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 31 March 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

FS26/155 Apologies for Absence

To note apologies for absence.

FS26/156 Declarations of Interest

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

FS26/157 Dispensation Requests

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

FS26/158 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.

FS26/159 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 24 February 2026.
Paper A (pages 4 to 7)

FS26/160 Finance Reports

To receive and consider for approval the following financial reports:

i. Unpaid Expenditure Transactions for 26 March 2026 **Paper B** (pages 8 to 15)
ii. Cashbook Summary (including due and unpaid transactions) for 26 March 2026 **Paper C** (pages 16 to 17)
iii. Budget Comparison Report (including due and unpaid transactions) for 26 March 2026 **Paper D** (pages 18 to 53)

FS26/161 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 28 February 2026 per paragraph 2.2 of Financial Regulations.
Paper E (pages 54 to 68)

FS25/162 HSBC Daily Payment Limit

To consider and approve increase of the HSBC daily payment limit from £30,000 to £50,000.

FS25/163 Earmarked Reserves

To consider proposed ear marked reserves for YE 31st March 2026.
Paper F (pages 69 to 71)

FS25/164 Internal Controls

To review the internal controls in place and consider changes.
Paper G (pages 72 to 86)

FS25/165 Outstanding Debtors

To receive report of outstanding debtors and consider any action necessary.
Exclusion of Public and Press recommended due to confidential nature of discussion.
Paper H (pages 87 to 89)

FS26/166 Love Lane Allotment Garages

To consider update and recommendations on the management and inspection of garages and parking spaces.
Exclusion of Public and Press recommended due to confidential nature of discussion.
Paper I (pages 90 to 93)

FS26/167 Fee Waiver Request

To consider request from allotment tenant for a waiver of annual rent fees.
Exclusion of Public and Press recommended due to confidential nature of discussion.
Paper J (pages 94 to ??)

FS26/168 Items for Notification

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

i. Asset Register Review - April

ii. Risk Management Policy & Register Review – April
iii. Insurance – April
iv. Internal Audit Report 2025/26
v. Reserves Policy Review - May
vi. Year End Accounts 2025/2026 – May
vii. AGAR – Section 2 Accounting Statements – May
viii. Newsletter
ix. Operation Bridges Review
x. Civic Protocol
xi. Registrar Lease renewal
xii. Unity Trust Bank
xiii. Strategic Plan
xiv. LCAS Silver Status submission

FS26/169 Time and Date of Next Meeting

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 28 April 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 26 March 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 24 February 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Chair)

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

In Attendance:
Rachel Allbones — Town Clerk & Responsible Finance Officer

FS26/142 Apologies for Absence

Apologies were received from Councillors Dobbie, Woolley.

FS26/143 Declarations of Interest

No declarations of interest were declared.

FS26/144 Dispensation Requests

No dispensation requests were received.

FS26/145 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items FS26/151, FS26/152 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/146 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 27 January 2026 be approved as a true and accurate record and signed by the Chair.

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

FS26/147 Finance Reports (Papers B, C & D)

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

i. Unpaid Expenditure Transactions for 19 February 2026.

ii. Cashbook Summary (including due and unpaid transactions) for 19 February 2026.
iii. Budget Comparison Report (including due and unpaid transactions) for 19 February 2026.

FS26/148 Bank Reconciliation (Paper E)

RESOLVED: That the monthly bank reconciliations for 31 January 2026 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £76,259.34
- CCLA: £430,000.00

FS26/149 Investment Strategy Review (Papers F & G)

RESOLVED: To adopt updated Investment Strategy.

FS26/150 Councillor Laptop Use & Return Agreement (Paper H)

RESOLVED: To RECOMMEND TO FULL COUNCIL the adoption of the Councillor Laptop Use & Return Agreement.

FS26/151 Fee Waiver Request (Paper I)

RESOLVED: That the request to suspend the increase in fees for 2026/27 be rejected; however, as a goodwill gesture, an additional free week be offered during the 2025/26 financial year.

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

FS26/152 Marshalls Bowls Club Lease (Paper J)

RESOLVED: To approve the draft Lease and authorise the Town Clerk to progress the matter subject to completion of the legal process and receipt of the Licence to Underlet.

FS26/153 Items for Notification

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

i. Community Grants - March
ii. Earmarked Reserves Review – March
iii. Internal Controls - March
iv. Debtor Review – March
v. Asset Register Review - March
vi. Love Lane Allotment Garages - March
vii. Risk Management Policy & Register Review – April
viii. Operation Bridges Review
ix. Civic Protocol
x. Registrar Lease renewal
xi. Unity Trust Bank
xii. Strategic Plan
xiii. LCAS Silver Status submission

FS26/154 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 31 March 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:29pm.

