Showfield Allotments	0.00	10.25	808,622.79
11/06/25	CR250611E	Showfield Allotments	0.00	18.85	808,641.64
11/06/25	CR250611F	Foxby Hill Allotments	0.00	38.00	808,679.64
11/06/25	DD250611	Tomato Energy	2.07	0.00	808,677.57
12/06/25	CR250612	Little Piglets	0.00	69.45	808,747.02
12/06/25	CR250612B	Kingsway Clayton House	0.00	115.78	808,862.80
12/06/25	CR250612C	[redacted]	0.00	57.89	808,920.69
13/06/25	CR250613	Foxby Hill Allotments	0.00	27.08	808,947.77
13/06/25	DD250613	Information Commissioner's Office	73.00	0.00	808,874.77
13/06/25	DD250613B	Fuelgenie	607.83	0.00	808,266.94
15/06/25	CR250615	Gainsborough Men's Shed	0.00	66.16	808,333.10
16/06/25	CR250616	Slimming World	0.00	121.82	808,454.92
16/06/25	CR250616B	Gainsborough Muslim Community	0.00	51.99	808,506.91
16/06/25	CR250616C	Foxby Hill Allotments	0.00	35.95	808,542.86
16/06/25	CR250616D	Kixx West Lindsey	0.00	66.85	808,609.71
16/06/25	DD250616	Tomato Energy	1,234.07	0.00	807,375.64
16/06/25	DD250616B	Integrating Solutions Ltd	134.12	0.00	807,241.52
16/06/25	DD250616C	West Lindsey District Council	99.00	0.00	807,142.52
16/06/25	DD250616D	West Lindsey District Council	707.00	0.00	806,435.52
16/06/25	DD250616E	West Lindsey District Council	936.00	0.00	805,499.52
16/06/25	DD250616F	West Lindsey District Council	295.00	0.00	805,204.52
17/06/25	DD250617	EDF Energy	168.50	0.00	805,036.02
17/06/25	DD250617B	EDF Energy	36.97	0.00	804,999.05
17/06/25	DD250617C	British Gas Business	94.94	0.00	804,904.11
17/06/25	DD250617D	British Gas Business	37.73	0.00	804,866.38
17/06/25	DD250617E	British Gas Business	50.11	0.00	804,816.27
17/06/25	DD250617F	Anglian Water Business (National) Ltd	106.11	0.00	804,710.16
17/06/25	DD250617G	British Gas Business	234.32	0.00	804,475.84
18/06/25	CR250618	North Warren Road Allotments	0.00	25.12	804,500.96
18/06/25	DD250618	E.ON Next Energy Ltd	71.06	0.00	804,429.90
18/06/25	DD250618B	Anglian Water Business (National) Ltd	19.37	0.00	804,410.53

Bank Account Reconciled Statement

18/06/25	DR250618	HSBC	31.49	0.00	804,379.04
19/06/25	CR250619	Foxby Hill Allotments	0.00	31.93	804,410.97
19/06/25	CR250619B	Foxby Hill Allotments	0.00	27.97	804,438.94
19/06/25	DD250619	EE Ltd	109.09	0.00	804,329.85
19/06/25	DD250619B	Clear Business Electricity	197.53	0.00	804,132.32
20/06/25	CR250620	Foxby Hill Allotments	0.00	24.90	804,157.22
20/06/25	CR250620B	Foxby Hill Allotments	0.00	34.01	804,191.23
20/06/25	CR250620C	Foxby Hill Allotments	0.00	24.97	804,216.20
20/06/25	CR250620D	Love Lane Allotments	0.00	36.49	804,252.69
20/06/25	DD250620	Anglian Water Business (National) Ltd	137.53	0.00	804,115.16
20/06/25	DD250620B	Anglian Water Business (National) Ltd	132.01	0.00	803,983.15
21/06/25	CR250621	Love Lane Allotments	0.00	15.00	803,998.15
23/06/25	CR250623	Slimming World	0.00	121.82	804,119.97
23/06/25	CR250623B	Spital Hill Allotments	0.00	40.86	804,160.83
23/06/25	CR250623C	Dowse's Funfairs	0.00	1,000.00	805,160.83
23/06/25	DD250623	British Gas Business	83.64	0.00	805,077.19
24/06/25	BP250623/24	Shucksmith Accountants (Gainsborough) Ltd	31,933.41	0.00	773,143.78
24/06/25	DD250624	British Telecommunications Plc	443.24	0.00	772,700.54
24/06/25	DD250624B	Stallard Kane Associates Ltd	117.82	0.00	772,582.72
25/06/25	BP250625	Ultimate Graphics Ltd	33.60	0.00	772,549.12
25/06/25	BP250625B	Peacock and Binnington	268.20	0.00	772,280.92
25/06/25	BP250625C	Second Element Ltd	1,314.00	0.00	770,966.92
25/06/25	BP250625D	Lincolnshire Association of Local Councils	30.00	0.00	770,936.92
25/06/25	BP250625E	Huws Gray Limited	845.82	0.00	770,091.10
25/06/25	BP250625F	Viking Direct	105.59	0.00	769,985.51
25/06/25	BP250625G	Kyle Holliday Grave Digger	525.00	0.00	769,460.51
25/06/25	BP250625H	DrumBEAT Marketing UK	288.00	0.00	769,172.51
25/06/25	BP250625I	Cleaning Supplies 4U	67.76	0.00	769,104.75
25/06/25	BP250625J	Chantry Agricultural Engineers	78.00	0.00	769,026.75
25/06/25	BP250625K	Shucksmith Accountants (Gainsborough) Ltd	459.00	0.00	768,567.75
25/06/25	BP250625L	Water Plus Ltd	37.03	0.00	768,530.72
25/06/25	BP250625M	Water Plus Ltd	2.52	0.00	768,528.20
25/06/25	BP250625N	Water Plus Ltd	26.03	0.00	768,502.17
25/06/25	BP250625O	SSE Energy Supply Ltd	262.44	0.00	768,239.73
25/06/25	BP250625P	Foxby Hill Allotments	0.00	-37.24	768,202.49

