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 Kenneth Woolley
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 27 January 2026** 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

FS26/128 Apologies for Absence

To note apologies for absence.

FS26/129 Declarations of Interest

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

FS26/130 Dispensation Requests

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

FS26/131 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.

FS26/132 Minutes of the Previous Meeting

To receive and resolve to sign as a true and accurate record the minutes of the Finance and Strategy Committee meeting held on Tuesday 16 December 2025. **Paper A** (pages 4 to 8)

FS26/133 Finance Reports

To receive and consider for approval the following financial reports:

i. Unpaid Expenditure Transactions for 22 January 2026 **Paper B** (pages 9 to 15)
ii. Cashbook Summary (including due and unpaid transactions) for 22 January 2026 **Paper C** (pages 16 to 17)
iii. Budget Comparison Report (including due and unpaid transactions) for 22 January 2026 **Paper D** (pages 18 to 53)

FS26/134 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 31 December 2025 per paragraph 2.2 of Financial Regulations.
Paper E (pages 54 to 69)

FS26/135 Accessibility Statement for the Website Review

To review and adopt updated Accessibility Statement.
Paper F (pages 70 to 76)

FS26/136 Fees and Charges

To consider and approve fees & charges for sports, burial grounds and events for 2026/27, allotments for 2027/28 and allotment water charges for 2026/27.
Paper G (pages 76 to 84)

FS26/137 Electronic Communications and Social Media Policy Review

To consider combined review of the Councils Communications Policy, Communications Strategy and Social Media Policy.
Paper H Draft new policy (pages 85 to 91)
Paper I Communications Policy (pages 92 to 95)
Paper J Communications Strategy (pages 96 to 103)
Paper K Social Media Policy (pages 104 to 108)

FS26/138 Use of Work Vehicles by Councillors & Staff for Personal Domestic Use Review

To review and adopt updated Use of Work Vehicles by Councillors & Staff for Personal Domestic Use Policy.
Paper L (pages 109 to 113)

FS26/139 Councillor Laptop Use & Return Agreement

To consider recommending the adoption of the Councillor Laptop Use & Return Agreement.
Paper M (pages 114 to 118)

FS26/140 Items for Notification

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

i. Marshalls Bowls Club Lease
ii. Love Lane Allotment Garages
iii. Operation Bridges Review

iv. Civic Protocol
v. Investment Strategy – March
vi. Asset Register Review - March
vii. Risk Management Policy – April
viii. Risk Register – April
ix. Registrar Lease renewal
x. Unity Trust Bank
xi. Strategic Plan
xii. LCAS Silver Status submission

FS26/141 Time and Date of Next Meeting

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 24 February 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 22 January 2026

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

Councillors Present: Councillor Nigel Bowler (Chair)

Councillor Stephen Blogg – arrived at 6:43pm
Councillor Nicholas Coxon
Councillor Michael Devine
Councillor David Dobbie – arrived at 6:43pm
Councillor Paul Key
Councillor James Plastow
Councillor Richard Thompson (sub)

In Attendance:
Rachel Allbones – Town Clerk & Responsible Finance Officer
Sean Alcock – Operations Manager

FS26/107 Apologies for Absence

Apologies were received from Councillors S Bibb, P Hooton, D Owles.

FS26/108 Declarations of Interest

Councillor Key declared a personal interest in agenda item FS26/125 as he lives in the row of house that would be affected.

FS26/109 Dispensation Requests

No dispensation requests were received.

FS26/110 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items FS26/123, FS26/124, FS26/125 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/111 Minutes of the Previous Meeting (Paper A)

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

Note: Councillors Coxon, Key and Plastow abstained from voting on the above resolution.

FS26/12 Finance Reports (Papers B, C & D)

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

i. Unpaid Expenditure Transactions for 11 December 2025.
ii. Cashbook Summary (including due and unpaid transactions) for 11 December 2025.
iii. Budget Comparison Report (including due and unpaid transactions) for 11 December 2025.

FS26/113 Bank Reconciliation (Paper E)

Note: Councillors Blogg and Dobbie arrived at the meeting at 6:43pm.

RESOLVED: That the monthly bank reconciliations for 30 November 2025 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £144,841.69
- CCLA: £500,000.00

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

FS26/114 Draft 2026 / 2027 Budget (Paper F)

Members thoroughly reviewed the draft budget and the revised Tax Base.

RESOLVED: To **RECOMMEND TO FULL COUNCIL** the draft proposed budget for 2026/27 with a precept of £748,220 which equates to a 3.69% increase.

Note: Councillor Dobbie voted against the above resolution.

FS26/115 Data Breach Policy Review (Paper G)

RESOLVED: To adopt the reviewed Data Breach Policy.

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

FS26/116 Data Protection Policy Review (Paper H)

RESOLVED: To adopt the reviewed Data Protection Policy.

FS26/117 General Privacy Notice Review (Paper I)

RESOLVED: To adopt the reviewed General Privacy Notice.

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

FS26/118 Privacy Notice for Staff, Councillors and Role Holders Review (Paper J)

RESOLVED: To adopt the reviewed Privacy Notice for Staff, Councillors and Role Holders.

FS26/119 Subject Access Request Procedure Review (Paper K)

RESOLVED: To adopt the reviewed Subject Access Request Procedure.

FS26/120 Freedom of Information Policy (Paper L)
RESOLVED: To adopt the Freedom of Information Policy.

FS26/121 Accessibility Statement for the Website Review (Paper M)
RESOLVED: To defer until the next meeting once the website host has been contacted.

FS26/122 Community Grant Applications (Paper N)
Members considered grant applications received.
i. Marshalls and Rose Brothers Memorial Charity

RESOLVED: That a Community Grant of £1,000 be awarded to the Marshalls and Rose Brothers Memorial Charity. As the application forms part of a larger project, the funding will be reviewed after 24 months should the grant not have been spent within that period.

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

FS26/123 Cemetery Fee Waiver (Paper P)
RESOLVED: That full payment of the non-resident exclusive right of burial fee of £1,115.84, in accordance with the Council's adopted fees and charges, is required in order to purchase the grave, in addition to the memorial installation fee.

FS26/124 Richmond House Conservatory Removal (Paper Q)
RESOLVED: To RECOMMEND TO FULL COUNCIL to approve the tender submitted by T.G. Sowerby Developments Ltd at the maximum cost of £34,750, having achieved the highest overall score and represents the best balance of quality, compliance and value for money.

FS26/125 Love Lane Allotment Garages (Paper R)

Note: Councillor Key left the meeting at 8:03pm.

Members considered issues relating to the garages and electrical supply.

It was proposed and seconded that Council issues notice to all tenants requiring disconnection and removal of electrical connections at the Council's expense.

At the request of Councillor Dobbie a recorded vote was taken as follows: -
For: Councillors Blogg, Bowler, Coxon, Dobbie, Plastow
Abstained: Councillors Devine, Thompson

RESOLVED: That Council issues notice to all tenants requiring disconnection and removal of electrical connections at the Council's expense.

It was proposed and seconded that Council allows garages to remain temporarily but adopts a long-term policy to phase them out upon surrender, reverting to parking spaces only.

At the request of Councillor Dobbie a recorded vote was taken as follows: -
For: Councillors Blogg, Bowler, Coxon, Devine, Dobbie, Plastow, Thompson

RESOLVED: That Council allows garages to remain temporarily but adopts a long-term policy to phase them out upon surrender, reverting to parking spaces only.

RESOLVED: That Council

- Requires existing licensees to remove garage structures upon surrender of their licence.
- Updates the Council's licence terms to confirm that hard standings are for parking only, with no right to erect new structures or connect utilities.

FS26/126 Items for Notification

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

i. Accessibility Statement for the Website Review
ii. Marshalls Bowls Lease
iii. Operation Bridges Review
iv. Unity Trust Bank
v. Strategic Plan
vi. LCAS Silver Status submission
vii. Registrar Lease renewal
viii. Civic Protocol
ix. Communications Policy Review
x. Social Media Policy Review
xi. Pensions Discretionary Policy Review
xii. Use of work vehicles by Cllrs & Staff for personal domestic use Review

FS26/127 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 27 January 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:19pm.

Signed as a true record of the Meeting: ________________________ Dated______________
Presiding chair of approving meeting

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22952	BP251217L	11/12/2025	£474.00	£79.00	£395.00	**474.00**	Shucksmith Accountants (Gainsborough) Ltd - Quarterly payroll	Payroll Services	
22958	BP251217M	05/12/2025	£420.00	£70.00	£350.00		Ross Davy Associates - Variation of condition application	Richmond House	
22959	BP251217M	12/12/2025	£1,572.00	£262.00	£1,310.00	**1,992.00**	Ross Davy Associates - Survey, existing plans, full planning application (outbuilding demo)	Richmond House	
22960	BP251217H	15/12/2025	£60.00	£10.00	£50.00	**60.00**	DS Heating & Plumbing - Repaired toilet flush	Marshalls	
22987	BP260107	06/01/2026	-£593.40	-£98.90	-£494.50	**-593.40**	Blachere Illumination UK Limited - Christmas lights installation	Christmas Lights	
22996	BP260122	09/12/2025	£9.95	£1.66	£8.29	**9.95**	Huws Gray Limited - Wall plugs		
22997	BP2601	12/01/2026	£278.20	£24.62	£253.58	**278.20**	Viking Direct - Stamps, copy paper, envelopes, notepads, pens, laminating pouches	Stationery & stamps	
22998	BP260122B	01/12/2025	£198.57	£33.10	£165.47	**198.57**	Brexons Workwear Ltd - Workwear	Staff Workwear	
22999	BP260122C	11/12/2025	£84.00	£14.00	£70.00	**84.00**	The National Allotment Society - Annual Membership	Subscription	
23000	BP260122D	09/10/2025	£297.60	£49.60	£248.00	**297.60**	Agri-Gem Ltd - Loam	Marshalls Cricket	
23001	BP260122E	12/01/2026	£900.00	£150.00	£750.00	**900.00**	Foxstone Forestry - Remove tree from General Cemetery	Tree Maintenance	
23002	BP251217N	12/12/2025	£2,583.04	£430.51	£2,152.53	**2,583.04**	Chantry Agricultural Engineers - Service and maintenance on Kubota	Equiment Maintenance	
23003	BP260122F	19/12/2025	£757.81	£126.30	£631.51	**757.81**	Chantry Agricultural Engineers - Service and maintenance on Ferris Z1 Mower	Equiment Maintenance	
23004	BP260122G	09/12/2025	£363.83	£60.64	£303.19	**363.83**	Chubb Fire & Security Ltd - Fire safety contract	Richmond House	16/1/26 - 15/1/27
23005	BP260122H	06/01/2026	£216.56	£36.10	£180.46		Peacock and Binnington - Service kits for strimmers, screen wash and engine oil	Equiment Maintenance	
23006	BP260122H	22/12/2025	£86.91	£14.49	£72.42	**303.47**	Peacock and Binnington - Repair on HT135 pruner	Equiment Maintenance	
23007	BP260122I	24/12/2025	£72.00	£12.00	£60.00	**72.00**	F5 Computing Ltd - Domain registration	IT Services	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23008	BP260122J	16/12/2025	£116.99	£19.50	£97.49		Trade UK - Dorgard LL800 Hold-Open Fire Door Retainer Black	Richmond House	
23009	BP260122J	30/12/2025	£39.76	£6.63	£33.13		Trade UK - 3 x Rawlplug R-KEM II Styrene-Free Polyester Resin 300ml 1 x Easyfix BZP Steel Threaded Rods M10 x 1000mm 5 Pack	Foxby Hill Bench	
23010	BP260122J	08/01/2026	£70.97	£4.33	£66.64		Trade UK - Cutting disks and work boots (JB)		
23011	BP260122J	23/12/2025	£14.97	£2.50	£12.47	**242.69**	Trade UK - X3 Yellow spray paint	General Cemetery	
23012	BP260122K	31/12/2025	£351.86	£58.64	£293.22	**351.86**	Landscape Supply Company - Service kits for , oils and consumables	Equiment Maintenance	
23013	BP260122L	31/12/2025	£318.00	£53.00	£265.00	**318.00**	RJ Tyres - Punture repair for tractor and x2 new tyres for Kubota	Equiment Maintenance	
23014	BP260122M	18/12/2025	£275.00	£45.83	£229.17	**275.00**	Gainsborough Skip & Aggregates LTD - Skip hire	Cemetery Chapel Maintenance	
23015	BP2601	16/12/2025	£1,000.00	£0.00	£1,000.00	**1,000.00**	Marshall's and Rose Brothers Memorial Charity - Communit Grant	Community Gramts	
23016	BP260122N	19/12/2025	£954.00	£159.00	£795.00	**954.00**	Lincoln Rural Training - Tractor training (5/12/25)	Staff Training	
23017	BP260122O	21/12/2025	£384.00	£64.00	£320.00	**384.00**	Hewitt Plant Hire Ltd - 20 Ton of plainings	Love Lane Garage lane	
23018	BP260122P	19/12/2025	£2,974.72	£0.00	£2,974.72	**2,974.72**	Lincolnshire Association of Local Councils - Subscription	Subscription	
23019	BP260122Q	31/12/2025	£940.32	£156.72	£783.60	**940.32**	Office Maid Ltd - Cleaning for December + deep clean	Marshalls Pavilion	
23020	BP260122R	01/01/2026	£180.00	£30.00	£150.00	**180.00**	Institute of Cemetery and Crematorium Management - Cemetery Operations and Regulatory Compliance	Staff Training	
23021	BP2601	12/01/2026	£5,772.36	£962.06	£4,810.30	**5,772.36**	Blachere Illumination UK Limited - Removal and storage for 2025 of Christmas lights	Christmas Lights	
23022	BP2601	12/01/2026	£453.00	£75.50	£377.50		Green Stripe Garden Machinery Ltd - Dennis mower service	Equiment Maintenance	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23023	BP2601	12/01/2026	£453.00	£75.50	£377.50	**906.00**	Green Stripe Garden Machinery Ltd - Dennis mower service	Equiment Maintenance	
23024	BP2601	19/12/2025	£10.00	£1.67	£8.33	**10.00**	B & M Retail Ltd - Black 50l swing bin	Marshalls	
23026	BP2601	12/01/2026	£375.22	£62.54	£312.68	**375.22**	Chubb Fire & Security Ltd - Fire safety contract	Marshalls	16/1/26 - 15/1/27
23031	BP260114	14/01/2026	£155.98	£26.00	£129.98	**155.98**	Machine Mart Ltd - x2 Heat devil 7003	Marshalls temp heating	
23032	BP260119	19/01/2026	£68.00	£0.00	£68.00	**68.00**	Sleaford Town Council - x2 Tickets to charity Burns night	Mayors Expenses	
23033	BP260119B	19/01/2026	£72.00	£0.00	£72.00	**72.00**	Timpson - Key Cutting	Richmond House	
23034	BP2601	14/01/2026	£1,005.85	£167.64	£838.21	**1,005.85**	Chantry Agricultural Engineers - Service of Ferris Z1 Mower	Equiment Maintenance	
23035	BP2601	14/01/2026	£8,629.58	£1,438.26	£7,191.32	**8,629.58**	F5 Computing Ltd - x14 hp 225R G10 Laptops, setup and microsoft 365	Councillor IT	
23036	BP2601	16/01/2026	£1,620.00	£270.00	£1,350.00	**1,620.00**	Gainsborough Building Services Ltd - Build grave vault	Grave Digging	
23037	BP2601	19/01/2026	£13.00	£2.17	£10.83		Trade UK - Yale Lock	Richmond House	
23038	BP2601	20/01/2026	£35.99	£6.00	£29.99		Trade UK - Work shoes (SA)	Staf Workwear	
23039	BP2601	20/01/2026	£49.99	£8.33	£41.66	**98.98**	Trade UK - Bench grinder	New Equipment	
22993	CC2602	06/01/2026	£10.00	£1.67	£8.33	**10.00**	Vodafone - Mobile top up (3)	Mobiles	
22994	CC2602	06/01/2026	£10.00	£1.67	£8.33	**10.00**	Vodafone - Mobile top up (2)	Mobiles	
22979	CC2602	29/12/2026	£19.97	£3.33	£16.64	**19.97**	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
22974	DD251224	23/12/2026	£117.82	£19.64	£98.18	**117.82**	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly
22954	DD260102	01/01/2026	£119.12	£0.00	£119.12		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
22955	DD260102	01/01/2026	£59.05	£0.00	£59.05		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22956	DD260102	01/01/2026	£180.27	£0.00	£180.27		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
22957	DD260102	01/01/2026	£46.70	£0.00	£46.70	**405.14**	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
22963	DD260115B	01/01/2026	£99.00	£0.00	£99.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
22964	DD260115C	01/01/2026	£707.00	£0.00	£707.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
22965	DD260115D	01/01/2026	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
22966	DD260115E	01/01/2026	£295.00	£0.00	£295.00	**2,037.00**	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
22975	DD260116B	02/01/2026	£19.82	£0.94	£18.88		British Gas Business - Electricity usage	Levelling's	30/11/25 - 30/12/25
22976	DD260116C	02/01/2026	£59.28	£2.82	£56.46		British Gas Business - Electricity usage	Marshalls External Changing	30/11/25 - 30/12/25
22977	DD260116	02/01/2026	£74.95	£3.57	£71.38		British Gas Business - Electricity usage	Richmond House Flat	30/11/25 - 30/12/25
22984	DD260119B	05/01/2026	£453.91	£75.65	£378.26		British Gas Business - Electricity Usage	Marshalls Main Pavilion	1/12/25 - 31/12/25
22991	DD2601	10/01/2026	-£125.59	-£5.98	-£119.61		British Gas Business - Electricity Usage	Richmond Park Greenhouse	5/11/25 - 11/12/25
22992	DD2601	10/01/2026	£167.29	£7.97	£159.32	**649.66**	British Gas Business - Electricity Usage	Richmond Park Greenhouse	5/11/25 - 7/1/26
22982	DD260108B	02/01/2026	£343.15	£57.19	£285.96		Pozitive Energy Ltd - Gas Usage	Marshalls Main Pavilion	1/12/25 - 31/12/25
22983	DD2601	02/01/2026	-£74.45	-£12.41	-£62.04		Pozitive Energy Ltd - Gas Usage	Marshalls Main Pavilion	1/12/25 - 31/12/25
22981	DD260108	02/01/2026	£37.20	£1.77	£35.43	**305.90**	Pozitive Energy Ltd - Gas Usage	Levelling's	1/12/25 - 31/12/25
22985	DD260120	05/01/2026	£924.68	£154.11	£770.57	**924.68**	E.ON Next Energy Ltd - Gas usage	Richmond House	1/12/25 - 4/1/26
22961	BP251217P	13/12/2025	£47.23	£0.00	£47.23		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/11/25 - 12/12/25
22962	BP251217Q	14/12/2025	£195.29	£0.00	£195.29		Water Plus Ltd - Used water & surface water drainage	General Cemetery	13/11/25 - 13/12/25
22967	BP251217R	16/12/2025	£2.44	£0.00	£2.44		Water Plus Ltd - Used water & surface water drainage	Levelling's	15/11/25 - 15/12/25
22995	BP2601	08/01/2026	£18.03	£0.00	£18.03		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/11/25 - 7/1/26
23025	BP2601	13/01/2026	£47.47	£0.00	£47.47		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/12/25 - 12/1/26
23027	BP2601	14/01/2026	£33.87	£0.00	£33.87		Water Plus Ltd - Used water & surface water drainage	General Cemetery	13/11/25 - 13/1/26
23028	BP2601	16/01/2026	£2.52	£0.00	£2.52	**346.85**	Water Plus Ltd - Used water & surface water drainage	Levelling's	15/12/25 - 15/1/26

