

# 19 November 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 10.20pm.

## **PRESENT**

Chairman: M Gee

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

## **IN ATTENDANCE**

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

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

Jacob Cutting (JC) – The Emmbrook School student participation project.

## **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies for absence were received and accepted from Cllr I Shepherd-Dubey.

## **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 N Campbell-White and seconded by Cllr R Bishop-Firth and it was

### **RESOLVED 30052**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 17<sup>th</sup> September 2019 (pages 15915 to 15928) be received as a true and correct record and that they be signed by the Chairman.

It was proposed by Cllr D Lee and seconded by Cllr N Fox and it was

### **RESOLVED 30053**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 29<sup>th</sup> October 2019 (pages 15944 to 15948) be received as a true and correct record and that they be signed by the Chairman.

## **EARLY REPAYMENT OF PUBLIC WORKS LOAN BOARD (Agenda Item 5)**

As a further planned repayment was made on 15<sup>th</sup> November, the early redemption figures had not been received from PWLB prior to the meeting. This would therefore be deferred to the next meeting in January 2020.

**ACTION: RFO**

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## **HIRE CHARGES FOR WOKINGHAM TOWN COUNCIL'S FACILITIES (Agenda Item 6)**

The RFO'S report 03/2019 was received and noted.

Cllr Campbell White thanked the RFO for the comprehensive report. Discussions were held around the charges for the Town Hall and the weddings in particular. The RFO advised that traditional dance receptions were not able to be held in the main hall owing to the type of the floor.

The Committee discussed at length the use of our parks and open spaces and the potential for charging. The Town Council has been approached by various organisations for use of Elms Field. It has previously been agreed that the May Fayre can use the space for the 2020 event, acting as a pilot, to see how the use of the space works and the costs associated with the use of the space. Cllrs felt that until the debrief had been obtained only very small community events which are agreed with the Town Clerk should take place on Elms Field.

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

**RESOLVED  
30054**

That the charges shown in the report would remain the same as 2019-20 with the exception of an Option 3 wedding which would be raised to £950.

## **COMMITTEE POTENTIAL PROJECTS AND FUNDING REQUESTS FOR FINANCIAL YEAR 2020-2021 (Agenda Item 7)**

The Technical Officer's report 01/2019-20 for upgrading the Town Council Computer System was received and noted. Cllr Gurney, with her technical knowledge gave a positive response to the report and asked some further questions around the Server which were answered in the meeting and had also been provided to Cllr Shepherd-Dubey who had raised similar questions prior to the meeting as she was unable to attend.

It was proposed by Cllr S Gurney and seconded by Cllr D Lee and the following was

**RESOLVED  
30055**

That the recommendations from the Technical Officer for replacement Hardware from Dell, Installation from William Ware, Software using Office 365 and Training using PTR at a total cost of £14,362 and that this amount be added to the list of projects for funding in 2020-21.

## **FUTURE PROJECTS AND CALLS ON RESERVES (Agenda Item 8)**

The RFO'S report 04/2019 was received. The Town Clerk gave some additional background history to precept setting for benefit of the students in particular. The RFO explained that the precept last year was £55 per year for every equivalent band D property. Discussions were held around the current budget and that in the first instance realignment of existing budgets would be used.

Each Committee's proposals had been prepared using the new strategic plan paperwork. Requests had been received totalling £95,275 plus £14,362 agreed in

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the previous agenda item. It was also recognized that further cost pressures would be discussed in part two of the agenda and would need to be added to the overall figure for budgeting purposes.

It was recognised that the final resolution for the 2020-21 budget would be taken at Full Council.

The following proposals were agreed to move into the budget build process

Committee	Amenity/Event	Proposal	Cost £
Amenities	Elms Field	Increase to parks maintenance budget - will be ongoing	30,000
Amenities	Market Place	Cleaning of Market Place - will be ongoing	25,000
Amenities	Town Hall building	Repointing of some external brickwork – one off proposal	10,000
Amenities	Town Hall building	Repainting of clock tower- one off proposal	13,500
Amenities	Parks and open spaces	Introduce wildflower area at some WTC areas – will be ongoing	3,000
Arts & Culture	Fun Day	Purchase of windmills for next 3 or 4 years fun day – one off proposal	600
Arts & Culture	Street Concert	Use of repeater screen at event – will be ongoing	1,985
Civic	Museum Accreditation	To support a trial to prepare for accreditation - one off proposal	2,000
Civic	Armed Forces Day	Hire of a PA system – will be ongoing	90
Civic	Honorary Staves	Purchase of two new staves – one off proposal	1,620
Civic	Civic Award pins	For Civic award winners – one off proposal	500