Bank Account Reconciled Statement

25/06/25	CR250625	Love Lane Allotments	0.00	30.80	768,233.29
25/06/25	CR250625B	Showfield Allotments	0.00	27.91	768,261.20
26/06/25	CR250626	Love Lane Allotments	0.00	30.43	768,291.63
26/06/25	CR250626B	Foxby Hill Allotments	0.00	66.00	768,357.63
30/06/25	CR250630	Foxby Hill Allotments	0.00	57.27	768,414.90
30/06/25	CR250630B	Slimming World	0.00	121.82	768,536.72
30/06/25	CR250630C	Love Lane Allotments	0.00	38.56	768,575.28
30/06/25	CR250630D	Foxby Hill Allotments	0.00	38.69	768,613.97
30/06/25	CR250630E	HSBC	0.00	3,425.07	772,039.04
30/06/25	DD250630	Anglian Water Business (National) Ltd	27.59	0.00	772,011.45
30/06/25	DD250630B	Tomato Energy	0.00	0.00	772,011.45
30/06/25	DD250630C	Tomato Energy	0.00	0.00	772,011.45

Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	75420.25	16544.73

Reconciled by Rachel Allbones

Signed

Clerk / Responsible Financial Officer

Chair

Date

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Your Statement

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

Account Summary	
Opening Balance	10,000.00
Payments In	87,188.24
Payments Out	87,188.24
Closing Balance	10,000.00

International Bank Account Number
GB60HBUK40220151418890

Branch Identifier Code
HBUKGB4131T

29 May to 28 June 2025

Account Name
Gainsborough Town Council

Sortcode	Account Number	Sheet Number
40-22-01	51418890	934

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
28 May 25		**BALANCE BROUGHT FORWARD**			**10,000.00**
30 May 25	CR	CASH IN P.O. MAY30			
		13 MARKET ST@14:30			
		465941XXXXXX6651		339.13	
	CR	[redacted]			
		ALLOTMENT		28.41	
	CR	[redacted]			
		SH 44[redacted]		47.86	
	CR	[redacted]			
		2025-FH012-[redacted]		37.30	
	CR	[redacted]			
		2025-FH013-[redacted]		41.15	
	CR	[redacted]			
		2025-FH-076-[redacted]		20.24	
	CR	[redacted]			
		2025-FH-077-[redacted]		20.24	
	TFR	TRANSFER 03662918	534.33		10,000.00
31 May 25	CR	JH Smithson & Son			
		Charity donations		60.00	
	CR	[redacted]			
		Plot 88		42.54	
	TFR	TRANSFER 03662918	102.54		10,000.00
01 Jun 25	CR	[redacted]			
		2025-FH-131[redacted]		32.63	
	CR	[redacted]			
		2025-FH130-[redacted]		32.02	
	TFR	TRANSFER 03662918	64.65		10,000.00
02 Jun 25	DD	WEST LINDSEY DISTR	405.14		
		BALANCE CARRIED FORWARD			**9,594.86**

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29 May to 28 June 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	935

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**9,594.86**
	DD	LEX AUTOLEASE	1,038.04		
	CR	[redacted]			
		SLIMMING WORLD REN		147.07	
	TFR	TRANSFER 03662918		1,296.11	10,000.00
03 Jun 25	CR	[redacted]			
		2025-FH-082-[redacted]		35.94	
	CR	CCLA Investment Ma			
		PS1008661-GAINSBOR		735.77	
	TFR	TRANSFER 03662918	771.71		10,000.00
04 Jun 25	CR	CHQ IN AT 407080		655.58	
	CR	[redacted]			
		25-FH023-[redacted]		30.22	
	TFR	402201 03662918			
		INTERNET TRANSFER		30,000.00	
	BP	A PRICE ELECTRICAL			
		GAINS TOWN COUNCIL	168.00		
	BP	CHUBB FIRE & SECUR			
		52048532	824.50		
	BP	Morton Parish Coun			
		Gainsborough TC	750.00		
	BP	Screwfix Direct Lt			
		6331640014561849	31.44		
	BP	PEACOCK & BINNINGT			
		6159	41.70		
	BP	B&B Tree Specialis			
		11170142	1,260.00		
	BP	Japanese Knotweed			
		GAINSBOR	406.56		
	BP	Mr Kyle A Holliday			
		Gains Town Council	3,325.00		
	BP	Viking Office UK L			
		1354765	195.78		
	BP	Glendale Countrysi			
		11402	1,891.99		
	BP	F5 COMPUTING LTD			
		GAINS TOWN COUNCIL	643.87		
	BP	ZURICH TEN CLIENT			
		YLL2720417213	13,792.10		
	BP	DANIEL SENESCALL			
		GAINS TOWN COUNCIL	390.00		
	BP	IAN ECCLESHARE			
		GAINS TOWN COUNCIL	500.00		
	BP	WEST LINDSEY DC			
		1907026746	5,226.94		
		BALANCE CARRIED FORWARD			**11,237.92**

