

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 21st November, 2019 Chairman's Room, Victoria Hall, Kidsgrove

1920-FC6-01 Present

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

** Cllr J Waring and Cllr H Maxfield left the meeting at 7:40pm

Attending: Sue Davies (Clerk)

One member of the public present.

1920-FC6-02 To receive apologies for absence

Apologies for absence were received from Cllr Stubbs, Cllr E Wareham Jones and Cllr Dillon.

1920-FC6-03 To note declarations of interest

None received.

1920-FC6-04 Public Participation

None.

1920-FC6-05 To confirm and agree the minutes of the meeting of the 3rd October 2019

The Council **resolved** to approve the minutes of the meeting held on the 3rd October 2019 with one amendment: Cllr J Waring asked for a further sentence to be added to the minutes to reflect that the decision for the archives to be moved to storage was not referred to and made by the Council.

1920-FC6-06 To receive and note the draft minutes of Committee Meetings held since 3rd October:

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

The Council received and noted the minutes of the staffing committee held on the 23rd May 2019.

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

The Council received and noted the minutes of the planning, infrastructure and highways committee held on the 3rd September 2019.

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

The Council received and noted the minutes of the Events and Community Committee held on the 5th September 2019.

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

The Council received and noted the minutes of the Environment and Allotments Committee held on the 9th September 2019.

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

The Council received and noted the minutes of the Finance and General Purposes Committee held on the 17th September 2019.

f) Planning, Infrastructure and Highways committee – Thursday October 10th, 2019

The Council received and noted the minutes of the planning, infrastructure and highways committee held on the 10th October 2019.

g) Environment and Allotments – Tuesday 15th October 2019

The Council received and noted the minutes of the Environment and Allotments Committee held on the 15th October 2019.

h) Events and Community Committee – Monday 21st October 2019

Deferred

i) Staffing Committee – Thursday 24th October 2019

Deferred

j) Planning Infrastructure and Highways Committee – Monday 4th November

Deferred

k) Staffing Committee – Thursday 7th November 2019

Deferred

l) Finance and General Purposes Committee – Thursday 7th November 2019

The Council received and noted the minutes of the Finance and General Purposes Committee held on the 7th November 2019.

It was agreed that in future, the clerk would email committee minutes out as they are written to Full Council, not just the committee members. In addition, a list of key decisions will be highlighted at Full Council meetings. Printed copies will only be available if specifically requested by a councillor.

1920-FC6-07 Matters arising not covered elsewhere:

a) Crown Bank Allotments – lease of land – to receive an update

The Clerk reported that this is deferred until after Christmas.

b) Community Speedwatch – To receive an update on the border signs.

The Clerk reported that the report has been received from Cllrs Dodgson and Jukes and that the border signs are progressing and John Steele, of Staffordshire County Council Highways, is currently assessing the sites.

c) Kidsgrove Town Council records and archives

The Clerk reported that work to return the archives to Kidsgrove Town Hall is in hand.

d) Victoria Hall – leaking roof issues.

The Clerk reported that the supplier has been agreed by the Finance and General Purposes Committee and that the work is due for completion in the Spring.

1920-FC6-08 Finance:

a) To resolve to approve payments

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

b) To receive a budget update and bank reconciliation from the Clerk/RFO.

The Council **resolved** to receive the financial summary dated 30th November 2019.

c) To receive and review the ‘in-house’ audit report from Cllr H Maxfield and to note any recommendations. Note – item carried over from the last meeting due to some clarification of observations and recommendations.

Cllr H Maxfield expressed her disappointment that her report had been questioned and that she had only recently been made aware

The clerk informed that the issues picked up at the audit were valid. It was agreed that three points had been by the audit:

- The Ranger contract should have either gone to tender or had a reason embodied in the minutes to explain why this wasn't necessary.

- That a more robust procedure is required for tying sort-codes and account numbers up when councillors authorise payments.
- The Clerk has still to set up a log of emergency powers.

