

17th September 2019

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7.30pm to 10.00pm.

PRESENT

Chairman: M Gee

Councillors: R Bishop-Firth, N Campbell-White, P Cunnington, N Fox, S Gurney, D Lee, K Malvern and I Shepherd-Dubey.

IN ATTENDANCE

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

Jamie Herridge (JH) – The Emmbrook School student participation project.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from student representative Jacob Cutting.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr R Bishop-Firth declared a prejudicial interest because Michael Cragg, Envoy Associates, is a family friend.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

No questions were received.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 4)

It was proposed by Cllr M Gee and seconded by Cllr R Bishop-Firth and it was

**RESOLVED
30008**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 16th July 2019 (pages 15861 to 15869) be received as a true and correct record and that they be signed by the Chairman.

ACCOUNTS PAYABLE (Agenda Item 5)

The list of payments from the Clerk's Drawing Account and the F&P Account were received. Cllrs and JH asked about various payments which were answered by the RFO.

It was proposed by Cllr N Campbell-White and seconded by Cllr D Lee and the following was

(a) F & P ACCOUNT

**RESOLVED
30009**

(i) that the list of costs for payment (page 15918) covering the period from 1st July 2019 to 31st August 2019 totalling the sum of £152,335.00 be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £75,000 was a transfer to the Clerk's A/c, and;

(b) CLERK'S ACCOUNT

CHAIRMANS INITIALS _____



(i) that the list of costs for payment (pages 15919-20) covering the period from 1st July 2019 to 31st August 2019 totalling the sum of £77,898.58 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 6)

The following were received and noted;

**RESOLVED
30010**

(a) the Income and Expenditure report containing actual expenditure to 31st August 2019 (pages 15921-15927).

(b) the Balance Sheet as at 31st August 2019 (page 15928).

(c) the revenue monitoring report dated 31st August 2019.

Discussions were held around the cost of maintaining a tree for carbon offsetting purposes and the RFO agreed to talk to the BGO to provide a quick estimate. The Chairman asked if the revenue monitoring report could be moved before the balance sheet as gives further explanations to support variances

ACTION: RFO

Jamie Herridge left the meeting at 8.45pm

ANNUAL RETURN – CONCLUSION OF AUDIT MARCH 2019 (Agenda Item 7)

The External Auditors certificate and opinion regarding the completion of the annual return for the year ended 31 March 2019 was received and it was noted that there were no matters, to which attention should be drawn. The Town Clerk thanked the RFO for her involvement in obtaining this outcome and referred Councillors to the fact that there had been a number of challenges in this particular year. Councillors wished to note their own thanks.

RISK REGISTER (Agenda Item 8)

The updated risk register, which had been to relevant committees for consideration, for the Town Council was received and discussed. Cllrs asked for a copy of the risk management strategy to be provided as this would give background. Small amendments were requested which would be made by the RFO and further discussions would take place with the Town Clerk, RFO, Chairman and Cllr Fox to explore any improvements.

ACTION: RFO/TOWN CLERK/CHAIR/CLLR FOX

EARLY REPAYMENT OF PUBLIC WORKS LOAN BOARD (Agenda Item 9)

The RFO's report dated 1/2019 was discussed. Prior to the meeting the Chairman had asked for estimates of interest that would be received on placing the Cil income in a separate bank account. As this information was not available before the meeting it was felt this should be discussed with the report.

It was recommended by Cllr D Lee and Cllr N Campbell-White that this agenda item be deferred to the next meeting in November.

ACTION: RFO

ALLOTMENT RENTAL RATES FOR 1ST NOVEMBER 2020 TO 31ST OCTOBER 2021 (Agenda Item 10)

The Amenities Officer report 03/2019 was received and noted.

CHAIRMANS INITIALS _____



It was proposed by Cllr N Campbell-White and seconded by Cllr D Lee and the following was

**RESOLVED
30011**

That allotment rental rates for the period 1.11.20 to 31.10.21 be raised by 2.5% and that these rates be applied to the new site at Mulberry Grove and the proposed sites at Montague Park and Keephatch Beech.

BREXIT PLANNING (Agenda Item 11)

The Town Clerk's report 10/2019 was received and noted.