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

DRAFT

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23138	BP260226G	19/02/2026	£2,400.00	£0.00	£2,400.00	**2,400.00**	Planning With People - Work associated with the production of a scoping report includes two meetings with the NPWG, a walkabout and drive round, desk top review of policy changes and wider proposals and advise to NPWG on the review content and process in the context of changing national policy and LGR. Includes mileage, as per quote of 17th October.	Neighbourhood Plan	
23141	BP260223	23/02/2026	£383.00	£14.17	£368.83	**383.00**	PortalPlanQuest Ltd - Payment for application PP-14724732	Richmond House Conservatory	
23142	BP260226H	23/02/2026	£180.00	£30.00	£150.00	**180.00**	A Price Electrical Ltd - Inspection and disconnection of electrical connection between residnce and garage LL242	Love Lane Garages	
23144	BP260226I	20/01/2026	£60.36	£10.06	£50.30	**60.36**	Brexons Workwear Ltd - Workwear (SA)	Staff Workwear	
23147	BP260227	27/02/2026	£1,449.01	£0.00	£1,449.01	**1,449.01**	Lindsey Lodge Ltd - Mayors Charity donation	Mayors Charity	
23166	BP260311	10/03/2026	£306.00	£0.00	£306.00		Councillor James Plastow - Travel Expenses	Mayoral Expenses	May - December 25
23167	BP260311	10/03/2026	£338.00	£0.00	£338.00	**644.00**	Councillor James Plastow - Mayoral allowance	Mayoral Allowance	6/5/25 - 8/1/26
23168	BP260311B	10/03/2026	£162.00	£0.00	£162.00	**162.00**	Councillor Kenneth Woolley - Mayoral allowance	Mayoral Allowance	13/1/26 - 5/5/26
23169	BP260311C	17/02/2026	£50.40	£0.00	£50.40	**50.40**	Dr Jose & Partners - Medical report	Occupational Health	
23170	103964	26/02/2026	£42.00	£0.00	£42.00	**42.00**	South Kesteven District Council - X2 Event tickets	Mayoral Expenses	
23171	BP260226	26/02/2026	£90.00	£0.00	£90.00	**90.00**	Kirton In Lindsey Town Council - X2 Event tickets	Mayoral Expenses	
23172	BP260311D	02/03/2026	£180.00	£0.00	£180.00	**180.00**	West Lindsey District Council - Premises licence	Marshalls	
23173	BP260311E	04/03/2026	£129.30	£21.55	£107.75		Chantry Agricultural Engineers - Repair to a hydro fault on the Toro	Equipment Maintenance	
23178	BP260311E	25/02/2026	£67.65	£11.27	£56.38	**196.95**	Chantry Agricultural Engineers - Repair to deadman switch fault	Equipment Maintenance	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23174	BP260311F	05/03/2026	£119.76	£19.96	£99.80		Trade UK - x2 Fire alarm batteries (marshalls) & 2 boxes of earplugs	Marshalls & workwear	
23175	BP260311F	05/03/2026	£58.12	£9.70	£48.42		Trade UK - x8 pairs of safety glasses	Staff workwear	
23176	BP260311F	06/03/2026	£6.29	£1.05	£5.24	**184.17**	Trade UK - Hasp and staple - garages	Love Lane garage spaces	
23177	BP260311G	20/02/2026	£223.26	£37.21	£186.05	**223.26**	Huws Gray Limited - X6 ground boards & hazard barrier tape	General Cemetery	
23179	BP260311H	25/02/2026	£620.70	£103.45	£517.25	**620.70**	Lindum - Trailer service, replace spring bushes, marker light and 4 tyres	Trailer maintenance	
23180	BP260311I	30/01/2026	£2,398.86	£399.81	£1,999.05	**2,398.86**	Blachere Illumination UK Limited - Cross Street Catenary Failed - 2nd December 2025, Faulty Ceiling and Water ingress to socket	Christmas Lights	
23181	BP260311J	27/02/2026	£1,185.36	£197.56	£987.80	**1,185.36**	F5 Computing Ltd - Microsoft 365, back ups, protection & support - 1/3/26 - 31/3/26	IT Services	
23182	BP260311K	02/03/2026	£725.00	£0.00	£725.00	**725.00**	Kyle Holliday Grave Digger - Grave digging XJCO0057 (ND)	General Cemetery	
23183	BP260311L	28/02/2026	£766.08	£127.68	£638.40	**766.08**	Office Maid Ltd - Cleaning for February	Marshalls Main pavilion	
23184	BP260311M	27/02/2026	£30.00	£5.00	£25.00	**30.00**	Lincolnshire Association of Local Councils - Intro to Planning training - GP	Councillor Training	
23185	BP260311N	27/02/2026	£697.20	£116.20	£581.00	**697.20**	Burton & Dyson Solicitors - Legal fees for Bowls licence	Legal fees	
23186	BP260311O	02/03/2026	£300.00	£50.00	£250.00		DS Heating & Plumbing - Supplied and fitted 3 non concussive taps	General Cemetery	
23187	BP260311O	02/03/2026	£420.00	£70.00	£350.00	**720.00**	DS Heating & Plumbing - Replaced cisterniser in gents toilet	Richmond Park toilet maint	
23188	BP260311P	10/03/2026	£1,015.22	£169.20	£846.02		A Price Electrical Ltd - Reconfigure existing Emergency lighting to the ceremony room, conservatory and meeting room areas. Install new Emergency light fittings and circuit to suit new emergency exits	Richmond House emergency lights	
23238	BP260311P	23/10/2025	£741.96	£123.66	£618.30	**1,757.18**	A Price Electrical Ltd - Disconnect power and lighting from conservatory, investigate falt to marshalls ventilation system in main hall	Richmond House & Marshalls	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23199	BP260311Q	10/03/2026	£1,000.00	£0.00	£1,000.00	**1,000.00**	West Lindsey District Council - Contribution to Illuminate event - February 2026	Events	
23204	BP2603	24/12/2025	£870.02	£145.00	£725.02	**870.02**	F5 Computing Ltd - Microsoft 365, back ups & protection	IT Services	
23205	BP2603	12/03/2026	£3,000.00	£0.00	£3,000.00	**3,000.00**	West Lindsey District Council - Public space CCTV 2025/26	Richmond Park & Marshalls	
23206	BP2603	13/03/2026	£190.00	£31.67	£158.33	**190.00**	DS Heating & Plumbing - Supplied and fitted non concussive tap and repaired leaking pipework in toilet.	General Cemetery	
23210	BP2603	01/02/2026	£1,008.00	£168.00	£840.00	**1,008.00**	365 Security Concepts - Carry out repairs to window and door domestic roller shutters, fully remove both curtains, replace 5 x lath to window and 5 x lath to door shutters. Fully powder coated RAL 6005 green, rebuild and test.	Marshalls Main Pavilion	
23211	BP2603	17/03/2026	£60.00	£0.00	£60.00	**60.00**	Broughton Town Council - X2 Tickets for civic dinner	Mayoral Expenses	
23212	BP2603	16/03/2026	£50.40	£8.40	£42.00	**50.40**	Static Security Services Ltd - Alarm response to Richmond House on 14 March	Richmond House	
23227	BP2603	12/03/2026	£12,912.00	£2,152.00	£10,760.00	**12,912.00**	T.G. Sowerby Developments Ltd - Replacement guttering and downpipes	Richmond House	
23229	BP2603	21/03/2026	£408.00	£68.00	£340.00	**408.00**	Lincoln Rural Training - PASMA training for JB & CU	Staff Training	
23230	BP2603	20/03/2026	£433.71	£72.28	£361.43		Chantry Agricultural Engineers - Kubota RTV starting fault	Equipment Maintenance	
23231	BP2603	20/03/2026	£244.29	£40.71	£203.58	**678.00**	Chantry Agricultural Engineers - Ferris Z1 mower deck belt failure	Equipment Maintenance	
23232	BP2603	19/03/2026	£120.00	£20.00	£100.00	**120.00**	DS Heating & Plumbing - Repair underground leak	General Cemetery	
23233	BP2603	18/03/2026	£357.04	£59.51	£297.53	**357.04**	Chubb Fire & Security Ltd - Fire alarm call out	Richmond House	
23234	BP2603	20/03/2026	£444.00	£74.00	£370.00	**444.00**	Shucksmith Accountants (Gainsborough) Ltd - Quarterly payroll	Payroll Services	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23235	BP2603	19/03/2026	£114.00	£19.00	£95.00		Trade UK - Paint for boat	Gains In Bloom	
23236	BP2603	19/03/2026	£32.24	£5.37	£26.87	**146.24**	Trade UK - x 10 Site Gloves Red / Black X Large	Staff Workwear	
23237	BP2604	27/02/2026	£6,360.00	£1,060.00	£5,300.00	**6,360.00**	Gainsborough Building Services Ltd - Richmond Park rear entrance	Richmond House	
23239	BP260325	23/03/2026	£50.02	£8.34	£41.68	**50.02**	Bridge Street Station - Fuel	Vehicle Expenses	
23228	CC2604	24/03/2026	£190.79	£31.80	£158.99	**190.79**	Jenolite - x10ltr Rust converter liquid	General Cemetery Boundary Maint	
23189	CC260309	03/02/2026	£19.96	£3.32	£16.64		Amazon EU SARL - x2 sets metals childrens shovels	Richmond Park	
23193	CC260309	21/02/2026	-£9.98	-£1.66	-£8.32		Amazon EU SARL - Contra 23189, x1 set metals childrens shovels	Richmond Park	
23194	CC260309	21/02/2026	-£9.98	-£1.66	-£8.32	**0.00**	Amazon EU SARL - Contra 23189, x1 set metals childrens shovels	Richmond Park	
23190	CC260309	03/02/2026	£37.87	£6.33	£31.54		Amazon EU SARL - x3 sets metals childrens rakes	Richmond Park	
23195	CC260309	21/02/2026	-£12.62	-£2.11	-£10.51		Amazon EU SARL - Contra 23190, x1 set metals childrens rakes	Richmond Park	
23196	CC260309	21/02/2026	-£12.63	-£2.11	-£10.52		Amazon EU SARL - Contra 23190, x1 set metals childrens rakes	Richmond Park	
23197	CC260309	21/02/2026	-£12.62	-£2.11	-£10.51	**0.00**	Amazon EU SARL - Contra 23190, x1 set metals childrens rakes	Richmond Park	
23191	CC260309	04/02/2026	£154.22	£25.70	£128.52	**154.22**	Amazon EU SARL - Projector Screen	Marshalls	
23192	CC260309	12/02/2026	£34.96	£5.85	£29.11	**34.96**	Amazon EU SARL - x3 childrens gardening sets	Richmond Park	
23198	CC260309	24/02/2026	£15.43	£2.57	£12.86	**15.43**	Amazon EU SARL - 1 Paack of shaft lock collar	Comsumable stock	
23159	CC260309	26/02/2026	£19.97	£3.33	£16.64	**19.97**	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
23143	DD260216E	23/12/2025	£720.00	£120.00	£600.00	**720.00**	Stallard Kane Associates Ltd - Employment Law Services	HR Services	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23140	DD260224C	24/02/2026	£117.82	£19.64	£98.18	**117.82**	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly
23220	DD260324	24/03/2026	£117.82	£19.64	£98.18	**117.82**	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly
23130	DD260302	01/03/2026	£119.12	£0.00	£119.12		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
23131	DD260302	01/03/2026	£59.05	£0.00	£59.05		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
23132	DD260302	01/03/2026	£180.27	£0.00	£180.27		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
23133	DD260302	01/03/2026	£46.70	£0.00	£46.70	**405.14**	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
23134	DD260316B	01/03/2026	£99.00	£0.00	£99.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
23135	DD260316C	01/03/2026	£707.00	£0.00	£707.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
23136	DD260316D	01/03/2026	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
23137	DD260316E	01/03/2026	£295.00	£0.00	£295.00	**2,037.00**	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
23145	DD2603	25/02/2026	-£120.16	-£5.72	-£114.44		British Gas Business - Contra 23059, Electricity usage	Richmond Park Greenhouse	7/1/26 - 10/2/26
23146	DD2603	25/02/2026	£52.52	£4.88	£47.64		British Gas Business - Electricity usage	Richmond Park Greenhouse	7/1/26 - 10/2/26
23161	DD2603	10/03/2026	£59.28	£2.82	£56.46		British Gas Business - Electricity usage	Richmond Park Greenhouse	10/2/26 - 8/3/26
23148	DD260313	27/02/2026	£548.16	£91.36	£456.80		British Gas Business - Electricity usage	Richmond House Main House	26/1/26 - 26/2/26
23149	DD2603	27/02/2026	-£1,039.86	-£173.31	-£866.55		British Gas Business - Contra 23058, Electricity usage	General Cemetery Chapel	26/11/25 - 26/1/26
23150	DD2603	26/03/2026	£0.00	£0.00	£0.00		British Gas Business - Electricity usage	General Cemetery Chapel	26/11/25 - 24/3/26
23152	DD2603	02/03/2026	-£35.10	-£1.67	-£33.43		British Gas Business - Contra 23052, Electricity usage	Levelling's	30/12/25 - 2/2/26
23151	DD2603	02/03/2026	-£10.58	£1.88	-£12.46		British Gas Business - Electricity usage	Levelling's	30/12/25 - 26/2/26
23160	DD260317	03/03/2026	£0.35	£2.40	-£2.05		British Gas Business - Electricity usage	Marshalls External Changing	2/2/26 - 3/3/26
23225	DD2603	02/03/2026	-£126.82	-£6.04	-£120.78		British Gas Business - Electricity usage	Richmond House Flat	30/12/25 - 2/2/26
23226	DD2603	03/03/2026	£108.02	£7.52	£100.50		British Gas Business - Electricity usage	Richmond House Flat	30/12/25 - 1/3/26
23158	DD260317D	03/03/2026	£378.55	£63.09	£315.46		British Gas Business - Electricity Usage	Marshalls Main Pavilion	1/2/26 - 28/2/26
23222	DD2603	26/02/2026	-£434.69	-£20.70	-£413.99		British Gas Business - Electricity usage	Marshalls Bowls Portacabin	26/11/25 - 4/2/26
23223	DD2603	26/02/2026	£0.00	£0.00	£0.00		British Gas Business - Electricity usage	Marshalls Bowls Portacabin	26/11/25 - 24/2/26
23224	DD2603	26/03/2026	£0.00	£0.00	£0.00	**-620.33**	British Gas Business - Electricity usage	Marshalls Bowls Portacabin	24/2/26 - 23/3/26