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29 May to 28 June 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	936

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**11,237.92**
	BP	WATER PLUS 0880007483	33.78		
	BP	WATER PLUS 7001679673	2.44		
	CR	[redacted] 2025NW004-[redacted]		29.11	
	TFR	TRANSFER 03662918	1,230.81		10,000.00
05 Jun 25	CR	LINCS COOP		2,656.22	
	DD	COMMERCIAL CARD	379.44		
	CR	[redacted] SH019-[redacted]		53.24	
	BP	Laybos Legacy Gains Town Council	1,000.00		
	CR	[redacted] SPITTAL HILL 3		1.38	
	TFR	TRANSFER 03662918	1,331.40		10,000.00
06 Jun 25	CR	[redacted] 2025LL-010[redacted]		37.70	
	CR	[redacted] 2025 NW[redacted]		83.58	
	CR	Cliff Bradley & So C107		5,302.05	
	CR	CASH IN P.O. JUN06 13 MARKET ST@14:41 465941XXXXXX6651		111.61	
	CR	LAS METALS LAS METALS LRD		73.80	
	TFR	TRANSFER 03662918	5,608.74		10,000.00
07 Jun 25	CR	[redacted] 2025-FH065-[redacted]		92.05	
	CR	[redacted] 2025-FH066-[redacted]		38.71	
	CR	[redacted] plot 125		3.00	
	CR	[redacted] plot 126		35.26	
	CR	[redacted] plot 127		35.75	
	TFR	TRANSFER 03662918	204.77		10,000.00
08 Jun 25	CR	[redacted] 2025-SF016-[redacted]		37.80	
	TFR	TRANSFER 03662918	37.80		10,000.00
09 Jun 25	CR	[redacted] SLIMMING WORLD REN		121.82	
		BALANCE CARRIED FORWARD			**10,121.82**

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29 May to 28 June 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	937

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**10,121.82**
	BP	Taylored Investmen			
		00003262	649.99		
	BP	[redacted]			
		Gains Town Council	34.91		
	CR	[redacted]			
		2024-SF17-[redacted]		25.18	
	CR	[redacted]			
		2025-NW-041-[redacted]		37.80	
	TFR	TRANSFER 03662918		500.10	10,000.00
10 Jun 25	CR	[redacted]			
		[redacted] plot 38		25.68	
	CR	[redacted]			
		NW-026-[redacted]		0.81	
	CR	[redacted]			
		2025-FH-021-[redacted]		39.42	
	CR	[redacted]			
		2025-FH-020-[redacted]		46.43	
	CR	[redacted]			
		allot rnt 40 foxby		34.25	
	CR	[redacted]			
		2025-NW-021-[redacted]		30.64	
	TFR	TRANSFER 03662918	177.23		10,000.00
11 Jun 25	DD	TOMATO ENERGY	2.07		
	CR	CASH IN P.O. JUN11			
		13 MARKET ST@12:37			
		465941XXXXXX6651		123.77	
	CR	[redacted]			
		2025-FH-0009-[redacted]		38.00	
	TFR	TRANSFER 03662918	159.70		10,000.00
12 Jun 25	CR	[redacted]			
		F307		69.45	
	CR	CLAYTON HOUSE - RE			
		F315		115.78	
	CR	[redacted]			
		INV F309		57.89	
	TFR	TRANSFER 03662918	243.12		10,000.00
13 Jun 25	DD	ICO	73.00		
	DD	WL ITS FUELGENIE	607.83		
	CR	[redacted]			
		25-FH022-[redacted]		27.08	
	TFR	TRANSFER 03662918		653.75	10,000.00
15 Jun 25	CR	GAINSBOROUGH MENS			
		INV F316		66.16	
	TFR	TRANSFER 03662918	66.16		10,000.00
		BALANCE CARRIED FORWARD			**10,000.00**

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29 May to 28 June 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	938

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**10,000.00**
16 Jun 25	DD	TOMATO ENERGY	1,234.07		
	DD	INTEGRATING SOLUTI	134.12		
	DD	WEST LINDSEY DC	99.00		
	DD	WEST LINDSEY DC	707.00		
	DD	WEST LINDSEY DC	936.00		
	DD	WEST LINDSEY DC	295.00		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	CR	[redacted]			
		[redacted]/Gains M Com		51.99	
	CR	[redacted]			
		2025-FH-054-[redacted]		35.95	
	CR	KIXX WEST LINDSEY			
		Kixx May		66.85	
	TFR	TRANSFER 03662918		3,128.58	10,000.00
17 Jun 25	DD	EDF ENERGY	168.50		
	DD	EDF ENERGY	36.97		
	DD	BRITISH GAS	94.94		
	DD	BRITISH GAS	37.73		
	DD	BRITISH GAS	50.11		
	DD	ANGLIAN WATER BUSI	106.11		
	DD	BRITISH GAS BUSINE	234.32		
	TFR	TRANSFER 03662918		728.68	10,000.00
18 Jun 25	DD	E.ON NEXT LTD	71.06		
	DD	ANGLIAN WATER BUSI	19.37		
	DR	TOTAL CHARGES			
		TO 27MAY2025	31.49		
	CR	[redacted]			
		Plot18 NorthWarren		25.12	
	TFR	TRANSFER 03662918		96.80	10,000.00
19 Jun 25	DD	EE LIMITED	109.09		
	DD	CLEARBUSINESS	197.53		
	CR	[redacted]			
		2025-FH-037-[redacted]		31.93	
	CR	[redacted]			
		2025-FH-086-[redacted]		27.97	
	TFR	TRANSFER 03662918		246.72	10,000.00
20 Jun 25	DD	ANGLIAN WATER BUSI	137.53		
	DD	ANGLIAN WATER BUSI	132.01		
	CR	[redacted]			
		2025-FH-091-[redacted]		24.90	
	CR	[redacted]			
		2025-FH-092-[redacted]		34.01	
		BALANCE CARRIED FORWARD			**9,789.37**