FOR INFORMATION (Agenda Item 12)

It was noted that Christ Church Wokingham are attending a follow up meeting with WBC re capital funding for 2020.

COMMITTEE INFORMATION (Agenda Item 13)

No information was shared.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 14)

It was proposed by Cllr M Gee and seconded by Cllr N Campbell-White and it was

**RESOLVED
30012**

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw. The RFO left the meeting at 9.45pm.

STAFF PERFORMANCE RELATED PAY AWARD (Agenda Item 15)

The committee discussed at length the Town Clerk's report in relation to the range for Performance Related pay 2019-2020. The Town Clerk responded to a range of queries so that Councillors new to WTC, could fully understand the history and application of the policy. She also outlined her own approach to supporting the valuing of staff on behalf of the Council. Councillors confirmed their appreciation of the work and flexibility of the officers with the most recent example being the extended Heritage Event on the previous weekend

It was proposed by Cllr Cunnington and seconded by Cllr Shepherd-Dubey and it was

**RESOLVED
30013**

That the range for PRP for the appraisal year 2019-20 should be within the range on 0-3.0% and that the approach to staff remuneration should be reviewed in the coming year.

ACTION: TOWN CLERK

STAFFING UPDATE (Agenda Item 16)

The Town Clerk updated the Committee in relation to some individual staff matters and confirmed that the Information Office manager has indicated that she will be retiring at the end of this calendar year. Approach to replacement will be led by the Town Clerk

ACTION: TOWN CLERK

CHAIRMAN

CHAIRMANS INITIALS _____



F & P and Current Accounts

List of Payments made between 01/07/2019 and 31/08/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
04/07/2019	BACS B/L Pymnt Page 3569	BACS Pymnt	4,679.40		BACS B/L Pymnt Page 3569
04/07/2019	Google Ireland Limited	09916490gy	190.44		3604206976/2671/google apps
05/07/2019	O2	5587800	254.75		34630095/STAFF/MOBILE/O2
08/07/2019	Castle Water Limited	9067164120	1,015.22		01860770/TW7164120/01.03.19
10/07/2019	Barclaycard Commercial	3475300619	73.60		Purchase Ledger DDR Payment
15/07/2019	BACS B/L Pymnt Page 3577	BACS Pymnt	4,080.00		BACS B/L Pymnt Page 3577
15/07/2019	Clerk's Drawings Account	IMPREST	36,000.00		IMPREST
16/07/2019	BACS B/L Pymnt Page 3576	BACS Pymnt	11,138.60		BACS B/L Pymnt Page 3576
16/07/2019	Sage (UK) Limited	sqa4asf	145.20		July payment
18/07/2019	Total Gas & Power Ltd	1045466	24.27		woosehill gas June
18/07/2019	Total Gas & Power Ltd	1045312	664.42		Town Hall gas
18/07/2019	Total Gas & Power Ltd	1129997	13.55		Purchase Ledger DDR Payment
18/07/2019	Barclaycard Commercial	5476760364	1,627.94		CCARD/councillor business card
22/07/2019	Total Gas & Power Ltd	5355950	43.54		Purchase Ledger DDR Payment
22/07/2019	Castle Water Limited	ddr220719	34.59		1857309/TW990056/WOOSEHILL
25/07/2019	BACS P/L Pymnt Page 3579	BACS Pymnt	3,612.85		BACS P/L Pymnt Page 3579
25/07/2019	BACS P/L Pymnt Page 3580	BACS Pymnt	2,190.00		BACS P/L Pymnt Page 3580
25/07/2019	HMRC	DDR	7,002.72		PAYE PAYMENT
26/07/2019	Focus Group	RF2546	50.63		line rental charges to 31 aug
26/07/2019	Focus Group	RF3078	204.46		data calls to 28/06/19
31/07/2019	premium credit	STD ORD	1,579.73		Royal Sun Alliance Insurance
01/08/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
01/08/2019	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
06/08/2019	BACS P/L Pymnt Page 3593	BACS Pymnt	2,642.18		BACS P/L Pymnt Page 3593
06/08/2019	Google Ireland Limited	DDR060819	190.44		1 - 31 July google cloud
06/08/2019	O2	5587800	257.52		Mobile phone calls to 21 July
08/08/2019	BACS P/L Pymnt Page 3594	BACS Pymnt	1,233.00		BACS P/L Pymnt Page 3594
08/08/2019	Castle Water Limited	9067164120	1,015.22		01860770/TW7164120/01.03.19-3
12/08/2019	Barclaycard Commercial	1003475071	74.73		barclaycard charges to 31 July
15/08/2019	BACS P/L Pymnt Page 3599	BACS Pymnt	14,226.88		BACS P/L Pymnt Page 3599
15/08/2019	Clerk's Drawings Account	FT15082019	39,000.00		transfer to clerks
16/08/2019	SAGE	DDR	44.10		SAGE SQA4ASF
19/08/2019	Barclaycard Commercial	DD	4,243.69		barclaycard charges to 30/06/1
19/08/2019	Total Gas & Power Ltd	DD1	4.64		Purchase Ledger DDR Payment
19/08/2019	Total Gas & Power Ltd	DD2	571.61		Purchase Ledger DDR Payment
22/08/2019	HMRC	BACS	6,781.76		PAYE
22/08/2019	Castle Water Limited	DD	34.59		1857309/TW990056/WOOSEHILL
29/08/2019	Focus Group	DD	197.20		calls to 31 July 17 for office
29/08/2019	Focus Group	DD1	147.84		Line rental 1 - 30 Sept
29/08/2019	Twofold Limited	DD2	71.96		franking rental 24/09-23/12
		Total Payments	152,335.00		

