

# Town Council

## Minutes of Meeting

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

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



### Minutes of the Meeting held on the 23<sup>rd</sup> January, 2020 Chairman's Room, Victoria Hall, Kidsgrove

#### **1920-FC7-01 Present**

Cllrs Cartwright, Cooper, Bowyer, Burgess, Burnett, Dickens, Dillon, Dymond, Jukes, M Maxfield, B Owen, J Owen, Robinson, Stubbs, E Wareham-Jones, J Waring, P Waring,

Attending: Sue Davies (Clerk)

One member of the public present.

The chair informed that there was to be a change in agenda order with item 10 being moved forward to be covered after item 6.

#### **1920-FC7-02 To receive apologies for absence**

Apologies for absence were received from Cllr Dodgson and Cllr H Maxfield both informed to the Clerk prior to the meeting.

#### **1920-FC7-03 To note declarations of interest**

Cllr Dymond and Cllr Dickens both declared an interest in agenda item 10a (minute ref 1920-FC7-08).

#### **1920-FC7-04 Public Participation**

Mr Blaze raised two issues:

- Billy chips that are schemes in part of the country to help the homeless on the street. Cllr J Waring informed that there is a scheme to help the

homeless being investigated at the borough involving contactless payments. The Clerk said she would investigate the billy chip scheme.

- Alternative power sources, including wind turbine, and asking what councils can do.

**1920-FC7-05 To confirm and agree the minutes of the meeting of the 21<sup>st</sup> November 2019**

The Council **resolved** to defer approval until the next Full Council meeting.

**1920-FC7-06 To receive and note the draft minutes of Committee Meetings held since the 21<sup>st</sup> November 2019:**

**a) Planning, Infrastructure and Highways:**

- Monday 4<sup>th</sup> November – 19:00 - Received and noted.  
Further clarification of an item PH/19-20/2/6 b was requested. Cllr J Waring suggested speaking to the footpaths officer at Staffordshire County Council.
- Thursday 19<sup>th</sup> December – 18:30 - Deferred
- Monday, 6<sup>th</sup> January – 18:30 - Deferred

**b) Events and Community:**

- Monday, 21<sup>st</sup> October 2019 - Received and noted.

**c) Finance and General Purposes Committee:**

- Thursday - 7<sup>th</sup> November 2019 – 19:30 - Received and noted
- Thursday – 19<sup>th</sup> December 2019 – 19:30 - Received and noted
- Monday – 6<sup>th</sup> January 2020 – 19:30 - Received and noted

**d) Staffing Committee:**

- Thursday 7<sup>th</sup> November 2019 - Received and noted
- Monday 20<sup>th</sup> January 2020 - Deferred

**1920-FC7-07 Matters arising not covered elsewhere:**

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

The Clerk reported that she has contacted Blain Boland solicitors and the estimated cost of the transfer has been given as £750 to £1000 + VAT. The Council affirmed resolution 1920-FC5-12 (October 2019), and that the Clerk appoint the solicitor to act.

*Action: The clerk to progress the actions.*

**b) Kidsgrove Town Council records and archives**

The Clerk reported that all records are now back on site.

c) **Victoria Hall – leaking roof issues.**

The Clerk reported that the work is still due in the Spring for completion to solve the leaking roof in the refreshments room and a start date is awaited. In addition, the temporary repair to the roof in the bar appears to have solved the leak there. The Clerk is planning to speak further to the roofing contractor regarding the more permanent work.

d) **Youth provision in Kidsgrove**

The Clerk reported that the first meeting is to be held on the 13<sup>th</sup> February 2020 at 6:00pm.

**1920-FC7-08 Victoria Hall**

a) **To receive and consider a request from Kidsgrove Rotary for concessionary use of the Victoria Hall for their annual community day.**

The Council **resolved** to grant free usage to Kidsgrove Rotary for the community day. Cllr Dymond informed that any volunteers to help would be welcomed.

b) **To receive and consider quotes for the repair and re-varnish of the Victoria Hall spring floor.**

The Clerk updated the Council. Three quotes have been received but one firm recommended that sanding be put off for as long as possible since the floor only has one sand left as the nails are already showing in places. It was advised that the floor be cleaned, polished and the finish put down in the interim. Cllr Waring proposed that an external contractor be used rather than staff.

The council **resolved** to agree the proposals and that the Clerk arrange for the work to be carried out.

**1920-FC7-09 Finance:**

a) **To resolve to approve payments**

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

b) **To receive a financial summary and bank reconciliation from the Clerk/RFO.**

Cllr P Waring questioned the VAT return and the clerk affirmed that a VAT return has been submitted. The Council **resolved** to receive the financial summary dated 31<sup>st</sup> December 2019.

c) **To receive an update on the VAT position of the Council from the Clerk/RFO.**

The Clerk reported that the VAT accrued on the Victoria Hall to date is less than £7500 without the adjustments being made. As such, it is highly unlikely that VAT reclaimable will exceed the threshold for the 2019/20 financial year. A full report will be taken to the next F&GP Committee meeting.

**d) To consider and resolve to approve the recommendations of the Finance and General Purposes Committee to approve the budget for 2020-2021 and to note the three-year projection.**

The Council considered the unanimous recommendation from F&GP Committee to approve the proposed budget for 2020-21, a projected forecast for the following two years and some budget adjustments following on from budget recommendations by committees on the current financial year.

Cllr K Robinson proposed an amendment for a £5000 budget line to be added to the 2019/20 budget to provide grants of up to £500 for groups wishing to do events for the VE and VJ days with any residual unspent being added to the 2020/21 budget, with the money to be from general reserves. Cllr P Waring seconded the amendment. The Council **resolved** to accept the amendment.

Cllr M Maxfield asked for clarification of the Planning and Infrastructure Highways budget for noticeboards as she has been working with East Midlands Trains to provide a map for by the basin on the Canal and at the station. East Midlands Train have an artist to help with this and would part fund with the Town Council. The Clerk suggested putting the item on the next Planning, Infrastructure and Highways meeting.

