



THORPE ST ANDREW TOWN COUNCIL

VIRTUAL FINANCE AND STAFFING COMMITTEE MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR
Tel/Fax: (01603) 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

PUBLIC MESSAGE: This is an online meeting, using Zoom. If you wish to "attend" please email the clerk for a copy of the link to the meeting before noon on Monday 20th July 2020.
15.07.20

Notice of Virtual Finance and Staffing Committee Meeting

Councillors of the Finance and Staffing Committee, you are hereby summoned to attend the meeting of the Finance and Staffing Committee to be held on the 'Zoom' conference platform on 20th July 2020 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 1 Attendance book and apologies for absence.
- 2 Declarations of interest in items on the agenda.
- 3 To confirm the minutes of the meeting held on 18th May 2020
- 4 Public Speaking (maximum 3 minutes per speaker to address the meeting on matters on the agenda – all questions should be notified to the Clerk before 12 noon on the day of the meeting)
- 5 Finance
 - (i) Summary of Receipts and Payments 01/04/20 to 30/06/20 - attached
 - (ii) Variance Notes - attached
- 6 Update on Recruitment and Interview arrangements – Verbal Report
- 7 Football Goal Replacement update – Verbal Report
- 8 Request from Thorpe Island Boats – Correspondence (to follow)

Future Agenda Items. (Not for discussion)

Town Clerk – Dr Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL
Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk
Website: www.thorpestandrew-tc.gov.uk
VAT No. 107 2921 90

Thorpe St Andrew Town Council
Minutes of the Virtual Finance and Staff Committee Meeting
held on 18th May 2020 at 7.30pm

1 Present:

Miss S Lawn (Chairman)

Mr I Mackie

Mr J Emsell

Mr F Bowe

Mr S Snelling

Mr Fisher

Mr J Ward

Mr L Reeves

Apologies:

In attendance:

Dr T Foreman (Town Clerk)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Mr I Mackie, Mr J Ward and Mr J Fisher declared an interest in Item 9: Mobile Library Service Parish Cup as County Council members

3 MINUTES

The minutes of the meeting held 16th March 2020 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

None

5 FINANCIAL UPDATES RELATING TO COVID-19

Dr T Foreman gave a presentation outlining the financial impact totalling more than £12,000 due to the closure of facilities and lost revenue. An overall analysis of staff cost savings and project cancellations was provided, but it was confirmed that these could only continue in the short to medium term.

The Committee noted the financial impact outlined within the presentation and requested an ongoing update each quarter to be brought forward for consideration. The Committee thanked Mrs J Fenn and Dr T Foreman for their ongoing efforts.

6 FOOTBALL GOAL REPLACEMENT SCHEME

The Committee considered the report of Mr D Sayer, Parks and Estates Manager, relating to the potential for grant funding from Norfolk FA towards new mobile football goals at the Sir George Morse Park.

The Committee discussed the quality, material, and usage of the goals. This included consideration of the proposed longevity.

It was **PROPOSED** by Mr J Ward and **SECONDED** by Mr I Mackie and

RESOLVED

To proceed with Option 1 totalling £14,653.70, with a total Town Council contribution of £7153.70.

7 MORSE PAVILION FASCIA BOARD AND WINDOW REPLACEMENT

The Committee considered the report into the refurbishment of the fascia boards and windows at the Morse Pavilion. Dr T Foreman explained that the works were within the ringfenced building maintenance budget and had been a priority for the last 18 months. Committee members sought further information on the scheme including the type of materials, colour scheme, and installation times. As a feature of the largest park in Thorpe St Andrew, the Committee agreed the work was required as many had noticed the deterioration in recent months.

It was **PROPOSED** by Mr J Fisher and **SECONDED** by Mr S Snelling and **RESOLVED**

That the works proceed with Quote 2, totalling £6735 + VAT – but that additional insulation be used behind the new cladding

8. MOBILE LIBRARY SERVICE PARISH CUP

The Committee considered the correspondence from the Norfolk County Council Library Service. There was strong support for the work which had been undertaken by the local Library in recent months and years, and it was felt that the Mobile Service Parish Cup was a very worthwhile initiative. It was **RESOLVED** to sign up as a 'Parish Friend of the Mobile Library'.