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Civic	Heritage Open Days	For photography and flags around Town Hall on event day – will be ongoing	500
Civic	Mayor's Sunday	Additional operational expenses for this event – will be ongoing	480
Finance & Personnel	Upgrading WTC Computer Equipment	To replace outdated equipment – one off proposal	14,360

The proposal for a garden of reflection was discussed at great length and it was recommended that this be deferred for further consideration to the Civic Committee and brought back to F&P for funding as an in year allocation if necessary. A vote was taken on this proposal and 7 Cllrs were in favour and 1 Cllr against.

Cllrs agreed that the range for % increase in the budget could not be discussed here as further budget pressures would be discussed in part two and would need to form part of that discussion.

Jamie Herridge left the meeting at 8.45pm

Following the full discussion in the Part II agenda, which included the specific discussions around the new on-going costs following the acquisition of Elms Field, together with the commitment to share the cost of cleaning the Market Place with WBC,

It was proposed by Cllr D Lee and seconded by Cllr P Cunnington and it was

**RESOLVED  
30056**

that the RFO should work to a maximum of 4.5% increase when building the budget and if necessary bring back to the committee any budgetary challenges.

#### **ACCOUNTS PAYABLE (Agenda Item 9)**

The list of payments from the Clerk's Drawing Account and the F&P Account were received.

It was proposed by Cllr S Gurney and seconded by Cllr R Bishop-Firth and the following was

**RESOLVED  
30057**

#### **(a) F & P ACCOUNT**

(i) that the list of costs for payment (page 15xx) covering the period from 1<sup>st</sup> September 2019 to 31st October 2019 totalling the sum of £298,477.08 be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £78,000 was a transfer to the Clerk's A/c, and;

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**(b) CLERK'S ACCOUNT**

(i) that the list of costs for payment (pages 15919-20) covering the period from 1<sup>st</sup> September 2019 to 31<sup>st</sup> October 2019 totalling the sum of £84,676.31 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

**FINANCIAL REPORTS (Agenda Item 10)**

The following were received and noted;

(a) the Income and Expenditure report containing actual expenditure to 31<sup>st</sup> October 2019 (pages).

(b) the Balance Sheet as at 31<sup>st</sup> October 2019 (page).

(c) the revenue monitoring report dated 31<sup>st</sup> October 2019.

**COMMITTEE INFORMATION (Agenda Item 11)**

Following the recent grants meeting the Town Clerk asked for volunteers to join a grants working party who would begin to update the policy. Cllrs S Gurney and N Fox volunteered to work with the Chair, Town Clerk and RFO.

**ACTION: RFO**

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)**

It was proposed by Cllr N Campbell-White and seconded by Cllr S Gurney and it was

**RESOLVED  
30058**

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.

Jacob Cutting left the meeting at 8.55pm

**LEASES (Agenda Item 13)**

A letter from Wokingham Horticultural Association who currently lease the ground for a Trading Store on Ormonde Road allotments was received and noted. Discussions were held around the length of other WTC existing leases.

It was proposed by Cllr N Campbell-White and seconded by Cllr S Gurney and it was

**RESOLVED  
30059**

that a new twenty year lease be offered to Wokingham Horticultural Association

**ACTION: TOWN CLERK**

The RFO left the meeting at 9.10pm

**STAFF PERFORMANCE RELATED PAY AWARDS (Agenda Item 14)**

The Town Clerk's confidential report 13/2019 was received and discussed. The Town Clerk was thanked for the thoroughness of the report and the committee noted its thanks to the staff team for the work delivered.

It was proposed by Cllr D Lee and seconded by Cllr P Cunnington and it was

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**RESOLVED  
30060**

that at a total cost of £10,914

- a) The Town Clerk's recommendations for Performance Related Pay be accepted
- b) A 3.0% award be agreed for the Town Clerk

The Town Clerk was requested to undertake a benchmarking exercise in relation to Town Clerks' salaries.

