

Town Council

Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Minutes of the Meeting held on the 3rd October, 2019 Chairman's Room, Victoria Hall, Kidsgrove

1920-FC5-01 Present

Cllrs Cartwright, Cooper, Burnett, Bowyer, Burgess, Dickens, Dillon, Dodgson, Dymond, Johnson, Jukes, H Maxfield *, B Owen, J Owen, Robinson, Stubbs, J Waring, P Waring

Attending: Sue Davies (Clerk)

One member of the public present.

* Cllr H Maxfield arrived at 19:20

1920-FC5-02 To receive apologies for absence

The Clerk apologised to members for the week postponement to the meeting due to illness and thanked them for their understanding.

Apologies for absence were received from M Maxfield due to holiday. It was noted that the holiday was arranged around the original meeting date and so the necessity of an apology is a direct result of the change of meeting date.

The Clerk highlighted the need for all Members to email apologies for Full Council to the Clerk and Mayor giving their reason. Unavoidable last-minute apologies should be texted or emailed to the Clerk and/or Mayor. A book has set been up as an attendance register.

1920-FC5-03 To note declarations of interest

Cllr Burnett declared an interest in agenda item 14b(i) due to being treasurer of the 1940s charity.

The Clerk informed that this non-pecuniary interest would not necessitate having to leave the room, but that Cllr Burnett should not vote on the issue but could answer any questions, if asked.

1920-FC5-04 Public Participation

None.

1920-FC5-05 To confirm and agree the minutes of the meeting of the 15th August 2019

The Council **resolved** to approve the minutes of the meeting held on the 15th August 2019.

1920-FC5-06 To receive and note the draft minutes of Committee Meetings held since 16th May:

a) **Staffing Committee – Thursday 23rd May 2019 – 18:30.**

Deferred

b) **Planning Infrastructure and Highways – Tuesday 3rd September 2019 – 19:00.**

Deferred.

c) **Events and Community – Thursday 5th September 2019.**

Deferred.

d) **Environment and Allotments Committee – Monday 9th September 2019 – 19:00**

Deferred.

e) **Finance and General Purposes Committee – Tuesday 17th September 2019 – 19:00.**

Deferred.

1920-FC5-07 Matters arising not covered elsewhere:

a) **Safer Communities Funding Opportunity – an update.**

The Clerk informed that the proposal at the meeting of the 15th August to apply for a grant for a jobs/career fair or youth conference hadn't met the grant criteria on closer inspection. The Council agreed that the event was still worthy and that it would be passed to the events committee for further consideration.

- a) **To receive an 'in-house' audit report from Cllr H Maxfield and to note any recommendations.**

The Clerk updated the Council on the 'in-house' audit system which has been set up for this financial year. The appointed 'in-house' members assigned to this are Cllr M Maxfield and Cllr H Maxfield although this doesn't take away the right of any member asking to view the accounts at any time (by appointment with the Clerk).

Cllr H Maxfield (who had not yet arrived at the meeting) was thanked by Cllr Cooper on behalf of the Council for her work and time completing the audit and it was agreed that having the 'in-house' audits are a positive move. It was further agreed:

- that the template form that the Clerk had put in place needs some modification,
- that the draft report mostly lists current processes in place, which isn't the intention
- the purpose of the 'in-house' audit procedure needs clarity in that it should look for weaknesses and discrepancies.

It was **resolved** that the clerk clarify the procedure, that Cllr P Waring discuss with Cllr H Maxfield to produce the final version of the report and that the 'in-house' template form be reformatted and taken, along with a modified report, to the next F&GP meeting for further discussion.

Action: Cllr Waring, the Clerk and Cllr H Maxfield

- b) **To approve the payments required.**

The Council **resolved** to approve the payment schedule. (Appendix 1)

- c) **To approve a donation of £250, recommended by the Events and Community Committee, to the Aspire/Tesco Community Toy appeal to be launched on the 15th November.**

Cllr A Cooper proposed an amendment to the motion and asked that £200 be donated to the Aspire/Tesco Community Toy Appeal and £100 be donated to the Hamper Appeal. In addition, item 9, the grant request from the Dougie Mac, would appear to be a donation request and doesn't fulfil requirements for a grant application. Thus, the remaining £200 in the donation budget could be donated to the Dougie Mac.