*** Cllr H Maxfield and Cllr J Waring left the meeting at this point.*

It was agreed further clarity was required regarding 'in-house' audits and in how they are reported.

Action: Cllr Waring, Cllr Cooper and the Clerk discuss with Cllr H Maxfield the misunderstandings. The report to be returned to the Finance and General Purposes committee after the discussion.

1920-FC6-09 Grant Application: To consider the recommendation from the Finance and General Purposes Committee to resolve to approve a grant application from Staffordshire Clubs for young People.

The Council **resolved** the recommendation from the Finance and General Purposes Committee to approve the grant application received from Staffordshire Clubs for Young People for £1015.

1920-FC6-10 Policies: To resolve to approve the recommendation from the Finance and general Purposes Committee to approve the Asset Management Policy.

The Council **resolved** to approve the recommendation of the Finance and General Purposes Committee to approve the Asset Management Policy dated November 2019.

1920-FC6-11 Youth Provision in Kidsgrove.

a) To resolve to approve the Terms of Reference recommended by Finance and General Purposes

The Council **resolved** to approve the recommendation of the Finance and General Purposes Committee to approve the Terms of Reference for the Youth Provision working group.

b) To agree councillor representation of the working group

The Council **resolved** to approve the following membership of the working party:

Cllr K Robinson
 Cllr S Dymond
 Cllr M Maxfield
 Cllr J Waring
 Cllr S Burgess
 Cllr A Cooper

It was agreed group leaders contact those absent and inform the Clerk of any further additions.

- c) **To agree any other representation of the working party (note – the terms of reference as presented allow to working party to appoint further members once set-up)**

The Council **resolved** to approve that invitations to join the group be sent to the following:

Staffordshire Youth Organisation
Kidsgrove Scouts.

1920-FC6-12 My Town Proposals: To consider and discuss the process and Town Council input mechanism.

The Clerk noted that no correspondence had yet been received. Cllr Robinson informed that he believes a board is to be set-up and so an invitation should be imminent. It was further noted that clarity is required to establish town council representation distinct from Borough Councillor representation on such committees.

1920-FC6-13 Neighbourhood Plan: To receive a verbal update.

It was noted that the Planning, Infrastructure and Highways Committee have met with NULBC planning officers and have received a local plan update. In addition, correspondence has been received to say the local plan has a further delay which will impact. No further progress is anticipated until after the general election.

1920-FC6-14 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.

The Council **resolved** the following:

Various approval of conditions for 19/00341/FUL 114 Mow Cop Road – Erection of replacement dwelling.

No comment

19/00863/FUL – 1, Mossfield Crescent, Kidsgrove, ST7 4YA

Single story side and rear extensions

No comment

19/00860/FUL – 26, Mow Cop Road, Mow Cop, ST7 4NA

Single storey upper floor extension to the front of the property and above the garage.

No comment

19/00856/FUL – 5, Acres Nook, Woodstock Road, Stoke-on-Trent ST6 4QN

Demolition of Outbuilding & Conservatory & construction of a Side Extension to form Kitchen & Living Room.

No comment

1920-FC6-15 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 Cooper updated on the recent Kidsgrove LAP which had been the AGM. J Locke had been elected in as the chair again. The Town Council had fed in details of the dementia and defibrillator projects.

Cllr Robinson fed in that the Talke and Butt Lane LAP has deferred their meeting until January. An Armistice Service had been held in the Memorial Garden.

1920-FC6-16 SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.

Cllr Burgess had no updates as there has not been a meeting since the last Full Council.

1920-FC6-17 Town Mayor and Clerks' Reports: correspondence received and reports.

The Clerk informed that that Thomas's Church have sent a thankyou letter regarding the purchase of the speakers for community use, specifically the Remembrance Service.