The meeting closed at 10.00pm.

Signed: *Dated:*
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Thorpe St Andrew Town Council

Summary of Receipts and Payments

Summary - Cost Centres Only

| Cost Centre | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|--------------------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|----------------|--------------------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| Allotments | 5,225.00 | 170.00 | -5,055 | 4,475.00 | 1,044.70 | 3,430 | -1,625 |
| Broadland District Council Elections | | | | 4,000.00 | | 4,000 | 4,000 |
| Building Maintenance | | | | 29,000.00 | 745.00 | 28,255 | 28,255 |
| Business Sponsorship | 500.00 | 250.00 | -250 | 500.00 | 262.39 | 238 | -12 |
| Capital Spending | | | | 42,500.00 | 320.00 | 42,180 | 42,180 |
| Cemetery | | | | 2,730.00 | 58.23 | 2,672 | 2,672 |
| Community Infrastructure Levy | | 9,112.63 | 9,113 | | | | 9,113 |
| Contingency | | | | 5,550.00 | | 5,550 | 5,550 |
| Covid 19 | | 1,000.00 | 1,000 | | | | 1,000 |
| Dementia Cafe | | | | | | | |
| Events | 15,000.00 | | -15,000 | 15,000.00 | | 15,000 | |
| Fitzmaurice Park - Town Hall | 19,500.00 | 2,462.50 | -17,038 | 26,575.00 | 4,782.84 | 21,792 | 4,755 |
| Grants | | 1,500.00 | 1,500 | | | | 1,500 |
| Leases | | | | 4,500.00 | 1,080.48 | 3,420 | 3,420 |
| Legal Fees | | | | 6,500.00 | 1,075.10 | 5,425 | 5,425 |
| Loan Repayment | | | | 28,191.00 | 1,783.14 | 26,408 | 26,408 |
| Newsletter | | | | 2,000.00 | | 2,000 | 2,000 |
| Parks Project | | | | | | | |
| Precept | 507,660.00 | 253,830.00 | -253,830 | | | | -253,830 |
| River Green | 1,000.00 | | -1,000 | 14,750.00 | 2,700.37 | 12,050 | 11,050 |
| Roxley Hall | 17,000.00 | 187.50 | -16,813 | 15,000.00 | 5,937.07 | 9,063 | -7,750 |
| S137 Payments and Donations | | | | 550.00 | | 550 | 550 |
| Salaries | | | | 249,564.00 | 49,016.61 | 200,547 | 200,547 |
| Section 106 | | | | | | | |
| Sir George Morse Park and Pavilio | 9,000.00 | 1,196.34 | -7,804 | 57,250.00 | 13,210.64 | 44,039 | 36,236 |
| Street Furniture | | | | 1,500.00 | 300.00 | 1,200 | 1,200 |
| Street Lighting | | | | 32,000.00 | 7,960.17 | 24,040 | 24,040 |
| Town and Neighbourhood Plan | | | | 1,000.00 | 58.34 | 942 | 942 |
| Town Hall Office | 150.00 | 134.20 | -16 | 24,400.00 | 13,468.14 | 10,932 | 10,916 |
| Tree Management | | | | 9,000.00 | | 9,000 | 9,000 |
| Verge Cutting | 16,000.00 | 17,005.97 | 1,006 | 12,500.00 | 1,438.10 | 11,062 | 12,068 |
| Website | | | | 1,000.00 | 242.50 | 758 | 758 |
| Youth Council | | | | 1,000.00 | | 1,000 | 1,000 |
| NET TOTAL | 591,035.00 | 286,849.14 | -304,186 | 591,035.00 | 105,483.82 | 485,551 | 181,365 |
| | | | | | | | |
| Total for ALL Cost Centres | | 286,849.14 | | | 105,483.82 | | |
| V.A.T. | | 8,790.96 | | | 5,639.15 | | |
| GROSS TOTAL | | 295,640.10 | | | 111,122.97 | | |