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23154	DD260306B	02/03/2026	£573.83	£95.64	£478.19		Pozitive Energy Ltd - Gas Usage	Marshalls Main Pavilion	1/2/26 - 28/2/26
23155	DD260306	02/03/2026	£33.74	£1.61	£32.13	**607.57**	Pozitive Energy Ltd - Gas Usage	Levelling's	1/2/26 - 28/2/26
23157	DD260318	03/03/2026	£457.72	£76.29	£381.43	**457.72**	E.ON Next Energy Ltd - Gas usage	Richmond House	2/2/25 - 28/2/26
23165	BP260311S	08/03/2026	£47.44	£0.00	£47.44		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/2/26 - 7/3/26
23202	BP2603	13/03/2026	-£47.44	£0.00	-£47.44		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/2/26 - 7/3/26
23203	BP2603	13/03/2026	£12.94	£0.00	£12.94		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/2/26 - 7/3/26
23163	BP260311R	25/02/2026	-£44.49	£0.00	-£44.49		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/1/26 - 12/2/26
23164	BP260311SR	25/02/2026	£92.23	£0.00	£92.23		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/1/26 - 12/2/26
23201	BP2603	25/02/2026	£170.60	£0.00	£170.60		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/2/26 - 12/3/26
23207	BP2603	14/03/2026	£47.75	£0.00	£47.75		Water Plus Ltd - Used water & surface water drainage	General Cemetery	13/2/26 - 13/3/26
23209	BP2603	17/03/2026	£5.42	£0.00	£5.42	**284.45**	Water Plus Ltd - Used water & surface water drainage	Levelling's	15/2/26 - 15/3/26
23213	DD260317B	03/03/2026	£30.69	£0.00	£30.69		Anglian Water Business (National) Ltd - Water charges	Levelling's	3/12/25 - 2/3/26
23214	DD260317C	03/03/2026	£93.77	£0.00	£93.77		Anglian Water Business (National) Ltd - Water charges	Richmond Park	3/12/25 - 2/3/26
23215	DD260320B	06/03/2026	£436.85	£0.00	£436.85		Anglian Water Business (National) Ltd - Water charges	Marshalls	6/12/25 - 5/3/26
23216	DD260320	06/03/2026	£53.39	£0.00	£53.39		Anglian Water Business (National) Ltd - Water charges	General Cemetery	6/12/25 - 5/3/26
23217	DD2603	15/03/2026	£97.21	£0.00	£97.21	**711.91**	Anglian Water Business (National) Ltd - Water charges	Spital Hill Allotments	15/12/25 - 14/3/26
23219	DD260321	27/02/2026	£3.07	£0.00	£3.07	**3.07**	HSBC - Bank charges	Bank Charges	28/1/26 - 27/2/26
23156	DD260316	02/03/2026	£76.02	£12.67	£63.35	**76.02**	Integrating Solutions Ltd - Copier charges	Printing	1/2/26 - 28/2/26
23162	DD260323	09/03/2026	£183.32	£30.55	£152.77	**183.32**	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23208	DD260319	11/03/2026	£22.88	£3.81	£19.07	**22.88**	EE Ltd - X4 mobiles	Mobiles	Monthly
23200	DD260319B	10/03/2026				**149.35**	Clear Business Electricity - Landline, broadband & electricity charges		Monthly
		1	£36.37	£6.06	£30.31		Alarm line	Richmond House	
		2	£55.79	£9.30	£46.49		CCTV Broadband & Phoneline	Richmond House	
		3	£57.19	£9.53	£47.66		CCTV Broadband & Phoneline	Marshalls	
23139	DD260302B	16/02/2026	£1,038.04	£173.00	£865.04	**1,038.04**	Lex Autolease Limited - Lease rental	Vehicle Expenses	15/2/26 - 14/3/26
23221	DD2604	16/03/2026	£1,038.04	£173.00	£865.04	**1,038.04**	Lex Autolease Limited - Lease rental	Vehicle Expenses	15/3/26 - 14/4/26
23153	DD260313B	02/03/2026	£278.04	£46.34	£231.70	**278.04**	Fuelgenie - Fuel usage	Vehicle Expenses	1/2/26 - 28/2/26
23218	BP260318/19	01/03/2026				**34,131.92**	Rigel Wolf Ltd - March Payroll		
		1	£24,965.78	£0.00	£24,965.78		March Payroll	Gross Salary	
		2	£3,181.90	£0.00	£3,181.90		March Payroll	Employer NI	
		3	£6,007.02	£0.00	£6,007.02		March Payroll	Employer Pension Cont	
		4	-£22.78	£0.00	-£22.78		March Payroll	Credit on account	
				£6,282.65	**£78,691.75**	**£84,974.40**			

Chairman Signature ____________________ RFO Signature ____________________ Date ____________________

PAPER C

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 26/03/26 inclusive. This may include transactions with ledger dates outside this period.

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	£85,985.81	£0.00	£85,985.81
Grounds Maintenance	£12,856.95	£0.00	£12,856.95
Richmond Park & House	£4,035.00	£0.00	£4,035.00
Sports Grounds	£21,657.36	£0.00	£21,657.36
Cemetery	£55,844.69	£0.00	£55,844.69
Allotments	£12,428.61	£0.00	£12,428.61
Events	£1,000.00	£0.00	£1,000.00
Mayors Charity	£905.64	£0.00	£905.64
Total Receipts	£885,714.06	£0.00	£885,714.06

PAYMENTS	Net	Vat	Gross
Employee Costs	£427,618.00	£1,663.97	£429,281.97
Administration	£61,448.55	£6,768.24	£68,216.79
Grounds Maintenance	£53,233.14	£10,575.49	£63,808.63
Richmond Park & House	£53,991.81	£8,550.10	£62,541.91
Sports Grounds	£41,241.19	£4,451.04	£45,692.23
Cemetery	£34,771.83	£1,361.47	£36,133.30
Play Areas	£2,920.47	£584.08	£3,504.55
Allotments	£15,054.24	£2,331.27	£17,385.51
Public Realm	£5,033.93	£639.66	£5,673.59
Events	£5,025.00	£5.00	£5,030.00
Christmas Lights	£30,850.71	£5,132.65	£35,983.36
Ear Marked Reserves	£167,316.29	£14,825.84	£182,142.13
Neighbourhood Plan	£2,400.00	£0.00	£2,400.00
Mayors Charity	£600.00	£0.00	£600.00
Total Payments	£901,505.16	£56,888.81	£958,393.97

Closing Balances at 26/03/26

Ordinary Accounts	
HSBC Current/ Deposit Account	£30,290.49
Petty Cash	£100.00
	£30,390.49
Short Term Investment Accounts	
CCLA Investment Management Limited	£350,000.00
Total	£380,390.49

PAPER D

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
Employee Costs					
Expenditure					
1000	Payroll				
1000/1	Gross Salary	£317,000.00	£310,283.45	£6,716.55	2.12%
1000/2	Employer NI Contribution	£40,000.00	£38,723.72	£1,276.28	3.19%
1000/3	Employer Pension Contribution	£60,000.00	£67,218.41	-£7,218.41	-12.03%
1000/4	Agency Staff	£1,000.00	£0.00	£1,000.00	100.00%
1000	Total	£418,000.00	£416,225.58	£1,774.42	0.42%
1010	Travel and Training				
1010/1	Staff Travel	£700.00	£464.40	£235.60	33.66%
1010/2	Staff Training	£5,000.00	£4,846.87	£153.13	3.06%
1010/3	Staff Car Business Insurance Reimbursement	£100.00	£0.00	£100.00	100.00%
1010	Total	£5,800.00	£5,311.27	£488.73	8.43%
1020	Workwear & ID				
1020/1	Staff Workwear	£2,500.00	£2,187.52	£312.48	12.50%
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	£2,337.55	£412.45	15.00%
1030	HR				
1030/1	Accountant - Payroll Services	£1,505.00	£1,517.50	-£12.50	-0.83%
1030/2	HR Provider	£1,200.00	£1,778.16	-£578.16	-48.18%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
1030/3	Occupational Health	£800.00	£850.40	-£50.40	-6.30%
1030/4	Recruitment	£480.00	£0.00	£480.00	100.00%
1030	Total	£3,985.00	£4,146.06	-£161.06	-4.04%
Total Expenditure		£430,535.00	£428,020.46	£2,514.54	£454,850.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£10,259.77	£2,259.77	28.25%
205	Total	£16,000.00	£13,786.32	-£2,213.68	-13.84%
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	£21,858.32	-£3,771.68	£19,650.00
Expenditure					
2000	Office Supplies & Telecom				
2000/1	IT Services & Maintenance	£7,200.00	£8,568.39	-£1,368.39	-19.01%
2000/2	Printing	£1,600.00	£1,380.94	£219.06	13.69%
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	£1,376.88	£123.12	8.21%
2000/6	Mobiles	£1,500.00	£1,163.99	£336.01	22.40%
2000/7	Shredding	£150.00	£0.00	£150.00	100.00%
2000	Total	£13,750.00	£13,772.33	-£22.33	-0.16%
2010	Publicity				

