



THORPE ST ANDREW TOWN COUNCIL

**Finance and Staff Committee Meeting to be held on:
23rd January 2017
7.45pm at Roxley Hall, Yarmouth Road**

AGENDA

1. Attendance and Apologies for Absence.
2. Declarations of Interest.
3. Minutes of the Meeting **21st November 2016**
4. Public session – limited to 3 minutes per speaker
5. Finance (April 16 to December 16)
 - i. Summary of Cost Centres
 - ii. Summary of Receipts and Payments
 - iii. Variances
 - iv. Capital Spending Payments and Receipts
 - v. Events Receipts and Payments
6. Electric Boat Hire Service – Verbal Report
7. Update on Byelaws – Verbal Report
8. Horticultural and Verge cutting Tender – Confidential Quotations to be tabled
9. Review and Changes to Staffing – Confidential report to be tabled
Press and Public to be excluded from the meeting for the duration of this item under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

Future agenda items (Not for discussion)

Date of next meeting **20th February 2017**

Issued **18th January 2017**

Town Clerk - Thomas Foreman
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Thorpe St Andrew Town Council

Minutes of the Finance and Staff Committee meeting

held on 21 November 2016 at 7.30pm

- 1 Present:**
 Miss S Lawn (Chairman)
 Mr F Bowe Mr J Emsell Mrs T Mancini-Boyle Mr J Ward
- Apologies:**
 Mr I Mackie Mr L Reeves
- In attendance:**
 Mr T Foreman (Town Clerk) Mr D Sayer (Parks and Estates Manager) Mrs D Matthews (Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item
Mr J Ward	6 - NCC Disposal of Land on Pound Lane, Thorpe St Andrew

3 MINUTES

The Minutes of the meeting held on 17 October 2016 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

No members of the public were present.

5 PROPOSAL FOR A PARKS DEFIBRILLATOR

The Clerk to the Council reported that he was still waiting for information on costs for a defibrillator and for confirmation of the funds raised from the Fireworks event which would be used to fund the purchase. It was likely the costs would be between £1400 and £2200 and he sought Members support to continue in principle with the acquisition of a defibrillator subject to confirmation of costings and funding and to recommend the Town Council accordingly. In response to a question, it was confirmed that, on making a 999 call, the caller would be guided through the process of using a defibrillator and the machine also guided users through the process of administering treatment. No specialist training was necessary. Members felt it would be helpful to arrange a demonstration of use of a defibrillator. There was support for the principle of acquiring a defibrillator and it was

RESOLVED to recommend the Town Council to continue with the acquisition of a defibrillator subject to confirmation of costings and funding and that a demonstration of a machine be arranged.

6 NCC DISPOSAL OF LAND ON POUND LANE, THORPE ST ANDREW

The Clerk to the Council reported that the Town Council had been asked by the County Council if it wished to express an interest in purchasing a small area of land on Pound Lane – the land was shown edged red on the plan sent to members. The Town Council had previously been granted consent to place a bus shelter on the land. The County Council was required to obtain best value for the land and if interested the Town Council would need to engage a valuer. An inspection of the land had identified that a number of trees on the land were in need of essential maintenance work. The nature of the piece of land was such that it did not lend itself to any useful purpose and had indeed been the subject of fly-tipping. Having regard to the costs of carrying out immediate and ongoing maintenance of the land and its limited potential use, members did not feel there was any merit in purchasing the land. They would however be minded to accept the land if it was transferred to the Town Council free of charge with all essential maintenance work carried out prior to transfer and a sum of money transferred to allow for ongoing maintenance of the land for an agreed period of time.

RESOLVED to advise the County Council that there was no interest from the Town Council in purchasing the land but that the Town Council would be minded to accept the land if it was transferred to the Town Council free of charge with all essential maintenance work carried out prior to transfer and a sum of money transferred to allow for ongoing maintenance of the land for an agreed period of time.

7 FORD RANGER PURCHASE

The Clerk to the Town Council reported that investigations into the cost of purchasing the Ford Ranger currently leased by the Town Council had concluded that it was more financially viable to lease a new vehicle. The cost of purchasing the Ranger would be between £10,000 and £14,000 in addition to ongoing maintenance and repair costs. A new vehicle could be leased for less than was being paid for the current vehicle. There would be a need to transfer funds between budgets to allow for the leasing of the vehicle. It was

RESOLVED to recommend the Town Council to not proceed with the purchase of the Ford Ranger but to lease a new “straight back” replacement vehicle.

