

9th June 2020

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually.

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held virtually on this day from 7.30pm to 9.10pm.

PRESENT

Chairman: D Lee

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

IN ATTENDANCE

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

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

Cllr T Lack

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Cllr M Gee.

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 D Lee and seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED
30143**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 28th April 2020, pages 16054 to 16062 (copy attached) as a true and correct record and that they be signed by the Chairman once normal office working practices resume.

MONITORING REPORT (Agenda Item 5)

The monitoring report dated 6th June 2020 was received and considered. The RFO advised the investment would be discussed in detail in the next agenda item.

Jamie Herridge left the meeting at 7.55pm

CHAIRMANS INITIALS _____



COVID 19 FINANCIAL POSITION (Agenda Item 6)

The RFO report 01/2020 and appendices were received and discussed in detail. This identified the worse possible position for the Council of £141,499. The report also advised that at year end the general fund stood at £160,967. Cllrs discussed the planned expenditure for 20/21 shown in the appendix and, whilst not formally resolving on the issue, felt that it would be prudent not to proceed with any avoidable new expenditure and bring this back to the September meeting for further discussion when hopefully the income position would be clearer and there would still be time in the financial year to proceed. The Town Clerk will note this in her update to Cllrs at the end of the week

ACTION: TOWN CLERK

ACCOUNTS PAYABLE (Agenda Item 7)

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

It was proposed by Cllr D Lee and seconded by Cllr P Cunnington and the following was

(a) F & P ACCOUNT

**RESOLVED
30144**

(i) that the list of costs from 1st April 2020 to 31st May 2020 (pages 16092-16093) totalling the sum of £472,243.55 paid from the F & GP Account be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £73,500 was a transfer to the Clerk's A/c, and;

(b) CLERK'S ACCOUNT

(i) the list of costs from 1st April 2020 to 31st May (pages 16094) totalling the sum of £63,064.24 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 8)

The following were received and noted;

- (a) the Income and Expenditure report containing actual expenditure to 31st May 2020 (pages 16095-16101).
- (b) the Balance Sheet as at 31st May 2020 (page 16102).
- (c) the revenue monitoring report dated 31st May 2020.

COMMITTEE INFORMATION (Agenda Item 9)

No information was raised.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 10)

It was proposed by Cllr D Lee and seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED
30145**

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.

CHAIRMANS INITIALS _____



TOWN HALL TENANTS (Agenda Item 11)

The Town Clerk confirmed that all tenants had received the relevant correspondence in respect to government support including a recently updated grant stream.

The Town Clerk gave a verbal update advising that she has spoken to our Solicitor and Surveyors and will be bringing a full report to the July meeting.

ACTION: TOWN CLERK

GRANT FUNDING FOR 2021/22 (Agenda Item 12)

The RFO report 02/2020 was received and discussed at length.

It was proposed by Cllr D Lee and seconded by Cllr K Malvern and it was

**RESOLVED
30146**

that a maximum amount of £25,000 be made available in this financial year to support those organisations who are adversely suffering owing to the Covid 19 crisis and have been “validated” by the work of the Involve bid writer. This would be funded via the grant underspend and general reserves and would only be payable in this financial year.

It was proposed by Cllr D Lee and seconded by Cllr S Gurney and it was

**RESOLVED
30147**

(ii) that the Town Council grants policy be updated and grants would be open in the normal manner in July for 2021/22 financial year.

The RFO left the meeting at 9.00pm

STAFFING UPDATE (Agenda Item 13)

The Town Clerk updated the committee:

- The recruitment of the new Grounds Person is currently underway
- Staff continue to work well but a number will welcome the opportunity to return to the office even on a limited basis. This will be possible once the screening is delivered. Having been split into two teams, staff will alternate between one week in the office and one week home working.
- Councillors continued to thank staff for their efforts at this difficult time.