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
22968	DD251217	03/12/2025	£23.33	£0.00	£23.33		Anglian Water Business (National) Ltd - Water charges	Levelling's	3/9/25 - 2/12/25
22969	DD251219B	04/12/2025	£709.51	£0.00	£709.51		Anglian Water Business (National) Ltd - Water charges	Richmond Park	3/9/25 - 2/12/25
22970	DD251222	06/12/2025	£608.59	£0.00	£608.59		Anglian Water Business (National) Ltd - Water charges	General Cemetery	6/9/25 - 5/12/25
22971	DD251222B	06/12/2025	£204.96	£0.00	£204.96		Anglian Water Business (National) Ltd - Water charges	Marshalls	6/9/25 - 5/12/25
22972	DD251231	15/12/2025	£110.03	£0.00	£110.03		Anglian Water Business (National) Ltd - Water charges	Spital Hill Allotments	15/9/25 - 14/12/25
22986	BP2601	02/01/2026	£40.73	£6.79	£33.94	**1,697.15**	Anglian Water Business (National) Ltd - Water charges	Foxby Hill Allotments	1/10/25 - 31/12/25
23029	DD260118	27/12/2025	£7.24	£0.00	£7.24	**7.24**	HSBC - Bank charges	Bank Charges	28/11/25 - 27/12/25
22980	DD260115	02/01/2026	£39.31	£6.55	£32.76	**39.31**	Integrating Solutions Ltd - Copier charges	Printing	1/12/25 - 31/12/25
22989	DD2601	09/01/2026	£183.32	£30.55	£152.77	**183.32**	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
22988	DD260119	11/01/2026	£109.09	£18.18	£90.91	**109.09**	EE Ltd - X4 mobiles	Mobiles	Monthly
22990	DD260121	12/01/2026				**157.81**	Clear Business Electricity - Landline, broadband & electricity charges		Monthly
		1	£36.13	£6.02	£30.11		Alarm line	Richmond House	
		2	£60.08	£10.01	£50.07		CCTV Broadband & Phoneline	Richmond House	
		3	£61.60	£10.27	£51.33		CCTV Broadband & Phoneline	Marshalls	
22973	DD260102B	16/12/2026	£1,038.04	£173.00	£865.04	**1,038.04**	Lex Autolease Limited - Lease rental	Vehicle Expenses	15/1/26 - 14/2/26
22978	DD260113	02/01/2026	£317.75	£52.96	£264.79	**317.75**	Fuelgenie - Fuel usage	Vehicle Expenses	1/12/25 - 31/12/25
22953	BP251215/16	01/12/2025				**37,442.34**	Rigel Wolf Ltd - December Payroll		
		1	£27,927.58	£0.00	£27,927.58		December Payroll	Gross Salary	
		2	£3,451.12	£0.00	£3,451.12		December Payroll	Employer NI	
		3	£5,997.49	£0.00	£5,997.49		December Payroll	Employer Pension Cont	
		4	£66.15	£0.00	£66.15		December Payroll	Mileage	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23030	BP260120/21	01/01/2026				**34,157.30**	Rigel Wolf Ltd - January Payroll		
		1	£24,989.23	£0.00	£24,989.23		January Payroll	Gross Salary	
		2	£3,185.43	£0.00	£3,185.43		January Payroll	Employer NI	
		3	£5,997.49	£0.00	£5,997.49		January Payroll	Employer Pension Cont	
		4	-£14.85	£0.00	-£14.85		January Payroll	Interest on account	
				£5,597.21	**£108,494.79**	**£114,092.00**			

Chairman Signature ____________________ RFO Signature ____________________ Date ____________________

PAPER C

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 22/01/26 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
Precept	£691,000.00	£0.00	£691,000.00
Administration	£84,927.26	£0.00	£84,927.26
Grounds Maintenance	£12,856.95	£0.00	£12,856.95
Richmond Park & House	£4,035.00	£0.00	£4,035.00
Sports Grounds	£57,272.97	£0.00	£57,272.97
Cemetery	£44,717.95	£0.00	£44,717.95
Allotments	£11,918.20	£0.00	£11,918.20
Events	£1,000.00	£0.00	£1,000.00
Mayors Charity	£725.64	£0.00	£725.64
Total Receipts	£908,453.97	£0.00	£908,453.97

PAYMENTS	Net	Vat	Gross
Employee Costs	£356,262.11	£1,070.94	£357,333.05
Administration	£52,395.91	£5,176.66	£57,572.57
Grounds Maintenance	£49,209.36	£9,772.19	£58,981.55
Richmond Park & House	£35,994.65	£4,958.80	£40,953.45
Sports Grounds	£31,803.04	£3,384.47	£35,187.51
Cemetery	£26,824.49	£802.19	£27,626.68
Play Areas	£2,426.89	£485.36	£2,912.25
Allotments	£14,142.11	£2,167.52	£16,309.63
Public Realm	£5,033.93	£639.66	£5,673.59
Events	£4,025.00	£5.00	£4,030.00
Christmas Lights	£28,851.66	£4,732.84	£33,584.50
Ear Marked Reserves	£161,409.22	£14,170.30	£175,579.52
Mayors Charity	£400.00	£0.00	£400.00
Total Payments	£768,778.37	£47,365.93	£816,144.30

Closing Balances at 22/01/26

Ordinary Accounts	
HSBC Current/ Deposit Account	£115,280.07
Petty Cash	£100.00
	£115,380.07
Short Term Investment Accounts	
CCLA Investment Management Limited	£430,000.00
Total	£545,380.07

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 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	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	£748,220.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Employee Costs					
Expenditure					
1000	Payroll				
1000/1	Gross Salary	£317,000.00	£260,393.85	£56,606.15	-17.86%
1000/2	Employer NI Contribution	£40,000.00	£32,362.79	£7,637.21	-19.09%
1000/3	Employer Pension Contribution	£60,000.00	£55,209.48	£4,790.52	-7.98%
1000/4	Agency Staff	£1,000.00	£0.00	£1,000.00	-100.00%
1000	Total	£418,000.00	£347,966.12	£70,033.88	-16.75%
1010	Travel and Training				
1010/1	Staff Travel	£700.00	£383.40	£316.60	-45.23%
1010/2	Staff Training	£5,000.00	£2,588.25	£2,411.75	-48.24%
1010/3	Staff Car Business Insurance Reimbursement	£100.00	£0.00	£100.00	-100.00%
1010	Total	£5,800.00	£2,971.65	£2,828.35	-48.76%
1020	Workwear & ID				
1020/1	Staff Workwear	£2,500.00	£2,008.78	£491.22	-19.65%
1020/2	H&S / First Aid	£200.00	£132.88	£67.12	-33.56%
1020/3	Staff ID Badge	£50.00	£17.15	£32.85	-65.70%
1020	Total	£2,750.00	£2,158.81	£591.19	-21.50%
1030	HR				
1030/1	Accountant - Payroll Services	£1,505.00	£1,147.50	£357.50	-23.75%
1030/2	HR Provider	£1,200.00	£883.62	£316.38	-26.37%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
1030/3	Occupational Health	£800.00	£800.00	£0.00	0.00%
1030/4	Recruitment	£480.00	£0.00	£480.00	-100.00%
1030	Total	£3,985.00	£2,831.12	£1,153.88	-28.96%
Total Expenditure		£430,535.00	£355,927.70	£74,607.30	£454,850.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Administration					
Income					
205	Bank Interest				
205/1	HSBC Bank Interest	£8,000.00	£3,526.55	-£4,473.45	-55.92%
205/2	CCLA Bank Interest	£8,000.00	£7,569.08	-£430.92	-5.39%
205	Total	£16,000.00	£11,095.63	-£4,904.37	-30.65%
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	£8,072.00	£8,072.00	£0.00	0.00%
Total Income		£25,630.00	£19,167.63	-£6,462.37	£19,650.00
Expenditure					
2000	Office Supplies & Telecom				
2000/1	IT Services & Maintenance	£7,200.00	£4,684.33	£2,515.67	-34.94%
2000/2	Printing	£1,600.00	£1,021.23	£578.77	-36.17%
2000/3	Postage and Stationery	£1,300.00	£1,054.34	£245.66	-18.90%
2000/4	Office Equipment	£500.00	£227.79	£272.21	-54.44%
2000/5	Telephone and Broadband	£1,500.00	£1,071.34	£428.66	-28.58%
2000/6	Mobiles	£1,500.00	£1,054.01	£445.99	-29.73%
2000/7	Shredding	£150.00	£0.00	£150.00	-100.00%
2000	Total	£13,750.00	£9,113.04	£4,636.96	-33.72%
2010	Publicity				