Cllr V Jukes asked the Council to consider increasing the highways budget for SID provision and Community Speedwatch signs for the following year. It was agreed that the Planning, Infrastructure and Highways Committee could monitor this expenditure and the current year's money is unlikely to be spent.

Cllr J Waring thanked the Clerk for the presentation of the budget which she considered easy to follow but noted the difference in expenditure and income relating to allotments. It was agreed that this should be monitored whilst balancing with the Council's obligation to provide allotments.

The Council **resolved** to approve the recommendations with the amendment and to approve the budget for 2020-21.

Cllr A Cooper thanked the Clerk for her work in the budget setting process. The Mayor thanked the work of the Finance and General Purposes Committee.

**e) To consider the recommendation of the Finance and General Purposes Committee to resolve to approve the precept request of £233,862 which, based on the Council tax base of 6869 results in a band D council tax of £34.05, unchanged from 2019-2020.**

The Council **resolved** to approve the precept request of £233,862 for 2020-21.

*Action: The Clerk to submit the precept request to Newcastle Borough Council.*

**1920-FC7-10 Interim Internal Audit 2019-20**

The Clerk reported that an Interim Internal Audit was conducted by JDH Business Services Limited looking at processes in place. There were no major issues found. Some minor issues were highlighted. A report is due imminently and will be reported to the Finance and General Purposes Committee followed by the Full Council.

There are still issues around GDPR compliance which need resolving as a priority especially around the council's email issues.

**1920-FC7-11 To receive and resolve to adopt the 5-year plan document dated January 2020 for publication on the Council website, noting the document will be subject to ongoing scrutiny and review as projects progress.**

The Council **resolved** to adopt the 5-year plan dated January 2020.

*Action: The Clerk to ensure the plan is placed on the website for transparency.*

**1920-FC7-12 Ranger Contract for 2019-2020. To receive and resolve to approve the proposed ranger contact for 202/2021.**

The Clerk informed that some points are still being discussed with Newcastle-Borough-Council:

- Insurance issues regarding liability insurance and clarification of responsibilities between the two authorities.
- Clarification of day to day supervision responsibilities.

Cllr Bowyer raised that agreement of the contract should be dependent on the provided ranger not changing.

The Council **resolved** to approve the contract and the delegate to the Clerk to resolve the above issues.

*Action: The Clerk to progress the contract*

**1920-FC7-13 Grant Application: To receive and consider a grant application received from the Kildgrove Pensioners.**

The Council **resolved** to approve the application. It was agreed that the Council should help promote the group. It was also agreed that the Clerk should forewarn that the Council is reviewing its hall hire policy which may impact on cost.

*Action: The Clerk to progress the grant.*

**1920-FC7-14 Policies: To consider a draft officer-member protocol.**

The Clerk circulated a draft officer-member protocol and asked if Members could read it and forward comments in to the Clerk prior to the policy being considered by F&GP.

**1920-FC7-15 My Town Proposals:**

**a) To ratify the decision of Planning, Infrastructure and Highways that Cllr K Robinson be the Town Council representative on the Town Board**

The Council **resolved** to ratify the decision of Planning, Infrastructure and Highways that Cllr K Robinson be the Town Council's representative on the Town Board.

**b) To receive any feedback from Cllr Robinson**

Cllr Robinson noted that Cllr P Waring also attends meetings as a representative of Go Kildgrove. The first meeting had identified that the area to be covered is wider than just the town centre and had been very positive. Cllr Waring added that the town board money could be just the start of a bigger development. The bid needs to be complete by September.

**1920-FC7-16 Neighbourhood Plan: To receive a verbal update.**

Cllr Stubbs provided an update. An emerging steering group has been formed and two members of the public have joined although more members of the public would be welcome. It is planned to use the Annual Town Meeting to promote the project. The consultant is building a time frame for the whole project. The emerging steering group elected Cllr Stubbs as interim chair and Cllr P Waring as interim vice-chair.

**1920-FC7-17 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.**

The item was deferred.

**1920-FC7-18 Telephone Box, Oldcott Drive: To receive a report from the Clerk.**

The clerk reported that the telephone box has no power to it. Various ideas have been suggested:

- To house a defibrillator – this would require the power to be re-established.
- To become a planter which the ranger could maintain.
- To become a book swap/share centre.
- Information point/noticeboard.

The telephone box is in dire need of repair. Councillors were asked to contact the clerk with any further ideas. The Clerk was asked to obtain quotes for some remedial work and to ask the ranger to do some tidying up. A report to be brought to the next Full Council.

*Action: All to forward ideas; the clerk to research and arrange a tidy up.*

**1920-FC7-19 Memorial Garden: To consider a request to write a letter to NULBC to support the Royal British Legion request/application to build a memorial wall in the memorial Gardens.**

Cllr Dymond reported to the Council: The Royal British Legion wish to build a memorial wall to put plaques on for those who have died since the second world war. It has been established that the Borough Council do own the memorial garden and that planning permission is not required if the wall remains under 2m tall. Since the agenda was issued, the Borough Council have progressed the request and so no action is currently required.

**1920-FC7-20 Annual Town Meeting: To consider a date and format of the Annual Town Meeting**

It is proposed to hold the Annual Town Meeting in an evening, and to have community talks as well as the Mayor's report. The Neighbourhood Plan consultant has agreed to give a presentation and the Dementia friendly initiative is a further proposal. Further ideas were a talk on the allotments and possibly the ranger activities. The need for sufficient and timely advertising was agreed.

*Action: The Clerk to progress and to circulate some suggested dates.*

**1920-FC7-21 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 J Waring reported that the last meeting was held on the 10<sup>th</sup> December (minutes to be circulated) and the next meeting will be on the 11<sup>th</sup> February. It is not planned to produce a log rather than minutes in the future since administration support from NULBC has been lost.

Cllr Robinson reported that the Talke and Butt Lane group have been considering the Dementia project and how they can tie in. Cllr Robinson also highlighted that LAP minutes may be beneficial for some grant applications.