CHAIRMAN

CHAIRMANS INITIALS _____



Time: 10:53

F & P and Current Accounts

List of Payments made between 01/04/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2020	Wokingham Borough Council	DD 2104329	2,741.00		Town Hall Rates
06/04/2020	O2	DDR0604202	254.57		phone calls and rental staff
07/04/2020	Google Ireland Limited	DDR0704202	190.44		Purchase Ledger Payment
13/04/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
14/04/2020	Clerk's Drawings Account	Imprest	37,500.00		Imprest
14/04/2020	Barclaycard Commercial	DDR140420	53.67		charges for period to 31 March
14/04/2020	Castle Water Limited	TW75990056	53.67		Purchase Ledger Payment
14/04/2020	Castle Water Limited	DDR140420	-53.67		Purchase Ledger Payment
14/04/2020	Castle Water Limited	DDR140420	606.97		Purchase Ledger Payment
14/04/2020	Castle Water Limited	ddr140420	22.68		Purchase Ledger Payment
14/04/2020	Royal & Sun Alliance Insurance	DDR1404202	1,579.73		Royal & Sun Alliance Insurance
16/04/2020	BACS P/L Pymnt Page 3794	BACS Pymnt	2,672.40		BACS P/L Pymnt Page 3794
16/04/2020	Sage	DDR1604202	44.10		payroll sewrvices
17/04/2020	Barclaycard Commercial	DDR1704202	2,116.11		March credit card statement
22/04/2020	Treasury Deposit 62460122	DCR1404202	250,000.00		Treasury Deposit 62460122
23/04/2020	Total Gas & Power Ltd	1045312	1,143.90		march gas
23/04/2020	Total Gas & Power Ltd	1045466	116.14		March gas
23/04/2020	HMRC NDDS	DDR2304202	7,496.97		HMRC NDDS
27/04/2020	BACS P/L Pymnt Page 3802	BACS Pymnt	16,076.18		BACS P/L Pymnt Page 3802
28/04/2020	Total Gas & Power Ltd	1129997	29.70		01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	5355931	19.85		Electricity 01.01.20 to 30.03.
28/04/2020	Total Gas & Power Ltd	5355950	56.82		01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	5355383	643.87		01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	5355922	3,388.53		Electricity 01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	1129926	20.07		standing charge for MP
28/04/2020	Total Gas & Power Ltd	5250050	414.72		01.11.19-02.01.20
28/04/2020	Total Gas & Power Ltd	5352480	57.81		01.01.20-31.03.20
30/04/2020	BACS P/L Pymnt Page 3809	BACS Pymnt	1,499.40		BACS P/L Pymnt Page 3809
30/04/2020	Focus Group	RF2546	79.43		Telephone usage/line rental
30/04/2020	Focus Group	RF3078	214.10		telephone calls/rental
01/05/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
04/05/2020	Service providers	BX70989474	11,575.00		Service providers
04/05/2020	Grant applicants	BX71058507	22,568.00		Grant applicants
06/05/2020	O2	dcr060520	265.06		staff mobile phones
06/05/2020	Grant Applicants	BX71304475	11,000.00		Grant Applicants
07/05/2020	Google Ireland Limited	dcr070520	190.45		April Google cloud-G suite
11/05/2020	Grant applicants	BX71499563	3,208.00		Grants
12/05/2020	Castle Water Limited	TW67164120	606.97		Purchase Ledger Payment
12/05/2020	Castle Water Limited	TW5990056	22.68		Purchase Ledger Payment
12/05/2020	Barclaycard	DCR120520	29.76		PDQ machine
14/05/2020	BACS P/L Pymnt Page 3815	BACS Pymnt	4,993.08		BACS P/L Pymnt Page 3815
14/05/2020	Keep Mobile & Homestart	BX71774080	3,000.00		Keep Mobile & Homestart Grants
14/05/2020	Royal & Sun Alliance Insurance	STANDING O	1,579.73		Royal & Sun Alliance Insurance
18/05/2020	Barclaycard Commercial	DCr1805202	116.67		April statement
19/05/2020	Clerk's Drawings Account	Imprest	36,500.00		Imprest
20/05/2020	Total Gas & Power Ltd	1045466	47.04		Gas 31.03.20 to 30.04.20
20/05/2020	Total Gas & Power Ltd	1045312	362.95		Gas used 31.03.20 to 30.04.20