8 ROXLEY HALL CARPARK

The Clerk to the Town Council reported that, following complaints about the condition of the carpark, consideration had been given to options for improving the carpark. Members noted that a formal tarmacadam surface would be too costly but that

modest improvements could be undertaken. It was suggested that a resurfacing of gravel be used together with sleepers at the far end to help avoid rain water washing the gravel away. It was estimated that this work could be carried out for less than £500. It was noted that the works could be carried out early in the New Year.

The Clerk went on to report that he was currently investigating an incident in which a hall user had apparently fallen on the carpark the previous week and he undertook to keep Members informed of progress with the incident. In the mean time it was felt prudent to close the carpark to use by hirers of the hall and that it only be used by staff and councillors.

RESOLVED to proceed with the modest improvements to the carpark early in the New Year including new gravel and sleepers and that in the mean-time the carpark be closed to hall hirers.

9 RECOGNITION OF STAFFING AT EVENTS

[Mr Sayer - The Parks and Estates Manager, left the meeting for this item.]

The Chairman referred to work being undertaken by staff outside their normal working arrangements to help with organised events and to respond to emergencies and the need to acknowledge the value placed on the willingness of staff to undertake this work. It appeared that there was currently no allowance made for work undertaken in the evenings or at weekends and she suggested that there was a need to recognise that the Council had a good team of staff who were willing to help out and should be recompensed for working antisocial hours when required. She suggested that staff be allowed to claim time and a half or claim time off in lieu (at time and a half) when the hours worked were after 8pm on an evening or during a Saturday or Sunday. Other members supported this suggestion noting that the arrangement would not apply to the Clerk to the Town Council who was employed under a national pay scheme nor the Committee Officer when working Monday evenings. The carrying out of work in the evenings and at weekends and the arrangements for reimbursement was subject to authorisation and management by the Clerk. It was proposed by the Chairman, seconded by Mrs Mancini-Boyle and duly

RESOLVED that

- (i) staff be allowed to claim time and a half or claim time off in lieu (at time and a half) when the hours worked were after 8pm on an evening or during a Saturday or Sunday;
- (ii) the carrying out of work in the evenings and at weekends and the arrangements for reimbursement was subject to authorisation and management by the Clerk.

10 DATE OF NEXT MEETING

It was agreed to cancel the meeting scheduled for 19 December 2019 and that the next scheduled meeting would therefore be on 16 January 2017.

The meeting closed at 8.20pm

Signed:

Dated:

DRAFT

Thorpe St Andrew Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

5(i)

Cost Centre	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
Allotments	4,478.00	4,529.95	52	4,230.00	2,287.60	1,942	1,994
Broadland District Council Elect				4,000.00		4,000	4,000
Business Sponsorship	250.00	480.00	230	150.00	367.20	-217	13
Capital Spending		43,975.00	43,975	39,000.00	36,482.88	2,517	46,492
Cemetary				1,915.00	1,906.81	8	8
Community Infrastructure Levy		1,971.32	1,971		1,177.00	-1,177	794
Contingency				5,550.00		5,550	5,550
Delegated Functions	15,000.00	15,458.57	459	15,000.00	12,760.35	2,240	2,698
Dussindale Park - Fitzmaurice f	17,250.00	11,734.42	-5,516	32,975.00	22,450.82	10,524	5,009
Events	12,000.00	14,027.50	2,028	11,200.00	17,159.71	-5,960	-3,932
Grants							
Leases				4,500.00	4,231.64	268	268
Legal Fees				1,000.00	1,187.20	-187	-187
Loan Repayment				33,638.00	28,637.03	5,001	5,001
Precept	373,760.00	373,760.00					
Recreation Ground - Morse Pav	12,500.00	10,081.05	-2,419	44,090.00	40,439.86	3,650	1,231
River Green	10.00	33.00	23	6,900.00	3,551.53	3,348	3,371
Roxley Hall	7,500.00	11,271.08	3,771	5,250.00	11,021.99	-5,772	-2,001
S137 Payments and Donations	1,500.00	1,500.00		550.00	350.00	200	200
Salaries				178,535.00	118,723.97	59,811	59,811
Section 106		46,106.00	46,106		46,386.00	-46,386	-280
Street Furniture				1,200.00	825.00	375	375
Street Lighting				26,500.00	18,528.45	7,972	7,972
Town Hall	185.00	310.08	125	19,250.00	17,990.10	1,260	1,385
Town Plan							
Tree Management				8,000.00	5,812.50	2,188	2,188
Website				1,000.00		1,000	1,000
NET TOTAL	444,433.00	535,237.97	90,805	444,433.00	392,277.64	52,155	142,960
V.A.T.		29,735.64			35,694.49		
GROSS TOTAL		564,973.61			427,972.13		