The amended motion was seconded and approved by majority vote. The Council **resolved** to donate:

Aspire/Tesco Community Toy Appeal	£200
Hamper Appeal	£100
Dougie Mac Charity	£200

- d) **To receive a budget update and bank reconciliation from the Clerk/RFO and to agree any recommended virements.**

The Clerk presented the Q2 financial statements dated 30th September 2019. (See appendix 2.)

The Council **resolved** to receive the report and to agree the budget virements as outlined in the report.

1920-FC5-09 Audit 2018/2019: To receive the results of the external audit of the 2018/2019 accounts by Mazars and to note the posting of the conclusion of audit on the 30th September 2019.

The council received the end of audit report from the external auditor, Mazars. The external auditor has not issued a qualification because they are satisfied the Council's Annual Governance and Accountability return is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Clerk and Cllr Cooper reiterated that the Council had worked with Mazars to provide information requested and to provide explanations to queries. The officers were thanked along with Cllrs Cooper and P Waring and other members of F&GP for their hard work at implementing and improving processes and systems of internal control.

Cllr Robinson also noted that the Council had shown that by working together, issues could be resolved. Cllr P Waring stated that he feels the Council is going in the right direction.

The Clerk informed that the end of audit notice was posted on the 30th September 2019.

1920-FC5-10 Grant Application: To consider a grant application and to resolve to approve or otherwise.

The grant application received from the Dougie Mac was considered to be more appropriate as a request for a donation and was considered above in item 1920-FC5-08C.

1920-FC5-11 Youth Provision in Kidsgrove: To receive a report to Council and to resolve to approve the recommendations therein.

Cllrs J Waring and Cllr Dymond presented their reports and updated the Council and supported the Clerk's recommendation that a working party be set-up. Cllr J Waring has been in touch with Staffordshire Youth Service who have offered their guidance.

The Council **resolved** that a working party be set up and that the working party report into the F&GP Committee. It was further **resolved** that firstly, the Terms of Reference for the working party be drafted by the Clerk for approval by the F&GP Committee. It was agreed that the remit of the working party include a wider area than just Clough Hall Park and should look carefully at the costings and responsibilities for funding including long-term projections and sustainability of any proposals.

1920-FC5-12**Crown Bank Allotments: To receive a report to Council and to resolve to approve the recommendations therein.**

Cllr Robinson presented his report outlining the strip of land owned by Aspire which is the main access to the Crown Bank Allotments, and about which Aspire have asked the Town Council to consider a 99-year lease agreement on a peppercorn rent basis.

Concern was expressed regarding responsibilities for the boundary fences and also the safety of the wall and potential costs for repair.

The Council **resolved** to approve the recommendations to:

- a) Agree to a 99-year lease in principle.
- b) That the Town Clerk appoint a solicitor to act on behalf of Kidsgrove Town Council.
- c) That the Town Clerk bring back any recommendations from our solicitor to the Full Council for final approval.

It was agreed that some of the costs that might be associated with the taking on a lease such as the wall repair and boundary responsibilities be investigated.

1920-FC5-13**Community Speedwatch Report: To receive a report regarding Community Speedwatch signs at the entrance to the village and to consider and approve the recommendations of the Planning, Infrastructure and Highways Committee.**

Cllr Dodgson and the Clerk updated the Council. The Planning, Highways and Infrastructure Committee has recommended that the Council support the Community Speedwatch initiatives within the Parish by supplying Speedwatch signs at the entrances to the Parish. The permissions needed from Staffordshire County Council Highways have not yet been received and the costs are being calculated, but it is estimated that each of the signs (25 maximum) will cost approximately £250 to £300 with the purchase, licence and installation.

The Council **resolved** to approve in principle to the purchase of the signs and to move £5000 from the Highways and Highways Safety budget line into a budget line specifically for Community Speedwatch support. Quotes, when received, will pass through Council or Committee as appropriate for approval

1920-FC5-14**Kidsgrove Town Council Records and Archived Materials**

Cllr J Waring presented a verbal report expressing her views on the use of outside storage of Council records. The Clerk confirmed that, in the current storage location, documents are becoming damp and are insecure.

It was **resolved** that the records be removed from storage as a matter of urgency and returned to the Victoria Hall. Cllr J Waring asked for it to be recorded that the decision for the archives to be moved to storage was not referred to and made by the Council. It was an officer decision.

It was acknowledged that storage space is severely limited and a long-term solution needs investigating. It has now been established that the Rotary use, and pay for, use of two of the garages so that approach doesn't seem to be a viable option. Cllr J Waring agreed to talk to Newcastle Borough Council to enquire if further space may be available in other parts of the building.