CHAIRMANS INITIALS _____



Time: 09:20

Clerk's Drawings Account

List of Payments made between 01/07/2019 and 31/08/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/07/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
01/07/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/07/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/07/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/07/2019	wokingham borough council	Std Ord	33.30		garage rent
01/07/2019	Peninsula	Std Ord	150.00		Personnel contract
01/07/2019	Lex Autolease Ltd	ddr010719	253.70		Van lease
02/07/2019	BACS B/L Pymnt Page 3570	BACS Pymnt	300.00		BACS B/L Pymnt Page 3570
03/07/2019	Petty Cash	302642	127.89		Imprest
04/07/2019	BACS B/L Pymnt Page 3568	BACS Pymnt	5,508.77		BACS B/L Pymnt Page 3568
04/07/2019	inv 19149	302647	100.00		damage deposit refund
04/07/2019	inv 18822	302646	100.00		damage deposit refund
04/07/2019	inv 19143	302645	100.00		damage deposit refund
04/07/2019	inv 19012	302644	100.00		damage deposit refund
04/07/2019	Charles Frood	302648	721.00		INV5467/5467/Charles Frood
04/07/2019	STAFF	BX44866520	14.99		MARKET DIARY
11/07/2019	invoice 19231	302653	100.00		damage deposit refund
11/07/2019	Invoice 18922	302654	100.00		damage deposit refund
11/07/2019	invoice 19008	302649	100.00		damage deposit refund
11/07/2019	invoice 19154	302650	100.00		damage deposit refund
11/07/2019	inv 19078	302651	100.00		damage deposit refund
11/07/2019	inv 19150	302652	50.00		damage deposit refund less 50%
15/07/2019	Staff Expenses	BACS	27.47		staff expenses
15/07/2019	STAFF	BACS	21,432.11		JULY SALARY
16/07/2019	BACS B/L Pymnt Page 3575	BACS Pymnt	5,125.50		BACS B/L Pymnt Page 3575
16/07/2019	BACS B/L Pymnt Page 3578	BACS Pymnt	1,121.90		BACS B/L Pymnt Page 3578
17/07/2019	Castle Water Limited	DDR1707201	92.62		2055637/ORMONDE RD/JUNE
18/07/2019	invoice 19078	BACS	100.00		damage deposit
19/07/2019	Mr Neil Paterson	302655	92.00		040719/5503/Honorary engraving
19/07/2019	invoice 19078	302651	-100.00		cancel cheque provided bac
19/07/2019	invoice 19146	BACS	100.00		damage deposit refund
19/07/2019	invoice 19019	BACS	100.00		damage deposit refund
25/07/2019	invoice 19239	302656	100.00		damage deposit refund
26/07/2019	BACS P/L Pymnt Page 3581	BACS Pymnt	3,374.31		BACS P/L Pymnt Page 3581
01/08/2019	Peninsula	Std Ord	150.00		Personnel contract
01/08/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/08/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/08/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/08/2019	wokingham borough council	Std Ord	33.30		garage rent
01/08/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/08/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
01/08/2019	Lex Autolease Ltd	ddr 010819	253.70		july van hire
02/08/2019	Neopost Limited	ddr0208201	200.00		top up 2.08.19
06/08/2019	BACS P/L Pymnt Page 3591	BACS Pymnt	4,880.99		BACS P/L Pymnt Page 3591
08/08/2019	staff	BACS	15.52		staff expenses
08/08/2019	INVOICE 19144	BACS	100.00		DAMAGE DEPOSIT REFUND