CHAIRMANS INITIALS _____



F & P and Current Accounts

List of Payments made between 01/04/2020 and 31/05/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/05/2020	BACS P/L Pymnt Page 3820	BACS Pymnt	1,420.50		BACS P/L Pymnt Page 3820
26/05/2020	BACS P/L Pymnt Page 3823	BACS Pymnt	27,956.84		BACS P/L Pymnt Page 3823
28/05/2020	sage software limited	Std Ord	44.10		payroll services
28/05/2020	BACS P/L Pymnt Page 3827	BACS Pymnt	6,352.44		BACS P/L Pymnt Page 3827
28/05/2020	HMRC	SO	7,787.76		HMRC NDDS
28/05/2020	Focus Group	DDR280520	219.65		Line rental and calls
28/05/2020	Focus Group	DDr280520	79.43		Line rental & calls
29/05/2020	Twofold Limited	DCR290520	71.96		period 24.06.2020 to 23.09.202
		Total Payments	472,243.55		

CHAIRMANS INITIALS _____



Time: 10:55

Clerk's Drawings Account

List of Payments made between 01/04/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2020	Peninsula	Std Ord	149.50		Personnel contract
01/04/2020	wokingham borough council	Std Ord	33.30		garage rent
01/04/2020	Lex Autolease	DD LEX AUT	253.70		Lex Autolease - Van hire
01/04/2020	Wokingham Borough Council	DD239762	245.00		Office 3
01/04/2020	Wokingham BC	DD2035191	263.80		Office rates
01/04/2020	Wokingham BC	DD1045161	332.40		Info centre rates
01/04/2020	Wokingham BC	1016075	641.10		Market tolls
01/04/2020	Wokingham BC	DD101493X	307.90		Woosehill Rates
06/04/2020	Barclays	DDR060420	15.00		Bank charges 13Feb/12 Mar
08/04/2020	Inv 19369 deposit refund	BX69528633	100.00		Inv 19369 deposit refund
08/04/2020	GL15A paid twicw	BX69526757	23.29		GL15A paid twicw
15/04/2020	Payflow	DDR1504202	21,746.21		April Salary
16/04/2020	BACS P/L Pymnt Page 3792	BACS Pymnt	2,577.54		BACS P/L Pymnt Page 3792
16/04/2020	Inv 19783	BX69783420	190.00		Inv 19783 refund
20/04/2020	Carphone Warehouse Business	BX70178130	204.00		Samsung galaxy A10
22/04/2020	Castle Water Limited	TW99963308	9.77		Purchase Ledger DDR Payment
27/04/2020	BACS P/L Pymnt Page 3800	BACS Pymnt	2,798.14		BACS P/L Pymnt Page 3800
27/04/2020	staff	BX70486551	11.00		USB stick
29/04/2020	DBS check	BX29042020	23.00		DBS check
30/04/2020	BACS P/L Pymnt Page 3808	BACS Pymnt	1,461.03		BACS P/L Pymnt Page 3808
30/04/2020	BACS P/L Pymnt Page 3810	BACS Pymnt	918.00		BACS P/L Pymnt Page 3810
01/05/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/05/2020	Peninsula	Std Ord	149.50		Personnel contract
01/05/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/05/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/05/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/05/2020	wokingham borough council	Std Ord	33.30		garage rent
01/05/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/05/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
05/05/2020	Barclays	DDR050520	70.00		bank charges 13 Mar/13 April
05/05/2020	Lex Autolease	DDR050520	18.00		Road fund licence
06/05/2020	Mayor	BX71305399	875.00		Mayoral allowance
06/05/2020	Amenities Officer	BX71305094	16.74		Phone case
14/05/2020	BACS P/L Pymnt Page 3813	BACS Pymnt	3,716.55		BACS P/L Pymnt Page 3813
15/05/2020	Payflow	DDR1505202	22,781.03		Payflow May salary
21/05/2020	BACS P/L Pymnt Page 3819	BACS Pymnt	440.08		BACS P/L Pymnt Page 3819
26/05/2020	BACS P/L Pymnt Page 3822	BACS Pymnt	472.16		BACS P/L Pymnt Page 3822
28/05/2020	BACS P/L Pymnt Page 3826	BACS Pymnt	148.50		BACS P/L Pymnt Page 3826
		Total Payments	63,064.24		