Action: The Clerk and Cllr J Waring to sort and remove the documents from the storage at Newcastle back to the Town Hall using the Ranger for help as required. (Any other volunteers are welcome.)

1920-FC5-15 Victoria Hall Issues

- a) **To approve the recommendation of the Events and Community Committee to waive the agreed £500 hall hire for the 2019 beer festival.**

The Clerk updated the Council that due to decreased attendance this year, that the Events and Community Committee have scrutinised the financial information for the beer festival and that the event had made a loss for Wade and his team.

The Council **resolved** to waive the hall hire fee in return for a donation to the Mayor's Charity.

It was agreed that in future, if the bar contract holder run the event, there should be a meeting in advance to discuss and agree arrangements.

Cllr Cartwright thanked everyone who helped for the time that they input over the weekend.

- b) **To consider requests for concessions for hall hire.**

- i) **1940's Society request for free hall usage for an event to raise money for charity- Help the Heroes.**

The Council **resolved** that the concession be offered for free hall usage on the proviso that the 1940s society provide a Mayor's Charity or another local charity donation and also provide suitable security, health and safety provision and cleaning of the premises in readiness for the following day's events.

- ii) **St Thomas' Church request for free hall usage.**

The Council **resolved** that the event be granted free hall usage as this is a valuable community event on the proviso that, as above, health and safety provision and cleaning is provided by the Church. It was not felt that security would be required for this event.

- iii) **A Charity Black Tie Event request for free rehearsal time.**

It was noted that the hall hire for this event has been paid in full by a sponsor. It was **resolved** that the group be offered four two-hours sessions for rehearsals at times to be arranged in advance with the Clerk and on the proviso that the hall is left clean and as it's found on each occasion.

It was noted that a concessions policy is currently being drafted but is not yet in place which may impact future decisions on concessions.

- c) **To receive a report from the Clerk on operational issues and to approve the recommendations of the Clerk and F&GP**

The Clerk informed the Council of some key points from a recent meeting with officers from Newcastle Borough Council:

- That the quarterly service charge bill will be £2000 a quarter this year with adjustments made at year end if necessary.

- The percentage of the gas paid for by Kidsgrove Town Council will increase to 50% from 40%. It is felt that greater care with the heating can mitigate this increase.
- Newcastle Under Lyme have agreed to investigate if gas and electric costs can be passed to us without the 20% VAT.

The Council agreed the changes seemed appropriate.

d) **To consider quotes received for the repair of the roof over the refreshments room window and to agree to accept the quote.**

The Clerk has received three quotes, but it was decided to defer the item to the next F&GP Committee meeting so that some technical advice could be sought.

1920-FC5-16 Neighbourhood Plan: To receive a verbal update.

Cllr Stubbs presented an update to the Council:

Cllr Stubbs informed that members of the Planning, Infrastructure and Highways Committee had met on the 1st October with officers of Newcastle-under-Lyme Planning Department including the Neighbourhood Plan Support Officer. The Committee had received a presentation on the progress of the Local Plan and also on Neighbourhood Planning. The Council's consultant also attended to ask questions. It was felt that consultation by Kidsgrove town Council should wait until the next Local Plan information is available.

1920-FC5-17 Planning Applications Received: To receive a list of planning applications received to which Kidsgrove Town Council are invited to consult on. To resolve to agree any comments to be submitted.

Consideration of received applications was deferred to the Planning, Infrastructure and Highways Committee on the 10th October 2019.

1920-FC5-18 Lap Feedback: To receive feedback from the appointed representatives of both Kidsgrove (Cllr J Waring) and Talke and Butt Lane (Cllr Robinson) and to receive correspondence received.

Cllr Robinson updated that as a response to the letter informing that LAP support is ending, a meeting has been called of all chairs and vice-chairs of the LAPS to discuss how to move forward. Aspire Housing have offered their boardroom for the meeting. Cllr Waring informed that the next Kidsgrove LAP meeting is scheduled for the 22nd October.

1920-FC5-19 SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.

Cllr Burgess was unable to attend the most recent SPCA meeting as it coincided with another meeting and so the item was deferred.

1920-FC5-20 Civic Service: To receive a report from the Town Mayor and to agree the date of Civic Service.

The Mayor informed that Butt Lane Baptist Church is being considered and a meeting is being held the following week. Further details will be circulated when available.

1920-FC5-21 To receive a verbal report on the Remembrance Day arrangements for 2019 including the road closure, the purchase of a speaker system and an offer of a male voice choir.