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CHAIRMANS INITIALS _____



Clerk's Drawings Account

List of Payments made between 01/07/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/08/2019	INVOICE 18836	CHQ 302657	100.00		DAMAGE DEPOSIT CHEQUE
13/08/2019	invoice 19150	CHQ 302652	-50.00		cancel cheque lost in post
13/08/2019	invoice 19150	BACS	50.00		bacs replace lost chq 302652
13/08/2019	staff	BACS	32.20		staff expenses
13/08/2019	cancellation of invoice18912	CHQ 302658	175.00		cancellation of 5 Dec event
14/08/2019	invoice 19060	CHQ 302659	100.00		damage deposit refund
15/08/2019	Woodley Community First Respon	302660	50.00		Ukelele band at allotment day
15/08/2019	BACS P/L Pymnt Page 3596	BACS Pymnt	5,617.11		BACS P/L Pymnt Page 3596
15/08/2019	staff salaries August	BACS	20,851.53		DDR15082019
16/08/2019	Castle Water Limited	ddr160819	95.71		1 - 31 July Or Rd Allotments
16/08/2019	Castle Water Limited	ddr1608201	19.23		langborough 1 - 31 July
19/08/2019	mayoral allowance	BACS	875.00		mayoral allowance
19/08/2019	BACS P/L Pymnt Page 3602	BACS Pymnt	1,087.50		BACS P/L Pymnt Page 3602
22/08/2019	staff	BACS	28.23		expenses
22/08/2019	invoice 19293	BACS	100.00		damage deposit refund
		Total Payments	77,898.58		

CHAIRMANS INITIALS _____



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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

EMR		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
	<u>101 Allotments and Amenities</u>							
	1201 Electrical Substation Rental	0	20	0	(20)			
	1202 Horticultural Assn Rent	0	50	50	0			
	1203 Allotment Rents	28	167	9,550	9,383			
	1256 Misc. Income	0	10	0	(10)			
	Allotments and Amenities :- Income	28	247	9,600	9,353			0
	4100 Repairs & Maintenance	75	738	5,200	4,462		4,462	
	4103 Grass Cutting	290	1,160	2,500	1,340		1,340	
	4135 Water	105	504	1,600	1,096		1,096	
	4146 St Pauls Gate Rental	0	0	60	60		60	
	4411 Hanging Flower Baskets	1,184	4,934	18,000	13,066		13,066	
	4506 Dog Bin Waste	0	780	4,000	3,220		3,220	
	4508 Graffiti removal	21	636	7,500	6,864		6,864	
	4514 Christmas Light Projects	0	237	5,000	4,764		4,764	
	4515 Christmas Lighting Contract	0	1,920	21,000	19,080		19,080	
	4516 Christmas Lights Contingency	0	380	3,500	3,120		3,120	
	Allotments and Amenities :- Indirect Expenditure	1,675	11,288	68,360	57,072	0	57,072	0
	Movement to/(from) Gen Reserve	(1,647)	(11,042)					
	<u>102 Market & Bloom</u>							
	1220 Outdoor Market Tolls	2,743	21,224	38,000	16,776			
	1222 Farmers Market	216	910	2,800	1,890			
	1256 Misc. Income	0	11	0	(11)			
	Market & Bloom :- Income	2,959	22,145	40,800	18,656			0
	4100 Repairs & Maintenance	0	237	500	263		263	
	4101 Competitions	0	0	1,850	1,850		1,850	
	4131 Electricity	0	0	250	250		250	
	4145 Rates	633	3,169	5,560	2,391		2,391	
	4327 Advertising/Marketing	(212)	537	5,000	4,463		4,463	
	4412 Thames and Chiltern in Bloom	3,032	6,634	8,000	1,366		1,366	
	Market & Bloom :- Indirect Expenditure	3,452	10,577	21,160	10,583	0	10,583	0
	Movement to/(from) Gen Reserve	(493)	11,568					
	<u>103 Parks</u>							
	1101 Football Pitch-Langborough	0	135	500	365			
	1102 Football Pitch-KGV	0	34	0	(34)			
	1103 St Teresa's School-KGV	0	550	1,100	550			
	1104 Redlands Farm Rent	0	225	350	125			
	Parks :- Income	0	944	1,950	1,006			0