CHAIRMANS INITIALS _____



Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
<u>101 Amenities</u>							
1010 Lettings-Main Hall	45	0	0	0			
1105 S 106 Monies	43,895	0	0	0			
1201 Electrical Substation Rental	20	20	0	(20)			
1202 Horticultural Assn Rent	50	50	50	0			
1203 Allotment Rents	7,940	0	0	0			
1256 Misc. Income	6,619	0	20	20			
1264 WBC Market Place Cleaning	1,856	2,080	13,500	11,420			
Amenities :- Income	60,425	2,150	13,570	11,420			0
4100 Repairs & Maintenance	47,785	(32)	0	32		32	
4103 Grass Cutting	1,450	0	0	0		0	
4135 Water	2,373	7	0	(7)		(7)	
4146 St Pauls Gate Rental	69	0	70	70		70	
4411 Hanging Flower Baskets	13,220	2,812	18,000	15,189	11,838	3,351	
4506 Dog Bin Waste	1,560	0	0	0		0	
4508 Graffiti removal	6,830	780	7,500	6,720		6,720	
4514 Christmas Light Projects	12,029	(305)	5,000	5,305		5,305	
4515 Christmas Lighting Contract	17,850	0	23,000	23,000		23,000	
4516 Christmas Lights Contingency	7,114	(641)	3,500	4,141		4,141	
4521 Market Place Cleanining	16,193	2,661	25,000	22,339	22,885	(546)	
Amenities :- Indirect Expenditure	126,474	5,281	82,070	76,789	34,722	42,067	0
Net Income over Expenditure	(66,049)	(3,130)	(68,500)	(65,370)			
6001 plus Transfer from EMR	14,340	0					
Movement to/(from) Gen Reserve	(51,709)	(3,130)					
<u>102 Market & Bloom</u>							
1220 Outdoor Market Tolls	41,711	(40)	38,000	38,040			
1222 Farmers Market	2,242	0	2,800	2,800			
1256 Misc. Income	11	0	0	0			
Market & Bloom :- Income	43,964	(40)	40,800	40,840			0
4100 Repairs & Maintenance	636	0	500	500		500	
4101 Competitions	1,823	0	1,850	1,850		1,850	
4131 Electricity	30	19	250	231		231	
4145 Rates	6,334	1,285	6,560	5,275		5,275	
4327 Advertising/Marketing	5,324	845	4,000	3,155	255	2,900	
4412 Thames and Chiltern in Bloom	7,965	622	9,000	8,378	95	8,283	
Market & Bloom :- Indirect Expenditure	22,112	2,771	22,160	19,389	350	19,039	0
Net Income over Expenditure	21,852	(2,811)	18,640	21,451			