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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%
2020/9	Grants Online Ltd	£0.00	£125.00	-£125.00	0.00%
2020	Total	£3,843.00	£4,042.72	-£199.72	-5.20%
2030	Democratic & Civic				
2030/1	Civic Service	£1,200.00	£795.83	£404.17	33.68%
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%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
2030/5	Mayoral Allowance	£500.00	£500.00	£0.00	0.00%
2030/6	Mayoral Expenses	£1,500.00	£758.00	£742.00	49.47%
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	£325.00	-£25.00	-8.33%
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	£450.85	-£10.85	-2.47%
2030	Total	£19,670.00	£8,213.55	£11,456.45	58.24%
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	£550.00	£150.00	21.43%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
2070/2	External Auditor	£1,680.00	£1,680.00	£0.00	0.00%
2070/3	Accountant - Payroll Services	£0.00	£0.00	£0.00	0.00%
2070/4	Edge Design - Finance Software	£900.00	£931.00	-£31.00	-3.44%
2070/5	Bank Charges	£300.00	£149.70	£150.30	50.10%
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	£3,310.70	£269.30	7.52%
2080	Legal Fees				
2080/1	General	£3,000.00	£3,264.50	-£264.50	-8.82%
2080/2	Roses Legal Fees	£0.00	£0.00	£0.00	0.00%
2080	Total	£3,000.00	£3,264.50	-£264.50	-8.82%
Total Expenditure		£75,326.00	£60,221.50	£15,104.50	£68,708.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£10,400.48	£99.52	0.95%
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	£5,767.12	£1,232.88	17.61%
3000/5	Trailer Maintenance	£700.00	£517.25	£182.75	26.11%
3000	Total	£18,968.00	£17,336.69	£1,631.31	8.60%
3010	Grounds Maintenance - All Sites				
3010/1	Consumable stock	£1,000.00	£739.46	£260.54	26.05%
3010/2	Equipment Service and Maintenance	£10,000.00	£10,683.58	-£683.58	-6.84%
3010/3	New Grounds Equipment	£6,000.00	£4,882.27	£1,117.73	18.63%
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£34,793.30	£11,206.70	24.36%
3020	Cleaning Products				
3020/1	Cleaning Products and Refuse Bags	£1,700.00	£999.57	£700.43	41.20%
3020	Total	£1,700.00	£999.57	£700.43	41.20%
Total Expenditure		£66,668.00	£53,129.56	£13,538.44	£83,100.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£3,542.90	£0.10	0.00%
4000/2	House & Buildings Maintenance	£25,000.00	£25,000.00	£0.00	0.00%
4000/3	Gas	£3,500.00	£3,425.46	£74.54	2.13%
4000/4	Electricity - Main House	£3,500.00	£3,477.92	£22.08	0.63%
4000/5	Electricity - Flat	£1,500.00	£891.17	£608.83	40.59%
4000/6	Electricity - Greenhouse	£1,300.00	£940.00	£360.00	27.69%
4000/7	Anglian Water (Wave)	£700.00	£1,023.75	-£323.75	-46.25%
4000/8	WaterPlus	£600.00	£632.59	-£32.59	-5.43%
4000/9	PAT Testing	£410.00	£410.00	£0.00	0.00%
4000/10	Fire Extinguisher & Emergency Light Service	£2,000.00	£1,493.53	£506.47	25.32%
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
4000/12	Security & Fire Alarm Response	£600.00	£489.53	£110.47	18.41%
4000/13	Alarm Phone Line	£600.00	£503.43	£96.57	16.10%
4000/14	Legionella Monitoring	£685.00	£685.00	£0.00	0.00%
4000/15	Premises Licence Fee	£180.00	£180.00	£0.00	0.00%
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	£1,761.45	£238.55	11.93%
4000/19	Waste Management	£3,500.00	£2,721.10	£778.90	22.25%
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	£350.00	£650.00	65.00%
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	0.00%
4000/27	Flag Pole Maintenance & Repairs	£180.00	£179.95	£0.05	0.03%
4000/28	New Grounds Furniture	£2,000.00	£1,404.08	£595.92	29.80%
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	£2,626.16	-£26.16	-1.01%
4000/32	Replacement Conservatory	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
4000/33	First Aid & Defibrillator	£125.00	£91.67	£33.33	26.66%
4000	Total	£59,423.00	£55,645.98	£3,777.02	6.36%
Total Expenditure		£59,423.00	£55,645.98	£3,777.02	£59,030.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£2,562.09	-£1,137.91	-30.75%
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	£14,044.10	£2,044.10	17.03%
510/5	Training Pitch	£800.00	£802.20	£2.20	0.28%
510/6	Key Deposit	£0.00	£50.00	£50.00	0.00%
510	Total	£18,972.00	£19,930.59	£958.59	5.05%
520	Levellings				
520/1	Football	£600.00	£498.30	-£101.70	-16.95%
520/2	Key Deposit	£0.00	£0.00	£0.00	0.00%
520	Total	£600.00	£498.30	-£101.70	-16.95%
Total Income		£19,572.00	£20,428.89	£856.89	£19,300.00
Expenditure					
5010	Marshalls				
5010/1	Rates	£11,227.00	£11,227.50	-£0.50	0.00%
5010/2	Main Pavilion Maintenance	£5,000.00	£3,357.89	£1,642.11	32.84%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
5010/3	Bowls Pavilion / Outbuilding Maintenance	£1,100.00	£1,071.90	£28.10	2.55%
5010/4	Hygiene Services	£245.00	£245.42	-£0.42	-0.17%
5010/5	Gas - Main Pavilion	£6,000.00	£3,313.55	£2,686.45	44.77%
5010/6	Gas - Bowls Pavilion	£0.00	£0.00	£0.00	0.00%
5010/7	Electricity - Main Pavilion	£5,000.00	£3,196.95	£1,803.05	36.06%
5010/8	Electricity - External Changing	£700.00	£526.39	£173.61	24.80%
5010/9	Electricity - Bowls Pavilion	£50.00	-£97.00	£147.00	294.00%
5010/10	Anglian Water (Wave)	£500.00	£926.01	-£426.01	-85.20%
5010/11	Waterplus	£500.00	£633.25	-£133.25	-26.65%
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	£1,046.41	-£346.41	-49.49%
5010/15	Legionella Monitoring & RA	£537.00	£537.00	£0.00	0.00%
5010/16	Premises Licence Fee	£180.00	£180.00	£0.00	0.00%
5010/17	Boiler Service & Repairs	£800.00	£800.00	£0.00	0.00%
5010/18	Solar Panel Service & Repairs	£0.00	£0.00	£0.00	0.00%
5010/19	Water Tank Service and Repair	£0.00	£0.00	£0.00	0.00%
5010/20	Fixed Electrical Testing	£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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£378.00	£1,622.00	81.10%
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	£1,764.60	-£535.60	-43.58%
5010/30	CCTV Broadband & Phoneline	£2,200.00	£1,653.45	£546.55	24.84%
5010/31	First Aid & Defibrillator	£200.00	£91.67	£108.33	54.17%
5010/32	AdvantEDGE Facilities	£250.00	£253.65	-£3.65	-1.46%
5010/33	Drainage	£0.00	£0.00	£0.00	0.00%
5010/34	Cleaning Contractor	£4,000.00	£2,379.60	£1,620.40	40.51%
5010/35	Roller Shutter servicing	£0.00	£0.00	£0.00	0.00%
5010	Total	£51,518.00	£39,255.85	£12,262.15	23.80%
5020	Levellings				
5020/1	Pavilion Maintenance	£0.00	£0.00	£0.00	0.00%
5020/2	Gas	£450.00	£392.45	£57.55	12.79%
5020/3	Electricity	£500.00	£242.46	£257.54	51.51%
5020/4	Anglian Water (Wave)	£150.00	£96.92	£53.08	35.39%
5020/5	WaterPlus	£150.00	£50.72	£99.28	66.19%
5020/6	PAT Testing	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
5020/7	Fire Extinguisher & Emergency Light Service	£287.00	£286.72	£0.28	0.10%
5020/8	Legionella Testing	£537.00	£537.00	£0.00	0.00%
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	£3,391.69	£2,262.31	40.01%
Total Expenditure		£57,172.00	£42,647.54	£14,524.46	£52,894.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
Cemetery					
Income					
600	General Cemetery				
600/1	Burial - Full Interment	£20,000.00	£18,869.59	-£1,130.41	-5.65%
600/2	Burial - Cremation Interment	£9,000.00	£9,510.04	£510.04	5.67%
600/3	Exclusive Rights of Burial	£9,000.00	£13,493.28	£4,493.28	49.93%
600/4	Use of Chapel	£0.00	£0.00	£0.00	0.00%
600/5	Memorial Applications	£9,000.00	£8,207.30	-£792.70	-8.81%
600/6	Exhumations	£0.00	£0.00	£0.00	0.00%
600	Total	£47,000.00	£50,080.21	£3,080.21	6.55%
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	£53,205.29	£3,081.29	£44,000.00
Expenditure					
6000	General Cemetery				
6000/1	Rates	£8,483.00	£8,483.00	£0.00	0.00%
6000/2	Chapel Maintenance	£8,300.00	£1,871.17	£6,428.83	77.46%
6000/3	Electricity	£200.00	-£100.00	£300.00	150.00%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
6000/4	Anglian Water (Wave)	£500.00	£1,029.90	-£529.90	-105.98%
6000/5	WaterPlus	£400.00	£678.34	-£278.34	-69.59%
6000/6	Fire Extinguisher & Emergency Light Service	£100.00	£94.74	£5.26	5.26%
6000/7	Burial Software	£846.00	£582.30	£263.70	31.17%
6000/8	Fixed Electrical Testing	£0.00	£0.00	£0.00	0.00%
6000/9	Ground & Building Maintenance	£2,000.00	£649.56	£1,350.44	67.52%
6000/10	Waste Management (Compound)	£2,200.00	£2,163.24	£36.76	1.67%
6000/11	Grave Digging	£15,000.00	£12,392.97	£2,607.03	17.38%
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	£158.99	£2,341.01	93.64%
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	£558.33	£441.67	44.17%
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	£29,722.54	£22,706.46	43.31%
6010	North Warren Cemetery				
6010/1	Rates	£1,188.00	£1,188.71	-£0.71	-0.06%

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£3,263.71	-£125.71	-4.01%
Total Expenditure		£55,567.00	£32,986.25	£22,580.75	£62,846.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£337.47	£4,662.53	93.25%
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£1,190.00	£10.00	0.83%
Total Expenditure		£9,200.00	£2,920.47	£6,279.53	£9,200.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
Allotments					
Income					
800	Allotments				
800/1	Foxby Hill	£5,300.00	£5,356.21	£56.21	1.06%
800/2	Love Lane	£1,900.00	£1,927.25	£27.25	1.43%
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	£1,840.39	-£9.61	-0.52%
800	Total	£11,500.00	£11,536.25	£36.25	0.32%
815	Garage Space Ropery Road	£1,500.00	£1,273.59	-£226.41	-15.09%
Total Income		£13,000.00	£12,809.84	-£190.16	£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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£66.04	£333.96	83.49%
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	£2,445.37	£3,733.63	60.42%
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£560.40	-£0.40	-0.07%
8040/3	Water Charges	£500.00	£609.96	-£109.96	-21.99%
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	£2,042.02	£147.98	6.76%
8050	Love Lane Garage Site	£300.00	£761.74	-£461.74	-153.91%
8060	All Sites				
8060/1	Edge IT Management Software	£526.00	£460.95	£65.05	12.37%
8060/2	Misc	£29.00	£28.65	£0.35	1.21%
8060	Total	£555.00	£489.60	£65.40	11.78%
Total Expenditure		£20,860.00	£15,056.45	£5,803.55	£25,737.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£3,153.96	-£153.96	-5.13%
9040	Community Rail Partnership	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£7,660.00	£4,747.49	£2,912.51	£7,100.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£500.00	-£500.00	-50.00%
Total Income		£2,000.00	£1,500.00	-£500.00	£2,000.00
Expenditure					
10010	Illuminate	£1,000.00	£1,000.00	£0.00	0.00%
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	£1,025.00	£3,275.00	£6,300.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£20,437.28	-£1,527.28	-8.08%
11070	Lamp Post Electricity	£300.00	£249.94	£50.06	16.69%
Total Expenditure		£30,010.00	£30,850.71	-£840.71	£34,800.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
Ear Marked Reserves					
Expenditure					
12000	Ear Marked Reserves				
12000/1	General Fund	£164,243.60	£48,269.35	£115,974.25	70.61%
12000/2	Mayors Charity Account	£8,789.01	£8,449.01	£340.00	3.87%
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	£22,000.00	£0.00	0.00%
12000/12	Richmond House Conservatory replacement	£40,000.00	£2,317.37	£37,682.63	94.21%
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
12000/17	Marshalls Pavilion Maintenance (Electrics, Boiler, Solar)	£18,000.00	£14,048.11	£3,951.89	21.95%
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 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
12000	Total	£495,519.69	£164,996.71	£330,522.98	66.70%
Total Expenditure		£495,519.69	£164,996.71	£330,522.98	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
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	£2,400.00	£3,600.00	60.00%
Total Expenditure		£6,000.00	£2,400.00	£3,600.00	£3,000.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

		Revised	Actual Net	Balance	Bal %age remaining
Mayors Charity					
Income					
1200	Events & Donations				
1200/1	Fundraising Events	£0.00	£240.00	£240.00	0.00%
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	£240.00	£240.00	0.00%
Total Income		£0.00	£240.00	£240.00	£0.00
Expenditure					
14005	Mayor Events (HSBC)	£0.00	£200.00	-£200.00	0.00%
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£0.00	£200.00	-£200.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 26/03/26 inclusive. Includes due and unpaid transactions.