CHAIRMANS INITIALS _____



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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
EMR							
4100 Repairs & Maintenance	856	10,299	9,500	(799)		(799)	
4102 Hedges & Ditches	0	0	1,000	1,000		1,000	
4105 Maintenance Contracts	1,250	6,248	19,500	13,253		13,253	
4106 Elms Field Maintenance	40	40	2,000	1,960		1,960	
4107 Trees	420	3,020	25,000	21,980		21,980	
4114 KGV & Leslie Sears Maintenance	0	(1,085)	1,500	2,585		2,585	
4119 Contingency Reserve	780	4,195	2,000	(2,195)		(2,195)	
4131 Electricity	0	96	1,000	904		904	
4135 Water	0	19	300	281		281	
4147 Rent of Garage	33	167	450	284		284	
4149 Met. Station Lease/Maintenance	0	0	350	350		350	
4312 Street Furniture	0	0	2,100	2,100		2,100	
Parks :- Indirect Expenditure	3,379	22,999	64,700	41,701	0	41,701	0
Movement to/(from) Gen Reserve	(3,379)	(22,055)					
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	1,451	11,959	26,600	14,641			
1011 Lettings-Committee Rooms	0	430	2,800	2,370			
1019 Out of hours lettings - income	158	1,499	1,700	201			
1020 Lettings-Upstairs Hall	327	2,292	5,000	2,708			
1021 Lettings-Woosehill Flat	0	2,550	5,100	2,550			
1030 Emmbrook Peppercorn Rent	0	1	10	9			
Woosehill :- Income	1,936	18,731	41,210	22,479			0
4100 Repairs & Maintenance	506	2,856	6,100	3,244		3,244	
4109 Health & Safety Surveys	0	0	500	500		500	
4119 Contingency Reserve	0	1,013	1,500	487		487	
4120 Security	611	1,428	4,000	2,572		2,572	
4131 Electricity	0	326	1,400	1,074		1,074	
4132 Gas	0	199	1,500	1,301		1,301	
4135 Water	0	368	850	482		482	
4145 Rates	300	1,495	3,100	1,605		1,605	
4148 Ground Rent Woosehill Flat	0	50	150	100		100	
4150 Cleaning Materials	0	328	1,000	672		672	
4151 Waste Collection	354	851	1,100	249		249	
4320 Telephones	0	153	600	447		447	
4382 Insurances	0	0	400	400		400	
Woosehill :- Indirect Expenditure	1,772	9,066	22,200	13,134	0	13,134	0
Movement to/(from) Gen Reserve	164	9,665					

CHAIRMANS INITIALS _____



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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

