

# Town Council Meeting

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

Tel: 01782 782254  
www.kidsgrovetowncouncil.gov.uk



24<sup>th</sup> March 2021

To: **Members of Kidsgrove Town Council**

Dear Councillor,

You are summoned to attend an Extraordinary Council Meeting of Kidsgrove Town Council to be held at **7.00pm** on Monday 29th March 2021. The Meeting will take place on Zoom.

Join Zoom Meeting

<https://zoom.us/j/92044009430?pwd=MEwzVmh5eE9VS0JZaTAxb0xHRUFWZz09>

Meeting ID: 920 4400 9430

Passcode: 715385

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies, Town Clerk

## **Business to be transacted**

1. To receive apologies for absence
2. To note declarations of members interests.
3. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
4. Finances:
  - a. To receive and approve schedules of payments for March 2021.
  - b. To receive and approve a report from the RFO on the 2020-21 accounts up to 28<sup>th</sup> February 2021 including:

- i. Explanation of variance from agreed budget (as defined in the financial regulations).
  - ii. Consideration and approval of any virements required for the current financial year.
  - iii. Consideration and approval of movement of money to earmarked reserves.
  - iv. To agree and approve a statement of reserves held based on consideration of the 2021-2022 budget and item iii.
5. To receive and agree councillor audit checks on the accounts for Q 1 and Q2 and to agree any actions arising.
6. To consider and agree in principle a proposal for the improvement of the 'islands' on The Avenue at the junction with Boathorse Lane subject to an agreed expenditure limit.
7. To receive from the Clerk the latest information on the need for an Annual Parish Meeting in 2021 and to agree any actions if required.
8. To agree the date and time of the next meeting (Thursday 22<sup>nd</sup> April, 2021)

## Kidsgrove Town Council

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### **Report to F&GP**

**Date of meeting**

**Agenda Item Number**

**Authors**

**Report Number FC 20/21-15**

**29th March 2021**

**4**

**Clerk – S Davies**

### **Report to F&GP on the Council's budget expenditure as of the 28<sup>th</sup> February 2021 with recommendations for the creation of further earmarked reserves for use in 2020-21 and subsequent years.**

#### **1. Summary**

Budget and precept requirement set at £275,128 for 2020-2021.

At the start of the year, the general reserves were at a level of £113,330. However, some of this has been used during the year to increase some budget lines where expenditure hadn't progressed as planned towards the end of 2019-2020 and also for unplanned purchases such as the Ricoh printer and work to the winding gear in the hall. A £10,000 budget line was created for Covid-19 support grants. In total, to date, £53,500 has been moved from general reserves into budget lines or earmarked reserve (£6500 Christmas Lights).

The Victoria Hall has been closed for the year resulting in a loss of income of approximately £25,000 against that forecast before Covid-19.

However, the effect of Covid-19 and the lockdowns and restrictions has had a significant effect on the Council's ability to progress its projects during 2020-2021. Despite the loss of income and use of general reserves, the net income over expenditure currently stood at £103,038 on the 28<sup>th</sup> February 2021 and is projected to reduce to £44,026 by year end. This would result in a movement of £44,026 into general reserves.

When setting the precept and budget for 2021/22 in January, the Council resolved to move some unspent capital into earmarked reserves specific to a budget line for use in 2021/22 or subsequent years. It was further resolved to monitor the budget lines carefully until year end and to make adjustments if required.

This report recommends movements to earmarked reserves from unspent monies for consideration by the Finance and General Purposes Committee for subsequent approval by the Full Council.

At year end, the proposed earmarked reserve movements would result in the ability of the Council to progress its projects forward back to the projected planned timescale before Covid-19 and would leave a general reserve of circa £75,000.

A general reserve of this level, along with the Council's existing earmarked reserves, would leave the Council in a secure position without holding money unnecessarily.

The reports on pages 10 to 27 show the detailed accounts dated 28<sup>th</sup> February 2021 and the effects of the proposed earmark reserves on the accounts.

**Proposed Earmarked Reserves creation:**

4029 - Environmental Improvement Schemes Earmark	£4000
4030 - Planting and Basket Schemes	£3000
4063 – Christmas Lights	£5500
4450 – Telephone Box	£3000
4301 – Allotment Legal and Professional	£2000
4305 – Crown Bank Expansion	£5000
4064 - Victoria Hall Kitchen upgrade costs	£10,500
4091 – Victoria Hall Legal Expenses	£1500
4203 – Covid-19 Fund	£5000
4070 – Community Pantomime	£1000
4098 – Reels on Wheels	£500
4099 – Other Events Costs	£1500
4401 – Dementia Friendly Kidsgrove	£1500
4402 – Defibrillator Provision	£4000
4500 – Other Highways and Highways Safety	£1000
4501 – Community Speed Watch	£4500
4502 - SID provision	£8000
4503 – Noticeboard Improvements	£4000
4504 – CCTV provision	£15000

## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101 Administration</b>									
1010 Bank Interest	560	1,388	600	1,227	1,250	0	300	0	0
1076 Precept	231,309	231,309	233,862	233,862	233,862	0	231,605	0	0
1077 Council Tax Support Grant	13,266	13,266	13,266	13,266	13,266	0	13,266	0	0
1078 S136 RECEIPT	6,794	6,794	0	0	0	0	0	0	0
<b>Total Income</b>	<b>251,929</b>	<b>252,757</b>	<b>247,728</b>	<b>248,355</b>	<b>248,378</b>	<b>0</b>	<b>245,171</b>	<b>0</b>	<b>0</b>
4004 Communication and consultation	1,000	720	720	480	720	0	720	0	0
4005 Advertising	500	0	500	0	500	0	500	0	0
4006 Office Equipment + ICT hardwar	1,500	813	2,000	1,114	1,200	0	750	0	0
4007 Postage	50	0	53	0	0	0	50	0	0
4008 Stationery	600	496	530	159	300	0	521	0	0
4009 Office Sundries and Contingenc	750	339	500	372	372	0	500	0	0
4010 Telephone & Internet	2,000	1,535	1,750	1,149	1,300	0	1,300	0	0
4011 ICT - software + support	2,000	1,256	5,000	4,024	4,600	0	2,000	0	0
4012 Website development	500	0	250	0	0	0	250	0	0
4013 Photocopier and printer	1,100	1,538	3,500	518	3,600	0	750	0	0
4017 Mileage costs	150	0	50	0	0	0	50	0	0
4018 Off site storage	1,000	720	0	0	0	0	0	0	0
4019 Bank Charges	300	323	260	167	200	0	275	0	0
4020 Training - Staff	3,750	3,090	2,250	1,615	1,850	0	2,000	0	0
4021 Training - Members	1,000	500	500	30	150	0	1,000	0	0
4022 Payroll costs	500	322	350	232	250	0	300	0	0
4026 General admin equipment	1,500	424	250	0	0	0	750	0	0

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## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4027 Office lease/hire	0	0	500	0	0	0	1,200	0	0
4052 SPCA and other subscriptions	1,300	1,647	1,550	1,784	2,000	0	1,650	0	0
4053 Accountancy Fees inc Rialtas	750	1,014	600	506	1,200	0	750	0	0
<b>Overhead Expenditure</b>	<b>20,250</b>	<b>14,737</b>	<b>21,113</b>	<b>12,150</b>	<b>18,242</b>	<b>0</b>	<b>15,316</b>	<b>0</b>	<b>0</b>
<b>101 Net Income over Expenditure</b>	<b>231,679</b>	<b>238,020</b>	<b>226,615</b>	<b>236,205</b>	<b>230,136</b>	<b>0</b>	<b>229,855</b>	<b>0</b>	<b>0</b>
6000 less Transfer to EMR	0	30,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>231,679</b>	<b>208,020</b>	<b>226,615</b>	<b>236,205</b>	<b>230,136</b>		<b>229,855</b>		
<b>102 Environmental Projects</b>									
4029 Environmental improvement	8,000	2,904	5,500	0	0	0	1,000	4,000	0
4030 Planters and hanging baskets	3,000	900	5,000	925	925	0	3,000	3,000	0
4031 Parks and Green Spaces	0	0	1,000	0	0	0	7,500	0	0
4032 Footpaths/PROWS	0	0	1,000	10	10	0	500	0	0
4033 Bench provision	0	0	0	0	0	0	1,800	0	0
<b>Overhead Expenditure</b>	<b>11,000</b>	<b>3,804</b>	<b>12,500</b>	<b>935</b>	<b>935</b>	<b>0</b>	<b>13,800</b>	<b>7,000</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(11,000)</b>	<b>(3,804)</b>	<b>(12,500)</b>	<b>(934)</b>	<b>(935)</b>		<b>(13,800)</b>		
<b>104 Fixed &amp; Statutory</b>									
4025 Business Rates	8,500	8,162	8,300	8,234	8,234	0	8,300	0	0
4050 Audit Fee inc GDPR	1,500	2,478	2,500	1,000	2,500	0	2,600	0	0
4051 Insurance	4,200	3,526	3,600	3,604	3,604	0	3,650	0	0
4054 Professional Advice statutory	1,000	340	1,000	0	0	0	750	0	0
4055 Bar licence	250	191	260	180	180	0	200	0	0