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
2010/1	Annual Public Meeting	£100.00	£0.00	£100.00	-100.00%
2010/2	Sponsorship	£0.00	£0.00	£0.00	0.00%
2010/3	Website	£450.00	£240.00	£210.00	-46.67%
2010/4	Publicity	£0.00	£0.00	£0.00	0.00%
2010	Total	£550.00	£240.00	£310.00	-56.36%
2020	Subscriptions				
2020/1	LALC	£2,900.00	£2,974.72	-£74.72	2.58%
2020/2	The National Allotment Society	£70.00	£70.00	£0.00	0.00%
2020/4	Institute of Cemetery and Crematorium Management (ICCM)	£105.00	£105.00	£0.00	0.00%
2020/5	Publications	£0.00	£0.00	£0.00	0.00%
2020/6	Information Commissioner's Office	£73.00	£73.00	£0.00	0.00%
2020/7	NALC	£0.00	£0.00	£0.00	0.00%
2020/8	Breakthrough Comms DP Compliance	£695.00	£695.00	£0.00	0.00%
2020	Total	£3,843.00	£3,917.72	-£74.72	1.94%
2030	Democratic & Civic				
2030/1	Civic Service	£1,200.00	£0.00	£1,200.00	-100.00%
2030/2	Civic Regalia & Past Mayors Badge	£500.00	£3.12	£496.88	-99.38%
2030/3	Citizen of the Year Award	£0.00	£0.00	£0.00	0.00%
2030/5	Mayoral Allowance	£500.00	£0.00	£500.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
2030/6	Mayoral Expenses	£1,500.00	£260.00	£1,240.00	-82.67%
2030/7	Mayors Cadet	£0.00	£0.00	£0.00	0.00%
2030/8	Elections Costs	£15,000.00	£5,226.94	£9,773.06	-65.15%
2030/9	Councillor Training	£300.00	£300.00	£0.00	0.00%
2030/10	Councillor Travel	£100.00	£26.10	£73.90	-73.90%
2030/11	Councillor ID	£130.00	£127.71	£2.29	-1.76%
2030/12	Miscellaneous expenses	£0.00	£0.00	£0.00	0.00%
2030/13	AdvantEDGE Admin+ & Asset Manager	£440.00	£0.00	£440.00	-100.00%
2030	Total	£19,670.00	£5,943.87	£13,726.13	-69.78%
2040	Grants				
2040/1	S137/GPC	£120.00	£113.60	£6.40	-5.33%
2040/2	Community Grants	£8,799.00	£5,250.00	£3,549.00	-40.33%
2040	Total	£8,919.00	£5,363.60	£3,555.40	-39.86%
2060	Insurance				
2060/1	Zurich Municipal	£13,792.00	£13,792.10	-£0.10	0.00%
2060/2	Claims	£8,222.00	£8,222.00	£0.00	0.00%
2060/3	Valuations	£0.00	£0.00	£0.00	0.00%
2060	Total	£22,014.00	£22,014.10	-£0.10	0.00%
2070	HR & Finances				
2070/1	Internal Auditor	£700.00	£0.00	£700.00	-100.00%
2070/2	External Auditor	£1,680.00	£1,680.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
2070/3	Accountant - Payroll Services	£0.00	£0.00	£0.00	0.00%
2070/4	Edge Design - Finance Software	£900.00	£0.00	£900.00	-100.00%
2070/5	Bank Charges	£300.00	£143.01	£156.99	-52.33%
2070/6	HR Provider	£0.00	£0.00	£0.00	0.00%
2070/7	Occupational Health	£0.00	£0.00	£0.00	0.00%
2070	Total	£3,580.00	£1,823.01	£1,756.99	-49.08%
2080	Legal Fees				
2080/1	General	£3,000.00	£1,968.50	£1,031.50	-34.38%
2080/2	Roses Legal Fees	£0.00	£0.00	£0.00	0.00%
2080	Total	£3,000.00	£1,968.50	£1,031.50	-34.38%
Total Expenditure		£75,326.00	£50,383.84	£24,942.16	£68,708.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Grounds Maintenance					
Income					
300	Vehicle Hire	£0.00	£0.00	£0.00	0.00%
310	LCC Contribution towards Highway Verge Cutting	£12,660.00	£12,660.81	£0.81	0.01%
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	0.00%
330	Scrap	£200.00	£196.14	-£3.86	-1.93%
Total Income		£12,860.00	£12,856.95	-£3.05	£12,860.00
Expenditure					
3000	Vehicle Costs				
3000/1	Renault Trafic Van x2	£10,500.00	£7,805.36	£2,694.64	-25.66%
3000/2	Peugeot Partner	£468.00	£468.29	-£0.29	0.06%
3000/3	Vehicle Maintenance	£300.00	£183.55	£116.45	-38.82%
3000/4	Fuel	£7,000.00	£5,128.35	£1,871.65	-26.74%
3000/5	Trailer Maintenance	£700.00	£0.00	£700.00	-100.00%
3000	Total	£18,968.00	£13,585.55	£5,382.45	-28.38%
3010	Grounds Maintenance - All Sites				
3010/1	Consumable stock	£1,000.00	£668.23	£331.77	-33.18%
3010/2	Equipment Service and Maintenance	£10,000.00	£9,284.09	£715.91	-7.16%
3010/3	New Grounds Equipment	£6,000.00	£4,714.45	£1,285.55	-21.43%
3010/4	Footpath/Road Maintenance	£10,000.00	£0.00	£10,000.00	-100.00%
3010/5	Tree Maintenance	£5,000.00	£5,000.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
3010/6	Weed Killing (spraying)	£900.00	£895.71	£4.29	-0.48%
3010/7	Green Waste Removal	£0.00	£0.00	£0.00	0.00%
3010/8	Hedge Cutting	£0.00	£0.00	£0.00	0.00%
3010/9	Grit	£0.00	£0.00	£0.00	0.00%
3010/10	Tree Safety Survey	£0.00	£0.00	£0.00	0.00%
3010/11	Health & Safety & First Aid	£500.00	£0.00	£500.00	-100.00%
3010/12	Highway Verge Cutting	£12,600.00	£12,592.28	£7.72	-0.06%
3010/13	Wildflower Verges	£0.00	£0.00	£0.00	0.00%
3010	Total	£46,000.00	£33,154.76	£12,845.24	-27.92%
3020	Cleaning Products				
3020/1	Cleaning Products and Refuse Bags	£1,700.00	£935.42	£764.58	-44.98%
3020	Total	£1,700.00	£935.42	£764.58	-44.98%
Total Expenditure		£66,668.00	£47,675.73	£18,992.27	£83,100.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Richmond Park & House					
Income					
400	Richmond Park				
400/1	Office Rent (Registrar)	£4,035.00	£4,035.00	£0.00	0.00%
400/2	Registrar Service Recharge	£4,500.00	£0.00	-£4,500.00	-100.00%
400/3	Room Hire	£0.00	£0.00	£0.00	0.00%
400	Total	£8,535.00	£4,035.00	-£4,500.00	-52.72%
Total Income		£8,535.00	£4,035.00	-£4,500.00	£8,535.00
Expenditure					
4000	Richmond Park & House				
4000/1	Rates	£3,543.00	£2,952.90	£590.10	-16.66%
4000/2	House & Buildings Maintenance	£25,000.00	£13,925.90	£11,074.10	-44.30%
4000/3	Gas	£3,500.00	£2,292.21	£1,207.79	-34.51%
4000/4	Electricity - Main House	£3,500.00	£1,636.41	£1,863.59	-53.25%
4000/5	Electricity - Flat	£1,500.00	£790.67	£709.33	-47.29%
4000/6	Electricity - Greenhouse	£1,300.00	£835.90	£464.10	-35.70%
4000/7	Anglian Water (Wave)	£700.00	£929.98	-£229.98	32.85%
4000/8	WaterPlus	£600.00	£612.60	-£12.60	2.10%
4000/9	PAT Testing	£410.00	£410.00	£0.00	0.00%
4000/10	Fire Extinguisher & Emergency Light Service	£2,000.00	£647.51	£1,352.49	-67.62%
4000/11	Security & Fire Alarm Service & Maintenance	£1,000.00	£1,181.25	-£181.25	18.13%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
4000/12	Security & Fire Alarm Response	£600.00	£150.00	£450.00	-75.00%
4000/13	Alarm Phone Line	£600.00	£442.81	£157.19	-26.20%
4000/14	Legionella Monitoring	£685.00	£0.00	£685.00	-100.00%
4000/15	Premises Licence Fee	£180.00	£0.00	£180.00	-100.00%
4000/16	Boiler Service & Repairs	£300.00	£362.50	-£62.50	20.83%
4000/17	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
4000/18	Ground Maintenance	£2,000.00	£1,509.99	£490.01	-24.50%
4000/19	Waste Management	£3,500.00	£2,482.86	£1,017.14	-29.06%
4000/20	Aviary site	£0.00	£0.00	£0.00	0.00%
4000/21	Bedding Plants	£1,600.00	£1,172.54	£427.46	-26.72%
4000/22	Outdoor Toilet Renovations & Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
4000/23	Tree / Hedge Maintenance	£0.00	£0.00	£0.00	0.00%
4000/24	Footpath / Road Maintenance	£0.00	£0.00	£0.00	0.00%
4000/25	New / maintenance of Litter Bins	£1,000.00	£1,000.00	£0.00	0.00%
4000/26	Fountain Maintenance & Repairs	£0.00	£100.00	-£100.00	100.00%
4000/27	Flag Pole Maintenance & Repairs	£180.00	£179.95	£0.05	-0.03%
4000/28	New Grounds Furniture	£2,000.00	£1,130.00	£870.00	-43.50%
4000/29	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
4000/30	Wet Pour Repairs	£0.00	£0.00	£0.00	0.00%
4000/31	CCTV, Fibre broadband and line rental	£2,600.00	£536.76	£2,063.24	-79.36%
4000/32	Replacement Conservatory	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
4000/33	First Aid & Defibrillator	£125.00	£91.67	£33.33	-26.66%
4000	Total	£59,423.00	£35,374.41	£24,048.59	-40.47%
Total Expenditure		£59,423.00	£35,374.41	£24,048.59	£59,030.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Sports Grounds					
Income					
500	Roses				
500/9	Sinking Fund	£0.00	£0.00	£0.00	0.00%
500	Total	£0.00	£0.00	£0.00	0.00%
510	Marshalls				
510/1	Football	£3,700.00	£1,947.44	-£1,752.56	-47.37%
510/2	Cricket	£984.00	£984.42	£0.42	0.04%
510/3	Bowls	£1,488.00	£1,487.78	-£0.22	-0.01%
510/4	Room Hire	£12,000.00	£11,717.61	-£282.39	-2.35%
510/5	Training Pitch	£800.00	£708.61	-£91.39	-11.42%
510/6	Key Deposit	£0.00	£50.00	£50.00	100.00%
510	Total	£18,972.00	£16,895.86	-£2,076.14	-10.94%
520	Levellings				
520/1	Football	£600.00	£398.64	-£201.36	-33.56%
520/2	Key Deposit	£0.00	£0.00	£0.00	0.00%
520	Total	£600.00	£398.64	-£201.36	-33.56%
Total Income		£19,572.00	£17,294.50	-£2,277.50	£19,300.00
Expenditure					
5010	Marshalls				
5010/1	Rates	£11,227.00	£9,355.50	£1,871.50	-16.67%
5010/2	Main Pavilion Maintenance	£5,000.00	£2,004.45	£2,995.55	-59.91%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
5010/3	Bowls Pavilion / Outbuilding Maintenance	£1,100.00	£1,071.90	£28.10	-2.55%
5010/4	Hygiene Services	£245.00	£126.45	£118.55	-48.39%
5010/5	Gas - Main Pavilion	£6,000.00	£2,633.39	£3,366.61	-56.11%
5010/6	Gas - Bowls Pavilion	£0.00	£0.00	£0.00	0.00%
5010/7	Electricity - Main Pavilion	£5,000.00	£2,454.24	£2,545.76	-50.92%
5010/8	Electricity - External Changing	£700.00	£464.38	£235.62	-33.66%
5010/9	Electricity - Bowls Pavilion	£50.00	£3.19	£46.81	-93.62%
5010/10	Anglian Water (Wave)	£500.00	£489.16	£10.84	-2.17%
5010/11	Waterplus	£500.00	£370.42	£129.58	-25.92%
5010/12	PAT Testing	£40.00	£40.00	£0.00	0.00%
5010/13	Fire Extinguisher & Emergency Light Service	£1,500.00	£1,169.87	£330.13	-22.01%
5010/14	Security / Fire Alarm	£700.00	£999.76	-£299.76	42.82%
5010/15	Legionella Monitoring	£537.00	£0.00	£537.00	-100.00%
5010/16	Premises Licence Fee	£180.00	£0.00	£180.00	-100.00%
5010/17	Boiler Service & Repairs	£800.00	£290.00	£510.00	-63.75%
5010/18	Solar Panel Service & Repairs	£0.00	£0.00	£0.00	0.00%
5010/19	Water Tank Service and Repair	£0.00	£0.00	£0.00	0.00%
5010/20	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
5010/21	Ground Maintenance & Renovations - Cricket	£2,200.00	£1,405.44	£794.56	-36.12%
5010/22	Ground Maintenance & Renovations - Bowls	£1,500.00	£1,455.00	£45.00	-3.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
5010/23	Ground Maintenance & Renovations - Football	£2,000.00	£839.30	£1,160.70	-58.04%
5010/24	Ground Maintenance & Renovations - General	£2,000.00	£0.00	£2,000.00	-100.00%
5010/25	Tree & Hedge Maintenance	£860.00	£860.00	£0.00	0.00%
5010/26	Ditch Clearance	£0.00	£0.00	£0.00	0.00%
5010/27	External Light Maintenance	£500.00	£0.00	£500.00	-100.00%
5010/28	Car Park Maintenance	£500.00	£0.00	£500.00	-100.00%
5010/29	Waste Management	£1,229.00	£1,110.50	£118.50	-9.64%
5010/30	CCTV Broadband & Phoneline	£2,200.00	£561.80	£1,638.20	-74.46%
5010/31	First Aid & Defibrillator	£200.00	£91.67	£108.33	-54.17%
5010/32	AdvantEDGE Facilities	£250.00	£0.00	£250.00	-100.00%
5010/33	Drainage	£0.00	£0.00	£0.00	0.00%
5010/34	Cleaning Contractor	£4,000.00	£1,102.80	£2,897.20	-72.43%
5010/35	Roller Shutter servicing	£0.00	£0.00	£0.00	0.00%
5010	Total	£51,518.00	£28,899.22	£22,618.78	-43.90%
5020	Levellings				
5020/1	Pavilion Maintenance	£0.00	£0.00	£0.00	0.00%
5020/2	Gas	£450.00	£324.23	£125.77	-27.95%
5020/3	Electricity	£500.00	£254.92	£245.08	-49.02%
5020/4	Anglian Water (Wave)	£150.00	£66.23	£83.77	-55.85%
5020/5	WaterPlus	£150.00	£36.51	£113.49	-75.66%
5020/6	PAT Testing	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
5020/7	Fire Extinguisher & Emergency Light Service	£287.00	£286.72	£0.28	-0.10%
5020/8	Legionella Testing	£537.00	£0.00	£537.00	-100.00%
5020/9	Boiler Service & Repair	£250.00	£75.00	£175.00	-70.00%
5020/10	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
5020/11	Ground Maintenance & Renovations - Football	£600.00	£0.00	£600.00	-100.00%
5020/12	Ground Maintenance & Renovations - General	£500.00	£30.42	£469.58	-93.92%
5020/13	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
5020/14	Footpath Maintenance	£1,680.00	£1,680.00	£0.00	0.00%
5020/15	Fence Maintenance	£500.00	£0.00	£500.00	-100.00%
5020/16	First Aid & Defibrillator	£50.00	£0.00	£50.00	-100.00%
5020/17	Sports Equipment	£0.00	£0.00	£0.00	0.00%
5020	Total	£5,654.00	£2,754.03	£2,899.97	-51.29%
Total Expenditure		£57,172.00	£31,653.25	£25,518.75	£52,894.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Cemetery					
Income					
600	General Cemetery				
600/1	Burial - Full Interment	£20,000.00	£13,018.12	-£6,981.88	-34.91%
600/2	Burial - Cremation Interment	£9,000.00	£7,273.56	-£1,726.44	-19.18%
600/3	Exclusive Rights of Burial	£9,000.00	£10,702.46	£1,702.46	18.92%
600/4	Use of Chapel	£0.00	£0.00	£0.00	0.00%
600/5	Memorial Applications	£9,000.00	£7,959.33	-£1,040.67	-11.56%
600/6	Exhumations	£0.00	£0.00	£0.00	0.00%
600	Total	£47,000.00	£38,953.47	-£8,046.53	-17.12%
610	North Warren Cemetery				
610/1	Burials - Full Interments	£1,760.00	£2,503.95	£743.95	42.27%
610/2	Burials - Cremation Interments	£0.00	£0.00	£0.00	0.00%
610/3	Exclusive Right of Burial	£1,116.00	£0.00	-£1,116.00	-100.00%
610/4	Memorial Applications	£248.00	£621.13	£373.13	150.46%
610	Total	£3,124.00	£3,125.08	£1.08	0.03%
Total Income		£50,124.00	£42,078.55	-£8,045.45	£44,000.00
Expenditure					
6000	General Cemetery				
6000/1	Rates	£8,483.00	£7,069.00	£1,414.00	-16.67%
6000/2	Chapel Maintenance	£8,300.00	£949.17	£7,350.83	-88.56%
6000/3	Electricity	£200.00	£0.00	£200.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
6000/4	Anglian Water (Wave)	£500.00	£976.51	-£476.51	95.30%
6000/5	WaterPlus	£400.00	£659.42	-£259.42	64.86%
6000/6	Fire Extinguisher & Emergency Light Service	£100.00	£94.74	£5.26	-5.26%
6000/7	Burial Software	£846.00	£0.00	£846.00	-100.00%
6000/8	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
6000/9	Ground & Building Maintenance	£2,000.00	£399.00	£1,601.00	-80.05%
6000/10	Waste Management (Compound)	£2,200.00	£1,802.70	£397.30	-18.06%
6000/11	Grave Digging	£15,000.00	£9,167.97	£5,832.03	-38.88%
6000/12	Toilet Maintenance	£400.00	£0.00	£400.00	-100.00%
6000/13	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
6000/14	Boundary Fence Maintenance	£2,500.00	£0.00	£2,500.00	-100.00%
6000/15	Footpath/Road Repairs	£0.00	£0.00	£0.00	0.00%
6000/16	Produce Woodland Burial & Memorial Wall	£0.00	£0.00	£0.00	0.00%
6000/17	Extenson B Burial Land Sinking Fund	£9,500.00	£0.00	£9,500.00	-100.00%
6000/18	Drainage & stand pipe repairs	£1,000.00	£125.00	£875.00	-87.50%
6000/19	Memorial Topple Testing	£1,000.00	£1,160.00	-£160.00	16.00%
6000/20	New / Maintenance of Litter Bins	£0.00	£0.00	£0.00	0.00%
6000	Total	£52,429.00	£22,403.51	£30,025.49	-57.27%
6010	North Warren Cemetery				
6010/1	Rates	£1,188.00	£990.71	£197.29	-16.61%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
6010/2	Boundary Fence Maintenance	£500.00	£0.00	£500.00	-100.00%
6010/3	Tree Maintenance	£0.00	£0.00	£0.00	0.00%
6010/4	Memorial Topple Testing	£0.00	£0.00	£0.00	0.00%
6010/5	Ground Maintenance / Repairs	£0.00	£0.00	£0.00	0.00%
6010/6	Grave Digging	£1,450.00	£2,075.00	-£625.00	43.10%
6010	Total	£3,138.00	£3,065.71	£72.29	-2.30%
Total Expenditure		£55,567.00	£25,469.22	£30,097.78	£62,846.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Play Areas					
Income					
700	Funding				
700/1	Levellings	£0.00	£0.00	£0.00	0.00%
700/2	Aisby Walk	£0.00	£0.00	£0.00	0.00%
700	Total	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	£0.00
Expenditure					
7000	Play Equipment Maintenance	£5,000.00	£263.89	£4,736.11	-94.72%
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
7010	Levellings				
7010/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7010/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7010/3	Skate Park Maintenance	£0.00	£0.00	£0.00	0.00%
7010/4	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7010/5	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7010/6	Dog Walk	£0.00	£0.00	£0.00	0.00%
7010/7	General All Site Repairs	£0.00	£0.00	£0.00	0.00%
7010	Total	£0.00	£0.00	£0.00	0.00%
7020	Aisby Walk				
7020/1	Playing Field	£0.00	£0.00	£0.00	0.00%
7020/2	New Play Equipment	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
7020/3	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7020/4	Skate Park Maintenance	£2,000.00	£1,393.00	£607.00	-30.35%
7020/5	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7020/6	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7020/7	Boundary & Tree Maintenance	£0.00	£0.00	£0.00	0.00%
7020	Total	£2,000.00	£1,393.00	£607.00	-30.35%
7030	Danes Road				
7030/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7030/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7030/3	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7030/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7030/5	Boundary Maintenance	£0.00	£0.00	£0.00	0.00%
7030	Total	£0.00	£0.00	£0.00	0.00%
7040	Mayflower Close				
7040/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7040/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7040/3	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7040/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7040/5	Boundary Maintenance	£0.00	£0.00	£0.00	0.00%
7040	Total	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
7080	St Georges				
7080/1	New Play Equipment	£0.00	£0.00	£0.00	0.00%
7080/2	Play Equipment Maintenance	£0.00	£0.00	£0.00	0.00%
7080/3	Ground Surface Repairs	£0.00	£0.00	£0.00	0.00%
7080/4	New Benches / Litter Bins & Maintenance	£0.00	£0.00	£0.00	0.00%
7080/5	Boundary Maintenance	£0.00	£0.00	£0.00	0.00%
7080	Total	£0.00	£0.00	£0.00	0.00%
7090	Play Area Inspections	£1,200.00	£770.00	£430.00	-35.83%
Total Expenditure		£9,200.00	£2,426.89	£6,773.11	£9,200.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Allotments					
Income					
800	Allotments				
800/1	Foxby Hill	£5,300.00	£5,286.54	-£13.46	-0.25%
800/2	Love Lane	£1,900.00	£1,910.27	£10.27	0.54%
800/3	North Warren	£1,200.00	£1,174.74	-£25.26	-2.11%
800/4	Showfields	£1,250.00	£1,237.66	-£12.34	-0.99%
800/5	Spital Hill	£1,850.00	£1,829.58	-£20.42	-1.10%
800	Total	£11,500.00	£11,438.79	-£61.21	-0.53%
815	Garage Space Ropery Road	£1,500.00	£0.00	-£1,500.00	-100.00%
Total Income		£13,000.00	£11,438.79	-£1,561.21	£13,000.00
Expenditure					
8000	Foxby Hill				
8000/1	Site Rent	£1,038.00	£1,037.50	£0.50	-0.05%
8000/2	Skip Hire	£854.00	£854.17	-£0.17	0.02%
8000/3	Water Charges	£1,200.00	£1,081.46	£118.54	-9.88%
8000/4	Hedge Cutting	£940.00	£940.00	£0.00	0.00%
8000/5	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8000/6	Miscellaneous Expenditure	£795.00	£795.00	£0.00	0.00%
8000/7	Clearance	£0.00	£0.00	£0.00	0.00%
8000/8	Gate Reset	£0.00	£0.00	£0.00	0.00%
8000	Total	£4,827.00	£4,708.13	£118.87	-2.46%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
8010	Love Lane				
8010/1	Site Rent	£1,037.00	£1,037.50	-£0.50	0.05%
8010/2	Skip Hire	£646.00	£645.83	£0.17	-0.03%
8010/3	Hedge Cutting	£396.00	£396.00	£0.00	0.00%
8010/4	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8010/5	Miscellaneous Expenditure	£400.00	£0.00	£400.00	-100.00%
8010/6	Pond Management	£200.00	£0.00	£200.00	-100.00%
8010/7	Drainage	£3,500.00	£300.00	£3,200.00	-91.43%
8010	Total	£6,179.00	£2,379.33	£3,799.67	-61.49%
8020	North Warren				
8020/1	Site Rent	£0.00	£0.00	£0.00	0.00%
8020/2	Skip Hire	£646.00	£645.83	£0.17	-0.03%
8020/3	Boundary Maintenance & Hedge Cutting	£4,232.00	£2,432.00	£1,800.00	-42.53%
8020/4	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8020/5	Japanese Knotweed Treatment	£677.00	£677.60	-£0.60	0.09%
8020/6	Miscellaneous Expenditure	£208.00	£208.33	-£0.33	0.16%
8020	Total	£5,763.00	£3,963.76	£1,799.24	-31.22%
8030	Showfield				
8030/1	Site Rent	£0.00	£0.00	£0.00	0.00%
8030/2	Skip Hire	£646.00	£645.83	£0.17	-0.03%
8030/3	Asbestos Management	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
8030/4	Wall Maintenance	£0.00	£0.00	£0.00	0.00%
8030/5	Miscellaneous Expenditure	£400.00	£0.00	£400.00	-100.00%
8030	Total	£1,046.00	£645.83	£400.17	-38.26%
8040	Spital Hill				
8040/1	Site Rent	£250.00	£250.00	£0.00	0.00%
8040/2	Skip Hire	£560.00	£467.00	£93.00	-16.61%
8040/3	Water Charges	£500.00	£512.75	-£12.75	2.55%
8040/4	Hedge Cutting	£480.00	£480.00	£0.00	0.00%
8040/5	Asbestos Management	£0.00	£0.00	£0.00	0.00%
8040/6	Miscellaneous Expenditure	£400.00	£141.66	£258.34	-64.59%
8040	Total	£2,190.00	£1,851.41	£338.59	-15.46%
8050	Love Lane Garage Site	£300.00	£470.00	-£170.00	56.67%
8060	All Sites				
8060/1	Edge IT Management Software	£526.00	£0.00	£526.00	-100.00%
8060/2	Misc	£29.00	£28.65	£0.35	-1.21%
8060	Total	£555.00	£28.65	£526.35	-94.84%
Total Expenditure		£20,860.00	£14,047.11	£6,812.89	£25,737.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Public Realm					
Income					
920	Bus Shelters	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	£0.00
Expenditure					
9000	Roundabouts / Islands				
9000/3	Morton Corner Traffic Island	£0.00	£0.00	£0.00	0.00%
9000	Total	£0.00	£0.00	£0.00	0.00%
9010	Street Furniture				
9010/1	Notice Boards	£0.00	£0.00	£0.00	0.00%
9010/2	Benches	£1,000.00	£33.13	£966.87	-96.69%
9010/3	Bus Shelters	£2,100.00	£0.00	£2,100.00	-100.00%
9010/4	Millennium Clock	£1,160.00	£1,160.40	-£0.40	0.03%
9010/5	Silver Street Sculpture	£0.00	£0.00	£0.00	0.00%
9010/6	Barrier Baskets	£0.00	£0.00	£0.00	0.00%
9010	Total	£4,260.00	£1,193.53	£3,066.47	-71.98%
9020	War Memorial				
9020/1	Maintenance	£400.00	£400.00	£0.00	0.00%
9020	Total	£400.00	£400.00	£0.00	0.00%
9030	Gainsborough in Bloom	£3,000.00	£3,058.96	-£58.96	1.97%
9040	Community Rail Partnership	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£7,660.00	£4,652.49	£3,007.51	£7,100.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	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	£2,000.00
Expenditure					
10010	Illuminate	£1,000.00	£0.00	£1,000.00	-100.00%
10020	Armed Forces Day	£0.00	£0.00	£0.00	0.00%
10040	Remembrance Sunday	£300.00	£25.00	£275.00	-91.67%
10050	GO Festival	£3,000.00	£0.00	£3,000.00	-100.00%
Total Expenditure		£4,300.00	£25.00	£4,275.00	£6,300.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Christmas Lights					
Expenditure					
11000	Switch On Event	£8,000.00	£7,449.74	£550.26	-6.88%
11010	Anchor Point / Electrical Testing	£1,200.00	£1,105.00	£95.00	-7.92%
11040	Market Place Christmas Tree	£1,600.00	£1,608.75	-£8.75	0.55%
11050	Lighting Contract	£18,910.00	£18,438.23	£471.77	-2.49%
11070	Lamp Post Electricity	£300.00	£249.94	£50.06	-16.69%
Total Expenditure		£30,010.00	£28,851.66	£1,158.34	£34,800.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	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 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Ear Marked Reserves					
Expenditure					
12000	Ear Marked Reserves				
12000/1	General Fund	£164,243.60	£36,991.32	£127,252.28	-77.48%
12000/2	Mayors Charity Account	£8,789.01	£7,000.00	£1,789.01	-20.36%
12000/3	Roses AWP Sinking Fund	£59,500.00	£59,500.00	£0.00	0.00%
12000/4	Roses Key Deposits	£950.00	£0.00	£950.00	-100.00%
12000/5	Marshalls Key Deposits	£800.00	£0.00	£800.00	-100.00%
12000/6	Levellings Key Deposit	£0.00	£0.00	£0.00	0.00%
12000/7	Pension Contribution	£20,000.00	£0.00	£20,000.00	-100.00%
12000/8	Community Grants	£500.00	£500.00	£0.00	0.00%
12000/9	General Tree/Hedge Maintenance & Survey	£8,800.00	£2,200.00	£6,600.00	-75.00%
12000/10	General Waste Removal	£1,250.00	£131.68	£1,118.32	-89.47%
12000/11	Richmond House Maintenance	£22,000.00	£16,947.34	£5,052.66	-22.97%
12000/12	Richmond House Conservatory replacement	£40,000.00	£0.00	£40,000.00	-100.00%
12000/13	Richmond Park Compound Fence	£6,000.00	£2,450.00	£3,550.00	-59.17%
12000/14	Richmond Park Litter Bin Replacement	£3,000.00	£3,000.00	£0.00	0.00%
12000/15	Richmond Park Toilet Renovation	£1,500.00	£491.22	£1,008.78	-67.25%
12000/16	Aviary Sale	£1,000.00	£0.00	£1,000.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
12000/17	Marshalls Pavilion Maintenance (Electrics, Boiler, Solar)	£18,000.00	£12,178.11	£5,821.89	-32.34%
12000/18	Legionella Risk Assessments	£1,095.00	£1,095.00	£0.00	0.00%
12000/19	Levellings Pavilion Maintenance	£1,700.00	£144.97	£1,555.03	-91.47%
12000/20	Levellings Defibrillator	£400.00	£0.00	£400.00	-100.00%
12000/21	Cemetery Chapel Maintenance	£10,725.00	£0.00	£10,725.00	-100.00%
12000/22	Cemetery Water	£1,500.00	£0.00	£1,500.00	-100.00%
12000/23	Cemetery Extension B Land Sinking Fund	£65,000.00	£0.00	£65,000.00	-100.00%
12000/24	Cemetery Boundary Fence Maintenance	£10,500.00	£0.00	£10,500.00	-100.00%
12000/25	Cemetery Compound	£1,000.00	£0.00	£1,000.00	-100.00%
12000/26	General Play Equipment Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
12000/27	Wet Pour Repairs	£2,500.00	£0.00	£2,500.00	-100.00%
12000/28	Aisby Walk Skate Park	£2,000.00	£0.00	£2,000.00	-100.00%
12000/29	Love Lane Allotment Drainage	£1,000.00	£0.00	£1,000.00	-100.00%
12000/30	Spital Hill Allotments	£400.00	£400.00	£0.00	0.00%
12000/31	Benches	£1,000.00	£0.00	£1,000.00	-100.00%
12000/32	Bus Shelters	£3,000.00	£0.00	£3,000.00	-100.00%
12000/33	Silver St Sculpture Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
12000/34	Neighbourhood Plan Review	£1,000.00	£0.00	£1,000.00	-100.00%
12000/35	CIL	£34,367.08	£0.00	£34,367.08	-100.00%
12000/36	Staff Training	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
12000	Total	£495,519.69	£143,029.64	£352,490.05	-71.14%
Total Expenditure		£495,519.69	£143,029.64	£352,490.05	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	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	£6,000.00	£0.00	£6,000.00	-100.00%
Total Expenditure		£6,000.00	£0.00	£6,000.00	£3,000.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age
Mayors Charity					
Income					
1200	Events & Donations				
1200/1	Fundraising Events	£0.00	£60.00	£60.00	100.00%
1200/2	Civic Service Collection	£0.00	£0.00	£0.00	0.00%
1200/3	Donations	£0.00	£0.00	£0.00	0.00%
1200	Total	£0.00	£60.00	£60.00	100.00%
Total Income		£0.00	£60.00	£60.00	£0.00
Expenditure					
14005	Mayor Events (HSBC)	£0.00	£0.00	£0.00	0.00%
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 22/01/26 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	Bal %age
Total Income	£822,721.00	£798,931.42		
Total Expenditure	£1,318,240.69	£739,516.94		
Total Net Balance	**-£495,519.69**	**£59,414.48**		