EMR		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
	<u>106 Town Hall</u>							
	1001 Letting Fees-Shops	917	21,083	45,000	23,917			
	1002 Letting Fees-Offices	356	1,779	4,270	2,491			
	1003 Letting Fees-Courtyard	0	23,000	46,000	23,000			
	1004 Service Charges-Shops	63	1,063	2,250	1,188			
	1005 Service Charges-Office	111	554	1,320	766			
	1006 Insurance Recharge-Shops	0	0	1,100	1,100			
	1007 Insurance Recharge-Office	34	169	280	111			
	1008 Insurance Recharge-C/yard	0	0	930	930			
	1010 Lettings-Main Hall	67	4,709	6,500	1,791			
	1011 Lettings-Committee Rooms	287	1,354	4,000	2,646			
	1012 Lettings-Kitchen	9	223	500	277			
	1013 Lettings-Council Chamber	0	320	500	180			
	1014 Lettings-Annexe	0	729	1,300	571			
	1015 Lettings-Jubilee Room	125	981	3,100	2,119			
	1016 Wedding Income	0	2,953	12,500	9,547			
	1017 Information Centre Income	26	119	400	281			
	1018 Naming Ceromony	0	0	200	200			
	1158 Banner Income	0	0	200	200			
	1258 Equipment Hire (Bookings)	0	498	1,200	702			
	1260 Hospitality Income	33	1,337	2,500	1,163			
	1261 Citizenship Ceremonies	0	1,002	1,590	588			
	1262 Wedding catering income	1,155	2,206	5,000	2,794			
	Town Hall :- Income	3,181	64,079	140,640	76,561			0
	4100 Repairs & Maintenance	125	14,953	23,000	8,047		8,047	
	4108 Gutter Maintenance	0	299	800	501		501	
	4109 Health & Safety Surveys	0	0	1,500	1,500		1,500	
	4119 Contingency Reserve	0	0	2,500	2,500		2,500	
	4120 Security	400	1,625	6,000	4,375		4,375	
	4131 Electricity	0	(2,598)	8,000	10,598		10,598	
	4132 Gas	0	(1,893)	5,500	7,393		7,393	
	4135 Water	0	9,656	5,000	(4,656)		(4,656)	
	4145 Rates	2,375	11,883	20,700	8,817		8,817	
	4150 Cleaning Materials	101	776	2,000	1,224		1,224	
	4151 Waste Collection	163	750	2,400	1,650		1,650	
	4154 External Cleaning	433	1,733	5,180	3,447		3,447	
	4172 Licences (All)	0	0	1,000	1,000		1,000	
	4320 Telephones	123	165	0	(165)		(165)	
	4325 Town Hall Equipment Purchases	0	522	2,500	1,978		1,978	
	4329 Website Maintenance	504	504	1,700	1,196		1,196	

CHAIRMANS INITIALS _____



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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

EMR		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
	4330 Info Centre/Misc Costs	0	35	500	465		465	
	4332 Function costs	128	1,426	2,050	624		624	
	4398 Wedding external catering	821	1,385	2,500	1,115		1,115	
	4507 Pigeon Control/Hygiene	0	0	1,000	1,000		1,000	
	Town Hall :- Indirect Expenditure	5,174	41,222	93,830	52,608	0	52,608	0
	Movement to/(from) Gen Reserve	(1,993)	22,856					
	<u>120 Amenities Capital</u>							
	4302 Town Hall Structural Repairs	0	431	70,000	69,569		69,569	
	4313 Playground Upgrades	12	12	65,000	64,988		64,988	
	4397 Market Place Project costs	18	3,778	0	(3,778)		(3,778)	
	Amenities Capital :- Indirect Expenditure	30	4,221	135,000	130,779	0	130,779	0
	Movement to/(from) Gen Reserve	(30)	(4,221)					
	<u>201 Personnel</u>							
	4000 Basic Pay	26,815	135,839	322,000	186,161		186,161	
	4001 Overtime Pay	488	3,699	12,000	8,301		8,301	
	4002 NI Costs	2,252	11,483	29,000	17,517		17,517	
	4003 Pension Costs	6,402	32,736	76,500	43,764		43,764	
	4004 Personnel Services Contracted	125	625	1,500	875		875	
	4005 Staff Training	175	1,395	4,000	2,605		2,605	
	4006 Recruitment	0	0	2,000	2,000		2,000	
	4010 Councillor Training	125	875	1,500	625		625	
	4119 Contingency Reserve	0	0	2,000	2,000		2,000	
	Personnel :- Indirect Expenditure	36,381	186,652	450,500	263,848	0	263,848	0
	Movement to/(from) Gen Reserve	(36,381)	(186,652)					
	<u>301 F & P Administration</u>							
	1107 CIL FUNDING FROM WBC	0	396,847	408,000	11,153			
	1251 Interest Received	403	4,910	8,200	3,290			
	1252 Interest Treasury Stock	0	0	2,850	2,850			
	1256 Misc. Income	0	60	0	(60)			
	1263 Strategic Marketing Income	0	1,931	7,980	6,049			
	1276 PRECEPT	0	426,666	853,330	426,664			
	1277 CENTRAL GRANT (VIA WBC)	0	0	3,410	3,410			
	F & P Administration :- Income	403	830,414	1,283,770	453,356			0
	4007 Car Allowances	0	103	0	(103)		(103)	
	4008 Travel,Subsistance, Parking	400	1,299	4,000	2,701		2,701	