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## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4056 Legal and Health and Safety	4,000	4,007	4,100	4,050	4,050	0	4,200	0	0
4999 Miscellaneous and unexpected	500	0	500	0	0	0	500	0	0
<b>Overhead Expenditure</b>	<b>19,950</b>	<b>18,702</b>	<b>20,260</b>	<b>17,067</b>	<b>18,568</b>	<b>0</b>	<b>20,200</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(19,950)</b>	<b>(18,702)</b>	<b>(20,260)</b>	<b>(17,067)</b>	<b>(18,568)</b>		<b>(20,200)</b>		
<b>105 General projects</b>									
4063 Christmas Lights	10,000	1,500	12,000	1,620	1,620	0	6,500	5,500	0
4450 Telephone Box Upkeep + Mainten	0	0	3,000	0	0	0	0	3,000	0
<b>Overhead Expenditure</b>	<b>10,000</b>	<b>1,500</b>	<b>15,000</b>	<b>1,620</b>	<b>1,620</b>	<b>0</b>	<b>6,500</b>	<b>8,500</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,000)</b>	<b>(1,500)</b>	<b>(15,000)</b>	<b>(1,620)</b>	<b>(1,620)</b>		<b>(6,500)</b>		
<b>106 Staff payroll costs</b>									
4000 Salaries	40,000	36,209	45,000	31,094	38,000	0	45,000	0	0
4001 HMRC	15,000	16,242	15,500	13,855	16,500	0	25,000	0	0
4002 Staffordshire Pensions	15,000	14,248	15,000	13,154	15,800	0	20,000	0	0
<b>Overhead Expenditure</b>	<b>70,000</b>	<b>66,700</b>	<b>75,500</b>	<b>58,102</b>	<b>70,300</b>	<b>0</b>	<b>90,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(70,000)</b>	<b>(66,700)</b>	<b>(75,500)</b>	<b>(58,102)</b>	<b>(70,300)</b>		<b>(90,000)</b>		
<b>107 Allotments</b>									
1002 Allotment Income	900	896	900	888	888	0	900	0	0
<b>Total Income</b>	<b>900</b>	<b>896</b>	<b>900</b>	<b>888</b>	<b>888</b>	<b>0</b>	<b>900</b>	<b>0</b>	<b>0</b>
4300 Allotment Society Subs	75	55	55	55	55	0	55	0	0
4301 Allotment Legal and prof.	2,000	0	3,000	0	200	0	0	2,000	0

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## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4302 Allotment waste disposal	425	358	450	588	720	0	500	0	0
4303 Allotment contingency	500	169	500	0	0	0	500	0	0
4304 Allotment maintenance	1,000	80	4,000	1,850	1,850	0	1,000	0	0
4305 Crown Bank Expansion	0	0	5,000	0	0	0	0	5,000	0
4306 Crown Bank Fencing	0	0	0	0	0	0	20,000	0	0
<b>Overhead Expenditure</b>	<b>4,000</b>	<b>662</b>	<b>13,005</b>	<b>2,493</b>	<b>2,825</b>	<b>0</b>	<b>22,055</b>	<b>7,000</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,100)</b>	<b>234</b>	<b>(12,105)</b>	<b>(1,605)</b>	<b>(1,937)</b>		<b>(21,155)</b>		
<b>109 Victoria Hall Operations</b>									
1000 Lettings	18,500	15,252	20,000	170	0	0	15,500	0	0
1001 Bar Franchise	3,750	4,021	6,000	0	0	0	4,500	0	0
1004 Surety Deposits	0	0	0	100	0	0	0	0	0
<b>Total Income</b>	<b>22,250</b>	<b>19,273</b>	<b>26,000</b>	<b>270</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
4061 Interior CCTV Victoria Hall	0	0	0	0	0	0	2,000	0	0
4062 Stage Lighting and winding gea	1,000	0	12,000	0	11,000	0	0	0	0
4064 Kitchen Costs	10,500	0	10,500	0	0	0	0	10,500	0
4077 Victoria Hall other costs	750	0	750	0	0	0	750	0	0
4078 Victoria Hall advertising	1,200	540	1,200	420	600	0	1,200	0	0
4080 Waste Disposal	500	0	500	0	0	0	500	0	0
4085 Service Charge	10,000	12,047	10,500	8,000	12,500	0	12,500	0	0
4086 Vic Hall Interior Xmas Decs	0	0	200	0	200	0	200	0	0
4090 Victoria Hall - Repairs/Maint	3,000	2,837	9,000	4,965	11,000	0	6,000	0	0
4091 Victoria Hall Legal Expenses	2,000	130	2,000	500	650	0	500	1,500	0

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## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4092 Health and Safety	1,000	542	500	474	750	0	1,000	0	0
4093 External contractor Security	5,000	3,201	2,500	0	0	0	5,000	0	0
4094 External Contractor cleaning	7,000	9,191	5,000	2,045	2,500	0	1,000	0	0
<b>Overhead Expenditure</b>	<b>41,950</b>	<b>28,488</b>	<b>54,650</b>	<b>16,404</b>	<b>39,200</b>	<b>0</b>	<b>30,650</b>	<b>12,000</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(19,700)</b>	<b>(9,215)</b>	<b>(28,650)</b>	<b>(16,134)</b>	<b>(39,200)</b>		<b>(10,650)</b>		
<b>110 Ranger Service</b>									
4100 Ranger Service contract	35,000	36,100	37,500	27,375	36,500	0	37,000	0	0
4101 Ranger Service Training	1,000	283	300	0	0	0	300	0	0
4102 Ranger Other Costs	1,000	173	500	-5	500	0	500	0	0
<b>Overhead Expenditure</b>	<b>37,000</b>	<b>36,556</b>	<b>38,300</b>	<b>27,370</b>	<b>37,000</b>	<b>0</b>	<b>37,800</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(37,000)</b>	<b>(36,556)</b>	<b>(38,300)</b>	<b>(27,370)</b>	<b>(37,000)</b>		<b>(37,800)</b>		
<b>111 Civic Costs</b>									
4040 Civic Gifts	100	0	0	0	0	0	0	0	0
4041 Civic Regalia	1,000	0	750	0	750	0	750	0	0
4042 Mayors Allowance	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4043 Deputy Mayors Allowance	250	250	250	0	250	0	250	0	0
4045 Mayors Function Funds	500	357	500	0	0	0	750	0	0
4046 Town Crier	250	250	250	250	250	0	250	0	0
4048 Money paid to Mayor's Charity	0	1,483	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>3,100</b>	<b>3,340</b>	<b>2,750</b>	<b>1,250</b>	<b>2,250</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,100)</b>	<b>(3,340)</b>	<b>(2,750)</b>	<b>(1,250)</b>	<b>(2,250)</b>		<b>(3,000)</b>		