Thorpe St Andrew Town Council

1 July 2020 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes

Allotments

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|-----------|--------------------------|----------|--------|----------|----------|----------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 94 | Dussindale maintenance | | | | 1,700.00 | 387.50 | 1,313 | 1,313 |
| 95 | Dussindale rent | | | | 400.00 | 399.93 | 0 | 0 |
| 96 | Dussindale water charges | | | | 375.00 | 68.56 | 306 | 306 |
| 97 | Hillside maintenance | | | | 1,500.00 | | 1,500 | 1,500 |
| 98 | Hillside water charges | | | | 500.00 | 188.71 | 311 | 311 |
| 100 | Rent and deposit | 4,725.00 | 160.00 | -4,565 | | | | -4,565 |
| 168 | Water charges | 500.00 | 10.00 | -490 | | | | -490 |
| SUB TOTAL | | 5,225.00 | 170.00 | -5,055 | 4,475.00 | 1,044.70 | 3,430 | -1,625 |

Broadland District Council Electi

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

Building Maintenance

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|-----------|-----------------------|----------|--------|----------|-----------|--------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 209 | Town Hall | | | | 9,000.00 | 185.00 | 8,815 | 8,815 |
| 210 | Morse Pavilion | | | | 10,000.00 | 295.00 | 9,705 | 9,705 |
| 211 | Roxley Hall | | | | 5,000.00 | 265.00 | 4,735 | 4,735 |
| 236 | Cafe | | | | | | | |
| 237 | River Green Buildings | | | | 5,000.00 | | 5,000 | 5,000 |
| SUB TOTAL | | | | | 29,000.00 | 745.00 | 28,255 | 28,255 |

Business Sponsorship

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|-----------|-----------------------|----------|--------|----------|----------|--------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 177 | Receipts and payments | 500.00 | 250.00 | -250 | 500.00 | 262.39 | 238 | -12 |
| SUB TOTAL | | 500.00 | 250.00 | -250 | 500.00 | 262.39 | 238 | -12 |

Capital Spending

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------|---------------------------|----------|--------|----------|-----------|--------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 90 | Asset replacement | | | | 5,000.00 | | 5,000 | 5,000 |
| 91 | Buildings & amenity areas | | | | 7,500.00 | | 7,500 | 7,500 |
| 92 | Street lights | | | | 9,000.00 | | 9,000 | 9,000 |
| 93 | Town Office | | | | 1,000.00 | | 1,000 | 1,000 |
| 164 | Projects | | | | 20,000.00 | 320.00 | 19,680 | 19,680 |
| 165 | War Memorial | | | | | | | |

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

1 July 2020 (2020-2021)

| | | | | | | | |
|------------------|--|--|--|------------------|---------------|---------------|---------------|
| SUB TOTAL | | | | 42,500.00 | 320.00 | 42,180 | 42,180 |
|------------------|--|--|--|------------------|---------------|---------------|---------------|

Cemetery

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------|----------|--------|----------|-----------------|--------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 102 | Maintenance | | | | 2,230.00 | | 2,230 | 2,230 |
| 103 | Water charges | | | | 500.00 | 58.23 | 442 | 442 |
| SUB TOTAL | | | | | 2,730.00 | 58.23 | 2,672 | 2,672 |

Community Infrastructure Levy

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------|----------|-----------------|--------------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 175 | CIL receipts and payments | | 9,112.63 | 9,113 | | | | 9,113 |
| SUB TOTAL | | | 9,112.63 | 9,113 | | | | 9,113 |

Contingency

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

Covid 19

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------|----------|-----------------|--------------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 254 | Covid19 | | 1,000.00 | 1,000 | | | | 1,000 |
| SUB TOTAL | | | 1,000.00 | 1,000 | | | | 1,000 |

Dementia Cafe

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 217 | Receipts and payments | | | | | | | |
| SUB TOTAL | | | | | | | | |

Events

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|----------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 118 | Events one off purchase | | | | 1,000.00 | | 1,000 | 1,000 |
| 200 | Event Business Sponsorship | | | | | | | |
| 243 | St Georges Day | 500.00 | | -500 | 2,000.00 | | 2,000 | 1,500 |