**1920-FC7-22 SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.**

Cllr Burgess circulated a prepared summary of the last meeting.

**1920-FC7-23 Town Mayor and Clerks' Reports: correspondence received and reports.**

The Clerk informed of two items of correspondence from MP Jonathon Gullis. Both were read out to the Council.

- An introductory letter expressing a wish to work with the Town Council. An offer of providing assistance on any matters was offered.
- A letter asking the Town Council to use some Council reserves to support the CCTV provision in Kidsgrove.

Cllr Cooper raised that the Council has already made budgetary provision for 2020/21.

A further piece of correspondence was for an event at Kidsgrove Station which is extending to the whole Town Council. The Mayor has already replied that she is attending.

The Mayor, Cllr Cartwright, updated on her Civic events including:

- Christmas Market and light switch on
- A visit to Brighter Nights
- The New Year's Eve event.

It was noted that

**1920-FC7-24 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-FC7-25 To agree the date of the next meeting: Scheduled for Thursday 26<sup>th</sup> March 2020.**

**Meeting Closed 20:55 pm**

Appendix 1 – Payment schedules

Appendix 2 – Schedule of Payments

Retrospective:

| 19/01/2020                   |                | Kingsgrove Town Council 2019/20 |                           |                   |               |               |               |  | Page 51   |               |                             |
|------------------------------|----------------|---------------------------------|---------------------------|-------------------|---------------|---------------|---------------|--|-----------|---------------|-----------------------------|
| 22:10                        |                | PURCHASE DAYBOOK                |                           |                   |               |               |               |  | User: SED |               |                             |
| Creditors for Month No 8     |                |                                 | Order by Invoices Entered |                   |               |               |               | Invoices entered by SED<br>Posted by SED |           |               |                             |
| 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        |
| 10/10/2019                   | 007            | 357                             | GREENACRES PLANTINUR      | GREENACRES        | 100.00        | 0.00          | 100.00        | 4030                                     | 102       | 100.00        | Greenacres Plants for Mark  |
| 15/11/2019                   | 88997          | 358                             | ALPHA                     | ALPH01            | 109.75        | 21.95         | 131.70        | 4010                                     | 101       | 109.75        | Telephone/internet october  |
| 09/10/2019                   | 06310          | 359                             | L JONES JOINERY LTD       | LJJ01             | 80.00         | 16.00         | 96.00         | 4018                                     | 101       | 80.00         | Storage charge 12/9 to 9/10 |
| 13/11/2019                   | 06348          | 360                             | L JONES JOINERY LTD       | LJJ01             | 80.00         | 16.00         | 96.00         | 4018                                     | 101       | 80.00         | L Jones Joinery             |
| 31/10/2019                   | 59604          | 361                             | VZV                       | VZV01             | 46.38         | 9.28          | 55.66         | 4010                                     | 101       | 46.38         | Ranger mobile October 2019  |
| 20/08/2019                   | 17644          | 362                             | THUNBOLT                  | THUNBOLT          | 61.00         | 12.20         | 73.20         | 4032                                     | 101       | 61.00         | Thunderbolt Test and Maint. |
| 05/11/2019                   | 03838          | 363                             | SHRES PAY SERVICES        | SPSLTD            | 28.00         | 0.00          | 28.00         | 4022                                     | 101       | 28.00         | Payroll Services October    |
| 18/11/2019                   | CB1782/0623/16 | 364                             | CBI-SECURITY              | CBISECUR          | 150.00        | 30.00         | 180.00        | 4093                                     | 109       | 150.00        | 17th Nov 2019 Security      |
| 29/11/2019                   | CB1786/069/19  | 365                             | CBI-SECURITY              | CBISECUR          | 150.00        | 30.00         | 180.00        | 4093                                     | 109       | 150.00        | Security 29th November      |
| <b>TOTAL INVOICES</b>        |                |                                 |                           |                   | <b>805.13</b> | <b>135.43</b> | <b>940.56</b> |  |           | <b>805.13</b> |                             |
| VAT ANALYSIS CODE S @ 20.00% |                |                                 |                           |                   | 677.13        | 135.43        | 812.56        |  |           |               |                             |
| VAT ANALYSIS CODE Z @ 0.00%  |                |                                 |                           |                   | 128.00        | 0.00          | 128.00        |  |           |               |                             |
| <b>TOTAL S</b>               |                |                                 |                           |                   | <b>805.13</b> | <b>135.43</b> | <b>940.56</b> |  |           |               |                             |

531/50

Amada Caruana  
28/1/20.



Appendix 1 – Payment schedules

Appendix 2 – Schedule of Payments

Retrospective:

|            |                |                                 |           |
|------------|----------------|---------------------------------|-----------|
| 19/01/2020 | 58/1/20        | Kidsgrove Town Council 2019/20  | Page 1    |
| 22:11      | Margie Cunniff | PURCHASE LEDGER INVOICE LISTING | User: SED |

| Creditor's for Month No 9 |                 |        | 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           |
| 12/12/2019                | GGTP485         | 366    | TOURING PANTOS            | TPANT01           | 775.00          | 0.00          | 775.00                  | 4070 | 114    | 775.00          | Touring Pantos                 |
| 08/11/2019                | KLE264          | 367    | KLENSCAPE                 | KLS01             | 240.00          | 48.00         | 288.00                  | 4094 | 109    | 240.00          | High Level Hall Cleaning 6/11  |
| 30/11/2019                | KLE281          | 368    | KLENSCAPE                 | KLS01             | 475.20          | 95.04         | 570.24                  | 4094 | 109    | 475.20          | Cleaning services Nov 19       |
| 03/11/2019                | KLE222          | 369    | KLENSCAPE                 | KLS01             | 739.63          | 147.93        | 887.56                  | 4094 | 109    | 739.63          | Cleaning Services Oct 19+suppl |
| 06/11/2019                | YLL-122000-5663 | 370    | ZURICH                    | ZUR01             | 3,525.54        | 0.00          | 3,525.54                | 4051 | 104    | 3,525.54        | KTC Insurance Policy           |
| 30/11/2019                | 60153           | 371    | V2V                       | V2V01             | 25.50           | 5.10          | 30.60                   | 4010 | 101    | 25.50           | Ranger Mobile Nov 19           |
| <b>TOTAL INVOICES</b>     |                 |        |                           |                   | <b>5,780.87</b> | <b>296.07</b> | <b>6,076.94</b>         |      |        | <b>5,780.87</b> |                                |