PAPER E

Bank Account Reconciled Statement

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

Statement Number	155	Bank Statement No.	155
Statement Opening Balance	£144,841.69	Opening Date	01/12/25
Statement Closing Balance	£64,821.15	Closing Date	31/12/25
True/ Cashbook Closing Balance	£64,821.15		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/12/25	CR251201	Slimming World	0.00	121.82	144,963.51
01/12/25	DD251201	West Lindsey District Council	405.14	0.00	144,558.37
01/12/25	DD251201B	Lex Autolease Limited	1,038.04	0.00	143,520.33
02/12/25	CR251202	CCLA Investment Management Limited	0.00	981.23	144,501.56
02/12/25	CR251202B	Friendship FC Reserves	0.00	199.32	144,700.88
02/12/25	CR251202C	Friendship FC Reserves	0.00	49.83	144,750.71
03/12/25	BP251203	F5 Computing Ltd	666.98	0.00	144,083.73
03/12/25	BP251203B	Chantry Agricultural Engineers	865.15	0.00	143,218.58
03/12/25	BP251203C	Ultimate Graphics Ltd	91.20	0.00	143,127.38
03/12/25	BP251203D	Trade UK	259.25	0.00	142,868.13
03/12/25	BP251203E	West Lindsey District Council	5,000.00	0.00	137,868.13
03/12/25	BP251203F	A Price Electrical Ltd	3,392.48	0.00	134,475.65
03/12/25	BP251203G	Brexons Workwear Ltd	149.71	0.00	134,325.94
03/12/25	BP251203H	Huws Gray Limited	187.64	0.00	134,138.30
03/12/25	BP251203I	Retford Memorials	480.00	0.00	133,658.30
03/12/25	BP251203J	Burton & Dyson Solicitors	125.00	0.00	133,533.30
03/12/25	BP251203K	Peacock and Binnington	261.26	0.00	133,272.04
03/12/25	BP251203L	Gainsborough Skip & Aggregates LTD	275.00	0.00	132,997.04
03/12/25	BP251203M	J Bradshaw and Sons Ltd	438.00	0.00	132,559.04
03/12/25	BP251203N	DS Heating & Plumbing	195.00	0.00	132,364.04
03/12/25	BP251203O	Ashby Grass Care	2,796.00	0.00	129,568.04
03/12/25	BP251203P	Alan Wood & Partners	2,850.00	0.00	126,718.04
03/12/25	BP251203Q	Static Security Services Ltd	180.00	0.00	126,538.04
03/12/25	BP251203R	Gainsborough Building Services Ltd	2,016.00	0.00	124,522.04
03/12/25	BP251203S	Mayo Crane Hire Ltd	570.00	0.00	123,952.04
03/12/25	BP251203T	Lincoln Rural Training	587.00	0.00	123,365.04
03/12/25	BP251203U	Jewson Ltd	21.24	0.00	123,343.80
03/12/25	BP251203V	Water Plus Ltd	240.67	0.00	123,103.13
03/12/25	BP251203W	Water Plus Ltd	45.98	0.00	123,057.15