Thorpe St Andrew Town Council Summary of Receipts and Payments All Cost Centres and Codes

5(ii)

Cost Centre Allotments

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
94 Dussindale maintenance				1,500.00	858.85	641	641
95 Dussindale rent				380.00	344.65	35	35
96 Dussindale water charges				350.00	225.52	124	124
97 Hillside maintenance				1,500.00	292.24	1,208	1,208
98 Hillside water charges				500.00	226.97	273	273
99 Miscellaneous							
100 Rent and deposit	4,028.00	4,082.00	54		339.37	-339	-285
168 Water charges	450.00	447.95	-2				-2
SUB TOTAL	4,478.00	4,529.95	52	4,230.00	2,287.60	1,942	1,994

Cost Centre Broadland District Council Electio

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
120 Election costs				4,000.00		4,000	4,000
SUB TOTAL				4,000.00		4,000	4,000

Cost Centre Business Sponsorship

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
177 Receipts and payments	250.00	480.00	230	150.00	367.20	-217	13
SUB TOTAL	250.00	480.00	230	150.00	367.20	-217	13

Cost Centre Capital Spending

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
90 Asset replacement		9,000.00	9,000	6,000.00	4,921.00	1,079	10,079
91 Buildings & amenity areas				21,000.00	7,722.52	13,277	13,277
92 Street lights				9,000.00		9,000	9,000
93 Town Hall				1,000.00	1,921.28	-921	-921
164 Projects		34,975.00	34,975	2,000.00	21,918.08	-19,918	15,057
165 War Memorial							
SUB TOTAL		43,975.00	43,975	39,000.00	36,482.88	2,517	46,492

Cost Centre Cemetary

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
102 Maintenance				1,815.00	1,815.00		
103 Water charges				100.00	91.81	8	8
SUB TOTAL				1,915.00	1,906.81	8	8

Cost Centre Community Infrastructure Levy

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
175 CIL receipts and payments		1,971.32	1,971		1,177.00	-1,177	794
SUB TOTAL		1,971.32	1,971		1,177.00	-1,177	794

Cost Centre Contingency

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
117 Contingency				5,550.00		5,550	5,550
SUB TOTAL				5,550.00		5,550	5,550

Thorpe St Andrew Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Delegated Functions

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
110	Verge cutting	15,000.00	15,458.57	459	15,000.00	12,760.35	2,240	2,698	
SUB TOTAL		15,000.00	15,458.57	459	15,000.00	12,760.35	2,240	2,698	

Cost Centre Dussindale Park - Fitzmaurice Pav

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
36	Building maintenance				3,000.00	3,544.05	-544	-544	
38	Cleaning and materials					3,640.00	-3,640	-3,640	
40	Cricket maintenance				2,500.00	1,097.73	1,402	1,402	
41	Electricity				3,700.00	1,687.77	2,012	2,012	
42	Field maintenance contract				5,400.00	3,968.80	1,431	1,431	
43	Football maintenance				2,750.00	1,354.78	1,395	1,395	
45	Park maintenance				1,000.00	286.75	713	713	
46	Play equipment maintenance				500.00		500	500	
47	Rates				3,150.00	3,097.60	52	52	
48	Sanitary disposal				350.00	403.53	-54	-54	
49	Telephone				325.00	167.34	158	158	
50	Water rates				3,000.00	666.35	2,334	2,334	
51	Wheeled/litter/dog bins				4,800.00	1,679.61	3,120	3,120	
52	Cricket income	2,750.00	2,469.50	-281				-281	
53	Football income		113.92	114				114	
54	Lettings - Fitzmaurice Pavilion	14,500.00	9,014.50	-5,486				-5,486	
55	Other income								
167	Soccer marking		136.50	137	2,500.00	856.51	1,643	1,780	
SUB TOTAL		17,250.00	11,734.42	-5,516	32,975.00	22,450.82	10,524	5,009	