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29 May to 28 June 2025

Your Statement

Account Name	**Sortcode**	**Account Number**	**Sheet Number**
Gainsborough Town Council	40-22-01	51418890	939

Your BUSINESS CURRENT ACCOUNT details

Date		*Payment type and details*	*Paid out*	*Paid in*	*Balance*
		BALANCE BROUGHT FORWARD			**9,789.37**
	BP	[redacted]			
		2025FH030-[redacted]		24.97	
	CR	[redacted]			
		2025-LL-021-		36.49	
	TFR	TRANSFER 03662918		149.17	10,000.00
21 Jun 25	CR	[redacted]			
		LL-019b-[redacted]		15.00	
	TFR	TRANSFER 03662918	15.00		10,000.00
23 Jun 25	DD	BRITISH GAS	83.64		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	CR	[redacted]			
		allotment 041		40.86	
	CR	DOWSE WJ			
		WARRENDOWSE EVENTS		1,000.00	
	TFR	402201 03662918			
		INTERNET TRANSFER		30,000.00	
	BP	RIGEL WOLF CLIENT			
		GTC PAYROLL	30,000.00		
	TFR	TRANSFER 03662918	1,079.04		10,000.00
24 Jun 25	DD	BT GROUP PLC	443.24		
	DD	STALLARD KANE ASSO	117.82		
	BP	RIGEL WOLF CLIENT			
		GTC PAYROLL	1,933.41		
	TFR	TRANSFER 03662918		2,494.47	10,000.00
25 Jun 25	BP	Ultimate Graphics			
		INV-1309	33.60		
	BP	PEACOCK & BINNINGT			
		6159	268.20		
	BP	SECOND ELEMENT			
		525160	1,314.00		
	BP	LALC			
		GAINSBOROUGH	30.00		
	BP	Huws Gray Ltd			
		G7305	845.82		
	BP	Viking Office UK L			
		1354765	105.59		
	BP	Mr Kyle A Holliday			
		Gains Town Council	525.00		
	BP	DrumBEAT Marketing			
		INV-001564	288.00		
	BP	CLEANING SUPPLIES			
		ITGAIN00	67.76		
		BALANCE CARRIED FORWARD			**6,522.03**

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29 May to 28 June 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	940

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**6,522.03**
	BP	CHANTRY AGRICULTUR			
		GAINS TOWN COUNCIL	78.00		
	BP	RIGEL WOLF LTD			
		G0007	459.00		
	BP	WATER PLUS			
		7001587165	37.03		
	BP	WATER PLUS			
		7001679673	2.52		
	BP	WATER PLUS			
		0880007483	26.03		
	BP	SSE ENERGY SOLUTIO			
		8700457034	262.44		
	BP	[redacted]			
		Gains Town Council	37.24		
	CR	[redacted]			
		2025-LL005-[redacted]		30.80	
	CR	[redacted]			
		2025-SF-030-[redacted]		27.91	
	TFR	TRANSFER 03662918		4,321.52	10,000.00
26 Jun 25	CR	[redacted]			
		2025-LL-017-[redacted]		30.43	
	CR	[redacted]			
		2025FH124[redacted]		66.00	
	TFR	TRANSFER 03662918	96.43		10,000.00
28 Jun 25		**BALANCE CARRIED FORWARD**			**10,000.00**

Information about the Financial Services Compensation Scheme

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

Credit Interest Rates	balance	AER variable
Credit interest is not applied		

Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

HSBC UK **Gainsborough Town Council**

40-22-01 51418890
Business c/a Gains twn cn

GBP **6,009.40**
GBP 6,009.40 available

Account information

Balance details | Recent transactions | Next working day transactions | Statements

All transactions for the last

7 days | 14 days | 1 month | 3 months | 6 months | 12 months | 28 Jun 2025 to 30 Jun 2025

Advanced search

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

Last updated 02 Jul 2025 12:58

Date	Type	Description	Paid out	Paid in	Balance
30 Jun 2025		**Balance carried forward**			**10,000.00**
30 Jun 2025	TFR	TRANSFER 03662918	228.75		10,000.00
30 Jun 2025	CR	[redacted] foxby hill plot108		38.69	10,228.75
30 Jun 2025	CR	[redacted] 2025-LL-030- [redacted]		38.56	10,190.06
30 Jun 2025	CR	[redacted] SLIMMING WORLD REN		121.82	10,151.50
30 Jun 2025	DD	ANGLIAN WATER BUSI	27.59		10,029.68
30 Jun 2025	CR	[redacted] Allotment		57.27	10,057.27
28 Jun 2025		**Balance brought forward**			**10,000.00**

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Your Statement

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

Account Summary

Opening Balance	820,886.97
Payments In	14,740.38
Payments Out	73,615.90
Closing Balance	762,011.45