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## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>112 Grants and donations</b>									
4200 Grants awarded	10,000	5,995	10,000	3,416	5,000	0	10,000	0	0
4201 Donations (S137)	500	500	500	200	200	0	500	0	0
4203 Covid-19 Fund	0	0	10,000	2,500	3,000	0	0	5,000	0
<b>Overhead Expenditure</b>	<b>10,500</b>	<b>6,495</b>	<b>20,500</b>	<b>6,116</b>	<b>8,200</b>	<b>0</b>	<b>10,500</b>	<b>5,000</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,500)</b>	<b>(6,495)</b>	<b>(20,500)</b>	<b>(6,116)</b>	<b>(8,200)</b>		<b>(10,500)</b>		
<b>114 Events</b>									
1998 Party in the Park Income	0	483	0	0	0	0	500	0	0
1999 Event Income	0	261	500	0	0	0	500	0	0
<b>Total Income</b>	<b>0</b>	<b>744</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4070 Community Pantomime	2,200	775	1,000	0	0	0	0	1,000	0
4071 Queens platinum jubilee	0	0	0	0	0	0	2,500	0	0
4097 TMC-NYE/Xmas	200	0	0	0	0	0	0	0	0
4098 Reels on Wheels	1,000	336	1,000	0	0	0	0	500	0
4099 Other Event costs	3,500	366	1,500	0	0	0	0	1,500	0
4600 Event advertising	600	0	0	0	0	0	0	0	0
4602 Party in the Park Costs	0	1,277	1,300	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>7,500</b>	<b>2,754</b>	<b>4,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>3,000</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(7,500)</b>	<b>(2,010)</b>	<b>(4,300)</b>	<b>0</b>	<b>0</b>		<b>(1,500)</b>		
<b>115 Health and Wellbeing</b>									
4401 Dementia Friendly Kidsgrove	1,000	0	1,500	0	0	0	0	1,500	0

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## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4402 Defibrillator project	9,000	0	5,000	930	930	0	0	4,000	0
Overhead Expenditure	10,000	0	6,500	930	930	0	0	5,500	0
Movement to/(from) Gen Reserve	(10,000)	0	(6,500)	(930)	(930)		0		
<b>116 Highways and Highways Safety</b>									
4500 Other Highways and highways Sa	20,000	0	4,000	600	600	0	0	1,000	0
4501 Community Speed Watch Report	5,000	0	5,500	0	750	0	500	4,500	0
4502 SID provision	0	0	10,250	0	2,000	0	2,000	8,000	0
4503 Noticeboard Improvements	0	0	5,000	0	0	0	2,000	4,000	0
4504 CCTV provision	0	0	15,000	0	0	0	10,000	15,000	0
4505 Planning and mapping software	0	0	1,000	720	720	0	750	0	0
4506 Town mapping and signage	0	0	0	0	0	0	1,000	0	0
4507 Grit Bin Provision	0	0	0	0	0	0	2,000	0	0
4508 Bus shelter provision	0	0	0	0	0	0	5,000	0	0
Overhead Expenditure	25,000	0	40,750	1,320	4,070	0	23,250	32,500	0
Movement to/(from) Gen Reserve	(25,000)	0	(40,750)	(1,320)	(4,070)		(23,250)		
<b>117 Neighbourhood Plan</b>									
4550 Neighbourhood Plan General Cos	1,000	385	3,000	718	1,100	0	2,000	0	0
Overhead Expenditure	1,000	385	3,000	718	1,100	0	2,000	0	0
Movement to/(from) Gen Reserve	(1,000)	(385)	(3,000)	(718)	(1,100)		(2,000)		

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## Annual Budget - By Centre (Actual YTD Month 11)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	275,079	273,670	275,128	249,513	249,266	0	267,071	0	0
<b>Expenditure</b>	271,250	184,124	328,628	146,475	205,240	0	277,571	80,500	0
<b>Net Income over Expenditure</b>	<u>3,829</u>	<u>89,547</u>	<u>-53,500</u>	<u>103,038</u>	<u>44,026</u>	<u>0</u>	<u>-10,500</u>	<u>-80,500</u>	<u>0</u>
less Transfer to EMR	0	30,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>3,829</u>	<u>59,547</u>	<u>(53,500)</u>	<u>103,038</u>	<u>44,026</u>		<u>(10,500)</u>		