The Clerk updated that the road closure procedure is in place and that she is investigating the purchase of speakers. Cllr H Maxfield passed on an offer of a male-voiced choir offering their service for some part of the day. It was felt that the church or garden after the service and the first post has been played would be appropriate for this and Cllr Dymond agreed to arise the offer at the following night's RBL meeting. All agreed that it would be a good thing to be fitted in. Cllr Dymond updated that wreaths are ordered and that volunteers are required to sell poppies.

1920-FC5-22 Town Mayor and Clerks' Reports

The Mayor reported that August had been busy with the Beer Festival and also a visit to a resident who was celebrating a 100th birthday.

The Clerk reported that a thankyou letter has been received from the Scouts for the grant the Council supplied.

The Clerk also reported that Northwich Town Council are offering a course on road closures and, if the qualification is acceptable to Newcastle-Borough Council, that the Council could consider one or two members of staff being trained.

1920-FC5-23 Future Key Agenda items

- a) Health and Safety Report (Ellis Whittam) and a plan of action (F&GP first)
- b) Update on the transfer of the Town Hall from NULBC and issues arising.
- c) Hall Hire – Review of Booking Forms and Concessions policy (F&GP first).

1920-FC5-24 To agree the date of the next meeting: Thursday 21st November 2019

Meeting Closed 21:15 pm

Payments presented to the meeting of the 3rd October 2019

Payroll September - £5553.18 – Approved by the Mayor (A Cartwright) and Deputy Mayor (A Cooper)

Payments processed and paid (authorised by Cllr Cooper and Cllr Dodgson) after F and GP which didn't appear on the schedule for that meeting:

Creditors for Month No 6		Order by Invoices Entered		Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/07/2019	334	311	STAFSOL	STAFFSSOLU	75.00	15.00	90.00	4602	114	75.00	1st Aid Party in the Park
17/07/2019	SINV010024	312	ELLIS WHITTAM	EWHIT01	3,908.00	781.60	4,689.60	4056	104	3,908.00	Health and Safety Year 3
17/07/2019	SINV010225	313	ELLIS WHITTAM	EWHIT01	99.30	0.00	99.30	4056	104	99.30	Ellis Whittam Insurance
11/09/2019	GRANT APP	314	F-HUDSON	FATH-HUD	499.00	0.00	499.00	4200	112	499.00	Grant to Father Hudson
TOTAL INVOICES					<u>4,581.30</u>	<u>796.60</u>	<u>5,377.90</u>			<u>4,581.30</u>	
					VAT ANALYSIS CODE S @ 20.00%	3,983.00	796.60	4,779.60			
					VAT ANALYSIS CODE Z @ 0.00%	598.30	0.00	598.30			
TOTALS					<u>4,581.30</u>	<u>796.60</u>	<u>5,377.90</u>				

Appendix 1 – Payment schedule

Payments requiring approval and not yet paid:

The Clerk's next payment for the Community Governance Course is due – invoice to be presented at the meeting.