Thorpe St Andrew Town Council

Summary of Receipts and Payments

1 July 2020 (2020-2021)

All Cost Centres and Codes

| | | | | | |
|------------------------|------------------|----------------|------------------|---------------|--------|
| 244 Fireworks | 13,000.00 | -13,000 | 9,000.00 | 9,000 | -4,000 |
| 245 Remembrance parade | | | 500.00 | 500 | 500 |
| 246 Xmas Event | 1,500.00 | -1,500 | 2,500.00 | 2,500 | 1,000 |
| SUB TOTAL | 15,000.00 | -15,000 | 15,000.00 | 15,000 | |

Fitzmaurice Park - Town Hall

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------------------------|------------------|-----------------|----------------|------------------|-----------------|---------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 38 | Cleaning | | | | 5,000.00 | 535.00 | 4,465 | 4,465 |
| 40 | Cricket maintenance | | | | 3,000.00 | | 3,000 | 3,000 |
| 41 | Electricity | | | | 6,000.00 | 1,788.21 | 4,212 | 4,212 |
| 42 | Field maintenance contract | | | | 4,500.00 | 1,690.15 | 2,810 | 2,810 |
| 43 | Sports Turf maintenance | | | | 1,500.00 | 326.67 | 1,173 | 1,173 |
| 45 | Park maintenance | | | | 1,500.00 | | 1,500 | 1,500 |
| 46 | Play equipment maintenance | | | | 1,000.00 | | 1,000 | 1,000 |
| 49 | Telephone | | | | 375.00 | 98.85 | 276 | 276 |
| 50 | Water rates | | | | 1,300.00 | | 1,300 | 1,300 |
| 51 | Wheeled/litter/dog bins | | | | 2,000.00 | 343.96 | 1,656 | 1,656 |
| 52 | Cricket income | 2,000.00 | | -2,000 | | | | -2,000 |
| 54 | Lettings | 17,500.00 | 2,462.50 | -15,038 | | | | -15,038 |
| 55 | Other income | | | | | | | |
| 212 | Repaint Youth Shelter | | | | | | | |
| 238 | tennis court | | | | 400.00 | | 400 | 400 |
| SUB TOTAL | | 19,500.00 | 2,462.50 | -17,038 | 26,575.00 | 4,782.84 | 21,792 | 4,755 |

Grants

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|------------------------------|----------|-----------------|--------------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 150 | Grant income and expenditure | | 1,500.00 | 1,500 | | | | 1,500 |
| SUB TOTAL | | | 1,500.00 | 1,500 | | | | 1,500 |

Leases

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------|----------|--------|----------|-----------------|-----------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 172 | Vehicle lease | | | | 4,500.00 | 1,080.48 | 3,420 | 3,420 |
| SUB TOTAL | | | | | 4,500.00 | 1,080.48 | 3,420 | 3,420 |

Legal Fees

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------|----------|--------|----------|-----------------|-----------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 158 | Legal charges | | | | 6,500.00 | 1,075.10 | 5,425 | 5,425 |
| SUB TOTAL | | | | | 6,500.00 | 1,075.10 | 5,425 | 5,425 |

Thorpe St Andrew Town Council

1 July 2020 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes

Loan Repayment

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|--------------------|----------|--------|----------|-----------|----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 182 | Roxley Hall Loan | | | | 20,686.00 | | 20,686 | 20,686 |
| 193 | Town Hall loan | | | | 3,939.00 | | 3,939 | 3,939 |
| 229 | River Green Lights | | | | 3,566.00 | 1,783.14 | 1,783 | 1,783 |
| SUB TOTAL | | | | | 28,191.00 | 1,783.14 | 26,408 | 26,408 |

Newsletter

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 242 | Newsletter | | | | 2,000.00 | | 2,000 | 2,000 |
| SUB TOTAL | | | | | 2,000.00 | | 2,000 | 2,000 |

Parks Project

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-----------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 218 | Receipts and payments | | | | | | | |
| SUB TOTAL | | | | | | | | |