**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EM RES - VH Maintenance Fund	70,000.00		70,000.00
321 EM RES - Election Costs	15,000.00		15,000.00
322 EM RES - Capital Projects	60,000.00		60,000.00
323 EM RES - Staffing and Office c	30,000.00		30,000.00
324 EM RES - Christmas Light Fund	0.00	6,500.00	6,500.00
	<b><u>175,000.00</u></b>	<b><u>6,500.00</u></b>	<b><u>181,500.00</u></b>

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>
100	Debtors				160.00
105	VAT Control A/c			37,141.01	
200	Current Bank A/c			147,548.86	
201	National Savings Account			171,461.43	
203	Unity Current Account T2			42,513.70	
310	General Reserves				106,830.32
320	EM RES - VH Maintenance Fund				70,000.00
321	EM RES - Election Costs				15,000.00
322	EM RES - Capital Projects				60,000.00
323	EM RES - Staffing and Office c				30,000.00
324	EM RES - Christmas Light Fund				6,500.00
500	Creditors				7,136.63
1000	Lettings	109	Victoria Hall Operations		170.00
1002	Allotment Income	107	Allotments		888.00
1004	Surety Deposits	109	Victoria Hall Operations		100.00
1010	Bank Interest	101	Administration		1,227.12
1076	Precept	101	Administration		233,862.00
1077	Council Tax Support Grant	101	Administration		13,266.00
4000	Salaries	106	Staff payroll costs	31,093.58	
4001	HMRC	106	Staff payroll costs	13,855.22	
4002	Staffordshire Pensions	106	Staff payroll costs	13,153.55	
4004	Communication and consultation	101	Administration	480.00	
4006	Office Equipment + ICT hardwar	101	Administration	1,113.99	
4008	Stationery	101	Administration	159.28	
4009	Office Sundries and Contingenc	101	Administration	371.54	
4010	Telephone & Internet	101	Administration	1,148.80	
4011	ICT - software + support	101	Administration	4,023.86	
4013	Photocopier and printer	101	Administration	518.14	
4019	Bank Charges	101	Administration	167.35	
4020	Training - Staff	101	Administration	1,615.00	
4021	Training - Members	101	Administration	30.00	
4022	Payroll costs	101	Administration	232.40	
4025	Business Rates	104	Fixed & Statutory	8,233.50	
4030	Planters and hanging baskets	102	Environmental Projects	925.00	
4032	Footpaths/PROWS	102	Environmental Projects	9.50	
4042	Mayors Allowance	111	Civic Costs	1,000.00	
4046	Town Crier	111	Civic Costs	250.00	
4050	Audit Fee inc GDPR	104	Fixed & Statutory	1,000.00	
4051	Insurance	104	Fixed & Statutory	3,603.92	
4052	SPCA and other subscriptions	101	Administration	1,784.00	
4053	Accountancy Fees inc Rialtas	101	Administration	506.00	
4055	Bar licence	104	Fixed & Statutory	180.00	

Continued over page

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>
4056	Legal and Health and Safety	104	Fixed & Statutory	4,049.62	
4063	Christmas Lights	105	General projects	1,620.00	
4078	Victoria Hall advertising	109	Victoria Hall Operations	420.00	
4085	Service Charge	109	Victoria Hall Operations	8,000.00	
4090	Victoria Hall - Repairs/Maint	109	Victoria Hall Operations	4,965.27	
4091	Victoria Hall Legal Expenses	109	Victoria Hall Operations	500.00	
4092	Health and Safety	109	Victoria Hall Operations	474.00	
4094	External Contractor cleaning	109	Victoria Hall Operations	2,044.53	
4100	Ranger Service contract	110	Ranger Service	27,375.00	
4102	Ranger Other Costs	110	Ranger Service		5.00
4200	Grants awarded	112	Grants and donations	3,415.62	
4201	Donations (S137)	112	Grants and donations	200.00	
4203	Covid-19 Fund	112	Grants and donations	2,500.00	
4300	Allotment Society Subs	107	Allotments	55.00	
4302	Allotment waste disposal	107	Allotments	588.00	
4304	Allotment maintenance	107	Allotments	1,850.00	
4402	Defibrillator project	115	Health and Wellbeing	930.00	
4500	Other Highways and highways Sa	116	Highways and Highways Safety	600.00	
4505	Planning and mapping software	116	Highways and Highways Safety	720.00	
4550	Neighbourhood Plan General Cos	117	Neighbourhood Plan	718.40	
<b>Trial Balance Totals :</b>				<b>545,145.07</b>	<b>545,145.07</b>
<b>Difference</b>				<b>0.00</b>	



<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	(160)	
105	VAT Control A/c	37,141	
200	Current Bank A/c	147,549	
201	National Savings Account	171,461	
203	Unity Current Account T2	42,514	
	<b>Total Current Assets</b>		<b>398,505</b>
	<u>Current Liabilities</u>		
500	Creditors	7,137	
	<b>Total Current Liabilities</b>		<b>7,137</b>
	<b>Net Current Assets</b>		<b>391,368</b>
	<b>Total Assets less Current Liabilities</b>		<b>391,368</b>
	<u>Represented by :-</u>		
300	Current Year Fund	103,038	
310	General Reserves	106,830	
320	EM RES - VH Maintenance Fund	70,000	
321	EM RES - Election Costs	15,000	
322	EM RES - Capital Projects	60,000	
323	EM RES - Staffing and Office c	30,000	
324	EM RES - Christmas Light Fund	6,500	
	<b>Total Equity</b>		<b>391,368</b>