Cost Centre Events

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
118	Events Payments/Receipts	12,000.00	14,027.50	2,028	10,000.00	15,365.19	-5,365	-3,338	
200	Newsletter				1,200.00	1,794.52	-595	-595	
SUB TOTAL		12,000.00	14,027.50	2,028	11,200.00	17,159.71	-5,960	-3,932	

Cost Centre Grants

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
150	Grant income and expenditure								
SUB TOTAL									

Cost Centre Leases

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
172	Vehicle lease				3,500.00	2,497.32	1,003	1,003	
173	Photocopier Lease				1,000.00	1,734.32	-734	-734	
SUB TOTAL					4,500.00	4,231.64	268	268	

Cost Centre Legal Fees

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
158	Legal charges				1,000.00	1,187.20	-187	-187	
SUB TOTAL					1,000.00	1,187.20	-187	-187	

Thorpe St Andrew Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Loan Repayment

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
119	Morse Loan				6,284.00	6,283.33	1	1	
182	Village Hall Loan				22,354.00	22,353.70	0	0	
193	Town Hall loan				5,000.00		5,000	5,000	
SUB TOTAL					33,638.00	28,637.03	5,001	5,001	

Cost Centre Precept

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
111	Precept	373,760.00	373,760.00						
SUB TOTAL		373,760.00	373,760.00						

Cost Centre Recreation Ground - Morse Pavilic

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
56	Building maintenance				3,500.00	7,364.39	-3,864	-3,864	
57	Cleaning and cleaning materials				1,350.00	4,908.39	-3,558	-3,558	
60	Electricity				1,700.00	706.75	993	993	
61	Equipment hire				200.00	1,069.34	-869	-869	
62	Field maintenance contract				7,000.00	4,503.88	2,496	2,496	
63	Fixings and fittings				250.00		250	250	
64	Fuel				1,500.00	1,100.97	399	399	
65	Grounds machinery				1,500.00	3,854.33	-2,354	-2,354	
68	Materials engineering/fabrication				500.00		500	500	
69	Materials - paint				300.00		300	300	
70	Mileage				500.00	328.05	172	172	
71	Miscellaneous				200.00	106.56	93	93	
72	Morse - gas/expenditure				1,500.00	731.98	768	768	
73	Park maintenance				550.00	1,368.46	-818	-818	
74	Play equipment maintenance				1,000.00		1,000	1,000	
75	Shrub bed - St Will Loke				90.00	57.36	33	33	
76	Sanitary disposal				600.00	403.53	196	196	
77	Sports turf maintenance				7,500.00	2,032.17	5,468	5,468	
78	Telephone				1,200.00	708.70	491	491	
79	Tools - equipment				200.00	252.36	-52	-52	
80	Training Health & Safety		11.65	12	1,000.00	1,041.24	-41	-30	
81	Tree Plantation - mowing				900.00	466.64	433	433	
84	Water rates		126.14	126	800.00	531.99	268	394	
85	Wheeled/litter/dog bins				3,500.00	1,344.01	2,156	2,156	
88	Football income	11,000.00	7,801.62	-3,198				-3,198	
89	Other income	1,500.00	954.25	-546				-546	
160	Soccer mark/additional work				3,750.00	3,715.57	34	34	
174	Rates				2,500.00	2,395.80	104	104	
176	Feed in Tariff		1,187.39	1,187		1,187.39	-1,187		
178	Litter pick								
181	Cleaning Tennis Courts				500.00	260.00	240	240	
SUB TOTAL		12,500.00	10,081.05	-2,419	44,090.00	40,439.86	3,650	1,231	

Cost Centre River Green

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend	
30	Commissioners Cut - picnic area				550.00	332.88	217	217	
31	Electricity				350.00	142.75	207	207	
32	Mowing contracts				3,000.00	1,814.16	1,186	1,186	