Precept

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|---------|------------|------------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 111 | Precept | 507,660.00 | 253,830.00 | -253,830 | | | | -253,830 |
| SUB TOTAL | | 507,660.00 | 253,830.00 | -253,830 | | | | -253,830 |

River Green

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|---------------------------------|----------|--------|----------|-----------|----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 30 | Staithe/picnic area maint | | | | 500.00 | 34.50 | 466 | 466 |
| 31 | Electricity | | | | 500.00 | 26.07 | 474 | 474 |
| 34 | River Green maintenance | | | | 4,000.00 | 641.55 | 3,358 | 3,358 |
| 35 | War Memorial maintenance | | | | | | | |
| 149 | Income | 1,000.00 | | -1,000 | | | | -1,000 |
| 247 | Rates River Green toilets | | | | 2,250.00 | 1,472.05 | 778 | 778 |
| 248 | Electricity Toilets River Green | | | | 2,500.00 | 216.20 | 2,284 | 2,284 |
| 249 | Cleaning Toilets | | | | 5,000.00 | 310.00 | 4,690 | 4,690 |
| SUB TOTAL | | 1,000.00 | | -1,000 | 14,750.00 | 2,700.37 | 12,050 | 11,050 |

Thorpe St Andrew Town Council

1 July 2020 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes

Roxley Hall

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|---------------|-----------|--------|----------|-----------|----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 21 | Cleaning | | | | 6,000.00 | 575.00 | 5,425 | 5,425 |
| 22 | Electricity | | | | 1,500.00 | 167.60 | 1,332 | 1,332 |
| 23 | Gas | | | | 1,500.00 | 317.45 | 1,183 | 1,183 |
| 25 | Miscellaneous | | | | 1,000.00 | | 1,000 | 1,000 |
| 26 | Rates | | | | 4,500.00 | 4,790.40 | -290 | -290 |
| 28 | Water | | | | 500.00 | 86.62 | 413 | 413 |
| 29 | Lettings | 17,000.00 | 187.50 | -16,813 | | | | -16,813 |
| SUB TOTAL | | 17,000.00 | 187.50 | -16,813 | 15,000.00 | 5,937.07 | 9,063 | -7,750 |

S137 Payments and Donations

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-----------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 113 | S137 payments and donations | | | | 550.00 | | 550 | 550 |
| SUB TOTAL | | | | | 550.00 | | 550 | 550 |

Salaries

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|----------------------------|----------|--------|----------|-----------|-----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 125 | Fenn salary | | | | 7,542.00 | 1,885.50 | 5,657 | 5,657 |
| 126 | Fenn - pension employer | | | | 1,735.00 | 433.68 | 1,301 | 1,301 |
| 127 | Fenn - NIC employer | | | | | | | |
| 131 | Sayer salary | | | | 29,636.00 | 7,409.01 | 22,227 | 22,227 |
| 132 | Sayer - pension employer | | | | 6,816.00 | 1,704.06 | 5,112 | 5,112 |
| 133 | Sayer - NIC employer | | | | 2,870.00 | 719.40 | 2,151 | 2,151 |
| 152 | Bass - salary | | | | 3,641.00 | 2,457.00 | 1,184 | 1,184 |
| 153 | Bass - NIC employer | | | | | 36.01 | -36 | -36 |
| 154 | Bass - pension employer | | | | 837.00 | 565.12 | 272 | 272 |
| 183 | Foreman salary | | | | 43,662.00 | 10,915.50 | 32,747 | 32,747 |
| 184 | Foreman employers nic | | | | 4,800.00 | 1,203.30 | 3,597 | 3,597 |
| 185 | Student loan | | | | | 57.00 | -57 | -57 |
| 186 | Foreman - pension employer | | | | 10,042.00 | 2,510.58 | 7,531 | 7,531 |
| 188 | Sick/hol cover | | | | | | | |
| 189 | Calver salary | | | | 22,021.00 | 5,448.24 | 16,573 | 16,573 |
| 190 | Calver pension employer | | | | 5,064.00 | 1,266.21 | 3,798 | 3,798 |
| 191 | Calver -employers nic | | | | 1,850.00 | 456.66 | 1,393 | 1,393 |
| 192 | Calver - student loan | | | | | | | |
| 202 | Mr G Watkins | | | | 17,364.00 | | 17,364 | 17,364 |
| 203 | Watkins - pension employer | | | | 3,993.00 | | 3,993 | 3,993 |
| 204 | Matthews - salary | | | | 2,590.00 | | 2,590 | 2,590 |
| 205 | Parr - salary | | | | 15,545.00 | 3,238.55 | 12,306 | 12,306 |
| 206 | Parr - employers NIC | | | | 950.00 | 155.50 | 795 | 795 |
| 207 | Parr employers pension | | | | 3,575.00 | 744.87 | 2,830 | 2,830 |
| 224 | Jones salary | | | | 17,364.00 | 4,341.00 | 13,023 | 13,023 |
| 225 | Jones pension employer | | | | 3,993.00 | 998.43 | 2,995 | 2,995 |
| 227 | Jones nic employer | | | | 1,200.00 | 296.01 | 904 | 904 |