CHAIRMANS INITIALS _____



Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
<u>103 Parks</u>							
1101 Football Pitch-Langborough	360	0	500	500			
1102 Football Pitch-KGV	34	0	0	0			
1103 St Teresa's School-KGV	1,100	275	1,100	825			
1104 Redlands Farm Rent	450	113	350	238			
1256 Misc. Income	6,588	0	0	0			
1265 WBC Elms Field	0	0	8,400	8,400			
Parks :- Income	8,532	388	10,350	9,963			0
4100 Repairs & Maintenance	12,755	1,064	13,500	12,436		12,436	
4102 Hedges & Ditches	276	0	1,000	1,000	350	650	
4105 Maintenance Contracts	15,006	1,250	17,500	16,251	16,743	(493)	
4106 Elms Field Maintenance	1,395	(2,200)	30,000	32,200	4,400	27,800	
4107 Trees	20,150	(3,865)	25,000	28,865		28,865	
4114 KGV & Leslie Sears Maintenance	8,637	185	1,500	1,315	115	1,200	
4119 Contingency Reserve	1,841	0	2,000	2,000	1,000	1,000	
4131 Electricity	990	83	1,000	917		917	
4135 Water	29	20	300	280		280	
4147 Rent of Garage	479	67	450	383		383	
4149 Met.Station Lease/Maintenance	350	0	350	350		350	
4312 Street Furniture	2,587	0	600	600		600	
4522 Wildflower planting & Maintena	0	0	3,000	3,000	47	2,953	
Parks :- Indirect Expenditure	64,494	(3,397)	96,200	99,597	22,655	76,941	0
Net Income over Expenditure	(55,962)	3,784	(85,850)	(89,634)			
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	28,682	(75)	27,000	27,075			
1011 Lettings-Committee Rooms	1,364	0	2,400	2,400			
1019 Out of hours lettings - income	2,783	0	2,000	2,000			
1020 Lettings-Upstairs Hall	6,753	(113)	5,000	5,113			
1021 Lettings-Woosehill Flat	5,100	1,275	5,100	3,825			
1030 Emmbrook Peppercorn Rent	1	0	10	10			
Woosehill :- Income	44,683	1,087	41,510	40,423			0
4100 Repairs & Maintenance	8,606	170	6,600	6,430		6,430	
4109 Health & Safety Surveys	1,606	0	500	500		500	
4119 Contingency Reserve	1,180	0	1,500	1,500		1,500	
4120 Security	3,459	328	4,000	3,672	3,720	(48)	
4131 Electricity	808	346	1,400	1,054		1,054	
4132 Gas	908	155	1,500	1,345		1,345	
4135 Water	368	341	850	509		509	

CHAIRMAN'S INITIALS _____



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
4145 Rates	2,995	612	3,500	2,888		2,888	
4148 Ground Rent Woosehill Flat	100	0	150	150		150	
4150 Cleaning Materials	871	0	1,000	1,000		1,000	
4151 Waste Collection	2,062	354	2,600	2,246	2,362	(115)	
4320 Telephones	614	132	600	468		468	
4382 Insurances	195	0	400	400		400	
Woosehill :- Indirect Expenditure	23,771	2,438	24,600	22,162	6,082	16,080	0
Net Income over Expenditure	20,912	(1,351)	16,910	18,261			
<u>106 Town Hall</u>							
1001 Letting Fees-Shops	44,000	18,333	45,000	26,667			
1002 Letting Fees-Offices	4,350	732	4,370	3,638			
1003 Letting Fees-Courtyard	46,000	23,000	46,000	23,000			
1004 Service Charges-Shops	2,250	875	2,250	1,375			
1005 Service Charges-Office	1,330	222	1,320	1,098			
1006 Insurance Recharge-Shops	1,294	0	1,290	1,290			
1007 Insurance Recharge-Office	441	75	450	375			
1008 Insurance Recharge-C/yard	1,035	0	1,030	1,030			
1010 Lettings-Main Hall	10,960	0	7,500	7,500			
1011 Lettings-Committee Rooms	4,423	(20)	3,500	3,520			
1012 Lettings-Kitchen	479	0	400	400			
1013 Lettings-Council Chamber	723	0	500	500			
1014 Lettings-Annexe	1,069	0	1,300	1,300			
1015 Lettings-Jubilee Room	3,192	0	3,160	3,160			
1016 Wedding Income	10,772	0	12,500	12,500			
1017 Information Centre Income	240	0	300	300			
1256 Misc. Income	0	75	0	(75)			
1258 Equipment Hire (Bookings)	1,308	0	1,200	1,200			
1260 Hospitality Income	4,193	0	2,500	2,500			
1261 Citizenship Ceremonies	1,802	209	1,590	1,381			
1262 Wedding catering income	3,614	0	4,000	4,000			
Town Hall :- Income	143,476	43,501	140,160	96,659			0
4100 Repairs & Maintenance	24,344	5,329	23,000	17,671	48	17,623	
4108 Gutter Maintenance	598	0	800	800		800	
4109 Health & Safety Surveys	1,523	0	1,500	1,500		1,500	
4119 Contingency Reserve	240	0	2,500	2,500		2,500	
4120 Security	5,198	388	8,000	7,613	7,600	13	
4121 CCTV	8,227	(5,760)	800	6,560		6,560	
4131 Electricity	4,185	3,433	8,000	4,567		4,567	