02/10/2019		Kidsgrove Town Council 2019/20							Page 48			
13:24		PURCHASE DAYBOOK							User: SED			
Creditors for Month No 6				Order by Invoices Entered				Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
25/09/2019	796	315	MAZARS	MAZ01	600.00	120.00	720.00	4050	104	600.00	External Audit 2018/2019	
15/08/2019	6248	316	L JONES JOINERY LTD	LJJ01	80.00	16.00	96.00	4018	101	80.00	Storage 18Jul-14Aug	
11/09/2019	6275	317	L JONES JOINERY LTD	LJJ01	80.00	16.00	96.00	4018	101	80.00	Storage 15Aug-11Sept	
19/08/2019	4234	318	PLUMB-UNIT	PLUMB-UNIT	26.78	5.35	32.13	4090	109	26.78	Two toilet seats plus fixings	
05/09/2019	N202399056	319	NBC	NBC01	700.00	140.00	840.00	4030	102	700.00	Baskets at the Town Hall	
01/07/2019	12032	320	MICROSHADE	MIC01	163.20	32.64	195.84	4011	101	163.20	Hosted Rialtas service Q2	
19/08/2019	INV2859	321	REELS ON WHEELS	ROW01	168.00	33.60	201.60	4098	114	168.00	Reels on Wheels Aladdin 2019	
07/08/2019	1325	322	ELEMENT HOSTING	EH01	105.00	0.00	105.00	4011	101	105.00	Caretaker email address annual	
16/09/2019	N202399331	323	NBC	NBC01	2,000.00	400.00	2,400.00	4085	109	2,000.00	Q1 Service Charge	
16/09/2019	N202399344	324	NBC	NBC01	2,000.00	400.00	2,400.00	4085	109	2,000.00	Q2 Service Charge	
31/08/2019	58512	325	V2V	V2V01	33.29	6.66	39.95	4010	101	33.29	Ranger Mobile August	
16/08/2019	87775	326	ALPHA	ALPH01	101.63	20.33	121.96	4010	101	101.63	Telephone and internet July	
16/09/2019	88169	327	ALPHA	ALPH01	127.39	25.48	152.87	4010	101	127.39	Telephone and Internet August	
27/09/2019	393	328	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	Town Council news Oct/Nov edit	
27/09/2019	403	329	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Vic Hall Ad in G News Oct/Nov	
05/08/2019	3531	330	SHIRES PAY SERVICES	SPSLTD	17.50	0.00	17.50	4022	101	17.50	Shire Payroll July 19	
05/09/2019	3633	331	SHIRES PAY SERVICES	SPSLTD	28.50	0.00	28.50	4022	101	28.50	Payroll Services August	
05/09/2019	CB1786/0375/19	332	CBI-SECURITY	CBISECUR	225.00	45.00	270.00	4093	109	225.00	Beer Festival Security	
30/09/2019	CB1786/0460/19	333	CBI-SECURITY	CBISECUR	112.50	22.50	135.00	4093	109	112.50	Security Charge Sept 2019	
05/09/2019	101435493	334	RICOH	RIC0H01	517.39	103.48	620.87	4013	101	517.39	Printing costs	
30/09/2019	KLE-193	335	KLEENSCAPE	KLS01	579.20	115.84	695.04	4094	109	579.20	September Cleaning Costs	
30/08/2019	KLE-163	336	KLEENSCAPE	KLS01	690.58	138.12	828.70	4094	109	690.58	August Cleaning Bill	
TOTAL INVOICES					8,565.96	1,641.00	10,206.96			8,565.96		
VAT ANALYSIS CODE S @ 20.00%					8,204.96	1,641.00	9,845.96					

Appendix 2 – Budget Report

Kidsgrove Town Council
 Victoria Hall
 Liverpool Road
 Kidsgrove
 Staffordshire
 ST7 4EL

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Q2 – RFO Financial Report

Balance Sheet dated 30th September 2019

03/10/2019

Kidsgrove Town Council 2019/20

12:41

Balance Sheet as at 31 March 2019

31 Mar 19		31 Mar 20
	Current Assets	
904	Debtors	960
15,053	VAT Control A/c	29,946
1,381	Prepayments	0
65,918	Current Bank A/c	144,934
168,885	National Savings Account	168,885
0	Unity Current Account T2	46,417
252,140		391,142
	252,140 Total Assets	391,142
	Current Liabilities	
2,219	Creditors	10,306
49,072	Accruals	0
1,022	Accrue mayors charity donation	1,022
1,043	Receipts in Advance	0
53,357		11,328
	198,784 Total Assets Less Current Liabilities	379,814
	Represented By	
53,784	General Reserves	234,814
55,000	EM RES - VH Maintenance Fund	55,000
10,000	EM RES - Election Costs	10,000
60,000	EM RES - Capital Projects	60,000
20,000	EM RES - Revenue Fund	20,000
198,784		379,814

The above statement represents fairly the financial position of the authority as at 31 March 2019 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
 Chairman

Signed : _____ Date : _____
 Responsible
 Financial

Income and Expenditure Report

Kidsgrove Town Council 2019/20		
Income and Expenditure Account for Year Ended 31 Mar 20		
31 Mar 19		31 Mar 20
	Operating Income	
255,855	Administration	251,392
830	Allotments	896
24,238	Victoria Hall Operations	9,621
750	Events	483
<u>281,674</u>	Total Income	<u>262,392</u>
	Running Costs	
26,611	Administration	6,318
27	Environmental Projects	3,704
20,774	Fixed & Statutory	12,008
1,900	Capital Projects	0
37,503	Staff payroll costs	31,845
922	Allotments	464
63,500	Victoria Hall Operations	11,378
35,608	Ranger Service	9,193
2,114	Civic Costs	1,857
1,450	Grants and donations	2,981
3,039	Events	1,613
<u>193,450</u>	Total Expenditure	<u>81,361</u>
	General Fund Analysis	
77,331	Opening Balance	53,784
<u>281,674</u>	Plus : Income for Year	<u>262,392</u>
359,005		316,176
193,450	Less : Expenditure for Year	<u>81,361</u>
165,555		234,814
0	Transfers TO / FROM Reserves	<u>111,772</u>
<u>165,555</u>	Closing Balance	<u>123,043</u>

Budget updates

Expenditure against budget is shown in appendix 1.