A Cunniff  
23/1/20



# Kingsgrove Town Council

## Financial Position – 31<sup>st</sup> December 2019

### 1. Bank Reconciliations dated 31<sup>st</sup> December 2019

**a. Barclays** **Current** **Account**

|                  |   |           |
|------------------|---|-----------|
| Date: 22/01/2020 | Kingsgrove Town Council 2019/20   | Page 1    |
| Time: 15:31      | Bank Reconciliation Statement as at 22/01/2020<br>for Cashbook 1 - Current Bank A/c | User: SED |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                                | <u>Balances</u>   |
|---|-----------------------|---|-------------------|
| Current Bank A/C                          | 31/12/2020            | 35  | 129,576.05        |
|   |                       |   | 129,576.05        |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                                 |                   |
|   |                       | 0.00  | 0.00              |
|   |                       |   | 129,576.05        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       | 0.00  | 0.00              |
|   |                       |   | 129,576.05        |
|   |                       | <b>Balance per Cash Book is :-</b>            | <b>129,576.05</b> |
|   |                       | <b>Difference Excluding Adjustments is :-</b> | <b>0.00</b>       |
| <u>Adjustments to Reconciliation</u>      |                       |   |                   |
| 09/05/2019                                |                       | 0.00  | 0.00              |
|   |                       |   | 0.00              |
|   |                       | <b>Unreconciled Difference is :-</b>          | <b>0.00</b>       |

**b. Unity Current Account**

|                  |   |           |
|------------------|---|-----------|
| Date: 22/01/2020 | Kingsgrove Town Council 2019/20   | Page 1    |
| Time: 15:38      | Bank Reconciliation Statement as at 19/01/2020<br>for Cashbook 4 - Unity Current Account T2 | User: SED |

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|---|-----------------------|------------------------------------|------------------|
| Unity Bank 20409649                       | 31/12/2019            | 8                                  | 12,517.35        |
|   |                       |                                    | 12,517.35        |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                  |
|   |                       | 0.00                               | 0.00             |
|   |                       |                                    | 12,517.35        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       | 0.00                               | 0.00             |
|   |                       |                                    | 12,517.35        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>12,517.35</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Appendix 2 – Financial Summary

**2. Trial Balance – 31<sup>st</sup> December 2019**

| <u>A/c Code</u> | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>       | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|--------------------------|--------------|---------------|
| 100             | Debtors                        |               |                          | 1,096.00     |               |
| 105             | VAT Control A/c                |               |                          | 33,224.50    |               |
| 200             | Current Bank A/c               |               |                          | 129,576.05   |               |
| 201             | National Savings Account       |               |                          | 168,884.74   |               |
| 203             | Unity Current Account T2       |               |                          | 12,517.35    |               |
| 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     |
| 500             | Creditors                      |               |                          |              | 1,273.60      |
| 512             | Accrue mayors charity donation |               |                          |              | 1,021.68      |
| 1000            | Lettings                       | 109           | Victoria Hall Operations |              | 13,109.50     |
| 1001            | Bar Franchise                  | 109           | Victoria Hall Operations |              | 945.00        |
| 1002            | Allotment Income               | 107           | Allotments               |              | 896.25        |
| 1004            | Surety Deposits                | 109           | Victoria Hall Operations |              | 300.00        |
| 1010            | Bank Interest                  | 101           | Administration           |              | 33.97         |
| 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        |
| 1999            | Event Income                   | 114           | Events                   |              | 77.00         |
| 4000            | Salaries                       | 106           | Staff payroll costs      | 26,882.45    |               |
| 4001            | HMRC                           | 106           | Staff payroll costs      | 12,045.74    |               |
| 4002            | Staffordshire Pensions         | 106           | Staff payroll costs      | 10,616.30    |               |
| 4004            | Communication and consultation | 101           | Administration           | 480.00       |               |
| 4006            | Office Equipment + ICT hardwar | 101           | Administration           | 813.00       |               |
| 4008            | Stationery                     | 101           | Administration           | 255.77       |               |
| 4009            | Office Contingency Costs       | 101           | Administration           | 155.90       |               |
| 4010            | Telephone & Internet           | 101           | Administration           | 938.98       |               |
| 4011            | ICT - software + support       | 101           | Administration           | 536.40       |               |
| 4013            | Photocopier and printer        | 101           | Administration           | 842.77       |               |
| 4018            | Off site storage               | 101           | Administration           | 640.00       |               |
| 4019            | Bank Charges                   | 101           | Administration           | 213.51       |               |
| 4020            | Training - Staff               | 101           | Administration           | 1,620.00     |               |
| 4021            | Training - Members             | 101           | Administration           | 500.00       |               |
| 4022            | Payroll costs                  | 101           | Administration           | 204.50       |               |
| 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   | 900.00       |               |
| 4032            | Maintenance                    | 101           | Administration           | 61.00        |               |

Continued over page

Date : 22/01/2020

Kidsgrove Town Council 2019/20

Page 2

Time: 18:06

Trial Balance for Month No: 9

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>     |
|-------------------------------|-------------------------------|---------------|--------------------------|-------------------|-------------------|
| 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            |                   |
| 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            |
| 4051                          | Insurance                     | 104           | Fixed & Statutory        | 3,525.54          |                   |
| 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          |                   |
| 4070                          | Community Pantomime           | 114           | Events                   | 775.00            |                   |
| 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 | 2,419.75          |                   |
| 4094                          | External Contractor cleaning  | 109           | Victoria Hall Operations | 5,660.43          |                   |
| 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     | 3,480.00          |                   |
| 4201                          | Donations (S137)              | 112           | Grants and donations     | 500.00            |                   |
| 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          |                   |
| <b>Trial Balance Totals :</b> |                               |               |                          | <b>468,944.21</b> | <b>468,944.21</b> |
| <b>Difference</b>             |                               |               |                          | <b>0.00</b>       |                   |