CHAIRMANS INITIALS _____



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
4132 Gas	3,157	993	5,500	4,507		4,507	
4135 Water	11,454	7,566	6,230	(1,336)		(1,336)	
4145 Rates	23,758	4,835	23,700	18,865		18,865	
4150 Cleaning Materials	2,130	186	2,000	1,814		1,814	
4151 Waste Collection	2,531	9	2,400	2,391		2,391	
4154 External Cleaning	5,198	0	5,180	5,180		5,180	
4172 Licences (All)	1,675	0	1,000	1,000		1,000	
4325 Town Hall Equipment Purchases	787	0	2,500	2,500		2,500	
4329 Website Maintenance	584	0	0	0		0	
4330 Info Centre/Misc Costs	255	0	300	300		300	
4332 Function costs	3,260	0	2,250	2,250		2,250	
4390 Tri-annual Wedding Licence	1,215	0	0	0		0	
4398 Wedding external catering	2,190	0	2,500	2,500		2,500	
4507 Pigeon Control/Hygiene	0	0	1,000	1,000		1,000	
Town Hall :- Indirect Expenditure	102,507	16,980	99,160	82,180	7,648	74,533	0
Net Income over Expenditure	40,969	26,521	41,000	14,479			
6001 plus Transfer from EMR	8,230	0					
Movement to/(from) Gen Reserve	49,199	26,521					
<u>109 Allotments</u>							
1203 Allotment Rents	2,559	17	10,500	10,483			
Allotments :- Income	2,559	17	10,500	10,483			0
4100 Repairs & Maintenance	0	1,058	5,200	4,142	870	3,272	
4103 Grass Cutting	0	580	2,500	1,920	1,160	760	
4135 Water	0	832	1,600	768		768	
Allotments :- Indirect Expenditure	0	2,470	9,300	6,830	2,030	4,800	0
Net Income over Expenditure	2,559	(2,453)	1,200	3,653			
<u>120 Amenities Capital</u>							
4302 Town Hall Structural Repairs	72,695	0	23,500	23,500	19,830	3,670	
4313 Playground Upgrades	65,012	0	0	0		0	
4397 Market Place Project costs	4,053	0	0	0		0	
Amenities Capital :- Indirect Expenditure	141,759	0	23,500	23,500	19,830	3,670	0
Net Expenditure	(141,759)	0	(23,500)	(23,500)			
6001 plus Transfer from EMR	2,700	0					
Movement to/(from) Gen Reserve	(139,059)	0					
<u>201 Personnel</u>							
4000 Basic Pay	324,824	57,811	380,000	322,189		322,189	