Comments

The Council resolved on the 15th August to put £1500 from general reserves into a budget line for a sound system for outdoor use.

A new cost centre from the Neighbourhood Plan is to be set up which will take £1000 from general reserves as agreed at the Council Meeting of the 15th August.

There is a recommendation from Planning, Infrastructure and Highways that the Council support the Community Speed Watch Scheme by purchasing and maintaining signs for the entrance to the Parish. Permissions and costings are currently taking place. It is estimated that up to £5000 may be needed to support this scheme.

Budget Lines overspent or predicted to overspend:

106/4000 to 4002 – The salary budget will overspend due to the appointment of a caretaker and plan to recruit a further part-time office member. Current staff predicted total spend - £65,000, £13000 over budget. Increasing staff will result in a further overspend.

101/4011 - The Clerk has insufficient in the budget to fund a laptop for caretaker use and as an office backup.

101/4013 - The photocopier and printer budget line is overspent due to there being more Council activity this year than the previous year.

109/4093 – Cleaning costs are higher than predicted and the total spend may be circa £8000 with only £5000 budgeted.

The council cannot keep taking from general reserves and needs to look at the budget.

Budget Lines with predicted underspend:

Cost centre 109 – Victoria Hall Operations:

4093 – External contractor security - £18,000 was budgeted but, due to the recruitment of a caretaker and the Clerk providing support, the predicted security spend is approximately £5000. This releases £13,000 for use elsewhere.

Cost centre 115/4400 – Health and Wellbeing:

It is predicted that the spend this year will be – defibrillators up to £9000, dementia project support up to £1000. There are no further plans and £8000 could be released from this budget line.

It is recommended the Council approve:

- **The virement of £13,000 from nominal code 4093 and £8000 from 4400 (£21,000 in total) into:**

109/4094 – cleaning -	£2000
106 - Staff Payroll Costs -	£18000
101/4006 Office equipment + ICT hardware	£500
101/4013 Photocopying	£500

Appendix 2 – Budget Report

- **Code 115 – Health and Wellbeing**
That the residual £10,000 allocated is allocated as follows:
Defibrillator project - £9,000
Dementia Project - £1000
Code 116/4500 – Highways and Highways Safety
That £5000 be put into a budget line for Community Speed Watch Support leaving £20,000 for other projects.
- The £1500 for the sound system be added to the administration cost centre under a new nominal code – ‘Other Council Equipment’. This £1500 was from general reserves.
- 109/4032 and 4090 – 4032 is Victoria Hall ‘Maintenance’ and 4090 is Victoria Hall ‘Redecoration/repairs’. This is causing confusion. It is recommended that 4032 be renamed ‘Maintenance and Repairs’ and 4090 be ‘decorating costs’. It is further recommended that £1000 is vired from 4090 into 4032.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1010 Bank Interest	1,008	23	560	537			4.1%	
1076 Precept	228,177	231,309	231,309	0			100.0%	
1077 Council Tax Support Grant	13,266	13,266	13,266	0			100.0%	
1078 S136 RECEIPT	13,404	6,794	6,794	0			100.0%	
Administration :- Income	255,855	251,392	251,929	537			99.8%	0
4004 Communication and consultation	0	480	1,000	520		520	48.0%	
4005 Advertising	1,030	0	500	500		500	0.0%	
4006 Office Equipment + ICT hardwar	42	813	1,000	187		187	81.3%	
4007 Postage	2	0	50	50		50	0.0%	
4008 Stationery	529	112	600	488		488	18.6%	
4009 Office Contingency Costs	252	134	750	616		616	17.9%	
4010 Telephone & Internet	2,105	634	2,000	1,366		1,366	31.7%	
4011 ICT - software + support	3,314	536	2,000	1,464		1,464	26.8%	
4012 Website development	899	0	500	500		500	0.0%	
4013 Photocopier and printer	596	843	600	(243)		(243)	140.5%	
4017 Mileage costs	47	0	150	150		150	0.0%	
4018 Off site storage	960	480	1,000	520		520	48.0%	
4019 Bank Charges	283	139	300	161		161	46.3%	
4020 Training - Staff	2,076	150	3,750	3,600		3,600	4.0%	
4021 Training - Members	256	0	1,000	1,000		1,000	0.0%	
4022 Payroll costs	340	149	500	352		352	29.7%	
4023 Staffing support	12,258	0	0	0		0	0.0%	
4052 SPCA and other subscriptions	252	1,284	1,300	16		16	98.8%	
4053 Accountancy Fees inc Rialtas	760	566	750	184		184	75.4%	
4054 Professional Advice statutory	355	0	0	0		0	0.0%	
4999 Miscellaneous and unexpected	256	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	26,611	6,318	17,750	11,432	0	11,432	35.6%	0
Net Income over Expenditure	229,245	245,074	234,179	(10,895)				
6000 less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	117,473	245,074						
102 Environmental Projects								
4029 Environmental improvement	0	2,904	8,000	5,096		5,096	36.3%	
4030 Planters and hanging baskets	27	800	3,000	2,200		2,200	26.7%	
Environmental Projects :- Indirect Expenditure	27	3,704	11,000	7,296	0	7,296	33.7%	0
Movement to/(from) Gen Reserve	(27)	(3,704)						