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

International Bank Account Number
GB04HBUK40220103662918

1 June to 30 June 2025

Branch Identifier Code
HBUKGB4131T

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	350

Your Business Money Manager details

Date	Payment type and details		Paid out	Paid in	Balance
31 May 25		**BALANCE BROUGHT FORWARD**			**820,886.97**
01 Jun 25	TFR	TRANSFER 51418890		64.65	820,951.62
02 Jun 25	TFR	TRANSFER 51418890	1,296.11		819,655.51
03 Jun 25	TFR	TRANSFER 51418890		771.71	820,427.22
04 Jun 25	TFR	402201 51418890			
		INTERNET TRANSFER	30,000.00		
	TFR	TRANSFER 51418890		1,230.81	791,658.03
05 Jun 25	TFR	TRANSFER 51418890		1,331.40	792,989.43
06 Jun 25	TFR	TRANSFER 51418890		5,608.74	798,598.17
07 Jun 25	TFR	TRANSFER 51418890		204.77	798,802.94
08 Jun 25	TFR	TRANSFER 51418890		37.80	798,840.74
09 Jun 25	TFR	TRANSFER 51418890	500.10		798,340.64
10 Jun 25	TFR	TRANSFER 51418890		177.23	798,517.87
11 Jun 25	TFR	TRANSFER 51418890		159.70	798,677.57
12 Jun 25	TFR	TRANSFER 51418890		243.12	798,920.69
13 Jun 25	TFR	TRANSFER 51418890	653.75		798,266.94
15 Jun 25	TFR	TRANSFER 51418890		66.16	798,333.10
16 Jun 25	TFR	TRANSFER 51418890	3,128.58		795,204.52
17 Jun 25	TFR	TRANSFER 51418890	728.68		794,475.84
18 Jun 25	TFR	TRANSFER 51418890	96.80		794,379.04
19 Jun 25	TFR	TRANSFER 51418890	246.72		794,132.32
20 Jun 25	TFR	TRANSFER 51418890	149.17		793,983.15
21 Jun 25	TFR	TRANSFER 51418890		15.00	793,998.15
23 Jun 25	TFR	402201 51418890			
		INTERNET TRANSFER	30,000.00		
	TFR	TRANSFER 51418890		1,079.04	765,077.19
		BALANCE CARRIED FORWARD			**765,077.19**

HSBC UK

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

1 June to 30 June 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	351

Your Business Money Manager details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**765,077.19**
24 Jun 25	TFR	TRANSFER 51418890	2,494.47		762,582.72
25 Jun 25	TFR	TRANSFER 51418890	4,321.52		758,261.20
26 Jun 25	TFR	TRANSFER 51418890		96.43	758,357.63
30 Jun 25	CR	GROSS INTEREST			
		TO 29JUN2025		3,425.07	
	TFR	TRANSFER 51418890		228.75	762,011.45
30 Jun 25		**BALANCE CARRIED FORWARD**			**762,011.45**

Information about the Financial Services Compensation Scheme

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

Bank Account Reconciled Statement

CCLA Investment Management Limi 74455479 40-05-30

Statement Number	6	Bank Statement No.	6
Statement Opening Balance	£200,000.00	Opening Date	01/06/25
Statement Closing Balance	£200,000.00	Closing Date	30/06/25
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 unpresented effects

	Debit (£)	Credit (£)
Total uncleared and unpresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Rachel Allbones

Signed ______________________ ______________________

Clerk / Responsible Financial Officer Chair

Date ______________ ______________

CCLA
GOOD INVESTMENT

Statement of Account

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

5 July 2025

Account name: **GAINSBOROUGH TOWN COUNCIL**
Account number: **PS1008661-001**
Statement period: **31/05/2025 to 30/06/2025**

Account summary

Total valuation as at 30 June 2025	**£200,000.00**
Total valuation as at last statement at 31 May 2025	**£200,000.00**

Holdings as at 30 June 2025

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

Total value
£200,000.00

The average Fund yield for this period was 4.27% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jun 2025	02/07/2025	Paid to Nominated Bank Details	£23.45	
Jun 2025	02/07/2025	Paid to Nominated Bank Details	£679.46	

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

PAPER F

Officer Report to the
Finance and Strategy Committee
Report Author: Rachel Allbones
Report Date: 24 July 2025

Gainsborough
TOWN COUNCIL

Subject: Councillor Internal Controls

1. Summary

To consider formalising internal controls from Members.

2. Background

Infrequently in the past Members have carried out internal controls with the RFO.

Councillor Key attended the Council Offices on 20 June 2025 and carried out the first internal check of 2025/26.

Ideally these would be carried out quarterly as well as the formal internal audit.

It is suggested that further checks are carried out in September, December and March.

Please see Appendix A for the internal checks that are carried out.

3. Recommendation

1) To approve the Internal Check Sheet
2) To appoint Members to carry out internal check in September, December and March.

GAINSBOROUGH TOWN COUNCIL
QUARTERLEY FINANCE CHECK RECORD

EXPENDITURE INVOICE CHECKS

1. Clerk/RFO to select 2 original invoices from invoice folder and check details on invoice correspond with finance software

Transaction numbers selected		Transaction numbers correspond with finance software? Please tick Yes or No		
		YES	NO	Note: For any numbers that do not correspond please insert explanation in space below !
1				
2				

Number Discrepancy Information:

2. Clerk/RFO select 2 transaction numbers from the finance software and check that details correspond with original invoice in the invoice folder.

Transaction numbers selected		Transaction numbers correspond with physical copies? Please tick Yes or No		
		YES	NO	Note: For any numbers that do not correspond please insert explanation in space below !
1				
2				

Number Discrepancy Information:

GAINSBOROUGH TOWN COUNCIL
QUARTERLEY FINANCE CHECK RECORD

ORDER NUMBER COMPARISONS

3. Clerk/RFO to select 2 order numbers from physical invoices and check number / amount / description against order number sheet on finance software.