CHAIRMANS INITIALS _____



4001	Overtime Pay	9,608	1,321	10,500	9,179		9,179	
4002	NI Costs	27,518	5,079	31,000	25,921		25,921	
4003	Pension Costs	78,342	14,238	94,000	79,762		79,762	
4004	Personnel Services Contracted	1,498	249	1,500	1,251		1,251	
4005	Staff Training	4,184	70	7,300	7,230	50	7,180	
4006	Recruitment	215	23	2,000	1,977		1,977	
4010	Councillor Training	2,280	0	1,500	1,500		1,500	
4119	Contingency Reserve	450	0	2,000	2,000		2,000	
	Personnel :- Indirect Expenditure	448,919	78,791	529,800	451,009	50	450,959	0
	Net Expenditure	(448,919)	(78,791)	(529,800)	(451,009)			
	<u>301 F & P Administration</u>							
1107	CIL FUNDING FROM WBC	415,303	16,082	130,000	113,918			
1251	Interest Received	12,543	524	8,200	7,676			
1252	Interest Treasury Stock	2,848	0	2,850	2,850			
1256	Misc. Income	70	0	0	0			
1263	Strategic Marketing Income	9,281	638	12,500	11,862			
1276	PRECEPT	853,332	460,776	921,550	460,774			
1277	CENTRAL GRANT (VIA WBC)	3,414	0	0	0			
	F & P Administration :- Income	1,296,791	478,019	1,075,100	597,081			0
4007	Car Allowances	103	0	0	0		0	
4008	Travel,Subsistance, Parking	2,853	452	3,000	2,548		2,548	
4009	Van hire costs	2,991	267	4,000	3,733		3,733	
4100	Repairs & Maintenance	90	0	0	0		0	
4145	Rates	11,422	2,324	11,800	9,476		9,476	
4310	Office Equipment Purchases	5,219	1,484	15,000	13,516		13,516	
4311	Office Equipment Maintenance	5,162	121	5,880	5,759		5,759	
4320	Telephones	4,642	1,145	4,000	2,855		2,855	
4322	Office Supplies	4,707	198	4,000	3,802	25	3,777	
4323	Postage	666	79	1,500	1,421		1,421	
4324	Photocopier Lease	1,599	389	1,360	971		971	
4326	Subscriptions	4,661	4,723	5,100	377	1,904	(1,527)	
4327	Advertising/Marketing	5,194	0	8,500	8,500		8,500	
4329	Website Maintenance	829	0	1,700	1,700		1,700	
4344	Strategic Marketing	20,398	728	25,000	24,272	5,189	19,082	
4379	Professional & Legal Fees	11,222	0	7,600	7,600		7,600	
4380	External Audit Fees	2,000	(2,000)	2,000	4,000		4,000	
4381	Internal Audit Fees	1,470	(400)	1,700	2,100		2,100	
4382	Insurances	21,034	3,159	21,280	18,121		18,121	
4383	Bank Charges	949	159	1,180	1,021		1,021	
4395	Photocopier Usage	1,880	23	1,600	1,577		1,577	
4396	Publications	47	0	300	300		300	
4600	PWLB Loan principal	521,793	0	59,050	59,050		59,050	
4602	Election & Reserve	26,856	0	6,600	6,600		6,600	
4990	CIL Expenditure reserve	0	0	70,950	70,950		70,950	
4999	PRECEPT CAPITAL PROVISION	0	0	15,000	15,000		15,000	
	F & P Administration :- Indirect Expenditure	657,790	12,853	278,100	265,247	7,119	258,128	0
	Net Income over Expenditure	639,001	465,167	797,000	331,833			
6001	plus Transfer from EMR	109,800	0					

CHAIRMANS INITIALS _____



Movement to/(from) Gen Reserve

748,801 465,167

302 Civic

1256 Misc. Income	4,668	0	0	0			
Civic :- Income	4,668	0	0	0			0
4333 Newsletter	3,504	0	4,000	4,000		4,000	
4360 Twinning Official Entertaining	33	0	100	100		100	
4362 Civic Receptions	975	0	1,000	1,000		1,000	
4365 Heritage Day	9,051	(350)	3,000	3,350		3,350	
4369 Remembrance Day	1,437	0	1,390	1,390		1,390	
4370 Christmas Music	111	0	200	200		200	
4371 Honoraria	1,600	0	1,600	1,600		1,600	
4372 Civic Allowances	3,500	875	3,500	2,625		2,625	
4373 Civic Transport	0	0	150	150		150	
4374 Official Gifts	2,407	16	500	484	36	448	
4375 Christmas Cards	141	0	250	250		250	
4376 Insignia & Dress	4,305	0	4,620	4,620	968	3,652	
4377 Civic Awards	1,155	0	1,700	1,700		1,700	
4378 Silver Talks	109	0	50	50		50	
4396 Publications	45	0	0	0		0	
4399 Mayor's Sunday	2,994	0	3,000	3,000		3,000	
4523 Museum Accreditation	0	0	2,000	2,000		2,000	
Civic :- Indirect Expenditure	31,367	541	27,060	26,519	1,004	25,515	0
Net Income over Expenditure	(26,699)	(541)	(27,060)	(26,519)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from
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303 Grants