Date : 22/01/2020

Kidsgrove Town Council 2019/20

Page 2

Time: 18:06

Trial Balance for Month No: 9

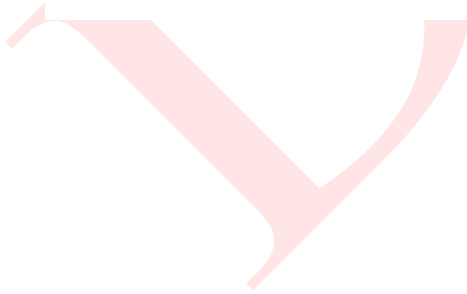
User : SED

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>     |
|-------------------------------|-------------------------------|---------------|--------------------------|-------------------|-------------------|
| 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            |                   |
| 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            |
| 4051                          | Insurance                     | 104           | Fixed & Statutory        | 3,525.54          |                   |
| 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          |                   |
| 4070                          | Community Pantomime           | 114           | Events                   | 775.00            |                   |
| 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 | 2,419.75          |                   |
| 4094                          | External Contractor cleaning  | 109           | Victoria Hall Operations | 5,660.43          |                   |
| 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     | 3,480.00          |                   |
| 4201                          | Donations (S137)              | 112           | Grants and donations     | 500.00            |                   |
| 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          |                   |
| <b>Trial Balance Totals :</b> |                               |               |                          | <b>468,944.21</b> | <b>468,944.21</b> |
| <b>Difference</b>             |                               |               |                          | <b>0.00</b>       |                   |

**3. Detailed Balance Sheet**

| 22/01/2020                        |  | <b>Kidsgrove Town Council 2019/20</b>                    |                | Page 1         |
|-----------------------------------|--|--|----------------|----------------|
| 18:03                             |  | <b>Detailed Balance Sheet - Excluding Stock Movement</b> |                |                |
|                                   |  | <b>Month 9 Date 22/01/2020</b>                           |                |                |
| <u>A/c</u>                        | <u>Description</u>                           | <u>Actual</u>  |                |                |
| <i><u>Current Assets</u></i>      |  |  |                |                |
| 100                               | Debtors                                      | 1,096  |                |                |
| 105                               | VAT Control A/c                              | 33,225   |                |                |
| 200                               | Current Bank A/c                             | 129,576  |                |                |
| 201                               | National Savings Account                     | 168,885  |                |                |
| 203                               | Unity Current Account T2                     | 12,517   |                |                |
|                                   | <b>Total Current Assets</b>                  |  | <b>345,299</b> |                |
| <i><u>Current Liabilities</u></i> |  |  |                |                |
| 500                               | Creditors                                    | 1,274  |                |                |
| 512                               | Accrue mayors charity donation               | 1,022  |                |                |
|                                   | <b>Total Current Liabilities</b>             |  | <b>2,295</b>   |                |
|                                   | <b>Net Current Assets</b>                    |  |                | <b>343,003</b> |
|                                   | <b>Total Assets less Current Liabilities</b> |  |                | <b>343,003</b> |
| <i><u>Represented by :-</u></i>   |  |  |                |                |
| 300                               | Current Year Fund                            | 144,220  |                |                |
| 310                               | General Reserves                             | 53,784   |                |                |
| 320                               | EM RES - VH Maintenance Fund                 | 55,000   |                |                |
| 321                               | EM RES - Election Costs                      | 10,000   |                |                |
| 322                               | EM RES - Capital Projects                    | 60,000   |                |                |
| 323                               | EM RES - Revenue Fund                        | 20,000   |                |                |
|                                   | <b>Total Equity</b>                          |  |                | <b>343,003</b> |



4. Income and Expenditure report up till 31<sup>st</sup> December 2019

| 22/01/2020                        |  | Kidsgrove Town Council 2019/20                             |                        |                       |                          | Page 1                   |                    |              |                         |
|-----------------------------------|--|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 21:15                             |  | Detailed Income & Expenditure by Budget Heading 31/12/2019 |                        |                       |                          |                          |                    |              |                         |
| Month No: 9                       |  | Cost Centre Report   |                        |                       |                          |                          |                    |              |                         |
|                                   |  | Actual Last<br>Year  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
| <u>101 Administration</u>         |  |  |                        |                       |                          |                          |                    |              |                         |
| 1010                              | Bank Interest                                  | 1,008  | 34                     | 560                   | 526                      |                          |                    | 6.1%         |                         |
| 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                       | <b>255,855</b>   | <b>251,403</b>         | <b>251,929</b>        | <b>526</b>               |                          |                    | <b>99.8%</b> | <b>0</b>                |
| 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                    | 1,500                 | 687                      |                          | 687                | 54.2%        |                         |
| 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  | 939                    | 2,000                 | 1,061                    |                          | 1,061              | 46.9%        |                         |
| 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                    | 1,100                 | 257                      |                          | 257                | 76.6%        |                         |
| 4017                              | Mileage costs                                  | 47   | 0                      | 150                   | 150                      |                          | 150                | 0.0%         |                         |
| 4018                              | Off site storage                               | 960  | 640                    | 1,000                 | 360                      |                          | 360                | 64.0%        |                         |
| 4019                              | Bank Charges                                   | 283  | 214                    | 300                   | 86                       |                          | 86                 | 71.2%        |                         |
| 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  | 205                    | 500                   | 296                      |                          | 296                | 40.9%        |                         |
| 4023                              | Staffing support                               | 12,258   | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4026                              | General admin equipment                        | 0  | 424                    | 1,500                 | 1,076                    |                          | 1,076              | 28.3%        |                         |
| 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         | <b>26,611</b>  | <b>9,475</b>           | <b>20,250</b>         | <b>10,775</b>            | <b>0</b>                 | <b>10,775</b>      | <b>46.8%</b> | <b>0</b>                |
|                                   | <b>Net Income over Expenditure</b>             | <b>229,245</b>   | <b>241,928</b>         | <b>231,679</b>        | <b>(10,249)</b>          |                          |                    |              |                         |
| 6000                              | less Transfer to EMR                           | 111,772  | 0                      |                       |                          |                          |                    |              |                         |
|                                   | <b>Movement to/(from) Gen Reserve</b>          | <b>117,473</b>   | <b>241,928</b>         |                       |                          |                          |                    |              |                         |
| <u>102 Environmental Projects</u> |  |  |                        |                       |                          |                          |                    |              |                         |
| 4029                              | Environmental improvement                      | 0  | 2,904                  | 8,000                 | 5,096                    |                          | 5,096              | 36.3%        |                         |
| 4030                              | Planters and hanging baskets                   | 27   | 900                    | 3,000                 | 2,100                    |                          | 2,100              | 30.0%        |                         |
|                                   | Environmental Projects :- Indirect Expenditure | <b>27</b>  | <b>3,804</b>           | <b>11,000</b>         | <b>7,196</b>             | <b>0</b>                 | <b>7,196</b>       | <b>34.6%</b> | <b>0</b>                |
|                                   | <b>Net Expenditure</b>                         | <b>(27)</b>  | <b>(3,804)</b>         | <b>(11,000)</b>       | <b>(7,196)</b>           |                          |                    |              |                         |