Thorpe St Andrew Town Council

1 July 2020 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes

| | | | | | |
|------------------|--------------------------------|-------------------|------------------|----------------|----------------|
| 230 | Watkins nic | | | | |
| 231 | Seaman salary | 17,364.00 | 2,000.00 | 15,364 | 15,364 |
| 232 | Seaman pension employer | 3,993.00 | | 3,993 | 3,993 |
| 233 | Seaman employers nic | 1,200.00 | 174.98 | 1,025 | 1,025 |
| 234 | balance | | | | |
| 250 | Deputy Clerk Committees & Admi | 15,461.00 | | 15,461 | 15,461 |
| 251 | DCC&A pension | 3,556.00 | | 3,556 | 3,556 |
| 252 | DCC&A employers nic | 900.00 | | 900 | 900 |
| 253 | Termination payment | | | | |
| SUB TOTAL | | 249,564.00 | 49,016.61 | 200,547 | 200,547 |

Section 106

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------------------|-------------|----------|--------|----------|----------|--------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 201 | Section 106 | | | | | | | |
| SUB TOTAL | | | | | | | | |

Sir George Morse Park and Pavi

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------|---------------------------------|----------|--------|----------|----------|----------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 57 | Cleaning and cleaning materials | | | | 9,500.00 | 2,028.98 | 7,471 | 7,471 |
| 60 | Electricity | | | | 2,200.00 | 409.11 | 1,791 | 1,791 |
| 61 | Equipment hire | | | | 400.00 | | 400 | 400 |
| 62 | Field maintenance contract | | | | 6,500.00 | 2,956.31 | 3,544 | 3,544 |
| 64 | Fuel | | | | 2,500.00 | 344.27 | 2,156 | 2,156 |
| 65 | Grounds machinery maint | | | | 4,000.00 | | 4,000 | 4,000 |
| 68 | Materials fixtures & fittings | | | | 1,000.00 | 39.89 | 960 | 960 |
| 70 | Mileage | | | | | | | |
| 71 | Miscellaneous | | | | 500.00 | | 500 | 500 |
| 72 | Morse - gas | | | | 1,500.00 | 668.54 | 831 | 831 |
| 73 | Park maintenance | | | | 550.00 | | 550 | 550 |
| 74 | Play equipment maintenance | | | | 1,000.00 | | 1,000 | 1,000 |
| 75 | St Will Loke - shrub bed | | | | 100.00 | 7.30 | 93 | 93 |
| 76 | Sanitary disposal | | | | | | | |
| 77 | Sports turf maintenance | | | | 8,400.00 | 825.00 | 7,575 | 7,575 |
| 78 | Telephone | | | | 2,000.00 | 451.40 | 1,549 | 1,549 |
| 79 | Tools - equipment | | | | 300.00 | | 300 | 300 |
| 80 | Training | | | | 3,500.00 | | 3,500 | 3,500 |
| 84 | Water rates | | | | 900.00 | 81.69 | 818 | 818 |
| 85 | Wheeled/litter/dog bins | | | | 2,000.00 | 367.36 | 1,633 | 1,633 |
| 88 | Football income | 9,000.00 | 65.42 | -8,935 | | | | -8,935 |
| 89 | Other income | | 450.00 | 450 | | | | 450 |
| 160 | Soccer marking | | | | 4,500.00 | 1,017.32 | 3,483 | 3,483 |
| 174 | Rates | | | | 2,500.00 | 2,470.05 | 30 | 30 |
| 176 | Feed in Tariff | | 680.92 | 681 | | 680.92 | -681 | -681 |
| 181 | Cleaning Tennis Courts | | | | 500.00 | 590.00 | -90 | -90 |
| 213 | Health and Safety | | | | 1,900.00 | 201.00 | 1,699 | 1,699 |
| 214 | Vehicle Maintenance | | | | 1,000.00 | 71.50 | 929 | 929 |