The Clerk informed that the Rotary Club have sent a letter requesting volunteers for the Santa Run on the 13th December. Cllr Johnson, Cllr J Owen, Cllr S Dymond and the Clerk volunteered. The Mayor also informed that she has some family representatives assisting.

The Clerk informed that the office will be closing for Christmas on the 20th December until the 6th January although she would be picking up emails over the holidays to deal with any urgent matters arising.

The Mayor gave a summary of her recent events: In October she had attended a health event in Talke Village Hall along with Cllr Robinson and Cllr Cooper. She had also attended the Rotary bonfire.

The Mayor informed of the Christmas Market on the coming Saturday and she thanked those that had provided prizes and asked if further donations could be left at the office.

Cllr Robinson asked for condolences for G Sutton who has done a lot of work for Kidsgrove. The Council formally wanted to pass on thanks for his efforts for the community.

Cllr M Maxfield also noted condolences for the Salvation Army leader.

1920-FC6-18 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-FC6-19 To agree the date of the next meeting: Scheduled for Thursday 16th January although it was noted that there is now a meeting at NULBC on this night. It was agreed that the Clerk reschedule the meeting.

Meeting Closed 20:40 pm

Appendix 1 – Payment schedule

Payments presented to the meeting of the 21st November 2019

Payments processed and paid after F and GP which didn't appear on the schedule for that meeting:

Creditors for Month No 7			Order by Invoices Entered				Invoices entered by PP Posted by PP				
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
15/07/2019	12863	337	SLCC	SLCC01	1,470.00	0.00	1,470.00	4020	101	1,470.00	Staff Training-Second Installm
12/07/2019	425484	338	FENN	FEN01	40.56	8.11	48.67	4008	101	40.56	Stationery
25/10/2019	N202407977	339	NBC	NBC01	9,308.00	1,861.60	11,169.60	4100	110	9,308.00	Ranger Costs July - Sept 19
16/10/2019	0542	340	CMK ELECTRICAL	CMK01	1,500.00	300.00	1,800.00	4063	105	1,500.00	Christmas lights install
30/09/2019	48877	341	BEL BROS	BEL01	198.00	39.60	237.60	4302	107	198.00	Crown Bank Skip Hire
17/06/2019	19/232	342	SPCA	SPCA01	20.00	0.00	20.00	4021	101	20.00	Chairmanship Skills Course
24/09/2019	N202406198	343	NBC	NBC01	2,000.00	400.00	2,400.00	4085	109	2,000.00	Quarterly service charge
17/10/2019	88599	344	ALPHA	ALPH01	98.33	19.67	118.00	4010	101	98.33	Telecoms period ending 30/09
14/10/2019	786/0532/19	345	CBI-SECURITY	CBISECUR	100.00	20.00	120.00	4093	109	100.00	Security Services 12/10/19
21/10/2019	786/0544/19	346	CBI-SECURITY	CBISECUR	100.00	20.00	120.00	4093	109	100.00	Security services 19/10/19
28/10/2019	786/0554/19	347	CBI-SECURITY	CBISECUR	218.75	43.75	262.50	4093	109	218.75	Security Services 26/10/19
06/11/2019	5733	348	COOKIES	C001	424.43	84.88	509.31	4024	101	424.43	Mobile sound equipment
22/10/2019	164028	349	CEF ELECTRICAL	CEF	26.93	5.39	32.32	4032	109	26.93	Lighting supplies bulbs+tubes
30/10/2019	164239	350	CEF ELECTRICAL	CEF	45.00	9.00	54.00	4032	109	45.00	Light Bulbs
30/09/2019	353	351	PARKINSON PARTNER	PARKINSON	480.00	0.00	480.00	4021	101	480.00	Councillors Finance Training
31/07/2019	62338	352	FORDMAINWARING	FORDMAIN	43.75	8.75	52.50	4032	109	43.75	Kitchen checks on equip.
05/10/2019	3727	353	SHIRES PAY SERVICES	SPSLTD	28.00	0.00	28.00	4022	101	28.00	Payroll and pension services
30/09/2019	59071	354	V2V	V2V01	25.50	5.10	30.60	4010	101	25.50	Ranger mobile Sept
30/09/2019	437508	355	FENN	FEN01	44.26	8.85	53.11	4008	101	44.26	Projection screen
13/09/2019	434689	356	FENN	FEN01	59.27	11.85	71.12	4008	101	59.27	Stationery items
TOTAL INVOICES					<u>16,230.78</u>	<u>2,846.55</u>	<u>19,077.33</u>			<u>16,230.78</u>	
VAT ANALYSIS CODE S @ 20.00%					14,232.78	2,846.55	17,079.33				
VAT ANALYSIS CODE Z @ 0.00%					1,998.00	0.00	1,998.00				
TOTAL S					<u>16,230.78</u>	<u>2,846.55</u>	<u>19,077.33</u>				