Thorpe St Andrew Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

33	River Green flowers				900.00	780.00	120	120
34	River Green maintenance				1,500.00	373.42	1,127	1,127
35	War Memorial maintenance				600.00		600	600
149	Income	10.00	33.00	23		108.32	-108	-85
SUB TOTAL		10.00	33.00	23	6,900.00	3,551.53	3,348	3,371

Cost Centre Roxley Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
20	Building maintenance				1,000.00	1,561.69	-562	-562
21	Cleaning and cleaning materials					3,660.00	-3,660	-3,660
22	Electricity				1,000.00	770.38	230	230
23	Gas				1,000.00	828.86	171	171
25	Miscellaneous							
26	Rates				1,150.00	3,476.84	-2,327	-2,327
27	Sanitary disposal				300.00	203.53	96	96
28	Water				500.00	160.79	339	339
29	Lettings	7,500.00	11,271.08	3,771				3,771
166	Shrub bed/tidy front				300.00	359.90	-60	-60
SUB TOTAL		7,500.00	11,271.08	3,771	5,250.00	11,021.99	-5,772	-2,001

Cost Centre S137 Payments and Donations

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
112	S137 - bus shelter maintenance	1,500.00	1,500.00					
113	S137 payments and donations				550.00	350.00	200	200
SUB TOTAL		1,500.00	1,500.00		550.00	350.00	200	200

Cost Centre Salaries

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
125	Fenn salary				13,791.00	9,212.47	4,579	4,579
126	Fenn - pension employer				2,896.00	1,934.60	961	961
127	Fenn - NIC employer				750.00	457.17	293	293
131	Sayer salary				25,940.00	19,455.03	6,485	6,485
132	Sayer - pension employer				5,447.00	4,085.55	1,361	1,361
133	Sayer - NIC employer				2,500.00	1,845.18	655	655
137	Kiddell salary				17,425.00	13,068.72	4,356	4,356
138	Kiddell - pension employer				3,659.00	2,744.46	915	915
139	Kiddell - NIC employer				1,200.00	963.90	236	236
152	Bass - salary				9,269.00	6,951.78	2,317	2,317
153	Bass - NIC employer				100.00	119.70	-20	-20
154	Bass - pension employer				1,946.00	1,459.89	486	486
183	Mr T Foreman				33,857.00	24,523.04	9,334	9,334
184	Foreman employers nic				2,612.00	2,699.72	-88	-88
185	Student loan					1,124.00	-1,124	-1,124
186	Foreman - pension employer				7,110.00	5,385.88	1,724	1,724
188	Sick/hol cover				2,500.00		2,500	2,500
189	Calver salary				17,425.00	13,068.72	4,356	4,356
190	Calver pension employer				3,659.00	2,744.46	915	915
191	Calver -employers nic				1,200.00	963.90	236	236
192	Calver - student loan							
194	ByLawEnforcer				10,000.00		10,000	10,000
195	ByLaw pen employer				2,100.00		2,100	2,100
196	ByLaw nic employer				650.00		650	650
197	Facilities				9,750.00		9,750	9,750

Thorpe St Andrew Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

198	Facilities pen employer		2,047.00		2,047	2,047
199	Facilities nic employer		702.00		702	702
202	Mr G Watkins			3,010.40	-3,010	-3,010
203	Watkins - pension employer			578.76	-579	-579
204	Matthews - salary			137.18	-137	-137
205	Parr - salary			1,872.00	-1,872	-1,872
206	Parr - employers NIC			71.76	-72	-72
207	Parr employers pension			245.70	-246	-246
SUB TOTAL			178,535.00	118,723.97	59,811	59,811

Cost Centre Section 106

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
201	Section 106		46,106.00	46,106		46,386.00	-46,386	-280
SUB TOTAL			46,106.00	46,106		46,386.00	-46,386	-280

Cost Centre Street Furniture

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
104	Cleaning bus shelters				1,200.00	825.00	375	375
105	Repairs and maintenance							
156	Bus shelters							
162	Memorial bench							
SUB TOTAL					1,200.00	825.00	375	375

Cost Centre Street Lighting

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
106	Energy charge				18,000.00	13,193.45	4,807	4,807
107	Maintenance contract				8,500.00	3,200.00	5,300	5,300
108	Repairs					2,135.00	-2,135	-2,135
SUB TOTAL					26,500.00	18,528.45	7,972	7,972