Thorpe St Andrew Town Council

1 July 2020 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes

| | | | | | | | |
|-----------|----------|----------|--------|-----------|-----------|--------|--------|
| SUB TOTAL | 9,000.00 | 1,196.34 | -7,804 | 57,250.00 | 13,210.64 | 44,039 | 36,236 |
|-----------|----------|----------|--------|-----------|-----------|--------|--------|

Street Furniture

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 104 | Cleaning bus shelters | | | | 1,500.00 | 300.00 | 1,200 | 1,200 |
| 105 | Repairs and maintenance | | | | | | | |
| 156 | Bus shelters | | | | | | | |
| SUB TOTAL | | | | | 1,500.00 | 300.00 | 1,200 | 1,200 |

Street Lighting

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|----------------------|----------|--------|----------|-----------|----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 106 | Energy charge | | | | 25,000.00 | 5,570.17 | 19,430 | 19,430 |
| 107 | Maintenance contract | | | | 7,000.00 | 1,600.00 | 5,400 | 5,400 |
| 108 | Repairs | | | | | 790.00 | -790 | -790 |
| SUB TOTAL | | | | | 32,000.00 | 7,960.17 | 24,040 | 24,040 |

Town and Neighbourhood Plan

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 169 | Town/neighbourhood plan | | | | 1,000.00 | 58.34 | 942 | 942 |
| SUB TOTAL | | | | | 1,000.00 | 58.34 | 942 | 942 |

Town Hall Office

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|----------------------|----------|--------|----------|----------|----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 | Audit | | | | 1,800.00 | 204.00 | 1,596 | 1,596 |
| 2 | Bank charges | | | | 300.00 | 44.55 | 255 | 255 |
| 3 | Mayor's expenses | | | | 300.00 | | 300 | 300 |
| 4 | Computer/Photocopier | | | | 750.00 | 145.56 | 604 | 604 |
| 5 | Insurance | | | | 8,500.00 | 7,896.08 | 604 | 604 |
| 6 | Mileage | | | | | | | |
| 7 | Miscellaneous | | | | 300.00 | 107.99 | 192 | 192 |
| 8 | Office equipment | | | | 150.00 | | 150 | 150 |
| 10 | Telephone | | | | 800.00 | 206.55 | 593 | 593 |
| 11 | Postage | | | | 900.00 | 594.00 | 306 | 306 |
| 12 | Stationery | | | | 1,500.00 | 90.76 | 1,409 | 1,409 |
| 13 | Subscriptions | | | | 1,000.00 | 463.56 | 536 | 536 |
| 14 | Training and H & S | | | | 1,000.00 | 199.50 | 801 | 801 |
| 15 | Bank interest | 150.00 | 38.83 | -111 | | | | -111 |
| 17 | Insurance claims | | | | | | | |
| 143 | VAT refund | | | | | | | |
| 187 | Bottle bank | | 95.37 | 95 | | 9.00 | -9 | 86 |