## Detailed Income &amp; Expenditure by Budget Heading 17/03/2021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
1010 Bank Interest	0	1,227	600	(627)			204.5%	
1076 Precept	0	233,862	233,862	0			100.0%	
1077 Council Tax Support Grant	0	13,266	13,266	0			100.0%	
Administration :- Income	<b>0</b>	<b>248,355</b>	<b>247,728</b>	<b>(627)</b>			<b>100.3%</b>	<b>0</b>
4004 Communication and consultation	120	480	720	240		240	66.7%	
4005 Advertising	0	0	500	500		500	0.0%	
4006 Office Equipment + ICT hardwar	1,114	1,114	2,000	886		886	55.7%	
4007 Postage	0	0	53	53		53	0.0%	
4008 Stationery	0	159	530	371		371	30.1%	
4009 Office Sundries and Contingenc	0	372	500	128		128	74.3%	
4010 Telephone & Internet	46	1,149	1,750	601		601	65.6%	
4011 ICT - software + support	2,751	4,024	5,000	976		976	80.5%	
4012 Website development	0	0	250	250		250	0.0%	
4013 Photocopier and printer	0	518	3,500	2,982		2,982	14.8%	
4017 Mileage costs	0	0	50	50		50	0.0%	
4019 Bank Charges	10	167	260	93		93	64.4%	
4020 Training - Staff	30	1,615	2,250	635		635	71.8%	
4021 Training - Members	30	30	500	470		470	6.0%	
4022 Payroll costs	18	232	350	118		118	66.4%	
4026 General admin equipment	0	0	250	250		250	0.0%	
4027 Office lease/hire	0	0	500	500		500	0.0%	
4052 SPCA and other subscriptions	500	1,784	1,550	(234)		(234)	115.1%	
4053 Accountancy Fees inc Rialtas	0	506	600	94		94	84.3%	
Administration :- Indirect Expenditure	<b>4,618</b>	<b>12,150</b>	<b>21,113</b>	<b>8,963</b>	<b>0</b>	<b>8,963</b>	<b>57.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,618)</b>	<b>236,205</b>	<b>226,615</b>	<b>(9,590)</b>				
<b>102 Environmental Projects</b>								
4029 Environmental improvement	0	0	5,500	5,500		5,500	0.0%	
4030 Planters and hanging baskets	0	925	5,000	4,075		4,075	18.5%	
4031 Parks and Green Spaces	0	0	1,000	1,000		1,000	0.0%	
4032 Footpaths/PROWS	0	10	1,000	991		991	0.9%	
Environmental Projects :- Indirect Expenditure	<b>0</b>	<b>935</b>	<b>12,500</b>	<b>11,566</b>	<b>0</b>	<b>11,566</b>	<b>7.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(935)</b>	<b>(12,500)</b>	<b>(11,566)</b>				
<b>104 Fixed &amp; Statutory</b>								
4025 Business Rates	0	8,234	8,300	67		67	99.2%	
4050 Audit Fee inc GDPR	0	1,000	2,500	1,500		1,500	40.0%	