Bank Account Reconciled Statement

03/12/25	BP251203X	Water Plus Ltd	165.58	0.00	122,891.57
03/12/25	BP251203Y	Water Plus Ltd	8.79	0.00	122,882.78
03/12/25	CR251203	Cliff Bradley & Sons Ltd	0.00	1,397.81	124,280.59
03/12/25	CR251203B	Gainsborough Cricket Club	0.00	1,234.44	125,515.03
04/12/25	CR251204	Gainsborough Men's Shed	0.00	41.67	125,556.70
05/12/25	CR251205	Gainsborough Choral Society	0.00	109.80	125,666.50
08/12/25	CC251208	Multiple Suppliers/ Customers	353.06	0.00	125,313.44
08/12/25	CR251208	Slimming World	0.00	121.82	125,435.26
08/12/25	CR251208B	Marshalls Sports FC	0.00	573.94	126,009.20
08/12/25	CR251208C	Mrs [redacted]	0.00	185.97	126,195.17
08/12/25	CR251208D	Bridon FC	0.00	49.83	126,245.00
09/12/25	BP251209	Gordon Ellis & Co	543.62	0.00	125,701.38
10/12/25	CR251210	North Warren Road Allotments	0.00	13.43	125,714.81
11/12/25	CR251211	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	1,437.95	127,152.76
11/12/25	CR251211B	Cliff Bradley Memorials	0.00	746.32	127,899.08
11/12/25	CR251211C	Friendship FC	0.00	49.83	127,948.91
12/12/25	DD251212	Pozitive Energy Ltd	30.02	0.00	127,918.89
12/12/25	DD251212B	Pozitive Energy Ltd	547.54	0.00	127,371.35
13/12/25	CR251213	Otter FC	0.00	99.66	127,471.01
15/12/25	CR251215	Slimming World	0.00	121.82	127,592.83
15/12/25	CR251215B	Foxby Hill Allotments	0.00	10.12	127,602.95
15/12/25	DD251215	Integrating Solutions Ltd	140.01	0.00	127,462.94
15/12/25	DD251215B	West Lindsey District Council	99.00	0.00	127,363.94
15/12/25	DD251215C	West Lindsey District Council	707.00	0.00	126,656.94
15/12/25	DD251215D	West Lindsey District Council	936.00	0.00	125,720.94
15/12/25	DD251215E	West Lindsey District Council	295.00	0.00	125,425.94
15/12/25	DD251215F	Fuelgenie	453.19	0.00	124,972.75
16/12/25	BP251215/16	Shucksmith Accountants (Gainsborough) Ltd	37,442.34	0.00	87,530.41
16/12/25	DD251216	E.ON Next Energy Ltd	594.47	0.00	86,935.94
16/12/25	DD251216B	British Gas Business	90.81	0.00	86,845.13
16/12/25	DD251216C	British Gas Business	26.65	0.00	86,818.48
16/12/25	DD251216D	British Gas Business	46.68	0.00	86,771.80
17/12/25	BP251217	Burton & Dyson Solicitors	199.20	0.00	86,572.60
17/12/25	BP251217B	Trade UK	104.81	0.00	86,467.79
17/12/25	BP251217C	Lincoln Rural Training	506.25	0.00	85,961.54

Bank Account Reconciled Statement

17/12/25	BP251217D	Timberwise (UK) Ltd	8,162.15	0.00	77,799.39
17/12/25	BP251217E	Office Maid Ltd	383.04	0.00	77,416.35
17/12/25	BP251217F	F5 Computing Ltd	879.38	0.00	76,536.97
17/12/25	BP251217G	Glendale Managed Services Ltd	5,389.99	0.00	71,146.98
17/12/25	BP251217H	DS Heating & Plumbing	330.00	0.00	70,816.98
17/12/25	BP251217I	Kyle Holliday Grave Digger	625.00	0.00	70,191.98
17/12/25	BP251217J	Retford Memorials	720.00	0.00	69,471.98
17/12/25	BP251217K	Sills and Betteridge Solicitors	420.00	0.00	69,051.98
17/12/25	BP251217L	Shucksmith Accountants (Gainsborough) Ltd	474.00	0.00	68,577.98
17/12/25	BP251217M	Ross Davy Associates	1,992.00	0.00	66,585.98
17/12/25	BP251217N	Chantry Agricultural Engineers	2,583.03	0.00	64,002.95
17/12/25	BP251217O	Water Plus Ltd	163.71	0.00	63,839.24
17/12/25	BP251217P	Water Plus Ltd	47.23	0.00	63,792.01
17/12/25	BP251217Q	Water Plus Ltd	195.29	0.00	63,596.72
17/12/25	BP251217R	Water Plus Ltd	2.44	0.00	63,594.28
17/12/25	DD251217	Anglian Water Business (National) Ltd	23.33	0.00	63,570.95
17/12/25	DD251217B	British Gas Business	395.44	0.00	63,175.51
18/12/25	CR251218	Lincolnshire County Council	0.00	1,008.75	64,184.26
18/12/25	DD251218	Clear Business Electricity	172.78	0.00	64,011.48
19/12/25	DD251219	EE Ltd	109.09	0.00	63,902.39
19/12/25	DD251219B	Anglian Water Business (National) Ltd	709.51	0.00	63,192.88
20/12/25	CR251220	Foxby Hill Allotments	0.00	15.30	63,208.18
22/12/25	CR251222	Slimming World	0.00	121.82	63,330.00
22/12/25	DD251222	Anglian Water Business (National) Ltd	608.59	0.00	62,721.41
22/12/25	DD251222B	Anglian Water Business (National) Ltd	204.96	0.00	62,516.45
23/12/25	CR251223	CFF	0.00	247.97	62,764.42
23/12/25	CR251223B	Cliff Bradley & Sons Ltd	0.00	1,301.81	64,066.23
23/12/25	DD251223	British Telecommunications Plc	183.32	0.00	63,882.91
24/12/25	DD251224	Stallard Kane Associates Ltd	117.82	0.00	63,765.09
29/12/25	CR251229	Slimming World	0.00	94.04	63,859.13
29/12/25	DD251229	British Gas Business	125.59	0.00	63,733.54
29/12/25	DD251229B	Integrating Solutions Ltd	24.00	0.00	63,709.54
31/12/25	CR251231	HSBC	0.00	1,221.64	64,931.18
31/12/25	DD251231	Anglian Water Business (National) Ltd	110.03	0.00	64,821.15

Bank Account Reconciled Statement

Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	91578.48	11557.94

Reconciled by Rachel Allbones

Signed

Clerk / Responsible Financial Officer

Chair

Date

HSBC UK

Contact tel 03457 60 60 60
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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	105,139.16
Payments Out	105,139.16
Closing Balance	10,000.00

International Bank Account Number
GB60HBUK40220151418890

Branch Identifier Code
HBUKGB4131T

29 November to 28 December 2025

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	965

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
28 Nov 25		**BALANCE BROUGHT FORWARD**			**10,000.00**
29 Nov 25	BP	Gainsborough Trini			
		INV-1224	6,530.71		
	TFR	TRANSFER 03662918		6,530.71	10,000.00
01 Dec 25	DD	WEST LINDSEY DISTR	405.14		
	DD	LEX AUTOLEASE	1,038.04		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	TFR	TRANSFER 03662918		1,321.36	10,000.00
02 Dec 25	CR	CCLA Investment Ma			
		PS1008661-GAINSBOR		981.23	
	CR	CASH IN P.O. DEC02			
		13 MARKET ST@16:34			
		465941XXXXXX6651		249.15	
	TFR	TRANSFER 03662918	1,230.38		10,000.00
03 Dec 25	CR	Cliff Bradley & So			
		C118		1,397.81	
	TFR	402201 03662918			
		INTERNET TRANSFER		20,000.00	
	BP	F5 COMPUTING LTD			
		GAINS TOWN COUNCIL	666.98		
	BP	CHANTRY AGRICULTUR			
		GAINS TOWN COUNCIL	865.15		
	BP	Ultimate Graphics			
		INV-1699	91.20		
	BP	Screwfix Direct Lt			
		6331640014561849	259.25		
		BALANCE CARRIED FORWARD			**29,515.23**

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29 November to 28 December 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	966

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**29,515.23**
	BP	WEST LINDSEY DC			
		1907029847	5,000.00		
	BP	A PRICE ELECTRICAL			
		GAINS TOWN COUNCIL	3,392.48		
	BP	Brexons Workwear L			
		64179	149.71		
	BP	Huws Gray Ltd			
		G7305	187.64		
	BP	Retford Memorials			
		133/25	480.00		
	BP	Burton & Dyson			
		ROS018-0009	125.00		
	BP	PEACOCK & BINNINGT			
		6159	261.26		
	BP	Gainsborough Skip			
		INV-1190	275.00		
	BP	J Bradshaw & Sons			
		GAI004	438.00		
	BP	DANIEL SENESCALL			
		GAINS TOWN COUNCIL	195.00		
	BP	ASHBY GRASS CARE			
		GTC1	2,796.00		
	BP	Alan Wood Partners			
		52814	2,850.00		
	BP	Static Security Se			
		9017	180.00		
	BP	Gainsborough Build			
		25/26 396	2,016.00		
	BP	Mayo Crane Hire Lt			
		154780	570.00		
	BP	Lincoln Rural Trai			
		03729	587.00		
	BP	Sean Alcock			
		Gains Town Council	21.24		
	BP	WATER PLUS			
		0229006916	240.67		
	BP	WATER PLUS			
		7001587165	45.98		
	BP	WATER PLUS			
		0880007483	165.58		
	BP	WATER PLUS			
		7001679673	8.79		
	BP	Gainsborough			
		Gainsborough CC		1,234.44	
		BALANCE CARRIED FORWARD			**10,764.32**

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29 November to 28 December 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	967

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**10,764.32**
	TFR	TRANSFER 03662918	764.32		10,000.00
04 Dec 25	CR	GAINSBOROUGH MENS			
		INV F381		41.67	
	TFR	TRANSFER 03662918	41.67		10,000.00
05 Dec 25	CR	GBRO CHORAL SOCIET			
		INVOICE F380		109.80	
	TFR	TRANSFER 03662918	109.80		10,000.00
08 Dec 25	CR	CHQ IN AT 407080		573.94	
	DD	COMMERCIAL CARD	353.06		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	CR	[redacted]			
		4175		185.97	
	CR	BRIDON AFC			
		BAFCvzOTTR 071225		49.83	
	TFR	TRANSFER 03662918	578.50		10,000.00
09 Dec 25	BP	Gordon Ellis & Co			
		GAINS002	543.62		
	TFR	TRANSFER 03662918		543.62	10,000.00
10 Dec 25	CR	[redacted]			
		2025-NW-030-[redacted]		13.43	
	TFR	TRANSFER 03662918	13.43		10,000.00
11 Dec 25	CR	LINCS COOP		1,437.95	
	CR	Cliff Bradley Memo			
		4174		746.32	
	BP	THE FRIENDSH			
		FRIENDSHIP F386		49.83	
	TFR	TRANSFER 03662918	2,234.10		10,000.00
12 Dec 25	DD	POZITIVE ENERGY	30.02		
	DD	POZITIVE ENERGY	547.54		
	TFR	TRANSFER 03662918		577.56	10,000.00
13 Dec 25	CR	[redacted]			
		OTTER FC PITCH FEE		99.66	
	TFR	TRANSFER 03662918	99.66		10,000.00
15 Dec 25	DD	INTEGRATING SOLUTI	140.01		
	DD	WEST LINDSEY DC	99.00		
	DD	WEST LINDSEY DC	707.00		
	DD	WEST LINDSEY DC	936.00		
	DD	WEST LINDSEY DC	295.00		
	DD	WL ITS FUELGENIE	453.19		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	TFR	402201 03662918			
		INTERNET TRANSFER		30,000.00	
		BALANCE CARRIED FORWARD			**37,491.62**

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

29 November to 28 December 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	968

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**37,491.62**
	BP	RIGEL WOLF CLIENT			
		GTC PAYROLL	30,000.00		
	CR	[redacted]			
		foxby hill plot 97		10.12	
	TFR	TRANSFER 03662918		2,498.26	10,000.00
16 Dec 25	DD	E.ON NEXT LTD	594.47		
	DD	BRITISH GAS	90.81		
	DD	BRITISH GAS	26.65		
	DD	BRITISH GAS	46.68		
	BP	RIGEL WOLF CLIENT			
		GTC PAYROLL	7,442.34		
	TFR	TRANSFER 03662918		8,200.95	10,000.00
17 Dec 25	DD	ANGLIAN WATER BUSI	23.33		
	DD	BRITISH GAS BUSINE	395.44		
	TFR	402201 03662918			
		INTERNET TRANSFER		23,000.00	
	BP	Burton & Dyson			
		52181	199.20		
	BP	Screwfix Direct Lt			
		6331640014561849	104.81		
	BP	Lincoln Rural Trai			
		03744	506.25		
	BP	Timberwise UK Ltd			
		757159	8,162.15		
	BP	Office Maid Ltd			
		1248	383.04		
	BP	F5 COMPUTING LTD			
		GAINS TOWN COUNCIL	879.38		
	BP	Glendale Countrysi			
		11402	5,389.99		
	BP	DANIEL SENESCALL			
		GAINS TOWN COUNCIL	330.00		
	BP	Mr Kyle A Holliday			
		Gains Town Council	625.00		
	BP	Retford Memorials			
		170/25	720.00		
	BP	Sills & Betteridge			
		439057	420.00		
	BP	RIGEL WOLF LTD			
		G0007	474.00		
	BP	Ross Davy Associat			
		RDL/24/8903/4	1,992.00		
	BP	CHANTRY AGRICULTUR			
		GAINS TOWN COUNCIL	2,583.03		
		BALANCE CARRIED FORWARD			**9,812.38**

HSBC UK

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www.hsbc.co.uk

29 November to 28 December 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	969

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**9,812.38**
	BP	WATER PLUS 0229006916	163.71		
	BP	WATER PLUS 7001587165	47.23		
	BP	WATER PLUS 0880007483	195.29		
	BP	WATER PLUS 7001679673	2.44		
	TFR	TRANSFER 03662918		596.29	10,000.00
18 Dec 25	CR	LINCOLNSHIRE CC		1,008.75	
	DD	CLEARBUSINESS	172.78		
	TFR	TRANSFER 03662918	835.97		10,000.00
19 Dec 25	DD	EE LIMITED	109.09		
	DD	ANGLIAN WATER BUSI	709.51		
	TFR	TRANSFER 03662918		818.60	10,000.00
20 Dec 25	CR	[redacted] 2025-fh-108-[redacted]		15.30	
	TFR	TRANSFER 03662918	15.30		10,000.00
22 Dec 25	DD	ANGLIAN WATER BUSI	608.59		
	DD	ANGLIAN WATER BUSI	204.96		
	CR	[redacted] SLIMMING WORLD REN		121.82	
	TFR	TRANSFER 03662918		691.73	10,000.00
23 Dec 25	CR	MINISTRY OF JUSTIC		1,549.78	
	DD	BT GROUP PLC	183.32		
	TFR	TRANSFER 03662918	1,366.46		10,000.00
24 Dec 25	DD	STALLARD KANE ASSO	117.82		
	TFR	TRANSFER 03662918		117.82	10,000.00
28 Dec 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 **10,000.00**
GBP 10,000.00 available

Account information

Balance details | Recent transactions | Next working day transactions | Statements | Charges and interest

All transactions for the last

7 days | 14 days | 1 month | 3 months | 6 months | 12 months | 28 Dec 2025 to 31 Dec 2025

Advanced search

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

Last updated 06 Jan 2026 11:29

Date	Type	Description	Paid out	Paid in	Balance
31 Dec 2025		**Balance carried forward**			**10,000.00**
31 Dec 2025	TFR	TRANSFER 03662918		110.03	10,000.00
31 Dec 2025	DD	ANGLIAN WATER BUSI	110.03		9,889.97
29 Dec 2025	TFR	TRANSFER 03662918		55.55	10,000.00
29 Dec 2025	CR	[redacted] SLIMMING WORLD REN		94.04	9,944.45
29 Dec 2025	DD	INTEGRATING SOLUTI	24.00		9,850.41
29 Dec 2025	DD	BRITISH GAS	125.59		9,874.41
28 Dec 2025		**Balance brought forward**			**10,000.00**

HSBC UK

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Your Statement

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

Account Summary

Opening Balance	134,841 .69
Payments In	8,511.23
Payments Out	88,531.77
Closing Balance	54,821.15