Appendix 2 – Financial Summary

Month No: 9

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 |
|---|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|--------------|----------------------|
| <b>104 Fixed &amp; Statutory</b>            |                  |                     |                    |                       |                       |                 |              |                      |
| 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            | 3,526               | 4,200              | 674                   |                       | 674             | 83.9%        |                      |
| 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            | 3,939               | 4,000              | 61                    |                       | 61              | 98.5%        |                      |
| 4999 Miscellaneous and unexpected           | 0                | 0                   | 500                | 500                   |                       | 500             | 0.0%         |                      |
| Fixed & Statutory :- Indirect Expenditure   | <b>20,774</b>    | <b>15,465</b>       | <b>19,950</b>      | <b>4,485</b>          | <b>0</b>              | <b>4,485</b>    | <b>77.5%</b> | <b>0</b>             |
| <b>Net Expenditure</b>                      | <b>(20,774)</b>  | <b>(15,465)</b>     | <b>(19,950)</b>    | <b>(4,485)</b>        |                       |                 |              |                      |
| <b>105 Capital Projects</b>                 |                  |                     |                    |                       |                       |                 |              |                      |
| 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    | <b>1,900</b>     | <b>1,500</b>        | <b>10,000</b>      | <b>8,500</b>          | <b>0</b>              | <b>8,500</b>    | <b>15.0%</b> | <b>0</b>             |
| <b>Net Expenditure</b>                      | <b>(1,900)</b>   | <b>(1,500)</b>      | <b>(10,000)</b>    | <b>(8,500)</b>        |                       |                 |              |                      |
| <b>106 Staff payroll costs</b>              |                  |                     |                    |                       |                       |                 |              |                      |
| 4000 Salaries                               | 21,062           | 26,882              | 40,000             | 13,118                |                       | 13,118          | 67.2%        |                      |
| 4001 HMRC                                   | 8,091            | 12,046              | 15,000             | 2,954                 |                       | 2,954           | 80.3%        |                      |
| 4002 Staffordshire Pensions                 | 8,350            | 10,616              | 15,000             | 4,384                 |                       | 4,384           | 70.8%        |                      |
| Staff payroll costs :- Indirect Expenditure | <b>37,503</b>    | <b>49,544</b>       | <b>70,000</b>      | <b>20,456</b>         | <b>0</b>              | <b>20,456</b>   | <b>70.8%</b> | <b>0</b>             |
| <b>Net Expenditure</b>                      | <b>(37,503)</b>  | <b>(49,544)</b>     | <b>(70,000)</b>    | <b>(20,456)</b>       |                       |                 |              |                      |
| <b>107 Allotments</b>                       |                  |                     |                    |                       |                       |                 |              |                      |
| 1002 Allotment Income                       | 830              | 896                 | 900                | 4                     |                       |                 | 99.6%        |                      |
| Allotments :- Income                        | <b>830</b>       | <b>896</b>          | <b>900</b>         | <b>4</b>              |                       |                 | <b>99.6%</b> | <b>0</b>             |
| 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          | <b>922</b>       | <b>662</b>          | <b>4,000</b>       | <b>3,338</b>          | <b>0</b>              | <b>3,338</b>    | <b>16.5%</b> | <b>0</b>             |
| <b>Net Income over Expenditure</b>          | <b>(92)</b>      | <b>234</b>          | <b>(3,100)</b>     | <b>(3,334)</b>        |                       |                 |              |                      |