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

Kingsgrove Town Council

Financial Position – 30th November 2019

1. Bank Reconciliations dated 30th November 2019

a. Barclays Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Bank A/C	30/11/2019	34	138,388.60
			138,388.60
Unpresented Cheques (Minus)			
		Amount	
		0.00	0.00
Receipts not Banked/Cleared (Plus)			
		0.00	138,388.60
			0.00
			138,388.60
			Balance per Cash Book is :-
			138,388.60
			Difference Excluding Adjustments is :-
			0.00
Adjustments to Reconciliation			
		0.00	0.00
			0.00
			Unreconciled Difference is :-
			0.00

Date: 19/12/2019

Time: 11:16

Kingsgrove Town Council 2019/20

Page 1

User: SED

Bank Reconciliation Statement as at 30/11/2019
for Cashbook 1 - Current Bank A/C

b. Unity Current Account

Date: 19/12/2019		Kidsgrove Town Council 2019/20		Page 1	
Time: 09:31		Bank Reconciliation Statement as at 30/11/2019		User: SED	
		for Cashbook 4 - Unity Current Account T2			
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>		
Unity Bank 20409649	30/11/2019	7	15,064.69		
			<u>15,064.69</u>		
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>		
			0.00		
			<u>0.00</u>		
<u>Receipts not Banked/Cleared (Plus)</u>					
			0.00		
			<u>0.00</u>		
			<u>15,064.69</u>		
			15,064.69		
			Balance per Cash Book is :-		
			Difference is :-		
			0.00		

Appendix 2 – Financial Summary

2. Trial Balance – 30th November 2019

Date : 19/12/2019		Kidsgrove Town Council 2019/20		Page 1	
Time : 11:23		Trial Balance for Month No: 8		User : SED	
Account Number Order					
A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			755.00	
105	VAT Control A/c			32,793.00	
200	Current Bank A/c			144,733.44	
201	National Savings Account			168,884.74	
203	Unity Current Account T2			8,719.85	
310	General Reserves				53,783.79
320	EM RES - VH Maintenance Fund				55,000.00
321	EM RES - Election Costs				10,000.00
322	EM RES - Capital Projects				60,000.00
323	EM RES - Revenue Fund				20,000.00
512	Accrue mayors charity donation				1,021.68
1000	Lettings	109	Victoria Hall Operations		11,543.50
1001	Bar Franchise	109	Victoria Hall Operations		945.00
1002	Allotment Income	107	Allotments		896.25
1004	Surety Deposits	109	Victoria Hall Operations		400.00
1010	Bank Interest	101	Administration		29.12
1076	Precept	101	Administration		231,309.00
1077	Council Tax Support Grant	101	Administration		13,266.00
1078	S136 RECEIPT	101	Administration		6,794.00
1998	Party in the Park Income	114	Events		483.00
4000	Salaries	106	Staff payroll costs	23,644.71	
4001	H MRC	106	Staff payroll costs	10,575.91	
4002	Staffordshire Pensions	106	Staff payroll costs	9,350.33	
4004	Communication and consultation	101	Administration	480.00	
4006	Office Equipment + ICT hardware	101	Administration	813.00	
4008	Stationery	101	Administration	255.77	
4009	Office Contingency Costs	101	Administration	155.90	
4010	Telephone & Internet	101	Administration	757.35	
4011	ICT - software + support	101	Administration	536.40	
4013	Photocopier and printer	101	Administration	842.77	
4018	Off site storage	101	Administration	480.00	
4019	Bank Charges	101	Administration	163.21	
4020	Training - Staff	101	Administration	1,620.00	
4021	Training - Members	101	Administration	500.00	
4022	Payroll costs	101	Administration	176.50	
4024	General Council and admin equi	101	Administration	424.43	
4025	Business Rates	104	Fixed & Statutory	8,161.50	
4029	Environmental improvement	102	Environmental Projects	2,904.00	
4030	Planters and hanging baskets	102	Environmental Projects	800.00	
4032	Maintenance	109	Victoria Hall Operations	896.68	
4042	Mayors Allowance	111	Civic Costs	1,000.00	
4043	Deputy Mayors Allowance	111	Civic Costs	250.00	