Detailed Income & Expenditure by Budget Heading 03/10/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Fixed & Statutory								
4025 Business Rates	7,920	8,162	8,500	339		339	96.0%	
4050 Audit Fee inc GDPR	2,882	(540)	1,500	2,040		2,040	(36.0%)	
4051 Insurance	3,904	0	4,200	4,200		4,200	0.0%	
4052 SPCA and other subscriptions	1,284	0	0	0		0	0.0%	
4053 Accountancy Fees inc Rialtas	0	(111)	0	111		111	0.0%	
4054 Professional Advice statutory	640	300	1,000	700		700	30.0%	
4055 Bar licence	203	191	250	60		60	76.2%	
4056 Legal and Health and Safety	3,941	4,007	4,000	(7)		(7)	100.2%	
4999 Miscellaneous and unexpected	0	0	500	500		500	0.0%	
Fixed & Statutory :- Indirect Expenditure	20,774	12,008	19,950	7,942	0	7,942	60.2%	0
Movement to/(from) Gen Reserve	(20,774)	(12,008)						
105 Capital Projects								
4033 Hanging Baskets	700	0	0	0		0	0.0%	
4063 Christmas Lights	1,200	0	10,000	10,000		10,000	0.0%	
Capital Projects :- Indirect Expenditure	1,900	0	10,000	10,000	0	10,000	0.0%	0
Movement to/(from) Gen Reserve	(1,900)	0						
106 Staff payroll costs								
4000 Salaries	21,062	17,181	40,000	22,819		22,819	43.0%	
4001 HMRC	8,091	7,733	6,000	(1,733)		(1,733)	128.9%	
4002 Staffords hire Pensions	8,350	6,931	6,000	(931)		(931)	115.5%	
Staff payroll costs :- Indirect Expenditure	37,503	31,845	52,000	20,155	0	20,155	61.2%	0
Movement to/(from) Gen Reserve	(37,503)	(31,845)						
107 Allotments								
1002 Allotment Income	830	896	900	4			99.6%	
Allotments :- Income	830	896	900	4			99.6%	0
4300 Allotment Society Subs	55	55	75	20		20	73.3%	
4301 Allotment Legal and prof.	0	0	2,000	2,000		2,000	0.0%	
4302 Allotment waste disposal	480	160	425	265		265	37.6%	
4303 Allotment contingency	0	169	500	331		331	33.8%	
4304 Allotment Maintenance	387	80	1,000	920		920	8.0%	
Allotments :- Indirect Expenditure	922	464	4,000	3,536	0	3,536	11.6%	0
Movement to/(from) Gen Reserve	(92)	432						