| 22/01/2020<br>21:15                 |  | Kidsgrove Town Council 2019/20                             |                     |                    |                       | Page 3                |                 |              |                      |
|-------------------------------------|--|--|---------------------|--------------------|-----------------------|-----------------------|-----------------|--------------|----------------------|
| Month No: 9                         |  | Detailed Income & Expenditure by Budget Heading 31/12/2019 |                     |                    |                       |                       |                 |              |                      |
| 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 |
| <u>109 Victoria Hall Operations</u> |  |  |                     |                    |                       |                       |                 |              |                      |
| 1000                                | Lettings   | 19,293   | 13,110              | 18,500             | 5,391                 |                       |                 | 70.9%        |                      |
| 1001                                | Bar Franchise                                    | 4,945  | 945                 | 3,750              | 2,805                 |                       |                 | 25.2%        |                      |
| 1004                                | Surety Deposits                                  | 0  | 300                 | 0                  | (300)                 |                       |                 | 0.0%         |                      |
|                                     | Victoria Hall Operations :- Income               | <b>24,238</b>  | <b>14,355</b>       | <b>22,250</b>      | <b>7,896</b>          |                       |                 | <b>64.5%</b> | <b>0</b>             |
| 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  | 390                 | 1,000              | 611                   |                       | 611             | 39.0%        |                      |
| 4093                                | External contractor Security                     | 21,393   | 2,420               | 5,000              | 2,580                 |                       | 2,580           | 48.4%        |                      |
| 4094                                | External Contractor cleaning                     | 6,232  | 5,660               | 7,000              | 1,340                 |                       | 1,340           | 80.9%        |                      |
| 4999                                | Miscellaneous and unexpected                     | 95   | 0                   | 0                  | 0                     |                       | 0               | 0.0%         |                      |
|                                     | Victoria Hall Operations :- Indirect Expenditure | <b>63,500</b>  | <b>15,797</b>       | <b>42,150</b>      | <b>26,353</b>         | <b>0</b>              | <b>26,353</b>   | <b>37.5%</b> | <b>0</b>             |
|                                     | <b>Net Income over Expenditure</b>               | <b>(39,262)</b>  | <b>(1,442)</b>      | <b>(19,900)</b>    | <b>(18,458)</b>       |                       |                 |              |                      |
| <u>110 Ranger Service</u>           |  |  |                     |                    |                       |                       |                 |              |                      |
| 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           | <b>35,608</b>  | <b>18,501</b>       | <b>37,000</b>      | <b>18,499</b>         | <b>0</b>              | <b>18,499</b>   | <b>50.0%</b> | <b>0</b>             |
|                                     | <b>Net Expenditure</b>                           | <b>(35,608)</b>  | <b>(18,501)</b>     | <b>(37,000)</b>    | <b>(18,499)</b>       |                       |                 |              |                      |
| <u>111 Civic Costs</u>              |  |  |                     |                    |                       |                       |                 |              |                      |
| 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              | <b>2,114</b>   | <b>1,857</b>        | <b>3,100</b>       | <b>1,243</b>          | <b>0</b>              | <b>1,243</b>    | <b>59.9%</b> | <b>0</b>             |
|                                     | <b>Net Expenditure</b>                           | <b>(2,114)</b>   | <b>(1,857)</b>      | <b>(3,100)</b>     | <b>(1,243)</b>        |                       |                 |              |                      |

| 22/01/2020   |                              | Kidsgrove Town Council 2019/20                             |                     |                    |                       | Page 4                |                 |              |                      |
|--|------------------------------|--|---------------------|--------------------|-----------------------|-----------------------|-----------------|--------------|----------------------|
| 21:15  |                              | Detailed Income & Expenditure by Budget Heading 31/12/2019 |                     |                    |                       |                       |                 |              |                      |
| Month No: 9  |                              | 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 |
| <b>112 Grants and donations</b>                      |                              |  |                     |                    |                       |                       |                 |              |                      |
| 4200   | Grants awarded               | 1,200  | 3,480               | 10,000             | 6,520                 |                       | 6,520           | 34.8%        |                      |
| 4201   | Donations (S137)             | 250  | 500                 | 500                | 0                     |                       | 0               | 100.0%       |                      |
| Grants and donations :- Indirect Expenditure         |                              | <b>1,450</b>   | <b>3,980</b>        | <b>10,500</b>      | <b>6,520</b>          | <b>0</b>              | <b>6,520</b>    | <b>37.9%</b> | <b>0</b>             |
| <b>Net Expenditure</b>                               |                              | <b>(1,450)</b>   | <b>(3,980)</b>      | <b>(10,500)</b>    | <b>(6,520)</b>        |                       |                 |              |                      |
| <b>114 Events</b>                                    |                              |  |                     |                    |                       |                       |                 |              |                      |
| 1998   | Party in the Park Income     | 0  | 483                 | 0                  | (483)                 |                       |                 | 0.0%         |                      |
| 1999   | Event Income                 | 750  | 77                  | 0                  | (77)                  |                       |                 | 0.0%         |                      |
| Events :- Income                                     |                              | <b>750</b>   | <b>560</b>          | <b>0</b>           | <b>(560)</b>          |                       |                 |              | <b>0</b>             |
| 4070   | Community Pantomime          | 975  | 775                 | 2,200              | 1,425                 |                       | 1,425           | 35.2%        |                      |
| 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                       |                              | <b>3,039</b>   | <b>2,409</b>        | <b>7,500</b>       | <b>5,091</b>          | <b>0</b>              | <b>5,091</b>    | <b>32.1%</b> | <b>0</b>             |
| <b>Net Income over Expenditure</b>                   |                              | <b>(2,289)</b>   | <b>(1,849)</b>      | <b>(7,500)</b>     | <b>(5,651)</b>        |                       |                 |              |                      |
| <b>115 Health and Wellbeing</b>                      |                              |  |                     |                    |                       |                       |                 |              |                      |
| 4401   | Dementia Friendly Kidsgrove  | 0  | 0                   | 1,000              | 1,000                 |                       | 1,000           | 0.0%         |                      |
| 4402   | Defibrillator project        | 0  | 0                   | 9,000              | 9,000                 |                       | 9,000           | 0.0%         |                      |
| Health and Wellbeing :- Indirect Expenditure         |                              | <b>0</b>   | <b>0</b>            | <b>10,000</b>      | <b>10,000</b>         | <b>0</b>              | <b>10,000</b>   | <b>0.0%</b>  | <b>0</b>             |
| <b>Net Expenditure</b>                               |                              | <b>0</b>   | <b>0</b>            | <b>(10,000)</b>    | <b>(10,000)</b>       |                       |                 |              |                      |
| <b>116 Highways and Highways Safety</b>              |                              |  |                     |                    |                       |                       |                 |              |                      |
| 4500   | Highways and highways Safety | 0  | 0                   | 20,000             | 20,000                |                       | 20,000          | 0.0%         |                      |
| 4501   | Community Speed Watch Report | 0  | 0                   | 5,000              | 5,000                 |                       | 5,000           | 0.0%         |                      |
| Highways and Highways Safety :- Indirect Expenditure |                              | <b>0</b>   | <b>0</b>            | <b>25,000</b>      | <b>25,000</b>         | <b>0</b>              | <b>25,000</b>   | <b>0.0%</b>  | <b>0</b>             |
| <b>Net Expenditure</b>                               |                              | <b>0</b>   | <b>0</b>            | <b>(25,000)</b>    | <b>(25,000)</b>       |                       |                 |              |                      |
| Grand Totals:- Income                                |                              | <b>281,674</b>   | <b>267,214</b>      | <b>275,079</b>     | <b>7,865</b>          |                       |                 | <b>97.1%</b> |                      |
| Expenditure  |                              | <b>193,450</b>   | <b>122,994</b>      | <b>270,450</b>     | <b>147,456</b>        | <b>0</b>              | <b>147,456</b>  | <b>45.5%</b> |                      |
| <b>Net Income over Expenditure</b>                   |                              | <b>88,225</b>  | <b>144,220</b>      | <b>4,629</b>       | <b>(139,591)</b>      |                       |                 |              |                      |
| less Transfer to EMR                                 |                              | <b>111,772</b>   | <b>0</b>            |                    |                       |                       |                 |              |                      |
| <b>Movement to/(from) Gen Reserve</b>                |                              | <b>(23,547)</b>  | <b>144,220</b>      |                    |                       |                       |                 |              |                      |