**ACTION: Town Clerk**

**SUBSTANTIVE STAFFING CHANGES (Agenda Item 15)**

The Town Clerk's confidential report 14/2019 was received and discussed.

It was proposed by Cllr S Gurney and seconded by Cllr N Fox and it was

**RESOLVED  
30061**

that at a total cost of £48,038 the Town Clerk's recommendations be accepted.

**STAFFING UPDATE (Agenda Item 16)**

No further update was noted

**CHAIRMAN**

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## Clerk's Drawings Account

## List of Payments made between 01/09/2019 and 31/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2019	Peninsula	Std Ord	150.00		Personnel contract
01/09/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/09/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/09/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/09/2019	wokingham borough council	Std Ord	33.30		garage rent
01/09/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/09/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
09/09/2019	BACS P/L Pymnt Page 3609	BACS Pymnt	3,826.00		BACS P/L Pymnt Page 3609
09/09/2019	staff	BX50825309	27.69		expenses
09/09/2019	Inv 18821	BX823589	50.00		Inv 18821 damage deposit
10/09/2019	Inv 19310	302661	100.00		Inv 19310
10/09/2019	Invoice 19017	302662	100.00		Invoice 19017
12/09/2019	BACS P/L Pymnt Page 3612	BACS Pymnt	2,714.25		BACS P/L Pymnt Page 3612
13/09/2019	Inv 18837 & 19311	BX0971824	200.00		deposit refunds Inv 18837 & 19
13/09/2019	Payflow	BX50974009	21,177.56		September salaries
16/09/2019	staff	BX51238461	74.49		staff expenses
17/09/2019	Castle Water Limited	DDR170919	90.75		GYpsy Lane water July-March
17/09/2019	Castle Water Limited	DDR170919	267.14		Latimer July 1990-March 2020
19/09/2019	Castle Water Limited	DDR190919	95.71		ormonde August water
19/09/2019	Mayors Charity Account	302664	103.79		Mayors Charity Account
23/09/2019	BACS P/L Pymnt Page 3615	BACS Pymnt	4,812.72		BACS P/L Pymnt Page 3615
23/09/2019	STAFF/DAMAGE DEPOSITS	BX51740286	220.00		EXPENSES/DEPOSIT REFUNDS
23/09/2019	Graffiti Magic Limited	BX51737476	-252.00		Purchase Ledger Payment
23/09/2019	BACS P/L Pymnt Page 3620	BACS Pymnt	322.00		BACS P/L Pymnt Page 3620
23/09/2019	Invoice 18821	BX51968339	75.00		Invoice 18821 deposit refund
25/09/2019	Lex Autolease	DD	253.70		Monthly van leasing charge
26/09/2019	Charles Frood	302668	550.00		Olive Trees
26/09/2019	Inv 18924 deposit refund	302665	100.00		Inv 18924 deposit refund
26/09/2019	Cleaver Property Management	302666	100.00		Cleaver Property Inv 19320 dep
26/09/2019	Inv 19147	302667	100.00		Inv 19147
30/09/2019	BACS P/L Pymnt Page 3627	BACS Pymnt	3,265.52		BACS P/L Pymnt Page 3627
30/09/2019	staff	BX52443016	68.40		expenses
01/10/2019	Inv 19015	302669	100.00		Inv 19015 deposit refund
01/10/2019	Inv 19153	302670	100.00		Inv 19153 deposit refund
01/10/2019	Peninsula	Std Ord	150.00		Personnel contract
01/10/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/10/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/10/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/10/2019	wokingham borough council	Std Ord	33.30		garage rent
01/10/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/10/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
01/10/2019	Lex Autolease	LEX AUTOLE	253.70		Van lease
01/10/2019	Michaels Civic Robes	Bounce pay	-943.20		Purchase Ledger Payment
11/10/2019	BACS P/L Pymnt Page 3635	BACS Pymnt	4,414.31		BACS P/L Pymnt Page 3635
11/10/2019	Norreys Conservatives	BX53577648	100.00		Norreys Conservatives Inv19368
11/10/2019	Marstons PLC	BX53609929	100.00		Marstons PLC Inv 19334
11/10/2019	Medieval Market supporters	BX53579457	400.00		Medieval Market supporters