4352 Youth Council Sports Grants	1,825	(925)	1,800	2,725		2,725	
4353 Grants General	47,588	35,776	40,810	5,034		5,034	
4363 Grants Service Providers	32,775	15,575	33,880	18,305		18,305	
Grants :- Indirect Expenditure	82,188	50,426	76,490	26,064	0	26,064	0
Net Expenditure	(82,188)	(50,426)	(76,490)	(26,064)			

304 Arts & Culture

1156 Mosaic Sponsorship	3,333	0	2,000	2,000			
1159 Book Festival Income	3,760	0	3,600	3,600			
1253 Fun Day Income	189	0	150	150			
1256 Misc. Income	381	0	0	0			
Arts & Culture :- Income	7,664	0	5,750	5,750			0
4341 Concert	34,070	10,500	37,000	26,500		26,500	
4342 Cultural Month	2,076	0	2,300	2,300		2,300	
4343 PRS Licence	600	574	600	26		26	
4345 Book Festival	5,496	(330)	6,600	6,930		6,930	
4388 Theatre in the Park	4,000	1,250	2,500	1,250	1,250	0	
4389 Board Games event	579	0	1,000	1,000		1,000	
4512 Sunny Saturdays	5,070	(200)	5,000	5,200		5,200	
4513 Dressing the Christmas Tree	791	0	700	700		700	

CHAIRMANS INITIALS _____



4518 Living Advent Calendar	996	0	1,100	1,100		1,100	
4519 Mosaics	4,543	0	2,500	2,500		2,500	
4603 Fun Day	6,830	2,730	7,800	5,070		5,070	
Arts & Culture :- Indirect Expenditure	65,050	14,524	67,100	52,576	1,250	51,326	0
Net Income over Expenditure	(57,386)	(14,524)	(61,350)	(46,826)			
<u>401 Highways and Planning</u>							
4111 Bus Shelter Repairs	1,463	0	2,200	2,200		2,200	
Highways and Planning :- Indirect Expenditure	1,463	0	2,200	2,200	0	2,200	0
Net Expenditure	(1,463)	0	(2,200)	(2,200)			
Grand Totals:- Income	1,612,761	525,123	1,337,740	812,617			
Expenditure	1,767,893	183,679	1,337,740	1,154,061	102,740	1,051,321	
Net Income over Expenditure	(155,132)	341,444	0	(341,444)			
plus Transfer from EMR	135,070	0					
Movement to/(from) Gen Reserve	(20,062)	341,444					

CHAIRMANS INITIALS _____



14:26

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	59,228	
105	VAT Control Account	(4,728)	
199	PayPal Receipts Account	36	
201	F & GP + Current Account	481,931	
202	Clerk's Drawings Account	58,972	
205	Treasury Deposit	250,000	
208	Courtyard Restaurant	6,704	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	807	
Total Current Assets			853,148
<u>Current Liabilities</u>			
501	Creditors	12,493	
502	Receipts in Advance	5,685	
505	Courtyard Restaurant Creditor	6,704	
508	Office 2 Michael Cragg	807	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,000	
562	Hire Deposits Woosehill	700	
564	Long Term Key & Damage Deposit	3,525	
Total Current Liabilities			33,297
Net Current Assets			819,852
Total Assets less Current Liabilities			819,852
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	341,444	
310	General Reserve	160,973	
320	Self Insurance Fund	50,000	
321	Emergency Provision	200,000	
325	Asset Revaluation Reserve	4,000	
360	Capital Projects	63,435	
Total Equity			819,852

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 2020 the value of investments was £234,944. There were no long term liabilities as at 31 March 2020.

CHAIRMANS INITIALS _____

Finance & Personnel Meeting 09/06/2020

16102