Order numbers selected		**Do order numbers on invoices correspond with physical order numbers on sheet?** **Please tick Yes or No**		
		YES	**NO**	Note: Please insert details of any discrepancies between invoice and finance software in space below!
1				
2				

Order Number Discrepancy Information:

4. Clerk/RFO to select 2 order numbers from order number sheet on finance software and check number / amount / description against physical invoice.

Order numbers selected		**Do order numbers on finance software correspond with physical order numbers on invoice?** **Please tick Yes or No**		
		YES	**NO**	Note: Please insert details of any discrepancies between software and sheet/invoice in space below!
1				
2				

Order Number Discrepancy Information:

GAINSBOROUGH TOWN COUNCIL
QUARTERLEY FINANCE CHECK RECORD

DIRECT DEBIT CHECKS

5. Clerk/RFO to select 2 direct debit entries from bank statement and check against supplier invoice / statement.

DD's selected from bank statement				**Does DD entry on statement correspond with statement from supplier?** **Please tick Yes or No**		
	Date	**Amount**	**Supplier**	**YES**	**NO**	Note: Please insert details of any discrepancies between bank statement and supplier statement in space below!
1						
2						

Direct Debit Discrepancy Details:

FUEL RECEIPT CHECKS

6. Clerk/RFO to ensure that receipts are attached to each statement and receipts correspond with statement entries.

Are receipts attached to statement?	**YES**	**NO**

If NO please detail missing receipts below and corrective action to be taken.

Do receipts all correspond with statement?	**YES**	**NO**

If NO please describe discrepancy below and corrective action to be taken.

BANK TRANSFER CHECKS

7. Clerk/RFO to select 2 entries from bank transfer approval sheet and check bank details on HSBC print out against supplier invoice.

Bank transfers selected				Does HSBC print out details correspond supplier invoice? Please tick Yes or No		
	Date	Amount	Supplier	YES	NO	Note: Please insert details of any discrepancies between HSBC print out and supplier invoice in space below!
1						
2						

Bank Transfer Discrepancy Details:

8. Clerk/RFO to select 2 original invoices from invoice folder and check bank transfer details against HSBC print out.

Bank transfers selected				Does supplier invoice details correspond with HSBC print out? Please tick Yes or No		
	Date	Amount	Supplier	YES	NO	Note: Please insert details of any discrepancies between supplier invoice and HSBC print out in space below!
1						
2						

Bank Transfer Discrepancy Details:

9. Clerk/RFO to select 2 entries from bank transfer approval sheet and check amount against bank statement

Bank transfers selected				Does bank transfer approval sheet details correspond with bank statement? Please tick Yes or No		
	Date	**Amount**	**Supplier**	**YES**	**NO**	Note: Please insert details of any discrepancies between bank transfer approval sheet and bank statement in space below!
1						
2						

Bank Transfer Discrepancy Details:

10. Clerk/RFO to select 2 entries from bank statement and check amount against bank transfer approval sheet.

Bank transfers selected				Does bank statement correspond with bank transfer approval sheet details? Please tick Yes or No		
	Date	**Amount**	**Supplier**	**YES**	**NO**	Note: Please insert details of any discrepancies between bank staement and bank transfer approval sheet in space below!
1						
2						

Bank Transfer Discrepancy Details:

CREDIT ENTRY COMPARISONS

11. Clerk/RFO to select 2 credit amounts shown on finance software and check against bank statements for corresponding credit entry.

Credit entry selected from finance software				Does credit entry on finance software correspond with bank statement? Please tick Yes or No		
	Date	**Amount**	**Source of Funds**	**YES**	**NO**	Note: Please insert details of any discrepancies between software and sheet/invoice in space below!
1						
2						

Credit Entry Discrepancy Details:

12. Clerk/RFO to select 2 credit amounts shown on bank statement and check against finance software for corresponding credit entry.

Credit entry selected from bank statement				Does credit entry on bank statement correspond with finance software? Please tick Yes or No		
	Date	**Amount**	**Source of Funds**	**YES**	**NO**	Note: Please insert details of any discrepancies between bank statement and finance in space below!
1						
2						

Credit Entry Discrepancy Details:

GAINSBOROUGH TOWN COUNCIL
QUARTERLEY FINANCE CHECK RECORD

CHEQUE STUB COMPARISONS

13. Clerk/RFO to select 2 cheque stubs and compare against bank statement cheque entry.

Cheque number selected		Does cheque stub correspond with statement? Please tick Yes or No		
		YES	NO	Note: Please insert details of any discrepancies between bookings list and invoices raised in space below!
1				
2				

Cheque Discrepancy Details:

VAT CHECKS

15. Clerk/RFO to check that VAT claims since last check correspond with VAT amounts detailed on the finance software

Do amounts agree?	YES	NO

If NO please describe discrepancy below and corrective action to be taken.

PETTY CASH RECONCILIATION CHECKS

16. Clerk/RFO to ensure that receipts are attached to each statement, receipts correspond with statement entries and remaining funds and receipts in the tin add up to £100.

Are receipts attached to statement?	**YES**	**NO**	

If NO please detail missing receipts below and corrective action to be taken.

Do receipts all correspond with statement?	**YES**	**NO**	

If NO please describe discrepancy below and corrective action to be taken.

Do receipts and remaining monies in petty cash tin add up to £100?	**YES**	**NO**	

If NO please describe discrepancy below and corrective action to be taken.

Signed by Councillor ………………………………………………………..