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## Clerk's Drawings Account

## List of Payments made between 01/09/2019 and 31/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/10/2019	Wokingham Borough Council	302672	117.00		CCTV planning application
15/10/2019	Petty Cash	302671	128.04		Imprest
15/10/2019	Payflow	BX53719936	22,293.06		October Salary
15/10/2019	Wokingham Borough Council	302672	-117.00		cancelled cheque
16/10/2019	SOUTHERN ELECTRIC	302673	415.35		23 Jan 18 to 23 Jan 18
16/10/2019	Inv 19214 ND iNV 19392	302674	200.00		deposit refund
21/10/2019	BACS P/L Pymnt Page 3644	BACS Pymnt	4,835.21		BACS P/L Pymnt Page 3644
21/10/2019	dIGITY & iNV 19398	BX54325643	200.00		Digity & Inv 19398 deposit ref
22/10/2019	Artistic Gymnastic	302676	250.00		Artistic Gymnastic
22/10/2019	Badminton player	302677	200.00		Badminton player
22/10/2019	Basminon player	302678	200.00		Basminon player
22/10/2019	Trampoline athlete	302679	175.00		Trampoline athlete
23/10/2019	Inv 19372 deposit refund	302680	100.00		Inv 19372 deposit refund
25/10/2019	Lex Autolease	DD	253.70		Monthly van leasing charge
25/10/2019	BACS P/L Pymnt Page 3647	BACS Pymnt	2,650.34		BACS P/L Pymnt Page 3647
25/10/2019	staff/CBAS	BX54856777	100.00		expenses, conference
25/10/2019	Castle Water Limited	TW963308	19.23		Purchase Ledger DDR Payment
29/10/2019	Our Community First	302681	100.00		Grub Clun Inv 19327 deposit re
30/10/2019	BACS P/L Pymnt Page 3652	BACS Pymnt	316.93		BACS P/L Pymnt Page 3652
31/10/2019	Inv 19464 deposit refund	BX55388425	100.00		Inv 19464 deposit refund
31/10/2019	BACS P/L Pymnt Page 3653	BACS Pymnt	5,297.32		BACS P/L Pymnt Page 3653
		<b>Total Payments</b>	<b>84,676.31</b>		