## Detailed Income &amp; Expenditure by Budget Heading 17/03/2021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Insurance	0	3,604	3,600	(4)		(4)	100.1%	
4054 Professional Advice statutory	0	0	1,000	1,000		1,000	0.0%	
4055 Bar licence	0	180	260	80		80	69.2%	
4056 Legal and Health and Safety	40	4,050	4,100	50		50	98.8%	
4999 Miscellaneous and unexpected	0	0	500	500		500	0.0%	
Fixed & Statutory :- Indirect Expenditure	<b>40</b>	<b>17,067</b>	<b>20,260</b>	<b>3,193</b>	<b>0</b>	<b>3,193</b>	<b>84.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(40)</b>	<b>(17,067)</b>	<b>(20,260)</b>	<b>(3,193)</b>				
<u>105 General projects</u>								
4063 Christmas Lights	0	1,620	12,000	10,380		10,380	13.5%	
4450 Telephone Box Upkeep + Mainten	0	0	3,000	3,000		3,000	0.0%	
General projects :- Indirect Expenditure	<b>0</b>	<b>1,620</b>	<b>15,000</b>	<b>13,380</b>	<b>0</b>	<b>13,380</b>	<b>10.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,620)</b>	<b>(15,000)</b>	<b>(13,380)</b>				
<u>106 Staff payroll costs</u>								
4000 Salaries	0	31,094	45,000	13,906		13,906	69.1%	
4001 HMRC	0	13,855	15,500	1,645		1,645	89.4%	
4002 Staffordshire Pensions	0	13,154	15,000	1,846		1,846	87.7%	
Staff payroll costs :- Indirect Expenditure	<b>0</b>	<b>58,102</b>	<b>75,500</b>	<b>17,398</b>	<b>0</b>	<b>17,398</b>	<b>77.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(58,102)</b>	<b>(75,500)</b>	<b>(17,398)</b>				
<u>107 Allotments</u>								
1002 Allotment Income	0	888	900	12			98.7%	
Allotments :- Income	<b>0</b>	<b>888</b>	<b>900</b>	<b>12</b>			<b>98.7%</b>	<b>0</b>
4300 Allotment Society Subs	0	55	55	0		0	100.0%	
4301 Allotment Legal and prof.	0	0	3,000	3,000		3,000	0.0%	
4302 Allotment waste disposal	0	588	450	(138)		(138)	130.7%	
4303 Allotment contingency	0	0	500	500		500	0.0%	
4304 Allotment maintenance	0	1,850	4,000	2,150		2,150	46.3%	
4305 Crown Bank Expansion	0	0	5,000	5,000		5,000	0.0%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>2,493</b>	<b>13,005</b>	<b>10,512</b>	<b>0</b>	<b>10,512</b>	<b>19.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,605)</b>	<b>(12,105)</b>	<b>(10,500)</b>				
<u>109 Victoria Hall Operations</u>								
1000 Lettings	0	170	20,000	19,830			0.8%	
1001 Bar Franchise	0	0	6,000	6,000			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 17/03/2021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1004 Surety Deposits	0	100	0	(100)			0.0%	
Victoria Hall Operations :- Income	<b>0</b>	<b>270</b>	<b>26,000</b>	<b>25,730</b>			<b>1.0%</b>	<b>0</b>
4062 Stage Lighting and winding gea	0	0	12,000	12,000		12,000	0.0%	
4064 Kitchen Costs	0	0	10,500	10,500		10,500	0.0%	
4077 Victoria Hall other costs	0	0	750	750		750	0.0%	
4078 Victoria Hall advertising	90	420	1,200	780		780	35.0%	
4080 Waste Disposal	0	0	500	500		500	0.0%	
4085 Service Charge	0	8,000	10,500	2,500		2,500	76.2%	
4086 Vic Hall Interior Xmas Decs	0	0	200	200		200	0.0%	
4090 Victoria Hall - Repairs/Maint	1,620	4,965	9,000	4,035		4,035	55.2%	
4091 Victoria Hall Legal Expenses	0	500	2,000	1,500		1,500	25.0%	
4092 Health and Safety	0	474	500	26		26	94.8%	
4093 External contractor Security	0	0	2,500	2,500		2,500	0.0%	
4094 External Contractor cleaning	182	2,045	5,000	2,955		2,955	40.9%	
Victoria Hall Operations :- Indirect Expenditure	<b>1,892</b>	<b>16,404</b>	<b>54,650</b>	<b>38,246</b>	<b>0</b>	<b>38,246</b>	<b>30.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,892)</b>	<b>(16,134)</b>	<b>(28,650)</b>	<b>(12,516)</b>				
<b>110 Ranger Service</b>								
4100 Ranger Service contract	0	27,375	37,500	10,125		10,125	73.0%	
4101 Ranger Service Training	0	0	300	300		300	0.0%	
4102 Ranger Other Costs	0	(5)	500	505		505	(1.0%)	
Ranger Service :- Indirect Expenditure	<b>0</b>	<b>27,370</b>	<b>38,300</b>	<b>10,930</b>	<b>0</b>	<b>10,930</b>	<b>71.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(27,370)</b>	<b>(38,300)</b>	<b>(10,930)</b>				
<b>111 Civic Costs</b>								
4041 Civic Regalia	0	0	750	750		750	0.0%	
4042 Mayors Allowance	0	1,000	1,000	0		0	100.0%	
4043 Deputy Mayors Allowance	0	0	250	250		250	0.0%	
4045 Mayors Function Funds	0	0	500	500		500	0.0%	
4046 Town Crier	0	250	250	0		0	100.0%	
Civic Costs :- Indirect Expenditure	<b>0</b>	<b>1,250</b>	<b>2,750</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>45.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,250)</b>	<b>(2,750)</b>	<b>(1,500)</b>				
<b>112 Grants and donations</b>								
4200 Grants awarded	(864)	3,416	10,000	6,584		6,584	34.2%	
4201 Donations (S137)	0	200	500	300		300	40.0%	
4203 Covid-19 Fund	0	2,500	10,000	7,500		7,500	25.0%	
Grants and donations :- Indirect Expenditure	<b>(864)</b>	<b>6,116</b>	<b>20,500</b>	<b>14,384</b>	<b>0</b>	<b>14,384</b>	<b>29.8%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 17/03/2021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>114 Events</b>								
1999 Event Income	0	0	500	500			0.0%	
Events :- Income	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>	<b>0</b>
4070 Community Pantomime	0	0	1,000	1,000		1,000	0.0%	
4098 Reels on Wheels	0	0	1,000	1,000		1,000	0.0%	
4099 Other Event costs	0	0	1,500	1,500		1,500	0.0%	
4602 Party in the Park Costs	0	0	1,300	1,300		1,300	0.0%	
Events :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>4,800</b>	<b>4,800</b>	<b>0</b>	<b>4,800</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(4,300)</b>	<b>(4,300)</b>				
<b>115 Health and Wellbeing</b>								
4401 Dementia Friendly Kidsgrove	0	0	1,500	1,500		1,500	0.0%	
4402 Defibrillator project	0	930	5,000	4,070		4,070	18.6%	
Health and Wellbeing :- Indirect Expenditure	<b>0</b>	<b>930</b>	<b>6,500</b>	<b>5,570</b>	<b>0</b>	<b>5,570</b>	<b>14.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(930)</b>	<b>(6,500)</b>	<b>(5,570)</b>				
<b>116 Highways and Highways Safety</b>								
4500 Other Highways and highways Sa	0	600	4,000	3,400		3,400	15.0%	
4501 Community Speed Watch Report	0	0	5,500	5,500		5,500	0.0%	
4502 SID provision	0	0	10,250	10,250		10,250	0.0%	
4503 Noticeboard Improvements	0	0	5,000	5,000		5,000	0.0%	
4504 CCTV provision	0	0	15,000	15,000		15,000	0.0%	
4505 Planning and mapping software	0	720	1,000	280		280	72.0%	
Highways and Highways Safety :- Indirect Expenditure	<b>0</b>	<b>1,320</b>	<b>40,750</b>	<b>39,430</b>	<b>0</b>	<b>39,430</b>	<b>3.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,320)</b>	<b>(40,750)</b>	<b>(39,430)</b>				
<b>117 Neighbourhood Plan</b>								
4550 Neighbourhood Plan General Cos	0	718	3,000	2,282		2,282	23.9%	
Neighbourhood Plan :- Indirect Expenditure	<b>0</b>	<b>718</b>	<b>3,000</b>	<b>2,282</b>	<b>0</b>	<b>2,282</b>	<b>23.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(718)</b>	<b>(3,000)</b>	<b>(2,282)</b>				
Grand Totals:- Income	<b>0</b>	<b>249,513</b>	<b>275,128</b>	<b>25,615</b>			<b>90.7%</b>	
Expenditure	<b>5,686</b>	<b>146,475</b>	<b>328,628</b>	<b>182,153</b>	<b>0</b>	<b>182,153</b>	<b>44.6%</b>	
<b>Net Income over Expenditure</b>	<b>(5,686)</b>	<b>103,038</b>	<b>(53,500)</b>	<b>(156,538)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(5,686)</b>	<b>103,038</b>						