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

	Revised	Actual Net	Balance	Bal %age remaining
Total Income	£822,721.00	£817,934.29		
Total Expenditure	£1,318,240.69	£894,848.12		
Total Net Balance	**-£495,519.69**	**-£76,913.83**		

PAPER E

Bank Account Reconciled Statement

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

Statement Number	157	Bank Statement No.	157
Statement Opening Balance	£76,259.34	Opening Date	01/02/26
Statement Closing Balance	£74,471.75	Closing Date	28/02/26
True/ Cashbook Closing Balance	£74,471.75		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/02/26	CR260202	Slimming World	0.00	121.82	76,381.16
02/02/26	DD260202	West Lindsey District Council	405.14	0.00	75,976.02
02/02/26	DD260202B	Lex Autolease Limited	1,038.04	0.00	74,937.98
03/02/26	CR260203	CCLA Investment Management Limited	0.00	1,482.20	76,420.18
04/02/26	DD260204	PEAC (UK) Ltd	271.20	0.00	76,148.98
05/02/26	BP260205	Travis Perkins Trading Company Ltd	200.14	0.00	75,948.84
05/02/26	BP260205B	IHASCO Ltd	2,302.34	0.00	73,646.50
05/02/26	CC260205	Multiple Suppliers/ Customers	39.97	0.00	73,606.53
06/02/26	CR260206	Love Lane Allotments	0.00	8.86	73,615.39
09/02/26	CR260209	Slimming World	0.00	121.82	73,737.21
09/02/26	CR260209B	Love Lane Allotments	0.00	8.12	73,745.33
09/02/26	DD260209	British Gas Business	1,681.65	0.00	72,063.68
11/02/26	BP260211	Hickman Hill Hotel	200.00	0.00	71,863.68
11/02/26	DD260211	Pozitive Energy Ltd	12.20	0.00	71,851.48
11/02/26	DD260211B	Pozitive Energy Ltd	25.69	0.00	71,825.79
11/02/26	DD260211C	Pozitive Energy Ltd	8.89	0.00	71,816.90
11/02/26	DD260211D	Pozitive Energy Ltd	159.02	0.00	71,657.88
13/02/26	CR260213	Kixx West Lindsey	0.00	51.60	71,709.48
13/02/26	CR260213B	Gainsborough Men's Shed	0.00	41.67	71,751.15
13/02/26	CR260213C	Kixx West Lindsey	0.00	68.88	71,820.03
13/02/26	DD260213	Fuelgenie	438.47	0.00	71,381.56
16/02/26	BP260216	Burton & Dyson Solicitors	360.00	0.00	71,021.56
16/02/26	CR260216	Slimming World	0.00	121.82	71,143.38
16/02/26	DD260216	British Gas Business	126.82	0.00	71,016.56
16/02/26	DD260216B	British Gas Business	35.10	0.00	70,981.46
16/02/26	DD260216C	British Gas Business	67.26	0.00	70,914.20
16/02/26	DD260216D	Integrating Solutions Ltd	84.43	0.00	70,829.77
16/02/26	DD260216E	Stallard Kane Associates Ltd	720.00	0.00	70,109.77
16/02/26	DD260216F	West Lindsey District Council	99.00	0.00	70,010.77

Bank Account Reconciled Statement

16/02/26	DD260216G	West Lindsey District Council	707.00	0.00	69,303.77
16/02/26	DD260216H	West Lindsey District Council	936.00	0.00	68,367.77
16/02/26	DD260216I	West Lindsey District Council	295.00	0.00	68,072.77
17/02/26	DD260217	British Gas Business	512.70	0.00	67,560.07
18/02/26	BP260218	A J Douce Roofing	200.00	0.00	67,360.07
18/02/26	CR260218	Cliff Bradley & Sons Ltd	0.00	1,549.78	68,909.85
18/02/26	CR260218B	Morton FC	0.00	49.83	68,959.68
18/02/26	DD260218	British Gas Business	334.69	0.00	68,624.99
18/02/26	DD260218B	E.ON Next Energy Ltd	902.18	0.00	67,722.81
18/02/26	DD260218C	HSBC	3.62	0.00	67,719.19
19/02/26	CR260219	Little Piglets	0.00	48.62	67,767.81
19/02/26	CR260219B	Cliff Bradley & Sons Ltd	0.00	2,556.20	70,324.01
19/02/26	DD260219	EE Ltd	109.09	0.00	70,214.92
19/02/26	DD260219B	Clear Business Electricity	140.65	0.00	70,074.27
20/02/26	BP260219/20	Shucksmith Accountants (Gainsborough) Ltd	34,208.54	0.00	35,865.73
21/02/26	CR260221	Gainsborough Choral Society	0.00	219.60	36,085.33
23/02/26	BP260223	PortalPlanQuest Ltd	383.00	0.00	35,702.33
23/02/26	CR260223	Slimming World	0.00	121.82	35,824.15
23/02/26	DD260223	British Telecommunications Plc	183.32	0.00	35,640.83
24/02/26	CR260224	Spital Hill Allotments	0.00	5.89	35,646.72
24/02/26	DD260224	British Gas Business	939.86	0.00	34,706.86
24/02/26	DD260224B	British Gas Business	120.16	0.00	34,586.70
24/02/26	DD260224C	Stallard Kane Associates Ltd	117.82	0.00	34,468.88
25/02/26	BP260225	Kyle Holliday Grave Digger	2,500.00	0.00	31,968.88
25/02/26	BP260225B	Timberwise (UK) Ltd	14,510.44	0.00	17,458.44
25/02/26	BP260225C	Burton & Dyson Solicitors	498.00	0.00	16,960.44
25/02/26	BP260225D	Grants Online Ltd	150.00	0.00	16,810.44
25/02/26	BP260225E	James Broadbent Plumbing & Heating Ltd	2,856.00	0.00	13,954.44
25/02/26	BP260225F	Chantry Agricultural Engineers	661.40	0.00	13,293.04
25/02/26	BP260225G	DS Heating & Plumbing	150.00	0.00	13,143.04
25/02/26	BP260225H	Ross Davy Associates	1,106.40	0.00	12,036.64
25/02/26	BP260225I	Edge IT Systems Limited	3,718.50	0.00	8,318.14
25/02/26	BP260225J	West Lindsey District Council	536.00	0.00	7,782.14
25/02/26	BP260225K	RJ Tyres	54.00	0.00	7,728.14

Bank Account Reconciled Statement

25/02/26	BP260225L	Office Maid Ltd	766.08	0.00	6,962.06
25/02/26	BP260225M	Gainsborough Trinity Supporters Club	775.00	0.00	6,187.06
25/02/26	BP260225N	[redacted]	150.00	0.00	6,037.06
25/02/26	BP260225O	Lincolnshire Association of Local Councils	660.00	0.00	5,377.06
25/02/26	BP260225P	Phs Group Plc	142.76	0.00	5,234.30
25/02/26	BP260225Q	T.G. Sowerby Developments Ltd	163.80	0.00	5,070.50
25/02/26	BP260225R	West Lindsey District Council	180.00	0.00	4,890.50
25/02/26	CR260225		0.00	80,000.00	84,890.50
26/02/26	BP260226	Second Element Ltd	2,110.80	0.00	82,779.70
26/02/26	BP260226B	Ashby Grass Care	453.60	0.00	82,326.10
26/02/26	BP260226C	Huws Gray Limited	80.35	0.00	82,245.75
26/02/26	BP260226D	F5 Computing Ltd	2,565.55	0.00	79,680.20
26/02/26	BP260226E	Lincolnshire Bearings and Fasteners Ltd	417.20	0.00	79,263.00
26/02/26	BP260226F	Peacock and Binnington	89.00	0.00	79,174.00
26/02/26	BP260226G	Planning With People	2,400.00	0.00	76,774.00
26/02/26	BP260226H	A Price Electrical Ltd	180.00	0.00	76,594.00
26/02/26	BP260226I	Brexons Workwear Ltd	60.36	0.00	76,533.64
26/02/26	BP260226J	Trade UK	549.87	0.00	75,983.77
26/02/26	BP260226K	Water Plus Ltd	7.05	0.00	75,976.72
26/02/26	BP260226L	Water Plus Ltd	44.49	0.00	75,932.23
26/02/26	BP260226M	Water Plus Ltd	8.79	0.00	75,923.44
26/02/26	BP260226N	Kirton In Lindsey Town Council	90.00	0.00	75,833.44
27/02/26	BP260227	Lindsey Lodge Ltd	1,449.01	0.00	74,384.43
27/02/26	CR260227	[redacted]	0.00	87.32	74,471.75

Uncleared and unpresented effects

Total uncleared and unpresented	0.00	0.00
Total debits / credits	88453.44	86665.85

Reconciled by Rachel Allbones

Signed

Clerk / Responsible Financial Officer

Chair

Date

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	10,000.00
Payments In	182,035.05
Payments Out	182,035.05
Closing Balance	10,000.00