Interest Rate - Valid as at end date of the statement period
1.33 % AER

International Bank Account Number
GB04HBUK40220103662918

1 December to 31 December 2025

Branch Identifier Code
HBUKGB4131T

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	362

Your Business Money Manager details

Date	Payment type and details		Paid out	Paid in	Balance
30 Nov 25		**BALANCE BROUGHT FORWARD**			**134,841.69**
01 Dec 25	TFR	TRANSFER 51418890	1,321.36		133,520.33
02 Dec 25	TFR	TRANSFER 51418890		1,230.38	134,750.71
03 Dec 25	TFR	402201 51418890			
		INTERNET TRANSFER	20,000.00		
	TFR	TRANSFER 51418890		764.32	115,515.03
04 Dec 25	TFR	TRANSFER 51418890		41.67	115,556.70
05 Dec 25	TFR	TRANSFER 51418890		109.80	115,666.50
08 Dec 25	TFR	TRANSFER 51418890		578.50	116,245.00
09 Dec 25	TFR	TRANSFER 51418890	543.62		115,701.38
10 Dec 25	TFR	TRANSFER 51418890		13.43	115,714.81
11 Dec 25	TFR	TRANSFER 51418890		2,234.10	117,948.91
12 Dec 25	TFR	TRANSFER 51418890	577.56		117,371.35
13 Dec 25	TFR	TRANSFER 51418890		99.66	117,471.01
15 Dec 25	TFR	402201 51418890			
		INTERNET TRANSFER	30,000.00		
	TFR	TRANSFER 51418890	2,498.26		84,972.75
16 Dec 25	TFR	TRANSFER 51418890	8,200.95		76,771.80
17 Dec 25	TFR	402201 51418890			
		INTERNET TRANSFER	23,000.00		
	TFR	TRANSFER 51418890	596.29		53,175.51
18 Dec 25	TFR	TRANSFER 51418890		835.97	54,011.48
19 Dec 25	TFR	TRANSFER 51418890	818.60		53,192.88
20 Dec 25	TFR	TRANSFER 51418890		15.30	53,208.18
22 Dec 25	TFR	TRANSFER 51418890	691.73		52,516.45
23 Dec 25	TFR	TRANSFER 51418890		1,366.46	53,882.91
		BALANCE CARRIED FORWARD			**53,882.91**

HSBC UK

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used by deaf or speech impaired customers
www.hsbc.co.uk

1 December to 31 December 2025

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	363

Your Business Money Manager details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**53,882.91**
24 Dec 25	TFR	TRANSFER 51418890	117.82		53,765.09
29 Dec 25	TFR	TRANSFER 51418890	55.55		53,709.54
31 Dec 25	CR	GROSS INTEREST			
		TO 30DEC2025		1,221.64	
	TFR	TRANSFER 51418890	110.03		54,821.15
31 Dec 25		**BALANCE CARRIED FORWARD**			**54,821.15**

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	12	Bank Statement No.	12
Statement Opening Balance	£500,000.00	Opening Date	01/12/25
Statement Closing Balance	£500,000.00	Closing Date	31/12/25
True/ Cashbook Closing Balance	£500,000.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	500,000.00

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 January 2026

Account name: **GAINSBOROUGH TOWN COUNCIL**
Account number: **PS1008661-001**
Statement period: **30/11/2025 to 31/12/2025**

Account summary

Total valuation as at 31 December 2025	**£500,000.00**
Total valuation as at last statement at 30 November 2025	**£500,000.00**

Holdings as at 31 December 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	500,000.0000	£1.00	£500,000.00

Total value
£500,000.00

The average Fund yield for this period was 3.91% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Dec 2025	05/01/2026	Paid to Nominated Bank Details	£1,658.52	

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

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

Accessibility Statement

Accessibility Statement for https://gainsborough-tc.gov.uk/

This is an accessibility statement from Gainsborough Town Council.

How accessible this website is

Parts of this website are not fully accessible. For example:

- some pages and document attachments are not written in plain English
- some tables do not have row headings
- some documents have poor colour contrast
- some heading elements are not consistent
- some images do not have image descriptions
- some buttons are not correctly identified
- some error messages are not clearly associated with form controls
- many documents are in PDF format and are not accessible

Each department and agency which publishes content on https://gainsborough-tc.gov.uk/: is responsible for making sure it meets the accessibility regulations. We will update the statement when issues are fixed or when we expect them to be fixed.

Gainsborough Town Council is obliged to publish third party documents which may have been scanned in and will not be accessible, for instance the Annual Governance and Accountability Report (AGAR).

Measures to support accessibility

Gainsborough Town Council takes the following measures to ensure accessibility of https://gainsborough-tc.gov.uk/:

- Include accessibility throughout our internal policies.
- Integrate accessibility into our procurement practices.
- Provide continual accessibility training for our staff.

Conformance status

The [Web Content Accessibility Guidelines (WCAG)] defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. https://gainsborough-tc.gov.uk/ is partially conformant with WCAG 2.1 level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

Additional accessibility considerations

Although our goal is WCAG 2.1 Level AA conformance, we have also applied some Level AAA Success Criteria: Images of text are only used for decorative purposes. Re-authentication, after a session expires, does not cause loss of data.

Feedback

We welcome your feedback on the accessibility of https://gainsborough-tc.gov.uk/. Please let us know if you encounter accessibility barriers on https://gainsborough-tc.gov.uk/:

- Phone: 01427 811573
- E-mail: townclerk@gainsborough-tc.gov.uk
- Visitor Address: Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ
- Postal Address: Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ
- https://www.facebook.com/GainsTC
  https://twitter.com/GainsTC
  https://www.youtube.com/channel/UCmIMaqH64ih1EDc6Cn56VWA

We try to respond to feedback within 2 Business Days.

Compatibility with browsers and assistive technology

https://gainsborough-tc.gov.uk/ is designed to be compatible with the following assistive technologies:

- Browser Chrome with assistive technology NVDA, JAWS, Lighthouse on Windows 10
- Browser Chrome with assistive technology VoiceOver, JAWS, Lighthouse on Mac OS Catalina (Version 10.15.7)
- Browser Safari with assistive technology VoiceOver, JAWS, Lighthouse on Mac OS Catalina (Version 10.15.7)
- Browser Edge with assistive technology NVDA, JAWS, Lighthouse on Windows 10

https://gainsborough-tc.gov.uk/ is not compatible with:

- Browsers older than 3 major versions" or "Mobile operating systems older than 3 years

Technical specifications

Accessibility of https://gainsborough-tc.gov.uk/ relies on the following technologies to work with the particular combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- CSS
- JavaScript

These technologies are relied upon for conformance with the accessibility standards used.

Limitations and alternatives

Despite our best efforts to ensure accessibility of https://gainsborough-tc.gov.uk/ , there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

Known limitations for https://gainsborough-tc.gov.uk/:

1. **PDF Documents**: Online and downloadable versions of documents pre 2022 may not be or may not be fully accessible because We cannot ensure the quality of the documents conform to be fully accessible. We monitor user feedback and try to repair issues raised within 2/4 business days. Please contact us to raise any issues found or if you need an alternative document..
2. **Video Content** : Uploads or links to external sources may not relevant text or languages alternatives because We cannot ensure the quality of the source in some cases, we endeavour to aid as best as possible. we try to verify the source or provide where possible a text alternative. Please contact us to raise any issues found or if you need an alternative format.

Assessment approach

Gainsborough Town Council assessed the accessibility of https://gainsborough-tc.gov.uk/ by the following approaches:

- Self-evaluation
- External evaluation
- a formal quality assurance process throughout the design and development process

Evaluation report

An evaluation report for Lighthouse testing for https://gainsborough-tc.gov.uk/ is available at:

https://gainsborough-tc.gov.uk/wp-content/uploads/2022/03/gainsborough-tc.gov_.uk_2022-03-16_10-01-38.html

https://gainsborough-tc.gov.uk/wp-content/uploads/2023/04/gainsborough-tc.gov_.uk_2023-04-13_10-17-09.html

Evaluation report

An evaluation statement for https://gainsborough-tc.gov.uk/ is available at: https://gainsborough-tc.gov.uk/wcag-em-report/. or

https://gainsborough-tc.gov.uk/wp-content/uploads/2022/03/https-gainsborough-tcgovuk-report.html

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Date

This statement was created on 16 January 2022 using the W3C Accessibility Statement Generator Tool. This website was last tested on 16th March 2022. The test was carried out by drumBEAT Marketing

Accessibility statement for https://gainsborough-tc.gov.uk/

This accessibility statement applies to Accessibility statement for https://gainsborough-tc.gov.uk/. It does not apply to any other website.

This website is run by Gainsborough Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet (https://www.abilitynet.org.uk/) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- some of our online forms are difficult to navigate using just a keyboard
- you cannot skip to the main content when using a screen reader

Feedback and contact information

If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact the Town Clerk at townclerk@gainsborough-tc.gov.uk.

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:
• Email – townclerk@gainsborough-tc.gov.uk
• Call – 01427 811573
• Write to – Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ

We will consider your request and get back to you as soon as possible.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact the Town Clerk at townclerk@gainsborough-tc.gov.uk.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the ‘accessibility regulations’). If you’re not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about this website’s accessibility

Gainsborough Town Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

Preparation of this accessibility statement

This statement was prepared on 16 January 2022 and was last reviewed on 27 January 2026.

This website was last tested on 11 December 2025. The test was carried out by drumBEAT Marketing.

An evaluation report for Lighthouse testing for https://gainsborough-tc.gov.uk/ is available at:

https://gainsborough-tc.gov.uk/wp-content/uploads/2022/03/gainsborough-tc.gov_.uk_2022-03-16_10-01-38.html

https://gainsborough-tc.gov.uk/wp-content/uploads/2023/04/gainsborough-tc.gov_.uk_2023-04-13_10-17-09.html

https://pagespeed.web.dev/analysis/https-gainsborough-tc-gov-uk/u9de0i7720?form_factor=desktop&category=performance&category=accessibility&category=best-practices&category=seo&hl=en-GB&utm_source=lh-chrome-ext

PAPER G

Officer Report to the
Finance and Strategy Committee
Report Author: Rachel Allbones
Report Date: 22 January 2026

Gainsborough
TOWN COUNCIL

Subject: Fees and Charges

1. Summary

To consider and approve the fees and charges for **2026/27** for the sports grounds, burial grounds, events, and allotment water charges, and for **2027/28** for allotment rents.

2. Background

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

The Retail Prices Index (RPI) is the most familiar general-purpose domestic measure of inflation in the United Kingdom. Recent RPI figures are set out below:

April 2024	3.3%
May 2024	3.0%
June 2024	2.9%
July 2024	3.6%
August 2024	3.5%
September 2024	2.7%
October 2024	3.4%
November 2024	3.6%
December 2024	3.5%
January 2025	3.6%
February 2025	3.4%
March 2025	3.2%
April 2025	4.5%
May 2025	4.3%
June 2025	4.4%
July 2025	4.8%
August 2025	4.6%
September 2025	4.5%
October 2025	4.3%
November 2025	3.8%
December 2025	4.2%

While full cost recovery for services has been discussed previously, the recommendations within this report are based on a **5% increase on current fees**.

3. Fees and Charges

3.1 Sports Grounds

The fees for the past three years, together with sample charges for 2026/27 reflecting a 5% increase on the current year, are attached at **Appendix A**.

3.2 Cemeteries

The fees for the past seven years, together with sample charges for **2026/27** reflecting a 5% increase on the current year, are attached at **Appendix B**.

The grave digging costs for 2026/27, based on a standard size grave at 7' x 3', are:

Reopen Existing Grave : £TBC
New Single Depth Grave : £TBC
New Double Depth Grave : £TBC

NOTE: A request has previously been made for cemetery fees to be rounded to the nearest whole pound. Members may wish to consider this when approving the fees.

3.3 Allotments

The fees for the past 21 years, together with sample charges for 2027/28 reflecting a 5% increase on the agreed 2026/27 charges, are attached at **Appendix C**.

Water Charges

Foxby Hill Allotments
Water charges from Wave (Anglian Water):

- 1/4/21 - 31/3/22 = £370.87+VAT
- 1/4/22 – 31/3/23 = £393.76+VAT
- 1/4/23 – 31/3/24 = £395.57+VAT
- 1/4/24 – 31/3/25 = £289.97+VAT
- 1/4/25 – 31/12/25 = £1,063.36+VAT

Water charges received from plot holders:

- 1/4/21 - 31/3/22 = £0.00
- 1/4/22 – 31/3/23 = £0.00
- 1/4/23 – 31/3/24 = £710.00
- 1/4/24 – 31/3/25 = £413.00
- 1/4/25 - 22/1/26 = £444.00

The 2025/26 water charge per standard size plot was £3.00

Based on **132 standard plots** and **15 large plots** (charged double water fees), it is proposed to charge **£6.70 per standard-size plot** for water for **2026/27**.

Spital Hill Allotments
Water charges from Wave (Anglian Water):

- 15/6/21 – 14/3/22 = £167.36
- 15/3/22 – 14/3/23 = £575.51
- 15/3/23 – 14/3/24 = £385.83
- 15/3/24 – 14/3/25 = £488.45
- 15/3/25 – 14/12/25 = £512.75

Water charges received from plot holders:

- 15/6/21 – 14/3/22 = £0.00
- 15/3/22 – 14/3/23 = £0.00
- 15/3/23 – 14/3/24 = £440.00

- 15/3/24 – 22/1/25 = £410.00
- 1/4/25 - 22/1/26 = £440.00

The 2025/26 water charge per standard size plot was £10.00

Based on **45 usable plots**, it is proposed to charge **£11.50 per standard-size plot** for water for **2026/27**.

3.4 Events

2024/25 fees set by the Finance and Strategy Committee on 20 February 2024 are below:

- Circus - £250 per trading day
- Funfair - £250 per trading day
- Motor Caravanners Club (approx. 25 Motorcaravans) - £500 (Fri – Sun)

For **2026/27**, it is proposed to amend and confirm event fees as set out in the recommendations below.

4. Financial Implications

The proposed fees and charges are based on a **5% increase on current rates**, reflecting recent inflationary pressures as indicated by the Retail Prices Index (RPI).

Approval of the recommended fees and charges will contribute towards meeting the Council's ongoing operating costs associated with the provision and maintenance of sports grounds, cemeteries, allotments, and events. While the charges do not represent full cost recovery, they will help mitigate the impact of rising costs, particularly utilities and contractor expenses.

The proposed allotment water charges for 2026/27 are calculated based on known water costs and the number of usable plots and are intended to recover a reasonable proportion of expenditure incurred by the Council.

Failure to review and increase fees may result in an increased financial burden on the Council's general fund.

5. Recommendations

Sports Grounds
1. Approve the 2026/27 charges as set out in Appendix A

Cemeteries
2. Approve the 2026/27 charges as set out in Appendix B

Allotments
3. Approve the 2027/28 charges as set out in Appendix C
4. Approve the 2026/27 water charges for Spital Hill and Foxby Hill.
   i. Foxby Hill £6.70 per standard plot (double charge for large plots)
   ii. Spital Hill £11.50 per standard plot

Events

5. Approve the 2026/27 event fees.
    i. Circus - £250 per trading day
    ii. Funfair - £250 per trading day
    iii. Motor Caravanners Club (approx. 25 Motorcaravans) - £600 (Fri – Sun)
6. Approve non-commercial event fee of £150 per day for 2026/27.