**Kidsgrove Town Council 2020/21**

**Income and Expenditure Account for Year Ended 31 Mar 21**

31 Mar 20		31 Mar 21
	<b>Operating Income</b>	
252,757	Administration	248,355
896	Allotments	888
19,273	Victoria Hall Operations	270
744	Events	0
<b>273,670</b>	<b>Total Income</b>	<b>249,513</b>
	<b>Running Costs</b>	
14,737	Administration	12,150
3,804	Environmental Projects	935
18,702	Fixed & Statutory	17,067
1,500	General projects	1,620
66,700	Staff payroll costs	58,102
662	Allotments	2,493
28,488	Victoria Hall Operations	16,404
36,556	Ranger Service	27,370
3,340	Civic Costs	1,250
6,495	Grants and donations	6,116
2,754	Events	0
0	Health and Wellbeing	930
0	Highways and High ways Safety	1,320
385	Neighbourhood Plan	718
<b>184,124</b>	<b>Total Expenditure</b>	<b>146,475</b>
	<b>General Fund Analysis</b>	
53,784	Opening Balance	113,330
273,670	Plus : Income for Year	249,513
327,454		362,843
184,124	Less : Expenditure for Year	146,475
143,330		216,368
111,772	Transfers TO / FROM Reserves	30,000
<b>31,559</b>	<b>Closing Balance</b>	<b>186,368</b>

31 Mar 20		31 Mar 21
	<b>Current Assets</b>	
290	Debtors	0
24,323	VAT Control A/c	37,141
383	Prepayments	0
100,176	Current Bank A/c	147,549
170,236	National Savings Account	171,461
6,101	Unity Current Account T2	42,514
<b>301,510</b>		<b>398,665</b>
	<b>301,510 Total Assets</b>	<b>398,665</b>
	<b>Current Liabilities</b>	
0	Debtors	160
4,911	Creditors	7,137
5,714	Accruals	0
1,505	Accrue mayors charity donation	0
1,050	Receipts in Advance	0
<b>13,180</b>		<b>7,297</b>
	<b>288,330 Total Assets Less Current Liabilities</b>	<b>391,368</b>
	<b>Represented By</b>	
113,330	General Reserves	209,868
70,000	EM RES - VH Maintenance Fund	70,000
15,000	EM RES - Election Costs	15,000
60,000	EM RES - Capital Projects	60,000
30,000	EM RES - Staffing and Office c	30,000
0	EM RES - Christmas Light Fund	6,500
<b>288,330</b>		<b>391,368</b>

The above statement represents fairly the financial position of the authority as at 31 March 2021 and reflects its Income and Expenditure during the year.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_  
Chairman

Signed : \_\_\_\_\_ Date : \_\_\_\_\_  
Responsible  
Financial