Continued over page

Date : 19/12/2019

Kidsgrove Town Council 2019/20

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Time: 11:23

Trial Balance for Month No: 8

User: SED

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4045	Mayors Function Funds	111	Civic Costs	357.00	
4046	Town Crier	111	Civic Costs	250.00	
4050	Audit Fee inc GDPR	104	Fixed & Statutory		540.00
4052	SPCA and other subscriptions	101	Administration	1,284.00	
4053	Accountancy Fees inc Rialtas	101	Administration	565.52	
4053	Accountancy Fees inc Rialtas	104	Fixed & Statutory		111.42
4054	Professional Advice statutory	104	Fixed & Statutory	300.00	
4055	Bar licence	104	Fixed & Statutory	190.50	
4056	Legal and Health and Safety	104	Fixed & Statutory	4,007.30	
4063	Christmas Lights	105	Capital Projects	1,500.00	
4078	Victoria Hall advertising	109	Victoria Hall Operations	360.00	
4085	Service Charge	109	Victoria Hall Operations	6,000.00	
4090	Victoria Hall - Redec/repairs	109	Victoria Hall Operations	70.53	
4092	Health and Safety	109	Victoria Hall Operations	260.00	
4093	External contractor Security	109	Victoria Hall Operations	2,119.75	
4094	External Contractor cleaning	109	Victoria Hall Operations	4,205.60	
4098	Reels on Wheels	114	Events	336.00	
4099	Other Event costs	114	Events	21.00	
4100	Ranger Service contract	110	Ranger Service	18,333.00	
4102	Ranger Other Costs	110	Ranger Service	168.10	
4200	Grants awarded	112	Grants and donations	2,981.00	
4201	Donations (S137)	112	Grants and donations	200.00	
4300	Allotment Society Subs	107	Allotments	55.00	
4302	Allotment waste disposal	107	Allotments	358.00	
4303	Allotment contingency	107	Allotments	168.99	
4304	Allotment Maintenance	107	Allotments	79.98	
4602	Party in the Park Costs	114	Events	1,277.00	
Trial Balance Totals :				466,122.76	466,122.76
Difference				0.00	

Appendix 2 – Financial Summary

4. Income and Expenditure report up till 30th November 2019

Month No: 8

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
101 Administration								
1010 Bank Interest	1,008	29	560	531			5.2%	
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	251,398	251,929	531			99.8%	0
4024 General Council and admin equi	0	424	0	(424)		(424)	0.0%	
Administration :- Direct Expenditure	0	424	0	(424)	0	(424)		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	256	600	344		344	42.6%	
4009 Office Contingency Costs	252	156	750	594		594	20.8%	
4010 Telephone & Internet	2,105	757	2,000	1,243		1,243	37.9%	
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	163	300	137		137	54.4%	
4020 Training - Staff	2,076	1,620	3,750	2,130		2,130	43.2%	
4021 Training - Members	256	500	1,000	500		500	50.0%	
4022 Payroll costs	340	177	500	324		324	35.3%	
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	8,630	17,750	9,120	0	9,120	48.6%	0
Net Income over Expenditure	229,245	242,343	234,179	(8,164)				
6000 less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	117,473	242,343						
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
Net Expenditure	(27)	(3,704)	(11,000)	(7,296)				