CHAIRMANS INITIALS _____



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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
EMR							
4009 Van hire costs	211	1,480	5,000	3,520		3,520	
4145 Rates	1,142	5,712	9,800	4,088		4,088	
4310 Office Equipment Purchases	0	27	4,130	4,103		4,103	
4311 Office Equipment Maintenance	0	760	4,730	3,970		3,970	
4320 Telephones	379	1,762	4,000	2,238		2,238	
4322 Office Supplies	337	1,105	4,000	2,895		2,895	
4323 Postage	260	333	1,500	1,167		1,167	
4324 Photocopier Lease	340	720	1,360	640		640	
4326 Subscriptions	3,589	4,269	5,000	731		731	
4327 Advertising/Marketing	407	407	8,500	8,093		8,093	
4344 Strategic Marketing	546	5,205	13,400	8,195		8,195	
4379 Professional & Legal Fees	525	685	7,000	6,315		6,315	
4380 External Audit Fees	0	(2,400)	2,400	4,800		4,800	
4381 Internal Audit Fees	0	(50)	2,000	2,050		2,050	
4382 Insurances	1,580	9,785	21,280	11,495		11,495	
4383 Bank Charges	138	345	1,300	955		955	
4395 Photocopier Usage	263	868	1,500	632		632	
4396 Publications	0	0	400	400		400	
4600 PWLB Loan principal	0	26,216	126,400	100,184		100,184	
4602 Election & Reserve	0	0	6,600	6,600		6,600	
4605 CCLA investment	(300)	0	0	0		0	
4990 CIL Expenditure reserve	0	0	282,600	282,600		282,600	
F & P Administration :- Indirect Expenditure	9,817	58,633	516,900	458,267	0	458,267	0
Movement to/(from) Gen Reserve	(9,414)	771,781					
<u>302 Civic</u>							
1256 Misc. Income	0	4,168	0	(4,168)			
Civic :- Income	0	4,168	0	(4,168)			0
4333 Newsletter	0	3,504	3,260	(244)		(244)	
4360 Twinning Official Entertaining	0	0	100	100		100	
4362 Civic Receptions	34	942	500	(442)		(442)	
4365 Heritage Day	1,833	2,140	4,000	1,860		1,860	
4367 Mayor Making	0	16	0	(16)		(16)	
4369 Remembrance Day	0	0	1,150	1,150		1,150	
4370 Christmas Music	0	0	200	200		200	
4371 Honoraria	0	0	1,200	1,200		1,200	
4372 Civic Allowances	875	1,750	3,500	1,750		1,750	
4373 Civic Transport	0	0	300	300		300	
4374 Official Gifts	21	2,337	2,500	163		163	
4375 Christmas Cards	0	0	300	300		300	

CHAIRMAN'S INITIALS _____



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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