Thorpe St Andrew Town Council

1 July 2020 (2020-2021)

Summary of Receipts and Payments

All Cost Centres and Codes

| | | | | | | | |
|-------------------------------|--|--|--|----------|----------|-------|-------|
| 216 Photocopy charges | | | | 1,200.00 | 113.39 | 1,087 | 1,087 |
| 235 Rates | | | | 3,500.00 | 3,393.20 | 107 | 107 |
| 239 Human Resources H&S Cover | | | | 2,400.00 | | 2,400 | 2,400 |

| | | | | | | | |
|------------------|---------------|---------------|------------|------------------|------------------|---------------|---------------|
| SUB TOTAL | 150.00 | 134.20 | -16 | 24,400.00 | 13,468.14 | 10,932 | 10,916 |
|------------------|---------------|---------------|------------|------------------|------------------|---------------|---------------|

Tree Management

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|------------------|----------|--------|----------|-----------------|--------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 101 | Tree expenditure | | | | 9,000.00 | | 9,000 | 9,000 |
| SUB TOTAL | | | | | 9,000.00 | | 9,000 | 9,000 |

Verge Cutting

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|------------------------------|------------------|------------------|--------------|------------------|-----------------|---------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 110 | Fuel & machinery maintenance | | | | 2,500.00 | 254.78 | 2,245 | 2,245 |
| 228 | Verge cutting | 16,000.00 | 17,005.97 | 1,006 | | 493.32 | -493 | 513 |
| 240 | Hire of equipment | | | | 10,000.00 | 690.00 | 9,310 | 9,310 |
| SUB TOTAL | | 16,000.00 | 17,005.97 | 1,006 | 12,500.00 | 1,438.10 | 11,062 | 12,068 |

Website

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------|----------|--------|----------|-----------------|---------------|------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 116 | Website costs | | | | 1,000.00 | 242.50 | 758 | 758 |
| SUB TOTAL | | | | | 1,000.00 | 242.50 | 758 | 758 |

Youth Council

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------|----------|--------|----------|-----------------|--------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 241 | Payments | | | | 1,000.00 | | 1,000 | 1,000 |
| SUB TOTAL | | | | | 1,000.00 | | 1,000 | 1,000 |

Summary

| | | | | | | | |
|--------------------|-------------------|-------------------|-----------------|-------------------|-------------------|----------------|----------------|
| NET TOTAL | 591,035.00 | 286,849.14 | -304,186 | 591,035.00 | 105,483.82 | 485,551 | 181,365 |
| V.A.T. | | 8,790.96 | | | 5,639.15 | | |
| GROSS TOTAL | | 295,640.10 | | | 111,122.97 | | |

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/20 - 30/06/20**

Receipts

| | |
|------------------------------------|---|
| Allotments | rent due October |
| Community Infrastructure levy | The Oaks Hjarvey Lane £9112 |
| Covid 19 | Grant £1000 |
| Events | no events due to Covid |
| Fitzmaurice Park - Town Hall | Reduced lets due to Covid closures |
| Grants | Members grant - dog agility equipment £1500 |
| Legal fees | |
| Newsletter | |
| Precept | Received from BDC in April and September |
| River Green | |
| Roxley Hall | Reduced lets due to Covid closures |
| Sir George Morse Park and Pavilion | Reduced lets due to Covid closures |
| Street Furniture | |
| Town Hall - Office | Bank interest £39 bottle bank £95 |
| Verge cutting | Income received for the year |

Payments

| | |
|------------------------------------|--|
| Capital spend | defib pads 3320 |
| Community Infrastructure levy | |
| Covid 19 | |
| Events | no events |
| Fitzmaurice Park - Town Hall | |
| Grants | |
| Legal fees | Subscription £500, £575.10 River Green-Thorpe Island |
| Newslewtter | |
| Street lighting | |
| River Green | |
| Roxley Hall | Paid rates for the year £4790 |
| Sir George Morse Park and Pavilion | |
| Salaries | |
| Town Hall - Office | Paid rates for the year £3393 and insurance £7896 |
| Website | |

NOTE

receipts

| | |
|----------------------------|----------------|
| last year 1/4/19 - 11/6/19 | £236,728 |
| this year | £295,640 |
| | £58,912 |

additional precept and cil £39000

payments

| |
|----------|
| £137,395 |
| £111,123 |
| -£26,272 |