Appendix 2 – Financial Summary

5. Trial Balance – 31<sup>st</sup> October 2019

| <u>A/c Code</u> | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>       | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|--------------------------|--------------|---------------|
| 100             | Debtors                        |               |                          | 984.00       |               |
| 105             | VAT Control A/c                |               |                          | 32,793.00    |               |
| 200             | Current Bank A/c               |               |                          | 147,175.77   |               |
| 201             | National Savings Account       |               |                          | 168,884.74   |               |
| 203             | Unity Current Account T2       |               |                          | 31,416.86    |               |
| 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     |
| 500             | Creditors                      |               |                          |              | 20,007.33     |
| 512             | Accrue mayors charity donation |               |                          |              | 1,021.68      |
| 1000            | Lettings                       | 109           | Victoria Hall Operations |              | 10,783.50     |
| 1001            | Bar Franchise                  | 109           | Victoria Hall Operations |              | 810.00        |
| 1002            | Allotment Income               | 107           | Allotments               |              | 896.25        |
| 1004            | Surety Deposits                | 109           | Victoria Hall Operations |              | 300.00        |
| 1010            | Bank Interest                  | 101           | Administration           |              | 25.39         |
| 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      | 20,287.97    |               |
| 4001            | HMRC                           | 106           | Staff payroll costs      | 9,075.68     |               |
| 4002            | Staffordshire Pensions         | 106           | Staff payroll costs      | 8,084.36     |               |
| 4004            | Communication and consultation | 101           | Administration           | 480.00       |               |
| 4006            | Office Equipment + ICT hardwar | 101           | Administration           | 813.00       |               |
| 4008            | Stationery                     | 101           | Administration           | 255.77       |               |
| 4009            | Office Contingency Costs       | 101           | Administration           | 134.00       |               |
| 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           | 148.31       |               |
| 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     |               |

Continued over page

Appendix 2 – Financial Summary

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>     |
|-------------------------------|-------------------------------|---------------|--------------------------|-------------------|-------------------|
| 4043                          | Deputy Mayors Allowance       | 111           | Civic Costs              | 250.00            |                   |
| 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          |                   |
| 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          |                   |
| <b>Trial Balance Totals :</b> |                               |               |                          | <b>485,131.36</b> | <b>485,131.36</b> |
| <b>Difference</b>             |                               |               |                          | <b>0.00</b>       |                   |



**6. Income and Expenditure report up till 31<sup>st</sup> October 2019**

| Kidsgrove Town Council 2019/20                          |                              |                |
|---|------------------------------|----------------|
| Income and Expenditure Account for Year Ended 31 Mar 20 |                              |                |
| 31 Mar 19   |                              | 31 Mar 20      |
|   | <b>Operating Income</b>      |                |
| 255,855   | Administration               | 251,394        |
| 830   | Allotments                   | 896            |
| 24,238  | Victoria Hall Operations     | 11,894         |
| 750   | Events                       | 483            |
| <u>281,674</u>  | Total Income                 | <u>264,667</u> |
|   | <b>Running Costs</b>         |                |
| 26,611  | Administration               | 9,018          |
| 27  | Environmental Projects       | 3,704          |
| 20,774  | Fixed & Statutory            | 12,008         |
| 1,900   | Capital Projects             | 1,500          |
| 37,503  | Staff payroll costs          | 37,448         |
| 922   | Allotments                   | 662            |
| 63,500  | Victoria Hall Operations     | 13,913         |
| 35,608  | Ranger Service               | 18,501         |
| 2,114   | Civic Costs                  | 1,857          |
| 1,450   | Grants and donations         | 2,981          |
| 3,039   | Events                       | 1,634          |
| <u>193,450</u>  | Total Expenditure            | <u>103,226</u> |
|   | <b>General Fund Analysis</b> |                |
| 77,331  | Opening Balance              | 53,784         |
| 281,674   | Plus : Income for Year       | 264,667        |
| <u>359,005</u>  |                              | <u>318,451</u> |
| 193,450   | Less : Expenditure for Year  | 103,226        |
| <u>165,555</u>  |                              | <u>215,225</u> |
| 0   | Transfers TO / FROM Reserves | 111,772        |
| <u>165,555</u>  | <b>Closing Balance</b>       | <u>103,454</u> |