Cost Centre Town Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
1	Audit				1,500.00	1,510.00	-10	-10
2	Bank charges				450.00	330.78	119	119
3	Chairmans expenses				400.00	1,219.98	-820	-820
4	Computer/Photocopier				500.00	394.65	105	105
5	Insurance		115.83	116	10,000.00	10,756.12	-756	-640
6	Mileage				600.00		600	600
7	Miscellaneous				300.00	741.42	-441	-441
8	Office equipment				150.00	102.96	47	47
10	Office telephone				800.00	561.06	239	239
11	Postage		90.02	90	1,200.00	881.71	318	408
12	Stationery				1,000.00	725.54	274	274
13	Subscriptions				1,900.00	400.08	1,500	1,500
14	Training and H & S				450.00	280.00	170	170
15	Bank interest	65.00	104.23	39				39
16	Delegated functions							
17	Insurance claims							
19	Newspaper articles	120.00		-120				-120
143	VAT refund							
187	Bottle bank					85.80	-86	-86
SUB TOTAL		185.00	310.08	125	19,250.00	17,990.10	1,260	1,385

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre Town Plan		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
169	Town plan update								
SUB TOTAL									
Cost Centre Tree Management		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
101	Tree expenditure				8,000.00	5,812.50	2,188		2,188
SUB TOTAL					8,000.00	5,812.50	2,188		2,188
Cost Centre Website		Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
116	Website costs				1,000.00		1,000		1,000
SUB TOTAL					1,000.00		1,000		1,000
NET TOTAL		444,433.00	535,237.97	90,805	444,433.00	392,277.64	52,155		142,960
V.A.T.			29,735.64			35,694.49			
GROSS TOTAL			564,973.61			427,972.13			

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/16 - 31/12/16**

COST CENTRE	Receipt variance notes
Allotments	Rents due October
Cemetary	
Capital Spending	See Summary
Community Infrastructure levy	£1260 - Oak Ave Bankside £711
Delegated Function	Received verge cutting income for the year
Dussindale Park - Fitzmaurice Pavilion	Less cricket due to weather
Events	See summary
Grants	
Leases	
Legal fees	
Loan Repayment	
Precept	Received from BDC in April and September
Recreation Ground	
Roxley Hall	Includes £600 income for 2015/16 and additional letts
Town Hall	
Tree Management	

COST CENTRE	Payment variance notes
Allotments	
Cemetary	annual donation paid to PCC
Capital Spending	Final payment for Roxley Hall 2015/16 £7012 - see summary
Community Infrastructure levy	Concrete base for bus shelter
Delegated Function	Seasonal verge cutting
Dussindale Park - Fitzmaurice Pavilion	
Events	See summary 2 issues of newsletter +delivery
Grants	
Leases	Purchase of photocopier £1499
Legal fees	£37 Commonwealth Way £750 Bowls club £400 subscriptin
Loan Repayment	year payments made for the Morse and Roxley Hall
Recreation Ground	Boiler repairs £4000, rates paid for yr, Barrier repairs £877, Cleaning costs
Roxley Hall	Cleaning £3660, high gas a/c £549, rates paid for the year and backdated from last year £3476
Salaries	underspend due to not filling posts
Town Hall	Paid for the year - insurance £10517, one off items - medals and scrolls £796 sotfware update £252
Tree Management	Payment for 2015/16 £2662

Thorpe St Andrew Town Council
Listing of Payments in each Code for Cost Centre - Capital Spending
(Between 01/04/2016 to 11/01/2017)