International Bank Account Number
GB60HBUK40220151418890

Branch Identifier Code
HBUKGB4131T

29 January to 28 February 2026

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	975

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
28 Jan 26		**BALANCE BROUGHT FORWARD**			**10,000.00**
29 Jan 26	CR	CASH IN P.O. JAN29			
		13 MARKET ST@11:26			
		465941XXXXXX6651		104.58	
	TFR	TRANSFER 03662918	104.58		10,000.00
30 Jan 26	CR	HMRC VTR		12,821.76	
	BP	Viking Office UK L			
		1354765	230.11		
	BP	Blachere Illuminat			
		CGAINTC	5,772.36		
	BP	Greenstripe Innova			
		6077	906.00		
	BP	CHUBB FIRE & SECUR			
		52071549	375.22		
	BP	CHANTRY AGRICULTUR			
		GAINS TOWN COUNCIL	1,005.85		
	BP	F5 COMPUTING LTD			
		GAINS TOWN COUNCIL	8,629.58		
	BP	Gainsborough Build			
		25/26 500	1,620.00		
	BP	Screwfix Direct Lt			
		6331640014561849	98.98		
	BP	Anglian Water Busi			
		88888970792	40.73		
	BP	WATER PLUS			
		0229006916	18.03		
	BP	WATER PLUS			
		7001587165	47.47		
		BALANCE CARRIED FORWARD			**4,077.43**

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29 January to 28 February 2026

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	976

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**4,077.43**
	BP	WATER PLUS			
		0880007483	33.87		
	BP	WATER PLUS			
		7001679673	2.52		
	TFR	TRANSFER 03662918		5,958.96	10,000.00
31 Jan 26	CR	[redacted]			
		OTTER FC PITCH FEE		49.83	
	TFR	TRANSFER 03662918	49.83		10,000.00
02 Feb 26	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
03 Feb 26	CR	CCLA Investment Ma			
		PS1008661-GAINSBOR		1,482.20	
	TFR	TRANSFER 03662918	1,482.20		10,000.00
04 Feb 26	DD	PEAC UK LIMITED	271.20		
	TFR	TRANSFER 03662918		271.20	10,000.00
05 Feb 26	DD	COMMERCIAL CARD	39.97		
	BP	Miss Rachel C Allb			
		[redacted]	200.14		
	BP	IHasco Ltd			
		SIN2631270	2,302.34		
	TFR	TRANSFER 03662918		2,542.45	10,000.00
06 Feb 26	CR	[redacted]			
		Love Lane 52		8.86	
	TFR	TRANSFER 03662918	8.86		10,000.00
09 Feb 26	DD	BRITISH GAS			
		FIRST PAYMENT	1,681.65		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	CR	[redacted]			
		rent 017 love lane		8.12	
	TFR	TRANSFER 03662918		1,551.71	10,000.00
11 Feb 26	DD	POZITIVE ENERGY	12.20		
	DD	POZITIVE ENERGY	25.69		
	DD	POZITIVE ENERGY	8.89		
	DD	POZITIVE ENERGY	159.02		
	BP	Hickman Hill Hotel			
		Gains Town Council	200.00		
	TFR	TRANSFER 03662918		405.80	10,000.00
13 Feb 26	DD	WL ITS FUELGENIE	438.47		
	CR	KIXX WEST LINDSEY			
		Kixx May		51.60	
		BALANCE CARRIED FORWARD			**9,613.13**

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29 January to 28 February 2026

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	977

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**9,613.13**
	CR	GAINSBOROUGH MENS			
		INV F412		41.67	
	CR	KIXX WEST LINDSEY			
		Kixx May		68.88	
	TFR	TRANSFER 03662918		276.32	10,000.00
16 Feb 26	DD	BRITISH GAS	126.82		
	DD	BRITISH GAS	35.10		
	DD	BRITISH GAS	67.26		
	DD	INTEGRATING SOLUTI	84.43		
	DD	STALLARD KANE ASSO	720.00		
	DD	WEST LINDSEY DC	99.00		
	DD	WEST LINDSEY DC	707.00		
	DD	WEST LINDSEY DC	936.00		
	DD	WEST LINDSEY DC	295.00		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	BP	Burton & Dyson			
		ROS018-0009	360.00		
	TFR	TRANSFER 03662918		3,308.79	10,000.00
17 Feb 26	DD	BRITISH GAS BUSINE	512.70		
	TFR	TRANSFER 03662918		512.70	10,000.00
18 Feb 26	CR	MINISTRY OF JUSTIC		1,549.78	
	DD	BRITISH GAS			
		FIRST PAYMENT	334.69		
	DD	E.ON NEXT LTD	902.18		
	DR	TOTAL CHARGES			
		TO 27JAN2026	3.62		
	BP	A J Douce Roofing			
		INV-0013	200.00		
	CR	Morton FC			
		F405		49.83	
	TFR	TRANSFER 03662918	159.12		10,000.00
19 Feb 26	DD	EE LIMITED	109.09		
	DD	CLEARBUSINESS	140.65		
	TFR	402201 03662918			
		INTERNET TRANSFER		30,000.00	
	BP	RIGEL WOLF CLIENT			
		GTC PAYROLL	30,000.00		
	CR	J Brown			
		F414		48.62	
	CR	Cliff Bradley & So			
		C123		2,556.20	
	TFR	TRANSFER 03662918	2,355.08		10,000.00
		BALANCE CARRIED FORWARD			**10,000.00**

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29 January to 28 February 2026

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	978

Your BUSINESS CURRENT ACCOUNT details

Date		Payment type and details	Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**10,000.00**
20 Feb 26	BP	RIGEL WOLF CLIENT			
		GTC PAYROLL	4,208.54		
	TFR	TRANSFER 03662918		4,208.54	10,000.00
21 Feb 26	CR	GBRO CHORAL SOCIET			
		INVOICE F410		219.60	
	TFR	TRANSFER 03662918	219.60		10,000.00
23 Feb 26	DD	BT GROUP PLC	183.32		
	CR	[redacted]			
		SLIMMING WORLD REN		121.82	
	BP	The Planning Porta			
		PP-14724732-v1	383.00		
	TFR	TRANSFER 03662918		444.50	10,000.00
24 Feb 26	DD	BRITISH GAS			
		FIRST PAYMENT	939.86		
	DD	BRITISH GAS	120.16		
	DD	STALLARD KANE ASSO	117.82		
	CR	[redacted]			
		2026-SH-027-GAHADZ		5.89	
	TFR	TRANSFER 03662918		1,171.95	10,000.00
25 Feb 26	TFR	402201 03662918			
		INTERNET TRANSFER		20,000.00	
	BP	Mr Kyle A Holliday			
		Gains Town Council	2,500.00		
	BP	Timberwise UK Ltd			
		757159	14,510.44		
	BP	Burton & Dyson			
		52398	498.00		
	BP	Grants Online Ltd			
		7902	150.00		
	BP	James Broadbent Pl			
		11657/8	2,856.00		
	BP	CHANTRY AGRICULTUR			
		GAI002	661.40		
	BP	DANIEL SENESCALL			
		GAINS TOWN COUNCIL	150.00		
	BP	Ross Davy Associat			
		RDL/26/8955	1,106.40		
	BP	Edge IT Systems Lt			
		39124	3,718.50		
	BP	WEST LINDSEY DC			
		1907031685	536.00		
	BP	RJ Tyres			
		1888	54.00		
		BALANCE CARRIED FORWARD			**3,259.26**

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29 January to 28 February 2026

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	979

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**3,259.26**
	BP	Office Maid Ltd			
		1435	766.08		
	BP	Gainsborough Trini			
		0072	775.00		
	BP	[redacted]			
		Gainsborough.2	150.00		
	BP	LALC			
		GAINSBOROUGH	660.00		
	BP	PHS GROUP			
		4506839	142.76		
	BP	T.G. Sowerby Devel			
		7389	163.80		
	BP	WEST LINDSEY DC			
		32UHB11002	180.00		
	CR	CCLA Investment Ma			
		PS1008661-GAINSBOR		80,000.00	
	TFR	TRANSFER 03662918	70,421.62		10,000.00
26 Feb 26	BP	SECOND ELEMENT			
		226034	2,110.80		
	BP	ASHBY GRASS CARE			
		GTC1	453.60		
	BP	Huws Gray Ltd			
		G7305	80.35		
	BP	F5 COMPUTING LTD			
		GAINS TOWN COUNCIL	2,565.55		
	BP	LINCS BEARINGS FAS			
		GAINS TOWN COUNCIL	417.20		
	BP	PEACOCK & BINNINGT			
		6159	89.00		
	BP	Planning With Peop			
		590	2,400.00		
	BP	A PRICE ELECTRICAL			
		GAINS TOWN COUNCIL	180.00		
	BP	Brexons Workwear L			
		64835	60.36		
	BP	Screwfix Direct Lt			
		6331640014561849	549.87		
	BP	WATER PLUS			
		0229006919	7.05		
	BP	WATER PLUS			
		7001587165	44.49		
	BP	WATER PLUS			
		7001679673	8.79		
		BALANCE CARRIED FORWARD			**1,032.94**

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29 January to 28 February 2026

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	51418890	980

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			**1,032.94**
	BP	Kirton in Lindsey			
		Gains Town Council	90.00		
	TFR	TRANSFER 03662918		9,057.06	10,000.00
27 Feb 26	BP	Lindsey Lodge Ltd			
		KW Mayors Charity	1,449.01		
	CR	[redacted]			
		Xmas fayre booking		87.32	
	TFR	TRANSFER 03662918		1,361.69	10,000.00
28 Feb 26		**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%

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Your Statement

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

Account Summary

Opening Balance	66,259 .34
Payments In	74,646.48
Payments Out	76,434.07
Closing Balance	64,471.75