Appendix 2 – Financial Summary

Month No: 8

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
Net Expenditure	(20,774)	(12,008)	(19,950)	(7,942)				
105 Capital Projects								
4033 Hanging Baskets	700	0	0	0		0	0.0%	
4063 Christmas Lights	1,200	1,500	10,000	8,500		8,500	15.0%	
Capital Projects :- Indirect Expenditure	1,900	1,500	10,000	8,500	0	8,500	15.0%	0
Net Expenditure	(1,900)	(1,500)	(10,000)	(8,500)				
106 Staff payroll costs								
4000 Salaries	21,062	23,645	40,000	16,355		16,355	59.1%	
4001 HMRC	8,091	10,576	6,000	(4,576)		(4,576)	176.3%	
4002 Staffords hire Pensions	8,350	9,350	6,000	(3,350)		(3,350)	155.8%	
Staff payroll costs :- Indirect Expenditure	37,503	43,571	52,000	8,429	0	8,429	83.8%	0
Net Expenditure	(37,503)	(43,571)	(52,000)	(8,429)				
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	358	425	67		67	84.2%	
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	662	4,000	3,338	0	3,338	16.5%	0
Net Income over Expenditure	(92)	234	(3,100)	(3,334)				

Detailed Income & Expenditure by Budget Heading 19/12/2019

Month No: 8

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	11,544	18,500	6,957			62.4%	
1001 Bar Franchise	4,945	945	3,750	2,805			25.2%	
1004 Surety Deposits	0	400	0	(400)			0.0%	
Victoria Hall Operations :- Income	24,238	12,889	22,250	9,362			57.9%	0
4031 Christmas Decorations VH	145	0	200	200		200	0.0%	
4032 Maintenance	2,935	897	1,000	103		103	89.7%	
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	6,000	10,000	4,000		4,000	60.0%	
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	2,120	18,000	15,880		15,880	11.8%	
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	13,913	53,150	39,237	0	39,237	26.2%	0
Net Income over Expenditure	(39,262)	(1,024)	(30,900)	(29,876)				
110 Ranger Service								
4100 Ranger Service contract	35,000	18,333	35,000	16,667		16,667	52.4%	
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	18,501	37,000	18,499	0	18,499	50.0%	0
Net Expenditure	(35,608)	(18,501)	(37,000)	(18,499)				
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
Net Expenditure	(2,114)	(1,857)	(3,100)	(1,243)				

Detailed Income & Expenditure by Budget Heading 19/12/2019

Month No: 8

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	200	500	300		300	40.0%	
Grants and donations :- Indirect Expenditure	1,450	3,181	10,500	7,319	0	7,319	30.3%	0
Net Expenditure	(1,450)	(3,181)	(10,500)	(7,319)				
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	21	3,500	3,479		3,479	0.6%	
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	1,634	7,500	5,866	0	5,866	21.8%	0
Net Income over Expenditure	(2,289)	(1,151)	(7,500)	(6,349)				
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
Net Expenditure	0	0	(18,000)	(18,000)				
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
Net Expenditure	0	0	(25,000)	(25,000)				
Grand Totals:- Income	281,674	265,666	275,079	9,413			96.6%	
Expenditure	193,450	109,585	268,950	159,365	0	159,365	40.7%	
Net Income over Expenditure	88,225	156,081	6,129	(149,952)				
less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	(23,547)	156,081						