Detailed Income & Expenditure by Budget Heading 03/10/2019

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 Victoria Hall Operations								
1000 Lettings	19,293	8,646	18,500	9,855			46.7%	
1001 Bar Franchise	4,945	675	3,750	3,075			18.0%	
1004 Surety Deposits	0	300	0	(300)			0.0%	
Victoria Hall Operations :- Income	24,238	9,621	22,250	12,630			43.2%	0
4031 Christmas Decorations VH	145	0	200	200		200	0.0%	
4032 Maintenance	2,935	781	1,000	219		219	78.1%	
4062 Stage Lighting	0	0	1,000	1,000		1,000	0.0%	
4064 Kitchen Costs	0	0	10,500	10,500		10,500	0.0%	
4077 Victoria Hall other costs	133	0	750	750		750	0.0%	
4078 Victoria Hall advertising	0	360	1,200	840		840	30.0%	
4080 Waste Disposal	0	0	500	500		500	0.0%	
4085 Service Charge	27,719	4,000	10,000	6,000		6,000	40.0%	
4090 Victoria Hall - Redec/repairs	2,452	71	2,000	1,929		1,929	3.5%	
4091 Victoria Hall Legal Expenses	396	0	2,000	2,000		2,000	0.0%	
4092 Health and Safety	2,000	260	1,000	740		740	26.0%	
4093 External contractor Security	21,393	1,701	18,000	16,299		16,299	9.4%	
4094 External Contractor cleaning	6,232	4,206	5,000	794		794	84.1%	
4999 Miscellaneous and unexpected	95	0	0	0		0	0.0%	
Victoria Hall Operations :- Indirect Expenditure	63,500	11,378	53,150	41,772	0	41,772	21.4%	0
Movement to/(from) Gen Reserve	(39,262)	(1,758)						
110 Ranger Service								
4100 Ranger Service contract	35,000	9,025	35,000	25,975		25,975	25.8%	
4101 Ranger Service Training	350	0	1,000	1,000		1,000	0.0%	
4102 Ranger Other Costs	258	168	1,000	832		832	16.8%	
Ranger Service :- Indirect Expenditure	35,608	9,193	37,000	27,807	0	27,807	24.8%	0
Movement to/(from) Gen Reserve	(35,608)	(9,193)						
111 Civic Costs								
4040 Civic Gifts	0	0	100	100		100	0.0%	
4041 Civic Regalia	614	0	1,000	1,000		1,000	0.0%	
4042 Mayors Allowance	1,000	1,000	1,000	0		0	100.0%	
4043 Deputy Mayors Allowance	250	250	250	0		0	100.0%	
4045 Mayors Function Funds	0	357	500	143		143	71.4%	
4046 Town Crier	250	250	250	0		0	100.0%	
Civic Costs :- Indirect Expenditure	2,114	1,857	3,100	1,243	0	1,243	59.9%	0
Movement to/(from) Gen Reserve	(2,114)	(1,857)						

Detailed Income & Expenditure by Budget Heading 03/10/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Grants and donations								
4200 Grants awarded	1,200	2,981	10,000	7,019		7,019	29.8%	
4201 Donations (S137)	250	0	500	500		500	0.0%	
Grants and donations :- Indirect Expenditure	1,450	2,981	10,500	7,519	0	7,519	28.4%	0
Movement to/(from) Gen Reserve	(1,450)	(2,981)						
114 Events								
1998 Party in the Park Income	0	483	0	(483)			0.0%	
1999 Event Income	750	0	0	0			0.0%	
Events :- Income	750	483	0	(483)				0
4070 Community Pantomime	975	0	2,200	2,200		2,200	0.0%	
4097 TMC-NYE/Xmas	0	0	200	200		200	0.0%	
4098 Reels on Wheels	320	336	1,000	664		664	33.6%	
4099 Other Event costs	0	0	3,500	3,500		3,500	0.0%	
4600 Event advertising	0	0	600	600		600	0.0%	
4602 Party in the Park Costs	0	1,277	0	(1,277)		(1,277)	0.0%	
4999 Miscellaneous and unexpected	1,744	0	0	0		0	0.0%	
Events :- Indirect Expenditure	3,039	1,613	7,500	5,887	0	5,887	21.5%	0
Movement to/(from) Gen Reserve	(2,289)	(1,130)						
115 Health and Wellbeing								
4400 Health and wellbeing projects	0	0	18,000	18,000		18,000	0.0%	
Health and Wellbeing :- Indirect Expenditure	0	0	18,000	18,000	0	18,000	0.0%	0
Movement to/(from) Gen Reserve	0	0						
116 Highways and Highways Safety								
4500 Highways and highways Safety	0	0	25,000	25,000		25,000	0.0%	
Highways and Highways Safety :- Indirect Expenditure	0	0	25,000	25,000	0	25,000	0.0%	0
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	281,674	262,392	275,079	12,687			95.4%	
Expenditure	193,450	81,361	268,950	187,589	0	187,589	30.3%	
Net Income over Expenditure	88,225	181,030	6,129	(174,901)				
less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	(23,547)	181,030						