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

International Bank Account Number
GB04HBUK40220103662918

Branch Identifier Code
HBUKGB4131T

1 February to 28 February 2026

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	366

Your Business Money Manager details

Date	Payment type and details		Paid out	Paid in	Balance
31 Jan 26		**BALANCE BROUGHT FORWARD**			**66,259.34**
02 Feb 26	TFR	TRANSFER 51418890	1,321.36		64,937.98
03 Feb 26	TFR	TRANSFER 51418890		1,482.20	66,420.18
04 Feb 26	TFR	TRANSFER 51418890	271.20		66,148.98
05 Feb 26	TFR	TRANSFER 51418890	2,542.45		63,606.53
06 Feb 26	TFR	TRANSFER 51418890		8.86	63,615.39
09 Feb 26	TFR	TRANSFER 51418890	1,551.71		62,063.68
11 Feb 26	TFR	TRANSFER 51418890	405.80		61,657.88
13 Feb 26	TFR	TRANSFER 51418890	276.32		61,381.56
16 Feb 26	TFR	TRANSFER 51418890	3,308.79		58,072.77
17 Feb 26	TFR	TRANSFER 51418890	512.70		57,560.07
18 Feb 26	TFR	TRANSFER 51418890		159.12	57,719.19
19 Feb 26	TFR	402201 51418890			
		INTERNET TRANSFER	30,000.00		
	TFR	TRANSFER 51418890		2,355.08	30,074.27
20 Feb 26	TFR	TRANSFER 51418890	4,208.54		25,865.73
21 Feb 26	TFR	TRANSFER 51418890		219.60	26,085.33
23 Feb 26	TFR	TRANSFER 51418890	444.50		25,640.83
24 Feb 26	TFR	TRANSFER 51418890	1,171.95		24,468.88
25 Feb 26	TFR	402201 51418890			
		INTERNET TRANSFER	20,000.00		
	TFR	TRANSFER 51418890		70,421.62	74,890.50
26 Feb 26	TFR	TRANSFER 51418890	9,057.06		65,833.44
27 Feb 26	TFR	TRANSFER 51418890	1,361.69		64,471.75
28 Feb 26		**BALANCE CARRIED FORWARD**			**64,471.75**

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1 February to 28 February 2026

Your Statement

Account Name	Sortcode	Account Number	Sheet Number
Gainsborough Town Council	40-22-01	03662918	367

Information about the Financial Services Compensation Scheme

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Bank Account Reconciled Statement

CCLA Investment Management Limi 74455479 40-05-30

Statement Number	14	Bank Statement No.	14
Statement Opening Balance	£430,000.00	Opening Date	01/02/26
Statement Closing Balance	£350,000.00	Closing Date	28/02/26
True/ Cashbook Closing Balance	£350,000.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
25/02/26	CR260225		80,000.00	0.00	350,000.00

Uncleared and unpresented effects

	Debit	Credit
Total uncleared and unpresented	0.00	0.00
Total debits / credits	80000	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 March 2026

Account name:	**GAINSBOROUGH TOWN COUNCIL**
Account number:	**PS1008661-001**
Statement period:	**31/01/2026 to 28/02/2026**

Account summary

Total valuation as at 28 February 2026	**£350,000.00**
Total valuation as at last statement at 31 January 2026	**£430,000.00**

Holdings as at 28 February 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	350,000.0000	£1.00	£350,000.00

Total value
£350,000.00

Transactions for the period from 31 January 2026 to 28 February 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
25/02/2026	Withdrawal	-80,000.0000	£1.0000	-£80,000.00

The average Fund yield for this period was 3.76% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2026	03/03/2026	Paid to Nominated Bank Details	£1,208.49	

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

<u>Proposed Earmarked Reserves at Year Ending 31st March 2026</u>

		31/03/2025	Actual Net	Balance	Proposed 31/03/2026	Comments
1	General Fund	164,243.60	48,269.35	115,974.25		
2	Mayors Charity Account	8,789.01	8,449.01	340.00	0.00	Awaiting KW civic service collection
~~3~~	~~Roses AWP Sinking Fund~~	~~59,500.00~~	~~59,500.00~~	~~0.00~~	~~0.00~~	Remove
4	Roses Key Deposits	950.00	0.00	950.00	950.00	Retain
5	Marshalls Key Deposits	800.00	0.00	800.00	800.00	Retain
6	Levellings Key Deposit	0.00	0.00	0.00	0.00	N/A
	EMPLOYEE COSTS					
7	Pension Costs	20,000.00	7,218.41	12,781.59	12,500.00	For potential future uptake
	Occupational Health	0.00	0.00	0.00	2,000.00	
	ADMINISTRATION					
8	Community Grants	500.00	500.00	0.00	3,549.00	Retain 25/26 budget for future applications
	Office IT Provision	0.00	0.00	0.00	7,000.00	x4 new laptops and docking stations
	Mayors Expenses	0.00	0.00	0.00	742.00	Remainder of 25/25 budget
	GROUNDS MAINTENANCE					
9	General Tree/Hedge Maintenance & Survey	8,800.00	2,200.00	6,600.00	6,600.00	Retain for future budget top up
	General Footpath/Road Maintenance	0.00	0.00	0.00	10,000.00	Retain unspent 25/26 budget
10	General Waste Removal	1,250.00	131.68	1,118.32	1,200.00	Retain as no budget
	RICHMOND HOUSE & PARK					
~~11~~	~~Richmond House Maintenance~~	~~22,000.00~~	~~22,000.00~~	~~0.00~~	~~0.00~~	Remove, future works to be taken from general reserve
12	Richmond House Conservatory demo and landscape	40,000.00	2,317.37	37,682.63	40,000.00	Retain until works complete
13	Richmond Park Compound Fencing	6,000.00	2,450.00	3,550.00	3,550.00	Retain until Potting shed demolished and works complete
~~14~~	~~Litter Bin Replacement~~	~~3,000.00~~	~~3,000.00~~	~~0.00~~	~~0.00~~	Remove
15	Richmond Park Toilet Renovations	1,500.00	491.22	1,008.78	1,000.00	Retain for possible future refurbishment
16	Aviary Sale	1,000.00	0.00	1,000.00	1,000.00	Retain sale funds for project in the area
	SPORTS GROUNDS					
17	Marshalls Pavilion Maint (Electrics, Boiler, Solar & Wate	18,000.00	14,048.11	3,951.89	6,000.00	Retain +25/26 budget for decoration
	Cleaning Contractor	0.00	0.00	0.00	9,000.00	No budget
~~18~~	~~Legionella Risk Assessments~~	~~1,095.00~~	~~1,095.00~~	~~0.00~~	~~0.00~~	Remove
19	Levellings Changing Room Maintenance	1,700.00	144.97	1,555.03	1,555.00	Retain for future maintenance as no budget
20	Levellings Difibrillator	400.00	0.00	400.00	400.00	Retain for installation of Defib
	CEMETERY					
21	Cemetery Chapel Maintenance	10,725.00	0.00	10,725.00	17,000.00	Retain +25/26 budget for future maintenance
22	Cemetery Water	1,500.00	0.00	1,500.00	1,500.00	Retain for future works
23	Cemetery Extension B Land Sinking Fund	65,000.00	0.00	65,000.00	75,000.00	Retain +25/26 budget for future development

Proposed Earmarked Reserves at Year Ending 31st March 2026

			Actual Net	Balance	Proposed 31/03/2026	Comments
24	Cemetery Boundary Fence Maintenance	10,500.00	0.00	10,500.00	13,000.00	Retain +25/26 budget for future maintenance
25	Cemetery Compound	1,000.00	0.00	1,000.00	1,000.00	Retain for future development
	PLAY AREAS					
26	General Play Equipment Maintenance	1,000.00	0.00	1,000.00	5,000.00	Retain +25/26 unspent budget as repairs highlighted in RoSPA report
27	Wet Pour Maintenance	2,500.00	0.00	2,500.00	3,500.00	Retain +25/26 unspent budget, building reserve for future repairs
28	Aisby Walk Skate Park	2,000.00	0.00	2,000.00	2,000.00	Retain
	ALLOTMENTS					
30	Love Lane Allotment Drainage	1,000.00	0.00	1,000.00	3,200.00	Retain +25/26 unspent budget for new land drain
~~31~~	~~Spital Hill Allotments~~	~~400.00~~	~~400.00~~	~~0.00~~	~~0.00~~	Remove
	PUBLIC REALM					
31	Benches	1,000.00	0.00	1,000.00	2,000.00	Retain +25/26 unspent budget
32	Bus Shelters	3,000.00	0.00	3,000.00	5,000.00	Retain +25/26 unspent budget
33	Silver Street Sculpture Maintenance	1,000.00	0.00	1,000.00	1,000.00	Retain for any maintenance works, no budget
	Neighbourhood Plan					
34	Review	1,000.00	0.00	1,000.00	12,000.00	Retain +25/26 unspent budget +extra £4,400
	COMMUNITY INFRASTRUCTURE LEVY					
35	CIL	34,367.08	0.00	34,367.08	34,367.08	Retain & add further funds awarded
	TOTAL General Reserve	**164,243.60**	**48,269.35**	**115,974.25**		
	TOTAL Ear Marked Reserve	**331,276.09**	**123,945.77**	**207,330.32**	**283,413.08**	
	TOTAL	**495,519.69**	**172,215.12**	**323,304.57**		

PAPER G

Officer Report to the
Finance and Strategy Committee
Report Author: Rachel Allbones
Report Date: 26 March 2026

Gainsborough
TOWN COUNCIL

Subject: Review of Internal Controls 2025-26

Section 1 - Annual Governance Statement assertions 2025-26

Please see section 1 of the AGAR form at Appendix A.
Please see section 1 of The Smaller Authorities' Proper Practices Panel (SAPPP) Practitioners Guide March 2025 at Appendix B.

Assertion 1 — Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Evidence:

- ✓ Budgeting - The annual budget is discussed in December/January in preparation for the setting of the precept.
- ✓ The budget is monitored against actual performance during the year and corrective action including virements and revision is taken where appropriate.
- ✓ Accounting records and supporting documents — The accounting statements are prepared in accordance with the Accounts and Audit regulations and presented to the Finance and Strategy Committee monthly for approval. Copies have been circulated to all members.
- ✓ The Council's Town Clerk is the appointed RFO and has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015.
- ✓ Bank reconciliation - is produced each month and is approved by the Finance and Strategy Committee, reconciliations are checked against bank statements and signed by the Chair.
- ✓ Investments – The Council approved to invest £500,000 with CCLA and has an adopted Investment Strategy that is reviewed annually.
- ✓ Statement of accounts - Account statements are prepared accurately and timely in compliance with statutory obligations and proper practices and are evidenced with the monthly reconciliations.
- ✓ Electronic Copies of the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide are sent to each member.
- ✓ Reserves - The Council has adopted a Reserves Policy and reviewed its earmarked reserves.