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Time: 10:50

## F &amp; P and Current Accounts

## List of Payments made between 01/09/2019 and 31/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2019	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
01/09/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
04/09/2019	O2	DDR040919	259.58		Call Charges
04/09/2019	Google Ireland Limited	DDr040919	190.44		Google Apps
05/09/2019	ICO	DDR0509201	55.00		Data Protection Annual Fee
09/09/2019	BACS P/L Pymnt Page 3611	BACS Pymnt	9,546.06		BACS P/L Pymnt Page 3611
09/09/2019	Castle Water Limited	DDR090919	1,015.22		01860770/TW7164120/01.03.19-
31					
09/09/2019	BNP Paribas Leasing Solutions	DDR090919	408.07		FLLA7828612/Copier
10/09/2019	Barclaycard	DDR100919	54.56		PDQ barclaycard
10/09/2019	Barclaycard	DDR100919	7.56		Barclaycard PDQ
11/09/2019	HMRC VAT	STD ORD	2,619.40		HMRC VAT
12/09/2019	BACS P/L Pymnt Page 3614	BACS Pymnt	4,080.00		BACS P/L Pymnt Page 3614
16/09/2019	sage software limited	Std Ord	44.10		payroll services
16/09/2019	Clerk's Drawings Account	Imprest	38,000.00		Imprest
17/09/2019	Castle Water Limited	SE95188	319.05		Purchase Ledger DDR Payment
17/09/2019	Barclaycard Commercial	17092019	1,445.32		August statement
20/09/2019	Castle Water Limited	1075990056	34.59		1857309/TW990056/WOOSEHILL
20/09/2019	Focus Group	30092019	75.84		Line rental
20/09/2019	Total Gas & Power Ltd	DDR200919	4.63		gas 31.07.19 to 31.08.2019
20/09/2019	Total Gas & Power Ltd	DDr200919	543.24		Purchase Ledger DDR Payment
20/09/2019	Castle Water Limited	ddr200919	34.59		1857309/TW990056/WOOSEHILL
21/09/2019	Total Gas & Power Ltd	DDR5355922	3,591.27		Purchase Ledger Payment
21/09/2019	Total Gas & Power Ltd	DDR55383	704.75		Purchase Ledger Payment
23/09/2019	BACS P/L Pymnt Page 3618	BACS Pymnt	9,767.70		BACS P/L Pymnt Page 3618
24/09/2019	Total Gas & Power Ltd	240919	20.29		Purchase Ledger DDR Payment
24/09/2019	Total Gas & Power Ltd	ddr240919	20.29		Purchase Ledger DDR Payment
24/09/2019	Total Gas & Power Ltd	DDr240919	4,048.41		Purchase Ledger DDR Payment
24/09/2019	Total Gas & Power Ltd	Ddr240919	660.32		electricity 01.06.19 to 31.08.
24/09/2019	HMRC NDDS	DDR240919	7,125.59		September NDDS
24/09/2019	Total Gas & Power Ltd	240919	63.05		Purchase Ledger DDR Payment
26/09/2019	Total Gas & Power Ltd	260919	297.11		Purchase Ledger DDR Payment
30/09/2019	BACS P/L Pymnt Page 3629	BACS Pymnt	6,017.90		BACS P/L Pymnt Page 3629
30/09/2019	Focus Group	300919	201.84		line rental/calls
01/10/2019	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
01/10/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
04/10/2019	Google Ireland Limited	ddr041019	190.44		google apps
07/10/2019	O2	DDR071019	260.90		staff mobiles
08/10/2019	Castle Water Limited	TW67164120	1,015.22		01860770/TW7164120/03.19-31
09/10/2019	BACS P/L Pymnt Page 3639	BACS Pymnt	10,142.62		BACS P/L Pymnt Page 3639
10/10/2019	Barclaycard	DDR101019	72.33		Barclaycard charges
11/10/2019	Grenke Leasing Limited	DDR1110201	467.32		copier hire
14/10/2019	Clerk's Drawings Account	imprest	40,000.00		imprest
14/10/2019	HMRC	DDR	3,533.04		HMRC VAT REPAY
16/10/2019	sage software limited	Std Ord	44.10		payroll services
19/10/2019	Barclaycard Commercial	181019	3,226.07		credit card purchases
21/10/2019	BACS P/L Pymnt Page 3646	BACS Pymnt	42,424.91		BACS P/L Pymnt Page 3646
21/10/2019	Castle Water Limited	TW90056	34.59		1857309/TW990056

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## F &amp; P and Current Accounts

## List of Payments made between 01/09/2019 and 31/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/10/2019	Total Gas & Power Ltd	211019	22.54		Purchase Ledger DDR Payment
21/10/2019	Total Gas & Power Ltd	21102019	475.35		Purchase Ledger DDR Payment
23/10/2019	Total Gas & Power Ltd	23 oct	1,299.91		Town hall 02.09 to 03.10
23/10/2019	Total Gas & Power Ltd	23 Oct	235.16		chambers 01.09 to 03.10
23/10/2019	Total Gas & Power Ltd	231019	21.34		Gipsy WC 04.07.19-30.09.19
23/10/2019	Total Gas & Power Ltd	23oct19	10.83		01.09.19 to 03.10.19
23/10/2019	Total Gas & Power Ltd	23Oct	29.12		04.07.19 to 30.09.19
23/10/2019	Total Gas & Power Ltd	DDR231019	7.29		E10Z09518
23/10/2019	Total Gas & Power Ltd	231019	98.83		04.09.19 to 03.10.19
23/10/2019	Total Gas & Power Ltd	231019	28.20		Sturgis 01.09.19 to 03.10.19
25/10/2019	BACS P/L Pymnt Page 3650	BACS Pymnt	1,420.50		BACS P/L Pymnt Page 3650
25/10/2019	GRENKELEASING	DDR251019	120.00		photocopy lease
29/10/2019	Focus Group	DDR291019	207.22		calls and line rental
29/10/2019	Focus Group	DCR291019	79.43		call/line rental
29/10/2019	HMRC	DDR2910201	7,054.10		HMRC NDDS
31/10/2019	BACS P/L Pymnt Page 3651	BACS Pymnt	1,665.00		BACS P/L Pymnt Page 3651
31/10/2019	BACS P/L Pymnt Page 3657	BACS Pymnt	84,483.49		BACS P/L Pymnt Page 3657
		<b>Total Payments</b>	<b>298,477.08</b>		