Sports Ground Charges

	2023 / 2024		2024 / 2025		2025 / 2026		2026 / 2027		
Football Pitch - Senior	45.20	(per match)	47.46	(per match)	49.83	(per match)	52.32	(per match)	5%
Football Pitch - Juniors 9v9 & 11v11	28.67	(per match)	31.10	(per match)	32.66	(per match)	34.29	(per match)	5%
Football Pitch - Juniors 5v5 & 7v7	17.64	(per match)	18.52	(per match)	19.45	(per match)	20.42	(per match)	5%
Training Pitch	12.13		12.73		13.37		14.03		5%
Cricket Pitch - Senior (not including use of kitchen or function room)	49.61	(per match)	52.09	(per match)	54.69	(per match)	57.43	(per match)	5%
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	28.67	(per match)	30.10	(per match)	31.61	(per match)	33.19	(per match)	5%
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	23.15	(per match)	24.31	(per match)	25.53	(per match)	26.80	(per match)	5%
Marshalls Bowls Club	1,349.46	(per season)	1,416.93	(per season)	1,487.78	(per season)	1,562.17	(per season)	5%
Marshalls Function Room (per hour, includes use of kitchen)	Regular User		Regular User		Regular User		Regular User		
	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	
	16.60	12.60	17.43	13.23	18.30	13.89	19.22	14.59	5%
	Casual User		Casual User		Casual User		Casual User		
	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	
	20.00	15.00	21.00	15.75	22.05	16.54	23.15	17.36	5%
	Peak		Peak		Peak		Peak		
	Mon - Fri	5pm - 12am	Mon - Fri	5pm - 12am	Mon - Fri	5pm - 12am	Mon - Fri	5pm - 11:30pm	
	Off Peak		Off Peak		Off Peak		Off Peak		
	Mon - Fri	9am - 5pm	Mon - Fri	9am - 5pm	Mon - Fri	9am - 5pm	Mon - Fri	9am - 5pm	
	Sat - Sun	All Day	Sat - Sun	All Day	Sat - Sun	All Day	Sat - Sun	All Day	

Cemetery Charges

	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	2026 / 2027	
Part 1 Exclusive Right of Burial	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	
Cremated Remains 25 years	150.00	225.00	230.00	241.50	253.58	266.26	279.57	293.55	5%
25 years	300.00								
50 years	375.00	450.00	459.00	481.95	506.05	531.35	557.92	585.81	5%
75 years	450.00								
99 years	525.00	600.00	612.00	642.60	674.73	708.47	743.89	781.09	5%

Part 2 Interments	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	
Stillborn child under 24 weeks				0.00	0.00	0.00	0.00	0.00	
**Child under 18 years of age Single	600.00	600.00	612.00	642.60	674.73	708.47	743.89	781.09	5%
**Child under 18 years of age Double	710.00	710.00	724.00	760.20	798.21	838.12	880.03	924.03	5%
Adult Single	600.00	600.00	612.00	642.60	674.73	708.47	743.89	781.09	5%
Adult Double	710.00	710.00	724.00	760.20	798.21	838.12	880.03	924.03	5%
Triple Depth			1,071.00	1,071.00	1,071.00	TBC with GD	TBC with GD	TBC with GD	
Cremated Remains	225.00	225.00	230.00	241.50	253.58	266.25	279.56	293.54	5%
Extra Spoils removal where over standard size grave	140.00	160.00	163.00	163.00	163.00	TBC with GD	TBC with GD	TBC with GD	
Additional fee where outside standard hours (full burial)	230.00	230.00	235.00	246.75	259.09	272.04	285.64	299.92	5%
Additional fee where outside standard hours (cremation burial	80.00	80.00	82.00	86.10	90.41	94.93	99.68	104.66	5%

Exhumation	£	£	£	£	£	£	£	£	
Body	2,500.00	2,750.00	2,805.00	2,805.00	2,805.00	TBC with GD	TBC with GD	TBC with GD	
Cremated Remains	300.00	350.00	357.00	374.85	393.59	413.27	433.93	455.63	5%

Use of	£	£	£	£	£	£	£	£
Chapel (per hour, min one hour booking)	100.00	100.00	102.00	£107.10	£112.46	£118.08	£123.98	£25.00
Grass Matting	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge

Part 3 Memorials	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	
Headstone up to 3' (exclusive right for 30 years)	200.00	200.00	204.00	214.20	224.91	236.16	247.97	260.37	5%
Headstone up to 3' including kerbing (exclusive right for 30 ye	225.00	225.00	230.00	241.50	253.58	266.25	279.56	293.54	5%
Plaque	75.00	75.00	77.00	80.85	84.89	89.14	93.60	98.28	5%
Vase with an inscription	75.00	75.00	77.00	80.85	84.89	89.14	93.60	98.28	5%
Additional inscription	75.00	75.00	77.00	80.85	60.00	63.00	66.15	69.46	5%

Cemetery Charges

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

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

Rental Charges Per Annum

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

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

	2023 / 2024	2024 / 2025	2025 / 2026	2026 / 2027	2027 / 2028	
	£	£	£	£	£	
Allotments (Standard Plot approx 250m2) per square metre	0.12	0.12	0.126	0.132	0.139	5%
Allotments (Standard Plot approx 250m2) per square metre NON RESIDENT		0.13	0.136	0.143	0.150	5%
Foxby Hill Water Charges	5.00	3.00	3.00	6.70		
Spital Hill Water Charges	10.00	10.00	10.00	11.50		
Garage Space (Love Lane) x31	52.50	55.13	57.89	60.78		5%

PAPER H

GAINSBOROUGH TOWN COUNCIL

Electronic Communications and Social Media Policy

Contents

Document History
Adopted by Council – 27 January 2026
Supersedes:
- Communications Policy (adopted 2019, reviewed 2022)
- Social Media Policy (adopted 2016, reviewed 2022)
- Communications Strategy (adopted 2023)

1. Introduction

Gainsborough Town Council (“the Council”) is committed to open, transparent, lawful and effective communication with councillors, staff, partners, the media and members of the public. This Policy consolidates all previous communications-related policies into a single framework, in line with National Association of Local Councils (NALC) guidance.
The Town Clerk is the Proper Officer of the Council and is the principal adviser on, and manager of, the Council’s communications.

2. Objectives and Purpose

The objectives of this Policy are to:

- Ensure communications are accurate, timely and consistent.
- Safeguard the Council’s reputation and legal position.
- Clarify roles and responsibilities.
- Ensure compliance with statutory duties, Standing Orders and Codes of Conduct.

The Council is accountable to the public and will communicate its decisions and actions openly and straightforwardly using appropriate channels.

3. Roles and Responsibilities

3.1 Town Clerk (Proper Officer)

- Acts as the primary point of contact for all formal correspondence.
- Is the default authorised spokesperson for the Council unless Council resolves otherwise.
- Manages communications between the Council, the press and the public.
- Authorises official statements, press releases and social media content.
- May issue urgent or reactive statements in consultation with the Mayor/Chair where timescales do not permit prior Council approval.
- May delegate operational tasks to appropriate officers.

3.2 Mayor / Chair of Council

- Acts as the civic and ceremonial spokesperson for the Council.
- Works with the Town Clerk on strategic messaging and public statements.

3.3 Councillors

- Must clearly distinguish between personal views and the corporate position of the Council.
- Must comply with the Members’ Code of Conduct and the Nolan Principles.
- Must not disclose confidential or exempt information.
- Must not represent themselves as speaking on behalf of the Council without authority.

3.4 Officers

- Act as ambassadors for the Council at all times.

- Must follow this Policy and associated procedures when communicating on behalf of the Council.

4. Town Council Correspondence

4.1 All correspondence addressed to the Council shall be sent to and managed by the Town Clerk.

4.2 Correspondence arising from Council or committee meetings shall be actioned by the Town Clerk or an appropriate officer.

4.3 No individual councillor or officer shall be the sole custodian of Council correspondence or information. Access to confidential information is strictly on a ‘need to know’ basis.

4.4 Official correspondence shall be issued in the name of the Council by the Town Clerk using Council letterhead or official email accounts.

4.5 Where correspondence is copied to third parties, this must be made clear to the recipient.

5. Agendas, Minutes and Meeting Information

5.1 Agendas shall be clear, concise and contain sufficient information to enable informed decision-making and public understanding.

5.2 Items for information only shall be kept to a minimum and circulated via the Town Clerk.

5.3 Supporting papers (excluding confidential items) shall be published with agendas in accordance with legislation.

5.4 Draft minutes shall be published as soon as practicable and no later than one month after the meeting.

5.5 Confidential papers must not be shared with members of the public or the press.

6. Communications with the Press and Media

6.1 Official press releases and statements shall be issued by the Town Clerk, or a delegated officer, in consultation with the Mayor/Chair or relevant Committee Chair.

6.2 Reports of Council business may arise from official statements or media attendance at meetings.

6.3 Councillors who are not authorised to speak on behalf of the Council must make it clear when expressing personal views.

6.4 Councillors must not undermine the Council’s corporate position or disclose confidential information.

6.5 The Council will cooperate with the media in accordance with legal requirements and best practice.

7. Social Media Policy

7.1 Principles

- To share factual information about the Council’s work and decisions.
- To promote Gainsborough and community engagement.
- To avoid online arguments, political debate or reputational risk.

- To protect personal data and confidential information.

Social media shall not be used for recruitment other than advertising vacancies.

7.2 Approved Council Channels

- Council website (primary information hub)
- Facebook (Council and RAGE pages)
- Twitter/X (Council and RAGE accounts)
- LinkedIn

7.3 Management of Council Social Media

- The Town Clerk is the nominated Social Media Officer.
- Only authorised officers may post on behalf of the Council.
- Public comments will be moderated by the Town Clerk or Assistant Clerk.
- Inappropriate comments will be removed and signposted to the Complaints Procedure where relevant.
- Responses will be issued during normal office hours only.

7.4 Councillors' and Officers' Use of Social Media

- Councillors and officers must consider whether they are acting in a personal or official capacity.
- Information obtained through their role must not be shared unless already in the public domain.
- Content must not be defamatory, offensive, discriminatory or political.
- Breaches may constitute a breach of the Members' Code of Conduct and may be referred for investigation.

Council facilities must not be used for personal or political campaigning.

8. Community Engagement

8.1 The Council will engage positively and transparently with the community and local media.

8.2 The Town Clerk will liaise with the Mayor/Chair and relevant Committee Chairs on key messaging where appropriate.

8.3 Agendas and supporting information shall be published to enable public understanding of Council business.

9. Communication with External Parties

9.1 Communication with external organisations shall normally be undertaken by the Town Clerk unless Council resolves otherwise.

9.2 Where councillors are authorised to act on behalf of the Council, this authority shall be recorded in the minutes.

9.3 Councillors must not represent themselves as speaking on behalf of the Council without authority; doing so may constitute a breach of the Code of Conduct.

9.4 Copies of all official outgoing correspondence must be provided to the Town Clerk.

10. Communication with Town Council Staff

10.1 Councillors must not give instructions to staff unless authorised through a committee or delegated powers.

10.2 No councillor may issue instructions that conflict with Council decisions or delegated authority.

10.3 All interactions must be professional, respectful and relevant to Council business.

10.4 Email and Telephone Etiquette

- Business-like language must be used at all times.
- Confidential information must not be disclosed.
- Councillors' emails to external parties relating to Council business must be copied to the Town Clerk.
- Telephone calls must be answered politely and promptly.

11. Branding and Corporate Identity

11.1 All communications shall use approved Council branding, logos and templates.

11.2 Official publications shall use a consistent font and style.

11.3 Council property shall display up-to-date signage with contact details.

12. Requests for Information

12.1 Requests for information under the Freedom of Information Act 2000 or Environmental Information Regulations must be made in writing and will be handled only by the Town Clerk as Proper Officer.

12.2 Information will be provided in accordance with the Council's Publication Scheme.

12.3 Confidential or exempt information will not be disclosed.

12.4 Correspondence from the Information Commissioner shall be referred to the Town Clerk and Council.

13. Legal Framework

This Policy operates in accordance with:

- Local Government Acts
- Public Bodies (Admission to Meetings) Act 1960
- Freedom of Information Act 2000
- Data Protection legislation
- The Council's Standing Orders and Financial Regulations
- The Members' Code of Conduct

Appendix A – Councillor Social Media Protocol

Purpose

This Appendix provides practical guidance for Councillors on the safe and appropriate use of social media and electronic communications. It supports the Members' Code of Conduct and the Council's Communications, Social Media and Electronic Communications Policy.

Key Principles

- Consider whether a reasonable person would view you as acting as a Councillor
- Clearly distinguish personal views from Council decisions
- Do not undermine decisions lawfully made by the Council

Confidentiality

Councillors must never publish:

- confidential or exempt information
- draft documents or internal discussions
- information obtained through their role before it is lawfully published

Behaviour and Tone

Councillors must:

- remain respectful and civil
- avoid personal attacks, inflammatory language or online arguments
- treat residents, officers and fellow Councillors fairly

Political Content

Council information, branding or resources must not be used for political campaigning. Extra care must be taken during election periods and when commenting on planning or quasi-judicial matters.

Complaints and Criticism

Councillors should not attempt to resolve complaints via social media. Complaints should be referred to the Town Clerk or the Council's Complaints Procedure.

Sharing and Endorsement

Sharing or liking content may be seen as endorsement. Councillors are responsible for the content they share.

Messaging Apps

WhatsApp and similar platforms are subject to the same rules as other communications and may be disclosable under the Freedom of Information Act.

If in Doubt

Pause before posting and seek advice from the Town Clerk if unsure.

PAPER I

GAINSBOROUGH TOWN COUNCIL

Communications Policy

Contents

Document History
Adopted by Council – 15 August 2019
Reviewed & Adopted – 7 January 2014
Reviewed & Adopted - 19 January 2022

Town Council Correspondence

1.1. The point of contact for the Town Council is the Clerk, and it is to the Clerk that all correspondence for the town Council should be addressed.

1.2. The Clerk or other appropriate Officer should deal with all correspondence following a meeting.

1.3. No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

1.4. All official correspondence should be sent by the Clerk in the name of the Council using Council letter headed paper save for where correspondence by way of e-mail is appropriate in the circumstances.

1.5. Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

Agenda Items for Council, Committees, Sub-Committees and Working Parties

2.1. Agendas should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.

2.2. Items for information should be kept to a minimum on an agenda.

2.3. Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

Communications with the Press and Public

3.1. The Clerk will clear all press reports, or comments to the media, with the Chair of the Council or the Chair of the relevant committee, as may be agreed previously by the Council.

3.2. Press reports from the Council, its committees or working parties should be from the Clerk or an officer or via the reporter's own attendance at a meeting.

3.3. Unless a Councillor has been authorised by the Council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

3.4. Unless a Councillor is absolutely certain that he/she is reporting the view of the Council, they must make it clear to members of the public that they are expressing a personal view.

3.5. If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a Council agenda item.

Councillor communications with external parties

4.1. All communication with external parties should be via the Clerk unless the Council has resolved otherwise at a previous meeting (i.e. in exceptional circumstances such as a Councillor with a specialist skill).

4.2. Any Member or appropriate Officer authorised to contact other parties on behalf of the Council shall be named in the minutes.

4.3. As the Clerk would normally be tasked with sending Council correspondence to all other bodies, where a Councillor is authorised to communicate directly on behalf of the Council, it must be made clear that any such correspondence is written in their official capacity and has been previously authorised by the Town Council.

4.4. A copy of all outgoing correspondence relating to the Council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

Communications with Town Council Staff

5.1. Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the Council).

5.2. No individual Councillor, regardless of whether or not they are the Chair of the Council, the Chair of a committee or other meeting, or are styled "Leader" of the Council, may give instructions to the Clerk or to another employee which are inconsistent or conflict with Council decisions or arrangements for delegated power.

5.3. Telephone calls should be relevant to the work of the Town Council and conducted in an appropriate and professional manner.

5.4. E-mails:

a) Instant replies should not be expected from the Clerk; reasons for urgency should be stated;

b) Information to Councillors should normally be directed via the Clerk;

c) ***E-mails from Councillors to external parties should be copied to the Clerk;***

d) Councillors should acknowledge their e-mails when requested to do so.

5.5. Meetings with the Clerk or other officers:

a) Wherever possible an appointment should be made;

b) Meetings should be relevant to the work of that particular officer;

c) Councillors should be clear that the matter is legitimate Council business and not matters driven by personal or political agendas.

d) Meetings should be conducted in an appropriate and professional manner.

PAPER J

GAINSBOROUGH TOWN COUNCIL

Communications Strategy

Contents

Document History
Adopted by Council – 3 October 2023
Reviewed & Adopted -
Reviewed & Adopted –

1. Objective

This Communications Strategy aims to establish a protocol for effective communication of the Town Council's activities and other relevant information to members of the public.

2. Purpose

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and manages **all** formal communication between the Council, the press and members of the public. However, this does not prevent individual councillors from communicating with the press and public but they must ensure that there is clarity in their communication so there is a clear distinction between individual opinions and those approved by the Town Council.

3. Method of Communication

The Council will use the following procedure to communicate with members of the public and the press.

Town Clerk: **TC**, Deputy Clerk: **DC/RFO**, Admin Support Officer: **ASO**, Mayor: **M**

Activity	Method of Communication	Responsibility
Newsletter	Website, Mail Chimp, Hard copies at library and other community spaces	**TC/ASO**
Approved and draft minutes	Website	**ASO**
Agendas	Website/notice board. These will be published in compliance with legislation.	**TC/DC/ASO**
Supporting information for meetings (non-confidential)	Website	**TC/DC/ASO**
Council policies/procedures	Website	**TC/DC/ASO**
Annual Town Meeting	Website/social media/notice boards	**TC/ASO**
Annual Report	Using themes approved by the Town Council, the Chairman will manage presenting the Annual Report at the Annual Town Meeting.	**TC/M**
Press releases	Local newspaper	**TC**
Annual external audit	Website/notice board	**DC/RFO**
Adopted Annual Accounts	Website/notice board	**DC/RFO**
Councillor vacancies	Website/notice board/social media	**TC**
Financial statements and other financial information	Website	**DC/RFO**

The Town Clerk may delegate responsibility for any of these publications as appropriate.

4. Social Media

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Posts and Events uploaded to the website will also be shared on the Council's social media accounts.

Facebook and Twitter will also be used; its main aim is to promote Gainsborough and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public. A member of staffs private Facebook account must not be used to administer, log in or send messages from the Town Council's social media sights. A specific Council work-use account must be used at all times. Whilst the Council supports open discussion inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website. Comments and enquiries will only be responded to during normal office hours. Personal information should not be conveyed through social media.