EMR		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
4376	Insignia & Dress	259	2,454	3,000	546		546	
4377	Civic Awards	0	0	1,200	1,200		1,200	
4378	Silver Talks	15	36	50	14		14	
4396	Publications	0	18	100	82		82	
4399	Mayor's Sunday	0	2,978	2,520	(458)		(458)	
	Civic :- Indirect Expenditure	3,037	16,175	23,880	7,705	0	7,705	0
	Movement to/(from) Gen Reserve	(3,037)	(12,007)					
	<u>303 Grants</u>							
4352	Youth Council Sports Grants	0	0	1,800	1,800		1,800	
4353	Grants General	0	47,588	40,810	(6,778)		(6,778)	
4363	Grants Service Providers	0	32,775	33,880	1,105		1,105	
	Grants :- Indirect Expenditure	0	80,363	76,490	(3,873)	0	(3,873)	0
	Movement to/(from) Gen Reserve	0	(80,363)					
	<u>304 Arts & Culture</u>							
1156	Mosaic Sponsorship	0	1,667	2,000	333			
1159	Book Festival Income	0	2,000	3,600	1,600			
1162	Cultural Month income	0	0	1,000	1,000			
1253	Fun Day Income	0	189	150	(39)			
1256	Misc. Income	0	60	0	(60)			
	Arts & Culture :- Income	0	3,916	6,750	2,834			0
4341	Concert	70	34,070	34,500	430		430	
4342	Cultural Month	0	110	4,300	4,190		4,190	
4343	PRS Licence	600	600	600	0		0	
4345	Book Festival	188	188	6,600	6,412		6,412	
4388	Theatre in the Park	4,000	4,000	4,000	0		0	
4389	Board Games event	0	0	1,000	1,000		1,000	
4512	Sunny Saturdays	275	3,390	6,000	2,610		2,610	
4513	Dressing the Christmas Tree	0	0	700	700		700	
4518	Living Advent Calendar	0	0	1,100	1,100		1,100	
4519	Mosaics	3,516	3,516	2,000	(1,516)		(1,516)	
4603	Fun Day	2,065	6,830	6,700	(130)		(130)	
	Arts & Culture :- Indirect Expenditure	10,714	52,704	67,500	14,796	0	14,796	0
	Movement to/(from) Gen Reserve	(10,714)	(48,788)					
	<u>401 Highways and Planning</u>							
4111	Bus Shelter Repairs	0	0	2,200	2,200		2,200	
	Highways and Planning :- Indirect Expenditure	0	0	2,200	2,200	0	2,200	0
	Movement to/(from) Gen Reserve	0	0					

CHAIRMANS INITIALS _____



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Detailed Income & Expenditure by Budget Heading 31/08/2019**Month No: 5****Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
EMR							
Grand Totals:- Income	8,508	944,643	1,524,720	580,077			
Expenditure	75,430	493,900	1,542,720	1,048,820	0	1,048,820	
Net Income over Expenditure	(66,923)	450,743	(18,000)	(468,743)			
Movement to/(from) Gen Reserve	(66,923)	450,743					

CHAIRMANS INITIALS _____

Finance & Personnel Meeting 17/09/2019

15927



Detailed Balance Sheet - Excluding Stock Movement**Month 5 Date 31/08/2019**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	7,356	
105	VAT Control Account	(591)	
199	PayPal Receipts Account	405	
201	F & GP + Current Account	804,791	
202	Clerk's Drawings Account	51,021	
205	Treasury Deposit	250,000	
208	Courtyard Restaurant	6,695	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	805	
	Total Current Assets		1,120,682
<u>Current Liabilities</u>			
501	Creditors	15,528	
502	Receipts in Advance	5,762	
505	Courtyard Restaurant Creditor	6,695	
508	Office 2 Michael Cragg	805	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,000	
562	Hire Deposits Woosehill	1,100	
564	Long Term Key & Damage Deposit	3,125	
	Total Current Liabilities		36,399
	Net Current Assets		1,084,283
	Total Assets less Current Liabilities		1,084,283
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	468,743	
310	General Reserve	163,035	
320	Self Insurance Fund	50,000	
321	Emergency Provision	200,000	
322	Cil Reserve	90,000	
324	Election Reserve	19,800	
325	Asset Revaluation Reserve	4,000	
360	Capital Projects	88,705	
	Total Equity		1,084,283

NB The balance sheet does not show investments other than in interest bearing savings accounts as these are identified as Long Term investments for Town and Parish Councils and appear on the Fixed Asset Register. As at 31 March 2019 the value of investments was £244,614. Long term liabilities as at 31 March 2019 was £488,192.

CHAIRMANS INITIALS _____