Assertion 2 — Internal control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Evidence:

- ✓ The Standing Orders and Financial Regulations have been reviewed and to be re-adopted in line with the model regulations.

- ✓ The Town Council have appointed the Town Clerk as the RFO.
- ✓ A payments schedule is approved and signed and later appended to the minutes of every Finance and Strategy Committee meeting.
- ✓ Direct Debits are reviewed biennially.
- ✓ Two signatories, required for every cheque and bank transfers.
- ✓ Petty cash held is limited to £100 and reconciled.
- ✓ The Commercial Card has a defined credit limit of £500 and is cleared monthly by direct debit from the man bank account.
- ✓ Bank accounts only set up or closed after approval at meeting and minuted.
- ✓ A Financial risk assessment has been produced and is reviewed annually.
- ✓ Actions to reduce risk are undertaken as appropriate through the year and the risk assessment updated accordingly.
- ✓ Invoices are raised promptly.
- ✓ The Council has a Debt Recovery policy and irrecoverable debts are considered and written off by Full Council.
- ✓ The Council has Employers Liability Insurance and appropriate fidelity guarantee insurance.
- ✓ VAT returns are made quarterly using VAT126 form.
- ✓ The Councils asset register is updated regularly and items for disposal approved by Finance and Strategy Committee.
- ✓ All bank mandates are agreed by Council prior to being set up or amended and then reviewed annually.
- ✓ Salary and payroll are outsourced to a reputable accountancy firm.
- ✓ The Town Council is member of the Local Government Pension Scheme which all employees may join. The Council has registered with the Pensions Regulator.
- ✓ The Town Council submits a VAT claim quarterly.
- ✓ The Town Council maintains an asset register, listing all major assets in its ownership and for which they are responsible for the maintenance/replacement.

Assertion 3 — Compliance with laws, regulations and proper practices

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the smaller authority to conduct its business or on its finances.

Evidence:

- ✓ Acting within its powers — The Council employs a qualified Town Clerk who advises the Council.
- ✓ General power of competence — The Council has declared the Power of General Competence in accordance with the Localism Act 2011 s. 1-8.
- ✓ Regulations and proper practices — The Town Council owns an up-to-date copy of the “Arnold-Baker on Local Council Administration”.
- ✓ All new expenditure is tested for legal power and legal powers noted where appropriate.
- ✓ The Council is a member of NALC providing access to advice and policy templates.
- ✓ The Town Clerk is a personal member of SLCC providing access to advice and professional support.
- ✓ The Council’s Financial Regulations, Risk Assessments and Standing Orders are reviewed regularly and kept updated incorporating new legislation.
- ✓ Each agenda requests declarations of personal or prejudicial interests.

- ✓ The Council has adopted a Code of Conduct which applies to all members. Training is provided on the Code. It is recommended to all Councillors that they attend training when it is available.
- ✓ Actions during the year — Financial Regulations and Standing Orders are followed when making decisions throughout the year.

Assertion 4 — Exercise of public rights

We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.

Evidence:

- ✓ Exercise of public rights - Notices were displayed and posted online announcing the period for the exercise of elector's rights. Electors were informed of the 30 working days in which these rights could be exercised. (Accounts and Audit Regulations 2015, Regulation 15(1)). Copies of all relevant parts of the annual return are posted on the Council's website and were posted on the notice board.
- ✓ External Auditor's Review — Following the conclusion of the audit the relevant paperwork including the external auditor certificate was posted online and on the noticeboard.
- ✓ Agendas are displayed in a prominent publicly accessible place in the parish and on the website.

Assertion 5 — Risk management

We carried out an assessment of the risk facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Evidence:

- ✓ Identifying and assessing risks — The Council reviews and adopts their Risk Management Policy and Risk Register annually.
- ✓ The Council identified, assessed and recorded risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- ✓ Addressing risks — Having assessed the risks the Council put relevant measures in place to mitigate the risks by means of internal controls and insurance cover.
- ✓ The Insurance cover is reviewed before renewal.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Evidence:

- ✓ Internal audit — The Council appointed an independent Internal Auditor to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.
- ✓ Provision of information — The Council took all necessary steps to facilitate the work of the Internal Auditor.
- ✓ Invoices for payment are initialled by the signatory approving the bank transfer.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

Evidence:

- ✓ The Council considered the findings of the Internal Audit report for the 2024-25 financial year and took any appropriate action.
- ✓ The concluded Annual Return 2024-25 was circulated with meeting papers to the October 2025 Full Council meeting.

Assertion 8 — Significant events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

Evidence:

- ✓ Significant events — Liabilities and/or commitments have been included in in the year end accounting statements.

Assertion 9 — Trust Funds (local councils only)

Trust funds (including charitable). The Council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The Council is the sole trustee of the SIR HICKMAN BECKETT BACON MEMORIAL charity, Charity number: 521923.

The Town Clerk is currently working WLDC regarding the charity status of Sir Hickman Beckett Bacon Memorial Park and Richmond Park. Further information will be presented to ouncil once received.

Assertion 10 - Digital and data compliance

Evidence:

- ✓ Email management - The Council provides Councillors and employees (where required) a .gov.uk email address and a townclerk@ email account is linked to the website.
- ✓ The Council holds a .gov.uk website and meets the Web Content Accessibility Guidelines 2.2AA
- ✓ The website publishes documentation as specified in the Freedom of Information Act 2000 and Transparency code for smaller authorities.
- ✓ The Council follows both General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
- ✓ The Council processes personal data with care and inline with principles of data protection.
- ✓ The Council has adopted an IT Policy.
- ✓ The Council has provided 15 of 18 Members with Council laptops with security managed by the Council IT provider.
- ✓ The Council advises Members and staff of Data Protection training and strongly advises attendance.
- ✓ The Council has data mapped personal data held.
- ✓ The Council ahs adopted a Data Protection policy.

- ✓ The Council has adopted the ICO model Publication Scheme.
- ✓ The Council complies with the Transparency Code for Smaller Authorities for published data on the website.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	*No**		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

SECTION ONE - PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT

Introduction

1.1 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

1.2 This guide represents the proper practices in relation to accounts those smaller authorities need to follow in preparing their annual governance statement.

1.3 The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

1.4 Smaller authorities prepare their annual governance statement by completing Section 1 of the Annual Governance and Accountability Return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer, 'Yes' or 'No'. This guide follows the order of Section 1 of the Annual Governance and Accountability Return and sets out the actions that authorities need to have taken either during the financial year or after the financial year-end to answer 'Yes' to each assertion.

1.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example, a reference in a set of formal minutes.

1.6 If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor, on a separate sheet, describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR.

1.7 To assist practitioners, a Pro-forma Annual Governance and Accountability Return is available alongside this guide.

Annual Governance Statement assertions

Assertion 1 - Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

1.8 Budgeting - In accordance with relevant legislation, the authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.

1.9 Accounting records and supporting documents - All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with Section 151 of the Local Government Act 1972. The proper segregation of duties means that the Chair of the authority or of the Finance Committee must never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled. Section 150(6) of the same Act makes the chair of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.

1.10 Bank reconciliation - Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.

1.11 Investments - Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's Statutory Guidance on Local Government Investments. If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

1.12 Statement of accounts - The authority needs to ensure that arrangements are in place to enable the preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.

1.13 Reserves - The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.

Assertion 2 - Internal control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

1.14 Standing Orders and Financial Regulations - The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.

1.15 Safe and Efficient Arrangements to Safeguard Public Money - Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.

1.15.1 Authorities need to regularly review the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).

1.15.2 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.

1.15.3 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.

1.15.4 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.

1.15.5 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

1.15.6 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

1.16 Employment - The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.

1.17 VAT - The authority needs to have robust arrangements in place for handling its responsibilities regarding VAT.

1.18 Fixed Assets and Equipment - The authority's assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

1.19 Loans and long-term liabilities - Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.

1.20 Review of effectiveness - Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.

1.21 Supporting information on internal control can be found in Section 5.

Assertion 3 - Compliance with laws, regulations and proper practices

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

1.22 Acting within its powers - All authorities' actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. Authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.

1.23 General power of competence - An authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

1.24 Regulations and proper practices - Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.

1.25 Actions during the year - An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.

1.26 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

Assertion 4 - Exercise of public rights

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

To warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's Annual Governance and Accountability Return:

1.27 Exercise of public rights - The authority provided for the exercise of public rights as set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority's website or another website:

- Sections 1 and 2 of the Annual Governance and Accountability Return;
- a declaration that the status of the statement of accounts is 'unaudited'; and
- a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.

1.28 External Auditor's Review - A notice of the conclusion of the external auditor's limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.

1.29 A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days.

1.30 Supporting information on the exercise of public rights can be found in Section 5.

Assertion 5 — Risk management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

To warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

1.31 Identifying and assessing risks - The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.

1.32 Addressing risks - Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

1.33 Supporting information on risk management can be found in Section 5.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.34 Internal audit - The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.

1.35 The internal auditor must be able to demonstrate independence from the authority's financial decision making. The Clerk, RFO or members (or close associates such as family members of those individuals) are not considered independent from the authority's financial decision making.

1.36 Provision of information - The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. The internal auditor is expected to inspect all documentation which should be supplied by the authority on request from the auditor.

1.37 Non-statutory guidance on internal audit can be found in Section 4.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

1.38 The authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.

1.39 Supporting information on reports from auditors can be found in Section 5.

Assertion 8 — Significant events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

1.40 Significant events - The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.

1.41 Supporting information on significant events can be found in Section 5.

Assertion 9 — Trust Funds (local councils only)

Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

1.42 Where a local council acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit.

1.43 If a local council is a sole managing trustee and has not discharged all of its responsibilities it must tick 'No'.

1.44 If a local council is not a sole managing trustee, it must tick 'N/A'.

1.45 Regardless of the above, the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return (see paragraph 2.31 below).

1.46 Supporting information on trust funds can be found in Section 5.

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) ***Note: Assertion 10 will not appear on the AGAR until 2025-26***

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Approval process

1.55 The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole and in advance of the authority approving the accounting statements in Section 2 of the Annual Governance and Accountability Return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and enter a minute reference.

PAPER H

PAPER I

PAPER J