Signed by Town Clerk / RFO……………………………………………...………………………

Date : / /

PAPER G

GAINSBOROUGH TOWN COUNCIL

~~Member~~ Training and Development Policy

Contents

Document History
Adopted by Council – 7 November 2023
Reviewed & Adopted -
Reviewed & Adopted –

1. Introduction

1.1 ~~Gainsborough Town Council recognises the importance of training for both its staff and members.~~ It is the Council's policy to ensure that all employees and councillors will be trained to a high standard, to ensure that the Council's aims and objectives can be delivered as efficiently as possible.

1.2 Employees and councillors are expected to embrace the ethos of training and the merits of a well-run and pro-active Council structure.

1.3~~2~~ Local Council laws, regulations and procedures are unlike those found in any other sector and are subject to change.

1.4~~3~~ The Council is responsible for significant public assets and amounts of public money. It is therefore important that its members are appropriately trained to be able to understand, consider and determine matters concerning the Councils affairs. All members, no matter how experienced, will benefit from regular training and development.

~~2. Statutory Position~~

~~2.1 There is no statutory requirement for a Councillor to attend any form of training under English law. Gainsborough Town Council can only therefore encourage its members to take up appropriate training opportunities.~~

2. Staff Training

2.1 The Council's employees are seen as fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties as effectively as possible.

2.2 Each employee will receive a staff appraisal (once a year) and this will be an opportunity to discuss any training needs.

2.3 In addition, employees are encouraged to raise at any time the perceived need for further training in any of the areas of work they are required to carry out, if need is identified. Any requests should be submitted to the Chair of the Personnel Committee for evaluation.

2.4 The Town Council may request that staff undertake further training at its discretion, where this is deemed necessary, and in view of any specialist activities that the employee is required to undertake on its behalf.

~~2.4~~2.5 Full support will be given to all employees undertaking training of any kind in furtherance of the Council's activities.

~~2.5~~2.6 It is an aim that the Town Clerk should be either CiLCA or University of Gloucester Level 4 qualified, or be working towards one of these qualifications.

~~2.6~~2.7 The Council will support the Town Clerk in their work by encouraging their membership of the Society of Local Council Clerks.

2.8 The Assistant Clerk will maintain a record of training undertaken and present this record to the Personnel Committee annually.

3. Councillor Training

3.1 The Council will encourage all members to attend training in relation to the corporate activities of the Council, and its administrative procedures.

3.2 Councillors will also be expected to undertake specialist courses as need arises, and dependent on any specific responsibilities that are allocated.

3.3 All Council policies will reflect the requirement for member training and updating on key elements of council procedure and policy.

3.4 The Council is a member of the Lincolnshire Association of Local Councils and has full access to its training programme.

3.5 If additional, specialist training is required on any matter, the Town Clerk will source the appropriate qualified person to delivery that training in-house to members.

3.6 A record of all training attended by members will be kept and publicised via the Council's Publication Scheme, and the Council's website.

~~3.~~4. Training and Development Opportunities

3.1 Members will be given the opportunity to access training and development through LALC (Lincolnshire Association of Local Council) courses, In House training, Training delivered by West Lindsey District Council or any other provider deemed appropriate.

3.2 Training and development may take many forms. As well as attending courses delivered either in person or online, assessed or not, training can also take the form of reading relevant publications such as the Good Councillor Guides, the JPAC Practitioner's Guide etc.

~~4. Record of Training~~

~~4.1 Gainsborough Town Council will keep a record of all training attended by members during each civic year. The record of training will be a public record and will be reported at the Annual Council Meeting in May.~~

~~4.2 The Deputy Clerk will maintain the record of training attended. It is a member's responsibility to advise the Deputy Clerk of all relevant training they have attended. Training attended through other agencies which may not be sector specific, such as First Aid, should also be recorded.~~

5. Training Expenses

5.1 Gainsborough Town Council will reimburse members for costs incurred for attending appropriate training events. Please refer to the ***Scheme of Members Allowances*** for full details.

6. Finance Training

6.1 Gainsborough Town Council is responsible for considerable financial and physical public assets. "The authority generally, and members individually are responsible for risk management." (JPAG Practitioner's Guide 2025~~2~~, p. 43~~4~~). Members must therefore be suitably equipped to assess and evaluate the financial risks the Council faces. All councillors, not just those serving on the Finance and Strategy Committee, are therefore encouraged to attend finance training for councillors. Non-attendance of such training does not relieve members of their joint and individual responsibility for the Council's finances.

6.2 In recognition of the growing responsibility of the Finance and Strategy committee, members must attend an 'Introduction to Council Finance' training course at the earliest opportunity following their appointment to the committee. Failure to attend may prejudice their re-appointment to the committee in the future.

7. Planning Training

7.1 Gainsborough is subject to significant growth plans and the volume of planning applications is likely to increase significantly in the coming years. This alongside the Neighbourhood Plan and the need for monitoring the adherence to its policies will place a significant responsibility on the Councils Planning committee.

7.2 Planning law is extensive but specific in terms of its application. Members who have not been trained can often be ineffective in the way they comment on applications and interpret matters before them.

7.3 In recognition of the growing responsibility of the committee, members must attend an ‘Introduction to Planning’ training course at the earliest opportunity following their appointment to the committee. Failure to attend may prejudice their re-appointment to the committee in the future.

7.4 The Council will aim to provide the relevant training to new Planning Committee members either in-house or local to Gainsborough. However, where this is not possible members may have to attend external training provided by LALC or some other training provider.