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## Summary Income &amp; Expenditure by Budget Heading 30/10/2019

Month No: 7

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Allotments and Amenities	Income	10,531	2,113	9,600	7,487		
	Expenditure	50,891	22,882	68,360	45,478		45,478
	Movement to/(from) Gen Reserve	(40,360)	(20,769)				
Market & Bloom	Income	23,865	30,465	40,800	10,336		
	Expenditure	22,583	16,819	21,160	4,341		4,341
	Movement to/(from) Gen Reserve	1,282	13,645				
Parks	Income	7,501	1,692	1,950	259		
	Expenditure	60,352	26,648	64,700	38,052		38,052
	Movement to/(from) Gen Reserve	(52,851)	(24,956)				
Woosehill	Income	44,255	27,328	41,210	13,882		
	Expenditure	17,284	13,788	22,200	8,412		8,412
	Movement to/(from) Gen Reserve	26,971	13,540				
Town Hall	Income	94,933	96,915	140,640	43,725		
	Expenditure	102,885	56,362	93,830	37,468		37,468
	Movement to/(from) Gen Reserve	(7,952)	40,553				
Amenities Capital	Expenditure	723,546	70,574	135,000	64,426		64,426
Personnel	Income	221	0	0	0		
	Expenditure	432,633	262,583	450,500	187,917		187,917
	Movement to/(from) Gen Reserve	(432,412)	(262,583)				
F & P Administration	Income	1,765,022	1,262,046	1,283,770	21,724		
	Expenditure	825,426	112,784	516,900	404,116		404,116
	Movement to/(from) Gen Reserve	939,596	1,149,262				
Civic	Income	723	4,668	0	(4,668)		
	Expenditure	22,510	25,008	23,880	(1,128)		(1,128)
	Movement to/(from) Gen Reserve	(21,787)	(20,340)				
Grants	Expenditure	64,196	81,263	76,490	(4,773)		(4,773)
Arts & Culture	Income	13,403	7,676	6,750	(926)		
	Expenditure	62,196	59,572	67,500	7,928		7,928
	Movement to/(from) Gen Reserve	(48,793)	(51,896)				
Highways and Planning	Income	996	0	0	0		
	Expenditure	625	1,150	2,200	1,050		1,050
	Movement to/(from) Gen Reserve	371	(1,150)				

Grand Totals:- Income

CHAIRMAN'S INITIALS \_\_\_\_\_



	1,961,450	1,432,902	1,524,720	91,818		
Expenditure	2,385,127	749,433	1,542,720	793,287	0	793,287
Net Income over Expenditure	(423,677)	683,469	(18,000)	(701,469)		
Movement to/(from) Gen Reserve	(423,677)	683,469				

CHAIRMANS INITIALS \_\_\_\_\_



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**Detailed Balance Sheet - Excluding Stock Movement****Month 7 Date 30/10/2019**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	50,347
105	VAT Control Account	10,221
199	PayPal Receipts Account	405
201	F & GP + Current Account	986,532
202	Clerk's Drawings Account	43,554
205	Treasury Deposit	250,000
208	Courtyard Restaurant	6,698
210	Petty Cash	200
211	Office 2 (Michael Cragg)	806
<b>Total Current Assets</b>		<b>1,348,763</b>
<u>Current Liabilities</u>		
501	Creditors	6,272
502	Receipts in Advance	8,970
505	Courtyard Restaurant Creditor	6,698
508	Office 2 Michael Cragg	806
510	Accruals	1,383
561	Hire Deposits Town Hall	2,600
562	Hire Deposits Woosehill	1,700
564	Long Term Key & Damage Deposit	3,325
<b>Total Current Liabilities</b>		<b>31,755</b>
<b>Net Current Assets</b>		<b>1,317,008</b>
<b>Total Assets less Current Liabilities</b>		<b>1,317,008</b>
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	701,469
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
<b>Total Equity</b>		<b>1,317,008</b>

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 \_\_\_\_\_

Finance &amp; Personnel Meeting 19/11/2019

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