Cost Centre		Capital Spending									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
90 Asset replacement											
78	25/04/2016		Bank 1 Current A	dd	Cricknet roller	Anglian Plant Hire	S	2,250.00	450.00	2,700.00	
384	02/08/2016		Bank 1 Current A	7141	Avant 640	Avant Hire Services	S	2,671.00	534.20	3,205.20	
Subtotal for Code: Asset replacement								£4,921.00	£984.20	£5,905.20	
91 Buildings & amenity areas											
19	18/04/2016		Bank 1 Current A	dd	Television	Business card	S	290.84	58.16	349.00	
248	20/06/2016		Bank 1 Current A	7102	Fencing	G & G Fencing	S	690.35	138.07	828.42	
375	01/08/2016		Bank 1 Current A	7139	New locks for buildings	A C Leigh	S	1,812.13	362.42	2,174.55	
676	17/10/2016		Bank 1 Current A	7244	Bus shelters	Queensbury	S	4,390.50	878.10	5,268.60	
761	22/11/2016		Bank 1 Current A	7281	Padlocks keys	A C Leigh	S	538.70	107.74	646.44	
Subtotal for Code: Buildings & amenity areas								£7,722.52	£1,544.49	£9,267.01	
93 Town Hall											
818	29/11/2016		Bank 1 Current A	dd	Computers	PC World	S	1,921.28	384.25	2,305.53	
Subtotal for Code: Town Hall								£1,921.28	£384.25	£2,305.53	
164 Projects											
12	18/04/2016		Bank 1 Current A	dd	Concrete gravel boards/posts	J Medler	S	1,102.08	220.42	1,322.50	
108	12/05/2016		Bank 1 Current A	7050	Village Hall works	G W Gooch	S	7,012.55	1,402.51	8,415.06	
506	13/09/2016		Bank 1 Current A	7189	Flooring	Reform Flooring	S	3,874.25	774.85	4,649.10	
529	13/09/2016		Bank 1 Current A	7197	Planning application - Fitz Pav	Broadland District Council	E	97.50	0.00	97.50	
613	04/10/2016		Bank 1 Current A	7222	Replacement windows	Spectrum Glass Options	S	2,195.00	439.00	2,634.00	
764	22/11/2016		Bank 1 Current A	7284	Bargeboards and fascia	Spectrum Glass Options	S	2,798.00	559.60	3,357.60	
910	21/12/2016		Bank 1 Current A	7334	Trees	Barcham	S	4,838.70	967.74	5,806.44	
Subtotal for Code: Projects								£21,918.08	£4,364.12	£26,282.20	
Subtotal for Cost Centre: Capital Spending								36,482.88	7,277.06	43,759.94	
TOTALS								£36,482.88	£7,277.06	£43,759.94	

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Thorpe St Andrew Town Council
Listing of Receipts in each Code for Cost Centre - Capital Spending
(Between 01/04/2016 to 11/01/2017)

Cost Centre		Capital Spending									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
90 Asset replacement											
Vchr. 163	19/09/2016		Bank 1 Deposit A		Refund for roller	Anglian Plant Hire	S	2,250.00	450.00	2,700.00	
Vchr. 213	24/10/2016		Bank 1 Current A		Sale of Zetor Tractor	R J W Machinery Sales	S	6,750.00	1,350.00	8,100.00	
						Subtotal for Code: Asset replacement		£9,000.00	£1,800.00	£10,800.00	
164 Projects											
Vchr. 136	22/08/2016		Bank 1 Deposit A		Fizmaurice loan	Public Works Loan Board	E	34,975.00	0.00	34,975.00	
						Subtotal for Code: Projects		£34,975.00	£0.00	£34,975.00	
						Subtotal for Cost Centre: Capital Spending		43,975.00	1,800.00	45,775.00	
						TOTALS		£43,975.00	£1,800.00	£45,775.00	

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EVENTS RECEIPTS AND PAYMENTS
2016/2017

updated 31/12/16

EVENTS	Receipts EXC VAT	vat on inc	Payments EXC VAT	vat on exp	BALANCE
Budget 16/17	11200		12000		
	£		£		£
St Georges Day	387.50	69.50	509.36	31.68	-121.86
Remembrance Parade (Security)			320.00	64.00	-320.00
Fireworks	12841.34	2076.66	7435.69	1120.53	5405.65
PA Systems			811.84	162.37	-811.84
Xmas lights	970.83	71.17	6150.30	1131.57	-5179.47
Stall income 17/18					0.00
Xmas Cards	70.83	14.17	138.00	27.60	-67.17
Snippets	7.00				7.00
EVENTS TOTAL 2016/17	14277.50	2231.50	15365.19	2537.75	-1087.69
2015/16 Income					
Newsletter (2 issues)			1794.52	101.30	
Stall income St Georges	250.00	50.00			
Total from 2015/16	250.00	50.00	0.00	0.00	
Events 2016/17	14027.50	2181.50	17159.71	2639.05	