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

5. Community Engagement

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will collaborate with the Mayor, Deputy Mayor and appropriate chairs of Committees and sub-Committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media, they should not attempt to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course, it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a member of the public to understand. Confidential information will not be included in the packs available to the public.

Confidential supporting papers must not be shared with members of the public and press. Agendas and supporting papers will be issued by email to the member's town council email address. Hard copies will either be posted, or hand delivered to members who requested to receive paper copies.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates.

Draft minutes for all Council meetings will be published on the Council's website as soon as they available but at least within a month of the previous meeting.

The Town Clerk, and in their absence the Deputy Clerk/RFO, is responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current. The Town Clerk may delegate any of these duties to a member of staff as appropriate.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be added to the agenda of the next appropriate meeting. Other relevant information will be emailed to Members in between meetings for information only.

6. Council Property

The Council's property (Sports Grounds, Cemeteries, Play areas, allotments etc) whether freehold or leasehold, will have up to date signage with contact information for the Council.

7. Ensure the council brand is consistently linked to services

The Council will look to brand its communications consistently, ensuring a single brand identity by:

- Making sure all staff have access to electronic logos and templates (press releases, letters, etc)
- Using a uniform font type – all printed communication should display the Council logo and should use Arial 12 font
- Developing a photographic library which supports the Council's brand and is available to staff, journalists, and partners online
- Ensuring the brand is reinforced through visual media such as advertising

8. Requests for Information

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

The Town Clerk, any member of staff nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

9. Communication by Email, Internet and Telephone Policy

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data.
- breach of confidentiality

- accepting unsafe or infected files from sources in online chat rooms
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- damage to the reputation of the Council

The Council has procured IT support to help maintain internet security and reduce the risk from online threats.

Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees which must include an appropriate waiver clause.
- all messages must use appropriate business language.
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- confidential material should not be disclosed.
- only attachments from a trusted source may be downloaded on Council IT equipment.
- the recipient's email address should be verified before sending.
- 'Reply to all' should only be used where appropriate.
- Essential files should be saved before deleting the message to which they were attached.

Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times do not be rude or abrupt to callers.
- do not use offensive language.
- do not swear.
- check the telephone frequently for messages from callers and respond in a timely manner.

10. General Communication Policy

Introduction

1. Gainsborough Town Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's Publication Scheme, members of the public should contact the Town Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above aims in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's Publication Scheme.

5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's Publication Scheme and available to download from the Council's website.

Meetings

1. Meetings of the Council and its committees are open to the public and press unless the meeting resolves to exclude them because their presence would be prejudicial to the public interest. Per the Council's Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly conduct obstructs the business of the meeting.

2. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.

3. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or table, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 4 and 5 below apply.

4. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

5. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

6. The Council shall, as far as it is practicable, supply reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

7. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

This policy does not seek to regulate Councillors in their private capacity.

The Council's communications with the media aim to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

Subject to the obligations on Councillors not to disclose confidential information and not to misrepresent the Council's position, councillors are free to communicate their position and views as their own.

PAPER K

GAINSBOROUGH TOWN COUNCIL

Social Media Policy

Contents

Document History
Adopted by Council – 1 March 2016
Reviewed & Adopted - 15 August 2019
Reviewed & Adopted – 20 April 2022

What is Social Media?

1.1. 'Social media' is the term commonly given to websites and online tools which allow users to interact with each other in some way = by sharing information, opinions, knowledge and interests. This interaction may be through computers, mobile phones and new generation technology such as i-Pads.

1.2. Examples of social media websites include:

a) Social networking – (eg. www.facebook.com)

b) Video sharing – (eg. www.youtube.com)

c) Blogs (eg. london2012.com/blog)

d) Micro-blogging (eg. www.twitter.com)

e) Message boards (eg. www.bbc.co.uk/dna/mbsn/home)

f) Wikis (eg. www.wikipedia.org)

g) Social bookmarking (eg. www.delicious.com)

Council Use of Social Media

2.1. Principles

a) To publish information about the work of Gainsborough Town Council to a wider audience.

b) To avoid entering into online debates or arguments about the Council's work. Social Media must NOT be used in the recruitment process for employees or new councillors - other than for the sole purpose of placing vacancy advertisements - as this could lead to potential discrimination and privacy actions, as well as breach of data protection issues.

2.2. Approved Council Social Media

a) Town Council website

b) Facebook pages - Main Town Council page and RAGE

c) Twitter account – Main Town Council and RAGE

d) LinkedIn

2.3. Users of Council Social Media

a) The Clerk shall be the nominated Social Media Officer with the authority to issue official postings on Social Media sites on behalf of the Council. No other member of staff (other than the Deputy Clerk deputising for the Clerk and the Administration Support Officer when directed to do so by the Clerk or Deputy Clerk has the authority to issue public statements on social media on behalf of the Council.

b) All public comments made to the Social Media sites must be vetted by the Clerk / Deputy Clerk before being published on the Social Media sites. If in the opinion of the Clerk a comment is unsuitable for publication the comment will be rejected and will not be published on the Social Media sites. The Clerk shall have the sole discretion over assessing the suitability of public comments.

Guidance for Council Officers on the use of Council Social Media

3.1. Officers should be familiar with the terms of use on third party websites – e.g. Facebook - and adhere to these at all times

3.2. No information should be published that is not already known to be in the public domain – i.e. available on the Council's website, contained in minutes of meetings, stated in Council publicised policies and procedures, etc.

3.3. Information that is published should be factual, fair, thorough and transparent.

3.4. Everyone must be mindful that information published in this way may stay in the public domain indefinitely, without the opportunity for retrieval/deletion.

3.5. Copyright laws must be respected.

3.6. Conversations or reports that are meant to be private or internal must not be published without permission.

3.7. Other organisations should not be referenced without their approval – when referencing, link back to the original source wherever possible.

3.8. Do not publish anything that would be regarded in the workplace as unacceptable.

3.9. Staff must remember that they will be seen as ambassadors for the Council, and should always act in a responsible and socially aware manner.

Third party Social Media and Individual Councillor Usage

4.1. Councillors need to think about whether they are acting in a private capacity, or whether any impression might be conveyed that they are acting for and on behalf of Gainsborough Town Council. The Council has adopted a Code of Conduct which is binding on all members. If you use Social Media in your official capacity as a councillor, you should always be mindful of the Code, and of the seven Nolan principles applicable to holding public office – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Do:

a) Set appropriate privacy settings for any blog or networking site

b) Watch out for defamatory or obscene posts from others on any blog or page and remove them as soon as possible to avoid any perception that you condone such views

c) Be aware that the higher your profile as a councillor, the more likely it is that you may be seen as acting in an official capacity when you blog or network

d) Ensure any Council facilities are used appropriate – if using a Council-provided blog site or social networking area, any posts that you make are extremely likely to be viewed as being made in your official capacity

e) Avoid publishing any information that you could only have accessed in your position as a councillor

f) Be careful if making 'political' points, and avoid being specific or personal about individuals.

Don't:

a) Blog in haste

b) Post comments that you would not be prepared to make in writing or in face-to-face contact

c) Use Council facilities for personal or political purposes

PAPER L

Use of Work Vehicles by Councillors and Staff for Personal Domestic Use Policy

Contents

Document History
Adopted by Council – 15 August 2019
Reviewed & Adopted – 7 January 2014
Reviewed & Adopted - 19 January 2022
Reviewed & Adopted - January 2026

1. Introduction

1.1 ~~Gainsborough Town Council operates several work vehicles which are used to aid and assist staff in completing Grounds Maintenance duties.~~

Gainsborough Town Council operates several work vehicles used primarily for Grounds Maintenance duties.

1.2 ~~At weekends the vehicles are typically not in use. The Council is willing to permit the vehicles to be used by Councillors and Staff Members for personal domestic use in return for appropriate payment and adherence to the rules herein. This helps to create a small additional income stream for the Council to support its finances.~~

During evenings and weekends when vehicles are typically unused, Councillors and Staff may be permitted to use them for personal domestic purposes, subject to payment and compliance with this policy. This creates a small income stream supporting Council finances.

1.3 This policy sets out rules and charging arrangements for occasional domestic use of work vehicles by Staff and Councillors.

2. Definition

2.1 ~~'Work Vehicle' shall mean the Council's Ford Transit or Ford Transit Tipper or replacement thereof.~~
Work Vehicle means any of the Council's Renault Trafic or Peugeot Partner, or their replacements.

3. Non-Work Use at Discretion of Town Clerk

3.1 ~~Staff and Councillors may at the discretion of the Town Clerk be permitted use of a work vehicle outside of ordinary working hours for ad hoc domestic purposes i.e. for transporting heavy domestic items, moving home and clearing home garden waste etc. A charge will be levied against the Staff Member or Councillor for such use as set out in the table below. Payment must be made in advance.~~

Use of work vehicles outside ordinary working hours for ad hoc domestic purposes (e.g., transporting heavy domestic items, moving home, clearing garden waste) may be permitted at the Town Clerk's discretion. Payment, as per the table below, must be made in advance.

3.2 ~~Under no circumstances must a work vehicle be used by a Councillor or Staff member for the purpose of financial gain either for the Staff Member or Councillor or any other individual.~~

Work vehicles must not be used for financial gain by any Staff Member, Councillor, or third party.

3.3 ~~Staff and Councillors must provide advance notice of required use of the work vehicle by completing the relevant booking form which must include the following information:~~

Users must provide advance notice by completing a booking form with:

- Councillor / Employee Name
- Intended Date and Times of Use
- ~~Intended Time(s) of Use~~
- Purpose of Use
- Route Details

- Estimated Mileage

3.4 Booking forms require approval ~~must be signed off~~ by the Town Clerk, ~~Deputy Clerk~~ or Operations Manager before use.

3.5 ~~The~~ vehicle mileage log ~~check~~ sheets must be completed during use ~~in the usual way~~.

4. Driving Licence and Convictions

4.1 ~~All~~ Councillors ~~wishing to use a work vehicle~~ must produce both parts of their valid Driving Licence to the Town Clerk for inspection. ~~A copy of both parts of the Licence~~ Copies will be retained on file.

4.2 ~~Councillors who may wish to use the work vehicle and who receive any driving convictions of any nature must report the same to the Council for insurance disclosure purposes. For the avoidance of doubt the duty of disclosure extends to points incurred on the Councillors licence.~~

Councillors must report any driving convictions or points incurred on their licence to the Council for insurance disclosure purposes.

5. Mileage Log's

5.1 Councillor & Employees must accurately complete the vehicle mileage logs during use, including: ~~when using a work vehicle. The information to be inserted is as follows:~~

- Date
- Start Mileage
- End Mileage
- Driver Name
- Sites Visited
- Times
- Vehicle Emptied (Y/N)
- Observations/Faults

5.2 ~~Precise information must be completed~~ Complete details are required for every journey.

6. Incidents

6.1 All incidents involving use of Work Vehicles must be reported immediately to the Town Clerk or Operations Manager, with an incident report submitted as directed. ~~immediately and an appropriate incident report provided at the direction of the Town Clerk or Operations Manager.~~

7. Breach of Policy

7.1 ~~Any Councillor failing to adhere to the rules herein shall be denied future use of work vehicles and depending on the nature of the breach may also be reported for breach of Councillors Code of Conduct to the monitoring officer who will determine the outcome of any such breach.~~

Councillors breaching this policy will be denied future vehicle use and may be reported for Code of Conduct breaches to the Monitoring Officer.

7.2 ~~Any staff member failing to adhere to this policy will be subject to disciplinary action.~~

Staff breaching the policy will face disciplinary action.

8. Table of Charges for Councillor and Staff Use of Work Vehicles

8.1 A minimum charge of £11.00 will apply in all cases.

Vehicle	~~Travel within 5-mile radius of Gainsborough Boundaries~~ Within 5-mile radius of Gainsborough	~~Travel Outside of Gainsborough between 5-20 mile radius of Gainsborough~~ 5-20 mile radius outside Gainsborough	~~Travel Outside of Gainsborough exceeding 20 mile radius of Gainsborough.~~ Over 20 mile radius outside Gainsborough
Renault Trafic	£12.00 per hour	£14.00 per hour	£16.00 per hour
Peugeot Partner	£11.00 per hour	£13.00 per hour	£15.00 per hour

* All above charges include fuel.

PAPER M

GAINSBOROUGH TOWN COUNCIL

Councillor Laptop Use & Return Agreement

Contents

Document History

Adopted by Council –

Reviewed & Adopted –

1. Introduction

This Agreement sets out the terms and conditions under which Gainsborough Town Council ("the Council") provides a laptop computer to a Councillor for the purpose of carrying out Council business.

This Agreement is aligned with relevant National Association of Local Councils (NALC) Model Policies, including guidance on Information Technology, Data Protection, and Councillor Conduct, and should be read in conjunction with the Council's Standing Orders and Code of Conduct.

2. Equipment Details

The Council issues the following equipment to the Councillor:

- Device: HP 255R G10 Laptop
- Screen Size: 15"
- Specification: 16GB RAM, 512GB SSD
- Operating System: Windows 11 Pro
- Accessories (if applicable): Charger / Case / Other: ______________________________
- Serial Number: ____

The equipment always remains the property of Gainsborough Town Council.

3. Purpose of Use

The laptop is provided exclusively for Council-related duties in accordance with the Council's Standing Orders and the Councillors' Code of Conduct, including but not limited to:

- Accessing Council email accounts and official documents
- Preparing for and attending Council or Committee meetings (in person or remotely)
- Research, correspondence, and administration directly connected to Council business

Personal use is not permitted, except where incidental and unavoidable (for example, brief personal internet access while travelling), and must never:

- Interfere with the performance of Council duties
- Breach the Councillors' Code of Conduct
- Breach the Council's Data Protection, Information Security, or Acceptable Use policies
- Bring the Council into disrepute

The laptop must not be used for party-political purposes or for any activity that would conflict with the Councillor's obligations under the Code of Conduct.

4. Acceptable Use

The Councillor agrees to:

- Take all reasonable care of the laptop and any accessories
- Use the device strictly in line with:

  - The Council's Standing Orders
  - The Councillors' Code of Conduct
  - NALC Model Policies and guidance where adopted by the Council
  - The Council's Data Protection and Information Security policies
- Not install, download, or use unauthorised software, applications, or cloud services
- Not alter system settings, security controls, or user accounts
- Not allow the device to be used by any other person, including family members
- Ensure the device is secured with a strong password, PIN, or biometric protection
- Lock the device when unattended and store it securely when not in use
- Immediately report any faults, loss, theft, or damage to the Town Clerk

5. Data Protection & Security

The Councillor must:

- Comply at all times with the UK GDPR and the Data Protection Act 2018
- Act in accordance with the Councillors' Code of Conduct in relation to confidentiality and information handling
- Ensure personal data and confidential information is accessed, stored, and transmitted securely
- Use only Council-approved email accounts and systems for Council business
- Not copy or transfer Council data to personal devices, email accounts, or external storage without written authorisation
- Accept that the Council may apply security controls, updates, monitoring, remote management, or remote wiping of the device where necessary to protect Council data or ensure legal compliance

6. Loss, Theft, or Damage

- Any loss, theft, or damage must be reported to the Town Clerk immediately
- In cases of theft, a police crime reference number must be provided
- The Councillor may be held responsible for replacement or repair costs where loss or damage results from negligence or misuse

7. Return of Equipment

The Councillor agrees to return the laptop and all accessories:

- Upon resignation, disqualification, or cessation of office
- At the end of the Council term, if requested
- Immediately upon request by the Council

All equipment must be returned in good working order, subject to fair wear and tear.

8. Inspection and Maintenance

The Council reserves the right to:

- Inspect the laptop at any reasonable time
- Carry out maintenance, updates, or security checks
- Replace the device if required

9. Breach of Agreement

Failure to comply with this Agreement, the Council's Standing Orders, or the Councillors' Code of Conduct may result in:

- Immediate withdrawal of the laptop
- Referral to the Monitoring Officer, where appropriate
- Further action in line with the Council's adopted procedures and NALC guidance

10. Acceptance

By signing below, the Councillor confirms that they have read, understood, and agree to comply with the terms of this Agreement.

Councillor Name: ____

Signature: ____

Date: ____

On behalf of Gainsborough Town Council

Name: Rachel Allbones

Role: Town Clerk

Signature: ____

Date: ____