8. General

8.1 The Council will set aside an adequate training budget each year to meet training needs for staff and councillors.

8.2 Anyone attending training is required to report back to the Council – either verbally or in writing – informing others of the value of the training, and how appropriate it was to the particular issues concerned.

8.3 Any useful training material should be shared between employees and members, either in hard copy or via e-mail, to ensure everyone is made fully aware of important updates relating to law and administration.

8.4 The Council will take note of any matters which should be pursued as a result of training attended, and where best practice procedures should be implemented or updated as a result.

APPENDIX ONE

SCHEDULE OF COMPETENCIES

COUNCILLORS

Requirement	Knowledge and Skills	Effective Behaviours
Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.
Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.

Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Seeks to develop Skills in all ‘Office’ applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.
Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the ‘rules’ they need to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to	Understands the needs of the local community and secures action from the council on behalf of local people.

	seek the views of all relevant parties. Understands the role and functions of the principal council.	Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Chairing	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.
Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

Source: One Voice Wales and Society of Local Council Clerks (2022): Guidance on preparing a council's training plan including a model plan template.

APPENDIX TWO

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor……………………………………………………

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Clerk/Other Employees					
Health and Safety					

Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

PAPER H

IT Policy

Contents

Document History

Adopted by Council – September 2025

Reviewed & Adopted -

1. Introduction

1.1 Gainsborough Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

1.2 This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

2.1 This policy applies to all individuals who use Gainsborough Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

3.1 Gainsborough Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

4.1 Where possible, authorised devices, software, and applications will be provided by Gainsborough Town Council for work-related tasks.

4.2 Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

5.1 All sensitive and confidential Gainsborough Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

6.1 Gainsborough Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

7.1 Email accounts provided by Gainsborough Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

7.2 Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

8.1 Gainsborough Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

9.1 Mobile devices provided by Gainsborough Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

10.1 Gainsborough Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

11.1 Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

12.1 All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

13.1 Gainsborough Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

14.1 Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

15.1 This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

16.1 For IT-related enquiries or assistance, users can contact the Town Clerk.

16.2 All staff and councillors are responsible for the safety and security of Gainsborough Town Council's IT and email systems. By adhering to this IT and Email Policy, Gainsborough Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

PAPER I

Officer Report to the
Finance and Strategy Committee
Report Author: Rachel Allbones
Report Date: 24 July 2025

Gainsborough
TOWN COUNCIL

Subject: CCLA News

1. Summary

Committee is asked to consider the recent announcement of a change to our corporate ownership of CCLA. (see Appendix A).

2. Background

On 5 November 2024 Full Council approve the investment of £200,000 with CCLA.

Between 3 – 12 February 2025 £200,000 was deposited with CCLA in a Public Sector Deposit Fund.

On 1 July 2025 the Council RESOLVED to Deposit a further £300,000 in the Council's CCLA Public Sector Deposit Fund.
This transaction is yet to be carried out.

3. Options

1) Continue with the transaction of a further £300,000 into the Council's CCLA Public Sector Deposit Fund.
2) Recommend to Full Council no longer deposit any further funds for the time being.
3) Recommend to Full Council to remove the £200,000 fund already deposited.

4. Recommendation

To consider options above or any other options brought forward.

From: Lee Jagger <Lee.Jagger@ccla.co.uk>
Sent: 10 July 2025 09:01
To: Rachel Allbones <Rachel.Allbones@gainsborough-tc.gov.uk>
Subject: CCLA News

Dear Miss Allbones

I hope you are keeping well.

You will have received an email this morning from CCLA's Chief Executive, Peter Hugh Smith, regarding a change to our corporate ownership. If you haven't received the email, please check your junk mail folder. For ease, I have also copied Peter's email below along with some questions we anticipate clients may ask clients initially.

This is the conclusion of a process that has taken many months and has been undertaken to position CCLA for the future so that as a company we can continue to offer our clients the best possible investment products, services and support.

It is incredibly important to all at CCLA that it remains business as usual and we do not expect this news to affect our clients or staff in a negative way. Quite to the contrary, we believe this will be a very positive move forward for the business.

I appreciate that this is a significant change to CCLA and that you may have some questions. If you would like to discuss this news further, please contact either myself or Jamie.

Kind regards

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Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.

We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.

At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.
We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.

We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course.

At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.

Peter Hugh Smith
Chief Executive

Q&A
We have anticipated some immediate questions from our clients and provided answers to these below:

1. What is the effect for clients? Will there be changes for clients?
You should expect no change. Behind the scenes there will be more resources and support to better serve you. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all of our clients regardless of their size.

2. Do I need to do anything differently? Will I see any changes to my reporting?
You do not need to do anything differently. There will be no changes to your reporting.

3. Will CCLA's structure change?
Yes, this will change CCLA's ownership structure. Once FCA approval is granted, CCLA's shares will be acquired by Jupiter Asset management.

4. Will my account number change?
No, there will be no change to account numbers.

5. Will there be any change to how my funds are managed?
No, these will be managed by the same team that currently manages them.

6. Will CCLA change its name?
No, CCLA will retain its identity.

7. Does the change in ownership change the investment style?
No, there will be no change to our investment team, approach or philosophy. Your fund will be managed by the same team as currently.

8. Will there be any change to the fees I pay?
No. Your fees will remain the same.

9. Will there be any changes to the service I have access to currently? E.g. Client Services team available by phone and email?
There will be no change to your client services.

10. Will there be any changes to the senior management at CCLA?
There are no plans for change in the senior management.

11. Is CCLA still taking on new clients?
Yes! CCLA continues to grow, and we remain excited about the future growth of the business.

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